



## BOARD OF TRUSTEES

### AGENDA

June 25, 2012

12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE MAY 29 AND JUNE 8, 2012, 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 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**

VII. PRESIDENT'S REPORTVIII. MISCELLANEOUS

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, July 23, 2012, 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, JULY 23, 2012**

- |                                                           |          |                                                                               |
|-----------------------------------------------------------|----------|-------------------------------------------------------------------------------|
| 1. Finance Committee                                      | Time:    | 10:00 a.m.                                                                    |
|                                                           | Place:   | Business Conference Room                                                      |
| 2. Bylaw, Policy, and Curriculum Committee<br>(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,<br>Pending Litigation, and<br>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

May 29, 2012

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Tuesday, May 29, 2012, 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, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Harvey York, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Jim McGinty, and Vice Presidents Don Doran and Sara Winchester.

Attendance

The minutes of the April 23, 2012, Board of Trustees closed session and public meetings were approved upon majority vote, with Mr. Dasti and Mr. Monahan abstaining.

Minutes  
Approved

### Commendations

Dr. William Rickert, Professor of Mathematics and Phi Theta Kappa Advisor, was excited to share with the Board the success of OCC's Tau Iota Chapter this past academic year:

Commendations

- ♦ At the 25<sup>th</sup> Annual Middle States Regional Convention held in Pennsylvania during February, Tau Iota was recognized as a Five-Star Chapter, which is the highest level of achievement possible, and received second place for the Spirit Award. Edward Day and Jaclyn Caffrey were 2 of 20 students inducted into the Regional Hall of Honor for Chapter Officers; Nicole Depasquale was 1 of 5 students inducted into the Regional Hall of Honor for Chapter Members; and Dr. Nidhal Marashi, PTK Advisor, was presented with the Paragon Award for Advisors, which recognizes outstanding dedication to Tau Iota and is presented to only 2 advisors from the Middle States Region.
- ♦ The Phi Theta Kappa International Convention took place in April in Tennessee, and four OCC students attended. This was the largest International Convention

in Phi Theta Kappa's history, with 4,030 members from 573 chapters attending. Tau Iota received the Honors in Action-Distinguished Issue Award for outstanding scholarly work in the area of government and public policy. Internationally, only three chapters receive this recognition. Additionally, Tau Iota was awarded the Five-Star Level for its Development Plan.

- ◆ Finally, two Tau Iota students, Lauren Morone and Azhar Shah, were selected as members of the New Jersey Academic Team and represented OCC at Phi Theta Kappa Day in Trenton on May 3 in Trenton.

Dr. Larson and Mr. Thulin congratulated the members of Tau Iota for their outstanding accomplishments this year. They also expressed gratitude to the PTK advisors for their dedication and involvement in the many academic and community projects that Tau Iota sponsors throughout the year:

- ◆ Dr. William Rickert, Professor of Mathematics
- ◆ Ms. Carolyn Showalter, Assistant Professor of Mathematics
- ◆ Ms. Robin Weitz, Assistant Professor of Computer Studies
- ◆ Dr. Nidhal Marashi, Assistant Professor of Science
- ◆ Dr. Jennifer Dellner, Associate Professor of English and Literature

#### 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 April 30, 2012, was accepted.
- ◆ The following contract was awarded:
  - ◆ A maximum of \$50,000 to CliftonLarsonAllen LLP, Mt. Laurel, New Jersey, for a one-year agreement for professional auditing services at Ocean County College, with an option to renew for a second year.
- ◆ Resolutions were adopted to award the following contracts:
  - ◆ A maximum of \$500,000 to eCollege.com (d/b/a Pearson eCollege), Centennial, Colorado, for services to advertise, promote, and market online programs at Ocean County College.
  - ◆ A maximum of \$25,000 to Black Rocket Products, LLC, Atlantic Highlands, New Jersey, for educational services for various Summer Classes for Kids through Continuing and Professional Education at Ocean County College.
- ◆ The following contracts were amended:

Income/  
Expenditures  
Accepted

Contracts  
Awarded

Resolutions  
Adopted for  
Contract  
Awards

Contracts  
Amended

- ◆ An additional \$50,016.05, for a maximum total of \$550,070.75, to Dimension Data, Charlotte, North Carolina, for additional maintenance support and the purchase of Cisco telephones for campus-wide use as part of the voice and data maintenance support during 2011-2012 at Ocean County College (contracts originally awarded at the July 25, 2011 (\$135,946.58), and August 22, 2011 (\$364,108.12), Board meetings).
- ◆ An additional \$3,000, for a maximum total of \$39,000, to Pedroni Fuel Company, Vineland, New Jersey, for the purchase of additional unleaded gasoline and diesel fuel for use in vehicles, equipment, and machinery at Ocean County College (contract originally awarded at the June 27, 2011, Board meeting).
- ◆ An additional \$700, for a maximum total of \$64,550, to EBSCO Subscription Services, Tinton Falls, New Jersey, for additional art, communications, legal information, and criminal justice periodical subscriptions (contract originally awarded at the August 22, 2011, Board meeting).
- ◆ An additional \$49,497, for a maximum total of \$5,724,352, to Santorini Construction Company, Neptune, New Jersey, for change orders for power and control wiring to the Urea tank heater and air compressor, the addition of power cable wiring to control valves and sensor, the installation of an additional gas regulator, and modifications to the ATC system 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 \$3,500, for a maximum total of \$25,800, to Thomson Reuters, d/b/a Thomson West, Eagan, Minnesota, for additional costs associated with the purchase of Law Reporter and Westlaw subscriptions for the Library at Ocean County College (contract originally awarded at the August 22, 2011, Board meeting).
- ◆ An additional \$115,221, for a maximum total of \$365,221, 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).
- ◆ An additional \$6,537.84, for a maximum total of \$24,165.84, to All American Poly Corporation, Piscataway, New Jersey, for the purchase of additional custodial trash can liners for use at Ocean County College (contract originally awarded at the September 26, 2011, Board meeting).
- ◆ An additional \$30,000, for a maximum total of \$181,000, to Gangi Graphics, Brick, New Jersey, during the second year of a two-year agreement for additional offset printing services at Ocean County College (contract originally awarded at the May 23, 2011, Board meeting).

- ♦ An additional \$70,578, for a maximum total of \$662,894, to Concord Engineering Group, Inc., Voorhees, New Jersey, for change orders for the p4p grant application/ twelve-month reporting, operation and maintenance support, engineering calculations for hot water and chilled water to College Center, and additional operation and maintenance guidance after start-up as part of the professional engineering services for the combined heat and power plant and related utility distribution services (contract originally awarded at the September 21, 2009, Board meeting).
- ♦ An additional \$25,000, for a maximum total of \$741,325, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for a change order to revise the feasibility study design as part of professional architectural and engineering services for the College Center (contract originally awarded at the April 26, 2010, Board meeting).
- ♦ An additional \$6,000, for a maximum total of \$1,078,240, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for a change order for modifications to the A/V systems in the classrooms and lecture hall as part of the professional architectural and engineering services for the Gateway Building (contract originally awarded at the July 27, 2009, Board meeting).
- ♦ The Board acknowledged a maximum \$150,000 agreement with Horizon BCBSNJ, Newark, New Jersey, for employee dental coverage during 2012-2013 at Ocean County College. Contract Acknowledged
- ♦ A resolution was adopted to authorize a professional services contract with the Township of Toms River, New Jersey, to undertake a project entitled "Sea Nettle Barriers at Shelter Cove Beach," for which the Barnegat Bay Partnership will be compensated \$6,038. Resolution Adopted - Barnegat Bay Partnership
- ♦ A resolution was adopted to authorize the submission of an application for a grant award of \$70,170 from the New Jersey Department of Community Affairs, Division on Women, to provide funding for services to meet the needs of displaced homemakers in Ocean County by fostering the development of career and employment skills and educational opportunities so clients and their families can become economically self-sufficient. Funding period: July 1, 2012, through June 30, 2013. Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Counseling Services. Submission of Displaced Homemakers Grant Application Authorized

#### 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 meetings on April 18 and May 2, 2012, were approved: College Senate Items Approved

- ◆ Revised Policy #5128, Students, Admission, Acceptance and Evaluation of Credits
- ◆ Revised Policy #5140, Students, Registration, Credit for Prior Learning
- ◆ Revised Courses
  - ◆ AHMT 210, Advanced Medical Terminology
  - ◆ COEM 284, Broadcast News Production
  - ◆ COMM 151, Media Writing I
  - ◆ COMM 152, Media Writing II
  - ◆ CVET 151, Applied Mechanics
  - ◆ ENGR 251, Electrical Engineering I
  - ◆ ENVI 152, Environmental Science
  - ◆ INTR 290, Internship
  - ◆ LAAW 210, Medical Legal Ethics
  - ◆ PHAR 101, Pharmacology Principles and Calculations
- ◆ Policy #7220, Special Programs, Institutional Research Projects/Data Requests, was revised. Policy #7220 Revised
- ◆ A resolution was adopted to establish a partnership with the University of Medicine and Dentistry of New Jersey to offer joint programs through Memorandums of Agreement in: UMDNJ Partnership Established
  - ◆ Psychosocial Rehabilitation and Treatment Degree
  - ◆ Dental Hygiene Degree
  - ◆ Occupational Therapy Assistant Degree
  - ◆ Respiratory Care Degree
  - ◆ Respiratory Therapy Degree
  - ◆ Dental Assisting Certificate
  - ◆ Dietary Management Certificate
- ◆ The Board of Trustees approved the following course of action to address two areas of concern identified as a result of the current Self-Assessment process, which was established in March 2008: Board of Trustees Self-Assessment Actions Approved
  - ◆ The first area of concern was that the College community did not understand the role of the individual members of the Board of Trustees. The Board believes that better use of its web page with quarterly descriptions of accomplishments may help improve that understanding.
  - ◆ The second area of concern was that trustees had limited connections with the College community for the exchange of ideas. The Board has decided to hold two “town meetings,” one in the fall and one in the spring of AY 2012-2013 with all full-time College employees. A separate meeting will be held for students who wish to have an opportunity to express their views to the Board.



Buildings and Grounds Committee

Mr. Ken Olsen, Executive Director of Facilities Planning and Construction, provided an update on the status of capital projects that are currently underway. Those projects include:

- ◆ The design of a new College Center.
- ◆ The connection of the Combined Heat and Power Plant to campus buildings.
- ◆ Construction of the Gateway Building.
- ◆ The renderings for the J. Phillip Citta Center for Sailing and Maritime Arts and Sciences.
- ◆ Exploratory work for future renovations to the Administration Building and Instructional Building.

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

Facilities  
Engineering  
Report Accepted

Personnel Committee

Mrs. Pehlivanian introduced and read a resolution included in the Personnel Report to acknowledge the decertification of the Federation of Professional Administrators (FPA) of Ocean County College.

Dr. Larson acknowledged Mr. Mike Putnam, Manager of Campus Services, Ms. Roseann D'Urso, Manager of Promotional Programming, and Ms. Donna Carbone, Manager of Accounts Payable, all officers of the FPA, for their courage in guiding their members through the decertification process as well as for the trust they have placed in the College administration. Ms. D'Urso stated that the decertification was a long, difficult process, but 86 percent of their membership signed the petition to decertify, which sent a clear message to PERC that they no longer wanted to be represented by the American Federation of Teachers. Ms. D'Urso said the members are looking forward to putting the past behind them and being fully integrated with the College's non-affiliated administrative employees.

Resolution  
Adopted to  
Acknowledge  
Decertification  
of the Federation  
of Professional  
Administrators

Upon roll call vote, the resolution to acknowledge decertification of the Federation of Professional Administrators was unanimously adopted.

Also included in the Personnel Report was a recommendation for the promotion of four adjunct faculty from the rank of Adjunct II to Adjunct I:

- ◆ Ms. Bronwin Chartier, Social Science
- ◆ Mr. Michael Forcella, Business Studies
- ◆ Mr. Raymond Hohman, Business Studies
- ◆ Mr. Michael Protono, Business Studies

Adjunct Faculty  
Promotions  
Approved

Upon unanimous roll call vote, the adjunct faculty promotions were approved.

A resolution was adopted by the Board of Trustees, upon unanimous roll call vote, to formally express its great sense of loss in the death of Mr. Jay D. Corman, Science Adjunct Professor II, who taught at Ocean County College from January 23, 2008, until his death on May 4, 2012.

Resolution  
Adopted Upon  
Death of Jay D.  
Corman

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

Personnel Report  
Approved

#### President's Report

Ms. Colleen Manzetti, Dean of Nursing, reported that 46 Nursing graduates sat for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) during the period from October 2011 to March 2012; 44 of those who took the test, or 96 percent, were successful. Those results rank Ocean County College second of the 22 programs in our jurisdiction.

President's  
Report

The Ocean County College Sailing Team participated in the Drexel Open Regatta on the Delaware River on May 5 and 6. Mr. Don Doran was pleased to share with the trustees that OCC's Sailing Team won both the A and B Divisions, beating Rochester Institute of Technology, Drexel University, Webb Institute, and the U.S. Military Academy.

Ms. Carol Kaunitz, Director of Auxiliary Services, attended the South Jersey Cultural Alliance event on May 17 to accept the Aiken Encore Award on behalf of the College. The Garden State Philharmonic nominated Ocean County College to be a recipient of the award for being a "valued partner to the many cultural institutions throughout central and southern New Jersey."

Mr. Dave Wolfe, Chair of the Civility Committee, reported that a representative from the College of Western Idaho said they were very impressed with Ocean County College's Civility Statement, which was found during a review of civility statements of other colleges throughout the country. Their complimentary words are a testament to the concern and effort taken by members of the Civility Committee in the development of OCC's statement.

Dr. Kate Pandolpho, Director of Career, Employment, and Personal Counseling, and Ms. Eileen Burdge, Community Services Specialist, invited trustees to attend the Displaced Homemakers Program's 3<sup>rd</sup> Annual Celebration of Achievement on Thursday, May 31, from 5 to 7 p.m. in the Black Box Theatre. This special event recognizes the achievements of the program's participants.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, June 25, 2012, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution  
Adopted for  
Closed Meeting-  
June 25, 2012

The following meetings were scheduled:

<b>Monday, June 25, 2012</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	

Mr. Thulin requested comments from Board members and then the public. Mrs. Novak commended all involved with Commencement, the Nursing Pinning Ceremony, and the Awards Ceremony last week, saying all were wonderful events.

Public  
Comments

Ms. Kathy Tietge, President of the Faculty Association, spoke to the trustees about her involvement on the Board Liaison Committee when it met many years ago to discuss College governance. She cited several recent administrative decisions that were made without faculty input, such as revisions to the Writing Across the Curriculum program, changes to class sizes, the separation of Science lectures and labs, and the development of new programs. Ms. Tietge requested that the Board Liaison Committee be reinstituted so a dialog can begin on these and other issues of importance about which faculty feel they should be consulted.

Ms. Maureen Reustle, Dean of Academic Services, remarked that it is so important for everyone to work together, that any type of polarization is not good for the College, and that a lack of civility by anyone is unacceptable. She hopes the conflicting issues can be resolved.

With no further comments to be heard, the meeting adjourned at 1:30 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Recording Secretary



## **BOARD OF TRUSTEES**

### **Public Retreat/Meeting**

**June 8, 2012**

### **Minutes**

A 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 Friday, June 8, 2012, in the Boardroom of the Administration 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, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Frank Dupignac, Mrs. Joanne Pehlivanian, Mr. Jack Sahradnik, and Dr. Jon Larson. Also in attendance were Executive Vice Presidents Jim McGinty and Richard Strada; Ms. Sara Winchester, Vice President of Finance and Administration; and, during the E-Learning discussion, Ms. Pat Fenn, Executive Director of E-Learning; Ms. Allison King, Pearson Director of Program Initiatives; and Ms. Goca Weis, Pearson Senior Vice President, Marketing (by telephone).

Attendance

#### **Items discussed:**

- ♦ E-Learning – Dr. Larson and Ms. Winchester reported that an extensive review has been undertaken on the outcomes achieved from the first-year contract with Pearson eCollege for marketing distance education throughout the country. The review found that online enrollment increased by 23 percent, exceeding the projected goal. However, most of the credits, 83 percent, were delivered to Ocean County residents instead of the intended out-of-county population.

E-Learning  
Program  
Marketing

Pearson eCollege representatives acknowledged this unexpected outcome, and they are in negotiations with the College to revise the contract to address this concern. Ms. Fenn, Ms. King, and Ms. Weis reviewed with the trustees the intense marketing outreach program that is being undertaken by Pearson for the College, including the goals of the campaign, the ways in which it is being executed, and the objectives for tracking short-term success and long-term growth. The media campaign will go live on June 30.

Mr. Leone asked if on-campus, in-person enrollment will be addressed by Pearson's marketing campaign. Dr. Larson responded that a marketing/recruiting reorganization within the College will concentrate on increasing students on campus. Ms. Weis said that Pearson will be marketing the Ocean County College brand, which will, in turn, have an effect on both the distance learning and in-person student enrollment.

- ◆ China Partnership – Dr. McGinty updated the trustees on the efforts to execute a Memorandum of Understanding with Tianjin Radio and TV University in China. Unfortunately, Chinese government intervention appears to be impeding the possibility of carrying out this distance learning initiative. However, Dr. McGinty said there are other ways to reach the students in China, and every opportunity is being explored.

International  
Distance  
Learning

The trustees asked about other countries that might be considered for distance learning partnerships with Ocean County College. Egypt, Mexico, Turkey, and South and Central America were mentioned.

At 1:50 p.m., a resolution was adopted to move 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 Session

At 3:05 p.m., the closed session ended and the public meeting reconvened.

Public Meeting  
Reconvened

#### Miscellaneous

The next meetings of the Board are scheduled for:

#### **Monday, June 25, 2012**

10:00 a.m.	Finance Committee
10:00 a.m. (as needed)	Bylaw, Policy, and Curriculum Committee
10:30 a.m.	Buildings and Grounds Committee
10:30 a.m.	Personnel Committee
12:30 p.m.	Regular Public Monthly Meeting

Meetings  
Scheduled

With no further business or comments from the trustees or the public, the meeting adjourned at 3:05 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Recording Secretary