



## BOARD OF TRUSTEES

### AGENDA

September 23, 2013  
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE AUGUST 23, AUGUST 26, AND SEPTEMBER 13, 2013, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS *Bd. Action*
- V. 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*

V. COMMITTEES

- 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)** **Bd. Action**
2. **Report on e-Learning (Mr. Strada)**

- C. **Buildings and Grounds Committee (Mrs. Novak, Chairperson)**  
*(Mr. Matthew Kennedy, Assistant Vice President of Facilities  
Management and Construction)*

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**

VI. PRESIDENT'S REPORTVII. MISCELLANEOUS

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, November 4, 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**ANNUAL REORGANIZATION MEETING  
MONDAY, NOVEMBER 4, 2013****(NO MEETING IN OCTOBER)**

- |   |  |
|---|--|
| 1. Finance Committee                                      | Time: 10:00 a.m.<br>Place: Business Conference Room  |
| 2. Bylaw, Policy, and Curriculum Committee<br>(as needed) | Time: 10:00 a.m.<br>Place: Academic Affairs Office   |
| 3. Buildings and Grounds Committee                        | Time: 10:30 a.m.<br>Place: Business Conference Room  |
| 4. Personnel Committee                                    | Time: 10:30 a.m.<br>Place: President's Office  |
| 5. Entire Board   | Time: 11:00 a.m.<br>Place: Boardroom<br>Purpose: Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 6. Entire Board   | Time: 12:30 p.m.<br>Place: Boardroom<br>Purpose: Annual Reorganization Meeting   |
| 7. Entire Board   | Time: Immediately following Reorganization Meeting<br>Place: Boardroom<br>Purpose: Regular Public Monthly Meeting        |

VIII. Adjournment

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



## **BOARD OF TRUSTEES**

### **Public Retreat/Meeting**

**August 23, 2013**

### **Minutes**

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:10 p.m., on Friday, August 23, 2013, 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. Emil Kaunitz, Mr. Joseph Passiment, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Jack Sahradek, and Dr. Jon Larson. Also at the meeting were Mr. Richard Strada, Executive Vice President, Instruction; Ms. Sara Winchester, Executive Vice President of Finance and Administration; Mr. Don Doran, Vice President of Student Affairs; and Dr. Jianping Wang, Vice President of Academic Affairs. Guests at the meeting included Dr. Richard Yankosky, Consultant, and Dr. Don Norris and Dr. Tim Gilmour, Strategic Initiatives, Inc.

Attendance

As noted below additional guests, who joined the meeting at 2:05 p.m., were Mr. Matthew Kennedy, Interim Executive Director of Facilities; Mr. Michael Bruno, Associate Director of Facilities and Planning; and Mr. Gregg Romano, Mr. Jeff Standing, and Mr. Craig Gianotti, all from Cambridge Construction Management Company.

Dr. Larson introduced Dr. Norris and Dr. Gilmour from Strategic Initiatives, Inc. He explained that a proposal has been received from Strategic Initiatives to establish a relationship with the College during which an articulated, comprehensive strategy would be formulated for introducing change in targeted areas that could use improvement and/or innovative modes of operation.

Strategic Initiatives  
Proposal

Dr. Norris and Dr. Gilmour informed the Board that their proposal, "Achieving a Strategy for Success in Disruptive Times," would develop a systemic approach to position the College well for the future. They spoke of destructive change, change that is not anticipated, and the need to ensure resiliency through reinvention and operating intelligence.

Both Dr. Norris and Dr. Gilmour believe Ocean County College has placed itself in an excellent position to benefit from the assistance of Strategic Initiatives as it facilitates the framework and processes for performance excellence that will ensure the success of the College as it moves into the future.

Drs. Norris and Gilmour said Ocean County College would be their first community college client, and, because of OCC's strong foundation of success, they are excited about the prospect of engaging in this performance excellence service. The trustees will review and discuss the proposal in greater depth before making a decision on its implementation. They thanked Dr. Norris and Dr. Gilmour for their presentation.

#### Finance Committee

Upon unanimous roll call vote, the following item, as recommended by the Finance Committee, was approved:

- ♦ A resolution was adopted to award a maximum \$40,150.50 contract to the Toms River Municipal Utilities Authority, Toms River, New Jersey, for the sewer connection fee for the Gateway Building at Ocean County College. Resolution Adopted for Contract Award

#### Closed Session

At 1:30 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 2:05 p.m., the closed session ended and the public meeting reconvened. Public Meeting Reconvened

#### Return to Public Meeting

Mr. Kennedy, Mr. Bruno, Mr. Romano, Mr. Standing, and Mr. Gianotti joined the meeting to discuss the closeout of the Gateway Building construction project. Gateway Building

The temporary certificate of occupancy has been received from the Township; only one item remains to be addressed for the permanent certificate of occupancy, which will be accomplished prior to the start of fall classes.

Mr. Romano discussed the contract as it pertains to the release of the project retainer after the building is substantially complete. Although it is substantially complete physically, administratively it is not. The trustees provided direction to Mr. Romano on the discussions that need to be undertaken in order to close out the project.

#### Miscellaneous

The next meetings of the Board are scheduled for: Meetings Scheduled

**Monday, August 26, 2013**

10:00 a.m.	Finance Committee
10:00 a.m. (as needed)	Bylaw, Policy, and 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 2:55 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Secretary to the  
Board of Trustees



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**August 26, 2013**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, August 26, 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. Joseph Passiment, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Evan Williamson, Mr. Jack Sahradnik, 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 July 22, 2013, Board of Trustees closed session and public meeting were approved by unanimous vote.

Minutes  
Approved

Mr. Sahradnik administered the oath of office to Mr. Evan Williamson, who was selected to serve as the student/alumni representative on the Ocean County Board of Trustees for 2013-2014, through June 30, 2014.

Swearing-In  
of Mr. Evan  
Williamson

Mr. Williamson graduated from OCC in May with an Associate in Science degree in General Education, with a concentration in Humanities. He was active as a student through membership in the Speech and Theater Club, performances in Studio Theater and OCC Theatre Company productions, service to the Student Government and the Viking Video Club, and participation in the 2012-2013 Student Leadership Development Program. Mr. Williamson is continuing his education at The College of New Jersey, studying International Relations.

Dr. Larson and the trustees welcomed Mr. Williamson to the Board of Trustees.

Dr. Wang introduced Dr. Virginia Fitzsimons, Executive Director of the Kean University School of Nursing, who shared with the trustees the progress being made on the new undergraduate degree program, a joint generic Bachelor of Science in Nursing (BSN), which is being developed by Kean and OCC. First and second year courses will be offered by OCC, and Kean will provide the courses in the third and fourth year on the OCC campus. The

proposed date of implementation is September 2014. This program is expected to be well received by the students, and it will improve the level of care provided by nurses throughout Ocean County. Dr. Fitzsimons expressed appreciation to Dr. Larson and the Board for their support of this innovative program.

#### Finance Committee

Mr. Dasti, Chair, asked Ms. Winchester to comment on the status of the fall semester enrollment. Student enrollment is down as compared to the same point in time last year, and a decrease in enrollment could have a significant impact on the College budget. Depending on the final numbers, Ms. Winchester said a slight revenue shortfall could be accommodated this fall semester. A tuition increase is not projected as that would exacerbate the enrollment decrease. It was noted that colleges are experiencing decreased enrollment throughout the state and nationally; however, OCC may be even more affected because of the impact Super Storm Sandy has had in Ocean County.

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

- |  |                                     |
|--|-------------------------------------|
| ♦ The statement of income and expenditures as of July 31, 2013, was accepted.  | Income/<br>Expenditures<br>Accepted |
| ♦ The following contracts were awarded:  |                                     |
| ♦ A maximum of \$17,626.50 to Atrion Communications Resources, Inc., Branchburg, New Jersey, for the upgrade, license, and maintenance of the Exinda Appliance for Information Technology at Ocean County College. | Contracts<br>Awarded                |
| ♦ A maximum of \$20,000 to Pow-R-Save, Inc., Bloomfield, New Jersey, for the first year of a two-year agreement for asbestos abatement services at Ocean County College.   |                                     |
| ♦ A maximum of \$24,240 to Classic Tours, Manchester, New Jersey, for transportation services to sporting events for athletic teams at Ocean County College.   |                                     |
| ♦ A maximum of \$50,000 for the purchase of custodial paper products for use at Ocean County College, as follows:  |                                     |
| ♦ \$26,000 to KBD Supply LLC, Brick, New Jersey  |                                     |
| ♦ \$24,000 to Spruce Industries, Rahway, New Jersey  |                                     |
| ♦ A maximum of \$38,000 to The Office Pal, Lakewood, New Jersey, for the second year of a two-year agreement for the purchase of toner products for copiers at Ocean County College.                               |                                     |
| ♦ A maximum of \$31,000 to Bahr & Sons Electrical, Bayville, New Jersey, for the second year of a two-year agreement for electrical services at Ocean County College.  |                                     |



- ♦ A maximum of \$30,500 to DLB Associates, Eatontown, New Jersey, for engineering services for the renovation of the Nursing Building at Ocean County College.
- ♦ The following resolutions were adopted to award contracts:
  - ♦ A maximum of \$73,700 to Fusionspark Media, Inc., Medford, New Jersey, for the website design for a project entitled “New Jersey Bay Friendly Yards and Storm-water Practices: Promoting Best Practices through an Interactive Information Portal and Pilot Communities Demonstration Projects,” through the Barnegat Bay Partnership at Ocean County College.
  - ♦ A maximum of \$25,000 to Ricoh Corporation, West Caldwell, New Jersey, for annual maintenance, service, and supplies for the copiers campus-wide at Ocean County College.
  - ♦ A maximum of \$23,071.88 to Ryjan, Inc./Merri Makers, Edison, New Jersey, for catering services for the Gateway Building dedication ceremony at Ocean County College.
- ♦ The following contract was amended:
  - ♦ An additional \$1,500, for a maximum total of \$12,000, to Ceridian Corporation, Minneapolis, Minnesota, for a two-month extension, from July 1, 2013, through August 31, 2013, to the current one-year administrative services agreement for the Section 125 Plan at Ocean County College (contract originally awarded at the April 23, 2012, Board meeting).
- ♦ The Board accepted a \$33,710 subgrant award from the Institute of Marine and Coastal Sciences, Rutgers University, through the New Jersey Department of Environmental Protection, for the work and services for the “Multi-Trophic Level Modeling of Barnegat Bay” program to help understand changes to the Barnegat Bay. Project period: January 1, 2013, through June 30, 2014. OCC Project director: Mr. James Vasslides, Program Scientist, Barnegat Bay Partnership.

#### Bylaw, Policy, and Curriculum Committee

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

- ♦ Items accepted by the College Senate at its meeting on August 7, 2013, were approved by the Board:
  - ♦ New Degree Program
    - ♦ A.A.S. Degree in Business – Web Marketing Option

- ♦ Revised Degree Programs
    - ♦ A.S. Degree in Business Administration
    - ♦ A.S. Degree in Criminal Justice
    - ♦ A.S. Degree in Engineering
    - ♦ A.A.S. Degree in Business – Paralegal Studies Option
  - ♦ New Course
    - ♦ POLI 101, Global Issues
  - ♦ Revised Courses
    - ♦ BUSN 215, Integrated Software Applications
    - ♦ BUSN 220, Office Management
  - ♦ Obsolete Courses
  - ♦ The Board approved the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the hours of the Gateway Building Dedication Ceremony on Wednesday, October 2, 2013 (rescheduled from Thursday, September 19, 2013).
- Suspension of Policies for Gateway Building Dedication

#### Buildings and Grounds Committee

Mrs. Novak, Chair, was excited to share that the certificate of occupancy for the Gateway Building should be received this week in time for the opening of the fall semester. The Dedication Ceremony for the building is on Wednesday, October 2, at 6 p.m. Mrs. Novak believes the Gateway Building is magnificent, probably the most beautiful facility in Ocean County. She expressed appreciation to the staff for the fine job that has been done with the construction and closeout of the building.

Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction, updated the trustees on the many projects currently underway across the campus.

Upon unanimous roll call vote, the Building and Grounds Committee Report for August 26, 2013, was accepted.

Building/Grounds Committee Report Accepted

#### Personnel Committee

Upon unanimous roll call vote, the Personnel Report and its addendum were approved as recommended by Mr. Leone, Chair.

Personnel Report Approved

President's Report

Mr. Strada spoke of the workshop hosted by OCC for area school district superintendents, supervisors, and teachers on August 2. Under the leadership of Ms. Eileen Schilling, Executive Director of Academic Outreach and School Relations, Dr. Laura Goe, a research scientist at Educational Testing Service presented "Measuring Teachers' Contributions to Student Learning Growth."

President's  
Report

Ms. Susan O'Connor, Assistant to the Director for e-Learning Advising, gave a short presentation on OCC's current e-Learning recruitment and advising processes. Through consistent, effective, new procedures, e-Learning students move through the admissions and advising processes quickly and successfully.

Ms. Winchester reported that OCC received notice from the U.S. Department of Health and Human Services that its proposal requesting a Facilities and Administrative Cost Indirect Rate was approved. The approved rates apply to all Federal Government awarding agencies and will be incorporated into future grant funding applications, to the benefit of OCC.

Ms. Carol Kaunitz, Director of Auxiliary Services, informed the trustees that the Microsoft Surface RT, a versatile tablet, is now available in the Bookstore to purchase. The tablet will be available to students, who may use aid to buy a computer; this is the first time the service is being offered to OCC students.

Ms. Jan Kirsten, Executive Director of College Relations, presented to the trustees the new OCC website that has been developed. This major redesign provides more intuitive site navigation to guide website visitors quickly to the information they are seeking as well as separates information for the public and potential students from information for OCC employees. All College departments have been involved in the review and update of the website content under the leadership of Ms. Kirsten and other project team members:

- ◆ Mr. Hatem Akl, Chief Information Officer
- ◆ Ms. Maureen Conlon, Manager of Web Services
- ◆ Ms. Pat Fenn, Executive Director of e-Learning and Continuing and Professional Education
- ◆ Mr. Ed Tafaro, Executive Director, Information Technology

Dr. Wang reported that an effort is being made to re-emphasize OCC's global education initiatives. Ms. Christine Kitchin, Associate Professor of Anthropology and member of the Global Education Committee, said the overall goal of the committee's work is to educate our students to participate in a globalized world. Three subcommittees have been established to 1) develop a new associate degree in global studies with options in global relations and global communications; 2) infuse global education into classes and support cross-cultural events on campus; and 3) expand opportunities for students in the study abroad program to include countries such as Normandy, Japan, and Ecuador.

The Fall 2013 Colloquium is Thursday, August 29, at 9 a.m. in the Arts and Community Center Theatre. On October 2, the Gateway Building Dedication Ceremony will take place.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide 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.

Resolution  
Adopted for  
Closed Meeting-  
September 23,  
2013

The following meetings were scheduled:

<b>Friday, September 13, 2013</b>	12:00 noon	Board Retreat	Meetings Scheduled
<b>Monday, September 23, 2013</b>	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	

With no further comments from the Board members or the public, the meeting adjourned at 2:00 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Secretary to the  
Board of Trustees



## BOARD OF TRUSTEES

### Public Retreat/Meeting

September 13, 2013

### Minutes

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:25 p.m., on Friday, September 13, 2013, 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. Emil Kaunitz, Mr. Joseph Passiment, Mrs. Joanne Pehlivanian, Mr. Evan Williamson, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President of Finance and Administration Sara Winchester, and Assistant Vice President of Human Resources Leslie Cohen.

Attendance

#### Finance Committee

Upon unanimous roll call vote, the following items, as recommended by the Finance Committee, were unanimously approved:

◆ Resolutions were adopted for contract awards:

Resolutions  
Adopted for  
Contract Awards

- ◆ A maximum of \$76,800 to NJEdge.net, Newark, New Jersey, for a three-year agreement for VMware Horizon View support licenses for the period September 5, 2013, to June 30, 2016, at Ocean County College.
- ◆ A maximum of \$20,000 to Ellucian Company, LP, Fairfax, Virginia, for e-Commerce Volume Base Fee Estimate at Ocean County College.
- ◆ A maximum of \$39,353 to Perceptive Software, Shawnee, Kansas, for the renewal of the maintenance license, from October 1, 2013, to September 30, 2014, for Document Imaging/Image Now software for use at Ocean County College.

- ♦ A maximum of \$28,000 to Strategic Initiatives, Inc., Herndon, Virginia, for professional consulting services to provide a college-wide assessment/strategic review that will result in a five- to seven-year plan toward achieving resilience and performance excellence, growth, and financial sustainability at Ocean County College.
- ♦ The following contracts were amended:
  - ♦ An additional \$24,316, for a maximum total of \$1,309,269, to Cambridge Construction Management, Somerville, New Jersey, for a change order for an extension of construction management services for an additional two months, through October 31, 2013, due to construction delays on the Gateway Building at Ocean County College (contract originally awarded at the August 24, 2009, Board meeting).
  - ♦ An additional \$5,930, for a maximum total of \$28,286, to GoPrint Systems, Inc., San Ramon, California, for the purchase of hardware and software for a Pay Station System for the Gateway Building at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).
  - ♦ An additional \$400, for a maximum total of \$40,550.50, to the Toms River Municipal Utilities Authority, Toms River, New Jersey, for the College Center preliminary application fee for review of plans for subdivision, site plan, and other development at Ocean County College (contract originally awarded at the August 23, 2013, Board meeting).
  - ♦ An additional \$106,921, for a maximum total of \$2,473,854, to Ellucian Company, LP, Chicago, Illinois, for OIT software maintenance for e-Commerce Volume Fee, from July 1, 2012, to June 30, 2013, and a negotiated agreement to the managed services contract (formerly SunGard contract) for the first year of a three-year agreement at Ocean County College (contract originally awarded at the July 23, 2012, Board meeting).

Contracts  
Amended

#### Closed Session

At 12:50 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 1:50 p.m., the closed session ended and the public meeting reconvened.

Public Meeting  
Reconvened

#### Miscellaneous

The next meetings of the Board are scheduled for:

Meetings  
Scheduled

**Monday, September 23, 2013**

10:00 a.m.	Finance Committee
10:00 a.m. (as needed)	Bylaw, Policy, and 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 1:55 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Secretary to the  
Board of Trustees