



BOARD OF TRUSTEES

AGENDA

**April 26, 2010
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE MARCH 19 AND MARCH 22, 2010, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS** **Bd. Action**
- V. **COMMENDATIONS/PRESENTATIONS**
- VI. **COMMITTEES**
 - A. **Finance Committee (Mr. Dasti, Chairperson)**
(Ms. Winchester, Vice President of Finance)
 1. **Recommend approval of business/finance actions as presented (Exhibit A)** **Bd. Action**

B. **Bylaw, Policy, and Curriculum Committee** (Mr. Monahan, Chairperson)
(Mr. Strada, Acting Vice President of Academic Affairs)

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

C. **Buildings and Grounds Committee** (Mrs. Novak, Chairperson)
(Dr. Parrish, Vice President of Planning and Administration)

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

D. **Personnel Committee** (Mr. Leone, Chairperson)
(Ms. Winchester, Vice President of Finance)

1. Recommend approval of personnel actions as presented **Bd. Action**

VII. **PRESIDENT'S REPORT**

VIII. **MISCELLANEOUS**

A. **Council of County Colleges Report**

- B. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, May 24, 2010, 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**

C. Next meetings of the Board of Trustees on**Monday, May 24, 2010**

- | | | |
|--|----------|---|
| 1. Finance Committee | Time: | 9:30 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: | 10:15 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

Public Retreat/Meeting

March 19, 2010

Minutes

A special 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, March 19, 2010, in the Conference Room of the Technology 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, Dr. Bruce Greenfield, Mr. Robert Fall, Mr. Stephan Leone, Mr. Warren Wolf, Mr. Harvey York, Mr. Ernie Muska, and Dr. Jon Larson. Also in attendance from the College administration were Dr. James McGinty, Executive Vice President; Ms. Sara Winchester, Vice President of Finance; and Mr. Bray Barnes, Assistant to the President.

Attendance

Immediately after roll call, a resolution was unanimously adopted to move immediately 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 Meeting

At 1:25 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

Ms. Winchester reviewed the FY 2011 College budget and how it will be impacted as a result of the Governor's address on his proposed FY 2011 State budget. OCC will lose \$300,000 from next year's budget. This is in addition to the \$543,000 in State aid already cut from this current year's budget.

Fortunately, several factors will allow the College to absorb these funding cuts without having to increase tuition or take any drastic measures to reduce spending. They include:

- ◆ Enrollment continues to increase and is slightly higher than budgeted;
- ◆ Various cost-saving measures have been implemented; and
- ◆ The College has managed its finances very responsibly.

In addition, based on the Governor's proposed budget, there is a possibility that the Freeholders may have to reduce County aid to the College next year.

The Governor's proposal also alters the NJ STARS Program by restricting new participants from entering the program but allowing current students to continue. Dr. Larson is working with Dr. Nespoli and the New Jersey Council of County Colleges to develop alternative options for the Governor to consider in order to save the program as it is.

Ms. Winchester reviewed the status of capital projects since it was just recently learned that FY 2010 Chapter 12 projects that have not yet been bonded by the County may not receive funding from the State.

The next meetings are scheduled for:

Monday, January 25, 2010

9:30 a.m.	Finance Committee
10:00 a.m.	Bylaw, Policy, and Curriculum Committee
10:15 a.m.	Buildings/Grounds Committee
10:30 a.m.	Personnel Committee
12:30 p.m.	Regular Public Monthly Meeting

Meetings
Scheduled

There being no further business and no comments or questions from the trustees or the public, the meeting adjourned at 2:00 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Regular Meeting

Minutes

March 22, 2010

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, March 22, 2010, 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, Dr. Bruce Greenfield, Mr. Jerry Dasti, Mr. Robert Fall, Mr. Warren Wolf, Mr. Harvey York, Mr. Ernie Muska, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President James McGinty, Vice Presidents Don Doran, Tara Kelly, Richard Parrish and Sara Winchester, and Interim Vice President Richard Strada.

Attendance

The minutes of the February 22, 2010, Board of Trustees closed session and public meetings were approved upon unanimous roll call vote

Minutes
Approved

Several presentations were made:

Mr. AJ Trump, Assistant Director of Athletics, announced that the National Junior College Athletic Association (NJCAA) recently informed the College that the OCC Women's Cross Country Team was ranked #1 academically in the country with a team grade point average of 3.73. The Men's Soccer Team ranked #2 in the country with a team grade point average of 3.20.

Commendations/
Presentations

Mr. Trump introduced students Marion Burke, Erine O'Connor, and Bill deRouville, all members of the OCC Swimming Team, who attended the NJCAA Swimming and Diving Championships from March 2 to 6 in Fort Pierce, Florida. The OCC swimmers were very successful, with new records being set and many students being recognized with All-American and All-American Honorable Mention status.

Phi Beta Lambda President Frank Gorman introduced members of PBL and spoke of the success they experienced at the New Jersey PBL State Leadership Conference on February 27 at Mercer County College. OCC's PBL Chapter won 23 awards, including the prestigious Gold Seal Chapter Award of Merit, which is the highest

honor a chapter can be achieved. Advisor Katherine Dillon, Associate Professor of Business Studies, commended the PBL students for their commitment, loyalty, and professionalism.

The trustees expressed congratulations to the OCC Swimming Team and PBL members for representing the College so well and for their outstanding accomplishments.

Mr. Thulin read a letter he received from Mr. David Museliani, a Criminal Justice student, who shared with him the very positive impact Professor Robert Austin and other faculty have had on him.

Finance Committee

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

- | | |
|---|--|
| ◆ The statement of income and expenditures as of February 28, 2010, was accepted. | Income/
Expenditures
Approved |
| ◆ A resolution was adopted to approve the FY 2011 Gateway Building project, consistent with the Facilities Master Plan, 2008, and to direct the appropriate College officials to request \$15,800,000 from Kean University, \$7,500,000 from the County of Ocean, participation from the County of Ocean with the College in the issuance of a public bond in the amount of \$7,500,000, with repayment based on 100 percent College funding, and allocation of \$800,000 additional Ocean County College funding, as needed. | Resolution
Adopted for
the Gateway
Building |
| ◆ A resolution was adopted to revise the resolution adopted on January 26, 2009, to approve the FY 2010 Athletic Field Development project at a cost of \$2,353,000 and to direct the appropriate College officials to request 50 percent funding from the State and 50 percent funding from the County of Ocean. | Resolution
Adopted for
Athletic
Field |
| ◆ The following contracts were awarded: | Contracts
Awarded |
| ◆ A maximum of \$16,480 to General Printing and Design, Inc., Southborough, Massachusetts, for the printing of the 2010-2011 Ocean County College Annual Calendar/Student Handbook. | |
| ◆ A maximum of \$125,000 to JRD Construction, Inc., Farmingdale, New Jersey, for renovations to the Purchasing Office in the Administration Building. | |
| ◆ A maximum of \$10,000 to Cambridge Construction Management, Somerville, New Jersey, for construction management services for the College Center addition and renovation. | |
| ◆ A maximum of \$28,667.32 to Expedite Video Conferencing Services, Westbury, New York, for the purchase of an HD video communications system. | |

♦ Resolutions were adopted to award the following contracts:

Resolutions
Adopted for
Contract Awards

- ♦ A maximum of \$89,792.82 to Dell Marketing, Round Rock, Texas, for the following:
 - ♦ \$47,225.72 for an Adobe software site license
 - ♦ \$42,567.10 for the purchase of laptop computers
- ♦ A maximum of \$70,000 to MAX-R, Oconomowoc, Wisconsin, for the purchase of exterior recycling stations.
- ♦ A maximum of \$35,698 to Howard Industries, Inc., Ellisville, Missouri, for the purchase of cameras, DVR's, and associated wiring for various College buildings.
- ♦ A maximum of \$29,400 to EAM Associates, Wall, New Jersey, for educational classes leading to Building Performance Institute Certification for Green Job Training to be offered through the Ocean County College Continuing and Professional Education Program.
- ♦ A maximum of \$40,730 to Cambridge Construction Management, Somerville, New Jersey, for construction management services for the Combined Heat and Power Plant utility connection with campus buildings.
- ♦ A maximum of \$167,667.03 to Ricoh Corporation, West Caldwell, New Jersey, for the purchase of copiers for Ocean County College.
- ♦ A maximum of \$28,941 to Warnock Automotive, Inc., East Hanover, New Jersey, for the purchase of a truck for the Facilities Department.

♦ The following contracts were amended:

Contracts
Amended

- ♦ An additional \$50,000, for a maximum total of \$120,000, to Antonio Santos Company, Allenhurst, New Jersey, for labor, materials, and equipment for campus-wide electrical maintenance service during the second year of a two-year agreement (contract originally awarded at the August 24, 2009, Board meeting).
- ♦ An additional \$50,000, for a maximum total of \$125,000, to West Jersey Air Conditioning and Heating Company, Pennsauken, New Jersey, for labor, materials, and equipment for campus-wide HVAC service during the second year of a two-year agreement (contract originally awarded at the June 22, 2009, Board meeting).
- ♦ An additional \$20,230, for a maximum total of \$121,230, to Panoramic Window and Door Systems, Inc., Monmouth Beach, New Jersey, for a change order to install masonry openings and windows as part of the Administration Building

renovations for the Purchasing Department (contract originally awarded at the November 2, 2009, Board meeting).

- ♦ An additional \$2,610.15, for a maximum total of \$9,825,653.33, to Wallace Contracting, Point Pleasant, New Jersey, for a change order to modify the existing direct digital control system for HVAC and all associated engineering, software, installation, and testing as part of the addition and renovation to the Arts and Community Center (contract originally awarded at the August 27, 2007, Board meeting).
- ♦ An additional \$4,939.25, for a maximum total of \$57,548.25, to Yezzi Associates, Toms River, New Jersey, for a change order for additional services performed by O'Donnell, Stanton, and Associates for the Facilities Building addition and services performed by French and Parrello for an additional fire hydrant and relocation of electric primary for the Planetarium (contract originally awarded at the April 27, 2009, Board meeting).
- ♦ An additional \$40,000, for a maximum total of \$75,000, to Quality Cut, Inc., Farmingdale, New Jersey, for repair to the irrigation system resulting from construction contractor damage and to continue maintenance and material service contract through May 30, 2010 (contract originally awarded at the April 27, 2009, Board meeting).
- ♦ An additional \$7,535, for a maximum total of \$10,512,320, to Tormee Construction, Tinton Falls, New Jersey, for a change order for work related to detachable warning surface at handicap ramps and retrofitting curb heads as part of the construction of John C. Bartlett, Jr., Hall (contract originally awarded at the May 27, 2008, Board meeting).
- ♦ An additional \$1,833, for a maximum total of \$164,545, to TimeCruiser Computing Corporation, Fairfield, New Jersey, for additional storage in the Campus Cruiser Program during the third year of a three-year agreement (contract originally awarded at the July 27, 2009, Board meeting).
- ♦ An additional \$22,710, for a maximum total of \$136,010, to SunGard Higher Education Managed Services, Inc., Maitland, Florida, to extend the current agreement for institutional research support for a three-month period from April 1, 2010, to May 31, 2010 (contract originally awarded at the May 26, 2009, Board meeting).
- ♦ The recommendations to purchase a van for the Athletics Department and to purchase furniture for the Purchasing Department were rescinded. No action was taken on these two items.

Recommendations
Rescinded

Bylaw, Policy, and Curriculum Committee

Upon the recommendation of the Bylaw, Policy, and Curriculum Committee, the Board unanimously approved the following upon roll call vote:

- ◆ Policy #3118, Personnel, Academic, General, Promotion, was revised.

Buildings and Grounds Committee

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for February 28, 2010, was accepted.

Facilities
Engineering
Report Accepted

Also approved upon unanimous roll call vote was a Development, Construction, and Joint Use Agreement between the Ocean County Board of Chosen Freeholders and Ocean County College for the Mill Creek Park Sailing Center in Berkeley Township, New Jersey, subject to final review by the New Jersey Department of Environmental Protection.

Mill Creek Park
Sailing Center
Joint Use
Agreement
Approved

Personnel Committee

Upon unanimous roll call vote, the Personnel Report was approved as recommended by the Personnel Committee.

Personnel Report
Approved

President's Report

Vice President Don Doran updated the trustees on the efforts being made to recruit students by visiting high schools and by reaching out to their parents. The Office of Recruitment has developed a newsletter, The Ocean County College Navigator, which emphasizes the value of a college education, especially by attending a community college in comparison to a four-year institution.

President's
Report

Mr. Doran introduced Ms. Jaclyn Rodemann, Director of Recruitment and Admissions, and Ms. Megan Springsted, Recruitment Coordinator, both of whom are deeply involved in recruitment efforts.

Mr. Bob Kumpf, Director of College Security, discussed the many steps taken since his arrival at the College in August 2009 to increase security at the College, some of which include:

- ◆ A new emergency loudspeaker system to deploy clear and concise messages throughout the campus.
- ◆ An enhanced closed circuit TV system for vulnerable areas around the campus.
- ◆ Improved visibility of security personnel and upgraded security uniforms for a more professional appearance.
- ◆ A new student security team to patrol the campus and assist College security personnel.
- ◆ New security vehicles.

Even with all of these advancements, Mr. Kumpf indicated that there many more improvements that can be made to ensure the safety of the College, its students, and its employees.

A short video was shown of Ms. Winchester's participation in a recent NJN story on the impact of the Governor's announcement of reduced State funding for the remainder of FY 2010. Ms. Winchester discussed OCC's plans to implement internal cost-saving measures so the College remains affordable for students.

April is National Poetry Month, and a few College events have been scheduled during the latter part of the month. Ms. Heidi Sheridan, Instructor of English and Literature, is coordinating the celebratory activities.

The 9th Annual OCC Foundation Golf Outing is scheduled for Tuesday, May 4, at the Eagle Ridge Golf Club in Lakewood. All are invited to attend.

Miscellaneous

Mr. Thulin noted that the New Jersey Council of County Colleges is attempting to develop a plan so the NJ STARS Program can be saved in the Governor's FY 2011 budget. In the proposed budget, current NJ STARS students may continue, but no new students may enter the program. Dr. Larson is actively engaged in this endeavor to find a solution to continue the full program.

NJ STARS
Program

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, April 26, 2010, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting –
3/22/10

The following meetings were scheduled:

Monday, April 26, 2010	9:30 a.m.	Finance Committee
	10:15 a.m.	Buildings and Grounds Committee
	10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)
	10:30 a.m.	Personnel Committee
	12:30 p.m.	Regular Public Meeting

Meetings
Scheduled

With no additional comments from the trustees or the public, the meeting adjourned at 1:40 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello
Recording Secretary