



## **BOARD OF TRUSTEES**

### **AGENDA**

**April 25, 2011  
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE MARCH 28, 2011, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS** **Bd. Action**
- V. **COMMENDATIONS**
- 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**

VI. **COMMITTEES (continued...)**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. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, May 23, 2011, 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 onMONDAY, MAY 23, 2011

- |  |          |   |
|--|----------|---|
| 1. <b>Finance Committee</b>                                      | Time:    | 9:30 a.m.   |
|  | Place:   | Business Conference Room  |
| 2. <b>Bylaw, Policy, and Curriculum Committee</b><br>(as needed) | Time:    | 10:00 a.m.  |
|  | Place:   | Academic Affairs Office   |
| 3. <b>Buildings and Grounds Committee</b>                        | Time:    | 10:15 a.m.  |
|  | Place:   | Business Conference Room  |
| 4. <b>Personnel Committee</b>                                    | Time:    | 10:30 a.m.  |
|  | Place:   | President's Office  |
| 5. <b>Entire Board</b>   | Time:    | 11:00 a.m.  |
|  | Place:   | Boardroom   |
|  | Purpose: | Caucus Meeting—Personnel,<br>Pending Litigation, and<br>Collective Bargaining |
| 6. <b>Entire Board</b>   | 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

March 28, 2011

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, March 28, 2011, 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. Jerry Dasti, Mr. Stephan Leone, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Warren Wolf, Mr. Harvey York, Mr. Steven Spino, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Jim McGinty, and Vice Presidents Don Doran, Tara Kelly, Richard Parrish, and Sara Winchester.

Attendance

The minutes of the February 28, 2011, Board of Trustees closed session and public meetings were approved by majority vote, with Mr. Monahan and Mr. York abstaining from the vote.

Minutes  
Approved

Mr. AJ Trump, Assistant Director of Athletics, gave a report on the success of OCC's athletic teams this past season.

Commendations

Women's Basketball – The team finished fourth in the Garden State Athletic Conference and fifth in Region XIX. Mr. Trump introduced Ms. Elizabeth Lawler, who was named NJCAA Player of the Week on February 16. She was among the top ten in scoring average and was second in the nation in rebounding. As a result, she was named to the All-Region and All-Conference teams. Additionally, Ms. Lawler is an outstanding student academically with a 4.0 grade point average.

Men's and Women's Swimming – The women's team finished the season in sixth place, and the men's team in third place after playing in the NJCAA National Championship in Buffalo. Mr. William deRouville, who was also introduced at the meeting, set four school records, breaking the 800 free relay, 50 freestyle, 100 freestyle, and 200 freestyle records.

Men's Basketball – The team finished the season as Region XIX Champions and played in the national tournament, placing fifth nationally. Mr. Darnell Braggs was introduced by Mr. Trump. He was named to the NJCAA All-National Tournament Team. Also,

Mr. JaMario Clayton was named Region XIX Player of the Year, and Mr. Steve Salley was recognized as the Region XIX Tournament MVP.

All of the teams were terrific representatives of Ocean County College. Dr. Larson expressed appreciation to the team coaches and congratulated the students on their successes, both athletically and academically.

Ms. Katherine Dillon, Professor of Business Studies, who serves as the advisor to Phi Beta Lambda, the College's student business group, introduced several members who recently competed in the PBL State Leadership Conference at Mercer County Community College. OCC's Chapter was awarded the Gold Seal Chapter Award of Merit and the Outstanding Chapter Award. Professor Dillon was named Outstanding Advisor, Dr. Virginia Reilly was recognized as Business Professional of the Year, and Dean Dean LaBollita received the Business Person of the Year Award. Mr. Frank Gorman will serve as the 2011-2012 New Jersey State PBL President. In addition, many OCC PBL members won individual awards for their performances at the conference. The group plans to attend the national conference in Orlando, Florida.

The students and their advisors were commended by Dr. Larson, Mr. Thulin, and the trustees for their very successful results at the state competition.

Ms. Heidi Sheridan, Professor English and Literature, extended an invitation to the trustees to attend several special events which are being offered in recognition of National Poetry Month in April. The College is sponsoring its tenth annual Poetry Festival to celebrate poets and poetry.

Dr. Christine Kephart, Writing Skills Coordinator, attended the meeting with three students, Mr. Matthew Cavalier, Ms. Gabriella Basile, and Ms. Nicole Lloyd, who reported on the increased usage of the Writing Center as well as on the continuing outreach to students in disciplines other than English. There has been an extensive effort to work with Nursing students to improve their writing skills. A Writing Center Facebook page has been created and a new column, "Scribbles," was introduced in The Viking News.

Two employees from the Student Affairs Division were commended for the completion of requirements for degrees:

- ◆ Ms. Alison Noone, Coordinator of Student Volunteerism and Programming – Bachelor of Science degree with a concentration in General Business from Excelsior College.
- ◆ Mr. Mark Mehlmann, Coordinator of Enrollment Services – Master of Administrative Science degree from Fairleigh Dickinson University.

#### 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, 2011, was accepted.	Income/ Expenditures Approved
♦ A resolution was adopted to authorize and direct the President to enter into and execute a five-year agreement with Pearson to work in partnership to develop and promote Ocean County College's online program.	Resolution Adopted for Distance Learning Partnership Agreement
♦ The following contracts were awarded:	
♦ A maximum of \$5,550,000 to Santorini Construction Company, Neptune, New Jersey, for the construction of a combined Heat and Power Plant at Ocean County College.	Contracts Awarded
♦ At no cost to the College, to Bollinger Insurance Solutions, Short Hills, New Jersey, for a one-year agreement for student health and accident insurance.	
♦ A maximum of \$86,667.83 to Engle Printing and Publishing Company, Inc., Lancaster, Pennsylvania, for the printing of the Summer 2011 Continuing and Professional Education brochures at Ocean County College.	
♦ A maximum of \$14,130 to Verdin Company, King of Prussia, Pennsylvania, for the purchase and installation of a carillon system at Ocean County College.	
♦ Resolutions were adopted to award the following contracts:	Resolutions Adopted for
♦ A maximum of \$25,000 to DFFLM, L.L.C., T/A Ditschman/Flemington Ford, Flemington, New Jersey, for the purchase of a utility vehicle for use by the Security Department at Ocean County College.	
♦ A maximum of \$30,316.72 to American Digital Corporation, Arlington Heights, Illinois, for the purchase of an HP base system server for use at Ocean County College.	
♦ A maximum of \$227,914 to Partnership for the Delaware Estuary, Wilmington, Delaware, for the funding of a sub award agreement entitled "Development and Implementation of an Integrated Tidal Wetlands Monitoring and Assessment Program in the Barnegat Bay and Delaware Estuaries," to be administered by the Barnegat Bay Natural Estuary Program.	
♦ The following contracts were amended:	Contracts Amended
♦ An additional \$18,549, for a maximum total of \$147,884, to Assessment Technologies Institute, Overland Park, Kansas, for the purchase of student national certification exams for the Continuing and Professional Education Department at Ocean County College (contract originally awarded at the June 28, 2010, Board meeting).	
♦ An additional \$1,690, for a maximum total of \$27,006, to Xerox Audio Visual Solutions, Mt. Union, Pennsylvania, for unpacking, assembling stands, aligning projector, and connecting all cables as part of the purchase and installation of a Smart Board	

interactive whiteboard system at Ocean County College (contract originally awarded at the January 24, 2011, Board meeting).

- ◆ The trustees accepted a \$70,000 amendment to the \$368,868 Carl D. Perkins Career and Technical Education grant award from the New Jersey Department of Education accepted by the Board at its December 6, 2010, meeting for the purpose of developing more fully the academic, career, and technical skills of Ocean County College students through instruction, equipment and supplies, professional development, student travel, and tutoring, with the emphasis for this funding cycle on those Career Clusters that support workforce development, economic development, and stakeholder partnerships. Project Manager: Ms. Mary A. Burke, Associate Professor of Computer Studies. Funding Cycle: July 1, 2010, through June 30, 2011.

Prior to taking action on the Ocean County College FY 2012 budget and Policy #5300, in accordance with New Jersey Public Law 94, Chapter 48, Mr. Thulin indicated that the Board of Trustees would conduct a public hearing for those members of the college community who wished to testify. Upon motion and vote, a public hearing was opened.

Public Hearing  
for FY 2012  
OCC Budget and  
Policy #5300

Ms. Winchester said the FY 2012 budget was being amended to reflect level funding from the State; the budget was originally developed with an anticipated \$285,000 decrease in State aid. The additional income will be offset by anticipated expense increases.

Mr. Dasti, Chair of the Finance Committee, noted that Policy #5300, Tuition and Fees, was being revised to change distance learning course tuition for in-county residents and to establish tuition for distance learning out-of-county residents. Mr. Dasti also noted that, because the other fees for distance learning and hybrid courses have been eliminated, tuition for these courses has decreased. Mr. Leone remarked that, since the College has not raised tuition for the last two years, Ocean County College will now have the lowest tuition in New Jersey.

Mr. Thulin requested comments from the public, and none were forthcoming. The public hearing was closed. Upon separate unanimous roll call votes, the amended Ocean County College FY 2012 Budget and revised Policy #5300, Tuition and Fees, were approved.

OCC FY 2012  
Budget Amended/  
Policy #5300,  
Tuition/Fees,  
Revised

#### 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:

- ◆ The following item, as accepted by the College Senate at its meeting on February 16, 2011, was approved:
  - ◆ Revised Policy #5128, Students, Admission, Acceptance and Evaluation of Credits

College Senate  
Item Approved

- ◆ The Board approved the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5146.1, Campus Life, Drugs, during the hours of the Ocean County College Cocktail Party prior to the presentation of “Three Phantoms in Concert,” which is being held on campus on Saturday evening, April 9, 2011, for the special grand opening of the Ocean County College Arts and Community Center. Temporary Suspension of Policy #3074 and Policy #5246.1
- ◆ Policy #4170, Business, Expenditures, College Credit Card, was withdrawn from the agenda; no action was taken. Policy #4170 Withdrawn

#### Buildings and Grounds Committee

Mr. Ken Olsen, Director of Facilities and Operations, described the process leading up to the award today of a construction contract for the Combined Heat and Power Plant on campus. This plant will provide an energy efficient, “green” method of generating electric, heat, and air conditioning to College buildings.

Dr. Parrish updated the trustees on the progress of the Gateway Building foundation, the Millcreek Sailing Center, County work on the College’s roads and parking lots, athletic field renovation, and the Information Technology Building.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for February 28, 2011, was accepted.

Facilities  
Engineering  
Report Accepted

#### Personnel Committee

The Personnel Report was approved as presented upon unanimous roll call vote. With a second unanimous roll call vote, resolutions were adopted to memorialize two employees who passed away:

Personnel Report  
Approved

- ◆ Ms. Carolyn Hadge, Adjunct Instructor of Social Science from January 25, 2010, until her death on March 22, 2011;
- ◆ Ms. Jeannette C. Shlala, former Assistant Director of Physical Plant from August 26, 1976, until her retirement on October 1, 1999.

#### President’s Report

Ms. Colleen Manzetti, Assistant Dean of Nursing, reported the success of the recent OCC Nursing Program graduates who sat for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Of the 70 students who sat for the exam during the period April through September 2010, 69 were successful, representing a 99 percent pass rate. This follows a 100 percent pass rate from the last examination period of October 2009 through March 2010.

President’s  
Report

The Arts and Community Center ribbon cutting will be held on Friday, April 8, at 2 p.m., and the Grand Opening will take place on Saturday, April 9, with a cocktail reception from 5 to 7 p.m., and the show starting at 7 p.m.



Dr. Larson congratulated Dr. Jim Brown, Associate Professor of Science, for his contribution to a new textbook, "Teaching Lab Science Courses Online." The College is mentioned prominently in the book and features OCC's rapid rise in the teaching of online science courses. OCC will soon be recognized nationally as a powerhouse in distance learning offerings.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, April 25, 2011, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution  
Adopted for  
Closed Meeting-  
April 25,  
2011

The following meetings were scheduled:

<b>Monday, April 25, 2011</b>	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

Mr. Leone complimented the efforts of the College to market the new Planetarium. A formal report on the Planetarium will be made at the April Board meeting.

There being no further business to conduct and no comments from the public, the meeting adjourned at 1:35 p.m.

Adjournment

Respectfully submitted,

Connie Bello  
Recording Secretary