



PRESIDENT'S REPORT

Jon H. Larson, Ph.D.

TO: Members, OCC Board of Trustees

FROM: Jon H. Larson, Ph.D.
President

SUBJECT: Items of Interest for the **February 23, 2015, Board Meeting**

DATE: February 18, 2015

Since **several presentations** were **deferred** at the **January meeting** because of an impending snow storm, they are **again included** in this report.

Finance and Administration

College-wide enrollment for the current **Spring semester** is **down over 4 percent** as compared to **last Spring**. A **similar downturn** was experienced in the **Fall 2014**, which leaves the College with a **substantial revenue shortfall** this fiscal year. **Immediate steps** need to be taken to **reduce expenses**; the following **cost reductions** will be **implemented** college-wide:

- **Reservists** – The use of **reserve workers** will be permitted by **exception only**. Effective **March 2, 2015**, **no reservist** will be permitted to work without the **expressed permission** of the area **Vice President**. Vice Presidents will make **exceptions** based on **funding source** and **other considerations**. **Human Resources** has been instructed **to remove all reserve position postings**, and **new reserve postings** must be **authorized** by the area **Vice President**. In order to monitor usage going forward, **Vice Presidents** will receive **bi-weekly reports** detailing the **hours** worked by **reservists**.
- **Travel** – **College-funded travel** will be **limited to essential trips**. **Travel Authorizations** that have already been approved should be **reviewed** by the area **Vice President** to determine **necessity**.
- **Events** – **Events** held on campus that do not involve students or generate revenue/enrollment will be **eliminated** or **scaled back**. **College Relations** will **review requests** for events and work with area Vice Presidents and Facilities with the aim of **reducing expenses**.



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- **Vacancies** – All vacancies will be subject to **review** by the **President's Leadership Team** to determine if the need can be filled with **existing resources** or **part-time help**. Only **essential positions** will be **posted**.

As we **approach FY16**, **further expense reductions** may be necessary and **PLT members** have been asked to **recommend additional cost-saving measures**.

- **Security**

The federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)** requires all **U.S. colleges and universities** to publish an **annual security report** that must contain **three years of crime statistics** along with specific **campus security policy statements**. The **OCC Security Department** works with the **Vice President of Student Affairs** and other **campus officials**, as well as with **local law enforcement agencies**, to **compile statistics** for the annual report. The **Security Department** is responsible for **preparing and distributing the Clery Report** for Ocean County College, which is **posted** on the **College website**:

<https://www.ocean.edu/content/public/study-on-campus/campus-life/security.html>

The **Campus Sexual Violence Elimination Act**, or **Campus SaVE Act**, is a **2013 amendment** to the federal Jeanne Clery Act that **increases requirements** regarding the **response to and prevention of sexual violence** in higher education. This Act is an example of the **ever increasing statutory and regulatory compliance requirements** being placed on institutions of **higher education** on both the **federal and state level**.

In order to stay current, OCC is an **active member** of the **New Jersey College and University Public Safety Association (NJCUPSA)**. **Mr. Robert Kumpf, Director of Security**, is currently serving as **President of NJCUPSA**. This organization has been keeping **safety an integral part of campus life** for more than **40 years** and now consists of over **40 schools**, with **1,800 police and security professionals** protecting over **350,000 students**. CUPSA has met these challenges head on by **increasing the number and types of professional development opportunities** it offers. CUPSA continues to place a **strong emphasis on training**; one such example is the meeting **Mr. Kumpf** recently attended with an **Assistant Prosecutor** from the **Mercer County Prosecutor's Office** where the **Title IX/Criminal investigation** issue was discussed.

Mr. Kumpf will present and discuss **OCC's Clery report** at **Monday's meeting**.



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➤ College Relations

- As you know, the **College Relations Department** manages the **College's marketing initiatives**. Over the past few years, **digital advertising** and **e-mail marketing** have proven to be **powerful, cost-effective tools** to **promote OCC**. Both **mediums** are used to **recruit new students** as well as to **retain current students**. During **Monday's meeting**, **Ms. Jan Kirsten, Executive Director of College Relations**, will highlight some **examples of OCC's marketing messaging** and discuss **current marketing strategies**.
- **New Athletic and Student Life Vans** – As our students travel throughout the county, state and region, they will be riding in **OCC vans** wrapped in **impressive branding** designed by **College Relations Coordinator of Publications, Mr. Scott Bruinooge**. The **photos** on each van **highlight the accomplishments** of our **student athletes** as well as our **fantastic alumni**. The **vans** will be positioned in **Parking Lot #4** on **Monday** for all to view.
- **Save the Date** – The **dedication** of the **Jay and Linda Grunin Center for the Arts** to honor **Jay and Linda Grunin** will take place at **6:00 p.m.** on **Wednesday, February 25**, in the **Grunin Center Theatre**. A **new website, grunincenter.org**, will also be **launched** on **February 25**. The site will **publicize** upcoming **Grunin events**, such as the **Jazz Festival**, and contain links to **purchase tickets online**.

➤ Facilities

The **architect selection** process for the **Health Sciences Building** has been underway for the last **several months**. The **selection committee members** were:

- ◆ **Mrs. Linda Novak , Trustee**
- ◆ **Mr. Jerry Dasti, Trustee**
- ◆ **Mr. Matthew Kennedy, Associate Vice President of Facilities**
- ◆ **Mr. Mike Bruno, Associate Director of Facilities and Planning**
- ◆ **Mr. Leonard Mannino, Manager of HVAC**
- ◆ **Mr. Mark Bowcock, Manager of Purchasing, RPPS**

The committee interviewed **five finalist firms**, and a **contract recommendation** based on the overall highest score in **value, skill, and team assembly** is being presented for **approval** by the **Board of Trustees** on **Monday**.



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➤ Records Management

Ocean County College is obligated to **comply** with the **State of New Jersey, Division of Archives and Records Management program**, also known as **DARM**. This **retention program** requires each **county college** in New Jersey to **maintain certain public records**, both created and received. **No required record** can be **destroyed** prior to the **retention date** and **without authorization** from **DARM**.

Last year, **Ms. Charlene Braun, Administrative Specialist**, was assigned the **task of organizing the College's records vault**. She has **worked diligently** with departments on the **maintenance** of critical records and the **disposal** of records. Ms. Braun has **disposed** of over **1,600 boxes** of records to date.

Recently, **Ms. Donna Carbone, Manager of Accounts Payable and Cash Management**, joined the effort and is **developing a plan** to handle the records in a **standardized fashion**. It is **imperative** that a **standardized process** be **implemented** to ensure that all necessary information is **clearly labeled** on all boxes entering the vault. Taking this one step further, a **template label** has been created. This label will be filled out by the department with the required information and will be placed on the **front of the box** to ensure that it is **accurately stored and maintained** for the **retention period**.

➤ Information Technology

➤ **IT** has successfully **upgraded** the **Virtual Desktop Environment** to the latest stable version of **VMware** and has worked with the vendor, **Dimension Data**, to **reassign consulting hours** remaining from the Gateway Building implementation to **upgrade** the **software** of our **Virtual Desktop infrastructure**.

➤ **IT** and **Payroll** are conducting a **pilot** for **Web Time Entry** to **collect, track, and manage** employee **time and attendance**.

➤ **Technology upgrades** were finalized in the **Russell Building** in **twelve classrooms** to match the **state-of-the-art classroom technology standards** throughout the campus.

➤ The College's **contract** with the portal provider, **Campus Cruiser**, **expires on June 30, 2015**. In preparation for the end of the contract, OIT continues to **move services** to **other solutions**. Most of the **new solutions** are **low or no cost**; when complete, the transition will reap significant **budget savings**.



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➤ Auxiliary Services

The Grunin Spotlight Series presents **Chanticleer** on **Tuesday, February 24**. **Chanticleer** was named **Ensemble of the Year** by **Musical America** in **2008** and is known around the world as "**an orchestra of voices**" for its **seamless blend** of **twelve male voices** ranging from **countertenor** to **bass** and its **original interpretations** of **vocal literature**, from **Renaissance** to **jazz**, and from **gospel** to venturesome **new music**.

➤ Planetarium

The **Robert J. Novins Planetarium** celebrated **Valentine's Day** with **two Pajama Parties** with nearly **sold out attendance**.

"**Laser Country**" is being **introduced** as part of the popular **laser shows**. This show is dedicated to some of the greatest **country hits** of all time. With music by **artists** such as **Willie Nelson, Patsy Cline, Garth Brooks, and Carrie Underwood**, the shows will **appeal to all generations**.

➤ Human Resources

Ocean County College is hosting its **first virtual job fair** to fill **Adjunct Assistant Professor positions** for the upcoming **Summer and Fall semesters**. The fair is designed to bring **qualified teaching professionals** and **College Deans** together in a **live online environment** while **eliminating the cost and inconvenience of travel**. **Candidates** wishing to **participate** in the job fair are invited to **submit applications online** by visiting the College's **website** at: <https://career.ocean.edu> between **February 24 and March 16**. **Applicants** who are **deemed a match** with **upcoming opportunities** will then be asked to participate in the fair during the week of **March 16 through March 23**.

Student Affairs

➤ Athletics

➤ As you know, **OCC** was honored to serve as **host** for the **National Junior College Athletic Association (NJCAA) Women's Division III National Soccer Championship Tournament**, held **November 13 through 16, 2014**. **Eight** of the **best women's soccer teams** from around the **country** came to **OCC** for **eleven games** during the **four-day tournament** at the **OCC Stadium**.

The **OCC Vikings** won the **Region XIX Championship**, which earned the team a spot in the **National Tournament**. The **Vikings** finished in **fifth place** in the **Tournament** and received the **Team Sportsmanship Award**. **Brookdale Community College** won the championship.



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Ms. Ilene Cohen, Executive Director of Athletics and Judicial Affairs, who served as the **Championship Tournament Director**, deserves accolades for her **outstanding leadership in planning and hosting this prestigious event**.

- In addition to many of the Viking soccer players being recognized for their efforts during the regular season, **Head Coach AJ Trump** and **Assistant Coaches Tracy Cole and Alyssa Morris** were named **Region XIX Coaching Staff of the Year**. **Congratulations** are extended to them.
- And, we are **extremely proud** of **OCC Women's Soccer player Marykate Sullivan**, who was selected as the **National Soccer Coaches Association of America (NSCAA) Scholar All-America Player of the Year**. She was selected the **top scholar-athlete of all junior college women's soccer players in the country** regardless of division. **Marykate** received the award on **Saturday, January 17**, at the **NSCAA All-America Luncheon in Philadelphia**, at which over **1,400 people** were in **attendance**. She was also honored as an **NSCAA All-American** at the luncheon. In her **two years** as a **Viking**, **Marykate** has been named an **All-American** in each season and holds a **perfect grade point average of 4.0**.

➤ Student Transcripts

In the past **two years**, the **Registrar's Office** has **processed manually** and **mailed** almost **40,000 student transcripts**, both official and unofficial. Because of the **volume** of student **requests**, it can sometimes take **several days** before a transcript can be **made available**. In fact, at **peak times** of the year, **overtime work** by staff is required to meet the **demands** and **deadlines** for **transfer and graduating students**.

During these **two years**, the **cost to process transcripts** has been close to **\$30,000**, of which **\$10,000** was for **transcript paper** and **\$20,000** for **postage**. That amount **excludes employee overtime expenses** and **does not reflect** the amount of **time expended** by **staff** to fulfill transcript requests.

The **Registrar's Office** hopes to soon implement a new **digital, electronic transcript process**, which will **dramatically reduce** the **turnaround time**; instead of waiting five to seven days to receive a transcript, a request will be **processed online** in only **three to five minutes**. This **new system** will not only **reduce costs and human resources**, it will, most importantly, be a **great service** to **OCC's students**.

Academic Affairs

- **Academic Affairs** has begun to implement its **Arts on Campus project**, thanks to a **generous gift** from **Mr. Tom Zorojew**. The **Arts on Campus project** intends to **highlight** the **talent** of current **OCC students**, to **beautify our campus**, to **inspire future OCC students**, and to provide **rich**



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artistic experiences for our **community members**. The **first display** in the **Library Tower Room** will remain for the rest of the **calendar year**. **Exhibits** will be **displayed** throughout the campus on both a **short-term and permanent** basis. **Each year**, a panel of **faculty** will select the **best student artwork** for exhibit. As the **project** is **expanded**, **community artists** will also be invited to **display their artwork** on campus.

- A **new pilot program** is underway that allows **higher-level remedial English students** to try **college-level English** while being **remediated**. **Four English faculty members** will work very closely with the **Tutorial Center** to provide **additional support and assistance** to those **students** participating in the pilot. This effort will be **replicated** should the pilot prove to be **successful**.
- The first **three students** in the **A.A.S. degree in Dental Hygiene** and the **A.A.S. degree in Occupational Therapy Assistant**, which were developed in cooperation with the **School of Health Related Professions** at **Rutgers University**, have **completed the program requirements** and are **graduating**. **Ocean County College** and other **New Jersey College Partners** provide **foundational content** in **social sciences, communication, science, humanities, and English**, while the **professional content** of the programs to meet the **standards for accreditation** is delivered by **Rutgers**.