



## BOARD OF TRUSTEES

### AGENDA

August 22, 2011  
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE JULY 25, 2011,  
BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS *Bd. Action*
- V. COMMITTEES
  - A. Finance Committee (Mr. Dasti, Chairperson)  
(Ms. Winchester, Vice President of Finance and Administration)
    1. Recommend approval of business/finance actions as presented (Exhibit A) *Bd. Action*

B. **Bylaw, Policy, and Curriculum Committee (Mr. Monahan, Chairperson)**  
(Mr. Strada, Executive Vice President, Instructional)

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

C. **Buildings and Grounds Committee (Mrs. Novak, Chairperson)**  
(Dr. McGinty, Executive Vice President, Operational)

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 and Administration)

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

VI. **PRESIDENT'S REPORT**

VII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, September 26, 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 on****Monday, September 9, 2011**

- |                         |   |
|-------------------------|---|
| 1. <b>Board Retreat</b> | Time: 12:00 noon                              |
|                         | Place: Technology Building<br>Conference Room |
|                         | Purpose: Items of Interest                    |

**Monday, September 26, 2011**

- |   |  |
|---|--|
| 1. <b>Finance Committee</b>   | Time: 9:30 a.m.  |
|   | Place: Business Conference Room  |
| 2. <b>Bylaw, Policy, and<br/>Curriculum Committee<br/>(as needed)</b> | Time: 10:00 a.m.   |
|   | Place: Academic Affairs Office   |
| 3. <b>Buildings and Grounds<br/>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  |

**VIII. Adjournment**

This agenda includes all items that are known at this time.



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**July 25, 2011**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, July 25, 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, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Harvey York, Ms. Mary Alburtus, Mr. Jack Sahradek, Dr. Jon Larson, and Vice Presidents Tara Kelly and Sara Winchester.

Attendance

The minutes of the June 27, 2011, Board of Trustees closed session and public meeting were approved by majority vote, with Mr. York abstaining from the vote.

Minutes  
Approved

Mr. Sahradek administered the oath of office to Ms. Mary Alburtus, who was selected to serve as the student/alumni representative on the Ocean County Board of Trustees for 2011-2012, through June 30, 2012. The trustees welcomed Ms. Alburtus to the Board.

Swearing-In  
of Ms. Mary  
Alburtus

Ms. Ilene Cohen, Athletics Director, introduced the following OCC athletes:

Athletic  
Presentation

- ◆ David Kalash – David was recognized for the second year in a row by Rawlings as a Gold Glove Award Recipient for his excellent play in the outfield. He did not commit an error and had a perfect 1.000 fielding percentage during the baseball season.

The Rawlings Gold Glove Award is the benchmark of excellence and performance on the diamond in Major League Baseball; it is a most prestigious award to receive.

- ◆ Dan Wroblewski – Dan was selected to receive the National Junior College Athletic Association's Region XIX Robert Zifchak Male Scholar Athlete Award for 2010-2011. As a goalkeeper on the men's soccer team, Dan only allowed 32 goals in his 39 game career at OCC and posted 19 career shutouts. He was named a member

of All-Region and All-Conference teams, was on the NJCAA Academic Team, and has been on the President's Honors List every semester he has been at OCC.

This award is given annually to one male student athlete in Region XIX who has earned at least a 3.5 grade point average, has received recognition at the Regional, Conference, or National level, and has contributed to his College campus.

In addition, Ms. Cohen announced that OCC's women's basketball team was honored as the 2010-2011 Region XIX Team Champions of Character recipient. This award recognizes a Region XIX athletic team for outstanding results in character development of its student athletes and coaches by embracing the true spirit of competition through the five core values of respect, responsibility, integrity, servant leadership, and sportsmanship.

Three members of OCC's Phi Beta Lambda Chapter spoke of the success achieved at the State and National Phi Beta Lambda competitions. Alexander Daudier, Vice President of the Chapter, Frank Gorman, newly elected Eastern Region Vice President, and Edward Day, who won fifth place in Marketing Concepts at the National level, spoke of the awards received by the students and the advisors. The trustees extended their sincere congratulations to the group.

Phi Beta Lambda  
Presentation

#### Finance Committee

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

- ◆ The statement of income and expenditures as of June 30, 2011, was accepted.
- ◆ The following contracts were awarded:
  - ◆ A maximum of \$83,500 to Hummel Printing, Inc., Union, New Jersey, for the printing of the Fall 2011 Continuing and Professional Education Job Training brochure.
  - ◆ A maximum of \$32,000 to Senica Security, Brick, New Jersey, for the second year of a two-year agreement for security and escort services at Ocean County College.
- ◆ Resolutions were adopted to award the following contracts:
  - ◆ A maximum of \$34,458 to Blackboard, Inc., Washington, D.C., for the second year of a two-year agreement for the purchase of educational services for a Wimba classroom and voice tools for a live, virtual learning program at Ocean County College.

Income/  
Expenditures  
Accepted

Contracts  
Awarded

Resolutions  
Adopted for  
Contract  
Awards

- ◆ A maximum of \$31,650 to Konica Minolta Business Solutions U.S.A., Inc., Ramsey, New Jersey, for an annual service agreement for the Toshiba copier fleet at Ocean County College.
- ◆ A maximum of \$135,946.58 to Dimension Data, Charlotte, North Carolina, for the purchase of additional switches, modules, meters, and maintenance support for expansion of the voice and data system at Ocean County College.
- ◆ A maximum of \$33,719 to New Jersey Virtual Community College, Trenton, New Jersey, for renewal of the software maintenance licensing fee for the Blackboard Learning System at Ocean County College.
- ◆ A maximum of \$72,500 to SunGard Higher Education Managed Services, Inc., for grant support services from July 11, 2011, to December 31, 2011, at Ocean County College.
- ◆ A maximum of \$40,695 to Softdocs, Columbia, South Carolina, for the purchase of a software and hardware workforce management timesheet system at Ocean County College.
- ◆ A maximum of \$26,783.10 to Apple Computer, Inc., Austin, Texas, for the purchase of Apple Mac computers for use at Ocean County College.
- ◆ A maximum of \$24,335.20 to Dell Marketing, Round Rock, Texas, for the purchase of Dell computers for use at Ocean County College.
- ◆ A resolution was adopted to authorize College officials to solicit quotes for the purchase and installation of a sound system in the Gymnasium and to accept the lowest quote, provided the total cost does not exceed \$31,000, with the contract award presented for confirmation at the Board meeting to be held on August 22, 2011. Authorization to Accept Quote for Contract Award
- ◆ The following contracts were amended: Contracts Amended
  - ◆ An additional \$24,366, for a maximum total of \$5,574,366, to Santorini Construction Company, Neptune, New Jersey, for a change order for equipment storage charges as part of the construction of the Combined Heat and Power Plant at Ocean County College (contract originally awarded at the March 28, 2011, Board meeting).
  - ◆ An additional \$11,521.13, for a maximum total of \$109,521.13, to EMSA Construction, Inc., Parlin, New Jersey, for a change order to furnish and install a new transformer and electrical panel as part of the installation of solar panels in the Bartlett Building at Ocean County College (contract originally awarded at the February 28, 2011, Board meeting).
  - ◆ An additional \$10,804, for a maximum total of \$380,679, to Connor Strong Companies, Inc., Marlton, New Jersey, due to an increase in property values

for annual premiums as part of broker and risk management insurance consulting services (contract originally awarded at the May 23, 2011, Board meeting).

- ♦ An additional \$24,930, for a maximum total of 205,924, to C.J. Hesse, Inc., Atlantic Highlands, New Jersey, for a change order to widen and stripe the exit as part of the modifications and improvements to Parking Lot #1 at Ocean County College (contract originally awarded at the June 28, 2010, Board meeting).
- ♦ An additional \$7,177.50, for a maximum total of \$19,415, to Topp Portable Air, Aston, Pennsylvania, for the continued rental of temporary air conditioners for the Instructional Technology Building at Ocean County College (contract originally awarded at the June 27, 2011, Board meeting).
- ♦ An additional \$9,000, for a maximum total of \$114,000, to Assessment Technologies, Overland Park, Kansas, for the purchase of additional custom evaluation tests for the Continuing and Professional Education Department at Ocean County College (contract originally awarded at the May 23, 2011, Board meeting).

Prior to taking action on the revision to Policy #5300, Tuition and Fees, in accordance with New Jersey Public Law 94, Chapter 48, the Board of Trustees opened a public hearing for those members of the college community who wished to testify.

Ms. Winchester summarized the proposed revisions to the policy, stating that there were no changes to tuition or fees. Rather, the policy language was being amended with regard to the Academy for Lifelong Learning and e-learning courses.

Public Hearing

With no comments from the public or the trustees, Policy #5300, Students, Tuition and Fees, was revised upon a separate unanimous roll call vote.

Policy #5300,  
Tuition and Fees  
Revised

#### Bylaw, Policy, and Curriculum Committee

Upon unanimous roll call vote, the following Committee recommendations were approved by the Board:

- ♦ The following items as accepted by the College Senate at its meeting on July 6, 2011, were approved
  - ♦ Revised Policies:
    - ♦ Policy #5154, Students, Academic Standards, Grades and Scholastic Honors
    - ♦ Policy #5156, Students, Academic Standards, Unsatisfactory Academic Progress
    - ♦ Policy #5162, Students, Academic Standards, Class Attendance
  - ♦ Revised Degree:
    - ♦ A.S. Degree in Public Service

College Senate  
Items Approved

- ♦ New Course:
  - ♦ ENGR 225, Design of Material Structures
- ♦ Revised Courses:
  - ♦ BIOL 119, Science and the Human Body
  - ♦ BIOL 261, Ecology
  - ♦ BIOL 265, Marine Biology
- ♦ The following policies were revised:
  - ♦ Policy #5102, Students, Classification, Ocean County Residents
  - ♦ Policy #5302, Students, Tuition and Fees, Payment of Tuition/Fees
  - ♦ Policy #5325, Students, Tuition and Fees, Senior Citizens
  - ♦ Policy #5327, Students, Tuition and Fees, Ocean County High School Students
  - ♦ Policy #5335, Students, Tuition and Fees, New Jersey National Guard
  - ♦ Policy #5340, Students, Tuition and Fees, New Jersey Job Training Participants
- ♦ The following policies were deleted:
  - ♦ Policy #5305, Students, Tuition and Fees, Tuition Deferment
  - ♦ Policy #5326, Students, Tuition and Fees, Academy for Lifelong Learning
- ♦ The Board temporarily suspended Policy #3074, Alcohol- and Drug-Free Work Place, and Policy #5246.1, Campus Life, Drugs, during the hours of the following events:
  - ♦ The Ocean County College Foundation Grand Slam Summer Celebration, which is being held on campus on Saturday evening, August 27, 2011
  - ♦ The Ocean County College Athletic Hall of Fame, which is being held on campus on Wednesday evening, November 16, 2011

Policies  
RevisedPolicies  
DeletedPolicies  
Suspended  
for Special  
EventsBuildings and Grounds Committee

Mr. Ken Olsen, Director of Facilities and Operations, updated the trustees on the status of the Gateway Building construction and the Combined Heat and Power Plant. He also



reported that Buckwald Drive will be closed for three weeks from August 1 to 20, during the time the United Water Company will be installing a new water line.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for June 30, 2011, was accepted.

Facilities  
Engineering  
Report Accepted

#### Personnel Committee

Mr. Leone, Chair of the Personnel Committee, presented the Personnel Report, and it was approved upon unanimous roll call vote.

Personnel Report  
Approved

#### President's Report

Mr. Olsen spoke briefly about the comprehensive energy reduction project that has been ongoing since the spring of 2009. He introduced Mr. Josh Costel and Mr. Brian Peifer, Vice President and Energy Analyst, respectively, of Tozour-Trane Energy. Mr. Costel spoke of the energy conservation measures that have been implemented at the College and the subsequent cost savings as a result of these efforts. He commended the commitment by the College to go "green" and expressed his appreciation for the cooperation they are receiving as the project is being implemented. He especially thanked Mr. Olsen, who spearheaded the program from the beginning.

President's  
Report

Mr. Dave Wolfe, Special Assistant to the President and 10<sup>th</sup> District Assemblyman, reported that the NJ STARS and NJ STARS II Programs will remain unchanged during 2011-2012. Dr. Larson thanked Mr. Wolfe for his leadership in the efforts at the State level to retain the NJ STARS Programs.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, August 22, 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-  
August 22, 2011

The following meetings were scheduled:

<b>Monday, August 22, 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
	11:00 a.m.	Closed Session
	12:30 p.m.	Regular Public Meeting

Meetings  
Scheduled

Mr. Leone invited participation in the 50/50 raffle being held in support the OCC Foundation's Grand Slam Summer Celebration, which is being held on Saturday,

August 27, and will honor Judge Robert A. Fall as Humanitarian of the Year. He also extended an invitation to all to attend this very worthy event.

There being no further business to conduct and no comments from the public, the meeting adjourned at 1:15 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Recording Secretary