



BOARD OF TRUSTEES

AGENDA

Reorganization Meeting

**November 4, 2013
12:30 p.m.**

- I. **CALL TO ORDER** (Dr. Larson presiding)
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **REORGANIZATION OF THE BOARD OF TRUSTEES**
 - A. **Swearing-in of:**
 - 1) Dr. Wilda Smithers, who was reappointed by the Ocean County Board of Chosen Freeholders to a four-year term on the Ocean County College Board of Trustees, from October 16, 2013, through December 19, 2017

B. **Election of Officers** (*Mr. Dasti, Chair of Nominating Committee*) **Bd. Action**

1. Chairperson (**Newly-elected Chairperson assumes chair**)
2. Vice Chairperson
3. Secretary
4. Treasurer

C. **Designation of Committee Membership** **Bd. Action**
(As appointed by the Chair)

1. **Buildings and Grounds Committee**
Mrs. Novak, Chairperson
Mr. Dasti
Mr. Dupignac
Mr. Kaunitz
2. **Bylaw, Policy, and Curriculum Committee**
Mr. Monahan, Chairperson
Mr. Leone
Mrs. Pehlivanian
3. **Finance Committee**
Mr. Dasti, Chairperson
Mr. Frank Dupignac
Mr. Emil Kaunitz
Mr. Thulin
4. **Personnel Committee**
Mr. Leone, Chairperson
Mr. Monahan
Mrs. Pehlivanian
Dr. Smithers
Mr. Thulin

5. **Executive Committee**
Newly elected officers of the Board

6. **Board of School Estimate**
Mr. Thulin
Mr. Dasti
Mr. Leone, Secretary

7. **New Jersey Council of County Colleges Ambassador**
Mr. Thulin

8. **Audit Committee**
Mr. Dasti
Mr. Leone
Mrs. Novak
Mr. Kaunitz
Mr. Thulin

9. **Liaison Committee**
Mr. Dupignac
Mr. Leone
Mrs. Pehlivanian

10. **Compensation Committee**
Mr. Dasti, Chairperson
Mr. Leone
Mrs. Novak
Mr. Thulin

11. **Litigation Committee**
Members to be appointed as needed

- D. **Designation of the fourth Monday of each month for the regular monthly meeting of the Board of Trustees at 12:30 p.m. in the Boardroom of the Administration Building, except as noted:**

Bd. Action

Monday, December 2, 2013
Monday, January 27, 2014
Monday, February 24, 2014
Monday, March 24, 2014
Monday, April 21, 2014
Tuesday, May 27, 2014
Monday, June 23, 2014
Monday, July 28, 2014
Monday, August 25, 2014
Monday, September 22, 2014
No October meeting
Monday, November 3, 2014
Monday, December 8, 2014

- E. **Designation of the following days for Board Retreats at 12:00 noon in the Boardroom of the Administration Building:**

Bd. Action

Friday, December 13, 2013
Friday, January 17, 2014
Friday, April 11, 2014
Friday, July 11, 2014
Friday, October 17, 2014

- F. **Designation of Depositories (Exhibit A)**

Bd. Action

V. **ADJOURNMENT**

This agenda includes all items that are known at this time.

EXHIBIT "A"
OCEAN COUNTY COLLEGE
SUMMARY OF CASH DEPOSITORIES

Crown Bank
715 Highway 70
Brick, New Jersey 08723

1. Certificates of Deposit

HARMONY BANK
2120 W. County Line Rd.
Jackson, New Jersey 08527

1. Investment Account – Ocean County College

INVESTORS SAVINGS BANK
864 Route 37 West
Toms River, New Jersey 08755

1. Investment Account – Ocean County College

OCEAN FIRST
975 Hooper Avenue
Toms River, New Jersey 08753

1. Foundation Checking Accounting
2. Foundation Investment Fund
3. Investment Account – Ocean County College

FIRST CHOICE BANK
669 Whitehead Road
Lawrenceville, NJ 09648

1. Investment Account – Ocean County College
2. Certificate of Deposit

NJ COMMUNITY BANK
3441 US Hwy 9
Freehold, NJ 07728

1. Investment Account – Ocean County College

SANTANDER BANK
1866 Hooper Avenue
Toms River, New Jersey 08754

1. General Checking
2. Bookstore Checking
3. Bookstore Money Market
4. Student Life
5. Restricted/Perkins Loan
6. Athletic Fund
7. Investment
8. Capital Checking
9. Restricted Fund Checking
10. Section 125
11. Payroll
12. OCC Disaster Relief Fund Account

Services:

1. Direct Deposit
2. Telephone Transfer
3. Automated Check Reconciliation
4. Foreign Drafts
5. Credit Card Service
6. Wire Transfer
7. Positive Pay
8. ATM

STATE OF N.J. CASH MANAGEMENT FUND

C/O Citi Fund Services
P.O. Box 182218
Columbus, Ohio 43218-2218

1. Purchase of Money Market Shares:
NJ Employment Security Agency



BOARD OF TRUSTEES

AGENDA

November 4, 2013

Immediately Following
Reorganization Meeting

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE SEPTEMBER 23, 2013, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS *Bd. Action*
- V. COMMITTEES
 - A. Finance Committee (Mr. Dasti, Chairperson)
(Ms. Winchester, Executive Vice President of Finance and Administration)
 1. Recommend approval of business/finance actions as presented (Exhibit A) *Bd. Action*

VI. COMMITTEESB. Bylaw, Policy, and Curriculum Committee (Mr. Monahan, Chairperson)
(Dr. Wang, Vice President of Academic Affairs)

1. Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B) (Dr. Wang) Bd. Action

C. Buildings and Grounds Committee (Mrs. Novak, Chairperson)
(Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction)

1. Recommend approval of buildings and grounds items as presented (Exhibit C) Bd. Action

D. Personnel Committee (Mr. Leone, Chairperson)
(Ms. Winchester, Executive Vice President of Finance and Administration)

1. Recommend approval of personnel actions as presented Bd. Action

VII. PRESIDENT'S REPORTVIII. MISCELLANEOUS

- A. Recommend adoption of a resolution providing for a closed meeting to be held on Monday, December 2, 2013, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation, the results of which will be released to the public when the need for confidentiality no longer exists Bd. Action

B. Next meetings of the Board of Trustees on**DECEMBER 2, 2013**

- | | |
|--|--|
| 1. Finance Committee | Time: 10:00 a.m.
Place: Business Conference Room |
| 2. Bylaw, Policy, and Curriculum Committee
(as needed) | Time: 10:00 a.m.
Place: Academic Affairs Office |
| 3. Buildings and Grounds Committee | Time: 10:30 a.m.
Place: Business Conference Room |
| 4. Personnel Committee | Time: 10:30 a.m.
Place: President's Office |
| 5. Entire Board | Time: 11:00 a.m.
Place: Boardroom
Purpose: Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 6. Entire Board | Time: 12:30 p.m.
Place: Boardroom
Purpose: Regular Public Monthly Meeting |

IX. Adjournment

This agenda includes all items that are known at this time.



BOARD OF TRUSTEES

Regular Meeting

Minutes

September 23, 2013

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, September 23, 2013, by Mr. Carl V. Thulin, Chair, at 12:30 p.m. in the Boardroom of the Administration Building on the College campus.

Call to Order

The announcement of public meeting was made by Mrs. Connie Bello in compliance with the Open Public Meetings Act of 1975.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Emil Kaunitz, Mr. Thomas Monahan, Mr. Joseph Passiment, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Evan Williamson, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice Presidents Jim McGinty, Richard Strada, Sara Winchester, and Vice Presidents Don Doran and Jianping Wang.

Attendance

Two faculty members were invited to the meeting to share with the trustees their work to enrich the educational experience of students. Mr. Nat Bard, Instructor of Art, Drama, and Music, has been organizing and facilitating a film series program for the past five years; and Ms. Heidi Sheridan, Assistant Professor of English and Literature, has served for several years as the Student Advisor for Seascape, OCC's Literary Magazine. Both of these projects provide the students with wonderful extra-curricular opportunities for creativity, exploration, and growth, all of which enhance their time at OCC. Dr. Larson and the Board thanked them for their commitment to OCC students.

Faculty
Presentations

The minutes of the August 23, August 26, and September 13, 2013, Board of Trustees closed session and public meetings were approved by majority vote, with abstentions by Mr. Monahan and Dr. Smithers (September 13, 2013, only).

Minutes
Approved

Finance Committee

The following recommendations from the Finance Committee were approved upon unanimous roll call vote, including an amendment to the committee report:

- ◆ The statement of income and expenditures as of August 31, 2013, was accepted.

Income/
Expenditures
Accepted

- ♦ The Board adopted a resolution to approve the distribution of the President's Book Award, to be funded by Auxiliary Services and donations, to assist in the purchase of textbooks by students who graduated from an Ocean County high school, demonstrate financial need, and do not qualify for Federal or State financial aid or other scholarship aid and to direct the appropriate College officials to initiate and administrate the award program. Resolution Adopted for President's Book Award
- ♦ The following contracts were awarded:
 - ♦ A maximum of \$25,000 to M.B.T. Contracting, L.L.C., Lincoln Park, New Jersey, for the second year of a two-year agreement for painting services at Ocean County College. Contracts Awarded
 - ♦ A maximum of \$153,834.81 to NEC Corporation of America, Irving, Texas, for information technology hardware, maintenance of software, and technical support services at Ocean County College.
 - ♦ A maximum of \$595,000 to Kimmel Bogrette Architecture + Site, Conshohocken, Pennsylvania, for professional architectural and engineering design consulting services for the renovation of the Instructional Building at Ocean County College.
- ♦ The following resolutions were adopted to award contracts: Resolutions Adopted for Contract Awards
 - ♦ A maximum of \$85,358 to DFFLM, L.L.C., T/A Ditschman/Flemington Ford, Flemington, New Jersey, for the purchase of three F-250 trucks, each equipped with snow plows and trailer hitches, for use by the Facilities Department at Ocean County College.
 - ♦ A maximum of \$62,000 to Mall Chevrolet, Inc., Cherry Hill, New Jersey, for the purchase of three Express 1500 cargo vans for use by the Facilities Department at Ocean County College.
 - ♦ A maximum of \$22,950 to SHI International Corporation, Piscataway, New Jersey, for the first year of a three-year agreement for the Adobe-Enterprise license at Ocean County College.
 - ♦ A maximum of \$30,200 to Tropical Travel Representative, The Woodlands, Texas, for the services of a tour operator for the "World of the Maya Tour" travel seminar to Mexico to be offered from March 22 to March 30, 2014, by Ocean County College.
 - ♦ A maximum of \$388,818.80 to Ellucian Company, Fairfax, Virginia, for the purchase of Enterprise software and software maintenance at Ocean County College.
- ♦ The following contracts were amended: Contracts Amended
 - ♦ An additional \$21,102.04, for a maximum total of \$1,045,732.04, to Bellia Office Furniture, Woodbury, New Jersey, for a change order to furnish and install ADA

tables and chairs in the Gateway Building as part of the purchase and installation of furniture for the Gateway Building (contract originally awarded at the January 28, 2013, Board meeting).

- ◆ An additional \$3,200, for a maximum total of \$230,200, to Digitalwave, Huntingdon Valley, Pennsylvania, for two additional CQ5 training sessions as part of the re-design of the Ocean County College website (contract originally awarded at the September 24, 2013, Board meeting).
- ◆ An additional \$27,568.32, for a maximum total of \$213,074.12, to Veolia Energy, Trenton, New Jersey, for energy cooling system modifications to allow long-term operations under full load as part of the two-year operation and maintenance services agreement for the Combined Heat and Power Plant at Ocean County College (contract originally awarded at the August 27, 2012, Board meeting).
- ◆ An additional \$6,391, for a maximum total of \$182,565, to Gangi Graphics, Brick, New Jersey, for additional offset printing services completed by June 30, 2013, as part of the offset printing services during 2012-2013 (contract originally awarded at the June 25, 2012, Board meeting).
- ◆ An additional \$22,588.40, for a maximum total of \$437,588.40, to Dell Marketing, Round Rock, Texas, for additional computer monitors for the Gateway Building as part of the purchase of Dell computers, parts, and supplies for Ocean County College (contract originally awarded at the June 7, 2013, Board meeting).
- ◆ As recommended by an addendum to the Finance Committee agenda, an additional \$125,000, for a maximum total of \$842,294.65, was awarded to eCollege.com, dba Pearson eCollege, Centennial, Colorado, for a three-month extension, from October 1 to December 31, 2013, to the online marketing program at Ocean County College (contract originally awarded at the May 29, 2012, Board meeting).
- ◆ The Board rejected bid proposals received in response to the Request for Proposals for the Feasibility Study of the Ocean County College Library due to being in excess of allocated budget; the project will be rebid at a future date. Bid Proposals Rejected
- ◆ The Board accepted a \$60,000 grant award from the New Jersey Department of Children and Families, Division on Women, to expand the services provided through the Displaced Homemaker project as a part of the recovery effort following Super Storm Sandy, including the hiring of a part-time career counselor/case manager and offering expanded workshops in the impacted area. Funding period: August 1, 2013, through July 31, 2014. Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Counseling Services. Grant Award Accepted

Bylaw, Policy, and Curriculum Committee

Upon unanimous roll call vote, the following recommendations from the Bylaw, Policy, and Curriculum Committee were approved:

- ♦ The following 2013-2014 Ocean County College Advisory Committees were approved:
 - ♦ Addiction and Human Services Advisory Committee
 - ♦ Administrative Office Management Advisory Committee
 - ♦ Business Advisory Committee
 - ♦ With the addition of Mr. Jim Mahlmann, Chief Operating Officer, NetCentra, L.L.C., 503 Brick Boulevard, Suite 103, Brick, New Jersey
 - ♦ Computer Studies Advisory Committee
 - ♦ Criminal Justice Advisory Committee
 - ♦ Education Advisory Committee
 - ♦ Engineering Advisory Committee
 - ♦ Environmental Science Advisory Committee
 - ♦ Fine Arts Advisory Committee
 - ♦ Fire Science Advisory Committee
 - ♦ Health and Human Performance Advisory Committee
 - ♦ Interpreter Training Advisory Committee
 - ♦ Media and Communications Advisory Committee
 - ♦ Nursing Advisory Committee
 - ♦ Paralegal Advisory Committee
 - ♦ Sailing Advisory Committee
- ♦ The Board temporarily suspended Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the hours of the Kean University Foundation Alumni Event in the Gateway Building on Sunday, October 27, 2013.

2013-2014
Advisory
Committees
Approved

Policies #3074
and #5246.1
Temporarily
Suspended

Buildings and Grounds Committee

Upon unanimous roll call vote, the Building and Grounds Committee Report for September 23, 2013, was accepted.

Building/Grounds
Committee Report
Accepted

Personnel Committee

Upon unanimous roll call vote, the Personnel Report and its addendum were approved as recommended by Mr. Leone, Chair.

Personnel Report
Approved

President's Report

Several items were highlighted:

President's
Report

- ♦ Ms. Carol Kaunitz, Director of Auxiliary Services, introduced Ms. Cathryn Zahn, the recently hired Assistant Bookstore Manager. Ms. Kaunitz reported that, as of this date, 770 Microsoft tablets were sold by the Bookstore, a great success and a wonderful opportunity for College employees and students.
- ♦ Dr. Norma Betz, Assistant Vice President of Enrollment Management, reported that OCC was recently named to the 2014 Military Friendly Schools list. This list designates

OCC as one of the top 20% of colleges, universities, and trade schools in the country that embrace America's military service members, veterans, and their spouses as students and that deliver the best experience for military students to ensure their success.

Dr. Betz also informed the trustees that the Office of Financial Aid distributed almost \$28 million in aid to 11,794 students in FY 2013. The staff of Financial Aid staff are commended for achieving this level of productivity and for assisting so many students.

- ◆ On February 28, 2014, OCC and Kean will host a regional conference on campus in conjunction with Ellucian on Student Success. The keynote speaker will be Dr. Kay McClenney, Director of the Center for Community College Student Engagement and faculty member in the Community College Leadership Program and The University of Texas at Austin.
- ◆ Dr. Wang introduced Dr. Jennifer Dellner, Associate Professor of English, and Literature, and Mr. Robert Marchie, Lecturer II in History, who are serving as the Co-Directors of the new Faculty Center for Excellence and Innovation. They shared the success of the recent Open House, the great suggestions they received from faculty, and the activities they are considering for the future, all with the hope of increasing the involvement of both full- time and adjunct faculty and strengthening connections with students.
- ◆ Mr. Jeff Harmon, Director of e-Learning, recently participated at the Mercer County Community College Conference, *Engaging Learners in the 21st Century*. He presented on the topic, "Blowing up Online Discussion Boards: Creative Uses for 21st Century Discussions."

e-Learning enrollment continues to increase each semester, and Mr. Strada said the e-Learning staff continues to explore innovative and leading-edge programs to be offered to OCC students.

- ◆ Mr. Doran explained the Completion Challenge Project that is being sponsored by Phi Theta Kappa and the student government association. New Jersey's 19 community colleges are participating in the Community College Completion Corps program. Students are being asked to pledge to be actively involved in their education, plan for completion of their degree, and reaching out to other students to help them succeed. Additionally, administrators, faculty, and staff are pledging to promote practices that will help students complete their degrees. Studies show that students who complete either a certificate or an associate degree are more likely to be successful as they move into the future.
- ◆ The following resolution was adopted, upon unanimous roll call vote, to recognize Hispanic Heritage Month:

WHEREAS, National Hispanic Heritage Month is designated from September 15 through October 15 of each year; and

Resolution
Adopted for
Hispanic Heritage
Month

WHEREAS, recognition and commemoration of the achievements and contributions of all Hispanic and Latino people are important to understand and appreciate the rich cultural diversity of the American people; and

WHEREAS, Ocean County College continues to provide educational opportunities for Hispanic and Latino people residing and working in our community; and

WHEREAS, Ocean County College's enrollment of Hispanic and Latino students is continuing to increase;

NOW, THEREFORE, BE IT RESOLVED that September 15 through October 15 be proclaimed Hispanic Heritage Month at Ocean County College and that educational programs and special events be implemented to celebrate this observance and to reaffirm the Board's support for the advancement of Hispanic and Latino people; and

BE IT FURTHER RESOLVED that members of the College family be encouraged to participate in the activities designed to raise consciousness about the culture and history of our Hispanic and Latino colleagues, students, and friends.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, November 4, 2013, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting-
November 4,
2013

The following meetings were scheduled:

The annual reorganization meeting will be held on Monday, November 4, 2013.

Monday, November 4, 2013	10:00 a.m.	Finance Committee	Meetings Scheduled
	10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)	
	10:30 a.m.	Buildings and Grounds Committee	
	10:30 a.m.	Personnel Committee	
	11:00 a.m.	Closed Session	
	12:30 p.m.	Annual Reorganization Meeting	
	Immediately Following	Monthly Public Meeting	

With no further comments from the Board members or the public, the meeting adjourned at 1:45 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees