



BOARD OF TRUSTEES

AGENDA

May 26, 2009

12:30 p.m.

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **APPROVAL OF MINUTES OF THE APRIL 27, 2009, BOARD OF TRUSTEES PUBLIC MEETING AND CLOSED SESSION** **Bd. Action**
- V. **COMMITTEES**
 - A. **Finance Committee (Mr. Dasti, Chairperson)**
(Ms. Winchester, Vice President of Finance)
 1. **Recommend approval of business/finance actions as presented (Exhibit A)** **Bd. Action**

B. **Bylaw, Policy, and Curriculum Committee (Mrs. Lewis, Chairperson)**
(Mr. Strada, Acting Vice President of Academic Affairs)

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

C. **Buildings and Grounds Committee (Mrs. Novak, Chairperson)**
(Dr. Parrish, Vice President of Planning and Administration)

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)

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

VI. **PRESIDENT'S REPORT**

VII. **MISCELLANEOUS**

A. **Council of County Colleges Report**

- B. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, June 22, 2009, 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**FRIDAY, JUNE 5, 2009**

- | | | |
|-----------------|----------|--|
| 1. Entire Board | Time: | 12:00 noon |
| | Place: | Technology Building
Conference Room |
| | Purpose: | Board of Trustees Retreat |

MONDAY, JUNE 22, 2009

- | | | |
|---|----------|---|
| 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 |

VIII. Adjournment

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



BOARD OF TRUSTEES

Regular Meeting Minutes

April 27, 2009

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, April 27, 2009, by Mr. Carl V. Thulin, Chair, at 12:40 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. 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, Mrs. Eva Smithers, Mr. Robert Fall, Dr. Bruce Greenfield, Mr. Stephan Leone, Mrs. Dolores Lewis, Mr. Thomas Monahan, Mr. Warren Wolf, Mr. Harvey York, Mr. Jack Sahradnik, Dr. Jon Larson, Vice Presidents Don Doran, Tara Kelly, Richard Parrish, and Sara Winchester, and Interim Vice President Richard Strada.

Attendance

The minutes of the March 23, 2009, Board of Trustees closed session and public meeting were approved by roll call vote. Mrs. Smithers, Dr. Greenfield, Mr. Monahan, and Mrs. Lewis abstained from voting.

Minutes
Approved

Dr. Larson presented Ms. Ilene Cohen, Athletic Director, with a certificate of commendation for earning her 350th career victory in women's softball. Ms. Cohen has been coaching women's softball for 18 years, 7 of which have been at OCC. The trustees congratulated her on this outstanding achievement, and Ms. Cohen expressed her appreciation for this recognition. She also took this opportunity to say she has made the decision to step down from coaching to allow her to spend more time with her family.

Presentations

Ms. Cohen and Mr. AJ Trump, Assistant Athletic Director, introduced Kyle Lamar, who received the Rawling's Gold Glove Award. Kyle was OCC's 2008 collegiate player for men's baseball.

Ms. Susan Fusco, IT Systems Analyst, and Ms. Natalie Stites, Information Resource Technician, gave a brief overview of the new electronic work order system that was recently implemented in the college's Physical Plant. This program provides on-demand management solutions for facilities operations, and it is easy to use, increases efficiency, and improves service. Ms. Stites received recognition at a national conference for her development of a training program for this work order system.

Finance Committee

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

- | | |
|---|---|
| ◆ The statement of income and expenditures as of March 31, 2009, was accepted. | Income/
Expenditures
Approved |
| ◆ The following contracts were awarded: | Contracts
Awarded |
| ◆ A maximum of \$697,143.85 to Dimension Data, Edison, New Jersey, for the purchase of Cisco equipment for Ocean County College. | |
| ◆ A maximum of \$30,000 to Ground Force, Inc., Toms River, New Jersey, for the first year of a two-year agreement for lawn mowing and grounds care at Ocean County College. | |
| ◆ A maximum of \$35,000 to Quality Cut, Inc., Farmingdale, New Jersey, for the first year of a two-year agreement for lawn irrigation at Ocean County College. | |
| ◆ A maximum of \$35,000 to Quality Cut, Inc., Farmingdale, New Jersey, for the first year of a two-year agreement for lawn fertilization and weed control at Ocean County College. | |
| ◆ A maximum of \$20,000 to Daycare Cleaning Services, Inc., Marlton, New Jersey, for the first year of a two-year agreement for custodial consulting and quality assurance audit services at Ocean County College. | |
| ◆ Resolutions were adopted to award the following contracts: | |
| ◆ A maximum of \$19,879 to B&D Movers, Manahawkin, New Jersey, for furniture and book moving services for Continuing and Professional Education and the Academy for Lifelong Learning to return to the Arts and Community Center on campus from 150 Brick Boulevard, Brick, New Jersey. | Resolutions
Adopted for
Contract Awards |
| ◆ A maximum of \$20,500 to Brinkerhoff Environmental Services, Inc., Manasquan, New Jersey, for environmental services and soil remediation at Ocean County College. | |
| ◆ A maximum of \$110,000 to Cooper Notification, Long Branch, New Jersey, for the purchase and installation of an exterior public address and siren system at Ocean County College. | |

- ◆ A maximum of \$50,000 to U.S. Geological Survey, West Trenton, New Jersey, for the Barnegat Bay National Estuary Program to conduct the U.S. Biological Survey "Evaluating Present and Future Watershed Inputs to Barnegat Bay-Little Egg Harbor Estuary – National Inputs to Ground Water."
- ◆ A maximum of \$32,226 to Hertrich Fleet Services, Millford, Delaware, for the purchase of two Dodge automobiles for use at Ocean County College.
- ◆ A maximum of \$30,000 to Warnock Automotive, Inc., East Hanover, New Jersey, for the purchase of one hybrid Ford automobile for use at Ocean County College.
- ◆ A maximum of \$18,269.97 to Ace Power Equipment, Bayville, New Jersey, for the purchase of one Kubota utility vehicle for use at Ocean County College.
- ◆ A maximum of \$15,311.98 to Ace Power Equipment, Bayville, New Jersey, for the purchase of two lawn mowers for use at Ocean County College.
- ◆ A maximum of \$18,520 to CDW-G, Vernon Hills, Illinois, for the purchase of McAfee software for Ocean County College use.
- ◆ A maximum of \$56,843.57 to Dell Marketing, Round Rock, Texas, for the purchase of Dell computers for use at Ocean County College.
- ◆ A maximum of \$39,900 to Yezzi Associates, Toms River, New Jersey, for professional architectural services for the expansion of the Facilities Management Building at Ocean County College.
- ◆ The following contracts were amended:
 - ◆ An additional \$36,069, for a maximum total of \$10,336,069, to Tormee Construction, Inc., Tinton Falls, New Jersey, for change orders for additional steel beams, steel connections, aluminum frames, roof drain, toilet accessories, and drainage during the construction of the John C. Bartlett, Jr., Hall on campus (contract originally awarded at the May 27, 2008, Board meeting).
 - ◆ An additional \$6,000, for a maximum total of \$63,265, to Trinity Construction, Jackson, New Jersey, for the excavation of water lines as part of the installation of a vehicle wash down facility at Ocean County College (contract originally awarded at the November 3, 2008, Board meeting).
 - ◆ An additional \$87,609.37, for a maximum total of \$9,763,619.25 to Wallace Contracting, Point Pleasant, New Jersey, for a change order to include carpet replacement, installation of Glycol system, installation of electric heaters, installation of skylights, wiring, and plumbing lines during the construction/renovation of the Arts and Community Center (contract originally awarded at the August 27, 2007, Board meeting and amended at the March 7, April 28, May 27, July 28, August 25,

Contracts
Amended

September 22, November 3, December 1, 2008, and January 26 and February 23, 2009, Board meetings).

- ◆ An additional \$8,280.75, for a maximum total of \$31,280.75, to Education-To-Go, Temecula, California, for educational services for on-line courses to be offered by Continuing and Professional Education at Ocean County College (contract originally awarded at the March 23, 2009, Board meeting).
- ◆ An additional \$1,600, for a maximum total of \$166,600, to Perceptive Software, Shawnee, Kansas, for the purchase and installation of a document imaging management system (contract originally awarded at the April 28, 2008, Board meeting).
- ◆ The Board rejected all bids received on April 9, 2009, for healthcare education equipment due to the noncompliance of the lowest bidder with forms and bid package requirements and only partial pricing information from the second lowest bidder. Bid Proposals Rejected
- ◆ The following grant award was accepted:
 - ◆ \$20,000 from the New Jersey Department of Higher Education for the Ocean County College Dual Enrollment Initiative for the purpose of increasing admission and retention in higher education for low income and first generation high school seniors. Project director: Ms. Eileen Schilling, Executive Director of Academic Outreach. Project period: May 2009 through June 2010.

Prior to taking action on a revision to Policy #5300, Tuition and Fees, in accordance with New Jersey Public Law 94, Chapter 48, Mr. Thulin called a public hearing for those members of the college community who wished to testify on the proposal.

Public Hearing -
Policy #5300.
Tuition and Fees

Ms. Winchester said the policy is being revised to reflect a decrease in the cost of student health insurance from \$29 to \$26 per year. With no comments from the public forthcoming, this revision to Policy #5300, Tuition and Fees, was unanimously approved upon a separate roll call vote.

Bylaw, Policy, and Curriculum Committee

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

- ◆ The following items, as accepted by the College Senate on March 18, April 1, and April 15, 2009, were approved: College Senate Items Approved
 - ◆ New courses:
 - ◆ BIOL 101, The Pine Barrens
 - ◆ COPH 181, Basic Digital Photography
 - ◆ COPH 187, Experimental Digital Photography

- ◆ CPH 188, Intermediate Digital Photography
- ◆ CPH 207, Digital Journalism and Picture Editing
- ◆ CPH 280, Advanced Digital Photography
- ◆ ENGL 215, Graphic Texts: Words, Pictures, and Cultural Meaning
- ◆ FILM 190, World Cinema
- ◆ FILM 192, Film Genres
- ◆ HUMN 201, Humanities II – Postmodernism
- ◆ INFO 110, Library Research Skills and Information Literacy

- ◆ Revised courses:
 - ◆ BIOL 130, Anatomy and Physiology I
 - ◆ COCG 163, Photoshop
 - ◆ CRIM 280, Criminal Investigation
 - ◆ CSIT 171, Computer Programming I
 - ◆ ENGL 257, The Short Story
 - ◆ ENGL 258, The Short Novel
 - ◆ HUMN 200, Humanities I

- ◆ Approved General Education Course Listing as of February 13, 2009

- ◆ Certificate program revision:
 - ◆ Business Studies Certificate of Completion

- ◆ Degree program revision:
 - ◆ A.A.S. Degree in Business

- ◆ Revised policy:
 - ◆ Policy #5180, Students, Classes and Instruction, Academic Dishonesty

Buildings and Grounds Committee

Dr. Parrish informed the trustees that Mr. Chengbo Yin, Director of Research and Assessment will be leaving Ocean County College; he has accepted a position at Middlesex County College. Dr. Parrish said Mr. Yin has been a tremendous asset to the college, and he will be missed. Mr. Yin thanked Dr. Parrish, Dr. Larson, and the Board for their support, and he took the opportunity to praise the administration and the Board for their leadership.

Mr. Yin then reported that, compared to last year at this same time, the student credit hours for the first three summer sessions is up 10.7 percent. He also said it is anticipated that FY 2010 will be another good year; as of April 15, the number of fall 2009 semester applications is up 9.2 percent over last year.

Mr. Doran highlighted the unprecedented student growth between 2001-2009, with a 47 percent increase in full-time equivalent (FTE) students. More specifically, the number of first-time, full-time students has increased tremendously over the last 4-5 years. He believes OCC will continue to attract more new students, especially in the current economic environment.

The status of the many facilities projects were reviewed by Dr. Parrish:

- ◆ The John C. Bartlett, Jr., Hall is on schedule and within budget.
- ◆ The bid specifications for the second phase of the renovation of the Arts and Community Center have been advertised.
- ◆ There will be an open public hearing on the Mill Creek Sailing Center in the near future.
- ◆ The Planetarium project is out to bid.
- ◆ Planning for the energy management system is well underway.

The trustees congratulated Dr. Parrish and Mr. Yin for the essential role they play in the development of the New Jersey Community College Fact Book and Directory, which is distributed to all community college trustees and executives.

Mr. Leone commended the administration, especially Dr. Parrish and his team, not only for the management of the many new construction projects underway but also for the strategic utilization of our current facilities at the same time.

Following this meeting, there will be a walk-through for the trustees to see the new area in the Arts and Community Center that is the new home for Continuing and Professional Education and the Academy for Lifelong Learning.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for March 31, 2009, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

On behalf of the Personnel Committee, Mr. Leone presented the Personnel Report, noting that it contains recommendations for 2009 salary increases for the President's Leadership Team and all non-affiliated administrators and staff.

Mr. Leone also offered a motion, separate from the Personnel Report, to adopt a resolution to recognize the service of Mr. Harry Jay Levin, who works as an adjunct faculty member without compensation. Upon roll call vote, this resolution was unanimously adopted.

Resolution -
Mr. Harry Jay
Levin

Upon a separate unanimous roll call vote, the Personnel Report, as recommended by the Personnel Committee, was approved.

Personnel Report
Approved

President's Report

OCC's 42nd Commencement will take place on Thursday, May 21, at 6:00 p.m., with a reception from 4:30 to 5:30 p.m. in the Arts and Community Center Atrium, and platform robing at 5:30 p.m.

President's
Report

A resolution was adopted, upon unanimous roll call vote, to award an Honorary Doctor of Letters Degree to Mr. Leonard G. "Bud" Lomell at commencement in recognition of his service on the Ocean County College Foundation from 1997 to his retirement and for his extraordinary heroism in combat and in service to our nation as a member of the United States Army Rangers from 1942 to 1945.

Resolution
Adopted for
Mr. Leonard G.
"Bud" Lomell -
Honorary
Doctor of
Letters Degree

The Nursing Pinning Ceremony is Tuesday, May 19, at 7:30 p.m., and the Awards Ceremony is scheduled for Wednesday, May 20, at 7:00 p.m.

Ms. Charis Chambers, OCC NJ STARS student testified before the New Jersey Assembly Budget Committee on March 26 in Trenton. She was such an effective speaker that she was invited by Dr. Lawrence Nespoli, President of the New Jersey Council of County Colleges, to tonight's Council meeting to tell her story to other community college presidents and trustees.

There were 169 students inducted into OCC's Tau Iota Chapter of Phi Theta Kappa at its ceremony held on Friday, April 17. Two PTK students, Jilian McLeer and Kathryn Napolitano, were named by the New Jersey Council of County Colleges as members of the 2009 Phi Theta Kappa New Jersey All-State Academic Team. They will be honored at a celebration on Monday, May 11, at the Lafayette Yard Marriott Hotel in Trenton.

Two invitations were extended to the trustees:

- ♦ The Employee Picnic – Wednesday, May 6, from 12:00 noon to 2:00 p.m. on the College Center patio (or in the College Center in the event of rain).
- ♦ The Annual Student Spring Dinner/Dance – Friday, May 8, at 7:00 p.m. at Martell's Water's Edge Restaurant in Bayville.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on TUESDAY, May 26, 2009, 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 26, 2009

The following meetings were scheduled:

TUESDAY, May 26, 2009

9:30 a.m.	Finance Committee
10:15 a.m.	Buildings and Grounds Committee
10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)
10:30 a.m.	Personnel Committee
12:30 p.m.	Regular Public Meeting

Meetings
Scheduled

Ms. Gloria Villalobos, Planetarium Director, invited the trustees to join the activities planned for Astronomy Day, May 2. Special events will take place during the day, and telescopes will be set up to view the sun and the stars. Ms. Villalobos also noted that, although the Planetarium theatre remains closed, outreach continues with the school programs and community events.

The Center for Peace, Holocaust, and Genocide Studies sponsored a series of presentations for Holocaust Remembrance Week, and Dr. Larson commended those involved for the very meaningful events that were scheduled. Mr. Harry Jay Levin has agreed to chair the Board of Directors for the Center.

With no additional comments from the trustees or the public, the meeting adjourned at 1:25 p.m.

Adjournment

Respectfully submitted,

Linda L. Novak
Secretary

Connie Bello
Recording Secretary