



**BOARD OF TRUSTEES**

**AGENDA**

**November 2, 2009**

**Immediately Following  
Reorganization Meeting**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **APPROVAL OF MINUTES OF THE SEPTEMBER 21, 2009, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS** **Bd. Action**
- V. **COMMENDATIONS**
- VI. **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**

VII. **PRESIDENT'S REPORT**

VIII. **MISCELLANEOUS**

A. **Council of County Colleges Report**

- B. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, December 7, 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, December 7, 2009**

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

**September 21, 2009**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, September 21, 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, Dr. Bruce Greenfield, Mrs. Dolores Lewis, Mr. Thomas Monahan, Mr. Warren Wolf, Mr. Harvey York, Mr. Ernie Muska, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President James McGinty, and Vice Presidents Don Doran, Tara Kelly, Richard Parrish, Richard Strada, and Sara Winchester.

Attendance

The minutes of the August 24 and September 11, 2009, Board of Trustees closed sessions and public meetings were approved upon roll call vote, with the following abstentions:

Minutes  
Approved

- ♦ Mr. Dasti, Mrs. Lewis, and Mr. Monahan abstained from voting on the August 24 meeting minutes.
- ♦ Mrs. Smithers, Mr. Dasti, Mrs. Lewis, and Mr. Wolf abstained from voting on the September 11 meeting minutes.

Dr. Larson read a letter of congratulations to Ms. Kate Pandolpho, who completed the requirements for the Doctor of Philosophy degree from Capella University. The President and trustees commended Ms. Pandolpho for this outstanding achievement. Ms. Pandolpho expressed appreciation for the support from Dr. Larson, Mr. Doran, and the trustees.

Commendations

Dr. Larson reported that both Mrs. Smithers and Mrs. Lewis submitted letters of retirement from the OCC Board of Trustees. Mrs. Smithers was appointed in 1980, serving for 29 years, and Mrs. Lewis served 24 years, having been appointed in 1985. There is sadness that they are leaving the Board, but there is also genuine appreciation for their outstanding service to OCC throughout the years.

Retirements of  
Mrs. E. Smithers  
and  
Mrs. D. Lewis

Two resolutions were adopted upon unanimous roll call vote, one for Mrs. Smithers and one for Mrs. Lewis, to acknowledge, with regret, their retirements, thanking them for their dedication to the College, and appointing them as trustee emeriti of Ocean County College.

Resolutions  
Adopted for  
Mrs. E. Smithers  
and  
Mrs. D. Lewis

#### Finance Committee

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

- ◆ The statement of income and expenditures as of August 31, 2009, was accepted.
- ◆ The following contracts were awarded:
  - ◆ A maximum of \$100,000 to the following vendors for the purchase of custodial supplies during 2009-2010:
    - ◆ \$25,000 to Interboro Packaging, Montgomery, New York
    - ◆ \$35,000 to Spruce Industries, Garwood, New Jersey
    - ◆ \$20,000 to Supply King, Neptune City, New Jersey
    - ◆ \$20,000 to Interline Brands, Pennsauken, New Jersey
  - ◆ A maximum of \$21,093.16 to Evergreen Printing Company, Bellmawr, New Jersey, for the printing of the 2010 Spring Continuing and Professional Education brochures.
  - ◆ A maximum of \$33,625 to Carrier Commercial Services, Fairfield, New Jersey, for HVAC deferred maintenance projects during 2009-2010.
- ◆ Resolutions were adopted to award the following contracts:
  - ◆ A maximum of \$395,330 to Concord Engineering Group, Inc., Voorhees, New Jersey, for professional engineering services for the combined heat and power plant and related utility distribution services.
  - ◆ A maximum of \$30,000 to Stanley Access Technologies, Trenton, New Jersey, for service and repair of all handicap doors on campus.
  - ◆ A maximum of \$31,928 to New Jersey Virtual Community College, Trenton, New Jersey, for licensing fees for Blackboard and Quality Matters through the New Jersey Virtual Community College Consortium during 2009-2010.
  - ◆ A maximum of \$33,800 to American Littoral Society, Highlands, New Jersey, for the Barnegat Bay Natural Estuary Program Grant, "An Analysis of the Pollutant Reduction Capabilities of Existing Stormwater located in the Toms River Watershed of the Barnegat Bay."

Income/  
Expenditures  
Approved

Contracts  
Awarded

Resolutions  
Adopted for  
Contract Awards

- ◆ A maximum of \$36,635 to GoPrint Systems, Inc., San Ramon, California, for the purchase of a print/cost recovery system, including hardware and installation.
- ◆ A maximum of \$57,603 to Toms River Municipal Utilities, Toms River, New Jersey, for the connection of the sewer line to the John C. Bartlett, Jr., Hall.
- ◆ The following contracts were amended:

Contracts  
Amended

  - ◆ An additional \$6,051, for a maximum total of \$857,771, to Flanagan's Contracting Group, Hillsborough, New Jersey, for relocation of the water main due to unforeseen underground conditions during the construction of a tennis court facility (contract originally awarded at the June 22, 2009, Board meeting).
  - ◆ An additional \$131,969, for a maximum total of \$2,791,089, to Tozour Trane Energy, King of Prussia, Pennsylvania, for additional work, including the installation of temporary air conditioning coolers, installation of air handler controllers, changes to duct systems, changes to chilled water pumping system, and the preparation of appropriate applications for the work, as part of the energy conservation project at Ocean County College (contract originally awarded at the March 23, 2009, Board meeting and amended at the May 26, 2009, Board meeting).
  - ◆ An additional \$5,800.93, for a maximum total of \$674,851.46, to Hall Building Corporation, Farmingdale, New Jersey, for the installation of a standing seam roof as part of the expansion of the Facilities Management Building (contract originally awarded at the June 22, 2009, Board meeting and amended at the August 24, 2009 Board meeting).
  - ◆ An additional \$3,534.57, for a maximum total of \$87,644.78, to Dimension Data, Charlotte, North Carolina, for voice and data maintenance support during 2009-2010 (contract originally awarded at the July 27, 2009, Board meeting).
- ◆ The Board accepted a \$66,785 grant award 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 meet the needs of displaced homemakers to foster the development of career and job skills so clients and their families will become economically self-sufficient. Funding period: July 1, 2009, through June 30, 2010. Project manager: Ms. Kate Pandolpho, Director of Career, Employment, and Personal Counseling.

Grants  
Accepted
- ◆ Also accepted was a \$162,000 grant award from the New Jersey Commission on Higher Education, Special Needs Grant, to continue the Project Academic Skills Support (PASS) Program for a regional center for learning disabled stu-

dents to receive academic support for skill development, learning strategies, tutoring, counseling, and leadership training. Funding period: July 1, 2009, through June 30, 2010. Project manager: Ms. Maureen Reustle, Dean of Academic Services.

Ms. Winchester reviewed the proposed revision to the College's current FY 2010 budget, which reflects an increase of \$1.6 million over the previously approved budget, representing increased enrollment and the restoration of State funding.

In accordance with New Jersey Public Law 94, Chapter 48, Mr. Thulin opened a public hearing to allow members of the college community to comment on or ask questions about this revised budget. Hearing none and with no more discussion by the trustees, Mr. Thulin closed the public hearing. The trustees then approved, upon unanimous roll call vote, the OCC FY 2010 amended budget and the Finance Report.

Public Hearing

FY 2010 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 2009-2010 Ocean County College Advisory Committees:

- ♦ Arts Center Advisory Committee
- ♦ Business Advisory Committee
- ♦ Computer Studies Advisory Committee
- ♦ Criminal Justice Advisory Committee
- ♦ Education Advisory Committee
- ♦ Fire Science Advisory Committee
- ♦ Human Services Technician Advisory Committee
- ♦ Media and Communications Advisory Committee
- ♦ Nursing Advisory Committee
- ♦ Ocean County Tech Prep Advisory Committee
- ♦ Paralegal Advisory Committee
- ♦ Sailing Program Advisory Committee

2002-2010  
OCC Advisory  
Committees  
Approved

#### Buildings and Grounds Committee

Ms. Janet Hubbs, Assistant to the President for Institutional Excellence, reported that, as of this morning, there are 10,421 students enrolled for the fall semester, a record-number for the College and a 6.1 percent increase over last year. The students are registered for 107,161 credit hours, which is a 6.2 percent increase over last fall.

Enrollment

Although early, Quick Term enrollment has 889 students registered for almost 4,700 credit hours, which bodes well for the College.

Kean University enrollment is also doing well with 1,222 students enrolled, a 38 per cent increase over last fall.

Dr. Parrish provided an update on facilities projects:

- ◆ Phase II of the renovation to the Arts and Community Center is well underway.
- ◆ The Gateway Building architect, Blackney and Hayes, has met with many groups on campus to receive programming input; there are an additional three open presentations scheduled for September 23 in the College Center Conference Room. The design phase for the building should begin in October.
- ◆ The County continues to assist the College with its roads and parking lots.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for August 31, 2009, was accepted.

Facilities  
Engineering  
Report Accepted

#### Personnel Committee

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

Personnel Report  
Approved

#### President's Report

The Fall 2009 Colloquium was quite successful and the presentation by Mr. Scott Lewis, a partner with the National Center for Higher Education Risk Management and a faculty member at the University of South Carolina, was well received by faculty, administration, and staff.

President's  
Report

Dr. Norma Betz, Director of Financial Aid, spoke to the trustees about the phenomenal growth of the financial aid operation at the College; in fact, 84 percent of the students who attend OCC now receive some type of financial aid. In the last five years, there has been a 33 percent increase in the number of students handled by the Financial Aid Office, and the total aid disbursed increased from \$16.6 million in 2007-2008 to \$21.5 million in 2008-2009.

Dr. Betz expressed appreciation to her staff for their hard work in servicing all of the students and specifically applauded Ms. Eileen Buckle, Assistant Director of Financial Aid, who has received many accolades from students and their parents. Dr. Larson said the Financial Aid Office at OCC is recognized as one of the best among the nineteen community colleges because of Dr. Betz and her staff.

Ms. Patricia Fenn, Executive Director of E-Learning, reported that three full degree programs and two certificate programs have been identified as having all course requirements being offered online. It is anticipated that by spring 2010 additional degree and certificate programs will be added to the list.

Ms. Fenn shared with the trustees the many initiatives that are underway to improve the E-Learning School as well as the enthusiastic collaboration she is receiving from throughout the campus.



Men's and women's cross country has been reintroduced this year to OCC after a 14 year hiatus. Under the guidance of Head Coach Ed Baynes, the team has made an immediate impact in the Garden State Athletic Conference and Region XIX. In fact, OCC women's cross country team has already been ranked #1 in its inaugural season in Division III of the National Junior College Athletic Association.

Dr. Larson thanked Ms. Sandy Broughton, Executive Director of Resource Development, Ms. Kathy Buffum, Assistant Director of Resource Development, Ms. Nancy Heroy, Foundation Assistant, and all others who were involved in the planning of the Foundation Gala this year. It was a great success with over \$200,000 being raised.

The Gala honoree this year was Mr. Leonard "Bud" Lomell, who was recognized as the 2009 Humanitarian of the Year. Mr. Lomell is a former United States Army Ranger, who was highly decorated.

In honor of Mr. Lomell, a video was prepared and shown at the Gala. Mr. Ralph Bertini, Television Production Director, and Ms. RoseAnn D'Urso, Manager of Promotional Programming, were responsible for the very professional video, which was narrated by Mr. Tom Brokaw. The video was played for the trustees.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, November 2, 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 –  
11/2/09

The following meetings were scheduled:

<b>Monday, November 2, 2009</b>	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

The **annual reorganization meeting** of the Board of Trustees will take place on **November 2, 2009**, followed by the regular monthly public meeting. There will be no meeting during the month of October. Appropriate notices will be distributed.

With no additional comments from the trustees or the public, the meeting adjourned at 1:35 p.m.

Adjournment

Respectfully submitted,

Linda L. Novak  
Secretary

Connie Bello  
Recording Secretary