



BOARD OF TRUSTEES

AGENDA

November 8, 2010

Immediately Following
Annual Reorganization Meeting

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE SEPTEMBER 27, 2010, BOARD OF TRUSTEES PUBLIC AND CLOSEDSESSION 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*

B. *Bylaw, Policy, and Curriculum Committee (Mr. Monahan, 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*

VI. PRESIDENT'S REPORT

VII. MISCELLANEOUS

- A. *Recommend adoption of a resolution providing for a closed meeting to be held on Monday, December 6, 2010, 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, DECEMBER 6, 2010**

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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

September 27, 2010

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, September 27, 2010, by Mrs. Linda Novak, Vice 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: Mrs. Linda Novak, Dr. Bruce Greenfield, Mr. Robert Fall, Mr. Stephan Leone, Mr. Thomas Monahan, 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

Mr. Jack Sahradnik administered the oath of office to Mrs. Joanne Pehlivanian and Dr. Wilda Smithers, both of whom were appointed by the Ocean County Board of Chosen Freeholders to serve three-year terms on the Ocean County College Board of Trustees, from August 18, 2010, through December 19, 2013. Dr. Larson and the trustees congratulated Mrs. Pehlivanian and Dr. Smithers on their appointments.

Swearing-In of
Mrs. Pehlivanian
and Dr. Smithers

The minutes of the following Board of Trustees closed sessions and public meetings were approved by majority vote, with the following abstentions:

Minutes
Approved

- ♦ August 23, 2010 – Mr. Monahan abstained from voting.
- ♦ September 17, 2010 – Mr. Leone abstained from voting.

Finance Committee

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

Income/
Expenditures
Approved

- ♦ The statement of income and expenditures as of August 31, 2010, was accepted.

♦ Recommend acceptance of the following grant awards:

Grant Awards
Accepted

- ♦ \$69,913 from the New Jersey Department of Community Affairs, Division on Women, for a Displaced Homemaker Center of Ocean County on campus for the purpose of providing services to foster the development of career and job skills so clients and their families will become economically self-sufficient. Funding period: July 1, 2010, through June 30, 2011. Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Personal Counseling.
- ♦ \$1,100,000 (\$220,000 per year for five years) 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, 2015. Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Personal Counseling.
- ♦ \$75,000 from the New Jersey Commission on Higher Education for the Adults Back @ College Program for the purpose of recruiting, re-enrolling, and retaining adult students, age 20 and over, who left OCC with at least 50 percent of degree credits completed, in good academic standing with no financial obligation to OCC. Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Personal Counseling.

♦ The following contracts were awarded:

Contracts
Awarded

- ♦ A maximum of \$1,774,176.84 to Applied Landscaping Technologies, Montville, New Jersey, for the development of the athletic field complex at Ocean County College.
- ♦ A maximum of \$25,540 to Statewide Hi-Way Company, Perth Amboy, New Jersey, for the purchase and installation of a mobile diesel generator for use at Ocean County College.
- ♦ A maximum of \$105,620 to Spruce Industries, Rahway, New Jersey, for the purchase of custodial paper products for use at Ocean County College.
- ♦ A maximum of \$98,180.76 to the following vendors for the purchase of various custodial products for use at Ocean County College:
 - ♦ \$35,702.65 to Spruce Industries, Garwood, New Jersey
 - ♦ \$17,525.43 to Supply King, Neptune City, New Jersey
 - ♦ \$7,535.50 to A-Eastern Wholesale Paper Company, Inc., Brick New Jersey
 - ♦ \$37,417.18 to Eastern Bag and Paper Group, Hamilton, New Jersey

- ◆ A maximum of \$15,934 to Stout's Charter Service, Inc., Trenton, New Jersey, for bus services for various trips sponsored by the Student Life Department at Ocean County College.
- ◆ A maximum of \$94,662 to Garden State Getaways, Jackson, New Jersey, for bus services, tours, and day trips sponsored by the Academy for Lifelong Learning at Ocean County College.
- ◆ A maximum of \$42,000 to Senica Security, Brick, New Jersey, for the first year of a two-year agreement for security services at Ocean County College.
- ◆ A maximum of \$75,000 to Multi-Temp Mechanical, Inc., Westville, New Jersey, for the first year of a two-year agreement for boiler and burner maintenance service at Ocean County College.
- ◆ A maximum of \$14,565 to EMSA Construction, L.L.C., Parlin, New Jersey, for the installation of a wind turbine generator at Ocean County College.
- ◆ A maximum of \$51,100 to Intelligent Signage Midlantic, Inc., Pottstown, Pennsylvania, for the purchase and installation of new main entrance lakefront signage at Ocean County College.
- ◆ Resolutions were adopted to award the following contracts:
 - ◆ A maximum of \$35,000 to Stanley Access Technologies, Trenton, New Jersey, for service and repairs to the handicap doors at Ocean County College.
 - ◆ A maximum of \$92,252 to Johnson Controls, Inc., Blackwood, New Jersey, for an emergency overhaul of the chiller compressor providing chilled water to the Instructional Building and Health Science Building, rental of a temporary chiller, and repair of compressor internal damage.
 - ◆ A maximum of \$104,765.13 to the following vendors for the purchase of furniture for the IT Building at Ocean County College:
 - ◆ \$92,437.98 to Trendway Corporation, c/o Butler Office Interiors, Toms River, New Jersey
 - ◆ \$12,327.15 to United Chair, c/o Butler Office Interiors, Toms River, New Jersey
 - ◆ A maximum of \$32,736.90 to New Jersey Virtual Community College, Trenton, New Jersey, for renewal of the software maintenance licensing fee for the Blackboard Learning System at Ocean County College through the New Jersey Virtual County College Consortium.

Resolutions
Adopted for
Contract Awards

- ♦ A maximum of \$23,961.90 to Perceptive Software, Shawnee, Kansas, for renewal of the document imaging maintenance licensing fee at Ocean County College.
- ♦ A maximum of \$44,373.12 to University Tickets, New York, New York, for a box office ticketing system for use by the Arts and Community Center Theatre and the Planetarium at Ocean County College.
- ♦ A maximum of \$23,000 to Evans and Sutherland, Salt Lake City, Utah, for the purchase of a Planetarium show to be presented at Ocean County College.
- ♦ The following contract was were amended:
 - ♦ An additional \$84,104, for a maximum total of \$1,076,104, to Santorini Construction, Inc., Neptune, New Jersey, for a change order to include asbestos abatement (\$45,196) and IT cabling (\$38,908) as part of the IT Building renovations (contract originally awarded at the May 24, 2010, Board meeting).

Contract
Amended

In accordance with New Jersey Public Law 94, Chapter 48, Mrs. Novak opened a public hearing to allow members of the college community to comment on or ask questions about the recommendation to revise the College's FY 2011 budget.

Public Hearing

Ms. Winchester explained that the budget was amended to reflect a reduction in expenditures as a result of decreased enrollment and State support. She was pleased to report that the budget was balanced without the need to increase student tuition or fees.

The trustees commended the administration for its outstanding efforts in revising the budget without having to impact student tuition. The financial challenges faced by many County residents in the current economic environment are recognized; therefore, every effort is being made to maintain OCC's tuition as one of the lowest in the State.

With no comments or questions from the public, Mrs. Novak closed the public hearing. The trustees then approved, upon a separate unanimous roll call vote, the OCC FY 2011 budget.

FY 2011 OCC
Budget Amended

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 meetings on September 1 and 15, 2010, were approved:

College Senate
Items Approved

♦ Revised Courses

- ♦ BIOL 101, The Pine Barrens
- ♦ COEM 120, Television Production
- ♦ CSIT 171, Computer Programming I
- ♦ PHIL 191, Introduction to Philosophy
- ♦ PHIL 192, Contemporary Ethical Issues
- ♦ PHIL 193, World Religions
- ♦ PHIL 198, Introduction to Business Ethics

♦ Revised Policy

- ♦ Policy #5160, Students, Academic Standards, Waiver of Courses

Buildings and Grounds Committee

Dr. Parrish updated the trustees on facilities projects:

- ♦ The Arts and Community Center will have its opening night on Friday, November 12, at 8 p.m. with "A Grand Night for Singing." A dessert reception will follow. A formal opening ceremony is planned for early spring.
- ♦ The College continues to work with the County on the new Master Facilities Plan, most recently with regard to traffic, roads, and parking.
- ♦ The County will schedule a public hearing in December for the Mill Creek Sailing Center.
- ♦ Planetarium public shows will begin on October 16 with a new presentation, "Dawn of the Space Age."

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for August 31, 2010, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

On behalf of the Personnel Committee, Mr. Leone presented the Personnel Report, which was approved as amended upon unanimous roll call vote.

Personnel Report
Approved

President's Report

During the past decade, there has been a continuing steady increase in student enrollment at OCC. For the first time in those many years, the number of students attending the College decreased this fall semester. Although the decrease was slight, under one percent, as compared to last fall semester, it may be that this is the beginning of a future trend.

President's Report

Many families are facing financial challenges as a result of the economic conditions, and students themselves are expressing concern about incurring debt. Some students have said they are deferring the first year of college in order to work and save money for tuition; others said they were registering for only the number of credits they could currently afford without taking loans.

In response, the College is increasing its public relations and marketing outreach in order to attract new students as well as strengthening its many efforts to retain current students. Additionally, students and their families must be made aware of the financial aid that is available to them.

The Higher Education Opportunity Act of 2008 includes a textbook provision that requires higher education institutions that receive federal financial assistance to provide students with accurate textbook information at the time they register for courses. Ms. Carol Kaunitz, Director of Auxiliary Services, provided a brief explanation regarding the College's efforts to comply with the Act as well as demonstrated the ease with which students can purchase textbooks from the online Bookstore.

The OCC Foundation Summer Celebration, held on Saturday, September 11, was a great success, raising over \$220,000 in support of the Foundation's general scholarship program. Appreciation was expressed to Ms. Sandy Broughton, Executive Director of Resource Development, Ms. Kathy Buffum, Assistant Director of Resource Development, and Ms. Nancy Heroy, Foundation Assistant, for their hard work on the event. Also commended were Ms. Judi Madigan, Fine Arts Technical Supervisor, for her coordination of design and decorations and Mr. Stephan Caldwell for volunteering his professional entertainment services.

The College received a segment of steel from the World Trade Center, which was donated by the Port Authority of New York and New Jersey. New Jersey Lieutenant Governor Kim Guadagno spoke at the September 13 ceremony during which the steel was unveiled. It will be permanently displayed on campus so the devastating attack of September 11, 2001, will never be forgotten.

The 34th Annual Senior Citizens Art Exhibit was recently held here on campus, and artwork was displayed by 137 artists in 9 categories. During the awards ceremony on August 13, 58 ribbons were awarded. A statewide art show will be held from September 27 through October 29 in East Windsor.

The Ocean County College Sailing Team finished in 6th place in its last two regattas; the most recent regatta was hosted by the College and the Toms River Yacht Club on the Toms River.

The Barnegat Bay Sailing Hall of Fame is scheduled for Saturday, October 2, on the College campus. Nine sailors will be inducted that evening.

The annual Ocean County College Veterans Day Ceremony will take place on Thursday, November 11, at 12 noon at the Veterans Memorial on the campus mall. A reception will follow.

The Ocean County College Institutional Effectiveness 2010 Annual Report was distributed to trustees. It will be discussed at a future Board Retreat.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, November 8, 2010, 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 8,
2010

The following meetings were scheduled:

Monday, November 8, 2010	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
	12:30 p.m.	Regular Public Meeting

Meetings
Scheduled

The annual reorganization meeting of the Board of Trustees will take place on **November 8, 2010**, followed by the regular monthly public meeting. There will be no meeting during the month of October. Appropriate notices will be distributed.

There being no further business to conduct, the meeting adjourned at 1:15 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello
Recording Secretary