



**BOARD OF TRUSTEES
AGENDA**

**May 26, 2015
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **SWEARING-IN BY MR. JACK SAHRADNIK OF MR. TODD FLORA,
WHO WAS APPOINTED AS INTERIM OCEAN COUNTY EXECUTIVE
SUPERINTENDENT OF SCHOOLS, TO SERVE ON THE OCEAN COUNTY
COLLEGE BOARD OF TRUSTEES**
- V. **RECOMMEND APPROVAL OF MINUTES OF THE MAY 4, 2015,
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS** ***Bd. Action***
- VI. **PRESENTATIONS/COMMENDATIONS**

VII. **COMMITTEES**A. **Finance Committee (Mr. Jerry Dasti, Chairperson)**

(Ms. Sara Winchester, Executive 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. Thomas Monahan, Chairperson)

(Dr. Jianping Wang, 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. Linda Novak, Chairperson)**

(Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction)

1. Recommend approval of buildings and grounds items as presented (Exhibit C)

Bd. Action

D. **Personnel Committee (Mr. Stephan Leone, Chairperson)**

(Ms. Sara Winchester, Executive Vice President of Finance and Administration)

1. Recommend approval of personnel actions as presented

Bd. Action

VIII. **PRESIDENT'S REPORT**

IX. MISCELLANEOUS

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, June 22, 2015, 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 22, 2015

- | | |
|---|--|
| 1. Finance Committee | Time: 10:00 a.m.
Place: Purchasing 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: 10:30 a.m.
Place: Purchasing 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 |

IX. Adjournment

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

May 4, 2015

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:35 p.m. on Monday, May 4, 2015, by Mr. Jerry Dasti, Acting Chair, 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 an April 28, 2015, notice changing the meeting from April 27 to May 4, which was distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mrs. Linda Novak (by phone), Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Emil Kaunitz, Mrs. Joanne Pehlivanian, Mr. Nicholas Devlin, Mr. Jack Sahradi, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, Vice President Allison King, and Vice President Jianping Wang.

Attendance

The minutes of the March 30, 2015, Board of Trustees closed session and public meetings were unanimously approved.

Minutes
Approved

Presentations/Commendations

Dr. William Rickert, Professor of Mathematics, and Ms. Jennifer Fazio, Director of Student Life, introduced Phi Theta Kappa, Tau Iota Chapter President Kayla Burciar and Vice President Christina Vardouniotis. Together with Dominic Addonizio, who was not able to attend today's meeting, the students attended the annual PTK International Convention in San Antonio, Texas, from April 16 to 18.

Commendations

Kayla and Christina were recognized at the Twenty-Eighth Annual Middle State Regional Convention on March 13, 14, and 15, which they also attended along with Dominic. The Tao Iota Chapter was recognized once again as a Five-Star Chapter, which is the highest level of achievement possible for a chapter of Phi Theta Kappa. Dominic was inducted into the Regional Hall of Honor for Chapter Officers; Christina and Kayla were inducted into the Regional Hall of Honor for Chapter Officers. Christina also received one of three

Distinguished Chapter Officer Awards, which are chosen out of 600 to 650 chapter officers. In addition, Kayla was named a 2015 Coca-Cola Community College Academic Team Silver Scholar for which she received a \$1,250 scholarship and will be recognized at Phi Theta Kappa Day in Trenton on May 7, 2015.

Dr. Larson congratulated Kayla and Christina for their achievements and extended his appreciation to faculty advisors of the Tau Iota chapter: Dr. Rickert; Carolyn Showalter, Assistant Professor of Mathematics; Dr. Jennifer Dellner, Professor of English and Literature; and Robin Weitz, Assistant Professor of Computer Science.

Finance Committee

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

- | | |
|---|------------------------------|
| ➤ The statement of income and expenditures as of March 31, 2015, was accepted. | Income/Expenditures Accepted |
| ➤ The following contracts were awarded: | Contracts Awarded |
| ➤ A maximum of \$93,105 to Custom Care Services, Inc., Wall, New Jersey, for the first year with an option for two additional one-year renewals for grounds landscape maintenance services at Ocean County College. | |
| ➤ A maximum of \$75,000 to Oliver Fire Protection & Security, King of Prussia, Pennsylvania, for the first year with an option for one additional renewal for the inspection and service of fire prevention and fire control equipment at Ocean County College. | |
| ➤ A maximum of \$50,000 to Unipro, Inc., Woodbridge, New Jersey, for the first year with an option for one additional renewal for asbestos removal services at Ocean County College. | |
| ➤ A maximum of \$354,500 to JBL Electric, Inc., South Plainfield, New Jersey, for the installation of electrical connections to the east side of the campus at Ocean County College. | |
| ➤ A maximum of \$35,000 to Atlantic Switch & Generator, LLC, Hainesport, New Jersey, for the first year with an option for one additional year for generator service and repair at Ocean County College. | |
| ➤ A maximum of \$40,000 to Quality Cut, Inc., Farmingdale, New Jersey, for the first year with an option for one additional year for weed control and fertilization services at Ocean County College and Southern Educational Center. | |
| ➤ A maximum of \$40,000 to Quality Cut, Inc., Farmingdale, New Jersey, for campus-wide irrigation services at Ocean County College. | |

- A maximum of \$10,950 to Tri-County Termite & Pest Control, Inc., Carneys Point, New Jersey, for the first year of a two-year contract for integrated pest management services at Ocean County College.
- A maximum of \$20,000 to E.R.S. Fleet Repair, Inc., Toms River, New Jersey, for the first year with an option for one additional year for welding services at Ocean County College.
- A maximum of \$74,822 to Quinn Construction, Inc., Lester, Pennsylvania, for repairs to the façade of the Technology Building at Ocean County College.
- A maximum of \$510,720 to Solar-Mite Electrical Contractors, Inc., Fords, New Jersey, for Parking Lot #2 site lighting and construction services at Ocean County College.
- A maximum of \$1,445,000 to PJM Mechanical Contractors, Inc., Ewing, New Jersey, for the supply and installation of a new campus heating plant at Ocean County College.
- A resolution was adopted to award a maximum of \$77,580, to Teach By Travel, Inc., East Brookfield, Massachusetts, for services of a tour operator for the “Historical Trip to France” travel seminar offered from January 4, 2016 – January 14, 2016, through the International Education Program at Ocean County College. Resolution Adopted for Contract Award
- A contract was amended for an additional \$1,500.68, for a maximum total of \$39,271.40, to CDW Government, LLC, Vernon Hills, Illinois, for additional computer equipment and supplies for use at Ocean County College (contract originally awarded at the February 23, 2015, Board meeting). Contract Amended
- A contract was rescinded for \$1,613.14 which was awarded to Impex Mirco, Inc., Basking Ridge, New Jersey, at the March 30, 2015, Board meeting, for the purchase of photography equipment and supplies, due to pricing errors; and contracts were awarded to the next lowest bidders, as follows: Contract Rescinded
 - \$2,499 to F & E Trading, LLC, Somerset, New Jersey
 - \$438 to Guaranteed Products, Inc. d/b/a The Photo Center, Brick, New Jersey
 Contracts Awarded
- A resolution was adopted to authorize Ocean County College to join the New Jersey Council of County Colleges’ Joint Purchasing Consortium for academic science supplies, with Camden County College serving as the lead agency. Resolution Adopted to Join Purchasing Consortium

Bylaw, Policy, and Curriculum Committee

The Board, upon unanimous roll call vote, approved the following recommendations from the Bylaw, Policy, and Curriculum Committee:

➤ New Policy

- Policy #3135, Personnel, Academic, Overload Compensation in Different School/Discipline

➤ Revised Policies

- Policy #3055, Personnel, All Employees, Tuition Reimbursement
- Policy #3331, Personnel, Non-Academic, Compensation for Extra Work for Teaching Assignments

- The following items, as accepted by the College Senate at its meeting on April 15, 2015, were approved:

College Senate
Items Approved

➤ New Courses

- PORT 101, Elementary Portuguese I
- PORT 102, Elementary Portuguese II
- SPAN 279, Travel Spanish Seminar

➤ Revised Courses

- NURS 175, Nursing I
- NURS 176, Nursing II
- NURS 273, Nursing III
- NURS 274, Nursing IV

- The Board approved the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the hours of the Center for Faculty Excellence, Creativity, and Innovation Year-End Celebration on Thursday, May 14, 2015, in the Gateway Building.

Policies
Suspended

Buildings and Grounds Committee

Upon unanimous roll call vote, the Board accepted the Buildings and Grounds Committee Report for May 4, 2015, which was approved as amended to include a resolution to designate the new Student Center as the Jon and Judith Larson Student Center.

Building/Grounds
Report Accepted

Mr. Matthew Kennedy, Assistant Vice President of Facilities, reported that the loop road around the campus is now open.

Personnel Committee

Mr. Leone, Chair, presented the Personnel Report, which was unanimously approved.

Personnel Report
Approved

President's Report

Dr. Kate Pandolpho, Director of Career, Employment, and Personal Counseling, introduced Ms. Eileen Burdge, Community Services Specialist, as well as Ms. Dawn Murphy, Community Services Program Technician. Ms. Burdge updated the Board on the success of the Displaced Homemakers Program. Currently, there are 127 clients who are enrolled in both credit and non-credit courses for 2014/15, 23 of whom are completing short-term training programs. Awarded to OCC in 2007, the Displaced Homemakers Program is available to both men and women who have not worked in the labor force for a substantial number of years. The grant program encourages clients to focus on their academic progress. Recent client success includes one graduate working in the Toms River School System and another working as a registered nurse, having graduated from Kean University. Ms. Burdge explained that the college is waiting to hear if the grant will be increased by \$60,000, which would bring the total funding back to the original amount received.

President's
Report

Ms. Allison King, Vice President of e-Learning and Enterprise Initiatives, introduced Mr. Jeff Harmon, Executive Director of e-Learning, who provided an update on the Remedial Education Pilot which began fall 2013 and closes this fall. The study is aimed at enhancing the online admissions testing and remediation issues of online students. Currently, 789 online students enrolled for the placement test with 437 having used the adaptive learning remediation software, My Foundation Labs. Part one of the report on the study is due fall of 2015, which indicates higher levels of student achievement and a shortened remediation timeline.

Ms. King discussed the New Jersey Council of County Colleges Mini Grant in the amount of \$500 that e-Learning graduate intern, Britni Epstein, has received for faculty professional development. The funds will be used to purchase several teaching/learning innovation webinars which will be broadcast for the campus community in the Gateway Lecture Hall.

Ms. King also discussed the continuing partnership with Sussex County Community College, together with a status of potential corporate partnerships. This ongoing program with Sussex will see the addition of six new courses this summer and fall, increasing the total number of courses to 10 offerings. e-Learning has had ongoing discussions with CVS Health, Home Depot, UPS, Southwest Airlines, and Vail resorts regarding partnerships that will offer tuition reimbursement for their employees. It is anticipated that at least one partnership will launch in the fall of 2015.

Ms. King introduced Ms. Katie Calabrese, CPE Community Programs Administrator, who provided a status of the Kids on Campus Summer Camp offerings which include an additional two programs for 3-6 year olds that were added for the 2015 season. Current enrollment has increased 50% from 2014 numbers, which may be due to local elementary schools distributing flyers to their student population per OCC's request.

Ms. Heather Barberi, Executive Director of the Ocean County College Foundation, introduced to the Board the 100 Women Campaign that will launch in May. The mission of the campaign is to bring together dynamic, innovative, and accomplished women of Ocean County

who will support each other's life and career goals, share their insights and experiences, and encourage women's education through Ocean County College. As of today's meeting, there are 93 out of a minimum of 100 women participating. These participants will contribute \$100 per year for five years, which will allow the Foundation to provide annual scholarships to deserving OCC students in two categories: women entering STEM disciplines and women entering general academic disciplines. In addition, the 100 Women Campaign is seeking female students who will benefit from mentoring, professional development, networking, and an exchange of ideas between experienced professionals and the next generation of leaders.

Commencement week is approaching:

- Nurses Pinning Ceremony – Tuesday, May 19, 7:00 p.m., Grunin Center for the Arts Theatre
- Awards Ceremony – Wednesday, May 20, 7:00 p.m., Grunin Center for the Arts Theatre
- Commencement, Thursday, May 21, 6:00 p.m., on the College Mall

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Tuesday, May 26, 2015, 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 26, 2015

The following meetings were scheduled:

Meetings
Scheduled

Tuesday, May 26, 2015	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.	Regular Monthly Public Meeting

Robin Weitz, Assistant Professor of Computer Studies, shared with the Board her business and academic background in response to her upcoming transfer from the Computer Science to the Mathematics Department.

Public Comments

Dr. David Bordelon, Associate Professor of English and Literature and President of the Faculty Association, spoke to the Board about faculty feedback. He referenced comments made by Mr. Stephan Leone, Secretary of the Board, at a recent Colloquium breakout session regarding faculty involvement. He requested that the Board ask for and encourage

faculty feedback, institute regular evaluation of the college by the faculty, and reach out and talk to the faculty members individually. In response, Mr. Leone reiterated that the Board supports the faculty to reach out and speak to Board members and encouraged the faculty to attend college events, such as the upcoming Foundation Scholarship Celebration. It is being held on Saturday, June 20, at 6:00 p.m., with a discount being offered for faculty, staff, and administration at \$125, which is a savings of \$100 per ticket.

With no further comments from the Board members or the public, the meeting adjourned at 1:33 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President