



BOARD OF TRUSTEES

AGENDA

April 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. JOSEPH F. PASSIMENT, JR., INTERIM OCEAN COUNTY EXECUTIVE SUPER-INTENDENT OF SCHOOLS, TO SERVE ON THE OCEAN COUNTY COLLEGE BOARD TRUSTEES
- V. RECOMMEND APPROVAL OF MINUTES OF THE MARCH 22, 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. 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

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

- A. **Recommend adoption of a resolution providing 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, 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**TUESDAY, MAY 28, 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 |

X. Adjournment

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

March 22, 2013

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Friday, March 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. Jerry Dasti, Mr. Frank Dupignac, Mr. Emil Kaunitz, Mr. Thomas Monahan, 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, Jianping Wang, and Sara Winchester.

Attendance

Mr. Sahradnik administered the oath of office to 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. Dr. Larson, Mr. Thulin, and the trustees welcomed Mr. Kaunitz to the Board.

Swearing-In of
Mr. Emil A.
Kaunitz, Jr.

The minutes of the February 25 and March 8, 2013, Board of Trustees closed session and public meetings were approved upon majority roll call vote, with the following abstentions:

Minutes
Approved

- ♦ Mr. Monahan abstained from voting on the February 25, 2013, minutes.
- ♦ Mr. Dasti, Mr. Dupignac, and Dr. Smithers abstained from voting on the March 8, 2013, minutes.
- ♦ Mr. Kaunitz abstained from voting on both the February 25 and March 8, 2013, minutes.

Commendations

Dr. Larson welcomed Dr. William Rickert, Professor of Mathematics and Phi Theta Kappa Advisor, who attended the meeting with Kathryn Nogalo and Mallorie Visser, who spoke of their participation at the Twenty-Sixth Annual Phi Theta Kappa Middle States Regional Convention. Six members of OCC's Tau Iota Chapter and one alumna attending the convention from March 1 to 3 in Baltimore, Maryland. The Chapter achieved great recognition, some of which follows:

Commendations

- ◆ Kathryn and Mallorie were inducted into the Regional Hall of Honor for Chapter Officers, and Colin Brearley was inducted into the Regional Hall of Honor for Chapter Members.
- ◆ Tau Iota was named as a Five-Star Chapter, the highest level of achievement possible.
- ◆ The Chapter received Third Place for the Spirit Award, which was based on its Chapter Cheer at the convention.
- ◆ The Chapter was one of only five chapters to receive the College Project Award based on its efforts to assist victims of Hurricane Sandy.

Mary Foley, also a PTK member, was recently selected as a 2013 Coca-Cola Bronze Scholar based on scores earned at the All-USA Community College Academic Team competition. Mary will receive a \$1,000 scholarship and a Bronze medallion.

Also introduced to the Board were two very impressive OCC graduates, Sarah Salter and Nechama Florans. Both are graduating from Kean University and have been offered tremendous opportunities to continue their studies beyond the baccalaureate level:

- ◆ Sarah has been accepted to Harvard University's School of Public Health as a candidate for the two-year Master of Science Degree in Biostatistics as well as to Johns Hopkins Department of Biostatistics in its Doctor of Philosophy degree program. Both institutions have offered scholarships and other financial assistance; Johns Hopkins has offered Sarah a five-year research/teaching assistantship that includes tuition, fees, living expenses, and health insurance. Sarah is the daughter of Ms. Deanne Gatta-Salter, who works in the College's Financial Aid Office as a Specialist/Federal Work Study Coordinator/Veterans Liaison.
- ◆ Nechama received an outstanding offer from the University of Pennsylvania to enroll in its five-year doctoral program in mathematics. She was also awarded the Benjamin Franklin/Fontaine Fellowship, with pays tuition, fees, health insurance, and an annual stipend.

Professors of Mathematics Ted Gordon and Mike Pezzimenti attended this meeting to celebrate the successes of Sara and Nechama. Both professors had a significant, positive impact on their educational choices and their career directions.

Dr. Larson also shared with the Board that Kelly Fennessy, who is an OCC graduate and the daughter of Ms. Mary Fennessy, Assistant to the Nursing Dean, has been accepted to the University of Pennsylvania's master's program with a scholarship, grants, and living expenses.

All of these very talented students received enthusiastic congratulations for their extraordinary accomplishments.

Ms. Ilene Cohen and Mr. AJ Trump, Director and Assistant Director of Athletics, respectively, and Ms. Dana Kovich, women's basketball team coach, shared with the trustees the hardships experienced by the team and Ms. Kovich personally as a result of Hurricane Sandy. Despite

difficult circumstances, they persevered and ended the season winning the 2013 NJCAA Division III Region XIX Women's Basketball Championship

Ms. Kovich and the basketball team were selected as one of four finalists by the Women's Basketball Coaches Association for the Russell Athletic "Together We R" award. The award is presented to a team that has strived to succeed in the face of adversity. The winner will be announced at the Association's conference on April 8 in New Orleans.

Finance Committee

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

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| ♦ The statement of income and expenditures as of February 28, 2012, was accepted. | Income/
Expenditures
Accepted |
| ♦ The Ocean County College 2013-2016 Information Technology Strategic Plan was approved. | OCC Information
Technology Plan
Approved |
| ♦ Resolutions were adopted to identify a qualified pool of vendors for various campus-wide projects on an as-needed basis: | Resolutions
Adopted to
Identify Pool
of Engineers
and Architects |
| ♦ For professional architectural services | |
| ♦ DMR Architects, Hasbrouck Heights, New Jersey | |
| ♦ L.R. Kimball, Bridgewater, New Jersey | |
| ♦ The RBA Group, Inc., Parsippany, New Jersey | |
| ♦ SSP Architectural Group, Somerville, New Jersey | |
| ♦ Gibson Tarquini Group, Cherry Hill, New Jersey | |
| ♦ P.S.&S. Architects, Warren, New Jersey | |
| ♦ Design Resources Group Architects, Piscataway, New Jersey | |
| ♦ FVHD Architects Planners, Trenton, New Jersey | |
| ♦ JRS Architect, P.C., Princeton, New Jersey | |
| ♦ Settembrino Architects, Red Bank, New Jersey | |
| ♦ Kimmel Bogrette Architecture, Conshohocken, Pennsylvania | |
| ♦ Vitetta Architects, Philadelphia, Pennsylvania | |
| ♦ For professional engineering services | |
| ♦ French & Parrello Associates, Wall, New Jersey | |
| ♦ KS Engineers, P.C., Mount Laurel, New Jersey | |
| ♦ CHA Design/Construction Solutions, Parsippany, New Jersey | |
| ♦ Birdsell Services Group, Eatontown, New Jersey | |
| ♦ Becht Engineering, Pt. Pleasant Beach, New Jersey | |
| ♦ Remington, Vernick & Vena Engineers, Toms River, New Jersey | |
| ♦ Hatch Mott McDonald, Millburn, New Jersey | |
| ♦ Joseph B. Callaghan, Inc., Philadelphia, Pennsylvania | |
| ♦ Concord Engineering, Voorhees, New Jersey | |

- ◆ O'Donnell & Naccarotto, Inc., Philadelphia, Pennsylvania
- ◆ Langan Engineering & Environmental Services, Lawrenceville, New Jersey
- ◆ DLB Associates, Eatontown, New Jersey
- ◆ The following contracts were awarded:
 - ◆ A maximum of \$16,630 to Deterrent Technologies, Inc., Ocean, New Jersey, for the purchase of a surveillance system for the Barnegat Bay Partnership/Brown Property at Ocean County College. Contracts Awarded
 - ◆ A maximum of \$28,558.14 to ePlus Technology, Inc., Herndon, Virginia, for the purchase of Hewlett-Packard equipment for use at Ocean County College.
 - ◆ A maximum of \$50,000 to CliftonLarsonAllen, LLP, Mt. Laurel, New Jersey, for the second year of a two-year agreement for professional auditing services at Ocean County College.
- ◆ Resolutions were adopted to award the following contracts: Resolutions Adopted for Contract Awards
 - ◆ A maximum of \$23,287 to Broad USA, Inc., Hackensack, New Jersey, for the first year of a five-year agreement for service and maintenance on the Combined Heat and Power Plant at Ocean County College.
 - ◆ A maximum of \$67,530 to Adobe Systems, Inc., San Jose, California, for the purchase of Adobe software, support, and training for Ocean County College.
 - ◆ A maximum of \$20,722.05 to Square One, Holmdel, New Jersey, for the purchase of Galaxy software and maintenance support for Ocean County College.
 - ◆ A maximum of \$18,889.48 to Hewlett-Packard Company, Roseville, California, for the renewal of the maintenance agreement for the hardware for the Storage Area Network Solution (SANS) System at Ocean County College.
- ◆ The following contracts were amended: Contracts Amended
 - ◆ An additional \$18,397.32, for a maximum total of \$24,982,144.46, to Niram, Inc., Boonton, New Jersey, for a change order to continue the redesign the coffee kiosk room as part of the construction of the new Gateway Building (contract originally awarded at the December 10, 2010, Board meeting).
 - ◆ An additional \$2,500, for a maximum total of \$592,294.65, to eCollege.com (d/b/a Pearson eCollege), Centennial, Colorado, for the implementation of a demo course as part of the development and promotion of online programs at Ocean County College (contract originally awarded at the May 29, 2012, Board meeting).
 - ◆ An additional \$91,165, for a maximum total of \$2,613,243, to Ellucian Company, L.P., formerly SunGard Higher Education Managed Services, Inc., and Datatel, Inc.,

Chicago, Illinois, for Ellucian Recruiter base license and instructional design support as part of computer management services at Ocean County College (contract originally awarded at the July 23, 2012, Board meeting).

- ♦ An additional \$51,384, for a maximum total of \$72,384, to Waukesha-Pierce Industries, Lawrence, Pennsylvania, for the first year of a five-year planned maintenance agreement as required by the New Jersey Board of Public Utilities for the Combined Heat and Power Plant engine/generator at Ocean County College (contract originally awarded at the March 8, 2013, Board meeting).
 - ♦ The trustees rejected the bid received on February 28, 2013, for the TV Studio envelope and site work at Ocean County College after determining that the project scope needs to be revised; this project will be re-bid at a later date. Bids Rejected
 - ♦ A resolution was adopted to accept a \$99,999.89 grant from the New Jersey Department of Environmental Protection, Division of Policy Implementation and Watershed Restoration, for a Nonpoint Source Pollution Control and Management Implementation Grant entitled "New Jersey Friendly Yards and Stormwater Practices." Project director: Mr. Stan Hales, Director of the Barnegat Bay Partnership. Grant Accepted
 - ♦ The Board approved an amendment to the \$496,316 grant award from the New Jersey Department of Education for the Carl D. Perkins Career and Technical Education Grant, accepted by the College on November 19, 2012, to support the purchase of alternate equipment and software licensing due to the reconfiguration of the Ocean County College Instructional Building. Project director: Ms. Mary A. Burke, Associate Professor of Computer Studies. Funding period: July 1, 2012, through June 30, 2013. Amendment to Grant Award Approved
- Prior to taking action on the 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. Public Hearing
- A recommendation was made to increase tuition by \$3, from \$98 to \$101 per credit, as well as to increase one science laboratory fee, based on actual laboratory costs. Ms. Winchester reported that the FY 2014 Ocean County College budget was developed based on 1) a decrease of \$225,000 in State aid; 2) the anticipation of flat funding from Ocean County; and 3) enrollment projections at the same level as last year. The FY 2014 College budget is extremely tight, even with a tuition increase and a decrease of over \$1 million on the expense side. Should any of the three funding projections be less than anticipated, the College will need to act quickly to determine ways by which expenses can be further decreased.
- Mr. Dasti, Chair of the Finance Committee, commended Ms. Winchester and her staff. Not only were they able to decrease FY 2014 expenditures by \$1 million, they also prepared a balanced budget despite the challenge of increasing costs with less revenue.
- With no further comments, Mr. Thulin closed the public hearing. Then, upon unanimous roll call vote, Policy #5300, Students, Tuition and Fees, was revised to increase tuition by \$3. Policy #5300, Tuition and Fees, Revised
- Also approved, by unanimous roll call vote, was the Ocean County College FY 2014 budget. OCC FY 2014 Budget Approved

Bylaw, Policy, and Curriculum Committee

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

- ◆ Items accepted by the College Senate at its meeting on March 6, 2013, were approved:

College Senate
Items Approved

- ◆ New Course

- ◆ HUMN 210, Leadership and the Humanities

- ◆ Revised Courses

- ◆ BIOL 162, General Biology II

- ◆ BUSN 271, Principles of Management

- ◆ The Board also revised Policy #2120, Administration, Organization, Lines of Responsibility.

Policy #2120,
Organization,
Revised

Mr. Strada, Executive Vice President of Instruction, and Ms. Pat Fenn, Executive Director of e-Learning and Continuing and Professional Education, commented on the problems institutions are currently facing when they accepted students from other states in e-learning courses. Legislation is currently being explored to eliminate the current complex, individual requirements through a Reciprocity Act which would be honored between institutions in all states.

Buildings and Grounds Committee

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for February 28, 2013, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

Mr. Leone, Chair of the Personnel Committee, requested that Mr. Leslie Cohen, Assistant Vice President of Human Resources, review the plan being proposed for outsourcing custodial services, effective July 1, 2013.

Mr. Cohen explained the options being made available to OCC custodians: 1) The College will be posting eight positions for which the current custodians may apply; if they meet the requirements of the positions and are the successful candidates, they would then remain in the employ of the College; 2) the custodians will have the opportunity for employment with the selected custodial service provider; and 3) the custodians will have the opportunity to receive severance payment, the amount based on years of service, should they not be successful in acquiring a College position nor be interested in employment with the selected service provider. Additionally, the College will extend tuition-waiver benefits for OCC credit courses to the custodial employees and their dependents for a two-year period from July 1, 2013, to July 1, 2015. Mr. Cohen will speak with each of the custodians to explain their options.

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

Personnel Report
Approved

President's Report

Ms. Eileen Buckle, Director of Financial Aid, reported on the effects on student educational benefits as a result of the Federal sequestration of the March 1, 2013. The Federal Supplemental Education Opportunity Grant allocation is being reduced, as is the Federal Work Study allocation. The fees for the Stafford Loan and the Parent PLUS Loan for Dependent Students have increased, and the Tuition Assistance Programs have been suspended by the Army, Marine Corps, and Air Force.

President's
Report

Scott Richmond, President of the OCC Chess Club, reported on two events in the College's chess world. Members of the Chess Club challenged the administrative/faculty team to a rematch on March 6. Although there was great effort by the administrators and faculty, the Chess Club again prevailed. On March 9, the Club hosted U.S. Chess Grandmaster Hikaru Nakamura. He presented a lecture and then played, simultaneously, 37 separate games. Scott thanked Mr. Angel Camilo, Chess Club Advisor, for his leadership to and support of the Chess Club.

Mr. Cohen provided an update on the work of the Hay Group, the consulting firm contracted by the College to conduct an audit of the College's job descriptions and salary pay scale. Hay Group representatives have been collecting data on positions, reviewing job descriptions, and validating information; they will then review all of the data with the current marketplace.

Dr. Ali Botein-Furrevig, Professor of English and Chair of the Center for Peace, Genocide, and Holocaust Studies, spoke about Holocaust Remembrance Week from April 7 to 14 and the events that are scheduled on campus. The theme this year is "A Week of Reflection: Holocaust Remembrance." Dr. Larson commended Dr. Botein-Furrevig for the work she is doing for the Center.

Dr. Henry Jackson, Acting Dean of the School of Language and the Arts, reported to the trustees about April being National Poetry Month, and he shared with them the activities that are planned during the month.

Dr. McGinty reported on an alternate approach that is being explored to establish an OCC e-learning presence in China. There has been some delay in securing approval to offer OCC courses to Chinese students. However, the College has seeking approval with Kean University and the Chinese Ministry of Education to extend our Kean-Ocean partnership to include Wenzhou Kean University. Students would complete the OCC associate degree and then transfer to Kean University or Wenzhou Kean University.

Miscellaneous

The Board unanimously adopted a resolution, upon roll call vote, 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. His counsel and participation on the Board will be missed.

Resolution
Adopted -
Mr. Harvey
York

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting ing 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.

Resolution
Adopted for
Closed Meeting-
April 22, 2013

The following meetings were scheduled:

Monday, April 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

Meetings
Scheduled

With no further comments from the Board members or the public, the meeting adjourned at 2:15 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary