



## BOARD OF TRUSTEES

### AGENDA

June 27, 2011  
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE MAY 23 AND JUNE 10, 2011, 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

V. 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

VI. PRESIDENT'S REPORTVII. MISCELLANEOUS

- A. Recommend adoption of a resolution in recognition of the outstanding dedication and commitment of Mr. Steven Spino during his one-year term as the student/alumni representative on the Board of Trustees during 2010-2011 Bd. Action

- B. Recommend adoption of a resolution providing for a closed meeting to be held on Monday, July 25, 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****MONDAY, JULY 25, 2011**

- |  |          |   |
|--|----------|---|
| 1. <b>Finance Committee</b>                                      | Time:    | 9:30 a.m.   |
|  | Place:   | Business Conference Room  |
| 2. <b>Bylaw, Policy, and Curriculum Committee</b><br>(as needed) | Time:    | 10:00 a.m.  |
|  | Place:   | Academic Affairs Office   |
| 3. <b>Buildings and Grounds Committee</b>                        | Time:    | 10:15 a.m.  |
|  | Place:   | Business Conference Room  |
| 4. <b>Personnel Committee</b>                                    | Time:    | 10:30 a.m.  |
|  | Place:   | President's Office  |
| 5. <b>Entire Board</b>   | Time:    | 11:00 a.m.  |
|  | Place:   | Boardroom   |
|  | Purpose: | Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 6. <b>Entire Board</b>   | 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

May 23, 2011

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, May 23, 2011, by Mr. Carl V. Thulin, Chair, at 12:37 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. Stephan Leone, Mr. Thomas Monahan, Dr. Wilda Smithers, Mr. Warren Wolf, Mr. Steven Spino, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Richard Strada, and Vice Presidents Don Doran, Tara Kelly, Richard Parrish, and Sara Winchester.

Attendance

The minutes of the April 28, 2011, Board of Trustees closed session and public meetings were approved upon majority roll call vote, with abstentions from both Mrs. Novak and Mr. Monahan.

Minutes  
Approved

### Finance Committee

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

- ♦ The statement of income and expenditures as of April 30, 2011, was accepted.
- ♦ A resolution was adopted to authorize a professional services contract with the Township of Brick, New Jersey, to undertake a project entitled "Sea Nettle Barriers at Windward Beach," for which the Barnegat Bay Partnership will be compensated \$5,810.
- ♦ The following contracts were awarded:
  - ♦ A maximum of \$70,000 to Conner Strong Companies, Inc., Marlton, New Jersey, for broker and risk management consulting services for insurance at Ocean County College.

Income/  
Expenditures  
Accepted

Resolution  
Adopted for  
Barnegat Bay  
Partnership

Contracts  
Awarded

- ♦ A maximum of \$32,550 to the following vendors for the purchase of athletic field equipment for Ocean County College:
  - ♦ \$3,740 to Sport Supply Group, Inc., Dresher, Pennsylvania
  - ♦ \$28,810 to Classic Fitness Concepts, L.L.C., Lawrenceville, Georgia
- ♦ A maximum of \$117,620 to Peterson Service Company, Inc., Medford, New Jersey, for energy management services at Ocean County College.
- ♦ A maximum of \$17,150 to Remington, Vernick, and Vena Engineers, Toms River, New Jersey, for professional engineering services for the Library cooling tower replacement at Ocean County College.
- ♦ A maximum of \$18,000 to Caola Company, Inc., Trenton, New Jersey, for the first year of a two-year agreement for locksmith services at Ocean County College.
- ♦ A maximum of \$18,450 to Michael J. Malpere Company, Inc., Cranford, New Jersey, for waterproofing services for the Technology Building and the Science Building at Ocean County College.
- ♦ A maximum of \$40,000 to All Seasons Maintenance, Inc., Jackson, New Jersey, for the first year of a two-year agreement for sweeping services at Ocean County College.
- ♦ A maximum of \$100,000 to T & M Painting and Construction, Neptune, New Jersey, for the second year of a two-year agreement for painting services at Ocean County College.
- ♦ A maximum of \$70,000 to Timothy Peters Plumbing and Heating Company, Inc., for the second year of a two-year agreement for plumbing services at Ocean County College.
- ♦ A maximum of \$10,000 to Multi-Temp Mechanical, Inc., Westville, New Jersey, for the second year of a two-year agreement for HVAC services at Ocean County College.
- ♦ A maximum of \$25,000 to Multi-Temp Mechanical, Inc., Westville, New Jersey, for the second year of a two-year agreement for boiler/burner services at Ocean County College.
- ♦ A maximum of \$35,000 to NCH Corporation (Chemsearch), St. Louis, Missouri, for the second year of a two-year agreement for water treatment services at Ocean County College.
- ♦ A maximum of \$10,000 to Statewide Hi-Way, Allenhurst, New Jersey, for the second year of a two-year agreement for electrical services at Ocean County College.

- ♦ A maximum of \$151,000 to Gangi Graphics, Brick, New Jersey, for the second year of a two-year agreement for offset printing services at Ocean County College.
- ♦ A maximum of \$60,000 to My Restaurant Group, Inc., Jersey City, New Jersey, for the first year of an agreement for food services and vending at Ocean County College.
- ♦ Resolutions were adopted to award the following contracts:
  - ♦ A maximum of \$105,000 to Assessment Technologies Institute, Overland Park, Kansas, for the purchase of custom evaluation tests for the Nursing Department at Ocean County College.
  - ♦ A maximum of \$25,000 to Super Science Program for Kids, Hackettstown, New Jersey, for educational services for Summer Camps for Kids through Continuing and Professional Education at Ocean County College.
  - ♦ A maximum of \$35,000 to Black Rocket Products, Atlantic Highlands, New Jersey, for educational services for various Summer Classes for Kids through Continuing and Professional Education at Ocean County College.
  - ♦ A maximum of \$28,525.94 to Jersey Central Power and Light Company, Bayville, New Jersey, for new electrical service to the Combined Heat and Power Plant at Ocean County College.
- ♦ The following contracts were amended:
  - ♦ An additional \$31,000, for a maximum total of \$73,546.78, to Gale Group, Farmington Hills, Michigan, to migrate print holdings of reference materials to electronic format as part of the purchase of multi-volume literature reference sets and other publications for the Library at Ocean County College (contract originally awarded at the August 23, 2010, Board meeting).
  - ♦ An additional \$14,413, for a maximum total of \$1,110,137, to Santorini Construction, Neptune, New Jersey, for a change order to furnish and install door contacts and exit devices as part of the renovation of the Information Technology Building (contract originally awarded at the May 24, 2010, Board meeting).
  - ♦ An additional \$105,133, for a maximum total of \$880,133, to Cambridge Construction Management, Somerville, New Jersey, for a change order to extend professional construction management services for the Gateway Building (contract originally awarded at the August 24, 2009, Board meeting).
  - ♦ An additional \$17,993, for a maximum total of \$24,394,493, to Niram, Inc., Boonton, New Jersey, for a change order for the structural steel subcontractor to engineer and fabricate a plate girder in lieu of the specified beam that is not

Resolutions  
Adopted for  
Contract  
Awards

Contracts  
Amended

available in the USA as part of the construction of the Gateway Building (contract originally awarded at the December 10, 2010, Board meeting).

- ♦ The Board adopted a resolution authorizing the submission of an application for a \$66,785 grant award from the New Jersey Department of Community Affairs 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, 2011, through June 30, 2012. Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Counseling Services.

Resolution  
Adopted to  
Authorize  
Grant  
Application

#### Buildings and Grounds Committee

Mrs. Novak encouraged everyone to tour the campus to see the many improvements that are being made. She noted that the new soccer field, which will rank as one of the best in the State, will be dedicated next month.

Dr. Parrish thanked Ms. Maureen Conlon, Manager of Web Services, for the assistance she is providing to include a continuing pictorial update of the Gateway Building construction progress on the College web site.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for April 30, 2011, was accepted.

Facilities  
Engineering  
Report Accepted

#### Personnel Committee

Mr. Leone, Chair, highlighted three recommendations in the Personnel Report:

- ♦ 2011-2012 salary increases for non-affiliated administrators
- ♦ 2011-2012 salary increases for non-affiliated hourly personnel
- ♦ 2011-2012 OCC Holiday Schedule

Personnel Report  
Approved

Ms. Winchester amended the report to revise the start date of Mr. Jeffrey Harmon, Associate Director of e-Learning, from June 14, 2011, to June 13, 2011.

Upon unanimous roll call vote, the Personnel Report was approved.

#### President's Report

The 35<sup>th</sup> Senior Citizen Art Exhibit is being held on campus from June 4 through June 29, with a reception scheduled for June 30, from 10 a.m. to noon at which time awards will be presented to artists whose work is judged to be outstanding. The winners will then be invited to enter their work in the New Jersey Senior Art competition later this summer.

President's  
Report

On May 9, an articulation agreement was signed with Monmouth University to establish a partnership that will offer students a four-year degree in homeland security. OCC is currently the only New Jersey community college to offer an associate degree in homeland

security, and this agreement will allow our graduates to make a seamless transition to the university to continue studying toward a baccalaureate degree in homeland security.

Mr. Bray Barnes, Assistant to the President, has been instrumental in establishing this partnership as well as with exploring relationships on the state and national levels that will benefit students who want to enter any of the many careers related to homeland security.

Ms. Maureen Reustle spoke to the trustees about the College receiving International Tutor Training Program Certification from the College Reading and Language Association. OCC is now authorized to grant certification to peer and professional tutors who meet the CRLA requirements. She introduced Trevor Woolley and Anna Milewski, two tutors who recently received certification, and they made brief comments about the ways in which the tutoring program benefits the students and themselves. Mrs. Novak suggested that this would be a great program to share with area high schools, and Mr. Leone commended those involved for this very impressive initiative.

The next Board of Trustees Retreat is scheduled for Friday, June 10, at noon. One of the items that will be discussed is a comprehensive succession planning process to address employee retirements in the upcoming years.

Commencement week activities were reviewed by Dr. Larson. This week is always a very exciting time, especially for the students. Ms. Kelly announced that the Four Seasons Diner, Toms River, is donating the food for the employee reception prior to commencement.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, June 27, 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-  
June 27,  
2011

The following meetings were scheduled:

<b>Monday, June 27, 2011</b>	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
	11:00 a.m.	Closed Session
	12:30 p.m.	Regular Public Meeting

Meetings  
Scheduled

There being no further business to conduct and no comments from the public, the meeting adjourned at 1:05 p.m.

Adjournment

Respectfully submitted,

Connie Bello  
Recording Secretary





## BOARD OF TRUSTEES

### Public Retreat/Meeting

June 10, 2011

### 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, June 10, 2011, 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, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Harvey York, Mr. Steven Spino, and Dr. Jon Larson. Also in attendance from the College were Executive Vice President Richard Strada; Ms. Sara Winchester, Vice President of Finance; Ms. Pat Fenn, Executive Director of e-Learning; and Mr. Kevin Donohoe, Assistant Vice President of Human Resources.

Attendance

Discussion items included:

- ◆ A recent press release was brought to Dr. Larson's attention which stated that the Gattaca Junior College Football is moving its operation to Ocean County College from Mercer County Community College. Dr. Larson said there has been no contact by Gattaca with the College, and steps need to be taken to ensure that OCC's name and facilities are not in any way affiliated with Gattaca. The College attorney and the Ocean County Prosecutor will be asked to communicate to Gattaca that, should it persist in using the College's name, it will be prosecuted.
- ◆ The trustees supported Dr. Larson's recommendation that Lieutenant Governor Kim Guardino be invited to be OCC's 2012 Commencement speaker. Dr. Larson will send a letter of invitation.
- ◆ Mr. Donohoe shared with the trustees the process currently being undertaken to establish a new Ocean County College Succession Plan. The purpose of the Plan is to identify employees with high potential who might be encouraged to pursue professional development so they would be able to assume the responsibilities of higher level administrators in cases of emergencies as well as to qualify them for those positions should they be vacated.

Commencement  
Ceremony - 2012

OCC Succession  
Plan

The advantages of a Succession Plan include leadership continuity, career progression, development of an employee pool for future vacancies, and a level of protection for the Board, employees, and students to ensure a smooth transition when necessary.

There was concern about employees perhaps expecting to be placed in specific positions if they are developed professionally. However, it will be made very clear to employees that they are not assured of moving into those positions; instead, the employees will be prepared so they can successfully compete for the positions within the College's normal hiring procedures. It was noted that a compensation survey/plan will need to be developed for the succession plan to be successful.

- ◆ Ms. Fenn updated the trustees on the activity pertaining to e-learning and the progress that is being made. Many details have to be addressed simultaneously as the College's distance learning outreach is expanded nationally with the help of Pearson Education, such as the conversion of over 100 courses to the Pearson learning system, the training of instructors and staff, and the recruitment of students, all while ensuring that Ocean County College's standards are met.

Distance  
Learning  
Initiatives

The College's partnership with Pearson has been extremely beneficial; so many new dimensions are being made available to assist in ensuring success in the expanded distance learning program. Pearson is responsive, energetic, and professional. In the end, all e-learning students will receive excellent service and treatment.

Simultaneous with the national efforts with Pearson, the College is working with TimeCruiser with the goal of offering distance learning courses in China, which is a much more complex process to initiate. A substantive change request to Middle States will be required. Two pilot courses have been identified, which will most likely be offered in spring 2012.

Dr. Larson said there are many people working very hard to move the distance learning initiative forward, and he thanked Ms. Fenn for her outstanding leadership.

- ◆ Because area hospitals are working toward achieving Magnet Status, they are requiring that their nurses obtain bachelor's degrees. This is causing the loss of clinical floor space and instructors at the hospitals for OCC's Nursing students, which will ultimately be detrimental to our program. The College is considering various options to respond to this concern.

Nursing  
Program

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 2:45 p.m., the closed session ended and the public meeting reconvened.

Public Meeting  
Reconvened

The next meetings of the Board are scheduled for:

**Monday, June 27, 2011**

9:30 a.m.	Finance Committee
10:00 a.m.	Bylaw, Policy, and
(as needed)	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

Dr. Larson informed the trustees that an agreement has been established between Southampton Solent University in the United Kingdom and OCC to widen student educational and career opportunities in homeland security and create possibilities for academic and professional interchange of staff. This agreement will provide the opportunity for an international learning experience for students, and it is at no cost to the College.

Agreement  
with Southampton  
Solent University

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

Adjournment

Respectfully submitted,

Connie Bello  
Recording Secretary