



BOARD OF TRUSTEES

Public Retreat/Meeting

June 20, 2014

Minutes

A 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 20, 2014, 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. Notice of this meeting was publicized through a June 9, 2014, announcement, which was distributed as required by law.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Jack Sahradek, Dr. Jon Larson, and Executive Vice President of Finance and Administration Sara Winchester.

Attendance

At 12:22 p.m., the Board adopted a resolution upon roll call vote to move into a closed session to discuss 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 Session

The closed session ended and the open meeting resumed at 2:10 p.m.

Open Meeting
Resumed

Discussion Items

Dr. Larson reported that the Charting Our New Course campus-wide initiative is moving along very well. All who are participating are actively engaged and are making significant contributions. Dr. Larson said he is pleased with the progress of the initiative as well as with the leadership being provided by Dr. Don Norris and Dr. Tim Gilmour, Consultants. A report to the Board will be forthcoming in September.

Charting Our
New Course

Miscellaneous

The next meeting of the Board is scheduled for:

Meetings
Scheduled

Monday, June 23, 2014

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

The meeting adjourned at 2:20 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the
Board of Trustees



BOARD OF TRUSTEES

Regular Meeting

Minutes

June 23, 2014

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:30 p.m. on Monday, June 23, 2014, by Mr. Carl V. Thulin, Chair, 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. Notice of this meeting was publicized through a resolution adopted at the November 2013 reorganization meeting and distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, Mr. Emil Kaunitz, Mrs. Joanne Pehlivanian, Mr. Evan Williamson, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice Presidents Jim McGinty, Richard Strada, and Sara Winchester, and Vice President Jianping Wang.

Attendance

The minutes of the May 27, 2014, Board of Trustees closed session and public meetings were approved by majority vote, with an abstention from Mr. Dupignac.

Minutes
Approved

Commendations

Dr. Larson noted that four members of the President's Leadership Team will be retiring as of June 30: Mr. Don Doran, Vice President of Student Affairs; Dr. James McGinty, Executive Vice President of Operations; Mr. Richard Strada, Executive Vice President of Instruction; and Mr. David Wolfe, Special Assistant to the President. The trustees expressed appreciation to them for their professionalism, contributions, and deep commitment to Ocean County College for so many years and wished them well as they move into this new phase of their lives.

Commendations

Finance Committee

A recommendation is included in Finance Committee agenda to reappoint the firm of CliftonLarsonAllen, L.L.P., as the College auditor for one year, with an option to renew the contract for a second year. Mr. Dasti said the Board's Audit Committee met with the three firms that received the highest evaluations and is confident with this recommendation of CliftonLarsonAllen.

It was also highlighted that a recommendation is included in the Finance Committee agenda to adopt a resolution pertaining to financing of the construction of the Sailing Center on Mill Creek.

Upon unanimous roll call vote, the following Finance Committee recommendations were approved:

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| ➤ The statement of income and expenditures as of May 31, 2014, was accepted. | Income/Expenditures Accepted |
| ➤ A resolution was adopted to approve the Mill Creek Sailing Center capital facilities project and to direct appropriate College officials to expend up to a total of \$400,000 in College funds to complete the project. | Resolution Adopted for Mill Creek Sailing Center |
| ➤ The following contracts were awarded: | |
| ➤ A maximum of \$33,978.12 to Butler Office Interiors, Toms River, New Jersey, for purchase of furniture for use in the Science Building at Ocean County College. | Contracts Awarded |
| ➤ A maximum of \$42,751.25 to The Patricia Bennett Group, Inc., d/b/a PBG, Inc., Bellmawr, New Jersey, for the purchase of computer software for use at Ocean County College. | |
| ➤ A maximum of \$75,000 to TM Painting and Construction, Neptune, New Jersey, for the first year of a two-year agreement for painting services at Ocean County College's Toms River campus, the Southern Education Center, and the Barnegat Bay Partnership site in Toms River. | |
| ➤ A maximum of \$125,000 to Bahr and Sons Electrical, Bayville, New Jersey, for the first year of a two-year agreement for electrical services at Ocean County College's Toms River campus, the Southern Education Center, and the Barnegat Bay Partnership site in Toms River. | |
| ➤ A maximum of \$125,000 to Timothy Peters Plumbing and Heating Company, Inc., Manasquan, New Jersey, for the first year of a two-year agreement for plumbing services at Ocean County College's Toms River campus, the Southern Education Center, and the Barnegat Bay Partnership site in Toms River. | |
| ➤ A maximum of \$125,000 to Calais Construction Company, Inc., Long Branch, New Jersey, for the first year of a two-year agreement for maintenance and material for general construction services at Ocean County College. | |
| ➤ A maximum of \$92,000 to the following vendors for the purchase of custodial supplies for use at Ocean County College: | |
| ➤ \$52,000 to Spruce Industries, Rahway, New Jersey | |
| ➤ \$25,000 to DTZ, Auburndale, Massachusetts | |
| ➤ \$15,000 to All American Poly, Piscataway, New Jersey | |

- A maximum of \$30,000 to CSL Water Quality, Inc., Warren, New Jersey, for the first year of a two-year agreement for water treatment services at Ocean County College.
- A maximum of \$175,000 to GRM Facilities Management, Inc., Turnersville, New Jersey, for the first year of a two-year agreement for HVAC services at Ocean County College's Toms River campus, the Southern Education Center, and the Barnegat Bay Partnership site in Toms River.
- A maximum of \$125,000 to Multi-Temp Mechanical, Inc., Westville, New Jersey, for the first year of a two-year agreement for boiler and burner maintenance services at Ocean County College's Toms River campus, the Southern Education Center, and the Barnegat Bay Partnership site in Toms River.
- A maximum of \$40,000 to Caola Company, Inc., Trenton, New Jersey, for the first year of a two-year agreement for locksmith services at Ocean County College's Toms River campus, the Southern Education Center, and the Barnegat Bay Partnership site in Toms River.
- A maximum of \$17,878 to Fire Security Technologies, Inc., Farmingdale, New Jersey, for the replacement of fire alarm panels throughout campus at Ocean County College.
- A maximum of \$44,800 to SSP Architectural Group, Somerville, New Jersey, for professional architectural and engineering services for an envelope study of the Library Building at Ocean County College.
- A maximum of \$342,407 to Future Excavating, L.L.C., Freehold, New Jersey, for improvements to drainage at Ocean County College.
- A maximum of \$450,000 to Bil-Jim Construction, Jackson, New Jersey, for the second year of a two-year agreement for snow removal services at Ocean County College's Toms River campus, the Southern Education Center, and the Barnegat Bay Partnership site in Toms River.
- A maximum of \$26,511 to Kane Communications, L.L.C., Trenton, New Jersey, for the relocation of the fiber optic system at Ocean County College.
- A maximum of \$50,000 to CliftonLarsonAllen, L.L.P., Mt. Laurel, New Jersey, for the first year of an optional two-year agreement for professional auditing services at Ocean County College.
- A maximum of \$20,166 to Suburban Trails, Inc., New Brunswick, New Jersey, for bus transportation services for Student Life trips at Ocean County College.
- A maximum of \$15,000 to D.A.K. Office Services, Inc., d/b/a Sir Speedy Printing Center, Mercerville, New Jersey, for a two-month extension for campus-wide copy services at Ocean County College.

- A maximum of \$10,500 to The Office Pal, Lakewood, New Jersey, for a one-month extension of the purchase of toner cartridges and copy supplies for use campus-wide at Ocean County College.
- A maximum of \$10,000 to Success Advertising Group, Parsippany, New Jersey, for a one-month extension for the second year of a two-year agreement for media placement services at Ocean County College.
- A maximum of \$21,200 to Applied Video Technology, Inc., Kimberton, Pennsylvania, for the purchase of Command Center HD Digital Media Management system at Ocean County College.
- Resolutions were adopted to award the following contracts:
 - A maximum of \$17,559.32 to PeopleAdmin, Inc., Austin, Texas, for a one-year renewal of the Applicant Tracking System module for use at Ocean County College.
 - A maximum of \$36,000 to Deterrent Technologies, Inc., Ocean, New Jersey, for access control systems, parking lot gate operators, parking decals, and closed circuit TV cameras for use at Ocean County College.
 - A maximum of \$552,897.64 to Laerdal Medical Corporation, Wappingers Falls, New York, for the purchase, engineering, customized training, and maintenance of simulators for use in the Nursing Department at Ocean County College.
 - For educational services for the following Continuing and Professional Education course offerings at Ocean County College:
 - A maximum of \$32,850 to National Healthcareer Association, Stilwell, Kansas, for allied healthcare courses
 - A maximum of \$30,000 to Black Rocket Products, L.L.C., Atlantic Highlands, New Jersey, for summer classes/camps for kids
 - A maximum of \$25,000 to Super Science Program for Kids, Hackettstown, New Jersey, for summer camp for kids
 - A maximum of \$20,000 to W.I.T.S. Fitness and Training, Inc., Tinton Falls, New Jersey, for personal fitness courses
 - A maximum of \$364,500 to Monmouth-Ocean Hospital Services Corporation, Neptune, New Jersey, for paramedic, cardio pulmonary resuscitation (CPR), advanced cardiovascular life support (ACLS), and defensive driving courses
 - A maximum of \$60,000 to Baker and Taylor, Charlotte, North Carolina, for the purchase of books for the Library at Ocean County College.

Resolutions
Adopted for
Contract Awards

- A maximum of \$77,209.75 to EBSCO Subscription Services, Tinton Falls, New Jersey, for the purchase of miscellaneous subscriptions and periodicals for the Library at Ocean County College.
- A maximum of \$31,653.74 to Gale Group, Inc., Farmington Hills, Michigan, for the purchase of database subscriptions for the Library at Ocean County College.
- A maximum of \$27,750 to The College Board-OALS, New York, New York, for the purchase of Accuplacer tests for use by the Testing Center at Ocean County College.
- A maximum of \$20,000 to West Publishing Corporation, Eagan, Minnesota, for the purchase of database and books for the Library at Ocean County College.
- A maximum of \$47,571.49 to William Paterson University, Wayne, New Jersey, for the purchase of Internet database subscriptions through the Vale Consortium for the Library at Ocean County College.
- A maximum of \$29,127.64 to Sirsi Corporation, Provo, Utah, for the annual renewal of the computer software maintenance for the Library at Ocean County College.
- A maximum of \$24,625 to Assessment Technologies Institute, L.L.C. Leawood, Kansas, for the purchase of testing materials and certification exams for use by the Testing Center and Continuing and Professional Education at Ocean County College.
- A maximum of \$454,687 to Conner Strong Companies, Inc., (School Alliance Insurance Fund SAIF), Cherry Hill, New Jersey, for general liability insurance at Ocean County College.
- A maximum of \$17,673.72 to Markertek Video Supply/Tower Products, Inc., Saugerties, New York, for the purchase of audio visual equipment and supplies for use at Ocean County College.
- A maximum of \$17,620 to Ocean County Soil Conservation District, Forked River, New Jersey, for a Barnegat Bay Partnership subaward inspection/certification/soil conservation fees for the construction of the TV Studio and drainage at Ocean County College.
- A maximum of \$18,678.40 to Krueger International, Green Bay, Wisconsin, for the purchase of furniture for the Kean University computer laboratory in the Gateway Building at Ocean County College.
- A maximum of \$18,450 to Verizon Wireless, Northfield, New Jersey, for wireless phone services and the purchase of cell phone accessories for use at Ocean County College.
- A maximum of \$22,880 to NCS Pearson, Inc., d/b/a Smarthinking, Inc., Washington, D.C., for online tutoring services for students in e-Learning courses at Ocean County College.

➤ The following contracts were amended:

Contracts
Amended

- An additional \$3,153.30, for a maximum total of \$76,755.30, to Bartash Printing, Inc., Philadelphia, Pennsylvania, for added pages over base bid and the printing of additional Fall 2013 Continuing and Professional Education brochures at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).
- An additional \$2,100, for a maximum total of \$158,410.50, to Assessment Technologies Institute, Leawood, Kansas, for the purchase of additional computer forms for use by the Testing Center at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).
- An additional \$802.93, for a maximum total of \$29,292.33, to Kone, Inc., Pennsauken, New Jersey, for a service call on November 2, 2013 that was not covered by the service agreement for elevators at Ocean County College (contract originally awarded at the April 28, 2014, Board meeting).
- An additional \$9,550, for a maximum total of \$619,950, to Kimmel Bogrette Architecture + Site, Conshohocken, Pennsylvania, for a change order for ground penetrating radar utility mark-out and soft dig utility locations prior to geotechnical investigation drilling as well as renovations to the parking lot as part of the professional architectural and engineering design consulting services for the renovation of the Instructional Building at Ocean County College (contract originally awarded at the September 23, 2013, Board meeting).
- An additional \$1,185, for a maximum total of \$23,295, to Classic Cruisers, Inc., Manchester, New Jersey, for an additional bus trip to New York as part of the charter bus services for various Student Life trips at Ocean County College (contract originally awarded at the June 24, 2013, Board meeting).
- An additional \$15,832, for a maximum total of \$16,077,832, to Brockwell & Carrington Contractors, Inc., Towaco, New Jersey, for a change order for vendor selections for the fire alarm system, intercom equipment, camera system, security equipment, and door access system as part of the construction of a new Student Center at Ocean County College (contract originally awarded at the November 4, 2013, Board meeting).
- An additional \$20,000, for a maximum total of \$160,000, to My Restaurant Group, Inc., Jersey City, New Jersey, for additional catering services for food and vending services from July 1, 2013, through June 30, 2014, at Ocean County College (contract originally awarded at the June 7, 2013, Board Retreat).
- The Board rejected the bid proposal received on June 11, 2014, for the purchase of toner cartridges and supplies for campus-wide use at Ocean County College, in accordance with bid specifications and requirements, due to being over budget.

Bid Proposal
Rejected

- The Board authorized an application for a \$463,453 Carl D. Perkins Career and Technical Education Grant 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 for faculty and students, curriculum assessment and accreditation, with emphasis on those curricula that promote workforce and economic development. Project Manager: Ms. Susan O'Connor, Director of Curriculum Management. Funding Period: July 1, 2014, through June 30, 2015.

Grant Application
Authorized

Bylaw, Policy, and Curriculum Committee

The Board, upon unanimous roll call vote, approved the revision of the following policy, as recommended by the Bylaw, Policy, and Curriculum Committee:

- Policy #3111, Personnel, Academic Staff and Faculty, General, Qualifications

Policy #3111
Revised

Buildings and Grounds Committee

Mr. Matthew Kennedy, Assistant Vice President of Facilities and Construction Management, spoke of the many projects underway this summer and, as a result, the anticipated disruption throughout the campus. The construction of the Student Center is on schedule, and the erection of the steel will soon begin.

Upon unanimous roll call vote, the Board accepted the Buildings and Grounds Committee Report for June 23, 2014.

Building/Grounds
Report Accepted

Personnel Committee

Mr. Leone, Chair, was pleased to present, as part of the Personnel Report, the recommendation for approval of the Ocean County College Adjunct Faculty Association Agreement for the period September 1, 2014, through August 31, 2019. The Agreement calls for a new evaluation system for the promotion of adjunct faculty be established and memorialized in a Memorandum of Understanding between the Board of Trustees and the Association.

Personnel Report
Approved

The Personnel Report was unanimously approved upon roll call vote.

President's Report

Mr. Jeff Harmon, Director of e-Learning, spoke of the e-Learning My Foundations Lab Development Education pilot program, which was recently assessed upon its completion. The preliminary analysis shows positive results. It appears that this program will offer a real gain for students as the need for developmental education is identified and successfully addressed.

President's
Report

Mr. Strada introduced Mr. Cristo Yanez Leon, new Assistant Director of e-Learning, and Mr. Jack Kelnhofer, who has been named the Interim Dean of e-Learning Faculty. Additionally, Dr. Maysa Hayward has moved to the position of Dean of Instructional Outreach.

Ms. Karen Papakonstantinou, Controller, currently serves as the President of the New Jersey Regional Users' Group (NJRUG), and Ms. Elise Barocas, Director of Accounting, is the Treasurer. On June 19, OCC hosted the annual NJRUG conference, with over 150 people in attendance representing 20 institutions. The conference was very successful; 20 sessions were presented by College employees, Ellucian consultants, and partner providers.

Ms. Jan Kirsten, Executive Director of College Relations, spoke of the banners highlighting alumni that are being displayed on buildings and monoliths throughout the campus. Although only installed recently, the reaction to the banners by current students and staff has been enthusiastic and positive.

Ms. Lori Trachtenberg, Director of Testing and Adaptive Services, serves as chair of the Developmental Education Committee, which has worked diligently for the past year on a pilot program aimed at reducing the amount of remediation and/or improving the success rate of students who enroll in remedial courses. The results of the pilot program were encouraging, and recommendations were developed by the committee to continue the program. The recommendations were well received by both the Academic Leadership Team and the President's Leadership Team. One of the most interesting aspects of the program results was that students, whether or not they enrolled in remedial courses, improved their skills just from being made aware of the need to do so for college-level work.

Miscellaneous

A recommendation was introduced for the adoption of the final decision of the Board of Trustees in the matter of the petition of Ms. Maria Flynn. Upon roll call vote, the decision was unanimously adopted by the trustees.

Maria Flynn
Decision
Adopted

The Board adopted, upon unanimous roll call vote, a resolution to recognize the outstanding dedication and commitment of Mr. Evan Williamson during his one-year term as the student/alumni representative on the Board of Trustees during 2013-2014. Dr. Larson and the members of the Board thanked Mr. Williamson for his involvement and contributions, and Mr. Williamson responded that it was his honor and privilege to serve on the Board.

Resolution
Adopted for
Recognition
of Mr. Evan
Williamson

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Friday, July 25, 2014, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting -
July 25, 2014

The following meetings were scheduled:

Friday, July 25, 2014

10:00 a.m.	Finance Committee
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.	Monthly Public Meeting

Meetings
Scheduled

With no further comments from the Board members or the public, the meeting adjourned at 1:45 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees