



BOARD OF TRUSTEES

AGENDA

January 25, 2010

12:30 p.m.

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE DECEMBER 7, 2009, DECEMBER 11, 2009, AND JANUARY 11, 2010, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS** **Bd. Action**
- V. **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**

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**

VI. **PRESIDENT'S REPORT**

VII. **MISCELLANEOUS**

A. **Council of County Colleges Report**

- B. **Recommend adoption of a resolution to express the Board of Trustees' profound sorrow at the death on January 8, 2010, of Dr. Milton Shaw, who served with distinction and commitment as the President of Ocean County College for 18 years, from 1982 to 2000, and to pay tribute for his outstanding service to the College (Resolution Attached)** **Bd. Action**

- C. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, February 22, 2009, 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**

C. Next meetings of the Board of Trustees on**Monday, February 22, 2010**

- | | | |
|--|----------|---|
| 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.

**OCEAN COUNTY COLLEGE
BOARD OF TRUSTEES**



- WHEREAS,** the members of the Board of Trustees of Ocean County College wish to express their profound sorrow at the death on January 8, 2010, of their esteemed associate, Dr. Milton Shaw, who served with distinction as the President of Ocean County College for 18 years from 1982 to 2000; and
- WHEREAS,** during his tenure in education, Dr. Milton Shaw had a profound influence on New Jersey community colleges in general and Ocean County College in particular; and
- WHEREAS,** the accomplishments of Dr. Milton Shaw as President of Ocean County College were many, including:
- ♦ Significantly increasing the College's capacity to serve students through the construction of the W. Kable Russell Instructional Building, the William T. Hering Science Building, and the Ocean County College Southern Education Center, as well as the renovation of the College Center and the Library and expansion of off-campus educational sites;
 - ♦ Ensuring affordable, accessible higher education opportunities for all Ocean County residents and promoting a continued open admissions policy for all who wished to benefit from higher education;
 - ♦ Developing articulation agreements with four-year colleges and universities and partnerships with business and industry;
 - ♦ Establishing the Veterans Memorial on campus for students to develop a deeper appreciation of the sacrifices of others;
 - ♦ Supporting the Ocean County College Foundation in its efforts to provide scholarship awards to students; and
- WHEREAS,** Dr. Milton Shaw will be remembered as a gentle leader, a man of principle and compassion, a loyal and true friend, and a strong advocate for education, whose first priority was always the student; and
- WHEREAS,** the trustees, administrators, faculty, and staff are profoundly grateful to Dr. Milton Shaw for his dedicated, inspirational service to Ocean County College;
- NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Ocean County College hereby gives formal expression of its sorrow in the death of Dr. Milton Shaw and recognizes in his passing a deep loss to the Board, the College, and the entire community; and
- BE IT FURTHER RESOLVED** that the Board of Trustees pays tribute to his outstanding leadership and devotion to Ocean County College and that a copy of this resolution be spread upon the minutes of this meeting and be tendered to the family of Dr. Milton Shaw as an expression of the Board's sincere sympathy in his family's bereavement.

Adopted: January 25, 2010

Carl V. Thulin, Jr., Chair

Linda L. Novak, Vice Chair

Jerry J. Dasti., Treasurer

Bruce Greenfield, Ed.D., Secretary

Jon H. Larson, Ph.D., President



BOARD OF TRUSTEES

Regular Meeting

Minutes

December 7, 2009

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, December 7, 2009, 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, Dr. Bruce Greenfield, Mr. Robert Fall, Mr. Thomas Monahan, Mr. Harvey York, Mr. Ernie Muska, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President James McGinty, Vice Presidents Don Doran, Tara Kelly, Richard Parrish and Sara Winchester, and Interim Vice President Richard Strada.

Attendance

The minutes of the November 2, 2009, Board of Trustees closed session, reorganization, and public meetings and the November 5, 2009, Board of Trustees meeting/retreat were unanimously approved upon roll call votes.

Minutes
Approved

Dr. Larson presented letters of commendation to the following employees in recognition of the completion of degree requirements:

Commendations

- ◆ Ms. Eileen Burdge, Financial Aid Advisor - Master of Science Degree from Capella University
- ◆ Ms. Christine LaMacchia, Financial Aid Specialist – Master of Public Administration Degree from Walden University

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 October 31, 2009, was accepted.

Income/
Expenditures
Approved

◆ The following contracts were awarded:

Contracts
Awarded

- ◆ A maximum of \$38,800 to Intertech Associates, Freehold, New Jersey, for information technology commissioning services for the Gateway Building.
- ◆ A maximum of \$72,930 to Concord Facility Services, Inc., Voorhees, New Jersey, for mechanical commissioning services for the Gateway Building.

◆ Resolutions were adopted to award the following contracts:

Resolutions
Adopted for
Contract Awards

- ◆ A maximum of \$44,041 to Lincoln Service and Equipment, Company, Union, New Jersey, for the purchase of electric vans for use by the Facilities and Security Departments.
- ◆ A maximum of \$18,787 to Hertrich Fleet Services, Milford, Delaware, for the purchase of a vehicle to be added to the College fleet.
- ◆ A maximum of \$3,920,000 to SunGard Higher Education Managed Services, Inc., Maitland, Florida, for the second year of a five-year agreement for computer management services at the College.
- ◆ A maximum of \$25,224.29 to Dell Marketing, Round Rock, Texas, for renewal of a software maintenance agreement for the College.
- ◆ A maximum of \$1 to Williams and Fudge Accounts Receivable Management, Rock Hill, South Carolina, for student account collection services.
- ◆ A maximum of \$40,000 to Court Reporting of America, Morristown, New Jersey, for Continuing and Professional Education to offer educational services for court reporting certification.
- ◆ A maximum of \$70,000 to U.S. Geological Survey, West Trenton, New Jersey, for funding of a Barnegat Bay Natural Estuary Program project, "Quantifying Sources of Nutrient Input to the Barnegat Bay – Little Egg Harbor Estuary."
- ◆ A maximum of \$29,864.34 to Dancker, Sellew, and Douglas, Somerville, New Jersey, for the purchase of furniture for the Solar Lounge in the College Center.

◆ The following contracts were amended:

Contracts
Amended

- ◆ An additional \$10,000, for a maximum total of \$30,000, to Kokes Fairways, L.L.C., Lakewood, New Jersey, for educational services for additional students enrolled in Continuing and Professional Education golf courses (contract originally awarded at the July 27, 2009, Board meeting).

- ◆ An additional \$9,960.88, for a maximum total of \$648,078.88, to FirstTelecom Services, Reading, Pennsylvania, for a change order to install fiber optic cable from pole to Bartlett Hall as part of the upgrade to the fiber optic system at Ocean County College (contract originally awarded at the February 23, 2009, Board meeting).
- ◆ An additional \$21,411.50, for a maximum total of \$10,441,270.50, to Tormee Construction, Tinton Falls, New Jersey, for a change order for sidewalk construction at Parking Lot #1 as part of the construction of the John C. Bartlett, Jr., Hall (contract originally awarded at the May 27, 2008, Board meeting and amended at the April 27, May 26, and November 2, 2009, Board meetings).
- ◆ An additional \$10,500, for a maximum total of \$553,090, to DMR Architects, Hasbrouck Heights, New Jersey, for a change order for professional services for landscaping and site work as part of the professional architectural and engineering services for the John C. Bartlett, Jr., Hall (contract originally awarded at the March 26, 2007, Board meeting and amended at the November 5, 2007, March 24, 2008, and June 22, 2009, Board meetings).
- ◆ An additional \$33,990, for a maximum total of \$113,300, to SunGard Higher Education Managed Services, Inc., Maitland, Florida, for a three-month extension, from January 1 to March 30, 2010, to the agreement for professional institutional research services (contract originally awarded at the May 26, 2009, Board meeting).
- ◆ An additional \$43,298.57, for a maximum total of \$718,150.03, to Hall Building Corporation, Farmingdale, New Jersey, for a change order to change the storm pipe from 6" to 10", complete installation of dumpster detail, sanitary line, hardware, and reroute gas and water lines as part of the expansion of the Facilities Management Building (contract originally awarded at the June 22, 2009, Board meeting and amended at the August 24 and September 21, 2009, Board meetings).
- ◆ An additional \$92,396, for a maximum total of \$2,080,396, to Santorini Construction, Inc., Neptune, New Jersey, for a change order to reroute electrical service, add sprinkler heads, re-rock existing walls, remove and replace plaza concrete, and caulk existing control joints during renovation of the Robert J. Novins Planetarium (contract originally awarded at the June 22, 2009, Board meeting and amended at the July 27, 2009, Board meeting).
- ◆ An additional \$88,915, for a maximum total of \$823,565, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for a change order for additional scope to the underground utility and parking requirements as part of the professional architectural and engineering services for the Gateway Building (contract originally awarded at the July 27, 2009, Board meeting).

- ◆ Recommend acceptance of a \$369,719 Carl D. Perkins Career and Technical Education grant award 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 tutoring, with the emphasis for this funding cycle 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 Cycle: July 1, 2009, through June 30, 2010.

Bylaw, Policy, and Curriculum Committee

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

College Senate
Items Approved

- ◆ The following items as accepted by the College Senate at its meeting on October 26, 2009:
 - ◆ Revised courses:
 - ◆ ALDC 101, Addictions Counseling I
 - ◆ ALDC 102, Addictions Counseling II
 - ◆ ALDC 103, Addictions Counseling III
 - ◆ ALDC 104, Addictions Counseling IV
 - ◆ ENGL 222, Native American Literature
 - ◆ Revised degree program:
 - ◆ A.A.S. Degree in Fire Science
- ◆ The following policies were revised:

Policies
Revised

- ◆ Policy #5143, Students, Withdrawal, Continuing and Professional Education Courses
- ◆ Policy #5326, Students, Tuition and Fees, Academy for Lifelong Learning
- ◆ Policy #7220, Special Programs, Institutional Research Projects

Buildings and Grounds Committee

The Finance Committee members were provided with information on the new Building Management System prior to this meeting, and they were very pleasantly surprised at the scope of the program, its ability to be managed from one central location, and the energy savings that are being realized. A similar presentation will be made to the full Board at a later date.

The Planetarium and Arts and Community Center renovation projects continue, with anticipated completion dates of spring and summer 2009, respectively.

Forty acres of trees have been removed to provide access to the Gateway Building site. Reforestation will take place when the project is completed.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for November 30, 2009, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

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

Personnel Report
Approved

President's Report

Dr. Larson stated that the OCC Women's Cross Country Team was being recognized by the New Jersey Assembly today for its number one ranking in the nation as a result of winning the Division III National Junior College Athletic Association's National Championship held on November 7. Dr. Larson expressed appreciation to Assemblyman Dave Wolfe for his sponsorship of this honor.

President's
Report

Ms. Maureen Reustle, Dean of Academic Services, and Mr. Don Doran, Vice President of Student Affairs, both of whom served as co-chairs of the Foundations of Excellence project that has been underway since October 2008, provided an overview of this self-study and improvement process as well as key findings and priority action items. This study resulted in 109 recommendations to improve the curricular and co-curricular experiences of the first-year student and to promote a culture of academic engagement and campus involvement as a means of achieving excellence in the first year and beyond.

Dr. Norma Betz, Director of Financial Aid, spoke briefly about the Financial Aid TV service that is now available on the OCC website. These videos are available for viewing at any time and provide valuable financial aid information to students and their parents.

Ms. Gina Suriano, Director of Resource Development, shared with the trustees the capabilities of the new Datatel Colleague Advancement Program for Community Colleges that has been recently implemented. This program is an integrated fundraising support package designed exclusively for two-year colleges for the cultivation of personal relationships with alumni and the community to gain their financial support.

Dr. Larson reported that the College received recognition at the annual conference of the National Council for Marketing and Public Relations:

- ◆ Gold Award – Student Handbook
- ◆ Silver Award – Web Site
- ◆ Bronze Award – Social Marketing
- ◆ Bronze Award – Van Wrapping

With great pride, Dr. Larson reported on the ranking of the OCC Nursing Program as compared to nursing programs in the state and the country. All 60 of OCC's graduates who sat for the National Council Licensure Examination for Registered Nurses between April 1 to September 30 were successful, which resulted in the following ranking of the program:

- ◆ Rank of OCC's Nursing Program compared to all other nursing programs in New Jersey #1 of 37
- ◆ Rank of OCC's Nursing Program compared to all similar associate degree nursing programs in the United States and its territories #1 of 990
- ◆ Rank of OCC's Nursing Program compared to all RN nursing programs (bachelor's, associate, or diploma) in the United States and its territories #1 of 1,653

On November 19, the Middle States Commission on Higher Education reaffirmed OCC's accreditation and commended the College for the quality of its Periodic Review Report. The next Middle States visit will be in 2013-2014. Dr. Larson commended Ms. Janet Hubbs, Assistant to the President of Institutional Quality, who chaired the Middle States Steering Committee, for her outstanding leadership on this very important project. He also extended appreciation to all who served on the Steering Committee.

Dr. Larson highlighted several accomplishments by OCC students, graduates, and employees:

- ◆ Graduates of the Interpreter Training Program continue to be successful in their chosen field: Ms. Allison Holder and Ms. Saundra Piscitelli passed the examination to become the program's first two nationally certified interpreters, and Ms. Elizabeth Eddy and Ms. Christina Oswin passed the Educational Interpreter Performance Assessment test, which grants the license needed to be educational interpreters in the State.
- ◆ Mr. Mitch Remig, a current Criminal Justice student at OCC, was elected to serve as a Point Pleasant Councilman, one of the youngest officeholders in New Jersey.
- ◆ Ms. Martha Molinini, a current Engineering student at OCC, received a scholarship from the Research and Development Council of New Jersey.
- ◆ Ms. Mary Lancaster, Director of Financial Reporting, and Ms. Eileen Schilling, Executive Director of Academic Outreach, successfully completed the Academy for Leadership and Development Program of The Chair Academy, a division of Maricopa Community College District in Arizona.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, January 25, 2010, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting –
12/7/09

The following meetings were scheduled:

Friday, December 11, 2009	12:00 noon	Meeting/Retreat
Monday, January 11, 2010	12:00 noon	Meeting/Retreat
Monday, January 25, 2010	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

With no additional comments from the trustees or the public, the meeting adjourned at 1:30 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Retreat/Meeting

December 11, 2009

Minutes

A special retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:20 p.m., on Friday, December 11, 2009, in the Conference Room of the Technology Building on the college campus.

Call to Order

The announcement of public meeting was made in compliance with the Open Public Meetings Act of 1975.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Dr. Bruce Greenfield (arriving at 1:30 p.m.), Mr. Robert Fall, Mr. Stephan Leone, Mr. Warren Wolf, Mr. Harvey York, Mr. Ernie Muska, and Dr. Jon Larson. Also in attendance from the College administration were Dr. James McGinty, Executive Vice President; Mr. Don Doran, Vice President of Student Affairs; Dr. Richard Parrish, Vice President of Planning and Administration; Ms. Sara Winchester, Vice President of Finance; and Mr. Ken Olsen, Director of Facilities and Operations.

Attendance

Dr. Parrish reviewed the plans and options for the infrastructure and utility needs to service the new Gateway Building – water, electricity, fiber optics, gas, and possibly solar. Discussions ensued regarding the resources that will be utilized to support these infrastructure requirements and the extent to which the County and Kean University will participate.

Ms. Winchester reviewed with the trustees details of the unrestricted fund balance, including the set asides dedicated to debt service, deferred maintenance, technology, and furniture. Additionally, the current and pending projects that are and will be supported by this fund were discussed. The guidelines for use of the fund balance were re-examined and discussed.

At the recommendation of the Personnel Committee and Dr. Larson, the Board unanimously approved the renewal of employment contracts of non-tenured faculty for 2010-2011. Five full-time faculty will be tenured when they begin their sixth year of teaching in the fall.

Non-Tenured
Faculty Contracts
Renewed

At 1:40 p.m., the Board, upon unanimous roll call vote, adopted a resolution to move immediately into a closed session for the purpose of discussing personnel matters, 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.

Resolution
Adopted for
Closed Meeting

At 2:20 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

The next meetings are scheduled for:

Monday, January 11, 2010	12:00 noon	Special Meeting/Retreat
Monday, January 25, 2010	9:30 a.m.	Finance Committee
	10:00 a.m.	Bylaw, Policy, and Curriculum Committee
	10:15 a.m.	Buildings/Grounds Committee
	10:30 a.m.	Personnel Committee
	12:30 p.m.	Regular Public Monthly Meeting

Meetings
Scheduled

There being no further business and no comments or questions from the trustees or the public, the meeting adjourned at 2:25 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Retreat/Meeting

January 11, 2010

Minutes

A special retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:15 p.m., on Monday, January 11, 2010, in the Conference Room of the Technology Building on the college campus.

Call to Order

The announcement of public meeting was made in compliance with the Open Public Meetings Act of 1975.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Dr. Bruce Greenfield, Mr. Stephan Leone, Mr. Thomas Monahan, Mr. Warren Wolf, Mr. Harvey York, Mr. Ernie Muska, and Dr. Jon Larson. Also in attendance from the College administration was Ms. Sara Winchester, Vice President of Finance.

Attendance

Ms. Winchester presented to the trustees the College's Long-Range Capital Plan as of January 2010, which included information relating to bond projects, debt payments, debt service fund balance and operating budget, operating expenses, and current and pending fund balance projects.

She also reviewed the FY2010 Ocean County College Budget Request, which was proposed based on a modest tuition increase, no increase in fees, an anticipated decrease in State aid, flat County funding, and an increase in the number of students. The predicted FY2010 operating expenses include increases in the adjunct payroll, tutoring, academic advising, and financial aid, as well as a significant health benefits rate increase.

Discussion on the proposed budget ensued, and the trustees recommended that it be modified slightly before formal action is taken at the next Board meeting on Monday, January 25.

The College was informed this morning that Dr. Milton Shaw, OCC President from 1982 to 2000, passed away on Friday. The trustees remember his gentle and compassionate leadership. A memorial is scheduled for Wednesday evening. A resolution will be presented to his wife, Mrs. Nancy Shaw.

At 1:15 p.m., a resolution was unanimously adopted to move immediately into a closed session for the purpose of discussing personnel matters, collective bargaining, and pending litigation, the results of which will be released to the public when the need for confidentiality no longer exists.

Resolution
Adopted for
Closed Meeting

At 1:40 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

The next meetings are scheduled for:

Meetings
Scheduled

Monday, January 25, 2010

9:30 a.m.	Finance Committee
10:00 a.m.	Bylaw, Policy, and Curriculum Committee
10:15 a.m.	Buildings/Grounds Committee
10:30 a.m.	Personnel Committee
12:30 p.m.	Regular Public Monthly Meeting

There being no further business and no comments or questions from the trustees or the public, the meeting adjourned at 1:45 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello (via Dottie LaPosa)
Recording Secretary