



## BOARD OF TRUSTEES

### AGENDA

December 5, 2011

12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE NOVEMBER 7, 2011, BOARD OF TRUSTEES REORGANIZATION, 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, January 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****FRIDAY, DECEMBER 9, 2011**

- |                 |          |  |
|-----------------|----------|--|
| 1. Entire Board | Time:    | 12:00 noon                             |
|                 | Place:   | Technology Building<br>Conference Room |
|                 | Purpose: | Meeting/Retreat                        |

**MONDAY, JANUARY 26, 2012**

- |  |          |   |
|--|----------|---|
| 1. Finance Committee   | Time:    | 10:00 a.m.  |
|  | Place:   | Business Conference Room  |
| 2. Bylaw, Policy, and<br>Curriculum Committee<br>(as needed) | Time:    | 10:00 a.m.  |
|  | Place:   | Academic Affairs Office   |
| 3. Buildings and Grounds<br>Committee                        | Time:    | 10:30 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,<br>Pending Litigation, and<br>Collective Bargaining |
| 6. Entire Board  | 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**

### **Reorganization Meeting November 7, 2011**

#### **Minutes**

The annual reorganization meeting of the Ocean County College Board of Trustees was called to order by Dr. Jon Larson, President, at 12:35 p.m. on Monday, November 7, 2011, 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. Stephan Leone, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice Presidents James McGinty and Richard Strada, and Vice Presidents Don Doran, Tara Kelly, and Sara Winchester.

Attendance

Dr. Larson requested nominations for the officers of the Board of Trustees. Mr. Dasti served as Chair of the Nominating Committee, and, at his request, the slate of nominees for officers of the Board was offered by Mr. Monahan:

Election of  
Officers

Mr. Thulin, Chairperson  
Mrs. Novak, Vice Chairperson  
Mr. Leone, Secretary  
Mr. Dasti, Treasurer

By motion, nominations were closed; by subsequent motion, the above officers were elected by unanimous roll call vote.

Following the vote, Mr. Thulin assumed the chair for the remainder of the meeting. He and Dr. Larson congratulated the elected officers.

Mr. Thulin presented the 2011-2012 Board committee membership as listed on the agenda. Upon roll call vote, the committee membership was unanimously approved, as follows:

Committee  
Membership  
Approved

- ♦ **Buildings and Grounds Committee**  
Mrs. Novak, Chairperson  
Mr. Dasti  
Mr. York
- ♦ **Bylaw, Policy, and Curriculum Committee**  
Mr. Monahan, Chairperson  
Mr. Leone  
Mrs. Pehlivanian
- ♦ **Finance Committee**  
Mr. Dasti, Chairperson  
Mr. Thulin  
Mr. York
- ♦ **Personnel Committee**  
Mr. Leone, Chairperson  
Mr. Monahan  
Mrs. Pehlivanian  
Dr. Smithers
- ♦ **Executive Committee**  
Newly elected officers of the Board
- ♦ **Board of School Estimate**  
Mr. Thulin  
Mr. Dasti
- ♦ **New Jersey Council of County Colleges Ambassadors**  
Mr. Thulin
- ♦ **Litigation Committee**  
Members to be appointed as needed

A resolution was unanimously adopted by roll call vote to designate the fourth Monday of each month as the date for the regular public meetings of the Board of Trustees at 12:30 p.m. in the Boardroom of the Administration Building, except as noted:

Designation of  
Board Meetings

Monday, December 5, 2011  
Monday, January 23, 2012  
Monday, February 27, 2012  
Monday, March 26, 2012  
Monday, April 23, 2012  
Tuesday, May 29, 2012  
Monday, June 25, 2012  
Monday, July 23, 2012  
Monday, August 27, 2012  
Monday, September 24, 2012  
No October meeting  
Monday, November 5, 2012  
Monday, December 3, 2012

A resolution was unanimously adopted by roll call vote to designate the following dates for Board of Trustees Retreats, to be held at 12:00 noon in the Technology Building Conference Room:

Designation of  
Board Retreats

Friday, December 9, 2011  
Friday, March 9, 2012  
Friday, June 8, 2012  
Friday, September 14, 2012  
Friday, December 14, 2012

The following Ocean County College depositories were approved by unanimous roll call vote:

Designation of  
Depositories

**CROWN BANK**

715 Highway 70  
Brick, New Jersey 08723

1. Certificates of Deposit

**HARMONY BANK**

2120 W. County Line Road  
Jackson, New Jersey 08527

1. Investment Account – Ocean County College

**INVESTORS SAVINGS BANK**

864 Route 37 West  
Toms River, New Jersey 08755

1. Investment Account – Ocean County College

**OCEAN FIRST**

975 Hooper Avenue  
Toms River, New Jersey 08753

1. Investment Account – Ocean County College
2. Foundation Checking Accounting
3. Foundation Investment Fund

**TD Bank, N.A.**

1101 Hooper Avenue  
Toms River, New Jersey 08753

1. Investment Account – Ocean County College
2. Certificates of Deposit

**SOVEREIGN BANK**

1866 Hooper Avenue  
Toms River, New Jersey 08754

1. General Checking Account
2. Bookstore Checking Account
3. Bookstore Money Market Account
4. Student Activity Account
5. Restricted/Perkins Loan Account
6. Athletic Fund Account
7. Investment Account
8. Capital Checking Account
9. Restricted Fund Checking Account
10. Restricted Investment Account
11. Section 125 Account

Services:

1. Direct Deposit
2. Telephone Transfer
3. Automated Check Reconciliation
4. Foreign Drafts
5. Credit Card Service

**STATE OF NEW JERSEY CASH MANAGEMENT FUND**  
C/O Citi Fund Services  
P.O. Box 182218  
Columbus, Ohio 43218-2218

1. Purchase of Money Market Shares:  
NJ Employment Security Agency

There being no further business, the meeting adjourned at 12:40 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Recording Secretary





## BOARD OF TRUSTEES

### Regular Meeting Minutes

November 7, 2011

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, November 7, 2011, by Mr. Carl V. Thulin, Chair, at 12:40 p.m., immediately following the annual reorganization meeting, 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. Jack Sahradek, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Richard Strada, and Vice Presidents Don Doran, Tara Kelly, and Sara Winchester.

Attendance

The minutes of the September 26 and October 31, 2011, Board of Trustees closed sessions and public meetings were approved by unanimous roll call vote.

Minutes  
Approved

Ms. Ilene Cohen, Director of Athletics, attended the Board meeting with Mr. AJ Trump, Assistant Director of Athletics, and students representing the Women's Soccer team, the Men's soccer team, the Women's Tennis team, and the Men's and Women's Cross Country teams. Ms. Cohen reported that this fall was the most successful season in her ten years at the College. In addition, Mr. Ed Baynes, Cross Country, Mr. Stan Friedman, Women's Tennis, and Mr. AJ Trump, Women's Soccer, were all honored as Coaches of the Year. Dr. Larson and the trustees congratulated all of the players and the coaches for their outstanding performances.

Commendations

The College hosts the Ocean County Senior Citizens Art Exhibit each year in the Arts and Community Center Gallery. The show attracted 121 senior artists who exhibited their works, and the recipients of first-place ribbons were invited to participate in the New Jersey Senior Citizens Art Exhibit in East Windsor. Ms. Lidia Brodetsky won Non-Professional Best in Show at the State level for her painting, *Always a Lady*. Ms. Joanne Padrone, Manager of Resource Development, introduced Ms. Brodetsky, who shared her painting with the Board. It is interesting to note that Ms. Brodetsky began her painting with OCC art classes. The Board commended Ms. Brodetsky for her very fine work.

#### Finance Committee

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

- |   |  |
|---|--|
| ◆ The statement of income and expenditures as of September 30, 2011, was accepted.  | Income/<br>Expenditures<br>Accepted                    |
| ◆ A resolution was adopted by the Board of Trustees to authorize the College to serve as the Lead Agency as it enters into a joint agreement with New Jersey community colleges for the purchase and delivery of natural gas supply services from 2012-2014.                      | Resolution<br>Adopted for<br>Natural Gas<br>Consortium |
| ◆ The following contracts were awarded:   |  |
| ◆ A maximum of \$124,900 to Frank C. Gibson, Inc., Freehold, New Jersey, for the purchase and installation of replacement fan coil units in the W. Kable Russell Building at Ocean County College.  | Contracts<br>Awarded                                   |
| ◆ A maximum of \$25,675 to Hummel Printing, Union, New Jersey, for the printing of the Ocean County College Spring 2012 Continuing and Professional Education Job Training brochures.   |  |
| ◆ Resolutions were adopted to award the following contracts:  | Resolutions<br>Adopted for<br>Contract<br>Awards       |
| ◆ A maximum of \$110,000 to Berry, Sahradnik, Kotzas & Benson, P.C., Toms River, New Jersey, for the second year of a two-year agreement for professional legal services at Ocean County College.   |  |
| ◆ A maximum of \$52,366.23 to Dell Marketing, Round Rock, Texas, for the renewal of Microsoft software maintenance agreements and warranty/service extensions on Dell servers at Ocean County College.  |  |
| ◆ A maximum of \$30,090.01 to Perceptive Software, Shawnee, Kansas, for the renewal of license maintenance for Document Imaging/Image Now at Ocean County College.  |  |
| ◆ A maximum of \$26,713.53 to Sirsi Corporation, Provo, Utah, for the renewal of an annual software maintenance program for the Library automated system at Ocean County College.   |  |
| ◆ The following contracts were amended:   | Contracts<br>Amended                                   |
| ◆ An additional \$34,880, for a maximum total of \$57,380, to eCollege.com, d/b/a Pearson eCollege, Centennial, Colorado, for Smarthinking online tutoring hours at Ocean County College (contract originally awarded at the September 26, 2011, Board meeting).                  |  |
| ◆ An additional \$5,000, for a maximum total of \$273,416, to Datatel, Fairfax, Virginia, for additional remote technical support on an as-needed basis as part of the annual software contract for e-Commerce (contract originally awarded at the June 27, 2011, Board meeting). |  |
| ◆ An additional \$24,496, for a maximum total of \$5,598,862, to Santorini Construction Company, Neptune, New Jersey, for change orders for materials and   |  |

installation of inline gate valves and an additional three valves to prevent short circuit flow through boilers as part of the construction of a combined Heat and Power Plant at Ocean County College (contract originally awarded at the March 28, 2011, Board meeting).

- ♦ An additional \$1,340, for a maximum total of \$118,960, to Peterson Services Company, Inc., Medford, New Jersey, for tridium system training for supervisors and technicians as part of the energy management services at Ocean County College (contract originally awarded at the May 23, 2011, Board meeting).
  - ♦ An additional \$30,739, for a maximum total of \$24,455,837, to Niram, Inc., Boonton, New Jersey, for change orders to increase water service piping, increase foundation footing sizes, and change all single slot diffusers to three-slot diffusers as part of the construction of the Gateway Building (contract originally awarded at the December 10, 2010, Board meeting).
  - ♦ An additional \$2,083, for a maximum total of \$193,119, to TimeCruiser Computing Corporation, Fairfield, New Jersey, for Turnitin integration as part of the second year of a five-year agreement for the annual subscription of Campus-Cruiser at Ocean County College (contract originally awarded at the June 27, 2011, Board meeting).
  - ♦ An additional \$150,000, for a maximum total of \$250,000, to Education Dynamics, Hoboken, New Jersey, for the continuation of marketing services to generate and manage new leads for online students at Ocean County College (contract originally awarded at the April 25, 2011, Board meeting).
  - ♦ The Board revised the language of the contract awarded at the March 28, 2011, Board meeting to eCollege.com, d/b/a Pearson eCollege, Centennial, Colorado, to develop and promote Ocean County College's online learning program. Contract Language Revised
  - ♦ All bids received for the Planetarium landscaping project were rejected due to proposals exceeding the budget limitation. Proposals Rejected
  - ♦ The \$16,983 contract awarded to General Paper and Linen Supply Company, Point Pleasant, New Jersey, at the September 26, 2011, Board meeting for custodial paper products was rescinded because the vendor declined to provide the specified product for the price quoted on its bid proposal; the Board then awarded a \$21,700.50 contract to the second lowest qualified bidder, KBD Supply LLC, Brick, New Jersey, for custodial paper products. Contract Rescinded and Awarded to Second Lowest Bidder
- Prior to taking action to amend the Ocean County College FY 2012 budget, 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 Amended OCC FY 2012 Budget

Ms. Winchester said the FY 2012 budget was revised as a result of the official fall 2012 enrollment. It is anticipated that the one percent decrease in enrollment experienced this fall semester will remain throughout this fiscal year. Fortunately, e-learning enrollment is projected to increase, which will help slightly. In order to present a balanced FY 2012

budget, a decision was made to delay filling most of the 30 position vacancies that currently exist as well as to reduce other expenditures. These actions have avoided the need to recommend an increase in tuition and/or fees. When the OCC FY 2013 budget is developed, the vacancies will be re-examined to determine the feasibility of filling them.

Mr. Leone commended Ms. Winchester for her ability to again absorb increased costs in the College budget without the need to increase tuition and fees.

With no further comments forthcoming, the public hearing was closed. Upon unanimous roll call vote, the Ocean County College FY 2012 Budget was amended.

OCC FY 2012  
Budget Amended

The Board withdrew recommendations to amend two contracts; no action was taken:

- ◆ To Simon Property Group, T/A Ocean County Mall, Toms River, New Jersey, for the media fee for two Ocean County College sky banners at the Ocean County Mall for the period January 1 through June 30, 2012 (contract originally awarded at the August 22, 2011, Board meeting).
- ◆ To Blackney Hayes Architects, Philadelphia, Pennsylvania, for change orders for the plaza extension and road realignment at the building entrance, A/V scope change and security design services, and site work design/documentation for future upper mall expansions as part of the professional architectural and engineering services for the Gateway Building (contract originally awarded at the July 27, 2009, Board meeting).

Recommendations  
for Contract  
Amendments  
Withdrawn

#### Bylaw, Policy, and Curriculum Committee

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

- ◆ The Board approved the following items, as accepted by the College Senate at its meeting on September 21, 2011:
  - ◆ Revised Courses:
    - ◆ ALDC 101, Addictions Counseling I
    - ◆ ALDC 102, Addictions Counseling II
    - ◆ ALDC 103, Addictions Counseling III
    - ◆ ALDC 104, Addictions Counseling IV

College Senate  
Items Approved

#### Buildings and Grounds Committee

Dr. McGinty updated the Board on several projects:

- ◆ Traffic on campus was diverted from Buckwald Drive as the water company installed a new water main for the Gateway Building; the road is open again today.
- ◆ Ninety percent of the steel for the Gateway Building is complete.

- ♦ Green Acres approval has been given for the Millcreek Sailing Center. An RFP will be distributed shortly.
- ♦ An RFP for the PTK Rain Garden is being developed and will be distributed.

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

Facilities  
Engineering  
Report Accepted

#### Personnel Committee

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

Personnel Report  
Approved

#### President's Report

Mr. Strada discussed the recent restructuring of the Academic Affairs area which resulted in four new Schools, each led by an Acting Dean: School of Language and the Arts; School of Mathematics, Science, and Technology; School of Social Sciences and Human Services; and School of Nursing. This reorganization reduced the cost of administrative supervision by eliminating four Assistant Dean positions.

President's  
Report

Additionally, the restructuring included the expansion of both the E-Learning Program under Executive Director Pat Fenn and on-campus classroom technology under Executive Director Lee Kobus.

Dr. Norma Betz, Director of Financial Aid, reported that her office has had interaction with 68 percent of the 15,585 students enrolled for the fall semester or, for every three students attending OCC, two were assisted by Financial Aid. The OCC Financial Aid Office is one of the most effective and efficient offices in the State. Beyond the number of students helped, the Financial Aid staff serves in many other ways. They reach out to high school students, veterans, adults returning to college, NJ STARS students, and displaced homemakers by providing workshops and other programs throughout the year.

Dr. Betz praised her staff for their professionalism, hard work, and concern for the students. Dr. Larson, in turn, commended Dr. Betz, whose leadership provides the environment within which the Financial Aid Office can be so successful and effective.

The Ocean County College Athletic Hall of Fame Ceremony and Dinner will take place on Wednesday, November 16, at 6 p.m. in the OCC Gymnasium. Two alumni-athletes and two coaches will be honored for their outstanding achievements and significant impact on OCC's athletic program.

Dr. Christine Kephart, Director of the Writing Center and Tutoring Resources, introduced Ms. Megan Contreras-Campana, Mathematics Tutor, and Ms. Ashley Millet, Mathematics peer tutor, who spoke about the increased usage of the Math Center by students in all subject areas. The Center offers workshops for remedial math students through the Student Support Services grant and, because of their outreach efforts, many more students are seeking assistance through the Center.

Mr. Dave Wolfe, Senior Assistant to the President, reported on the webinar that was presented on October 19, "Civility on Campus: Promoting Respect and Tolerance Across

Campus.” Over 30 faculty and staff members participated in the webinar. Efforts are currently underway to identify other resources for future similar presentations for both College personnel and students.

Ocean County College and the Ocean County Vocational-Technical School’s Performing Arts Academy have partnered to present the comedy, *Lend Me a Tenor*. This partnership pairs students from both institutions in a creative theatrical project, which is being held in the OCC Arts and Community Center. A special dessert reception is being sponsored by OceanFirst Bank.

The next Board of Trustees Retreat is scheduled for Friday, December 9, at 12 noon in the Technology Building Conference Room. Next year’s Retreats will be:

- ◆ Friday, March 9, 2012
- ◆ Friday, June 8, 2012
- ◆ Friday, September 14, 2012
- ◆ Friday, December 14, 2012

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, December 5, 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-  
December 5,  
2011

The following meetings were scheduled:

<b>Monday, December 5, 2011</b>	10:00 a.m.	Finance Committee	Meetings Scheduled
	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 Meeting	
<b>Friday, December 9, 2011</b>	12:00 noon	Meeting/Retreat	

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

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Recording Secretary