



BOARD OF TRUSTEES

AGENDA

**May 23, 2011
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE APRIL 25, 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. **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 B) **Bd. Action**

C. **Personnel Committee (Mr. Leone, Chairperson)**
(Ms. Winchester, Vice President of Finance)

1. Recommend approval of personnel actions as presented **Bd. Action**

VI. **PRESIDENT'S REPORT**

VII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing 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, 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, JUNE 27, 2011**

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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 |

VIII. **Adjournment**

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

April 25, 2011

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, April 28, 2011, by Mr. Carl V. Thulin, Chair, at 12:35 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, Mr. Jerry Dasti, Mr. Stephan Leone, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Warren Wolf, Mr. Harvey York, Mr. Steven Spino, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Jim McGinty, and Vice Presidents Don Doran, Tara Kelly, Richard Parrish, and Sara Winchester.

Attendance

The minutes of the March 28, 2011, Board of Trustees closed session and public meetings were approved upon unanimous roll call vote.

Minutes
Approved

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 March 31, 2011, was accepted.
- ◆ The following contracts were awarded:
 - ◆ A maximum of \$57,235 to Garden State Getaways, Jackson, New Jersey, for Continuing and Professional Education bus tours and day trips offered by Ocean County College.
 - ◆ A maximum of \$58,424 to the following vendors for the purchase of cameras and camcorders for the Media Department at Ocean County College:

Income/
Expenditures
Approved

Contracts
Awarded

- ◆ \$50,778 to Total Video Products, Inc., Mickleton, New Jersey
- ◆ \$7,646 to Video Corporation of America, Somerset, New Jersey
- ◆ A maximum of \$100,000 to Mattiola Services, Skippack, Pennsylvania, for asbestos abatement services at Ocean County College.
- ◆ A maximum of \$15,330 to Storr Tractor Company, Branchburg, New Jersey, for the purchase of a new athletic field vehicle at Ocean County College.
- ◆ A maximum of \$10,000 to First Administrators, Inc., Ormond Beach, Florida, for services to administer the Section 125 Benefit Plan at Ocean County College.
- ◆ A maximum of \$12,745 to Binsky Service, Piscataway, New Jersey, for the replacement of the chiller compressor in the College Center at Ocean County College.
- ◆ A maximum of \$40,000 to Atlas Elevator, Barnegat, New Jersey, for the first year of a two-year agreement for elevator inspection, maintenance, and repair services at Ocean County College.
- ◆ A maximum of \$25,000 to Condor International Advisors, L.L.C., Washington, D.C., for professional consulting services for the Ocean County College International Education Distance Learning initiative.
- ◆ A maximum of \$100,000 to Education Dynamics, Hoboken, New Jersey, for marketing services to generate and manage new leads for online students at Ocean County College.
- ◆ Resolutions were adopted to award the following contracts:

Resolutions
Adopted for

 - ◆ A maximum of \$17,820 to Designer Signs Systems, Carlstadt, New Jersey, for the purchase of five building signs for the Ocean County College campus.
 - ◆ A maximum of \$191,337.38 to Jersey Central Power and Light Company, Bayville, New Jersey, for new electrical service to the Gateway Building at Ocean County College.
 - ◆ A maximum of \$29,000 to Verizon, Ewing, New Jersey, for a trench, conduit, and cables for the Gateway Building at Ocean County College.
 - ◆ A maximum of \$50,000 to Whitman, Inc., East Brunswick, New Jersey, for environmental/asbestos management-related services at Ocean County College.
 - ◆ A maximum of \$64,800 to Perceptive Software, Shawnee, Kansas, for the purchase of software to expand the document imaging system at Ocean County College.

◆ The following contracts were amended:

Contracts
Amended

- ◆ An additional \$5,000, for a maximum total of \$30,000, to Pedroni Fuel Company, Vineland, New Jersey, for the purchase and delivery of additional gasoline at Ocean County College (contract originally awarded at the June 28, 2010, Board meeting).
- ◆ An additional \$43,450.38, for a maximum total of \$145,986.93, to Dimension Data, Charlotte, North Carolina, for software licenses and professional services to enhance the existing Cisco telephone system at Ocean County College (contract originally awarded at the July 26, 2010 Board meeting).
- ◆ An additional \$3,230, for a maximum of \$27,191.90, to Perceptive Software, Shawnee, Kansas, for Image-Now document eforms (contract originally awarded at the September 27, 2010, Board meeting).
- ◆ An additional \$14,500, for a maximum total of \$1,014,140, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for permits and bid documents for an alternate electrical feed on Buckwald Drive for the Gateway Building (\$5,500) and for a change in project scope of the College Center expansion (\$9,000) (contract originally awarded at the July 27, 2009, Board meeting).
- ◆ The Board accepted a bid for the Tamwock sailboat as part of the Ocean County College surplus property sale.
- ◆ The Board accepted a \$420,593 grant award, \$232,927 for Year One and \$187,666 for Year Two, as a member of a consortium led by Tidewater Community College, from the Office of the National Coordinator of Information Technology in the U.S. Department of Health and Human Services to provide certificate training programs in health information technology. Project period: April 1, 2010, through April 2, 2012. Project director: Ms. Deborah Robinson, Director of Continuing and Professional Education.

Bid Accepted
for Tamwock
Sailboat at
Surplus SaleGrant Award
Accepted

Mr. Dasti, Chair of the Finance Committee, reported that the Board had received several requests for financial information regarding the President's expenditures. A detailed report of expense reimbursements to the President for fiscal years 2008 to 2010 were reviewed by the members of the Finance Committee, and, as expected, the President's use of a College credit card and all reimbursements to him were reasonable, made for appropriate official College business, and within the guidelines of pertinent College policies and procedures. This voluminous detailed report will be released to the public following this meeting.

Likewise, Mr. Leone, Chair of the Personnel Committee, noted that the members of his committee reviewed the information carefully and found the expenditures to be extremely satisfactory, within policy guidelines, and minimal in nature for a three-year period.

Mr. Dasti also mentioned that an Open Public Records Act request was received today from the legal firm representing Brookdale Community College for detailed documentation

regarding the President's salary, benefits, and expenses from 2005 to the present.

Mr. Dasti said the College will certainly comply with the request, noting that the data from 2008 to 2010 is readily available. However, Mr. Dasti said it was unfortunate that a sister community college found it necessary to pay an attorney to obtain this documentation, especially in light of the burden in time and expense to OCC to produce all of the information requested.

Bylaw, Policy, and Curriculum Committee

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

- ◆ The following items, as accepted by the College Senate at its meeting on April 6, 2011, were approved:

College Senate
Item Approved

- ◆ Revised Programs:

- ◆ A.S. Degree in General Studies
- ◆ A.S. Degree in Public Service

- ◆ New Certificate Program:

- ◆ Addictions Counseling Certificate of Completion

- ◆ Revised Certificate Programs:

- ◆ Small Business Management Certificate of Proficiency
- ◆ Visual Communications Certificate of Proficiency

- ◆ New Courses:

- ◆ ENSL 005, ESL Intermediate Reading and Vocabulary
- ◆ ENSL 006, ESL Intermediate Writing
- ◆ HIST 182, World Civilization II

- ◆ Revised Courses:

- ◆ CSIT 160, Introduction to Visual Basic
- ◆ ENSL 004, ESL Intermediate Listening and Speaking
- ◆ ENSL 007, ESL Intermediate Grammar

- ♦ ENSL 008, ESL Advanced Grammar
- ♦ ENSL 009, ESL Advanced Reading and Writing
- ♦ MUSC 183, Beginning Jazz Theory and Improvisation
- ♦ The following new and revised policies were approved:
 - ♦ New Policy #4170, Business Expenditures, College Credit Card
 - ♦ New Policy #3055, Personnel, All Employees, Tuition Reimbursement
 - ♦ Revised Policy #3076, Personnel, All Employees, Employment of Relatives

New and
Revised
Policies
Approved -
#4170,
#3055,
#3076

Buildings and Grounds Committee

Dr. Richard Parrish reported that all facilities projects are moving along well, some of which are the foundation and footings for the Gateway Building, the athletic field, and the combined heat and power plant. Mr. Wolf noted that, while on campus last week for an event, he heard many positive comments from visitors about the beauty of the campus. He commended the Buildings and Grounds staff.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for March 31, 2011, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

The Personnel Report was approved as presented upon unanimous roll call vote. Two full-time faculty promotions, effective August 31, 2011, were highlighted by Mr. Leone:

Personnel Report
Approved

- ♦ Ms. Lynn Kenneally, promoted from Associate Professor of Social Science to Professor of Social Science
- ♦ Ms. Margaret Quinn, promoted from Assistant Professor of Nursing to Associate Professor of Nursing

With a second unanimous roll call vote, a resolution was adopted to memorialize Ms. Adele Neary, former Development Assistant to the Ocean County College Foundation from December 16, 1980, until her retirement on July 1, 1997, who passed away on April 10, 2011.

Resolution
Adopted -
Ms. Adele
Neary

President's Report

Commencement will soon be upon us, with the following events scheduled:

President's
Report

- ♦ Awards Ceremony, Wednesday, May 25, 7:00 p.m.

- ◆ Nursing Pinning Ceremony, Tuesday, May 24, 7:30 p.m.
- ◆ 44th Commencement Ceremony, Thursday, May 26, 6 p.m.

Dr. Kate Pandolpho, Director of Career, Employment, and Personal Counseling, gave a brief report on the Displaced Homemakers Program of Ocean County, a program funded by a grant from the New Jersey Division on Women. The program has provided services to over 235 women since its inception at the College in 2007, and there are 50 active clients this year. The goal of the program is for clients to become economically self-sufficient through career counseling, training, educational opportunities, and information/referrals to community resources and social services.

The Board adopted, upon a unanimous roll call vote, a resolution proclaiming the month of May 2011 as Displaced Homemakers Awareness Month at Ocean County College and resolving that the college community recognize the importance of the program.

Resolution
Adopted for
Displaced
Homemakers
Awareness
Month

Mr. Lee Kobus, Executive Director of Media and Community Programs, and Ms. Jan Kirsten, Director of College Relations, reported on the Robert J. Novins Planetarium. Mr. Kobus informed the trustees that over 8,900 people have attended public shows since the Planetarium reopened in October 2010, and 171 shows have been presented to over 900 school children and teachers. In general, the response to the renovated Planetarium has been very good.

Ms. Kirsten discussed media placement in print and all forms of electronic messaging, as well as through a partnership with the Lakewood Blue Claws and other promotional events.

Mr. Leone complimented the successful marketing efforts that have been undertaken. He also inquired about the progress being made to implement programs in disciplines other than science and astronomy. Mr. Kobus responded that faculty are currently being identified who are enthusiastic about using the Planetarium for their course instruction.

Ms. Kelly reported that the restructuring of the Continuing and Professional Education operation is successfully underway. CPE Technicians have been relocated to the College Accounting Department to eliminate redundancy of accounting operations, and CPE registration staff will soon be moved the College's Admissions area. Additionally, moving into the future, Continuing and Professional Education will focus on generating increased revenue through the development of relevant online job training and career-oriented programs, many of which will be offered through the new e-learning initiative.

Ms. Kelly also discussed the success being achieved in the grants area as a result of the work of the grants personnel and resources made available to the College through Sun-Guard Higher Education. The Health Information Technology consortium is in its second year, with Ocean County College receiving \$232,927 in the first year and \$187,666 in the second year.

The College recently submitted a \$6 million grant proposal for a Consortium Trade Adjustment Assistance Community College and Career Training Project grant. OCC is the lead applicant, and other consortium members are Camden County College and Raritan Valley Community College.

Ms. Colleen Manzetti, Assistant Dean of Nursing, reported that notification was received from the National League for Nursing Accrediting Commission that formal action was taken in March on the College's Nursing Program. The Board of Commissioners accepted the Follow-Up Report of the program and affirmed the next accreditation visit for spring 2016.

The nation's annual Days of Remembrance commemoration of the Holocaust is scheduled for the week of Sunday, May 1, through Sunday, May 8. The 2011 theme is *Justice and Accountability in the Face of Genocide: What Have We Learned?*

Ms. Ali Botein-Furrevig, Professor of English and Literature, shared with the trustees the events that are planned in recognition of Holocaust Remembrance Week and personally extended an invitation to them to attend.

The annual Employee Picnic, sponsored by the OCC Civility Team, is scheduled for Wednesday, May 5, from noon to 2:00 p.m.

The annual Student Spring Dinner/Dance will be held on Friday, May 6, at 7:00 p.m. at The Crystal Point Restaurant.

The next Board of Trustees Retreat is scheduled for Friday, June 10, at noon in the Technology Building Conference Room.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, May 23, 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-
May 23,
2011

The following meetings were scheduled:

Monday, May 23, 2011	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 1:25 p.m.

Adjournment

Respectfully submitted,

Connie Bello
Recording Secretary