



BOARD OF TRUSTEES

AGENDA

March 22, 2013
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. SWEARING-IN BY MR. JACK SAHRADNIK OF MR. EMIL A. KAUNITZ, JR., WHO WAS APPOINTED BY GOVERNOR CHRIS CHRISTIE ON MARCH 5, 2013, TO SERVE ON THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES THROUGH OCTOBER 31, 2014
- V. RECOMMEND APPROVAL OF MINUTES OF THE FEBRUARY 25 AND MARCH 8, 2013, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS *Bd. Action*
- VI. COMMENDATIONS

VII. **COMMITTEES**

- A. **Finance Committee (Mr. Dasti, Chairperson)**
(Ms. Winchester, Vice President of Finance and Administration)
1. Recommend approval of business/finance actions as presented (Exhibit A) **Bd. Action**
- B. **Bylaw, Policy, and Curriculum Committee (Mr. Monahan, Chairperson)**
*(Dr. Wang, Vice President of Academic Affairs;
Mr. Strada, Executive Vice President, Instruction)*
1. Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B) *(Dr. Wang)* **Bd. Action**
2. Report on e-Learning *(Mr. Strada)*
- C. **Buildings and Grounds Committee (Mrs. Novak, Chairperson)**
(Dr. McGinty, Executive Vice President, Operations)
1. Recommend approval of buildings and grounds items as presented (Exhibit C) **Bd. Action**
- D. **Personnel Committee (Mr. Leone, Chairperson)**
(Ms. Winchester, Vice President of Finance and Administration)
1. Recommend approval of personnel actions as presented **Bd. Action**

VIII. **PRESIDENT'S REPORT**IX. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution to acknowledge Mr. Harvey York on the occasion of his departure from the Board of Trustees and to express deep appreciation for his contributions to ensure the continuing success of Ocean County College** **Bd. Action**

- B. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, April 22, 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**

- C. **Next meetings of the Board of Trustees on**

Monday, April 22, 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 |

X. **Adjournment**

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

February 25, 2013

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, February 25, 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. Jerry Dasti, Mr. Frank Dupignac, Dr. Wilda Smithers, Mr. Harvey York, Mr. Michael Palmerson, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Richard Strada, and Vice Presidents Don Doran, Jianping Wang, and Sara Winchester.

Attendance

The minutes of the January 25 and January 28, 2013, Board of Trustees closed sessions and public meetings were approved upon majority roll call vote, with an abstention from Dr. Smithers.

Minutes
Approved

Commendations

Because of a computer programming problem, a cohort of employees who should have been recognized for their years of service to the College were not honored at the Spring 2013 Colloquium. All of the affected employees were invited to attend this Board meeting so they could be acknowledged by Dr. Larson and the trustees. Six employees were able to be in attendance and were presented with their awards. The remaining awards will be forwarded to the employees.

Commendations

Dr. Larson was extremely pleased to welcome OCC student Nicholas Tyler, who was selected by the League for Innovation in the Community College to receive the 2013 Terry O'Banion Student Technology Champion Award because of his demonstrated dedication to and passion for the technology field.

Nominated for the award by Computer Science Professor Mary Burke, he and Ms. Burke were invited by the League to attend the League's Innovations Conference in Dallas in March. Because of Nick's difficulty to travel, he will participate in the conference through telecommuting, and a reception will be held for him following presentation of the award.

Ms. Loretta Cramer, Learning Disabilities Specialist, has been working with Nick since he arrived at the College. She provided information about his academic efforts, including the fact that he has achieved a 3.68 grade point average.

Nick recorded a message that he presented to the trustees. He is excited to be the recipient of this award. Everyone in the room congratulated Nick for his hard work and recognition.

Mr. AJ Trump, Athletic Director, and Ms. Ilene Cohen, Executive Director of Athletics, reported that the Ocean County College Athletic Program was ranked third in the nation by the National Alliance of Two-Year College Athletic Administrators. The *Winter 2013 Viking Update* newsletter was distributed to the trustees, which highlighted all of the many successes of the athletes and the teams.

An invitation was extended to the trustees to attend the Sports Award Dinner at Hemingway's in Seaside Heights on March 11. Special awards will be presented to the athletes at that time.

Finance Committee

The Board approved, upon unanimous roll call vote, the following recommendations from the Finance Committee, as amended:

- | | |
|---|---|
| ◆ The statement of income and expenditures as of January 31, 2013, was accepted. | Income/
Expenditures
Accepted |
| ◆ The following contracts were awarded: | |
| ◆ A maximum of \$36,763.90 to Spruce Industries, Rahway, New Jersey, for the purchase of custodial products for use at Ocean County College. | Contracts
Awarded |
| ◆ A maximum of \$235,000 to C.A.P. Services, Inc., Belleville, New Jersey, for site work on Parking Lot #6 at the Gateway Building at Ocean County College. | |
| ◆ The recommendation to award contracts for the purchase of equipment for the Nursing Department at Ocean County College was withdrawn from the agenda pending additional research on equipment needs. No action was taken. | Recommendation
Withdrawn |
| ◆ Resolutions were adopted to award the following contracts: | Resolutions
Adopted for
Contract Awards |
| ◆ A maximum of \$22,100 to Rattlesnake Roundup, Inc., d/b/a Walk Softly Tours, Sun City West, Arizona, for services of a tour operator for the "Native American Southwest Travel Seminar" to be offered from May 29 to June 6, 2013, through the International Education Program at Ocean County College. | |
| ◆ A maximum of \$57,542.20 to Dell Marketing, Round Rock, Texas, for the purchase of Dell computers for use in the laboratories of the Gateway Building at Ocean County College. | |

- ◆ A maximum of \$28,263.90 to Apple Computers, Inc., Austin, Texas, for the purchase of Apple iPads, carts, protection plan, and MacBooks for use by the Business Department at Ocean County College.
- ◆ The following contracts were amended:
- ◆ An additional \$15,125.75, for a maximum total of \$50,125.75, to Core Mechanical, Inc., Pennsauken, New Jersey, for additional work required on the Cleaver Brooks boiler located in the Instructional Building at Ocean County College (contract originally awarded at the June 25, 2012, Board meeting).
- ◆ An additional \$17,590, for a maximum total of \$95,710.62, to Peterson Service Company, Inc., Medford, New Jersey, for additional work, as part of the second year of a two-year agreement, on the lighting control project at the Ocean County College Southern Education Center (contract originally awarded at the May 23, 2011, Board meeting).
- ◆ An additional \$134,940, for a maximum total of \$1,217,483, to Cambridge Construction Management, Somerville, New Jersey, for change orders for a four-month extension due to construction delays as part of the construction management services for the Gateway Building at Ocean County College (contract originally awarded at the August 24, 2009, Board meeting).
- ◆ An additional \$12,500, for a maximum total of \$589,794.65, to eCollege.com (d/b/a Pearson eCollege), Centennial, Colorado, for an Exam Guard License as part of the services to advertise, promote, and market online programs at Ocean County College (contract originally awarded at the May 29, 2012, Board meeting).
- ◆ An additional \$58,145, for a maximum total of \$776,989, to Concord Engineering Group, Inc., Voorhees, New Jersey, for a change order for engineering services for support of verification and monitoring of the NJDEP CHP air pollution control operating permits as part of the engineering services for the Combined Heat and Power Plant at Ocean County College (contract originally awarded at the September 21, 2009, Board meeting).
- ◆ An additional \$59,252.34, for a maximum total of \$24,963,747.14, to Niram, Inc., Boonton, New Jersey, for change orders to revise the location of heat pump filters from unit to return grills and for the redesign of the coffee kiosk room as part of the construction of the Gateway Building at Ocean County College (contract originally awarded at the December 10, 2010, Board meeting).
- ◆ An additional \$3,850, for a maximum total of 24,500, to NetQ Multimedia Company, Jackson, New Jersey, for additional materials, labor, and equipment to furnish and install single mode fiber optic cable, fusion splices, fiber boxes, and coupler boxes as part of the installation, repairs, testing, and troubleshooting of LAN and wireless networks in the Gateway Building at Ocean County College (contract originally awarded at the January 28, 2013, Board meeting).

Contracts
Amended

- ◆ An additional \$2,016.46, for a maximum total of \$34,941.55, to Troxell Communications, Phoenix, Arizona, for the addition of two Smart Boxes for the Gateway Building at Ocean County College (contract originally awarded at the December 14, 2012, Board meeting).
- ◆ An additional \$10,011.66, for a maximum total of \$45,011.66, to Quality Cut, Inc., Farmingdale, New Jersey, for the repair of the sprinkler lines on the Planetarium grounds as part of the campus-wide lawn irrigation services (contract originally awarded at the July 23, 2012, Board meeting).
- ◆ The Board rejected the one bid received on February 8, 2013, for the Layer 2 end-to-end connection between the Toms River campus and the Southern Education Center due to non-compliance by the vendor with the required forms and incomplete pricing. Bid Rejected

Bylaw, Policy, and Curriculum Committee

The following Bylaw, Policy, and Curriculum Committee recommendations were approved by the Board upon unanimous roll call vote, as amended:

- ◆ Items accepted by the College Senate at its meeting on February 6, 2013, were approved: College Senate Items Approved
 - ◆ Revision to Personal Training Program Certificate of Proficiency Amended to be effective with the 2014-2015 catalog year.
 - ◆ Revised Degree Programs
 - ◆ A.A.S. Degree in Computer Science/Information Technology
 - ◆ A.A.S. Degree in Visual Communications Technology – Computer Graphics Option
 - ◆ A.S. Degree in Computer Science
 - ◆ A.S. Degree in Computer Science – Information Technology Option
 - ◆ A.S. Degree in Computer Science – Information Systems Option
 - ◆ A.S. Degree in Computer Science – Game Development and Design Option
 - ◆ New Course – POLI 265, Comparative Politics and Government
 - ◆ Revised Courses
 - ◆ CSIT 115, Introduction to Computer Game Development
 - ◆ CSIT 126, Intermediate Spreadsheets and Database
 - ◆ CSIT 133, Web Development Fundamentals
 - ◆ CSIT 173, Game Programming with Open Graphic Library
 - ◆ CSIT 212, Systems Analysis
 - ◆ CSIT 213, Database Management
 - ◆ RELG 193, World Religions

♦ Revised Policy #5152, Students, Academic Standards, Graduation

Buildings and Grounds Committee

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for January 31, 2013, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

Upon unanimous roll call vote, the Personnel Report was approved as amended. Upon a separate unanimous roll call vote, a resolution was adopted to memorialize Ms. Ellen Adamkowski, former Receptionist/Console Operator, employed from September 5, 1985, until her retirement on February 1, 2011, who passed away on January 27, 2013.

Personnel Report
Approved

Resolution
Adopted for
Ellen Adamkowski

President's Report

Dr. Wang updated the trustees on various ongoing and new initiatives in Academic Affairs, some of which are global education opportunities, application for accreditation of the Addictions Counseling certificate program, joint efforts with Fairleigh Dickinson University for a Tourism and Hospitality program, the Developmental Education Committee, a scheduling task force, an instructional technology task force, and the continuation of the Foundations of Excellence program.

President's
Report

Dr. Kate Pandolpho, Director of Career, Employment, and Counseling Services, informed the trustees about the visit by Ms. Allison Blake, Commissioner of the New Jersey Department of Children and Families, to meet with participants in the State-funded Displaced Homemakers Program. She also spoke of several upcoming events sponsored by the Center. Dr. Larson thanked Dr. Pandolpho for her efforts in ensuring the success of the Center and its programming.

Ms. Joanne Padrone, Director of Resource Development, reported that the Ocean County College Senior Living Expo 2013 is being held on Wednesday, March 27, in the College Gymnasium. AAA and Barnabas Health/Community Medical Center are the major sponsors for the event, with additional sponsorship from Horizon Blue Cross Blue Shield of New Jersey, Blue to You, and New Jersey Natural Gas. This is the third year the Expo is being offered, and it is anticipated that over 600 people will attend.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Friday, March 22, 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-
March 22, 2013

The following meetings were scheduled:

Friday, March 8, 2013

12:00 noon

Board Retreat

Meetings
Scheduled

Friday, March 22, 2013	10:00 a.m.	Finance Committee
	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.	Regular Monthly Public Meeting

Mr. Thulin asked if there were any comments from the trustees, which there were not. He asked for public comments, and several people spoke.

Public Comments

Mr. Tom Zabarovski, OCC Custodian, said the custodial staff was recently informed that the College intends to privatize custodial work. He shared his thoughts and concerns with the trustees. The current 14 custodians represent 90 years of employment at the College and over 200 years in the profession. The custodial staff is a dedicated and proud group of employees who care deeply about their work and the College.

Mr. Zabarovski said the custodians understand the financial difficulties that are being experienced by the College, but he does not believe privatization will save the College money. In fact, he feels that it will result in higher personnel turnover, less efficiency, and greater expense. He strongly urged the trustees to reject the plan to privatize.

In addition to the prospect of losing her job, Ms. Ellen Parashis, also an OCC custodian, was particularly upset about the loss of OCC benefits as a result of privatization, one of which is the educational benefit available to employees and their families. Her daughter is currently a Jump Start student at the College, who plans to attend OCC following high school graduation. Without the educational benefit, her daughter will not have the same access to higher education. Ms. Parashis also said it is unfair to make a decision to privatize, given she feels the night custodians were without adequate supervision for a long time.

Mr. Chris Berzinski, NJEA Field Representative for Higher Education, spoke on behalf of the custodial staff. NJEA thinks privatization is a mistake in that it will result in more expensive and less reliable employees, with the College having no direct control over their performance. He quoted from Dr. Larson's speech at the 2013 Spring Colloquium in which he stressed his desire for a common goal of assuring the success of the College through collaboration, mutual respect, the sharing of ideas, and trust. Mr. Berzinski asked that Dr. Larson's words be the basis of a decision to retain the custodians.

Ms. Winchester stated that the Request for Proposals for custodial outsourcing will require that all existing custodial employees will be hired at their current rate of pay by the successful contractor. Benefits will also be provided by the contractor.

Mr. Thulin thanked those who spoke. He indicated that the Board will take all of their comments under consideration as it reviews outsourcing.

With no further comments, the meeting adjourned 1:30 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Retreat/Meeting

March 8, 2013

Minutes

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:15 p.m., on Friday, March 8, 2013, in the Boardroom of the Administration Building on the college campus.

Call to Order

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

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak (by phone), Mr. Stephan Leone, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Michael Palmerson, Mr. Jack Sahradnik, and Dr. Jon Larson. Also at the meeting were Ms. Sara Winchester, Vice President of Finance and Administration, and Mr. Leslie Cohen, Assistant Vice President of Human Resources.

Attendance

Discussion Items

OCC's Fiftieth Anniversary Celebration – Next year, 2014, is the College's fiftieth anniversary. Ms. Jan Kirsten, Executive Director of College Relations, discussed with the trustees the idea of a year-long celebration during which many activities and events would take place. A committee will be formed with representatives from throughout the College; Mrs. Novak, Mr. Leone, and Mr. Thulin expressed interest in serving on it. The committee will consider a campaign that will create positive media exposure, encourage widespread participation, include our Kean Ocean partnership, and integrate the Ocean County community.

OCC's Fiftieth
Anniversary in
2014

Proposed FY 2014 State Budget – Ms. Winchester reported that the State is making adjustments within its FY 2014 budget that will result in a \$3.6 million decrease to community colleges, which translates to \$225,000 less for Ocean County College's FY 2014 operating budget. Although Dr. Larson and other community college presidents are attempting to restore the funding, the College budget must be developed based on the State decrease.

FY 2014 Budget/
Enrollment

Because of the impact of Hurricane Sandy in Ocean County, the Freeholders have not been in a position to confirm the amount of FY 2014 support to Ocean County College. It is hoped that the County can continue its current level of funding. However, given the decrease in State funding, the uncertainty of County funding, the fact that enrollment is down 5 percent, and increasing expenses, it will be necessary to recommend a tuition increase for

FY 2014 at the March 22 Board meeting. Every effort will be made to decrease College expenditures, but FY 2014 may still be a difficult year financially.

At 12:50 p.m., a resolution was adopted to move into a closed session for the purpose of discussing personnel matters, collective bargaining, and pending litigation, the results of which will be released to the public when the need for confidentiality no longer exists.

Resolution
Adopted for
Closed Session

At 2:10 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

Finance Committee

Upon majority roll call vote, with one abstention noted below, the following items, as recommended by the Finance Committee, were approved:

◆ The following resolution was adopted:

- ◆ Approving and authorizing the implementation of projects consisting of the renovation of the existing Ocean County College Instructional and Nursing Buildings and the installation of campus-wide classroom technology upgrades and related technology infrastructure improvements
- ◆ Authorizing the financing of the projects through funding programs made available by the State of New Jersey and other available sources
- ◆ Approving the application to the Secretary of Higher Education for the projects
- ◆ Authorizing the President and Vice President of Administration and Finance to take the necessary actions to execute the projects
- ◆ Approving as an attachment to the resolution the Ocean County College Facilities Master Plan

Resolution
Adopted for
Facilities Projects,
Financing,
State Application,
OCC Facilities
Master Plan

◆ The following contracts were awarded:

- ◆ A maximum of \$63,900 to George Koustas Painting and Construction, LLC, West Long Branch, New Jersey, for the repair of the interior of the TV Studio at Ocean County College.
- ◆ A maximum of \$91,967.76 for the purchase of equipment for use by the Nursing Department at Ocean County College as follows:
 - ◆ \$67,705.60 to CAE Healthcare, Sarasota, Florida
 - ◆ \$24,262.16 to Pocket Nurse, Monaca, Pennsylvania

Contracts
Awarded

- ♦ The following resolution was adopted to award a contract:
 - ♦ A maximum of \$21,000 to Waukesha-Pierce Industries, Lawrence, Pennsylvania, for commissioning services for the start up of the Combined Heat and Power Plant at Ocean County College.
- ♦ The following contracts were amended:
 - ♦ An additional \$6,500, for a maximum total of \$21,500, to French & Parrello Associates, Wall, New Jersey, for engineering services to develop a ductwork schematic for the Health Sciences Building at Ocean County College in response to the evaluation of the air distribution (contract originally awarded at the August 27, 2012, Board meeting). Mr. Leone abstained from voting on this recommendation.
 - ♦ An additional \$33,360, for a maximum total of \$810,349, to Concord Engineering Group, Inc., Voorhees, New Jersey, for change orders to comply with JCP&L testing requirements on the switching relay and for an additional allowance to cover any unforeseen circumstances related to an April 1, 2013, start-up as part of the professional engineering services for the Combined Heat and Power Plant at Ocean County College (contract originally awarded at the September 21, 2009, Board meeting).

Personnel Committee

Upon unanimous roll call vote, the Personnel Report was approved, as amended.

Miscellaneous

The next meetings of the Board are scheduled for:

Friday, March 22, 2013	10:00 a.m.	Finance Committee
	10:00 a.m.	Bylaw, Policy, and
	(as needed)	Curriculum Committee
	10:30 a.m.	Buildings and Grounds Committee
	10:30 a.m.	Personnel Committee
	12:30 p.m.	Regular Public Monthly Meeting

With no further business or comments from the trustees or the public, the meeting adjourned at 2:20 p.m.

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary

Resolution
Adopted for
Contract Award

Contracts
Amended

Personnel
Report
Approved

Meetings
Scheduled

Adjournment