



BOARD OF TRUSTEES

AGENDA

May 28, 2013
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE APRIL 22, 2013,
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS *Bd. Action*
- V. 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) **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 B) **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**

VI. **PRESIDENT'S REPORT**

VII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, June 24, 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**MONDAY, JUNE 24, 2013**

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| 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 |

VIII. Adjournment

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

April 22, 2013

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, April 22, 2013, by Mr. Carl V. Thulin, Chair, at 12:35 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. Emil Kaunitz, Mr. Joseph Passiment, Dr. Wilda Smithers, Mr. Michael Palmerson, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Richard Strada, and Vice Presidents Don Doran and Sara Winchester.

Attendance

Mr. Sahradnik administered the oath of office to Mr. Joseph F. Passiment, Jr., who, as Interim Executive Superintendent of Ocean County Schools, will serve on the Ocean County College Board of Trustees. He was welcomed by Mr. Thulin, Dr. Larson, and all of the members of the Board.

Swearing-In of
Mr. Joseph F.
Passiment, Jr.

The minutes of the March 22, 2013, Board of Trustees closed session and public meetings were approved upon majority roll call vote, with an abstention by Mr. Passiment.

Minutes
Approved

Commendations

Dr. William Rickert, Professor of Mathematics, was recently selected as a recipient of the 2012 John and Suanne Roueche Excellence Award from the League for Innovation in the Community College. Mr. John Roueche has been a towering figure in the community college movement for many years and has played a critical role in advancing the sector. Using his name on this award lends great honor to it.

Commendations

Dr. Rickert was one of only two professors from New Jersey who received the award, which recognizes his outstanding contributions and leadership at a community college. Dr. Larson presented Dr. Rickert with the League's certificate and medallion, saying it is richly deserved for all he does for Ocean County College, for Phi Theta Kappa, and for the students.

Dr. Rickert responded that he is much more happy and comfortable when students are being honored, but he accepted the award on behalf of all the members of the Mathematics Department and his fellow PTK advisors in acknowledgment of the innovation, dedication, and commitment to students of all of his colleagues.

Mr. Marc Labella, Associate Professor of Science, was commended for his exceptional response during Super Storm Sandy in October. The Barnegat Light First Aid Squad on Long Beach Island presented him with a plaque to honor his “quick thinking, exemplary dedication, and unselfish bravery” for performing rescues and providing meals, first aid, and assistance to emergency personnel.

Mr. Roy Wilkins, Sailing Program Manager, reported on the success of the Ocean County College Sailing Team during the last couple of weekends. OCC won the Team Race Regatta on April 6 and 7 on the Toms River, defeating Fordham University, Monmouth University, Webb Institute, Cornell University, Drexel University, and Bucknell University. Then, this past weekend, after sailing 20 races, OCC won the University of Delaware Open Regatta. The team sailed against Syracuse University, the University of Pennsylvania, Rutgers University, and the University of Delaware. Zac Shippe, who is a vital member of the team, accompanied Mr. Wilkins to the meeting. The trustees congratulated them, Coach Bill Warner, and the other members of the team for their terrific successes.

Executive Director of Athletics Ilene Cohen and Director of Athletics A.J. Trump shared with the trustees some wonderful news about the OCC Athletic Program:

- ♦ The OCC Women’s Basketball Team was announced as the 2013 Women’s Basketball Coaches Association Russell Athletic “Together We R” Team Award winner. Coach Dana Kovich and Ms. Cohen traveled to New Orleans to accept the award on Monday, April 8. OCC had been one of four finalists for the award; the other teams were from Cal State Fullerton, Purdue University, and the University of Oklahoma. This is a most prestigious national award, one that is highly coveted.

The video that was submitted to support the award nomination was developed by Paul Whitehead, a student worker, with assistance from Mr. Ralph Bertini, Television Production Director. Ms. Cohen and Mr. Trump praised Paul for the outstanding video he was able to produce in such a short two-day timeframe.

- ♦ OCC was successful in its bid to host the National Junior College Athletic Association Division III Women’s Soccer National Championship games in 2014, 2015, and 2016.

Finance Committee

Before acting on the items from the Finance Committee, Ms. Winchester addressed the recommendation to award a contract for the outsourcing of custodial services at OCC. She indicated that four firms submitted proposals that met all of the qualifications of the bid document, and all were thoroughly evaluated by a committee. The committee did not recommend the low bidder but, rather, selected a company that submitted an excellent proposal, has an outstanding quality assurance program, offers employees

training and advancement opportunities, and is a national leader in the field, DTZ, Bloomfield, New Jersey. DTZ has been in existence since 1949, has more than 800 clients and 17,000 employees, and has a client retention rate of 75% over the last ten years.

In concert with the award of a contract for outsourced custodial services, there are a number of positions being recommended for approval as part of the Personnel Report that custodians will have the opportunity to apply for, if qualified. If any of the custodial employees are not successful in obtaining another position at the College, they will be offered employment with the new custodial provider, with no loss in compensation.

Dr. Larson prepared and read the following statement to clearly explain the reasons for the decision to outsource custodial services at the College as well as to describe the efforts that have been made in support of current employees:

“In the interest of separating myth from fact, I would like to try to shed some light on why we are making the recommendation of the vendor selected, DTZ/UGL Corp, and explain why we are outsourcing the College’s custodial services.

“I believe it is only courteous and a responsibility of the administration and of the Board of Trustees to address these issues and the online petitions we have received regarding the privatization of custodial services.

- First, no one is being “fired” or being left without a job as a result of any decision made by the College regarding custodial work. Approximately half the members of the current custodial staff will be offered other jobs at the College at equal or better pay and benefits. The other half will be permitted to continue on, at no loss of pay and with guaranteed jobs and benefits, with the new custodial service provider;
- Custodial employees who elect to take neither of these employment options will be provided with a severance package;
- College-paid educational benefits for current custodial employees and their dependents will continue uninterrupted for two years;
- All custodial jobs will continue to be Ocean County jobs, generating monies that will be taxable. This decision will not negatively impact the local economy at all;
- Ocean County College and most colleges and universities in the state and in the nation have hired private companies, large and small, to do all sorts of work for their institutions for many, many years. This is not unique to OCC nor is it new;
- Competitive private companies are adept at providing superior service and workmanship and have historically been the primary source of economic growth for our nation. The American dream has been realized from our nation’s founding through a guarantee, not of a government job, but of liberty – to pursue happiness and engage in productive pursuits without unreasonable government restriction. Our nation’s greatness has been achieved not through the establishment of state-owned enterprises but through the efforts of private enterprise. Yes, OCC is a public college, but we could not operate without making use of a myriad of goods and services produced by the private sector;
- One advantage of hiring a private firm to manage and provide custodial services will be to provide comprehensive career training opportunities for custodial employees

leading to career ladders and promotions that will exceed anything that OCC could offer;

- We will hear in greater detail in a moment the features of the proposal we are recommending to the Board, but I want to highlight two of them--benefits and management. Of the two firms that were competitive, one offered employee health benefits at an employee contribution cost \$87 per month less than its competitor, and provided a credible retirement benefit which was not offered by the competitor. We are recommending the firm whose employee benefits plan is substantially better. Please listen to this...although their bid is higher than their competitor's, by some \$31,000, we want to assure that the employees of the firm we hire, including those OCC employees who choose to work for this firm, will be provided pay and benefits that do not treat them inhumanely. OCC employees whose current pay is higher than that offered by the custodial contract firm will receive a pay differential, for as long as they work for the new company, paid by OCC, so their standard of living will not be adversely affected. The second item, management, accounts for much of the remainder of the cost differential between the two competitive firms. The company being recommended invests in its management staff, training, technology, processes, evaluation, and monitoring high standards. This firm is one of the largest providers of custodial services in the nation with a list of clients that reads like a who's who in the Fortune 500; and, in conclusion,
- While the College will not publicly discuss the work performance of any employee, two chief objectives of this change are to improve both the managerial expertise and the work performance of custodial staff at OCC so our custodial services reflect the commitment to quality we strive for in every aspect of College life and work.

"I hope that this information is responsive to the legitimate concerns of our employees and the tax-paying public. I thank all of you who expressed your views civilly via the online petition and in comments to the Board about this issue and this College that we all share and love and seek to serve to the best of our ability."

Mr. Leone further stated that the Board recognizes the fact that the campus is growing at a dynamic pace and will continue to do so in the years to come with the planned capital improvement projects and new construction. As a result, additional services will be required that address performance, quality, and management of custodial services. He believes the Board is awarding a contract to a highly regarded vendor, and all issues associated with the displacement of employees are being addressed in positive ways. Mr. Leone commended the administration for its efforts in ensuring that College employees have viable, comparable options available to them.

Mrs. Novak provided assurance that the Board is deeply concerned about all of OCC's employees and has attempted to address all concerns.

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

- ♦ The statement of income and expenditures as of March 31, 2013, was accepted.

Income/
Expenditures
Accepted

- ◆ A resolution was adopted to approve the FY 2014 capital facilities project for the construction of a new Nursing Building, totaling \$10,000,000, and to direct appropriate officials to seek financial support from the State of New Jersey through Chapter 12 funding and the County of Ocean for this project. Resolution Adopted for FY 2014 Capital Facilities Project
- ◆ The following contracts were awarded: Contracts Awarded
 - ◆ A maximum of \$20,409 to Global Printing and Packaging, Southborough, Massachusetts, for the printing of the 2013-2014 Ocean County College Annual Calendar/ Student Handbook.
 - ◆ A maximum of \$1,510,466 to DTZ, Bloomfield, New Jersey, for custodial services at Ocean County College.
 - ◆ A maximum of \$302,449.28 to Dimension Data, Charlotte, North Carolina, for the purchase of Information Technology equipment for use at Ocean County College.
- ◆ The following contracts were amended: Contracts Amended
 - ◆ An additional \$9,035.15, for a maximum total of \$38,745.92, to Gary Kubiak & Son Electric, Allentown, New Jersey, for a change order to furnish and install new pvc conduits as part of the electrical feed to the baseball and softball fields at Ocean County College (contract originally awarded at the August 27, 2012, Board meeting).
 - ◆ An additional \$1,577, for a maximum total of \$1,019,182, to Bellia Office Furniture, Woodbury, New Jersey, for a change order to furnish and install revised power modules in two laptop laboratories 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 \$40,000, for a maximum total of \$100,000 to My Restaurant Group, Jersey City, New Jersey, for additional catering services for graduation and other campus activities as part of the second year of a two-year agreement for food and vending services at Ocean County College (contract originally awarded at the June 25, 2012, Board meeting).
 - ◆ An additional \$3,529, for a maximum total of \$262,529, to Open Systems Integrators, Inc., Manalapan, New Jersey, for a change order to furnish and install extron surface enclosures in two conference rooms as part of the purchase of audio and visual equipment for the Gateway Building (contract originally awarded at the January 28, 2013, Board meeting).
 - ◆ An additional \$11,000, for a maximum total of \$51,000, to Allied Fire and Safety, Neptune, New Jersey, for the replacement of a fire pump as part of the second year of a two-year agreement for fire prevention and fire control services at Ocean County College (contract originally awarded at the July 23, 2013, Board meeting).

- ♦ An additional \$53,000, for a maximum total of \$133,000, to Labor Ready Northeast, Inc., Lakewood, New Jersey, for additional custodial and grounds personnel as part of the second year of a two-year agreement for temporary worker services at Ocean County College (contract originally awarded at the July 23, 2012, Board meeting).
- ♦ The Board revised the qualified pool of vendors identified at the meeting on March 22, 2013, for professional engineering services for various campus-wide projects, to be used on an as-needed basis at Ocean County College. Contract Award Revised
- ♦ A \$920 grant award was accepted from the Ocean County Board of Chosen Freeholders and the Ocean County Tourism Council to support the 2013 Barnegat Bay Festival to be held on June 2, 2013. Project Director: Mr. Stan Hales, Director of the Barnegat Bay Partnership. Grant Awards Accepted
- ♦ Pending formal notification, a \$250,000 grant award was accepted from the New Jersey Department of Labor and Workforce Development for the Recovery New Jersey Talent Network for the purpose of revitalization efforts to assist New Jersey business and job-seekers in recovering from Hurricane Sandy's impact, with the primary outcome to help jobseekers and employers who lost their jobs or facilities return to work. Project Director: Ms. Patricia Fenn, Executive Director of e-Learning and Continuing and Professional Education. Funding Period: April 1, 2013, through June 30, 2014.

Bylaw, Policy, and Curriculum Committee

There were no Bylaw, Policy, and Curriculum Committee recommendations to be approved by the Board; however, Mr. Strada gave a brief report on activities in his area:

- ♦ As noted above, Ocean County College was awarded a Recovery New Jersey Talent Network Grant for the purpose of assisting with recovery from Sandy. The Continuing and Professional Education Department will identify business needs across the state with emphasis in storm-affected communities; communicate and document resources for displaced businesses; provide support for new industries for efforts in rebuilding, which will create new jobs and opportunities; and connect displaced and dislocated jobseekers to businesses with job training and placement services. e-Learning Report
- OCC received this grant because of the efforts of Ms. Pat Fenn, Executive Director of e-Learning and Continuing and Professional Education; Ms. Joanne Padrone, Director of Resource Development; and Ms. Sharla Trimm and her staff from Ellucian.
- ♦ Ms. Fenn attended the Conference on State Authorization and Reciprocity Agreement, sponsored by the Lumina Foundation, to discuss the establishment of a national reciprocity agreement for students taking online courses from providers located in other states. She was one of a three-person delegation appointed by the Secretary of Education to represent New Jersey.

Buildings and Grounds Committee

Mrs. Novak noted that Mr. Ken Olsen, Assistant Vice President of Facilities Planning and Construction, will be retiring on April 30 after 22 years at Ocean County College. She recognized and commended his expertise and the work accomplished. She wished him well on behalf of the Buildings and Grounds Committee and the Board of Trustees.

Dr. McGinty provided the following update:

- ◆ The Combined Heat and Power Plant is currently in testing and will be fully operational in the near future.
- ◆ The Millcreek sailing project is moving along after some slight adjustments due to Super Storm Sandy and FEMA regulations.
- ◆ Following multiple reviews, the new College Center bidding documents are ready to be released.
- ◆ The Gateway Building is 93 percent completed and will be ready for fall 2013 classes.

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

Facilities
Engineering
Report Accepted

Personnel Committee

Mr. Leone highlighted two recommendations contained in the Personnel Report this month:

- ◆ 2013-2014 salary increases for full-time nonaligned administrators and the President's Leadership Team
- ◆ 2013-2014 salary increases for non-represented hourly personnel

Ms. Winchester stated that the increases were calculated by a method similar to the last several years, with a flat dollar amount based on 1.7 percent, wherein no employee will receive more than 1.9 percent. The overall increase amounts to 1.58 percent.

Upon majority roll call vote, the Personnel Report was then approved as submitted. Mr. Kaunitz recused himself from voting for the 2013-2014 salary increases for non-aligned administrators and non-represented hourly personnel.

Personnel Report
Approved

President's Report

Dr. Larson introduced and congratulated Ms. Eileen Burdge, Coordinator of the Displaced Homemakers Program, for her recent selection to receive the Patricia C. Donohue Leadership Award from the American Association of Women in Community Colleges, Mercer Chapter. The award was presented to Ms. Burdge at the 3rd Annual Leaders' Breakfast on April 5 at

President's
Report

Mercer County Community College for her exemplary service to the Displaced Homemakers Program. Dr. Larson also commended Ms. Maureen Conlon, Manager of Web Services, who was also nominated for this award for the computer training she provides to clients of the Displaced Homemakers Program.

Ms. Burdge and Dr. Kate Pandolpho, Program Director, then reported on the program's success this past year. There are currently 78 clients participating in the program; 19 of them are enrolled in higher education, 16 at OCC, 2 at Kean University, and 1 at Richard Stockton College.

A resolution was adopted by the Board of Trustees upon unanimous roll call vote to proclaim the month of May 2013 as Displaced Homemakers Awareness Month at Ocean County College.

Resolution
Adopted for
Displaced Home-
makers Month

Ms. Pat Fenn spoke of the Open House that was recently held for the Continuing and Professional Education Kids Summer Camps, at which over 200 people attended. There is a wide variety of programs and camps being offered this summer for all ages, and there is an increasing number of full-day program options available.

OCC's 46th Commencement is taking place on Thursday, May 23. The guest speaker is Freeholder John C. Bartlett, Jr., who will also be presented by the Board of Trustees with the 2013 Distinguished Alumni Award.

The Nursing Pinning Ceremony will be held on Tuesday, May 21, and the Annual Awards Ceremony is on Wednesday, May 22.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Tuesday, May 28, 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-
May 28, 2013

The following meetings were scheduled:

Tuesday, May 28, 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.	Regular Monthly Public Meeting	

Mr. Thulin invited comments from the public, and Mr. Chris Berzinski, NJEA Representative, spoke on behalf of the Support Staff Association and the NJEA regarding the privatization of custodial services at OCC. Mr. Berzinski said he understands from the comments today that this action is being taken to respond to Board concerns, that cost is not an issue and that better management and mentoring of employees will be available, along

Public
Comments

with opportunities for training and advance that would otherwise not be available to employees by OCC. From what has been said, Mr. Berzinski believes this is an extraordinary outcome. However, he said additional questions will be forthcoming and he hopes there will be a co-operative effort in responding to them so NJEA can better understand the Board's action to ensure that no employees are negatively impacted.

Mr. Leone thanked Mr. Berzinski for his remarks and his balanced approach in recognizing there are valid reasons for this change. However, Mr. Leone wanted to also point out that the College continues to grow, and the facilities will require additional services, which the vendor will be able to provide.

With no further comments from the Board members or the public, the meeting adjourned at Adjournment 1:55 p.m.

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary