



BOARD OF TRUSTEES

AGENDA

September 24, 2012

12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE AUGUST 27, 2012, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS AND THE SEPTEMBER 14, 2012, PUBLIC MEETING *Bd. Action*
- V. COMMENDATIONS/PRESENTATIONS

VI. 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)*
(Mr. Strada, Executive Vice President, Instruction)

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

- 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*

VII. PRESIDENT'S REPORTVIII. MISCELLANEOUS

- A. *Recommend adoption of a resolution providing for a closed meeting to be held on Monday, November 5, 2012, 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, November 5, 2012**

Note: The annual reorganization meeting will be held on Monday, November 5, 2012. There will be no meeting on the fourth Monday in October.

- | | |
|---|--|
| 1. Finance Committee | Time: 9:30 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: 10:15 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

August 27, 2012

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, August 27, 2012, 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. Jerry Dasti, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Harvey York, Mr. Michael Palmerson, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Richard Strada, and Vice President Sara Winchester.

Attendance

The minutes of the July 23, 2012, Board of Trustees closed session and public meeting were approved upon majority vote, with an abstention from Mr. York.

Minutes
Approved

Mr. Stan Hales, Program Director of the Barnegat Bay Partnership, introduced the new Chair of the Barnegat Bay Foundation, Dr. Mary Ann Bageac. The Foundation, which was formerly known as the Barnegat Bay Watershed and Estuary Foundation, was established in 1992. It is currently in the process of rebuilding its volunteer board to ensure representation from civic and business leaders from communities throughout the estuary.

Commendations/
Presentations

Dr. Bageac expressed appreciation to the College for its involvement in ensuring the continued use of the Brown property in Toms River as defined by Green Acres regulations. Relocating the Barnegat Bay Program to the Brown property ensures its proper use as well as achieves environmental gains for both the Partnership and Ocean County.

Dr. Larson and the trustees congratulated Dr. Mary Morley, Director of Institutional Research, who was recently awarded a patent as a co-inventor of a computer-based testing software program. Receiving a patent for a software program is relatively new and rare.

Dr. Jennifer Dellner, Associate Professor of English and Literature, reported on her trip to Dublin, Ireland, from June 18 to July 30 for a National Endowment for the Humanities

fellowship. From the 85 applications received, Ms. Dellner was the only community college professor among the 16 college professors selected. She thanked the Board for its support of this wonderful opportunity, one that resulted in renewal and rededication to her teaching.

Mr. Benny Castillo, former Dean of Social Sciences and Human Services and returning Assistant Professor of Criminal Justice, made a brief presentation on his experiences in Afghanistan. From August 2011 to August 2012, Mr. Castillo was contracted to advise, train, and mentor the Afghanistan National Police through the Defense Contract Management Agency (DCMA). The goal was to increase Afghanistan's overall capability to provide police presence, improve public security, and support the rule of law. Mr. Castillo presented the College with an American flag that was flown over Camp Phoenix, DCMA Afghanistan Headquarters in Kabul.

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 July 31, 2012, was accepted.

Income/
Expenditures
Accepted

- ◆ The following contracts were awarded:

- ◆ A maximum of \$122,000 to Hay Group, Inc., Jersey City, New Jersey, for a compensation and job classification study at Ocean County College.
- ◆ A maximum of \$185,505.80 to Veolia Energy, Trenton, New Jersey, for a two-year operation and maintenance services agreement for the Combined Heat and Power Plant at Ocean County College.
- ◆ A maximum of \$26,897 to Bartash Printing, Inc., Philadelphia, Pennsylvania, for the printing of the Fall 2012 Continuing and Professional Education Job Training brochures at Ocean County College.
- ◆ A maximum of \$61,830 to Garden State Getaways, Jackson, New Jersey, for bus tour and day trip services for Continuing and Professional Education at Ocean County College.
- ◆ A maximum of \$25,530 to KBD Supply LLC, Brick, New Jersey, for the purchase of custodial paper products for use at Ocean County College.
- ◆ A maximum of \$152,539 to NEC Corporation of America, Lawrenceville, New Jersey, for maintenance and technical support of Information Technology hardware and software at Ocean County College.

Contracts
Awarded

The contract award for the purchase of toner cartridges was withdrawn from the agenda, and no action was taken.

Contract
Recommendation
Withdrawn

♦ Resolutions were adopted to award the following contracts:

Resolutions
Adopted for
Contract
Awards

- ♦ A maximum of \$30,000 to New Jersey Business Systems, Robbinsville, New Jersey, for maintenance, repairs, and additions to the security CCTV system at Ocean County College.
- ♦ A maximum of \$25,000 to Stanley Access Technologies, Trenton, New Jersey, for service and repairs to all ADA compliant automatic doors at the Ocean County College Toms River main campus and at the Southern Education Center in Manahawkin.
- ♦ A maximum of \$42,084.46 to Simplex Grinnell, Egg Harbor Township, New Jersey, for hardware and software for the card access system during 2012-2013 at Ocean County College.
- ♦ A maximum of \$18,450 to Verizon Wireless, Northfield, New Jersey, for service and accessories for cell phones for use by Ocean County College.
- ♦ A maximum of \$179,678 to the Partnership for the Delaware Estuary, Wilmington, Delaware, for a sub-award agreement entitled "Continuation of an Integrated Tidal Wetlands Monitoring and Assessment Program in Barnegat Bay and Delaware Estuaries (New Jersey Coastal Plain Region)."
- ♦ A maximum of \$261,100 to Monmouth-Ocean Hospital Services Corporation, Neptune, New Jersey, for educational services for Continuing and Professional Education course offerings in paramedic didactic training, hybrid paramedic training, defensive driving, and CPR.
- ♦ A maximum of \$18,000 to the U.S. Department of Agriculture, Natural Resources Conservation Service, Somerset, New Jersey, for an agreement through the Barnegat Bay Program entitled "Subaqueous Soil Survey of the Barnegat Bay."
- ♦ A maximum of \$55,450 to EBSCO Subscription Services, Tinton Falls, New Jersey, for the purchase of miscellaneous periodical subscriptions for the Library at Ocean County College.
- ♦ A maximum of \$32,500 to Gale Group, Inc., Farmington Hills, Michigan, for the purchase of book series subscriptions and a global issues database for the Library at Ocean County College.
- ♦ A maximum of \$70,000 to Baker & Taylor, Charlotte, North Carolina, for the purchase of Library books for the Library at Ocean County College.
- ♦ A maximum of \$18,500 to Thomson Reuters, D/B/A Thomson West, Eagan, Minnesota, for the purchase of Law Reporter and Westlaw Subscriptions for the Library at Ocean County College.

- ♦ A maximum of \$28,556.75 to Sirsi Corporation, Provo, Utah, for renewal of the annual software maintenance for the Library's Automated System at Ocean County College.
- ♦ A maximum of \$15,000 to French & Parrello Associates, Wall, New Jersey, for time and material to evaluate the air distribution in the Nursing Building as a result of an emergency condition causing a possible health and safety threat to the building's occupants.
- ♦ A maximum of \$7,900 to Ocean Construction LLC, Linwood, New Jersey, for the installation of a trench drain at the entrance to the Planetarium as a result of an emergency condition causing a possible health and safety threat to visitors.
- ♦ A maximum of \$14,000 to Neopost USA, Cedar Knolls, New Jersey, for the purchase of supplies, rental of meters, and annual service agreement for mail machines at Ocean County College.
- ♦ A maximum of \$25,000 to Meridian Occupational Health, West Long Branch, New Jersey, for physical examinations for Nursing Department personnel at Ocean County College.
- ♦ The following contracts were amended:

Contracts Amended

 - ♦ An additional \$134,940, for a maximum total of \$1,015,073, to Cambridge Construction Management, Somerville, New Jersey, for a change order for a four-month extension of construction management services as a result of construction delays (contract originally awarded at the August 24, 2009, Board meeting).
 - ♦ An additional \$1,100, for a maximum total of \$80,550, to Ocean Construction, LLC, Linwood, New Jersey, for a change order for labor and materials to grind, patch, and paint two concrete telescope pedestals as part of the Planetarium landscaping project (contract originally awarded at the March 26, 2012, Board meeting).
 - ♦ An additional \$68,196, for a maximum total of \$24,675,502, to Niram, Inc., Boonton, New Jersey, for change orders to revise room layout, supply A/V equipment, add security closet, revise fire alarm system, and install fire alarm pull box as part of the construction of the Gateway Building (contract originally awarded at the December 10, 2010, Board meeting).
- ♦ The Board rescinded the \$25,535 contract awarded on April 23, 2012, to Allaire Electrical Contractors, Inc., Manasquan, New Jersey, since the company declined to provide the electrical feed to the baseball and softball fields at Ocean County College for the quoted amount; and

The Board then awarded a \$29,710.77 contract to Gary Kubiak and Son Electric Company, Inc., Allentown, New Jersey, the second lowest qualified bidder, to provide the electrical feed to the baseball and softball fields at Ocean County College.

- ♦ A \$70,170 grant award was accepted from the New Jersey Department of Children and Families, Division on Women, for the Displaced Homemaker Program, which provides services to foster the development of career and job skills of displaced homemakers that lead to self-sufficiency. Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Counseling Services. Funding period: July 1, 2012, through June 30, 2013.

Bylaw, Policy, and Curriculum Committee

Upon unanimous roll call vote, the following Committee recommendations were approved by the Board:

- ♦ The following items, as accepted by the College Senate at its meeting on July 18, 2012, were approved:

College Senate
Items Approved

- ♦ Revised Degrees

- ♦ A.A.S. Degree in Business – Paralegal Studies Option
- ♦ A.S. Degree in Engineering
- ♦ A.A. Degree in Liberal Arts
- ♦ A.A.S. Degree in Nursing

- ♦ Revised Certificates

- ♦ Paralegal Studies Certificate of Proficiency
- ♦ Legal Secretary Certificate of Completion

- ♦ Revised Courses

- ♦ BUSN 270, Principles of Advertising
- ♦ ENGL 091, Reading and Writing I
- ♦ ENGL 095, Reading and Writing II
- ♦ HEHP 265, Kinesiology
- ♦ NURS 175, Nursing I
- ♦ NURS 176, Nursing II
- ♦ NURS 273, Nursing III
- ♦ NURS 274, Nursing IV

Buildings and Grounds Committee

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for July 31, 2012, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

Mr. Leone highlighted the recommendation in the Personnel Report to hire Dr. Jianping Wang as the College's new Vice President of Academic Affairs. After several unsuccessful

searches for this position, Mr. Leone expressed his pleasure that Dr. Wang, a highly qualified candidate, is joining the College.

The Personnel Report was then unanimously approved upon roll call vote.

Personnel Report
Approved

President's Report

Dr. Larson reminded the trustees of the Fall 2012 Semester Colloquium scheduled for Thursday, August 30, in the Arts and Community Center Theatre. His address to the College community will begin at 9:00 a.m. An Evening Adjunct Faculty Colloquium will be held the same day at 5:30 p.m.

President's
Report

The Ocean County College Foundation will hold its annual fundraising event on Saturday, September 8, at 6:00 p.m. in the College Gym. The "Come Fly with Me" Scholarship Celebration will honor Amy and Gary Lotano as the 2012 Humanitarians of the Year.

The first Board of Trustees Town Hall Meeting will take place on Thursday, September 6, from 12:30 to 2:00 p.m. in the College Center Solar Lounge. The next Board of Trustees Retreat is scheduled for Friday, September 14, at 12:00 noon in the Boardroom.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, September 24, 2012, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting-
September 24,
2012

The following meetings were scheduled:

Friday, September 14, 2012	12:00 noon	Board Retreat	
Monday, September 24, 2012	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 Meeting	

Meetings
Scheduled

Mr. Thulin invited comments from the public. Ms. Kathleen Malachowski, Associate Professor of Health and Human Performance and Chair of the College Senate, related concerns about the College Senate process not being followed by the administration, thus diminishing the validity of the Senate. Specifically, she referenced the recent revisions to course fee codes that were brought to the Senate for information only after the Board had already approved them. Ms. Malachowski said this resulted in inconsistent information to and billing of students, and she requested that the original fee code structure remain in effect.

Public
Comments

The trustees responded that they will review Ms. Malachowski's concerns and respond to her.

Ms. Michele Rosen, OCC Adjunct Professor, addressed the trustees on two issues. The first related to her concerns regarding course-level assessment of the College's public speaking course. The second issue pertained to Ms. Rosen's efforts to receive pension credit for teaching during Quick Terms at the College. She questioned the College's response to the recent decision by the Division of Pensions.

The trustees said they will investigate these concerns, refer the pension issue to College counsel, and then respond to Ms. Rosen.

With no further comments from the Board members or the public, the meeting adjourned at 1:30 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Retreat/Meeting

September 14, 2012

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 9, 2012, 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, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Jack Sahradnik, and Dr. Jon Larson. Also in attendance were Mr. Richard Strada, Executive Vice President, Instruction; Dr. Jianping Wang, Vice President of Academic Affairs; Ms. Sara Winchester, Vice President of Finance and Administration; Mr. Leslie Cohen, Assistant Vice President for Human Resources; and Mr. Ken Olsen, Assistant Vice President of Facilities Planning and Construction.

Attendance

Items discussed:

- ◆ Over the past several months, there has been a substantial focus within the College on enrollment management. This initiative has resulted in a significant number of revisions to the College's administrative structure. The goal of these restructuring efforts is to produce a more customer service approach toward our students. This will require a shift in culture, and Mr. Don Doran, Vice President of Student Affairs, will have a major role in working with employees through a comprehensive program of leadership training and development to effect this change at the College.

Organizational
Structure

Revised organizational charts were distributed to the trustees. The proposed structure within the facilities area was reviewed by Ms. Winchester, and the way in which the academic/instructional responsibilities were assigned was discussed by Mr. Strada and Dr. Wang. Dr. Larson anticipates this new organizational structure remaining in effect for the next four years. Following the conversation on the reorganization, Mr. Strada and Dr. Wang departed the meeting.

- ♦ Mr. Kevin Blackney, Blackney and Hayes, the architect for the Gateway Building, was invited to the meeting with Mr. Ken Olsen to provide an update on the progress of the construction of the Gateway Building and the development of the new College Center. There were concerns expressed by Dr. Larson and the trustees about the excessive number of change orders for the Gateway Building and the resulting financial impact on the College. They expect the architectural and construction processes to be as efficient and cost-effective as they can be from the beginning of a project to its completion. If it is determined that additional costs are incurred during construction as a result of poor design, the College should not be responsible for them.

Gateway Building

Mr. Blackney responded that the College has been charged additional fees only when a scope of work change originated from the College. He assured Dr. Larson and the trustees that, should an error be discovered that was caused by Blackney and Hayes, the company will absorb the additional costs. Mr. Blackney said that, when the project is completed, he will be pleased to meet and review all of the construction change orders and resultant fees. Blackney Hayes will accept responsibility for change orders caused by design omissions. Dr. Larson is satisfied with this favorable outcome.

Mr. Blackney then shared the design renderings for the new College Center. The size of the building was revised several times during design; the final decision was made for a 50,000 square foot building with a construction cost of \$19 million.

College Center

At 1:40 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 3:10 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

Mr. John O'Toole from CliftonLarsonAllen, L.L.P., provided an update on the special capital projects audit that is currently being undertaken. Although not too far along with the audit, Mr. O'Toole and the trustees reviewed the objectives of the audit, the process that is being utilized, and the expectations of the Board.

Capital Projects
Audit Update

Finance Committee

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

- ♦ The following contract was awarded:
 - ♦ A maximum of \$35,000 to The Office Pal, Lakewood, New Jersey, for the first year of a two-year agreement for the purchase of toner cartridges for use at Ocean County College.

Contact Awarded

- ◆ A resolution was adopted to award the following contracts as a result of an emergency condition due to flooding in the Administration Building, Russell Building, TV Studio, and Planetarium:
 - ◆ A maximum of \$75,000 to Insurance Restoration Service, East Brunswick, New Jersey, for water mitigation of the TV studio.
 - ◆ A maximum of \$25,000 to North American Pipeline, Brick, New Jersey, for storm drainage cleaning.
 - ◆ A maximum of \$20,000 to Remington, Vernick & Vena Engineers, Toms River, New Jersey, for engineering services for drainage of the TV Studio.
- ◆ A resolution was adopted to award a maximum \$35,000 contract to Facilities Management Consultants, Atlanta, Georgia, for professional consulting services to provide general management, supervision, and professional direction to the Facilities Management organization at Ocean County College.

Resolutions
Adopted for
Contract Awards

Personnel Committee

Upon unanimous roll call vote, the Board approved the Personnel Report as submitted.

Personnel
Report
Approved

Miscellaneous

The next meetings of the Board are scheduled for:

Meetings
Scheduled

Monday, September 24, 2012	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 3:45 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary