



BOARD OF TRUSTEES

AGENDA

February 28, 2011
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE JANUARY 24, 2011, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS *Bd. Action*
- V. COMMENDATIONS
- 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*

VI. COMMITTEES (continued...)B. **Bylaw, Policy, and Curriculum Committee** (Mr. Monahan, 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 REPORTVIII. MISCELLANEOUS

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, March 28, 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, MARCH 28, 2011**

- | | | |
|--|----------|---|
| 1. Finance Committee | Time: | 9:30 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: | 10:15 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 |

IX. **Adjournment**

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

January 24, 2011

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, January 24, 2011, 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. 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, Mrs. Joanne Pehlivanian, Mr. Harvey York, Mr. Steven Spino, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Richard Strada, Vice Presidents Don Doran, Tara Kelly, Richard Parrish, and Sara Winchester. Also in attendance was Dr. Bruce Greenfield, whose term on the Board concluded upon his departure from the position of Ocean County Superintendent of Schools.

Attendance

The minutes of the December 6 and December 10, 2010, Board of Trustees closed session, reorganization, and public meetings were approved upon unanimous roll call vote.

Minutes
Approved

The trustees adopted a resolution to acknowledge, with regret, the conclusion of Dr. Bruce Greenfield's term as a trustee on the Board of Trustees, to express sincere appreciation for his service, and to wish him continued success in his future endeavors.

Resolution
Adopted for
Dr. Bruce
Greenfield

Dr. Larson noted the resolution's commendation that Dr. Greenfield's entire career has reflected his concern, expertise, professionalism, and commitment to public education, which he brought to Ocean County College, the County of Ocean, and the State of New Jersey. His presence on the Board will be missed.

Dr. Greenfield thanked Dr. Larson and the trustees, saying that his term on the Board has been a wonderful learning experience for him. He believes the OCC Board to be the best in the state, serving the best community college in the state with the best administrative leadership in the state. He explained the situation regarding the position of Superintendent, indicating that he would be delighted if he were able to continue in the position and return to the Board.

Finance Committee

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

- | | |
|---|---|
| ◆ The statement of income and expenditures as of December 31, 2010, was accepted. | Income/
Expenditures
Approved |
| ◆ The Board adopted a resolution to enter into and execute an Intergovernmental Agreement with the County of Ocean for the provision of parking lot and road improvements, the amount not to exceed \$150,000, with up to \$115,000 to the Ocean County Engineering Department and up to \$35,000 to the Ocean County Road Department, effective through December 31, 2011. | Resolution
Adopted for
Intergovernmental
Agreement |
| ◆ Also adopted was a resolution to approve a FY 2012 capital facilities project for the renovation of and addition to the College Center at a cost not to exceed \$24,000,000 and to direct appropriate College officials to seek financial support from the County of Ocean for this project through the issuance of a public bond. | Resolution
Adopted for
FY 2012
Facilities Project |
| ◆ The following contracts were awarded: | Contracts
Awarded |
| ◆ A maximum of \$18,090 to Zack Painting, Fords, New Jersey, for the painting of the Ocean County College clock tower. | |
| ◆ A maximum of \$25,316 to Xerox Audio Visual Solutions, Mt. Union, Pennsylvania, for the purchase of a Smart Board interactive whiteboard system at Ocean County College. | |
| ◆ A maximum of \$21,900 to Zack Painting, Fords, New Jersey, for the painting of the Ocean County College lakefront monolith. | |
| ◆ Resolutions were adopted to award the following contracts: | Resolutions
Adopted for
Contract Awards |
| ◆ A maximum of \$24,373.26 to Reid Sound, Inc., Robbinsville, New Jersey, for the purchase of an audio system for the Ocean County College Arts and Community Center Theatre and Black Box Theatre. | |
| ◆ A maximum of \$19,500 to Evans and Sutherland, Salt Lake City, Utah, for the purchase of a Planetarium laser program. | |
| ◆ A maximum of \$62,939.70 to NJEdge, Newark, New Jersey, for the purchase of a software license to implement desktop virtualization at Ocean County College. | |
| ◆ A maximum of \$3,962,980 to SunGard Higher Education Managed Services, Inc., Maitland, Florida, for the third year of a five-year agreement for computer management services at Ocean County College. | |
| ◆ A maximum of \$38,888.91 to Dell Marketing, Round Rock, Texas, for the purchase of Optiplex computers for use at Ocean County College. | |

- ◆ A maximum of \$35,710.80 to Apple Computer, Inc., Austin, Texas, for the purchase of Mac computers for use at Ocean County College.
 - ◆ A maximum of \$147,060 to Ocean County Soil Conservation District, Forked River, New Jersey, for the purchase of a Soil Health Improvement Program for the Barnegat Bay Partnership at Ocean County College.
 - ◆ A maximum of \$60,000 to Dr. Richard Yankosky, Frederick, Maryland, for professional consulting services for distance learning, data warehouse, and information technology.
 - ◆ The following contracts were amended:
 - ◆ An additional \$26,771.50, for a maximum of \$51,771.50, to Peterson Services Company, Inc., Medford, New Jersey, for the repair of a boiler in the Instructional Building, which, due to unanticipated extensive damage, exceeded the original estimate.
 - ◆ An additional \$94,257, for a maximum of \$469,257, to Sibona Group, Manahawkin, New Jersey, for additional professional architectural services on miscellaneous campus projects, including the renovations to the Information Technology Building (contract originally awarded at the December 1, 2008, Board meeting).
 - ◆ An additional \$20,000, for a maximum of \$55,000, to Mr. Keys, Inc., Brick, New Jersey, for additional door knob replacements at Ocean County College (contract originally awarded at the June 28, 2010, Board meeting).
 - ◆ An additional \$134, for a maximum of \$54,235, to Ebsco Subscription Services, Tinton Falls, New Jersey, for an increase in the cost of miscellaneous Library periodical subscriptions (contract originally awarded at the July 26, 2010, Board meeting).
 - ◆ The Board terminated the \$4,600 contract award to TM Painting, Neptune, New Jersey, for the painting of the Ocean County College lakefront monolith since the vendor indicated the scope of work could not be completed for the amount of its bid proposal.
 - ◆ Also approved was the disposal of a capital asset through the sale of the 1990 28-foot custom design and built centerboard CAT boat, The Tamwock.
 - ◆ The following grant awards were accepted:
 - ◆ \$475,000 from the New Jersey Economic Development Authority under the Clean Energy Solutions American Recovery and Reinvestment Act of 2009 for the installation of a Combined Heat and Power Plant at Ocean County College. Project director: Mr. Kenneth Olsen, Director of Facilities and Operations. Project period: December 2010 through April 2012.
- Contracts
Amended
- Contract
Terminated
- Capital Asset
Disposal -
The Tamwock
- Grants
Accepted

- ♦ \$9,000 from the Ocean County Cultural and Heritage Commission in support of the Ocean County College Theatre Company to offer quality performances to students and the community while enhancing learning and artistic appreciation. Project director: Mr. Robert Kleinschmidt, Assistant Dean of Language and the Arts. Project period: January 1, 2011, through December 31, 2011.
- ♦ \$6,000 from the Ocean County Cultural and Heritage Commission in support of the Community Chorus of Ocean County College to offer a concert series that combines students and senior citizens with professional musicians from the tri-state area. Project director: Mr. Robert Kleinschmidt, Assistant Dean of Language and the Arts. Project period: January 1, 2011, through December 31, 2011.

Prior to taking action on 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 FY 2012
OCC Budget

Ms. Winchester was pleased to report that the FY 2012 Budget Request was developed without an increase in tuition and fees; tuition is stable at \$94 per credit. She noted that the FY 2012 budget is actually \$934,000 lower than the revised FY 2011 budget, and it is \$2 million lower than the original FY 2011 budget. The expense reductions that were necessary to balance the budget as a result of decreased FY 2012 state and county funding were approved by the Board in December as part of the Restructuring Plan/Reduction in Force.

As Chair of the Finance Committee, Mr. Dasti commended Ms. Winchester, her staff, and OCC's leadership for the outstanding work that was done in developing this budget during these difficult economic conditions. The fact that tuition does not need to be increased to balance the budget is made possible only because of the administration's diligence and the Board's position to offer excellent educational opportunities at a very affordable cost.

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

OCC FY 2012
Budget Approved

Bylaw, Policy, and Curriculum Committee

Upon the recommendation of the Bylaw, Policy, and Curriculum Committee, the Board unanimously approved the following upon unanimous roll call vote:

- ♦ The following items, as accepted by the College Senate at its meetings on December 1 and December 15, 2010, were approved:
 - ♦ Revised Degree Program:
 - ♦ A.A.S. Degree in Nursing
 - ♦ New Policy:
 - ♦ Policy #5122.1, Students, Admission, ESL Students

College Senate
Items Approved

◆ Revised Policies:

- ◆ Policy #5156, Students, Academic Standards, Unsatisfactory Academic Progress
- ◆ Policy #5180, Students, Classes and Instruction, Cheating and
- ◆ Policy #5247, Students, Campus Life, Conduct, Discipline
- ◆ Policy #7110, Educational Programs, Courses and Curriculum, Writing across the Curriculum

Buildings and Grounds Committee

Mrs. Novak was very happy that the Groundbreaking Ceremony for the new Gateway Building was taking place after the Board meeting. The ceremony is the culmination of several years of planning and the beginning of a new chapter in OCC's history that will be extremely beneficial to the residents of Ocean County.

Dr. Parrish reviewed the status of various facilities projects:

- ◆ The public hearing on the Millcreek Sailing Center was postponed due to a snow storm.
- ◆ Construction of the athletic fields is continuing despite the recent snowstorms.
- ◆ With the adoption of the Intergovernmental Agreement today, the County will assist the College with parking lot and road improvements during 2011.
- ◆ The adoption of the resolution today for Chapter 12 funds to support the renovation and addition to the College Center begins a much needed College project to serve OCC's students.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for December 31, 2010, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

The Personnel Report was approved as recommended upon unanimous roll call vote.

Personnel Report
Approved

President's Report

The Nursing Pinning Ceremony was held on Wednesday, December 19, and 54 of the 56 graduates were present. Dr. Minnie Campbell, Chair of the Department of Nursing at Kean University, was the guest speaker. It was a wonderful evening, as always, and Dr. Larson expressed appreciation to Ms. Colleen Manzetti, Assistant Dean for Nursing, the faculty, and the staff for all of their efforts in making this program such a success.

President's
Report

Dr. Larson thanked Mr. Ken Olsen, Director of Facilities/Operations, Ms. Gina Suriano, Director of Resource Development, and Ms. Sharla Trimm and Ms. Ann Fisher from SunGard Higher Education for the success realized by OCC in the competitive grant program for the Combined Heat and Power Plant on campus. A \$475,000 grant was awarded to OCC through the Clean Energy Solutions American Recovery and Reinvestment Act of 2009 to install the Power Plant on campus, which will enhance energy efficiency, reduce existing electric power demands, and produce a significant energy cost savings.

Ms. Tara Kelly shared with the trustees the increased efforts that are being made to recruit new students and market the College. A comprehensive advertising and promotional campaign is being undertaken through TV, print, billboard, radio, and internet advertising.

Mr. Doran noted that there is a drop in the number of students who are registering for full-time status and, conversely, an increase in part-time students. This trend seems to indicate that students and their families are reluctant to assume any debt in these uncertain economic conditions, and, instead, students are registering for only the number of classes they can afford at the time. At the same time, it is believed that the new health care laws are affecting enrollment because students do not have to be attending college full-time in order to remain on their parents' health insurance. A campaign is being initiated, "Build Your Future, Not Your Debt," to help students realize the difference between "good" and "bad" debt.

Dr. Larson, Mr. Thulin, Mr. Dave Wolfe, and Mr. Bray Barnes will be in Washington, D.C., from Sunday, February 13, to Wednesday, February 16, for the 2011 Community College National Legislative Summit. They are scheduling meetings with Congressmen Chris Smith, Jon Runyan, and Rodney Frelinghuysen as well as with Ms. Jane Oates, Assistant Secretary of the Employment and Training Administration at the U.S. Department of Labor, and Ms. Lisa Jackson, Administrator of the U.S. Environmental Protection Agency.

Dr. Larson congratulated Ms. Sara Winchester, Dr. Norma Betz, Director of Financial Aid, their staffs, and volunteers for hosting for the third year College Goal Sunday, to be held on January 30. This annual event is designed to assist low income and first generation students in completing the national application for college financial aid, the Free Application for Federal Student Aid (FAFSA) and to provide information on available financial aid resources. Last year, 159 students and their families were provided with assistance, and it is anticipated that this year will be even more successful.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, February 28, 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-
February 28,
2011

The following meetings were scheduled:

Monday, February 28, 2011	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

Meetings
Scheduled

There being no further business to conduct and no more comments from the public, the meeting adjourned at 1:10 p.m.

Adjournment

Respectfully submitted,

Connie Bello
Recording Secretary