



**BOARD OF TRUSTEES
AGENDA**

**April 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 MARCH 30, 2015,
AND APRIL 17, 2015 BOARD OF TRUSTEES CLOSED SESSION 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. **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 REPORT**VIII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Tuesday, May 26, 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***TUESDAY, MAY 26, 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

March 30, 2015

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:35 p.m. on Monday, March 30, 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 March 2, 2015, notice changing the meeting from March 23 to March 30, which was distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mr. Carl V. Thulin, Mr. Jerry Dasti, Mr. Stephen Leone, Mr. Frank Dupignac, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Nicholas Devlin, Mr. Jack Sahradi, 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 February 23, 2015, Board of Trustees closed session and public meetings were approved, with abstentions from Mr. Dupignac, Mrs. Pehlivanian, and Dr. Smithers.

Minutes
Approved

Presentations/Commendations

Ms. Ilene Cohen, Executive Director of Athletics and Judicial Affairs, and Mr. A.J. Trump, Director of Athletics, introduced OCC Basketball player Anthony Walker, who became the sixth person in Ocean County College Men's Basketball history to score 1,000 points. Anthony was also voted Region XIX and Garden State Athletic Conference Player of the Year and named to the 1st Team All-Region XIX and GSAC.

Commendations

Ms. Jennifer Fazio, Director of Student Life, and Ms. Elaine Schardien, NJ STARS Coordinator, participated in Student Lobbying Day on March 9, 2015, in Trenton, where OCC was represented by four of our students. The event was organized by the New Jersey Council of County Colleges. Two of the four students who attended the event were introduced at today's meeting, Austin Greitz and Jason Rodd.

Finance Committee

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

- The statement of income and expenditures as of February 28, 2015, was accepted. Income/Expenditures Accepted
- The following contracts were awarded: Contracts Awarded
 - A maximum of \$23,589.82 to Troxell Communications, Phoenix, Arizona, for the purchase and installation of new white boards in classrooms at Ocean County College.
 - A maximum of \$357,263.20 to J. E. Hannon, Inc., t/a Bird Construction, Bayville, New Jersey, for the construction of floating docks at Mill Creek Park for the J. Phillip Citta Center for Sailing and Maritime Arts and Sciences at Ocean County College.
 - A maximum of \$923,000 to Hall Building Corporation, Farmingdale, New Jersey, for the conversion of classrooms to labs in the Science Building at Ocean County College.
 - A maximum of \$331,700 to Louis Berger Group, Inc., Toms River, New Jersey, for professional construction management services for the Instructional Building renovations at Ocean County College.
 - A maximum of \$545,850 to Cambridge Construction Management, Clinton, New Jersey, for professional construction management services for a new Health Science Building at Ocean County College.
 - A maximum of \$16,380 to General Printing & Design, Inc., t/a Global Printing & Packaging, Southborough, Massachusetts, for the printing of the annual calendar/student handbook for 2015/16 at Ocean County College.
 - A maximum of \$13,171.56 to the following vendors: F & E Trading, LLC, Somerset, New Jersey (\$4,630); Adorama, Inc., New York, New York (\$3,986.39); W.B. Hunt, Co., Inc., Melrose, Massachusetts (\$1,712); Impex Micro, Inc., Basking Ridge, New Jersey (\$1,613.14); Guaranteed Products, Inc., d/b/a The Photo Center, Brick, New Jersey (\$773.58); and Livingston Camera Mart, Inc., Livingston, New Jersey (\$456.45) for the purchase of photography equipment and supplies for use at Ocean County College.
 - A maximum of \$266,061.74 to Aspire Technology Partners, LLC, Hazlet, New Jersey, for the purchase of the Cisco Wireless System Upgrade at Ocean County College.

- Resolutions were adopted to award the following contracts: Resolutions
Adopted for
Contract Awards
 - A maximum of \$18,902.45, to UniversityTickets.com, Inc., New York, New York, for the software license renewal for Universal Ticketing System and rental for eTicket Scanner from March 1, 2015 – February 28, 2016, for the Theatre and Planetarium at Ocean County College.
 - A maximum of \$35,500 to America-Mideast Educational and Training Services, Inc., Washington, District of Columbia, for program support services for the OCC Study Abroad Course in Morocco from May 24, 2015 – June 13, 2015.
- The following contracts were amended: Contracts
Amended
 - An additional \$21,133, for a maximum total of \$16,283,845.19, to Brockwell & Carrington Contractors, Inc., Towaco, New Jersey, for change orders to add a swing door in place of the west window in room #217 and to add remote cable dampers for balancing and adjustments in ducts above metal ceilings 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 \$127,677, for a maximum total of \$905,306, to Kimmel Bogrette Architecture + Site, Conshohocken, Pennsylvania, for change orders for boiler plant design work, oil interceptor, alternate boiler equipment, and chiller plant design for the Instructional Building renovations at Ocean County College (contract originally awarded at the September 23, 2013, Board meeting).
 - An additional \$17,250, for a maximum total of \$56,150, to Design Resources Group, Architects, Piscataway, New Jersey, for a change order for professional architectural and engineering consulting services to design a new fire alarm system to replace the existing obsolete system, redesign emergency generator, and design repairs to fire rated walls for the Nursing Building Renovations Phase 2 at Ocean County College (contract originally awarded at the May 27, 2014, Board meeting).
 - An additional \$17,055.26, for a maximum total of \$37,770.72, to CDW Government LLC, Vernon Hills, Illinois, for computer Comvault support and maintenance premium renewal contract for March 1, 2015 – February 29, 2016, at Ocean County College (contract originally awarded at the February 23, 2015, Board meeting).
 - An additional \$1,500, for a maximum total of \$31,375, to Assessment Technologies Institute, LLC, Leawood, Kansas, for the purchase of additional testing and assessment materials for use by the Testing Center and Nursing Department at Ocean County College (contract originally awarded at the June 23, 2014, Board meeting).
 - An additional \$12,744, for a maximum total of \$32,647.91, to Shi International, Somerset, New Jersey, for the purchase of additional CISCO memory for use at Ocean County College (contract originally awarded at the December 8, 2014, Board meeting).

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| <p>➤ A budget modification was approved to the \$463,453 Carl D. Perkins Career and Technical Education Grant from the New Jersey Department of Education 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 for faculty and students, curriculum assessment and accreditation, with emphasis on those curricula that promote workforce and economic development. Project manager: Ms. Susan O'Connor, Director of Curriculum Management. Funding period: July 1, 2014, through June 30, 2015.</p> <p>➤ A minor revision to the Ocean County College FY 2016 budget was approved. A more substantial revision will most likely be necessary after official fall 2015 semester enrollment is available; unfortunately, a continuing decrease in students is anticipated.</p> | <p>Grant Budget
Modification
Approved</p> <p>Budget Revision
Approved</p> |
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Bylaw, Policy, and Curriculum Committee

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

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| <p>➤ The Board approved the Ocean County College 2016-17 and 2017-18 Academic Calendars.</p> <p>➤ A resolution to change the names of the Academic Schools was approved:</p> <ul style="list-style-type: none">➤ School of Arts and Humanities➤ School of Business and Social Sciences➤ School of Nursing and Health Sciences➤ School of Science, Technology, Engineering, and Mathematics (STEM) <p>➤ The following items, as accepted by the College Senate at its meetings on March 4, 2015, and March 18, 2015, were approved:</p> <ul style="list-style-type: none">➤ Revised Programs<ul style="list-style-type: none">➤ A.S. General Studies➤ A.S. Criminal Justice➤ New Certificate Program<ul style="list-style-type: none">➤ Certificate of Proficiency in Theatre Production | <p>Academic
Calendars
Approved</p> <p>Academic School
Name Changes
Approved</p> <p>College Senate
Items Approved</p> |
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➤ New Courses

- CSIT 154, After Effects
- ENGL 231, Classic American and British Detective Fiction
- THTR 210, Stage Management

➤ Revised Courses

- ENGL 251, American Literature I
- ENGL 252, American Literature II
- ENGL 253, British Literature I
- ENGL 254, British Literature II
- ENGL 255, World Literature I
- ENGL 256, World Literature II

Buildings and Grounds Committee

Upon unanimous roll call vote, the Board accepted the Buildings and Grounds Committee Report for March 30, 2015.

Building/Grounds
Report Accepted

Mr. Matthew Kennedy, Assistant Vice President of Facilities, reported that work on campus roads has had to slow down because of low temperatures and inclement weather. He noted that this winter brought 18 episodes of snowfall, which required a great deal of effort by the Facilities staff. Mr. Kennedy praised the Facilities Department members for their commitment and cooperation.

Projects currently underway include the asbestos abatement in the Instructional Building, the study of utility usage in nine campus buildings for automated systems, and the continuing work on the new Student Center.

Personnel Committee

Mr. Leone, Chair, presented the Personnel Report, which was moved as amended and unanimously approved.

Personnel Report
Approved

President's Report

Ms. Allison King, Vice President of e-Learning and Enterprise Initiatives, discussed the priority placed on continued growth in both out-of-county and out-of-country enrollment by partnering with four-year universities and corporations, similar to the Starbucks-Arizona State University relationship.

President's
Report

Ms. King also discussed that e-Learning is developing 20 foreign language courses online in partnership with the world-renowned Rosetta Stone foreign language learning solution for OCC Online's Foreign Language Center. Online courses offered this summer will be French I, Italian I, and Spanish I and II; offerings will expand in Fall 2015 and 2016.

Dr. Maysa Hayward, Dean of Instructional Outreach and Program Director for the Study Abroad in Morocco, reported that the seminar already has registered 14 students who will participate in the program.

Dr. Jianping Wang, Vice President of Academic Affairs, discussed the Study in Spain Seminar that is being offered from June 26 to July 14. Participants will live with Spanish families and be immersed in Spanish architecture, history, and culture, as well as in daily language course work each morning of the program.

Dr. Wang discussed the Honors by Contract Program that was launched this spring semester, which resulted in 100 signed student contracts. Dr. Wang invited members of the Board to attend the Scholarly Horizons Honors Conference where some of those students will present their excellent scholarly accomplishments on May 5 from 9 a.m. to 12 noon in the Gymnasium.

Tickets are on sale for the 3 Sails Jazz Festival, which will be held on campus June 12 and 13. The event is sponsored by the Jay and Linda Grunin Foundation, Toms River Hotel, and Causeway Cars. This is a major undertaking which, hopefully, everyone will attend.

The Barnegat Bay Program 2014-15 Annual Report was distributed to the Board at today's meeting by Dr. Stan Hales, Program Director. Dr. Hales commended Mr. Scott Bruinooge, Coordinator of Publications, for this beautifully designed publication.

Miscellaneous

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

Resolution
Adopted for
Closed Meeting -
April 27, 2015

The following meetings were scheduled:

Meetings
Scheduled

Friday, April 17, 2015	12:00 noon	Board of Trustees Retreat
Monday, April 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

Dr. David Bordelon, Associate Professor of English and Literature and President of the Faculty Association, distributed copies of "Pen," the student literary magazine. He discussed the benefits of students working closely with faculty, as it fosters a connection which keeps them in college, gives them a sense of belonging, and helps them perform better achieving a higher rate of persistence. The faculty works at keeping students as closely connected to OCC as possible.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:23 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees



BOARD OF TRUSTEES

Public Retreat/Meeting

April 17, 2015

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:25 p.m., on Friday, April 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 and distributed as required by law.

Public Meeting
Announcement

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

Attendance

The Board, at 12:30 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 1:30 p.m.

Public Meeting
Resumed

Personnel Committee

Upon unanimous roll call vote, the Board of Trustees approved the personnel actions as presented by Mr. Leone.

Personnel Actions
Approved

Discussion Items

- OCC Pool – After announcing that the College pool will be closed, Dr. Larson was asked by a community member if a movement to generate funding would be helpful in keeping it open. He responded that the pool has major issues that need to be addressed; unfortunately, because of the excessive costs involved, repairing the pool and continuing its operation is not a viable option.
- Robert J. Novins Planetarium – An update was provided on the Planetarium. Although operational expenses have been curtailed, visits to the Planetarium shows by County schools have also decreased this spring. The Planetarium is one of the County's greatest assets, and efforts continue to develop innovative programming that will generate interest in the community.
- e-Learning Opportunities – New and anticipated e-Learning initiatives were shared with the trustees, including their potential enrollments, instructional costs, and revenue projections.

Partnerships with two- and four-year institutions and with corporations will be expanded with the expectation that student enrollment will increase significantly.

- Charting our New Course – Dr. Don Norris and Dr. Tim Gilmour, Strategic Initiatives, Inc., provided a status report on this important initiative, including a summary of the progress made to date, a two-year scenario aligned with the eight strategic initiatives, and a five-year scenario for 2020.

Much has been accomplished since the last report to the trustees in December 2014. Strategic maps have been created for each of the initiatives, which are currently being refined. These maps will be reviewed quarterly to ensure that progress is being made, measured, and on target for implementation. In addition, the strategic maps will be an important tool for the prioritization of programs, budgeting, and resource allocation.

To support the development of the five-year scenario, an analysis of the College's demographics and market share was undertaken by Dr. Norris and Dr. Gilmour. Working with the Vice Presidents, program enrollments were modified, as appropriate, and timeframes for enrollment growth were adjusted.

Dr. Norris and Dr. Gilmour are confident that the five-year scenario is feasible. The work that is currently being done and the milestones that will be accomplished by the end of FY 2017 will ensure Ocean County College's success in meeting the five-year scenario, positioning it to be a viable and sustainable institution well into the future.

The trustees thanked Dr. Norris and Dr. Gilmour for their presentation. They believe this undertaking to be critical to Ocean County College's future and recognize the necessity for these efforts to continue beyond the tenure of the current administration and Board. The trustees are committed to the Charting our New Course initiative.

Miscellaneous

The next meeting of the Board is scheduled for:

Meetings
Scheduled

Monday, April 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 3:05 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees