



BOARD OF TRUSTEES

AGENDA November 7, 2011

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 26 AND OCTOBER 31, 2011, 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 and Administration)
 1. Recommend approval of business/finance actions as presented (Exhibit A) *Bd. Action*

B. **Bylaw, Policy, and Curriculum Committee** (Mr. Monahan, Chairperson)
(Mr. Strada, Executive Vice President, Instructional)

1. Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B) **Bd. Action**

C. **Buildings and Grounds Committee** (Mrs. Novak, Chairperson)
(Dr. McGinty, Executive Vice President, Operational)

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 and Administration)

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

VII. **PRESIDENT'S REPORT**

VIII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, December 5, 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, DECEMBER 5, 2011**

- | | | |
|---|----------|---|
| 1. Finance Committee | Time: | 10:00 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: | 10:30 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 |

FRIDAY, DECEMBER 9, 2011

- | | | |
|-----------------|--------|--|
| 1. Entire Board | Time: | 12:00 noon |
| | Place: | Technology Building
Conference Room |

IX. Adjournment

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

September 26, 2011

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, September 26, 2011, 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. 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. Jerry Dasti, Mr. Stephan Leone, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Harvey York, Ms. Mary Alburtus, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Richard Strada, and Vice Presidents Don Doran, Tara Kelly, and Sara Winchester.

Attendance

The minutes of the August 22, 2011, Board of Trustees closed session and public meeting were approved by majority roll call vote, with an abstention from Mr. Monahan. The minutes of the September 9, 2011, closed session and meeting/retreat were approved by a separate unanimous roll call vote.

Minutes
Approved

Dr. Larson expressed his great pleasure in introducing several guests to the trustees:

Introduction
of Guests

- ◆ Dr. Wang Fanzhen, Vice President, Tianjin Radio and TV University
- ◆ Mr. Nie Hongmin, Deputy Director of the Modern Education Technology Center, Tianjin Radio and TV University
- ◆ Mr. Allen Wang, CEO and Co-Founder of Timecruiser Computing Corporation

Dr. Larson also introduced Dr. Xiao-Ming Yang, Professor of English, who was serving as an interpreter; Ms. Judy Yu, Software QA Team Leader, Timecruiser Computing Corporation, Shanghai; and Dr. Rich Yankosky, Distance Learning Consultant.

Dr. Wang, Mr. Nie, and Mr. Wang are visiting Ocean County College for the purpose of further discussing the partnership among Tianjin Radio and TV University, Timecruiser Computing Corporation, and Ocean County College to undertake a pilot Project to assess the viability of establishing an online distance learning program in the People's Republic

of China, initially in the City of Tianjin. The program would allow Chinese students to pursue higher education from Ocean County College as well as prepare them to transfer to baccalaureate degree programs at four-year institutions in the U.S.

In recognition of and appreciation for their visit, the trustees adopted and presented the following resolution, which was read by Dr. Larson and translated into Chinese by Professor Yang:

Resolution
Adopted -
China
Partnership

WHEREAS, Ocean County College has the good fortune to serve as host to Dr. Wang Fanzhen and Mr. Nie Hongmin during the week of September 25, 2011; and

WHEREAS, Dr. Wang Fanzhen and Mr. Nie Hongmin are visiting on behalf of Tianjin Radio and TV University in Tianjin, China, where they serve as Vice President and Deputy Director of the Modern Education Technology Center, respectively; and

WHEREAS, Ocean County College is working to undertake a one-semester pilot project in the spring 2012 semester to assess the viability of establishing an accredited online distance education project in the People's Republic of China; and

WHEREAS, the pilot project is intended to allow students within the City of Tianjin to pursue courses and programs provided by Ocean County College and prepare them for future transfer to baccalaureate programs at four-year colleges and universities in New Jersey; and

WHEREAS, Tianjin Radio and TV University is working with Timecruiser Computing Corporation and Ocean County College to establish a Tri-Party Memorandum of Understanding in support of this endeavor; and

WHEREAS, the presence of Dr. Wang Fanzhen and Mr. Nie Hongmin at Ocean County College promotes and encourages global awareness, international harmony, and educational opportunity;

NOW, THEREFORE, BE IT RESOLVED that the students, staff, faculty, administration, and trustees of Ocean County College express deep appreciation to Dr. Wang Fanzhen, Mr. Nie Hongmin, and Tianjin Radio and TV University for visiting Ocean County College to further this distance learning initiative;

AND BE IT FURTHER RESOLVED that the Board of Trustees adopts this resolution to demonstrate its strong support of the online distance education project in the People's Republic of China as well as its deep respect for Tianjin Radio and TV University for its willingness to form a partnership with Timecruiser Computing Corporation and Ocean County College in this exciting venture.

Assemblyman Dave Wolfe, Senior Assistant to the President, presented resolutions to Dr. Wang and Mr. Nie on behalf of New Jersey's Tenth Legislative District, whose representatives are Senator Andrew R. Ciesla, Assemblyman James W. Holzapfel, and Assemblyman Wolfe. Again, Professor Yang translated the resolutions into Chinese as they were being read.

Dr. Larson thanked Ms. Pat Fenn, Executive Director of E-Learning, Dr. Maysa Hayward, Dean of E-Learning and Adjunct Faculty, and Dr. Richard Yankosky, OCC's Distance Learning Consultant, all of whom are deeply involved in this project to offer distance learning opportunities to the citizens of the People's Republic of China.

Finance Committee

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

- | | |
|--|-------------------------------------|
| ◆ The statement of income and expenditures as of August 31, 2011, was accepted. | Income/
Expenditures
Accepted |
| ◆ The following contracts were awarded: | |
| ◆ A maximum of \$35,207 for the purchase of custodial paper products for use at Ocean County College, as follows: | Contracts
Awarded |
| ◆ A maximum of \$16,983 to General Paper and Linen Supply Company, Point Pleasant, New Jersey, and | |
| ◆ A maximum of \$18,224 to KBD Supply LLC, Brick, New Jersey | |
| ◆ A maximum of \$97,161.07 for the purchase of custodial products for use at Ocean County College, as follows: | |
| ◆ A maximum of \$67,078.53 to Spruce Industries, Garwood, New Jersey | |
| ◆ A maximum of \$5,582.36 to Supply King, Neptune City, New Jersey | |
| ◆ A maximum of \$24,500.18 to KBD Supply LLC, Brick, New Jersey | |
| ◆ A maximum of \$24,500 to Gabe Sganga, Inc., Farmingdale, New Jersey, for the replacement of a chilled water coil in the Arts and Community Center at Ocean County College. | |
| ◆ A maximum of \$14,658.75 to Dynamite Disc Jockey's, Inc., West Berlin, New Jersey, for the purchase and installation of audio visual equipment at Ocean County College. | |
| ◆ A maximum of \$27,288 for the purchase of custodial trash can liners for use at Ocean County College, as follows: | |
| ◆ A maximum of \$17,628 to All American Poly Corporation, Piscataway, New Jersey | |

- ♦ A maximum of \$9,660 to Central Poly Bag Corporation, Linden, New Jersey
- ♦ Resolutions were adopted to award the following contracts:
 - ♦ A maximum of \$80,000 to Baker and Taylor, Charlotte, North Carolina, for the purchase of books for the Ocean County College Library.
 - ♦ A maximum of \$35,000 to Stanley Access Technologies, Trenton, New Jersey, for service and repairs to the automatic doors at the main Ocean County College campus and at the OCC Southern Education Center.
 - ♦ A maximum of \$20,000 to Career Development Institute, North Brunswick, New Jersey, for educational services for Continuing and Professional Education course offerings in Animal Cruelty Investigators and Private Investigator Training.
 - ♦ A maximum of \$40,075 to The College Board, New York, New York, for the purchase of Accuplacer test units for the Testing Center at Ocean County College.
 - ♦ A maximum of \$39,326.80 to Academy of Natural Sciences, Philadelphia, Pennsylvania, for funding a sub award agreement entitled, "Supplemental Monitoring and Assessment Activities for the Parkertown Monitoring Site, as Part of the Overall Integrated Tidal Wetlands Monitoring and Assessment Program in the Barnegat Bay," to be administered through the Barnegat Bay Partnership.
 - ♦ A maximum of \$25,000 to Rutgers University, New Brunswick, New Jersey, for funding a sub award agreement entitled, "Economic Vulnerability and Adaption to Climate Hazards and Climate Change: Building Resilience in the Barnegat Bay Region," to be administered by the Barnegat Bay Partnership.
 - ♦ A maximum of \$23,323.55 to CollegeNET, Portland, Oregon, for the renewal of the Resource 25, Schedule 25, and Colleague interface contract at Ocean County College.
 - ♦ A maximum of \$22,500 to eCollege.com, d/b/a Pearson eCollege, Centennial, Colorado, for the purchase of E-Learning Exam Guard software for use at Ocean County College.
 - ♦ A maximum of \$25,101.18 to Lester Glenn Auto Group, Toms River, New Jersey, for a 39 month lease of an automobile for Ocean County College.
- ♦ The following contracts were amended:
 - ♦ An additional \$14,355, for a maximum total of \$33,770, to Topp Portable Air,

Resolutions
Adopted for
Contract
Awards

Contracts
Amended

Aston, Pennsylvania, for an extension, from August 5 to September 29, 2011, of the rental of nine air conditioning units for the IT Building at Ocean County College (contract originally awarded at the June 27, 2011, Board meeting).

- ◆ An additional \$17,181, for a maximum total of \$268,416, to Datatel, Inc., Fairfax, Virginia, for an annual software contract for E-Commerce (contract originally awarded at the June 27, 2011, Board meeting).
- ◆ An additional \$16,310, for a maximum total of \$24,425,098, to Niram, Inc., Boonton, New Jersey, for change orders for the upgrade of a transformer, the addition of a metal panel, the installation of waterproofing membrane, and storm water drainage piping as part of the construction of the Gateway Building (contract originally awarded at the December 10, 2010, meeting).
- ◆ The Board acknowledged and approved the settlement and release of a lien claim against Ocean County College as a result of a resolution between Marlin Construction (Contractor), RJS Industrial Pipe Fitters, Inc. (Subcontractor), and Ocean County College.

Settlement
and Release
of Lien Claim

Bylaw, Policy, and Curriculum Committee

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

- ◆ The Ocean County College 2012-2013 and 2013-2014 academic calendars
- ◆ The following Ocean County College 2011-2012 Advisory Committees:

2012-2013/
2013-2014
Calendars
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 Program Advisory Committee
- ◆ Media and Communications Advisory Committee
- ◆ Nursing Advisory Committee
- ◆ Ocean County Tech Prep Advisory Committee
- ◆ Paralegal Advisory Committee
- ◆ Sailing Program Advisory Committee
- ◆ Veterans Advisory Committee

2011-2012
OCC Advisory
Committees
Approved

- ♦ The temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the hours of the following events:
 - ♦ The Ocean County College Foundation Grand Slam Summer Celebration, which is rescheduled to be held on campus on Saturday evening, October 22, 2011
 - ♦ The Garden State Philharmonic Gala, which is scheduled to be held on campus on Saturday evening, October 15, 2011

Suspension of
Policies #3074
and #5246.1
for Special
Events

Buildings and Grounds Committee

Construction of the Gateway Building is progressing, and the loop road to the upper campus has been paved.

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

Facilities
Engineering
Report Accepted

Personnel Committee

Mr. Leone noted that the OCC Faculty Association did not ratify the proposed Agreement, for the period September 1, 2010, through August 31, 2013, that was approved by the trustees at its meeting on August 22. The Board subsequently extended its timeline for ratification by the Association through September 25. However, since no action was taken by the Association, the Board formally withdrew its approval of the Agreement.

Upon unanimous roll call vote, the Personnel Report was approved.

Personnel Report
Approved

President's Report

The official fall 2011 ten-day enrollment report indicates a total of 10,317 students registered for 105,056 credit hours. This represents a drop of 0.5 percent in student head count and a decrease of 0.9 percent in credit hours as compared to the fall 2010 semester.

President's
Report

Kean University's enrollment in the Kean-Ocean program continues to increase; there are 1,625 Kean students on OCC's campus this fall, a 7.26 percent increase over fall 2010.

Dr. Larson commended all of the staff members who were involved in the enrollment management process this fall, particularly mentioning those in the Financial Aid Office, the Student Affairs Office, and the Business Office.

The OCC Foundation Summer Celebration is being rescheduled to Saturday, October 22.

The Veterans Day Ceremony will take place on Friday, November 11, at 12:00 noon on the college campus.

A Board Retreat has been scheduled for Monday, October 31, at 12:00 noon in the Technology Building Conference Center.

Trustees were invited to attend the Ocean County Stadium ribbon-cutting ceremony immediately following this meeting.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, November 7, 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-
November 7,
2011

The following meetings were scheduled:

Monday, October 31, 2011	12:00 noon	Meeting/Retreat
Monday, November 7, 2011	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.	Annual Reorganization Meeting
	Immediately Following	Regular Monthly Meeting

Meetings
Scheduled

The **annual reorganization meeting** of the Board of Trustees will take place on **November 7, 2011**, followed by the regular monthly public meeting.

Mr. Leone expressed appreciation to Dr. Larson and his administration for their initiative and resourcefulness in pursuing a distance learning project with a higher education institution in China. He believes it will be a historic event when the final Agreement is signed by both institutions, making OCC the only community college in New Jersey to engage in such an innovative project.

A returning student questioned why he was not able to register for online courses as part of the unemployment waiver program. Ms. Winchester explained that, unlike regular classes held on campus, the College has a revenue-sharing agreement with the software provider for online courses. As a result, there is a direct cost to the College for students in online courses, an expense that would not be reimbursed.

There being no further business to conduct and no comments from the public, the meeting adjourned at 1:20 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Retreat/Meeting

October 31, 2011

Minutes

A special retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:20 p.m., on Monday, October 31, 2011, in the Conference Room of the Technology 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.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Jerry Dasti, Mr. Stephan Leone, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Harvey York, Mr. Jack Sahradnik, and Dr. Jon Larson. Also in attendance were Executive Vice Presidents Jim McGinty and Richard Strada; Ms. Sara Winchester, Vice President of Finance and Administration; and Mr. Kevin Blackney, Blackney Hayes Architects.

Attendance

At 12:22 p.m., a resolution was adopted to move into a closed session for the purpose of discussing personnel matters, collective bargaining, and pending litigation, the results of which will be released to the public when the need for confidentiality no longer exists.

Resolution
Adopted for
Closed Session

At 12:45 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

Items discussed:

The first item of discussion was the proposed College Center construction. When this project was first discussed 18 months ago, the original intent was to repurpose the existing College Center. However, after much review, it was determined that the best course of action would be to construct a new College Center on the "onion field" on the mall.

Proposed
College Center
Construction

Mr. Blackney worked closely with college personnel in developing the proposed design for a new three-story, 60,000 square foot building. The first floor would include the dining area, the College Bookstore, and the offices of the Vice President of Student Affairs. The second floor would hold student lounges, offices for student clubs and activities, and all admissions personnel. All other student services would be housed on the third floor of the building, such as counseling, cashiers, Financial Aid, and the registrar.

Mr. Blackney was asked by the trustees to provide them with additional information regarding the proposed building, including the percentage of free space, the data used to determine the dining room seating capacity, and the possibility of adding an unfinished fourth floor at the time of construction.

Ms. Winchester reviewed the funding plans for the construction of the \$30 million College Center as well as discussed a proposed contribution by Kean University for students attending classes on campus in the Kean-Ocean program who will be utilizing the College Center when it is completed.

Funding for
College Center

Also discussed by Ms. Winchester was the amended FY 2012 OCC budget that will be presented for approval at the November 7 meeting. The budget was able to be balanced this year without consideration of a tuition increase because a number of position vacancies will not be filled at this time. Ms. Winchester assured the trustees that, as we move into the future, all possibilities for expenditure reductions will be reviewed before a tuition increase is recommended.

Amended
FY 2012
OCC Budget

A second resolution was adopted at 2:15 p.m. to move into a closed session for the purpose of discussing personnel matters, collective bargaining, and pending litigation, the results of which will be released to the public when the need for confidentiality no longer exists.

Resolution
Adopted for
Closed Session

At 2:19 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

The next meetings of the Board are scheduled for:

Monday, November 7, 2011

10:00 a.m.	Finance Committee
10:00 a.m.	Bylaw, Policy, and
(as needed)	Curriculum Committee
10:30 a.m.	Buildings and Grounds Committee
10:30 a.m.	Personnel Committee
12:30 p.m.	Annual Reorganization Meeting
Immediately Following	Regular Public Monthly Meeting

Meetings
Scheduled

With no further business or comments from the trustees or the public, the meeting adjourned at 2:20 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary