



**BOARD OF TRUSTEES
AGENDA**

**JULY 27, 2015
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE JUNE 22, 2015, AND JULY 17, 2015, BOARD OF TRUSTEES CLOSED SESSIONS AND PUBLIC MEETINGS** **Bd. Action**
- 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. **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 B)

Bd. ActionC. **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 REPORT**VIII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, August 24, 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 meeting of the Board of Trustees on**MONDAY, JULY 27, 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

June 22, 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, June 22, 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, Mr. Jerry Dasti, Mr. Frank Dupignac, Mr. Todd Flora, Mr. Emil Kaunitz, 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 May 26, 2015, and June 9, 2015, Board of Trustees closed sessions and public meetings were approved upon unanimous vote.

Minutes
Approved

Presentations/Commendations

Ms. Ilene Cohen, Executive Director of Athletics and Judicial Affairs, and Mr. A.J. Trump, Director of Athletics, introduced Mr. Stan Friedman, Coach of the Men's Tennis team, along with several members of the team, Michael Costa, Leonard Duarte, Tyler Fordyce, and Joshua Packen. The team finished in 4th place in the nation in Division III. The students each thanked the Board and Administration for their continued support.

Commendations

Ms. Cohen and Mr. Trump provided an update on the Spring athletics season and reported that OCC ranked 9th among the top programs in the nation in the National Alliance of Two Year College Athletic Administrators (NATYCAA) Cup. Also, NATYCAA selects male and female athletes of the year. This year's Male Athlete of the Year is OCC soccer player Craig

Smith, who earned All-American honors. Craig achieved a GPA of over 3.6 and, prior to attending OCC, served our country in the Marines. Although Craig was unable to attend today's meeting due to his summer class schedule, his achievements were commended by Dr. Larson and the Board.

OCC will host for the second year in a row the National Junior College Athletic Association Women's Division III National Soccer Championship Tournament in November. In preparation for this year's event, the Athletic Department will be asking for volunteers to assist during the four-day tournament.

Ms. Allison King, Vice President of e-Learning and Enterprise Initiatives, asked Dr. Maysa Hayward, Dean of Instructional Outreach, to report to the Board on the success of the Middle Eastern Studies Center study abroad trip to Rabat, Morocco. Dr. Hayward introduced several students who participated in the trip: Sarah Akl, Paula Becerra, Kaitlyn Galindo, Elizabeth McNeil, and Evan Williamson. Each student eloquently shared their positive experiences from the trip and thanked the Board and Administration for the support they provided to allow for such a wonderful opportunity.

Finance Committee

Upon unanimous roll call vote, the following Finance Committee items were approved:

- The statement of income and expenditures as of May 31, 2015, was accepted.
- The following contracts were awarded:
 - A maximum of \$51,000 to CliftonLarsonAllen, LLP, Mt. Laurel, New Jersey, for the second year of a two-year contract, with an option for one additional year, for professional auditing services at Ocean County College.
 - A maximum of \$22,251 to Aspire Technology Partners, Hazlet, New Jersey, for the purchase of server license upgrades at Ocean County College.
 - A maximum of \$175,568 to SHI International Corporation, Somerset, New Jersey, for the purchase and installation of a Hewlett Packard SAN (storage area network) system and a five-year software, maintenance, and support contract at Ocean County College.
 - A maximum of \$175,000 to PIP Printing, Brick, New Jersey, for the second year of an optional two-year contract for offset printing services at Ocean County College.
 - A maximum of \$125,000 to Bahr and Sons Electrical, Bayville, New Jersey, for the second year of a two-year contract for electrical services maintenance and materials at Ocean County College, the Southern Education Center, and the Barnegat Bay Partnership Brown property.

Income/Expenditures Accepted

Contracts Awarded

- A maximum of \$1,675,722.02 to DTZ, Bloomfield, New Jersey, for the third year of a three-year contract for custodial services at Ocean County College.
- A maximum of \$150,000 to Success Communications Group, Parsippany, New Jersey, for the second year of a two-year contract for media placement agency services at Ocean County College.
- A maximum of \$175,000 to GRM Facilities Management, Inc., Turnersville, New Jersey, for the second year of a two-year contract for maintenance and materials for HVAC services at Ocean County College, the Southern Education Center, and the Barnegat Bay Partnership Brown property.
- The following resolutions were adopted:
 - A maximum of \$47,500 to Pedroni Fuel Company, Vineland, New Jersey, for the purchase and delivery of unleaded plus gasoline fuel and low sulfur diesel fuel for use at Ocean County College.
 - A maximum of \$375,300 to Dell Marketing, Round Rock, Texas, for the purchase of Dell computers on an as needed basis, renewal of software support and maintenance, and purchase of parts and supplies as needed for the repair of existing computers at Ocean County College.
 - A maximum of \$32,850 to National Healthcareer Association (ATI), Stilwell, Kansas, for the purchase of healthcare courses for the Continuing and Professional Education/ Allied Health Department at Ocean County College.
 - A maximum of \$29,983.79 to The Academy of Natural Sciences of Drexel University, Philadelphia, Pennsylvania, to fund a project entitled "Continuation of SSIM Wetland Monitoring in Barnegat Bay. Planning for the Next Big Storm: Wetland Shoreline and Coastal Resilience Planning for Strategic Investment" through the Barnegat Bay Partnership at Ocean County College.
 - A maximum of \$51,384 to Waukesha-Pierce Industries, Lawrence, Pennsylvania, for the third year of a five-year contract for planned maintenance service of the Combined Heat and Power Plant Generator at Ocean County College.
 - A maximum of \$20,293 to Hewlett-Packard Company, Roseville, California, for the renewal of maintenance service for hardware of the SAN (storage area network) system at Ocean County College.
 - A maximum of \$17,996.80 to McGraw-Hill Global Education, Monterey, California, for the purchase of GED testing materials for use in the Testing Center at Ocean County College.
 - At no cost to Ocean County College, to UCEDA Institute, Inc., Paterson, New Jersey, to provide ESL courses to be offered by Continuing and Professional Education at Ocean County College.

Resolutions
Adopted for
Contract Awards

- For educational services for the following Continuing and Professional Education course offerings at Ocean County College:
 - A maximum of \$25,000 to W.I.T.S. Fitness and Training, Inc., Tinton Falls, New Jersey, for Personal Fitness Trainer
 - A maximum of \$20,000 to Super Science Program for Kids, Hackettstown, New Jersey, for Super Science Summer Camps for Kids
 - A maximum of \$20,600 to Kula Kamala Foundation, LLC, Toms River, New Jersey, for Yoga Teacher Training Parts 1 and 2
 - A maximum of \$30,000 to Black Rocket Products, LLC, Atlantic Highlands, New Jersey, for Summer Classes/Camps for Kids
- A maximum of \$61,750, to EduStrategy Group, LLC, Centennial, Colorado, for professional consulting services for the expansion of e-Learning programs at Ocean County College.
- A maximum of \$382,831 to Ellucian Company, LP, Fairfax, Virginia, for software maintenance of Colleague Datatel administrative programs at Ocean County College.
- A maximum of \$190,576 to NJEDGE.NET, Newark, New Jersey, for a one-year renewal of campus-wide internet service through the NJEDGE.NET Consortium for use at Ocean County College and the Southern Education Center.
- A maximum of \$25,674.35 to Broad USA, Inc., Hackensack, New Jersey, for the third year of a five-year contract for service and maintenance of the Combined Heat and Power Plant Chiller at Ocean County College.
- A maximum of \$18,332.76 to Kone, Inc., Pennsauken, New Jersey, for elevator equipment, repairs, and maintenance in the Gateway Building at Ocean County College.
- A maximum of \$35,000 to Net Q Multi Media Company, Freehold, New Jersey, for hardware, software, and professional services of the campus-wide wireless network at Ocean County College.
- The following contracts were amended:
 - An additional \$54,848, for a maximum total of \$16,338,693.19, to Brockwell and Carrington Contractors, Inc., Towaco, New Jersey, for change orders to revise piping for hot water pumps and to furnish and install decorative wall panels around passenger elevators (contract originally awarded at the November 4, 2013, Board meeting).
 - An additional \$22,722.01, for a maximum total of \$77,492.01, to Partner Assessment Corporation, d/b/a Partner Engineering and Science, Torrance, California, for professional engineering services for dock layout revisions at the Sailing Center at Mill Creek Park (contract originally awarded at the April 28, 2014, Board meeting).

Contracts
Amended

- An additional \$2,385, for a maximum total of \$28,885, to All Seasons Maintenance, Inc., Jackson, New Jersey, for additional mandated campus-wide sweeping services at Ocean County College and the Southern Education Center (contract originally awarded at the April 28, 2014, Board meeting).
- An additional \$48,470, for a maximum total of \$851,935, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for change orders for five additional months of architectural and engineering services, electrical/data connections in common areas, adding walk-in refrigerators to emergency power, and revising piping and valve configurations due to central heating and cooling plant design for the new Student Center at Ocean County College (contract originally awarded at the April 26, 2010, Board meeting).
- An additional \$588, for a maximum total of \$20,754, to Suburban Trails, Inc., New Brunswick, New Jersey, for additional charter bus service for student clubs and activities at Ocean County College (contract originally awarded at the June 23, 2014, Board meeting).
- An additional \$38,810, for a maximum total of \$8,020,355, to Ellucian Company, L.P., Maitland, Florida, for instructional designers as part of the management information services at Ocean County College (contract originally awarded at the September 24, 2012, Board meeting).
- An additional \$2,000, for a maximum total of \$26,608, to West Publishing, Eagan, Minnesota, for the purchase of additional database materials for the Library at Ocean County College (contract originally awarded at the June 23, 2014, Board meeting).
- The Board acknowledged a maximum \$960 contract award to PrepBlast, LLC, Nashville, Tennessee, for online registration and electronic sign-in fees for the Testing Center at Ocean County College. Contract Acknowledged
- The following grant awards were accepted: Grant Awards Accepted
 - A \$5,000 grant award from the Ocean County Cultural and Heritage Commission for a project entitled “‘Power Goes’ by the Seldoms.” Project Manager: Mr. Mark Wilson, Lecturer II, Music and Dance. Funding Period: October 22 through 24, 2015.
 - A \$25,526 grant award from the New Jersey Corporate Wetlands Restoration Partnership, for a project entitled “Barnegat Bay Partnership Wetlands/Living Shoreline Monitoring – Little Egg Harbor/Tuckerton.” Project Director: Dr. L. Stanton Hales, Jr., Program Director, Barnegat Bay Partnership. Funding Period: Spring/Summer 2015.

Buildings and Grounds Committee

Upon unanimous roll call vote, the following action was taken as recommended by the Buildings and Grounds Committee:

- The Buildings and Grounds Committee Report for June 22, 2015, was accepted. Buildings/Grounds
Report Accepted
- The following resolutions were adopted to ensure compliance with New Jersey Department of Environmental Protection best practices mandates for storm water management at Ocean County College: Resolutions
Adopted for
Storm Water
Management
 - Litter Control
 - Improper Disposal of Waste into Storm Sewers on College Property
 - Illicit Connections to the College's Storm Sewers
 - Refuse Containers/Dumpsters
 - Wildlife Feeding Control
- A resolution was adopted to designate the new Science, Technology, Engineering, and Mathematics (STEM) Building as the Joseph E. Buckelew STEM Building. Resolution
Adopted for
Joseph E.
Buckelew
STEM Building

Personnel Committee

Ms. Sara Winchester, Executive Vice President of Finance and Administration, presented the Personnel Report, which was unanimously approved as amended upon roll call vote. Personnel Report
Approved

President's Report

Dr. Larson acknowledged Dr. Jianping Wang for her outstanding service to Ocean County College and congratulated her on her appointment as President of Mercer County Community College. Dr. Wang thanked the Board for its support and expressed appreciation for her time at OCC. President's
Report

Ms. Jan Kirsten, Executive Director of College Relations, introduced Mr. Ralph Bertini, Television Production Director, who discussed the pilot program between Lacey Township High School and OCC's TV facility; OCC messages are broadcast to students during their morning classroom announcements as well as to parents on the school's local television channel.

The OCC spots highlight Open Houses, Financial Aid Workshops, and Information Sessions. The program will be expanded to include Point Pleasant Boro, Jackson Liberty, and Manchester high schools. Mr. Bertini also explained that plans include establishing a partnership between Ocean County high schools and OCC's TV facility for high school students to shadow OCC Digital Mass Media students to learn more about the program.

Ms. Winchester introduced Ms. Karen Papakonstantinou, Controller, who gave a brief review of the annual NJRUG (New Jersey Regional Users' Group) conference, which was held for the second year in a row at OCC. The conference was a great success; it included a wide range of discussions regarding best practices and innovative ways to use software modules more effectively.

Dr. Larson discussed the Distance Learning Partnership with Egypt. Dr. Hussein Mohammed Ahmed Essa and Dr. Sayed El-Sayed Elkouly, President and Department Management Chair of Ain Shams University in Cairo, Egypt, will be visiting OCC from July 21 through July 23 to discuss the implementation of joint degree and certificate programs and distance learning with Kean University and the New Jersey Institute of Technology. These meetings would not be possible without the very helpful assistance of Mr. Hatem Akl, Chief Information Officer.

Miscellaneous

The Board adopted, upon unanimous roll call vote, a resolution to recognize the outstanding dedication and commitment of Mr. Nicholas Devlin during his one-year term as the student/alumni representative on the Board of Trustees during 2014-2015. Although Mr. Devlin was not able to attend today's meeting, the trustees expressed sincere appreciation for his service.

Resolution
Adopted -
Service of
Nicholas Devlin

Upon separate unanimous roll call votes, resolutions were adopted to provide for closed meetings to be held on Friday, July 17, at noon and Monday, July 27, 2015, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolutions
Adopted for
Closed Meetings -
July 17 and
July 27, 2015

The following meetings were scheduled:

Meetings
Scheduled

Monday, July 17, 2015	12:00 noon	Board Retreat
Monday, July 27, 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

Mr. Dupignac recognized Ms. Heather Barberi, Executive Director of the Ocean County College Foundation, for the wonderful Scholarship Celebration held on Saturday, June 20, that honored The Jay and Linda Grunin Foundation. Ms. Barberi, in turn, expressed her gratitude to Dr. Larson and the trustees for their continued support of the Foundation as well as to so many others on campus whose assistance was invaluable in making the Celebration a magical evening.

With no further comments from the Board members or the public, the meeting adjourned at 1:35 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees



BOARD OF TRUSTEES

Public Retreat/Meeting

Minutes

July 17, 2015

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:27 p.m., on Friday, July 17, 2015, 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. Notice of this meeting was publicized through a resolution adopted at the November 2014 reorganization meeting that was distributed as required by law.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Jack Sahradnik, Dr. Jon Larson, and Executive Vice President Sara Winchester.

Attendance

Dr. Larson introduced Dr. Carol Brown, who will be serving as the Interim Vice President of Academic Affairs from August 1, 2015, through January 31, 2016. Dr. Brown is a former President at several community colleges and worked in a variety of other administrative academic community college roles during her career. Dr. Larson thanked Dr. Brown for her willingness to serve OCC in this capacity, noting that her professional experience is well suited to assist the College during this transitional period until a new vice president is identified. Dr. Brown, in turn, expressed appreciation to Dr. Larson and the trustees for this opportunity. At 12:40 p.m., following her introduction, Dr. Brown left the meeting.

Introduction of
Dr. Carol Brown

Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction, and Mr. Michael Bruno, Associate Director of Facilities, joined the meeting to provide additional information regarding the proposed renovation of the Instructional Building. At the June Board Retreat, the trustees requested that the architectural firm redesign its proposal to correspond with the \$11.4 million funding designated for the project. Three new options were received from the architect, a base proposal and two alternatives that reduced the scope and cost of the project.

Facilities
Report

In order for the trustees to make an informed decision that is in the best interests of the institution, they require much more quantitative data, a clearer description of the options, and detailed costs of the project alternatives. When this data is provided, the trustees will be in a better position to continue their review of the proposals.

An image of the proposed new Health Sciences Building was shared with the trustees. The 45,000 square foot building will be a highly functional, aesthetically pleasing structure that will provide intergenerational community services as well as student programming at the undergraduate and graduate levels.

Dr. Larson distributed information on collaborative space for review by the trustees. Research has found that collaborate space in educational institutions, which is open, inviting, and comfortable, promotes and strengthens student learning. As buildings are being renovated and new facilities are being designed, collaborative space should be given serious consideration.

Following their presentation, Mr. Kennedy and Mr. Bruno departed the meeting.

A status report on the Charting Our New Course process was prepared by Dr. Don Norris and Dr. Tim Gilmour and distributed to the trustees. Dr. Norris and Dr. Gilmour will plan to attend the next Board Retreat for a more in-depth review.

Charting Our
New Course
Progress Report

Miscellaneous

The Board, at 1:15 p.m., adopted a resolution upon unanimous roll call vote to move into a closed session to discuss personnel matters, 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.

Resolution
Adopted for
Closed Session

The closed session ended and the public meeting resumed at 1:39 p.m.

Public Meeting
Resumed

Personnel Committee

Upon the recommendation of Mr. Leone, the Personnel Report was unanimously approved upon roll call vote, as amended.

Personnel Report
Approved

The next meeting of the Board is scheduled for:

Meetings
Scheduled

Monday, July 27, 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

With no further business or comments from the trustees 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