



**BOARD OF TRUSTEES**

**AGENDA**

**August 24, 2009  
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **APPROVAL OF MINUTES OF THE JULY 27, 2009, BOARD OF TRUSTEES PUBLIC MEETING AND CLOSED SESSION** **Bd. Action**
- V. **SWEARING-IN OF MR. ERNIE MUSKA, WHO WAS SELECTED TO SERVE AS THE STUDENT/ALUMNI REPRESENTATIVE ON THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES FOR 2009-2010, THROUGH JUNE 30, 2010**
- 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 (Mrs. Lewis, 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, SEPTEMBER 21, 2009, 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, SEPTEMBER 21, 2009**

- |  |          |   |
|--|----------|---|
| 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, Pending Litigation, and 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**

**July 27, 2009**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, July 27, 2009, by Mr. Carl V. Thulin, Chair, at 12:30 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. 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. Robert Fall, Dr. Bruce Greenfield, Mr. Stephan Leone, Mrs. Dolores Lewis, Mr. Thomas Monahan, Mr. Warren Wolf, Mr. Harvey York, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President James McGinty, and Vice Presidents Don Doran, Tara Kelly, Richard Parrish, Richard Strada, and Sara Winchester.

Attendance

The minutes of the June 22, 2009, Board of Trustees closed session and public meeting were approved upon unanimous roll call vote.

Minutes  
Approved

At Dr. Larson's request, Mr. Strada introduced his new administrative deans:

- ◆ Dr. Maysa Hayward, Acting Dean for the School of Language and the Arts
- ◆ Mr. Robert Kleinschmidt, Assistant Dean for the School of Language and the Arts
- ◆ Ms. Linda Canobbio, Acting Dean for the School of Mathematics, Science, and Technology
- ◆ Dr. Yehia Elmogahzy, Assistant Dean for the School of Mathematics, Science, And Technology
- ◆ Mr. Benny Castillo, Acting Dean for the School of Social Science and Human Services
- ◆ Mr. Dean LaBollita, Assistant Dean for the School of Social Science and Human Services

Introductions

- ◆ Ms. Coleen Manzetti, Assistant Dean for the School of Nursing and Allied Health

Ms. Ilene Cohen, Athletic Director, and Mr. A.J. Trump, Assistant Athletic Director, distributed the Ocean County College Viking Update, a newsletter from the Department of Athletics, which highlighted the outstanding success of the department this past academic year:

Commendations

- ◆ The National Alliance of Two-Year College Athletic Administrators (NATYCAA) ranked Ocean County College 9<sup>th</sup> in the country in overall program excellence based on success in championship competition. Last year, OCC was ranked among the top 20 (17<sup>th</sup>).

NATYCAA is the only professional organization that represents all two-year institutions of higher education in the U.S. It is dedicated to the continuing growth and development of two-year college athletics.

- ◆ The National Junior College Athletic Association (NJCAA), Region XIX, and Garden State Athletic Conference recognized the College and student-athletes who participated in at least one sport and who earned a 3.0 or higher grade point average:

- ◆ Men's Swimming – Ranked nationally #1
- ◆ Women's Swimming – Ranked nationally #2
- ◆ Women's Tennis – Ranked nationally #2
- ◆ Men's Soccer – Ranked nationally #3
- ◆ Men's Tennis – Ranked nationally #6
- ◆ Men's Golf – Ranked nationally #15
- ◆ 22 student-athletes recognized as All-Conference
- ◆ 23 student-athletes recognized as All-Region
- ◆ 25 student-athletes recognized as All-American

- ◆ OCC's Athletic Department was the first recipient of the Regional XIX Champions of Character Award, which was established recently to honor athletic departments that exhibit outstanding results in character development of its student-athletes and coaches by embracing the true spirit of cooperation through respect, integrity, responsibility, servant leadership, and sportsmanship.

Dr. Larson and the trustees extended their sincere congratulations to Ms. Cohen, Mr. Trump, the coaches, student-athletes, and everyone else who has contributed to the success of the Athletics Department.

#### Finance Committee

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

- ◆ The statement of income and expenditures as of June 30, 2009, was accepted.

Income/  
Expenditures  
Approved

## ◆ The following contracts were awarded:

Contracts  
Awarded

- ◆ A maximum of \$331,785.10 to Tri-R, Hainesport, New Jersey, for the purchase of furniture for the John C. Bartlett, Jr., Hall.
- ◆ A maximum of \$60,000 to Fogel Stationery Co./DBA MY NJ Office, Linden, New Jersey, for the purchase of office supplies for campus-wide use.
- ◆ A maximum of \$734,650 to Blackney Hayes Architects, Philadelphia, Pennsylvania, for professional architectural and engineering services for the Gateway Building.
- ◆ A maximum of \$27,457 to Hitech Instruments, Inc., Broomall, Pennsylvania, for the purchase of microscopes.
- ◆ A maximum of \$61,200 to Nova Crete, Inc., South Amboy, New Jersey, for the purchase and installation of flooring in the College pool area.

## ◆ Resolutions were adopted to award the following contracts:

Resolutions  
Adopted for  
Contract Awards

- ◆ A maximum of \$337,421 to Connor Strong Companies, Inc., Toms River, New Jersey, for College insurance during 2009-2010. Mr. Leone abstained from voting on this recommendation.
- ◆ A maximum of \$20,000 to Konica Minolta Danka Imaging Company, St. Petersburg, Florida, for maintenance service on College copiers during 2009-2010.
- ◆ A maximum of \$27,500 to Siemens Building Technologies, Blue Bell, Pennsylvania, for software system support and maintenance of the energy management system during 2009-2010.
- ◆ A maximum of \$35,000 to Simplex Grinnell, Egg Harbor Township, New Jersey, for hardware and software system support and maintenance of the card access program during 2009-2010.
- ◆ A maximum of \$34,843.98 to William Paterson University, Wayne, New Jersey, for the purchase of Internet databases through the Vale Consortium for Academic Library for 2009-2010.
- ◆ A maximum of \$400,000 to Dell Marketing, Round Rock, Texas, for the purchase of Dell computers.
- ◆ A maximum of \$84,110.21 to Dimension Data, Charlotte, North Carolina, for voice and data maintenance support during 2009-2010.
- ◆ A maximum of \$85,360 to NJEDGE.NET, Newark, New Jersey, for campus-wide Internet services through NJEDGE.NET/Consortium during 2009-2010.

- ◆ A maximum of \$50,443.69 to EBSCO Subscription Services, Tinton Falls, New Jersey, for the purchase of miscellaneous Library periodical subscriptions during 2009-2010.
- ◆ A maximum of \$199,970 to Datatel, Inc., Fairfax, Virginia, for the annual software maintenance agreement during 2009-2010.
- ◆ A maximum of \$160,212 to Timecruiser Computing Corporation, Fairfield, New Jersey, for the third year of a three-year agreement for the CampusCruiser subscription during 2009-2010.
- ◆ A maximum of \$24,000 to W.I.T.S. Fitness and Training, Inc., Tinton Falls, New Jersey, for educational services for Continuing and Professional Education personal fitness training courses.
- ◆ A maximum of \$25,000 to Black Rocket Productions, L.L.C., Atlantic Highlands, New Jersey, for educational services for general Continuing and Professional Education summer courses.
- ◆ A maximum of \$20,000 to Kokes Fairways, L.L.C., Lakewood, New Jersey, for educational services for Continuing and Professional Education summer golf courses.
- ◆ A maximum of \$207,850 to Monmouth-Ocean Hospital Services Corporation, Neptune, New Jersey, for educational services for Continuing and Professional Education CPR, paramedic ACLS, and paramedic didactic training courses.
- ◆ A maximum of \$25,000 to Pocket Nurse, Pittsburgh, Pennsylvania, for the purchase of Nursing laboratory supplies.
- ◆ A maximum of \$87,500 to ATI, Overland Park, Kansas, for the purchase of Nursing custom evaluation tests.
- ◆ A maximum of \$24,574.37 to Sirsi Corporation, Provo, Utah, for the renewal of the annual software maintenance for the Library Automated System during 2009-2010.
- ◆ A maximum of \$42,425.50 to Thomson Gale, Farmington Hills, Michigan, for the purchase of multi-volume literature reference sets and other publications for the Library during 2009-2010.
- ◆ A maximum of \$24,000 to Academy Express, L.L.C., Hoboken, New Jersey, for various bus trips offered by Student Life during 2009-2010.
- ◆ A maximum of \$75,000 to Fuel Cell Energy, Inc., Danbury, Connecticut, for the fourth year of a five-year agreement for maintenance service on the fuel cell.

## ◆ The following contracts were amended:

Contracts  
Amended

- ◆ An additional \$15,000, for a maximum total of \$60,000, to Waste Management of New Jersey, Inc., Toms River, New Jersey, for the third year of a three-year agreement for refuse removal services on campus (contract originally awarded at the April 28, 2008, Board meeting). Mr. Leone abstained from voting on this recommendation.
- ◆ An additional \$62,110, for a maximum total of \$856,677.50, to Bill-Jim Construction Company, Inc., Jackson, New Jersey, for the removal and replacement of material due to underground conditions, relocation of existing electric line, and additional fill for relocation of the sidewalk during the expansion of Parking Lot #2 at Ocean County College (contract originally awarded at the March 23, 2009, Board meeting).
- ◆ An additional \$77,000, for a maximum total of \$1,988,000, to Santorini Construction, Inc., Neptune, New Jersey, for the inclusion of a Laser Show system during renovation of the Robert J. Novins Planetarium (contract originally awarded at the June 22, 2009, Board meeting).

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:

## ◆ Item accepted by the College Senate at its meeting on May 20, 2009:

- ◆ Amendment to the College Senate Bylaws, Article IV, Standing Committees, to add a new Developmental Education Committee College Senate  
Item Approved
- ◆ New Policy #5020, Students, All Employees, College-Wide Advisement New Policy  
Approved
- ◆ Revised Policies:
  - ◆ Policy #3112.2, Personnel, Adjunct Faculty, Performance Evaluation Policies  
Revised
  - ◆ Policy #3125, Personnel, Academic Staff and Faculty, General, Full-Time Faculty Evaluation

Buildings and Grounds Committee

Mrs. Novak commented on the construction of the new John C. Bartlett, Jr., Hall, saying she is thrilled with the building. The Hall will provide an outstanding learning environment for our students. A dedication ceremony is scheduled for August 24 following the Board meeting.



Dr. Parrish introduced Ms. Dona Alpert, Senior Research Consultant with SunGard, who reported on the substantial increase in enrollment. Summer is up 11.9 percent in student headcount and 14.4 percent in credit hours. Fall 2009 semester enrollment is up 19.7 percent in headcount and 19.8 percent in credit hours as compared to the same point in time as last year.

Mr. Doran said over 3,600 new full-time students for the fall semester have attended orientation programs this summer. Enrollment has been increasing for several years, and this phenomenal 19 percent student increase for the fall continues the trend. With the millennial generation student wanting to stay close to home and with the ongoing economic difficulties many families are facing, Mr. Doran believes the number of students attending Ocean County College will continue to climb in the years to come.

In order to accommodate all of the students, course offerings will be expanded both on-line and at the 22 off-campus sites. In addition, weekend college opportunities are being developed. Fall Quick Term classes will hopefully be scheduled in the new Bartlett Hall.

Dr. McGinty also reported tremendous growth in the number of Kean@Ocean students; Kean's expectations have been exceeded and more classes are being offered on campus and at the Southern Education Center.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for June 30, 2009, was accepted.

Facilities  
Engineering  
Report Accepted

#### Personnel Committee

The Personnel Report, as recommended by the Personnel Committee, was unanimously approved upon roll call vote.

Personnel Report  
Approved

#### President's Report

Ms. Katherine Dillon, Associate Professor of Business Studies and 21 year Advisor to OCC's Phi Beta Lambda Chapter, shared with the trustees the success the students have enjoyed throughout the years and, more specifically, at this year's national conference in California in June. She introduced several of the student members, who spoke of the importance of Phi Beta Lambda as part of their educational endeavors.

President's  
Report

Ms. Dillon also introduced Ms. Wendy Giarratana, Administrative Assistant, who was honored at this year's conference as the Outstanding Professional of the Year for her continued assistance to and support of Phi Beta Lambda. In addition, Ms. Dillon expressed appreciation to others on campus for their efforts on behalf of Phi Theta Kappa:

- ◆ Ms. Jennifer Fazio, Director of Student Life
- ◆ Ms. Barbara Napolitano, Associate Professor of Business Studies
- ◆ Mr. Francis Polk, Provost of Off-Campus Programs
- ◆ Ms. Virginia Reilly, Professor of Business Studies

Dr. Larson and the trustees congratulated the students, and Professor Dillon for their outstanding achievements.

Mr. Ken Olsen, Director of Facilities Engineering and Operations, provided a report on the College's Energy Reduction Project, which is a combination of energy conservation measures and lighting control improvements. He highlighted the conversion to "smart" buildings and the replacement of older, unreliable equipment with "green" technology. This project is budgeted at \$2.65 million, and it is anticipated that annual energy savings will be at least \$285,000 initially, more as energy costs increase in the year ahead.

The Governor signed the FY 2010 State budget at the end of June, and it is nearly \$4 billion, or 12 percent, below last year's budget. The community college sector has been fortunate in that the Governor continued level operating aid and fully funded the Chapter 12 program, the NJ STARS program, and the Tuition Aid Grants for part-time students. However, the sector is also very much aware that the State's long-term financial picture is not encouraging, and it is evident community colleges will be facing budget cuts and restrictions in the years ahead.

Ocean County College was recently recognized by Community College Week as part of its Top 100 associate degree, one-year certificate, and two-year certificate producers.

It is noteworthy that this year's top spot in overall associate degree production now belongs to the online campus of the University of Phoenix.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, August 24, 2009, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution  
Adopted for  
Closed Meeting --  
August 24, 2009

The following meetings were scheduled:

<b>Monday, August 24, 2009</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

With no additional comments from the trustees or the public, the meeting adjourned at 1:30 p.m.

Adjournment

Respectfully submitted,

Linda L. Novak  
Secretary

Connie Bello  
Recording Secretary