



BOARD OF TRUSTEES AGENDA

December 2, 2013
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE NOVEMBER 4, 2013, BOARD OF TRUSTEES REORGANIZATION, CLOSED SESSION, AND PUBLIC MEETINGS *Bd. Action*
- V. 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** (continued)B. **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. Action**

C. **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. Action**

D. **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. Action**

VII. **PRESIDENT'S REPORT**VIII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, January 27, 2014, 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, JANUARY 27, 2014**

- | | |
|---|--|
| 1. Finance Committee | Time: 10:00 a.m.
Place: Business 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: 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, Pending Litigation, and Collective Bargaining |
| 6. Entire Board | Time: 12:30 p.m.
Place: Boardroom
Purpose: Regular Public Monthly Meeting |

PLEASE NOTE CORRECT DATE FOR APRIL 2014 BOARD OF TRUSTEES MEETING IS APRIL 28, NOT APRIL 21 AS LISTED ON LAST MONTH'S AGENDA.

IX. Adjournment

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



BOARD OF TRUSTEES

Reorganization Meeting November 4, 2013

Minutes

The annual reorganization meeting of the Ocean County College Board of Trustees was called to order by Dr. Jon Larson, President, at 12:30 p.m. on Monday, November 4, 2013, 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. Emil Kaunitz, Mr. Thomas Monahan, Mr. Joseph Passiment, Dr. Wilda Smithers, Mr. Evan Williamson, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice Presidents James McGinty, Richard Strada, and Sara Winchester, and Vice Presidents Don Doran and Jianping Wang.

Attendance

Mr. Sahradnik administered the oath of office to Dr. Smithers, who was reappointed by the Ocean County Board of Chosen Freeholders to serve a four-year term on the Ocean County College Board of Trustees, from October 16, 2013, through December 19, 2017. Dr. Larson and the trustees congratulated Dr. Smithers.

Swearing-In
of Dr. Wilda
Smithers

Dr. Larson requested nominations for officers of the Board of Trustees. Mr. Dasti served as Chair of the Nominating Committee with Mr. Leone and Mr. Kaunitz as members. Because Mr. Dasti is being nominated for Treasurer, the slate of nominees for officers of the Board was offered by Mr. Kaunitz:

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 also expressed his appreciation to the trustees for their support and thanked Mr. Dasti, Mr. Leone, and Mrs. Novak for serving as officers of the Board with him.

Mr. Thulin presented the 2013-2014 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. Dupignac
Mr. Kaunitz

♦ **Bylaw, Policy, and Curriculum Committee**

Mr. Monahan, Chairperson
Mr. Leone
Mrs. Pehlivanian

♦ **Finance Committee**

Mr. Dasti, Chairperson
Mr. Frank Dupignac
Mr. Emil Kaunitz
Mr. Thulin

♦ **Personnel Committee**

Mr. Leone, Chairperson
Mr. Monahan
Mrs. Pehlivanian
Dr. Smithers
Mr. Thulin

♦ **Executive Committee**

Newly elected officers of the Board

♦ **Board of School Estimate**

Mr. Thulin
Mr. Dasti
Mr. Leone, Secretary

- ♦ **New Jersey Council of County Colleges Ambassadors**
Mr. Thulin
- ♦ **Audit Committee**
Mr. Dasti
Mr. Leone
Mrs. Novak
Mr. Kaunitz
Mr. Thulin
- ♦ **Liaison Committee**
Mr. Dupignac
Mr. Leone
Mrs. Pehlivanian
- ♦ **Compensation Committee**
Mr. Dasti, Chairperson
Mr. Leone
Mrs. Novak
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 Meeting
Dates and
Locations

Friday, December 2, 2013
Monday, January 27, 2014
Monday, February 24, 2014
Monday, March 24, 2014
Monday, April 21, 2014
Tuesday, May 27, 2014
Monday, June 23, 2014
Monday, July 28, 2014
Monday, August 25, 2014
Monday, September 22, 2014
No October meeting
Monday, November 3, 2014
Monday, December 8, 2014

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 Boardroom of the Administration Building:

Designation of
Board Retreat
Dates and
Locations

Friday, December 13, 2013
Friday, January 17, 2014
Friday, April 11, 2014
Friday, July 11, 2014
Friday, October 17, 2014

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

FIRST CHOICE BANK

669 Whitehead Road
Lawrenceville, New Jersey 09648

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

NJ COMMUNITY BANK

3441 U. S. Highway 9
Freehold, New Jersey 07728

1. Investment Account – Ocean County College

SANTANDER BANK

1866 Hooper Avenue
Toms River, New Jersey 08754

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

Services:

1. Direct Deposit
2. Telephone Transfer
3. Automated Check Reconciliation
4. Foreign Drafts
5. Credit Card Service
6. Wire Transfer
7. Positive Pay
8. ATM

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 4, 2013

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, November 4, 2013, by Mr. Carl V. Thulin, Chair, at 12:40 p.m., immediately following the 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. Emil Kaunitz, Mr. Thomas Monahan, Mr. Joseph Passiment, Dr. Wilda Smithers, Mr. Evan Williamson, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice Presidents Jim McGinty, Richard Strada, Sara Winchester, and Vice Presidents Don Doran and Jianping Wang.

Attendance

The minutes of the September 23, 2013, Board of Trustees closed session and public meetings were approved by majority vote, with abstentions by Mr. Dasti and Mr. Monahan.

Minutes
Approved

Commendations

Ms. Ilene Cohen, Executive Director of Athletics, summarized the achievements of the fall semester sports:

- ◆ Soccer – Both Men's and Women's teams finished third in the Garden State Athletic Conference and ranked nationally throughout the season.
- ◆ Women's Tennis – Completed the season second in the Garden State Athletic Conference and third in the Region XIX Tournament.
- ◆ Cross Country – The Men's team won the Region XIX Championship meet, and the Women finished in second place.

- ♦ Ocean County College and Brookdale Community College were honored as recipients of the 2012-2013 National Junior College Athletic Association's Region XIX Institutional Champions of Character Award. This award is given annually to the athletic department that best embraces community service and athletic competition as a means of character development through sport.

Ms. Cohen also extended an invitation to trustees to attend the Fall Sports Awards Dinner on Tuesday, November 12, and the Athletic Hall of Fame Ceremony and Dinner on Wednesday, November 20.

Finance Committee

Mr. Dasti reported that the Board's Audit Committee met with the auditors, who have completed the Ocean County College FY 2013 Audit. It is a positive report, the financial health of the College is good, and there are no adverse comments. Unfortunately, the report was not finalized by the auditor for action by the Board today; it will be presented for acceptance at the December meeting.

The following recommendations from the Finance Committee were approved upon unanimous roll call vote:

- | | |
|--|--|
| ♦ The statement of income and expenditures as of September 30, 2013, was accepted. | Income/Expenditures Accepted |
| ♦ The Board adopted a resolution to establish a Commit to Complete Tuition Discount Program to provide assistance to students to complete a degree or certificate program at Ocean County College and to direct the appropriate College officials to initiate and administrate the program award beginning in the fall semester of 2014. | Resolution Adopted - Commit to Complete Tuition Discount |
| ♦ A resolution was adopted to establish a 403(b) retirement plan, effective November 4, 2013, for the benefit of Ocean County College employees and to authorize College officials to execute documents and retain service providers for the plan. | Resolution Adopted – 403(b) Retirement Plan |
| ♦ The following contracts were awarded: | |
| ♦ A maximum of \$14,468 to Acme/Lingo Flagpoles, Southampton, New Jersey, for the purchase and installation of a new flag pole at the Gateway Building at Ocean County College. | Contracts Awarded |
| ♦ A maximum of \$400,000 to Bil-Jim Construction, Jackson, New Jersey, for snow removal services during 2013-2014 at Ocean County College. | |
| ♦ A maximum of \$24,909 to Midlantic Construction, Barnegat, New Jersey, for a construction project at the Barnegat Bay Partnership's Toms River site for compliance with ADA standards. | |
| ♦ A maximum of \$16,017 to Metro Pumps, Edison, New Jersey, for the replacement of pumps throughout the campus at Ocean County College. | |

- ♦ A maximum of \$50,000 to Deterrent Technologies, Ocean, New Jersey, for the first year of a two-year agreement for security access control services at Ocean County College.
- ♦ A maximum of \$44,065 to Vertical V – Northeast, Inc., Rahway, New Jersey, for construction testing services for the new Student Center at Ocean County College.
- ♦ A maximum of \$16,062,000 to Brockwell & Carrington Contractors, Inc., Towaco, New Jersey, for the construction of a new Student Center at Ocean County College.
- ♦ A maximum of \$40,000 to Berry, Sahradek, 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.
- ♦ The following resolutions were adopted to award contracts:
 - ♦ A maximum of \$18,972.83 to West Publishing, Saint Paul, Minnesota, for the purchase of annual subscriptions and books for use in the Library at Ocean County College.
 - ♦ A maximum of \$29,485 to The College Board, New York, New York, for the purchase of textbooks and Accuplacer tests for use at Ocean County College.
 - ♦ A maximum of \$31,003.18 to Dell Marketing, Round Rock, Texas, for the purchase of servers to meet the information technology needs at Ocean County College.
 - ♦ A maximum of \$25,554 to Neopost USA, Inc., Cedar Knolls, New Jersey, for the purchase of annual copier supplies and the rental of a mail meter for use at Ocean County College.
 - ♦ A maximum of \$34,600 to Power Equipment Company, Moorestown, New Jersey, for the rental of a generator for use in the Instructional Building at Ocean County College.
- ♦ The following contracts were amended:
 - ♦ An additional \$3,803, for a maximum total of \$28,803, to Black Rocket Productions, L.L.C., Freehold, New Jersey, for final additional invoices to offer Continuing and Professional Education Summer Camp Programs (contract originally awarded at the May 28, 2013, Board meeting).
 - ♦ An additional \$2,485, for a maximum total of \$150,110.50, to Assessment Technologies Institute, L.L.C., Leawood, Kansas, for additional testing materials for the Nursing Department at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).

Resolutions
Adopted for
Contract Awards

Contracts
Amended

- ◆ An additional \$2,829.36, for a maximum total of \$25,699.36, to Edward J. Harrison, Inc., dba Baywood Marina, Brick, New Jersey, for additional equipment and installation for the 2013 Key Largo Bay Boat for the Barnegat Bay Partnership (contract originally awarded at the June 24, 2013, Board meeting).
- ◆ An additional \$13,284, for a maximum total of \$32,035.90, to Pocket Nurse, Ambridge, Pennsylvania, for the purchase of additional Nursing supplies (contract originally awarded at the July 22, 2013, Board meeting).
- ◆ An additional \$20,560, for a maximum total of \$780,125, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for architectural and engineering services to design new railings, provide modifications for floor boxes, and design new sidewalks at the Gateway and Technology Buildings (contract originally awarded at the April 26, 2010, Board meeting).
- ◆ An additional \$2,750, for a maximum total of \$1,048,482.04, to Bellia Office Furniture, Woodbury, New Jersey, for a change order to furnish and install new tables in the Gateway Building Student Lounge for Go-Print stations (contract originally awarded at the January 28, 2013, Board meeting).
- ◆ An additional \$7,687.10, for a maximum total of \$27,687.10, to Stanley Access Technologies, Trenton, New Jersey, for completion of the service contract for handicap doors at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).
- ◆ An additional \$29,732.11, for a maximum total of \$242,805.91, to Veolia Energy, Trenton, New Jersey, for modifications to the Combined Heat and Power Plant engine cooling system to allow for long-term operations under full load (contract originally awarded at the August 27, 2012, Board meeting).
- ◆ An additional \$40,187.64, for a maximum total of \$71,187.64, to Bahr & Sons Electrical Contractors, Inc., Bayville, New Jersey, for completion of the service contract and additional cost of lighting for new signage at Ocean County College (contract originally awarded at the August 26, 2013, Board meeting).
- ◆ The Board accepted a \$1,000 grant from the New Jersey Department of Environmental Protection, Division of Water Monitoring and Standards, to fund a Cooperative Agreement with the Barnegat Bay Partnership at Ocean County College entitled "AmeriCorps New Jersey Watershed Ambassador Program" and to support the program with the training of volunteers; education and outreach to OCC students, community groups, and others; and developing and undertaking the project at the Barnegat Bay Partnership location in Toms River. Project director: Dr. Stan Hales, Director of the Barnegat Bay Partnership. Grants Accepted
- ◆ A \$514,209 Carl D. Perkins Career and Technical Education Grant was accepted 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, student travel and assessment, including Perkins faculty, administrators, and staff professional development, with emphasis 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 Period: July 1, 2013, through June 30, 2014.

- ◆ Also accepted was a \$43,140 grant from the New Jersey Department of Labor and Workforce Development, through the Ocean County Private Industry Council, to provide administrative support for the OCC GED Testing Center. Project director: Ms. Carol Cappetta, GED Chief Examiner. Funding period: October 1, 2013, through June 30, 2014.

Bylaw, Policy, and Curriculum Committee

Upon unanimous roll call vote, the following recommendations from the Bylaw, Policy, and Curriculum Committee were approved:

- ◆ The following items, as accepted by the College Senate at its meetings on September 18 and October 16, 2013, were approved:

College Senate
Items Approved

- ◆ Revised Degree Programs
 - ◆ A.A.S. in Nursing
 - ◆ A.A.S. in Dental Hygiene
 - ◆ A.A.S. in Respiratory Therapy
 - ◆ A.S. in Occupational Therapy Assistant
 - ◆ A.S. in Psychosocial Rehabilitation
 - ◆ A.S. in Respiratory Care
 - ◆ A.S. in Environmental Science
 - ◆ A.S. in Homeland Security
 - ◆ A.S. in Public Service
- ◆ Program Termination – A.A.S. in Administrative Office Management
- ◆ Revised Certificate Programs
 - ◆ Dental Assisting Certificate of Completion
 - ◆ Dietary Manager Certificate of Completion
 - ◆ Fire Science Certificate of Proficiency
- ◆ New Course – CSIT 200, Information Security Fundamentals

♦ Revised Courses

- ♦ ACCT 121, Fundamentals of Accounting
- ♦ BUSN 220, Office Management
- ♦ CSIT 131, Multimedia for the Web
- ♦ CSIT 160, Introduction to Visual Basic
- ♦ CSIT 166, Programming II
- ♦ CSIT 231, Dynamic Scripting Programming Elements for Web Pages
- ♦ ENGL 152, English II
- ♦ HLSC 210, Risk Management and Analysis
- ♦ POLI 161, American Federal Government
- ♦ POLI 265, Comparative Politics and Government

Buildings and Grounds Committee

At Mrs. Novak's request, Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction, reviewed the Building and Grounds Report, including the many projects underway at the College and those that will soon be started. With the award of a construction contract for the new Student Center, a kick-off meeting can now be scheduled.

Upon unanimous roll call vote, the Building and Grounds Committee Report for November 4, 2013, was accepted.

Building/Grounds
Committee Report
Accepted

Personnel Committee

Upon unanimous roll call vote, the Personnel Report was approved as recommended by Mr. Leone, Chair.

Personnel Report
Approved

President's Report

The OCC Veterans Day Ceremony is scheduled for Monday, November 11, at noon. The guest speaker is Brigadier General Martha A. Meeker, Vice Commander, U.S. Air Force Expeditionary Center, Joint Base McGuire-Dix-Lakehurst. Dr. Larson invited the trustees to attend this important and moving ceremony.

President's
Report

In recognition of Veterans Day and OCC being named as a Military Friendly School, two veterans addressed the trustees. Ms. Deanne Gatta-Salter, Senior Financial Aid Specialist, introduced Mr. Robert Mathers, an OCC graduate who is now working as a Financial Aid Specialist in Veterans Services, and Mr. George Galeski, who is currently an OCC student. Each of them shared their experiences in the military and the ways in which Ocean County College is assisting them as they move into the future. They told moving, personal stories of their journeys and their aspirations. Also introduced was Mr. Gary Meder, Financial Aid Specialist. The members of the Veterans Services Office all work to ensure veterans' success.

Brief presentations were made by:

- ◆ Ms. Erin Cartwright, Interim Director of the Library, on the use of the Library and the current trends that are influencing change.
- ◆ Ms. Kathryn Caro, Administrator of Nursing and Allied Health, Continuing and Professional Education, regarding the increased programming in the health field to meet the needs of the County residents and medical facilities.
- ◆ Ms. Anna Regan, Director of Advising, on the recent Transfer Fair on campus, which attracted over 90 colleges and universities and 430 students.
- ◆ Ms. Jan Kirsten, Executive Director of College Relations, on the new and improved College website, which is more user-friendly.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, December 2, 2013, 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 2,
2013

The following meetings were scheduled:

Monday, December 2, 2013	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.	Monthly Public Meeting	

With no further comments from the Board members or the public, the meeting adjourned at 2:00 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees