



BOARD OF TRUSTEES

AGENDA

January 28, 2013
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE DECEMBER 14, 2012, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC 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)

*(Dr. Wang, Vice President of Academic Affair;
Mr. Strada, Executive Vice President, Instruction)*

1. **Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B)** *(Dr. Wang)* **Bd. Action**
2. **Report on e-Learning** *(Mr. Strada)*

C. Buildings and Grounds Committee (Mrs. Novak, Chairperson)

(Dr. McGinty, Executive Vice President, Operations)

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, February 25, 2013, 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, February 25, 2013**

- | | |
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| 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 |

VIII. Adjournment

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

December 14, 2012

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Friday, December 14, 2012, by Mr. Carl V. Thulin, Chair, at 12:38 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, Mr. Frank Dupignac, Mr. Harvey York, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Richard Strada, and Vice Presidents Don Doran, Jianping Wang, and Sara Winchester.

Attendance

The minutes of the November 19, 2012, Board of Trustees closed session and reorganization/public meeting were approved upon majority roll call vote, with abstentions from Mr. Dasti and Mrs. Novak.

Minutes
Approved

Mr. York was extremely pleased to announce that the Ocean County College Foundation just learned that the New York-based Robin Hood Foundation has awarded a \$200,000 Relief Fund Grant to the Foundation to provide cash assistance to help keep Sandy-impacted students in college. Mr. York said this is an incredible donation, the largest received by the OCC Foundation during his 40 years of service. He commended Foundation Executive Director Sandy Broughton for her initiative and effort in securing this grant for the students of Ocean County College.

Commendations/
Presentations

The OCC Foundation will now develop guidelines for awards to students. It will make every effort to contact all students affected by the storm. Mr. York said he and other members of the OCC Foundation are looking forward to helping as many students as possible.

Mr. Jason Russo, Executive Chef at the Ramada Inn in Lakewood, prepared Thanksgiving dinner for more than 150 people. It was sponsored by the Ramada Inn, Hotels

Unlimited, Inc., and The Restaurant Group. Many employees assisted during the day to ensure that those displaced by Hurricane Sandy were able to enjoy a nice holiday meal.

Ms. Ilene Cohen and Mr. AJ Trump, Director and Assistant Director of Athletics, respectively, attended the meeting with several student-athletes. They were proud to share that these students went to storm-affected neighborhoods and shoveled sand from walkways and driveways so the residents could gain access to their homes. It was very hard but also tremendously rewarding work.

Mr. Trump summarized the exceptional achievements by the OCC teams during the fall and winter seasons as well as how well the players represented the College at all of their games, locally and nationally. Ms. Cohen thanked the facilities and security personnel as and others on campus who assisted them.

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 November 30, 2012, was accepted. | Income/
Expenditures
Accepted |
| ♦ The Ocean County College Report of audit for the fiscal year ended June 30, 2012, was accepted. Mr. A. Steven Rosa, from the firm of CliftonLarsonAllen, reported that results of the audit show it to be open, unqualified, and clean, with no exceptions. Mr. Dasti said Mr. Rosa met with the Board's Audit Committee, and communication between the auditor and the College was excellent this year. He also said that the credit for the results of this audit goes to Ms. Winchester and her staff. | FY 2012
Audit Report
Accepted |
| ♦ The following contracts were awarded: | |
| ♦ A maximum of \$38,862.50 to Allied Environmental Signage, Eatontown, New Jersey, for the graphic design and installation of signage at Ocean County College. | Contracts
Awarded |
| ♦ A maximum of \$39,172 to Ralph C. Schwarz and Sons, Inc., Rochester, New York, for the purchase of a Lloyd LS5 Materials Testing Machine with console and load testing machine for use at Ocean County College. | |
| ♦ A maximum of \$40,000 to Berry, Sahradnik, Kotzas & Benson, P.C., Toms River, New Jersey, for the first year of a two-year agreement for professional legal services at Ocean County College. | |
| ♦ A maximum of \$16,470 to The DaVinci Group, Woodbury, New Jersey, for professional engineering services for a new campus pump for use at Ocean County College. | |
| ♦ The following contracts were amended: | Contracts
Amended |
| ♦ An additional \$7,470.37, for a maximum total of \$36,027.37, to Shi International | |

Corporation, Somerset, New Jersey, for the purchase of a Netgear Network Storage System and a one-year subscription of Kaspersky Security for Virtualization (contract originally awarded at the June 25, 2012, Board meeting).

- ◆ An additional \$155,145, for a maximum total of \$2,522,078, to Ellucian Company, L.P., formerly SunGard Higher Education Managed Services, Inc., and Datatel, Inc., Chicago, Illinois, for the addition of one-year of recruiter services and 160 hours of instructional design support as part of computer management services at Ocean County College (contract originally awarded at the July 23, 2012, Board meeting).
- ◆ An additional \$60,374.65, for a maximum total of \$577,294.65, to eCollege.com (d/b/a Pearson eCollege), Centennial, Colorado, for an online workforce development pilot program course as part of the development and promotion of online programs at Ocean County College (contract originally awarded at the May 29, 2012, Board meeting).
- ◆ An additional \$67,470, for a maximum total of \$1,082,543, to Cambridge Construction Management, Somerville, New Jersey, for a change order for a two-month extension, through February 28, 2013, of additional construction management services resulting from construction delays for the new Gateway Building (contract originally awarded at the August 24, 2009, Board meeting).
- ◆ An additional \$23,082.84, for a maximum total of \$1,115,222.84, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for change orders for design fees charged by T&M Associates in support of Parking Lots #5 and #6, revised drawings of the two parking lots, and drawings and specifications for an electrical feed extension along Buckwald Drive as part of the architectural and engineering services for the new Gateway Building (contract originally awarded at the July 27, 2009, Board meeting).
- ◆ An additional \$10,167, for a maximum total of \$24,816,521.88, to Niram, Inc., Boonton, New Jersey, for change orders to delete magnetic locks and add electric locks and to delete photo cells and add an integrator panel to control site lights as part of the construction of the new Gateway Building (contract originally awarded at the December 10, 2010, Board meeting).
- ◆ A \$30,184.77 contract awarded at the November 19, 2012, Board meeting to Presentation Products, New York, New York, for the purchase of smart boxes was rescinded because of failure to comply with the requirements of New Jersey Statutes within the required timeframe; and Contract Award Rescinded
- ◆ A \$32,925.09 contract was awarded to Troxell Communications, Phoenix, Arizona, as the next qualified lowest vendor, for the purchase of smart boxes. New Contract Awarded

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 November 26, 2012, were approved: College Senate
Items Approved
 - ♦ New Degree Programs in Cooperation with the School of Health Related Professions at the University of Medicine and Dentistry of New Jersey
 - ♦ A.A.S. Degree in Dental Hygiene
 - ♦ A.A.S. Degree in Occupational Therapy
- ♦ The following new policy was approved::
 - ♦ Policy #3003, Personnel, All Employees, Part-Time Employment New Policy #3003,
Part-Time Employ-
ment, Approved

Buildings and Grounds Committee

Mr. Ken Olsen, Assistant Vice President of Facilities Planning and Construction, reported on the status of construction/renovation projects on campus.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for November 30, 2012, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

Prior to this meeting, Ms. Gloria Villalobos, Planetarium Director, requested the opportunity to address the trustees regarding the recommendation before the Board for the nonrenewal of her contract for 2013-2014, effective July 1, 2013. Mr. Thulin and Mr. Leone, Chair of the Personnel Committee, invited her to speak.

Ms. Villalobos read a statement regarding the proposed reorganization/new model for the Planetarium wherein, it is her understanding, an advisory board and a manager will replace the director. She expressed concern about the Planetarium's future direction as a result of the loss of the director's knowledge, community outreach efforts, program development, and management of the school and public visits.

Ms. Villalobos said the current staffing situation in the Planetarium is a barrier to her being able to fulfill her responsibilities as the director. With the loss of two support positions in the office, she has had to assume the day-to-day office tasks, which does not allow her the time to focus on the more important responsibilities of the director that would move the Planetarium forward. Ms. Villalobos asked the Board of Trustees to reconsider this recommendation as she feels the elimination of the director's position is not the direction in which the Planetarium should be moving.

Several individuals also addressed the Board in support of Ms. Villalobos and the need for a Planetarium director. The trustees were provided with testimonials from a number of professionals from other Planetariums that advocated for the continued need for the position of Planetarium director.

Dr. Larson expressed his appreciation for the thoughtful, respectful, and intelligent comments that were made in support of Ms. Villalobos and her position. Mr. Leone thanked those who spoke. He assured them that the Board listened to their comments and is committed to the success of the Planetarium, as evidenced by the recent major fundraising effort, the subsequent renovation of the facility, and the purchase of new equipment.

Mr. Leone suggested that Ms. Villalobos' contract nonrenewal be approved as part of the Personnel Report but that implementation be deferred until 6 p.m. in order to give the trustees additional time to consider all of the comments that were made. He noted that he did not know if the Board's position would change; the Board will ultimately do what it believes is in the best interests of the students, the Planetarium, and the public. The trustees agreed with Mr. Leone's proposal.

The Personnel Report was then unanimously approved, as presented, upon roll call vote.

Personnel Report
Approved

President's Report

An update was presented on the status of the programs put in place to help students and staff recover from Hurricane Sandy:

President's
Report

- ◆ Dr. Larson shared with the Board a letter he received from Dr. William Wainwright, Chancellor of Northshore Technical Community College in Louisiana. Dr. Wainwright and his staff made generous contributions to the OCC Disaster Relief Fund because they personally understand the destruction of a major storm, having been hit by Hurricane Katrina several years ago.
- ◆ Ms. Winchester testified before the New Jersey Assembly Higher Education Committee this week in support of an emergency revision in the evaluation of students' eligibility for financial aid this year. Because the State looks at the previous year's income, many students who were not eligible this year might now need assistance as a result of the storm. Ms. Winchester read several letters she received from students who needed to relocate or who lost their homes. Dr. Larry Nespoli, President of the New Jersey Council of County Colleges, and Assemblyman Dave Wolfe reported to Dr. Larson that Ms. Winchester did an outstanding job and her comments to the Assembly were most effective.
- ◆ Dr. Wang updated the trustees on the ongoing efforts of her office, the academic leaders, and the faculty in continuing to reach out to students who might need help so as not to jeopardize the completion of the semester. Dr. Larson thanked them for their work with the students.

Dr. Wang was pleased to report that the graduates of the OCC School of Nursing achieved a 100% passing score on the National Council Licensure Examination for Registered Nurses for the period between April to September 2012. In fact, based on the 100% passing rate, OCC was ranked first of 39 RN programs in the state, first of 1,073 programs in similar programs across every jurisdiction, and first of 1,805 in programs across every jurisdiction in the country. Ms. Tracy Walsh, Dean of the School of Nursing, Ms. Coleen Manzetti,

former Dean, and the faculty and staff were commended for the wonderful success of the Nursing graduates.

Dr. Christine Kephart, Director of the OCC Writing Center/Tutoring Resources, spoke to the trustees about the initiative of the national Writing Center listserv, an organization that includes all directors and staff of college and university writing centers throughout the country. After Hurricane Sandy, the group conceived a Facebook page, Recover Writing, that connected students with accredited writing centers for free assistance for academic writing assignments.

An Academic Leadership Retreat was led this week by Dr. Wang for the academic assistant and associate vice presidents, academic deans, and assistants to the deans. The retreat focused on the role of the academic leader, interpersonal relations, and conflict resolution.

Dr. Wang also reported that five more new academic programs will be presented to the trustees for consideration in the spring semester.

Ms. Pat Fenn, Director of e-Learning, presented a summary of the activities that have been taking place in Continuing and Professional Education. Significant efforts are underway to generate additional revenue for the College. Some of these efforts include increasing the number of online courses/programs, developing new program offerings, analyzing program processes/procedures, evaluating staffing needs, and initiating new marketing strategies.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, January 28, 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-
January 28, 2013

The following meetings were scheduled:

Monday, January 28, 2013	10:00 a.m.	Finance Committee	
	10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)	Meetings Scheduled
	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 Public Meeting	

With no further comments from the Board members or the public, the meeting adjourned at 2:45 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary