



BOARD OF TRUSTEES

AGENDA

March 23, 2009

12:30 p.m.

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **APPROVAL OF MINUTES OF THE FEBRUARY 23 AND MARCH 6, 2009, BOARD OF TRUSTEES PUBLIC MEETINGS AND CLOSED SESSIONS** **Bd. Action**
- V. **SWEARING-IN OF MR. STEPHAN R. LEONE, WHO WAS APPOINTED BY GOVERNOR JON CORZINE ON FEBRUARY 18, 2009, AS A MEMBER OF THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES, SERVING THROUGH OCTOBER 31, 2012**
- VI. **PRESENTATIONS**

VII. **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 (Mrs. Lewis, 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**

VIII. **PRESIDENT'S REPORT**IX. **MISCELLANEOUS**A. **Council of County Colleges Report**

- B. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, April 27, 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, April 27, 2009

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|---|----------|---|
| 1. Finance Committee | Time: | 9:30 a.m. |
| | Place: | Business Conference Room |
| 2. Bylaw, Policy, and Curriculum Committee
(as needed) | Time: | 10:00 a.m. |
| | Place: | Academic Affairs Office |
| 3. Buildings and Grounds Committee | Time: | 10:15 a.m. |
| | Place: | Business Conference Room |
| 4. Personnel Committee | Time: | 10:30 a.m. |
| | Place: | President's Office |
| 5. Entire Board | Time: | 11:00 a.m. |
| | Place: | Boardroom |
| | Purpose: | Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 6. Entire Board | Time: | 12:30 p.m. |
| | Place: | Boardroom |
| | Purpose: | Regular Public Monthly Meeting |

X. **Adjournment**

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



BOARD OF TRUSTEES

Regular Meeting Minutes

February 23, 2009

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, February 23, 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. Bello in compliance with the Open Public Meetings Act of 1975.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Eva Smithers, Mrs. Linda Novak, Mr. Jerry Dasti, Mr. Robert Fall, Dr. Bruce Greenfield, Mr. Warren Wolf, Mr. Harvey York, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Jim McGinty, Vice Presidents Don Doran, Tara Kelly, Richard Parrish, and Sara Winchester, and Interim Vice President Richard Strada.

Attendance

The minutes of the January 23 and January 26, 2009, Board of Trustees closed sessions and public meetings were approved by separate roll call votes. Mr. York abstained from both votes.

Minutes
Approved

Mr. Harvey York was introduced as a new Ocean County College Board of Trustee member. He was appointed by Governor Jon Corzine on February 18, 2009, to serve through October 31, 2010. Mr. Sahradek administered the oath of office to Mr. York, and the trustees welcomed and congratulated him.

Swearing-In of
Mr. Harvey York

The trustees adopted, upon unanimous roll call vote, a resolution to express their profound sorrow upon the death on January 30, 2009, of Mr. Joseph A. Citta, who served with distinction as a member of the Ocean County College Board of Trustees for 32 years, from 1973 until his retirement in 2005. The resolution follows:

Resolution
Adopted for
Mr. Joseph A.
Citta

WHEREAS, the members of the Ocean County College Board of Trustees wish to express their profound sorrow at the death on January 30, 2009, of Mr. Joseph A. Citta, who served with distinction and commitment as a member of the Ocean County College Board of Trustees from 1973 until his retirement in 2005; and

WHEREAS, Mr. Joseph A. Citta served as Chair of the Board from 1980 to 1983 and was also a long-time member of the Finance Committee and the Buildings and Grounds Committee; and

WHEREAS, he was honored by the college in 1972 and 1991 with the Distinguished Service Medal for outstanding contributions to higher education in Ocean County; and

WHEREAS, Mr. Joseph A. Citta became a member of the Ocean County College Foundation in 1970, serving as Chair from 1974 to 1980 and 1986 to 1990, was recognized as the Foundation's Humanitarian of the Year in 1986 and 2004, and was eventually named as an *emeritus* member of the Foundation; and

WHEREAS, through his generosity, the Sambol-Citta Arboretum was constructed on the campus, demonstrating a strong commitment to the preservation of the environment through education; and

WHEREAS, a very generous gift was received from Mr. Joseph A. Citta in the memory of his son for the establishment of a college sailing center, the J. Phillip Citta Center for Sailing and Maritime Arts and Sciences; and

WHEREAS, his contributions of time, energy, and resources to the college and higher education exemplified the true meaning of unselfish public service, earning him recognition as a champion of education; and

WHEREAS, his counsel had a significant impact in ensuring the continued growth and excellence of Ocean County College in its goal to be recognized as one of the finest community colleges in the nation;

NOW, THEREFORE, BE IT RESOLVED that the students, staff, faculty, administration, and trustees of Ocean County College express their deep sorrow and great sense of loss upon the death of Mr. Joseph A. Citta, while, at the same time, affirm their sincere gratitude for his extraordinary accomplishments while serving Ocean County College and the citizens of Ocean County; and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of this meeting and be tendered to the family of Mr. Joseph A. Citta as an expression of the Board's sincere sympathy in the family's bereavement.

The resolution was presented by Mr. Thulin and Dr. Larson to Ms. Rosanne Citta and Ms. Kristin Farfalla. Ms. Sandy Broughton, Executive Director of College Resources, and each of the trustees expressed their heartfelt sympathy, reflected on their personal and professional relationships with Mr. Citta, and recognized, with tremendous gratitude, Mr. Citta's outstanding contributions to the College, to the Foundation, and to the students.

Ms. Deborah Robinson, Director of Continuing and Professional Education, introduced Mr. Jules Sackman, Training and Employment Coordinator of the New Jersey Division

of Workforce Development, which administers the federal Senior Community Service Program through a U.S. Department of Labor grant for the National Council on Aging. Continuing and Professional Education has been working with NCOA since summer 2008, providing education to seniors who need guidance and financial assistance to gain viable employment.

Certificate of
Appreciation for
the National
Council on Aging

Dr. Larson thanked Mr. Sackman for selecting OCC as its partner in this educational endeavor and presented him with a certificate of appreciation.

A resolution was introduced to acknowledge Mr. Harry Jay Levin, who resigned as a college trustee. The Board expressed its deep appreciation for his dedicated service since his initial appointment in 2002 and wished him continued success in his future endeavors. The resolution was unanimously approved upon roll call vote.

Resolution
Adopted for
Mr. Harry Jay
Levin

Finance Committee

The Board approved, upon unanimous roll call vote, the following recommendations from the Finance Committee, amended as noted:

- ◆ The statement of income and expenditures as of January 31, 2009, was accepted.
- ◆ A resolution was adopted to approve the construction and installation of a Combined Heat and Power Plant on the Ocean County College campus to generate electric power and thermal energy from a single fuel source, with a total project cost not to exceed \$6,000,000 for calendar years 2009 and 2010, and to direct appropriate college officials to seek financial support from the County of Ocean for this capital project. The original resolution was amended from \$4,200,000 to \$6,000,000 in order to include more campus buildings in this very important energy savings project.
- ◆ A resolution was adopted to award bids authorizing the subleasing of space on and around the wireless communications tower at Ocean County College for the co-location of cellular antennas and the installation of related equipment, with 75 percent of rental revenue generated payable to Ocean County College and 25 percent retained by Verizon Wireless, the lead carrier of the tower.
- ◆ The following contracts were awarded:
 - ◆ A maximum of \$46,800 to Bowman and Company, Woodbury, New Jersey, for a two-year agreement for auditing services for Ocean County College.
 - ◆ A maximum of \$80,000 to Labor Ready Northeast, Inc., Toms River, New Jersey, for a two-year agreement for temporary worker services for Ocean County College.
- ◆ Resolutions were adopted to award the following contracts:

Income/
Expenditures
Approved

Resolution
Adopted for
Combined Heat
and Power Plant

Resolution
Adopted for
Wireless
Communications
Tower

Contracts
Awarded

- ◆ A maximum of \$638,118 to First Telcom Services, Reading, Pennsylvania, for an upgrade to the fiber optic system at Ocean County College.
- ◆ A maximum of \$34,000 to Jersey Central Power and Light Company, Bayville, New Jersey, for electrical service to the new John C. Bartlett, Jr., Hall.
- ◆ A maximum of \$21,500 to Lighthouse Communications, Lanoka Harbor, New Jersey, for the installation and wiring of various projects at Ocean County College.
- ◆ For the purchase of furniture for various offices at Ocean County College:
 - ◆ A maximum of \$56,687.01 to Trendway Corporation, c/o Butler Office Interiors, Holland, Michigan.
 - ◆ A maximum of \$669.60 to Jasper Seating, c/o Butler Office Interiors, Jasper, Indiana.
 - ◆ A maximum of \$11,280.50 to United Chair, c/o Butler Office Interiors, Nashville, Tennessee.
- ◆ A maximum of \$102,000 to Economic Project Solutions, New Brunswick, New Jersey, for construction management services for the Planetarium renovation at Ocean County College.
- ◆ The following contracts were amended:
 - ◆ An additional \$51,682.88, for a maximum total of \$9,676,009.88 to Wallace Contracting, Point Pleasant, New Jersey, for a change order to include plumbing, electrical, cabinets, and counter for the nursing laboratory as well as an electrical heater during the construction/renovation of the Arts and Community Center (contract originally awarded at the August 27, 2007, Board meeting and amended at the March 7, April 28, May 27, July 28, August 25, September 22, November 3, December 1, 2008, and January 26, 2009, Board meetings).
 - ◆ An additional \$5,000, for a maximum total of \$70,000, to ATI Testing, Overland Park, Kansas, for the purchase of custom evaluation tests for Nursing students (contract originally awarded at the June 16, 2008, Board meeting).
 - ◆ An additional \$80,000, for a maximum total of \$230,000, to Success Communications Group, Parsippany, New Jersey, for media placement and buying services during 2008-2009 (contract originally awarded at the May 27, 2008, Board meeting).

Resolutions
Adopted for
Contract Awards

Contracts
Amended

- ◆ An additional \$2,500, for a maximum total of \$22,500, to Pocket Nurse, Pittsburgh, Pennsylvania, for the purchase of additional Nursing laboratory supplies (contract originally awarded at the June 16, 2008, Board meeting).
- ◆ An additional \$12,677, for a maximum total of \$626,906, to Annese Mechanical, Inc., Lakewood, New Jersey, for the replacement of a defective/inoperable zone card, overtime for connection of the fire pump, relocation of the fire pump controller, and the supply and installation of an acoustical ceiling on the first floor during the installation of a fire sprinkler system in the Instructional Building (contract originally awarded at the May 27, 2008, Board meeting).

Prior to taking action on a revision to Policy #5300, Tuition and Fees, in accordance with New Jersey Public Law 94, Chapter 48, Mr. Thulin called a public hearing for those members of the college community who wished to testify on the proposal. With no comments forthcoming, Mr. Thulin closed the public hearing. Policy #5300, Tuition and Fees, was then revised for ARCH 250, Tel Dor Archaeological Project in Israel, upon a separate roll call vote.

Public Hearing

Policy #5300,
Tuition and Fees,
Revised

Buildings and Grounds Committee

Several updates were provided by Mrs. Novak, Dr. Parrish, and Mr. Yin on the construction of the John C. Bartlett, Jr., Hall; 2009 Spring Semester and Quick Term enrollment; the Planetarium renovation project; parking on campus; and the Arts and Community Center renovation. Dr. McGinty reviewed the Memorandum of Understanding with Kean University for the construction of the Gateway Building.

Upon unanimous roll call vote, the following Buildings and Grounds Committee recommendations were approved:

- ◆ The Facilities Engineering and Operations Status Report for January 30, 2009, was accepted.
- ◆ The Memorandum of Understanding among Kean University, Kean University Foundation, and Ocean County College for Phase I Construction of the Gateway Building on the Ocean County College campus was approved.

Facilities
Engineering
Report Accepted

Kean-Ocean
Memorandum
of Understanding
Approved

Personnel Committee

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

Personnel Report
Approved

President's Report

The Board of School Estimate meeting is scheduled for Wednesday, March 11, at 3:30 p.m. in the County Administration Building.

President's
Report

A Regional Economic Development Summit is being planned for Monday, April 6, in the Gymnasium, at which business, education, and organization leaders will meet to discuss the efforts that need to be undertaken to ensure the economic recovery of the Ocean County area. Mr. Dave Wolfe, Special Assistant to the President, is coordinating the event, which was initially proposed by Mr. Dave Wintrode, former Chair of the Ocean County College Foundation.

Mr. Tara Kelly gave a brief presentation on the college media budget and expenditures and the efforts that have been undertaken to promote the college.

Dr. McGinty, Mr. Chip Stoll, Chief Information Officer, and Dr. Larson will be attending an Academic Alliance Conference on Physical Security, sponsored by the FBI, on Tuesday, March 3, at Villanova University. Dr. McGinty briefed the trustees on the continuing implementation of security measures on the campus.

The next Board of Trustees Retreat is scheduled for Friday, March 6, at noon in the Conference Room of the Technology Building.

Dr. Larson read and the Board approved, upon unanimous roll call vote, a resolution to proclaim March as Women's History Month at Ocean County College and to encourage participation by the college community in activities on campus. Dr. Larson thanked Mr. Richard Strada for his coordination of this program.

Dr. Larson noted that Mr. Dave Wolfe has been appointed to serve as a member of the Assembly Budget Committee. Mr. Wolfe will play an important role in affecting the State budget from a minority position.

Mr. Thulin talked about his recent trip to Washington, D.C. with Dr. Larson and Mr. Wolfe for the National Legislative Summit. He encouraged other trustees to attend this summit next year to take advantage of the opportunity to talk with our legislators about the vital role of community colleges in our country and about Ocean County College specifically.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, March 23, 2009, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting –
March 23, 2009

The following meetings were scheduled:

Friday, March 6, 2009	12:00 noon	Meeting/Retreat	Meetings Scheduled
Monday, March 23, 2009	9:30 a.m.	Finance Committee	
	10:15 a.m.	Buildings/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	

Mr. Thulin opened the meeting to public comments. Given the restrictions proposed for executive salaries recently, student Suzanne Penna asked Dr. Larson if the college was considering not raising employee salaries next year. Dr. Larson responded that all New Jersey community college presidents have agreed they will either donate their 2009 salary increases to their respective college Foundations or they will freeze their salaries at the current levels. Dr. Larson said he has opted to donate his 2009 salary increase to the Ocean County College Foundation.

Public
Comments

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

Adjournment

Respectfully submitted,

Linda L. Novak
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Meeting/Retreat

March 6, 2009

Minutes

A special meeting/retreat of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:10 p.m., on Friday, March 6, 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. Eva Smithers, Mrs. Linda Novak, Mr. Jerry Dasti, Mr. Robert Fall, Dr. Bruce Greenfield, Mrs. Dolores Lewis, Mr. Thomas Monahan, Mr. Warren Wolf, Mr. Harvey York, Ms. Nicole Zavattieri, Mr. Jack Sahradek, Dr. Jon Larson, Dr. Jim McGinty, Dr. Richard Parrish, Mr. Ken Olsen, and Ms. Sara Winchester. Also in attendance for the beginning of the meeting were Mr. Mike Fischette and Mr. Thomas Iannuzzi from Concord Engineering Group, Inc., Voorhees, New Jersey.

Attendance

Mr. Olsen introduced Mr. Michael Fischette and Mr. Thomas Iannuzzi, Principal and Vice President of Power Services, respectively, at Concord Engineering Group, who spoke of the New Jersey Energy Master Plan, which was developed in an effort to address the serious energy challenges in the state. Three major goals of the Plan are to reduce on-peak energy demand, increase the use of renewable energy, and decrease energy consumption by 20 percent. Mr. Fischette and Mr. Iannuzzi then reviewed three very important college projects which will respond to the goals of the Energy Master Plan, and they discussed how the three projects relate to each other. They are:

- ◆ The implementation of energy conservation measures as identified in a recent audit of college facilities.
- ◆ The College Green Power Project to generate electric power and thermal energy from a single fuel source.
- ◆ The realization of a solar program on campus.

These three projects, combined with the college's fuel cell, will place Ocean County College well ahead of other colleges in the State in terms of energy management awareness and energy conservation.

The trustees discussed with Mr. Fischette and Mr. Iannuzzi the anticipated financial impact on the college from these projects and expressed their support for them. They then thanked Mr. Fischette and Mr. Iannuzzi for their presentation and asked to be kept informed periodically of progress being made.

Mr. Olsen discussed with the Board the need for more administrative space on campus. It had been the plan to obtain additional administrative space in the new Gateway Building; however, that building will not be available for use until 2013, and the need for space is more immediate. He presented a very preliminary concept of expanding the Administration Building with a 10,000 square foot two-story addition.

The trustees suggested that perhaps consideration should be given to constructing even more administrative space for the future in terms of a three- or four-story building. They requested that they be provided with additional data after a study is undertaken to determine how much space will be required in the next several years and a cost analysis is developed based on those requirements.

Dr. McGinty reported that the Memorandum of Understanding for the Gateway Building is being presented to the Kean University Board of Trustees at its meeting on Saturday, March 7. Some OCC trustees expressed concerns regarding bonding issues, but they were assured by Mr. Sahradnik that the college is well protected by the MOU. Dr. McGinty said there are close to 1,000 Kean students on our campus. With Kean paying \$300,000 for the rental of classrooms, the university is anxious to establish a physical presence on campus.

Mrs. Novak gave a brief report on the Athletic Program Committee that is chaired by Ms. Maureen Madden and is comprised of many Ocean County athletic leaders. The purpose of the committee is to provide recommendations on new athletic programs and facilities that should be developed over the next five to ten years.

The Mill Creek Project contract will be submitted to the Ocean County Parks Department, and the college should receive a copy by the end of next week. Once accepted by both the Parks Department and the college, it will be presented to Green Acres for a hearing.

The dedication for the John C. Bartlett, Jr., Hall will most likely take place following the June 22 Board meeting.

A Fact Sheet was available to the trustees on the changes to the NJ STARS Program. Beginning with the fall 2009 semester, eligibility for the program changes to the top 15 percent of graduates. Although there are some students and parents who are, of course, disappointed by this change, the program is functioning well and is still a wonderful opportunity.

Ms. Winchester reviewed the changes affecting federal student aid in FY 2010 and how those changes will impact the college. Pell grants will now be awarded year round, which is great for our students; however, the increase in the number of awards will significantly impact our operations and will be more difficult to administer. Ms. Winchester said aid to Ocean County College students should exceed \$20 million next year.

The Board of School Estimate meeting is scheduled for Wednesday, March 11, at 3:30 p.m. in the Ocean County Administration Building. The college's FY 2010 budget request will be presented as will several resolutions for facilities projects.

At 1:45 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.

Closed Session

At 2:30 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

The next meetings are scheduled for:

Monday, March 23, 2009

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

Meetings
Scheduled

With no further business to discuss and no comments from the public, the meeting adjourned at 2:30 p.m.

Adjournment

Respectfully submitted,

Linda L. Novak
Secretary

Connie Bello
Recording Secretary