



BOARD OF TRUSTEES AGENDA

November 19, 2012
11:00 a.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND ADOPTION OF A RESOLUTION TO MOVE TO A CLOSED MEETING 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 Bd. Action
 - A. Suspend public meeting for closed session
 - B. Reconvene public meeting upon conclusion of closed session
- V. REORGANIZATION OF THE BOARD OF TRUSTEES (Dr. Jon Larson, President)
 - A. Swearing-in of:
 1. *Mr. Carl V. Thulin, Jr., and Mr. Frank J. Dupignac, Jr., who were reappointed by the Ocean County Board of Chosen Freeholders to serve four-year terms on the Ocean County College Board of Trustees, from September 19, 2012, through December 19, 2016*

B. Election of Officers (Mr. Dasti, Chair of Nominating Committee) Bd. Action

1. **Chairperson (Newly-elected Chairperson assumes chair)**
2. **Vice Chairperson**
3. **Secretary**
4. **Treasurer**

**C. Designation of Committee Membership Bd. Action
(As appointed by the Chair)****1. Buildings and Grounds Committee**

Mrs. Novak, Chairperson

Mr. Dasti

Mr. York

2. Bylaw, Policy, and Curriculum Committee

Mr. Monahan, Chairperson

Mr. Leone

Mrs. Pehlivanian

3. Finance Committee

Mr. Dasti, Chairperson

Mr. Thulin

Mr. York

4. Personnel Committee

Mr. Leone, Chairperson

Mr. Monahan

Mrs. Pehlivanian

Dr. Smithers

5. Executive Committee

Newly elected officers of the Board

6. Board of School Estimate

Mr. Thulin

Mr. Dasti

Mr. Leone, Secretary

7. New Jersey Council of County Colleges Ambassador

Mr. Thulin

8. Audit Committee*Mr. Dasti**Mr. Leone**Mrs. Novak**Mr. York**Mr. Thulin***9. Litigation Committee***Members to be appointed as needed***D. Designation of meetings of the Ocean County College Board of Trustees****Bd. Action****1. Regular monthly meetings on the fourth Monday of each month at 12:30 p.m. in the Boardroom of the Administration Building, except as noted:***Friday, December 14, 2012**Monday, January 28, 2013**Monday, February 25, 2013**Monday, March 25, 2013**Monday, April 22, 2013**Tuesday, May 28, 2013**Monday, June 24, 2013**Monday, July 22, 2013**Monday, August 26, 2013**Monday, September 23, 2013**No October meeting**Monday, November 4, 2013**Monday, December 2, 2013***2. Board Retreats at 12:00 noon in the Boardroom of the Administration Building:****Bd. Action***Friday, March 8, 2013**Friday, June 7, 2013**Friday, September 13, 2013**Friday, December 13, 2013***E. Designation of Depositories (Exhibit R)****Bd. Action**

CONTINUATION OF REGULAR MEETING AGENDA...

- VI. **RECOMMEND APPROVAL OF MINUTES OF THE SEPTEMBER 24, 2012, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS** **Bd. Action**

VII. **COMMENDATIONS/PRESENTATIONS**

VIII. **COMMITTEES**

- A. **Finance Committee (Mr. Dasti, Chairperson)**
(Ms. Winchester, Vice President of Finance and Administration)

1. Recommend approval of business/finance actions as presented (Exhibit A)

Bd. Action

- B. **Buildings and Grounds Committee (Mrs. Novak, Chairperson)**
(Dr. McGinty, Executive Vice President, Operations)

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 and Administration)

1. Recommend approval of personnel actions as presented

Bd. Action

IX. **PRESIDENT'S REPORT**

X. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Friday, December 14, 2012, 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**Friday, December 14, 2012**

- | | |
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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 |
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XI. Adjournment

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

EXHIBIT R

EXHIBIT "A"
OCEAN COUNTY COLLEGE
SUMMARY OF CASH DEPOSITORIES

Crown Bank
715 Highway 70
Brick, New Jersey 08723

1. Certificates of Deposit

HARMONY BANK
2120 W. County Line Rd.
Jackson, New Jersey 08527

1. Investment Account – Ocean County College

INVESTORS SAVINGS BANK
864 Route 37 West
Toms River, New Jersey 08755

1. Investment Account – Ocean County College

OCEAN FIRST
975 Hooper Avenue
Toms River, New Jersey 08753

1. Foundation Checking Accounting
2. Foundation Investment Fund
3. Investment Account – Ocean County College

TD BANK, N.A.
1101 Hooper Avenue
Toms River, New Jersey 08753

1. Investment Account – Ocean County College
2. Certificate of Deposit

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FIRST CHOICE BANK
669 Whitehead Road
Lawrenceville, NJ 09648

1. Investment Account – Ocean County College
2. Certificate of Deposit

SOVEREIGN BANK
1866 Hooper Avenue
Toms River, New Jersey 08754

1. General Checking Account
2. Bookstore Checking Account
3. Bookstore Money Market Account
4. Student Activity Account
5. Restricted/Perkins Loan Account
6. Athletic Fund Account
7. Investment Account
8. Capital Checking Account
9. Restricted Fund Checking Account
10. Restricted Investment Account
11. Section 125 Account
12. Payroll Account

Services:

1. Direct Deposit
2. Telephone Transfer
3. Automated Check Reconciliation
4. Foreign Drafts
5. Credit Card Service

STATE OF N.J. CASH MANAGEMENT FUND
C/O Citi Fund Services
P.O. Box 182218
Columbus, Ohio 43218-2218

1. Purchase of Money Market Shares:
NJ Employment Security Agency

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BOARD OF TRUSTEES

Regular Meeting

Minutes

September 24, 2012

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, September 24, 2012, 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, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Jim McGinty, and Vice Presidents Don Doran, Dr. Jianping Wang, and Sara Winchester.

Attendance

The minutes of the August 27, 2012, Board of Trustees closed session and public meeting and the September 14, 2012, public meeting were approved upon unanimous roll call vote.

Minutes
Approved

Dr. William Rickert, Professor of Mathematics, was invited by Dr. Larson to attend this meeting so he could be recognized for his 35 years as an advisor to the Ocean County College Tau Iota Chapter of Phi Theta Kappa. The Phi Theta Kappa Center for Excellence, located in Jackson, Mississippi, expressed its sincere appreciation to Dr. Rickert for his service and time as an advisor.

Commendations/
Presentations

The Board of Trustees adopted a resolution to formally commend and thank Dr. Rickert for his efforts throughout these many years. The resolution and a 35 year pin from the Center for Excellence, were presented to Dr. Rickert by Dr. Larson and Mr. Thulin.

Finance Committee

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

Income/
Expenditures
Accepted

- ♦ The statement of income and expenditures as of August 31, 2012, was accepted.

♦ The following contracts were awarded:

- ♦ A maximum of \$227,000 to Digitalwave, Huntingdon Valley, Pennsylvania, for the redesign of the Ocean County College web site. Contracts Awarded
- ♦ A maximum of \$26,688 to Visual Sound, Inc., Broomall, Pennsylvania, for the purchase and installation of A/V equipment for use at Ocean County College.
- ♦ A maximum of \$90,589.53 to Engle Printing and Publishing Company, Lancaster, Pennsylvania, for the printing, mailing, postage, and delivery of the Continuing and Professional Education 2013 Spring and Summer brochures.
- ♦ A maximum of \$14,413 to Visual Sound, Inc., Broomall, Pennsylvania, for the purchase of podiums for use at Ocean County College.
- ♦ A maximum of \$18,893.35 to I. Miller Optical Microscope Sales and Service, Feasterville, Pennsylvania, for the purchase of an engineering imaging system for use at Ocean County College.
- ♦ A maximum of \$328,000 to Mechanical Preservation Association, Inc., Hillsborough, New Jersey, for the replacement of the Library cooling tower at Ocean County College.

♦ Resolutions were adopted to award the following contracts:

- ♦ A maximum of \$23,000 to John N. Gardner Institute, Brevard, North Carolina, for advisory services for the Foundations of Excellence Self-Study at Ocean County College. Resolutions Adopted for Contract Awards
- ♦ A maximum of \$39,154.32 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 \$35,450 to Tropical Travel Representative, The Woodlands, Texas, for the services of a tour operator for the "World of Maya" travel seminar to Mexico offered from January 6-16, 2013, by Ocean County College.

- ♦ The Board approved the December 31, 2012, termination of the contract awarded for computer management services to Ellucian Company, L.P. (formerly SunGard), Maitland, Florida, which was to expire on December 31, 2013; further, the Board approved the execution of a new three-year agreement, from January 1, 2013, through December 31, 2015, at \$2,660,515 per year, for a total of \$7,981,545 plus an annual inflation adjustment, to Ellucian Company, L.P., for services in support of the management and operation of the Ocean County College Office of Information Technology. (This exhibit was amended by Counsel prior to approval.) Termination of Computer Management Contract/ Award of New Three-Year Agreement

♦ The following contracts were amended:

Contracts
Amended

- a. An additional \$4,040, for a maximum total of \$5,831,248, to Santorini Construction Company, Neptune, New Jersey, for change orders for the installation of hand-rails, ladder, and cage as part of the construction of a combined heat and power plant at Ocean County College (contract originally awarded at the March 28, 2011, Board meeting).
- ♦ An additional \$36,461, for a maximum total of \$24,711,963, to Niram, Inc., Boonton, New Jersey, for change orders for the revision of the mechanical duct system and the northwest elevation of the building, wall support at the east canopy roof column, column cover in the atrium, architectural enclosures at embedded floor lights, and parts, labor, and installation of panels under curtain wall as part of the construction of the Gateway Building (contract originally awarded at the December 10, 2010, Board meeting).

♦ Recommend acceptance of the following grant awards:

Grants
Accepted

- ♦ \$25,000 from the New Jersey Commission on Higher Education for Adults Back at College: OCC's Program for Disengaged Adults Returning to College for the purpose of providing support services to returning students who left OCC without earning a degree or certificate. Funding period: July 1, 2012, through June 30, 2013. Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Personal Counseling.
- ♦ \$213,180 from the U.S. Department of Education, Federal TRIO Programs, for Student Support Services for the purpose of increasing retention and graduation rates of disabled, first-generation, and low income students. Funding period: September 1, 2010, through August 31, 2013 (the third of five years). Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Personal Counseling.

Bylaw, Policy, and Curriculum Committee

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

♦ The following items, as accepted by the College Senate at its meetings on July 18 and August 15, 2012, were approved:

College Senate
Items Approved

- ♦ Termination of the A.S. Degree in Business Administration, Economics Option
- ♦ Revision to PHIL 192, Contemporary Ethical Issues

♦ The following 2012-2013 Ocean County College Advisory Committees were approved:

2012-13 Advisory
Committees
Approved

- ♦ Addictions and Human Services Advisory Committee
- ♦ Administrative Office Management Advisory Committee

- ◆ Business Advisory Committee
- ◆ Computer Studies Advisory Committee
- ◆ Criminal Justice Advisory Committee
- ◆ Education Advisory Committee
- ◆ Engineering Advisory Committee
- ◆ Environmental Science Advisory Committee
- ◆ Fine Arts Advisory Committee
- ◆ Fire Science Advisory Committee
- ◆ Health and Human Performance Advisory Committee
- ◆ Interpreter Training Advisory Committee
- ◆ Media and Communications Advisory Committee
- ◆ Nursing Advisory Committee
- ◆ Paralegal Advisory Committee

Buildings and Grounds Committee

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for August 31, 2012, was accepted.

Facilities
Engineering
Report Accepted

Mrs. Novak, Chair, reported the status of various projects on campus:

- ◆ Start-up testing is currently being done on the combined heat and power plant.
- ◆ The Planetarium landscaping is completed.
- ◆ Buckwald Drive will be closed for 2-3 weeks for electrical work.
- ◆ The Gateway Building is 75 percent completed.

Personnel Committee

The Personnel Report was unanimously approved as presented by Mr. Leone, Chair, upon roll call vote.

Personnel Report
Approved

President's Report

Dr. Larson reported that the OCC Global Education Committee and Student Life Committee are again sponsoring the Drepung Gomang Monastery Sacred Arts Tour this year. Last on the campus in January 2011, they will visit from October 29 through November 2. The tour raises funds from the sale of merchandise to support, educate, house, feed, and clothe the nearly 2,000 refugee monks now residing in Drepung Gomang.

President's
Report

The Barnegat Bay Sailing Hall of Fame is being held on Saturday, October 6, in the OCC Gymnasium. Dr. Larson extended an invitation to the trustees to attend.

Dr. Ellie Fogarty, Middle States Commission on Higher Education's liaison to OCC, visited with Dr. Larson and Ms. Janet Hubbs, Co-Chair of the Self-Study Steering Committee, on Friday, September 21. They discussed the progress to date on the Self-Study Report, which continues to be on schedule. The Steering Committee is meeting on October 19 to review the first drafts of the report chapters.

When asked about the status of Kean University's accreditation, Dr. Larson responded that the university is addressing the issues identified as concerns by the Commission and the recent team visit by Middle States to Kean was extremely positive.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, November 5, 2012, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting-
November 5, 2012

The following meetings were scheduled:

The annual reorganization meeting will be held on Monday, November 5, 2012.
There will be no meeting in October.

Monday, November 5, 2012	10:00 a.m.	Finance Committee	Meetings Scheduled
	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.	Annual Reorganization Meeting	
	Immediately Following	Monthly Public Meeting	

With no further comments from the Board members or the public, the meeting adjourned at 1:00 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary