



BOARD OF TRUSTEES

AGENDA

August 26, 2013
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE JULY 22, 2013,
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS *Bd. Action*
- V. SWEARING-IN BY MR. JACK SAHRADNIK OF MR. EVAN WILLIAMSON,
SELECTED TO SERVE AS THE STUDENT/ALUMNI REPRESENTATIVE
ON THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES FOR 2013-
2014, THROUGH JUNE 30, 2014

VI. **COMMITTEES**A. **Finance Committee (Mr. Dasti, Chairperson)**

(Ms. Winchester, Executive 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)*
2. Report on e-Learning *(Mr. Strada)*

Bd. Action

C. **Buildings and Grounds Committee (Mrs. Novak, Chairperson)**

(Mr. Matthew Kennedy, Interim Director of Facilities)

1. Recommend approval of buildings and grounds items as presented (Exhibit C)

Bd. Action

D. **Personnel Committee (Mr. Leone, Chairperson)**

(Ms. Winchester, Executive Vice President of Finance and Administration)

1. Recommend approval of personnel actions as presented

Bd. Action

VII. **PRESIDENT'S REPORT**

VIII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, September 23, 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, SEPTEMBER 23, 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 |

IX. **Adjournment**

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

July 22, 2013

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, July 22, 2013, 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. 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, Mr. Joseph Passiment, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice Presidents Jim McGinty, Richard Strada, and Sara Winchester, and Vice Presidents Don Doran and Jianping Wang.

Attendance

The minutes of the June 24, 2013, Board of Trustees closed session and public meeting were approved by majority vote, with Mr. Passiment abstaining from the vote.

Minutes
Approved

Finance Committee

Ms. Winchester informed the trustees that FY 2014 employee health insurance plan premiums are being increased by approximately 7 percent. This increase, approved by the New Jersey Division of Pensions and Benefits, represents a \$330,000 increase in OCC's premium, from \$4.8 million in FY 2013 to \$5.1 million in FY 2014. When the College's FY 2014 budget is amended in the fall, this increased expense will be included.

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

♦ The statement of income and expenditures as of June 30, 2013, was accepted.

Income/
Expenditures
Accepted

♦ The following contracts were awarded:

♦ A maximum of \$73,602 to Bartash Printing, Inc., Philadelphia, Pennsylvania, for the printing of the Fall 2013, Spring 2014, and Summer 2014 Continuing and Professional Education brochures at Ocean County College.

Contracts
Awarded

- ◆ A maximum of \$40,000 to Atlas Elevator, Barnegat, New Jersey, for the first year of a two-year agreement for the inspection, maintenance, and repair of elevators at Ocean County College.
- ◆ A maximum of \$70,000 to Conner Strong Companies, Inc., Marlton, New Jersey, for the third year of a three-year agreement for broker and risk management consulting services at Ocean County College.
- ◆ A maximum of \$20,000 to Caola Company, Inc., Trenton, New Jersey, for materials, equipment, and labor for locksmith services at Ocean County College.
- ◆ A maximum of \$68,525 to The Lerro Corporation, Norristown, Pennsylvania, for the purchase and installation of TV Studio equipment at Ocean County College.
- ◆ A maximum of \$29,000 to Orkin Pest Control, Atlanta, Georgia, for the first year of a two-year agreement for pest management services at Ocean County College.
- ◆ A maximum of \$40,000 to Quality Cut, Inc., Farmingdale, New Jersey, for the first year of a two-year agreement for campus-wide irrigation services at Ocean County College.
- ◆ A maximum of \$35,551.88 to Troxell Communications, Phoenix, Arizona, for the purchase of audio and visual equipment/projectors for use in the Gateway Building at Ocean County College.
- ◆ A maximum of \$50,000 to Allied Fire and Safety, Neptune, New Jersey, for the first year of a two-year agreement for materials and maintenance for fire prevention and fire control services at Ocean County College.
- ◆ A maximum \$20,000 to Timothy Peters Plumbing and Heating, Inc., Manasquan, New Jersey, for the second year of a two-year agreement for plumbing services at Ocean County College.
- ◆ A maximum \$100,000 to Core Mechanical, Inc., Pennsauken, New Jersey, for the second year of a two-year agreement for materials and maintenance for HVAC services at Ocean County College.
- ◆ A maximum of \$50,000 to Core Mechanical, Inc., Pennsauken, New Jersey, for the second year of a two-year agreement for boiler and burner maintenance services at Ocean County College.
- ◆ A maximum of \$20,000 to Core Mechanical, Inc., Pennsauken, New Jersey, for the second year of a two-year agreement for materials and maintenance for instrumentation and control services at Ocean County College.

♦ The following resolutions were adopted to award contracts:

Resolutions
Adopted for
Contract Awards

- ♦ A maximum of \$147,625.50 to Assessment Technologies Institute, LLC, Leawood, Kansas, for the purchase of testing materials for use by the Nursing Department and Continuing and Professional Education at Ocean County College.
- ♦ A maximum of \$28,350 to National Healthcareer Association, Stilwell, Kansas, for the purchase of national certification examinations for use by the Continuing and Professional Education Allied Health classes at Ocean County College.
- ♦ A maximum of \$80,000 to Baker and Taylor, Charlotte, North Carolina, for the purchase of books for the Library at Ocean County College.
- ♦ A maximum of \$60,010.95 to EBSCO Subscription Services, Tinton Falls, New Jersey, for the purchase of miscellaneous periodicals and magazines for the Library at Ocean County College.
- ♦ A maximum of \$33,494.04 to Gale Group, Inc., Farmington Hills, Michigan, for the purchase of book series subscriptions and global issues databases for the Library at Ocean County College.
- ♦ A maximum of \$86,296 to NJEDGE.Net, Newark, New Jersey, for the renewal of the campus-wide Internet service in 2013-2014, through the NJEDGE .Net Consortium, at Ocean County College.
- ♦ A maximum of \$30,527.17 to Sirsi Corporation, Provo, Utah, for the renewal of the annual software maintenance agreement for the Library at Ocean County College.
- ♦ A maximum of \$18,674.55 to Jay Martin Systems, Inc., d/b/a Square One, Asbury Park, New Jersey, for maintenance support services on the CommVault software at Ocean County College.
- ♦ A maximum of \$287,704 to Ellucian Company, LP, Fairfax, Virginia, for the renewal of the maintenance technical support services for software and the e-Learning Library subscriptions at Ocean County College.
- ♦ A maximum of \$18,751.90 to Pocket Nurse, Ambridge, Pennsylvania, for the purchase of laboratory supplies for use by the Nursing Department at Ocean County College.
- ♦ A maximum of \$45,000 to the Township of Toms River, New Jersey, for the second year of a two-year agreement for shared services for the collection of solid waste and recycling materials at Ocean County College.
- ♦ A maximum of \$20,000 to Allcomm Technologies, Farmingdale, New Jersey, for the purchase of equipment, accessories, licensing, maintenance, and repair services on the two-way radios at Ocean County College.

- ◆ A maximum of \$20,000 to Stanley Access Technologies, Trenton, New Jersey, for service and repairs on all automatic doors at Ocean County College.
- ◆ A maximum of \$22,356 to GoPrint Systems, Inc., San Ramon, California, for support services on the Pay-as-You-Go Program on the GoPrint System at Ocean County College.
- ◆ A maximum of \$37,500 to Pedroni Fuel Company, Vineland, New Jersey, for the purchase and delivery of unleaded and diesel gasoline for use at Ocean County College.
- ◆ A maximum of \$22,880 to NCS Pearson, Inc., d/b/a Smarthinking, Inc., Washington, D.C., for the purchase of an online tutoring program for use at Ocean County College.
- ◆ The following contracts were amended:
 - ◆ An additional \$5,448, for a maximum total of \$1,024,630, to Bellia Office Furniture, Woodbury, New Jersey, for a change order to furnish and install chairs and dollies as part of the purchase and installation of furniture for the Gateway Building at Ocean County College (contract originally awarded at the January 28, 2013, Board meeting).
 - ◆ An additional \$4,835, for a maximum total of \$25,062,115.46, to Niram, Inc., Boonton, New Jersey, for a change order for data cabling for Wi-Fi door locks as part of the construction of the Gateway Building (contract originally awarded at the December 10, 2010, Board meeting).
 - ◆ An additional \$7,000, for a maximum total of \$202,054, to Timecruiser Computing Corporation, Fairfield, New Jersey, for additional services for Turnitin integration and additional storage as part of the CampusCruiser subscription at Ocean County College (contract originally awarded at the June 24, 2013, Board meeting).
- ◆ The Board acknowledged a maximum of \$433,401 contract award to Conner Strong Companies, Inc., Cherry Hill, New Jersey, as broker, for a three-year renewal of membership, from July 1, 2013, through June 30, 2016, in the School Alliance Insurance Fund for liability insurance at Ocean County College.
- ◆ The Board rescinded the \$43,350 contract awarded at the May 28, 2013, Board meeting to Assessment Technologies Institute, LLC, Leawood, Kansas, for the purchase of testing materials and certification examinations for Continuing and Professional Education at Ocean County College.

Contracts
Amended

Contract Award
Acknowledged

Contract Award
Rescinded

Bylaw, Policy, and Curriculum Committee

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

- ♦ The revised Ocean County College 2014-2015 and 2015-2016 academic calendars were approved.
- ♦ Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, will be temporarily suspended during the hours of the following special events on campus:
 - ♦ The Ocean County College Foundation 2013 Scholarship Celebration on Saturday, August 24, 2013
 - ♦ The Gateway Building Dedication Ceremony on Thursday, September 19, 2013
 - ♦ The Ocean County College Athletic Hall of Fame on Wednesday, November 20, 2013

2014-15, 2015-16
Academic Calendars
Revised

Policies #3074
and #5246.1
Temporarily
Suspended for
Special Events

Buildings and Grounds Committee

Mrs. Novak, Chair, reported that the Gateway Building is very close to completion, and a grand opening ceremony will be held in early fall. Also this fall, it is anticipated that the request for bids for the construction of the College Center will be advertised and the engineering and design work for the Nursing Building will be completed and recommended to the Board for approval.

Upon unanimous roll call vote, the Building and Grounds Committee Report for July 22, 2013, was accepted.

Building/Grounds
Committee Report
Accepted

Personnel Committee

Upon unanimous roll call vote, the Personnel Report was approved as recommended by Mr. Leone, Chair.

Personnel Report
Approved

President's Report

Ms. Janet Hubbs, Special Assistant to the President and Co-Chair of the Self-Study Steering Committee, noted that the first draft of the 2014 Institutional Self-Study Report has been posted on the OCC website for review by the College community. Five meetings have been scheduled throughout August and September when members of the Steering Committee and others who contributed to this draft will be available to receive comments and answer questions.

President's
Report

Ms. Winchester and her staff reported on several items:

- ♦ New Employee Orientations for Adjunct Faculty have been initiated, and the first session was held on July 8.
- ♦ Electronic employment contracts were implemented for all full-time employees last month, and adjunct faculty will soon receive their fall semester contracts electronically.

- ◆ The New Student Open House and Financial Aid Workshop held on July 13, the first scheduled for a Saturday, was successful, with over 120 students and their parents in attendance to learn more about the College.
- ◆ Personalized congratulatory postcards were mailed to 2,924 recent high school graduates who are applicants for the fall semester at OCC.
- ◆ A student internship program in Computer Studies has been established for talented computer science students to receive Ellucian training and hands-on programming experience. Successful graduates may have the opportunity to join Ellucian or OCC staff upon completion of the program.

Mr. Duane Grembowicz, Professor of Science, was invited to the meeting for the Board to acknowledge and thank him for his role in nominating students for the Michael D. Vena Memorial MUAA Scholarship donated by the Municipal Utilities Authorities Association of Ocean County. For over 22 years, he has been actively involved in the selection process and has retained contact with the scholarship recipients, most of whom have earned bachelor's degrees, with several of them attaining master's degrees.

The theme of the Fall 2013 Colloquium, which is scheduled for Thursday, August 29, is "Teaching Strategies Leading to Student Success." The day will include ten roundtable discussions for faculty. Dr. Larson's State-of-the-College address will begin at 9:00 a.m.

Dr. Wang reported that the remedial math and English pilot program recently implemented in partnership with Pearson and McGraw-Hill is already proving to be effective. Positive feedback is being received from students who are participating, and two students have already improved their skills and were able to move to the next level of remediation.

Ms. Pat Fenn, Executive Director of e-Learning and CPE, said that the Recovery NJ Network Grant is fully underway. Ms. Mary Ellen Clark, Assistant Commissioner, New Jersey Department of Labor and Workforce Development, and Ms. Patricia Leahy, Deputy Director of the Ocean County Private Investment Council and Coordinator of the Ocean County Workforce Investment Board, will be on campus on July 25 to formally sign the grant agreement with Dr. Larson.

Ms. Katie Calabrese, Interim Community Program Administrator, talked about the many Continuing and Professional Education activities being offered through the Summer Camp Program. Already 1,100 children are enrolled in Kids on Campus camps, and it is anticipated that up to 1,500 will participate by the end of the summer, which would represent a 27 percent increase over last year.

Ms. Eileen Schilling, Executive Director of Academic Outreach and School Relations, has been expanding the College's online articulation agreements with four-year institutions to ensure a seamless transition from OCC to four-year degree programs, some of which are the University of Maryland University College, Excelsior College, Southern New Hampshire University, and American Public University.

An update was provided by Dr. Kate Pandolpho, Director of Career, Employment, and Counseling Services, on the outcomes of three grant-funded programs being administered by her area: Adults Back @ College, Student Support Services, and the Displaced Homemakers Program.

The OCC Academy for Lifelong Learning is partnering with Harrogate, a senior retirement community in Lakewood, to present Senior Scholars, a three-day seminar, from July 22 to July 24. OCC is providing several lecturers for the program. Ms. Joanne Padrone, Director of Resource Development, said Harrogate has supported OCC in other activities, such as the Senior Living Expo and the Senior Citizens Art Exhibit.

The Ocean County College Foundation 2013 Scholarship Celebration will take place on Saturday, August 24, at 6:00 p.m. Also, a Board of Trustees Retreat is scheduled for Friday, September 13, at 12:00 noon.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, August 26, 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-
August 26, 2013

The following meetings were scheduled:

Monday, August 26, 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	

With no further comments from the Board members or the public, the meeting adjourned at 1:45 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the
Board of Trustees