



**BOARD OF TRUSTEES
AGENDA**

**March 30, 2015
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE FEBRUARY 23, 2015, *Bd. Action***
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS
- V. **PRESENTATIONS/COMMENDATIONS**
- VI. **COMMITTEES**
 - A. **Finance Committee (Mr. Jerry Dasti, Chairperson)**
(Ms. Sara Winchester, Executive Vice President of Finance and Administration)
 1. **Recommend approval of business/finance actions as presented (Exhibit A)** **Bd. Action**

VI. COMMITTEES – continuedB. Bylaw, Policy, and Curriculum Committee*(Mr. Thomas Monahan, Chairperson)**(Dr. Jianping Wang, Vice President of Academic Affairs)*

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

Bd. ActionC. Buildings and Grounds Committee *(Mrs. Linda 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. ActionD. Personnel Committee *(Mr. Stephan Leone, Chairperson)**(Ms. Sara Winchester, Executive Vice President of Finance and Administration)*

1. Recommend approval of personnel actions as presented

Bd. ActionVII. PRESIDENT'S REPORTVIII. MISCELLANEOUS

- A. Recommend adoption of a resolution providing for a closed meeting to be held on Monday, April 27, 2015, 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**FRIDAY, APRIL 17, 2015**

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|-----------------|-------------------------------|
| 1. Entire Board | Time: 12:00 noon |
| | Place: Boardroom |
| | Purpose: Board Retreat |

MONDAY, MARCH 30, 2015

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| 1. Finance Committee | Time: 10:00 a.m. |
| | Place: Purchasing 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: Purchasing 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

February 23, 2015

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:30 p.m. on Monday, February 23, 2015, by Mr. Carl V. Thulin, Chair, 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. Notice of this meeting was publicized through a resolution adopted at the November 2014 reorganization meeting and distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mr. Carl V. Thulin, Mrs. Linda Novak (by telephone), Mr. Jerry Dasti, Dr. Thomas McMahon, Mr. Thomas Monahan, Mr. Nicholas Devlin, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, Vice President Allison King, and Vice President Jianping Wang.

Attendance

The minutes of the January 26, 2015, Board of Trustees closed session and public meetings were approved by a majority vote.

Minutes
Approved

Presentations/Commendations

Dr. Larson commended Ms. Maureen Conlon, Manager of Web Services, for completing the requirements for a Master's Degree in Management with a concentration in Marketing from Thomas Edison State College.

Commendations

Ms. Ilene Cohen, Executive Director of Athletics and Judicial Affairs, and Mr. A.J. Trump, Director of Athletics, introduced OCC Soccer player Marykate Sullivan, who was selected as the National Soccer Coaches Association of America (NSCAA) Scholar All-America Player of the Year. Marykate, who has maintained a perfect grade point average of 4.0, was selected as the top scholar-athlete in the country.

Finance Committee

- | | |
|--|---|
| ➤ The statement of income and expenditures as of January 31, 2015, was accepted. | Income/Expenditures Accepted |
| ➤ The following contracts were awarded: | Contracts Awarded |
| ➤ A maximum of \$37,931.10 to Adorama, Inc., New York, New York (\$19,920); Star Data Co., Ramsey, New Jersey (\$15,600); and Troxell Communications, Inc., Sicklerville, New Jersey (\$2,411.10); for the purchase of video equipment for use at Ocean County College. | |
| ➤ A maximum of \$122,679.68 to Aspire Technology Partners, Hazlet, New Jersey, for the installation, upgrading, migration, and testing of the Cisco adaptive security appliances at Ocean County College. | |
| ➤ A maximum of \$735,000 to Kimmel Bogrette Architecture + Site, Conshohocken, Pennsylvania, for professional architectural and engineering consulting services for a new Health Sciences Building at Ocean County College. Mr. Dasti acknowledged the Buildings and Grounds Committee and Facilities staff for their efforts in their evaluation of firms for this important project. | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions Adopted for Contract Awards |
| ➤ A maximum of \$29,150 to Transformation in Higher Education LLC, Cambridge, Massachusetts, for professional consulting services for a One-Stop Student Services Center at Ocean County College. | |
| ➤ A maximum of \$41,100 to Spencer Ryan, LLC, Cherry Hill, New Jersey, for professional consulting services for leadership training at Ocean County College. | |
| ➤ A maximum of \$20,715.46 to CDW Government, Inc., Vernon Hills, Illinois, for the purchase of computer equipment and supplies for use at Ocean County College. | |
| ➤ A maximum of \$25,316.17 to Neopost USA, Inc., Cedar Knolls, New Jersey, for maintenance agreements and miscellaneous supplies for mail machines and meter rentals for use by Office Services at Ocean County College. | |
| ➤ A maximum of \$74,654 to PeopleAdmin, Inc., Austin, Texas, for the purchase of an applicant tracking management software system for use by the Human Resources Department at Ocean County College. | |
| ➤ The following contracts were amended: | Contracts Amended |
| ➤ An additional \$1,085.47, for a maximum total of \$18,710.47, to Ellucian Company, LP, Fairfax, Virginia, for the cost of meals, lodging, and travel expenses for the services of an Ellucian consultant for Colleague Enterprise Resource Planning training in the Continuing and Professional Education Department (contract originally awarded at the April 28, 2014, Board meeting). | |

- An additional \$5,250, for a maximum total of \$29,875, to Assessment Technologies Institute, LLC, Leawood, Kansas, for an additional Teas computer form for use at Ocean County College (contract originally awarded at the June 23, 2014, Board meeting).
- An additional \$2,700, for a maximum total of \$87,100, to Langan Engineering and Environmental Services, Inc., Elmwood Park, New Jersey, for a change order for additional engineering services for supplemental pavement repair, sealing, and striping as part of the professional engineering consulting services for lighting and site work in the parking lots at Ocean County College (contract originally awarded at the March 24, 2014, Board meeting).
- An additional \$37,324, for a maximum total of \$16,262,712.19, to Brockwell and Carrington Contractors, Inc., Towaco, New Jersey, for a change order to replace the sliding doors in the vestibules to manual/automatic swing doors as part of the construction of a new Student Center at Ocean County College (contract originally awarded at the November 4, 2013, Board meeting).
- An additional \$2,997, for a maximum total of \$43,548, to Perceptive Software, Shawnee, Kansas, for the purchase of a scanner, warranty, software, and maintenance as part of the document imaging program for use at Ocean County College (contract originally awarded at the September 22, 2014, Board meeting).
- A contract award, at no cost to the College, was acknowledged to Parchment, Inc., Scottsdale, Arizona, for transcript exchange software for use at Ocean County College. Contract Acknowledged
- The Board rescinded the \$201,881.63 contract awarded at the January 26, 2015, Board meeting to Dimension Data North America, Inc., Edison, New Jersey, for the upgrade to the Cisco Wireless System at Ocean County College due to the rejection by the company of the terms of the purchase order agreement; the project will be rebid at a future date. Contract Rescinded
- The Board rejected the bid proposal received on February 6, 2015, in response to the Request for Proposals for underground pipe upgrades at Ocean County College due to being in excess of the allocated budget; the project will be rebid at a future date. Bid Proposal Rejected

Bylaw, Policy, and Curriculum Committee

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

- The following items, as accepted by the College Senate at its meetings on January 21, 2015, and February 4, 2015, were approved: College Senate Items Approved

- New Courses
 - CSIT 185, Networking I
 - CSIT 186, Networking II
 - HIST 185, Survey of Middle Eastern Civilization
 - HRTM 225, Legal Aspects of Hospitality, Recreation, and Tourism
 - HUMN 251, Study Abroad Seminar: Modern Middle East
- Revised Courses
 - CHEM 181, General Chemistry I
 - THTR 181, Theatre Practicum I
THTR 182, Theatre Practicum II
THTR 183, Theatre Practicum III
THTR 184, Theatre Practicum IV
- Revised Degree Programs
 - A.S. Degree in Psychosocial Rehabilitation
 - A.S. Degree in Occupational Therapy Assistant
- 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 following special events to be held at Ocean County College:
 - The two-day Jazz Fest on June 12 and 13, 2015
 - The Ocean County College Foundation Scholarship Celebration on Saturday, June 20, 2015

Policies
Suspended

Buildings and Grounds Committee

Upon unanimous roll call vote, the Board accepted the Buildings and Grounds Committee Report for February 23, 2015.

Building/Grounds
Report Accepted

Personnel Committee

In Mr. Leone's absence, Ms. Winchester presented the Personnel Report, which was unanimously approved upon roll call vote.

Personnel Report
Approved

President's Report

Mr. Robert Kumpf, Director of Security, presented the annual Clery Report for Ocean County College, which is required by all U.S. colleges and universities. The report must include three years of crime statistics along with specific campus security policy statements. Mr. Kumpf currently serves as president of the New Jersey College and University Public Safety Association (NJCUPSA), of which OCC is an active member. The organization keeps safety an integral part of campus life and consists of over 40 schools, with 1,800 police and security professionals that protect over 350,000 students.

President's
Report

Ms. Jan Kirsten, Executive Director of College Relations, called attention to the new Athletic and Student Life Vans that were positioned in Parking Lot #4 before today's meeting. The vans are used to transport students as they travel throughout the county, state, and region and were designed by Mr. Scott Bruinooge, College Relations Coordinator of Publications. The vans highlight accomplishments of our student athletes and alumni.

Ms. Kirsten invited the Board to the upcoming dedication of the Jay and Linda Grunin Center for the Arts on Wednesday, February 25, at 6:00 p.m. The center's website, grunincenter.org, will be launched on February 25 and will publicize upcoming events at the Center.

Ms. Kirsten highlighted examples of the College's marketing initiatives in both digital advertising and e-mail marketing, which are cost-effective tools to promote OCC in recruiting new students as well as in the retention of current students.

Dr. Norma Betz, Vice President of Student Affairs, discussed the implementation of a new digital, electronic transcript process, which will not only improve the turnaround time to receive transcripts, but will also provide a cost savings to the College. The cost to process transcripts has been approximately \$30,000 per year for paper and postage as well as the time expended by staff.

Dr. Jianping Wang, Vice President of Academic Affairs, discussed the Arts on Campus project, which is due in thanks to a generous gift from Mr. Tom Zorojew. The project will highlight the talent of current OCC students, beautify our campus, inspire future OCC students, and provide artistic experiences for the community.

Dr. Wang reported on the pilot program that is currently underway for higher-level remedial English students to try college-level English while being remediated. There are four English faculty members working closely with the Tutorial Center providing additional support and assistance to the students who are participating in this pilot program.

Dr. Ali Botein-Furrevig, Associate Professor of English and Literature and Director of the Ocean County College Center for Peace, Genocide, and Holocaust Studies, introduced the upcoming Holocaust Remembrance Program, "Seventy Years Later: Remembering Auschwitz." She shared with the Board some of the planned activities, which include film presentations, a musical drama, lectures, discussions, and a prayer service. All activities are open to the public.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, March 30, 2015, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting -
March 30, 2015

The following meetings were scheduled (please note change of date from March 23 to: March 30, 2015):

Meetings
Scheduled

Monday, March 30, 2015

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

Dr. David Bordelon, Associate Professor of English and Literature and President of the Faculty Association, spoke about the “life” of a classroom, both on and off campus, and the efforts involved by faculty to stay connected with students, many of which are not visible to others. He spoke of the importance of faculty engaging students to ensure their success.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:27 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees