



## BOARD OF TRUSTEES AGENDA

January 27, 2014  
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE DECEMBER 2, 2013, DECEMBER 13, 2013, AND JANUARY 17, 2014, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS Bd. Action
- V. COMMENDATIONS
- VI. COMMITTEES
  - A. Finance Committee (Mr. Jerry Dasti, Chairperson)  
(Ms. Sara Winchester, Executive Vice President of Finance and Administration)
    1. Recommend approval of business/finance actions as presented (Exhibit A) Bd. Action

VI. COMMITTEES (continued)B. Bylaw, Policy, and Curriculum Committee (Mr. Thomas Monahan, Chairperson)  
(Dr. Jianping Wang, 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. Linda Novak, Chairperson)  
(Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction)

1. Recommend approval of buildings and grounds items as presented (Exhibit C) Bd. Action

D. Personnel Committee (Mr. Stephan Leone, Chairperson)  
(Ms. Sara Winchester, Executive Vice President of Finance and Administration)

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

VII. PRESIDENT'S REPORTVIII. MISCELLANEOUS

- A. Recommend adoption of a resolution providing for a closed meeting to be held on Monday, February 24, 2014, 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, FEBRUARY 24, 2014**

- |   |  |
|---|--|
| 1. Finance Committee                                      | Time: 10:00 a.m.<br>Place: Business Conference Room  |
| 2. Bylaw, Policy, and Curriculum Committee<br>(as needed) | Time: 10:00 a.m.<br>Place: Academic Affairs Office   |
| 3. Buildings and Grounds Committee                        | Time: 10:30 a.m.<br>Place: Business Conference Room  |
| 4. Personnel Committee                                    | Time: 10:30 a.m.<br>Place: President's Office  |
| 5. Entire Board   | Time: 11:00 a.m.<br>Place: Boardroom<br>Purpose: Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 6. Entire Board   | Time: 12:30 p.m.<br>Place: Boardroom<br>Purpose: Regular Public Monthly Meeting  |

IX. Adjournment

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



## BOARD OF TRUSTEES

### Regular Meeting

### Minutes

December 2, 2013

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, December 2, 2013, by Mr. Carl V. Thulin, Chair, at 12:34 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, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Thomas Monahan, Mr. Joseph Passiment, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Sara Winchester, and Vice Presidents Don Doran and Jianping Wang.

Attendance

Mr. Sahradnik administered the oath of office to Mrs. Pehlivanian, who was reappointed by the Ocean County Board of Chosen Freeholders to a four-year term on the Board of Trustees of Ocean County College, from October 16, 2013, through December 19, 2017. The trustees congratulated Mrs. Pehlivanian on her reappointment.

Swearing-In of  
Mrs. Joanne  
Pehlivanian

The minutes of the November 4, 2013, Board of Trustees closed session and public meetings were approved by majority vote, with an abstention from Mr. Dupignac.

Minutes  
Approved

### Commendations

The trustees and Dr. Larson commended Mr. Jeff Kurz, Assistant Director of Academic Outreach at the Southern Education Center, for the completion of his Master of Arts degree in Higher Education from Rowan University.

Commendations

The Men's and Women's Cross Country teams were also commended for their achievements in the National Junior College Athletic Association (NJCAA) National Championship games hosted by Holyoke Community College in Massachusetts on November 9. The Women's team won the National Championship and the Men's team finished as the National Runner-Up. Additionally, Head Coach Ed Baynes was named National Coach of the Year, and the OCC Cross Country teams won the "Gary Moore" Best Overall Program Award.

Finance Committee

Mr. Dasti reported that the Board's Audit Committee was quite pleased that the College received an "unqualified" opinion from the auditors on its FY 2013 Audit. He complimented Ms. Winchester and her staff, saying that this achievement is a tribute to the quality of their work. Mr. Dasti is pleased to be recommending the audit for acceptance by the Board.

Ms. Winchester noted a revision to Exhibit A-18 and the withdrawal of Exhibit A-12 from the agenda.

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

- |  |  |
|--|--|
| ♦ The statement of income and expenditures as of October 31, 2013, was accepted.   | Income/Expenditures Accepted                                     |
| ♦ The Ocean County College Report of Audit for the fiscal year ended June 30, 2013, was accepted.  | FY 2013 Audit Accepted   |
| ♦ The Board adopted a resolution to authorize a pilot e-Learning program between Ocean County College and Sussex County Community College, as defined in the "Guidelines for e-Learning Courses Hosted by Sussex County Community College and Provided by Ocean County College," from December 3, 2013, through August 29, 2014. | Resolution Adopted - e-Learning, Sussex County Community College |
| ♦ The following contracts were awarded:  |  |
| ♦ A maximum of \$6,608 to Darby Printing Company, Inc., Atlanta, Georgia, for the printing of the 2014-2015 Ocean County College catalog.  | Contracts Awarded  |
| ♦ A maximum of \$20,000 to Aaron Cohen Associates, LTD, Croton-on-Hudson, New York, for a feasibility study of the Ocean County College Library.   |  |
| ♦ A maximum of \$25,143.19 to the following vendors for the purchase of audio visual equipment for use at Ocean County College:  |  |
| ♦ \$12,945 to Adorama, Inc., New York, New York  |  |
| ♦ \$7,555 to Visual Sound, Broomall, Pennsylvania  |  |
| ♦ \$4,490.19 to Troxell Communications, Phoenix, Arizona   |  |
| ♦ \$153 to VCom International, dba Valiant National, Fairfield, New Jersey   |  |
| ♦ A maximum of \$16,115 to Taurus Technologies, Inc., Grapevine, Texas, for the purchase of visual conferencing equipment for use at Ocean County College.   |  |
| ♦ The following resolutions were adopted to award contracts:   | Resolutions Adopted for Contract Awards                          |
| ♦ A maximum of \$18,070 to RDM Rigging, Bayville, New Jersey, for the purchase of equipment for staging and rigging needs for Theatre productions in the Arts and Community Center at Ocean County College.  |  |

- ◆ A maximum of \$26,775.18 to CDW Government, Vernon Hills, Illinois, for the purchase of computer-related hardware, software, and miscellaneous supplies for use at Ocean County College.
- ◆ A maximum of \$33,527.82 to Apple Computer, Inc., Austin, Texas, for the purchase of Apple iMac computers, protection care, and USB Super Drive for use in the Gateway Building at Ocean County College.
- ◆ A maximum of \$5,250 to NJEdge.Net, Newark, New Jersey, for the renewal of VMware Virtualization software licenses for a six-month period, from January 1 through June 30, 2014.
- ◆ The following contracts were amended:
  - ◆ An additional \$1,796, for a maximum total of \$20,768.83, to West Publishing, Saint Paul, Minnesota, for the purchase of New Jersey Statute books as part of the annual subscription and book purchases for Ocean County College (contract originally awarded at the November 4, 2013, Board meeting).
  - ◆ An additional \$14,703, for a maximum total of \$55,253.50, to the Toms River Municipal Utilities Authority, Toms River, New Jersey, for the sewer connection fee for the new Student Center at Ocean County College in addition to the sewer connection fee for the Gateway Building at Ocean County College (contract originally awarded at the August 23, 2013, Board meeting).
  - ◆ An additional \$39,075, for a maximum total of \$125,371, to NJEdge.Net, Newark, New Jersey, for upgrades to the current one-year agreement for campus-wide Internet service at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).
  - ◆ An additional \$16,750, for a maximum total of \$47,250, to DLB Associates, Eatontown, New Jersey, for additional engineering services to include mechanical equipment as part of the renovations to the Nursing Building at Ocean County College (contract originally awarded at the August 26, 2013, Board meeting).
  - ◆ An additional \$5,000 and per credit fee based on student enrollment to eCollege.com, d/b/a Pearson eCollege, Centennial, Colorado, for the development and implementation of a campus wrapper on the existing Ocean County College LearningStudio Gateway to support the e-Learning pilot program with Sussex County Community College (contract originally awarded at the March 28, 2011, Board meeting).

Contracts  
Amended

#### Bylaw, Policy, and Curriculum Committee

Upon unanimous roll call vote, the following recommendations from the Bylaw, Policy, and Curriculum Committee were approved:

## ♦ Policies were approved:

- ♦ Revised Policy #3115.1, Personnel, Academic, Full-Time Faculty Tenure
- ♦ New Policy #3115.2, Personnel, Academic, Tenure Balance

## ♦ The following items, as accepted by the College Senate at its meetings on November 6 and 20, 2013, were approved:

College Senate  
Items Approved

## ♦ New Courses

- ♦ ENGL 234, Science Fiction and Fantasy Literature
- ♦ ENGL 237, Multicultural Fairy and Folk Tales

## ♦ Revised Courses

- ♦ CSIT 109, Information Technology
- ♦ CSIT 110, Computer Literacy

## ♦ Revised Certificate Programs

- ♦ Administrative Office Management/Word Processing Certificate of Proficiency
- ♦ Paralegal Studies Certificate of Proficiency
- ♦ Small Business Management Certificate of Proficiency

## ♦ New Degree Program – A.A. in Global Studies

## ♦ Revised Degree Programs

- ♦ A.A.S. in Business
- ♦ A.A.S. in Business – Paralegal Studies Option
- ♦ A.A.S. in Business – Web Marketing Option
- ♦ A.A.S. in Visual Communications Technology – Computer Graphics Option
- ♦ A.A.S. in Visual Communications Technology – Digital Photography Option
- ♦ A.A.S. in Visual Communications Technology – Electronic Media Technology Option

Buildings and Grounds Committee

In Mrs. Novak's absence, Mr. Dupignac requested an update from Mr. Matthew Kennedy, Assistant Vice President of Facilities and Construction Management. He summarized the many projects on campus.

Upon unanimous roll call vote, the Building and Grounds Committee Report for December 2, 2013, was accepted.

Building/Grounds  
Committee Report  
Accepted

Personnel Committee

Upon unanimous roll call vote, the Personnel Report was approved as recommended by Mr. Leone, Chair. Upon a second unanimous roll call vote, the Board adopted a resolution to record its deep sorrow upon the death of Ms. Geraldine Ryder, Associate Professor History, on November 25, 2013. Professor Ryder was employed by the College from August 31, 1994, until her death.

Personnel Report  
Approved

President's Report

On Friday, November 8, 2013, 160 new members were inducted into the Tau Iota Chapter of Phi Theta Kappa. Faculty advisors to the Chapter include Dr. William Rickert, Professor of Mathematics; Assistant Professor of Mathematics Carolyn Showalter; Assistant Professor of Computer Studies Robin Weitz; and Dr. Jennifer Dellner, Associate Professor of English and Literature. Dr. Larson expressed his appreciation to the advisors for their continuing support of our students.

President's  
Report

Mr. Kurz, SEC, presented Mr. Thulin with a certificate of appreciation for his participation in the SEC's Veterans Day ceremony. All who were involved or attended the ceremony were equally grateful for his presence and support.

Ms. Pat Fenn, Executive Director of e-Learning, said it appears that many out-of-county students are enrolling for Spring 2014 e-Learning classes. Active recruitment and advising are ongoing through Pearson Marketing.

The Continuing and Professional Education Spring 2014 brochure is available. There is great interest in the various programs, especially in the health care offerings.

Dr. Wang reported on several initiatives:

- ◆ The Instruction Committee of the College Senate is busy promoting excellence in teaching, which is especially critical as the student completion agenda is pursued.
- ◆ International Education Week was sponsored by the Global Education Committee from November 11 to 19. More than 600 students and 20 faculty members attended the many presentations and discussions that were offered.
- ◆ In the spirit of improving communications, the Facilities Department and Academic Affairs held an open presentation of the draft blueprints of the Instructional Building renovation project. Many comments and suggestions were received that will assist in making the project successful.
- ◆ The English as a Second Language program is being revised to offer affordable ESL education to County residents. There will be three components to the program: multi-level skill-based non-credit ESL courses, a bridge course for those who intend to pursue an academic path, and two levels of credit ESL courses.



Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, January 27, 2014, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution  
Adopted for  
Closed Meeting-  
January 27,  
2014

The following meetings were scheduled:

<b>Monday, January 27, 2014</b>	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.	Monthly Public Meeting	

With no further comments from the Board members or the public, the meeting adjourned at 1:23 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Secretary to the Board of Trustees



## **BOARD OF TRUSTEES**

### **Public Retreat/Meeting**

**December 13, 2013**

#### **Minutes**

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:25 p.m., on Friday, December 13, 2013, in the Boardroom of the Administration 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. Frank Dupignac, Mrs. Joanne Pehlivanian, Mr. Jack Sahradek, Dr. Jon Larson, and Executive Vice President of Finance/Administration Sara Winchester. Also in attendance were Dr. Don Norris and Dr. Tim Gilmour from Strategic Initiatives, Inc.

Attendance

With only five trustees in attendance, the meeting could not officially begin because the Board of Trustees quorum was not met. However, the trustees talked informally with the principals of Strategic Initiatives, Inc., Dr. Norris and Dr. Gilmour, about their initial assessment of Ocean County College as a result of their visit to the campus during the week of October 28 to November 1. Recommendations will be made and a process will be developed for OCC to achieve resilience and performance excellence through seven principles:

Strategic  
Initiatives, Inc.,  
Discussion

- Principle #1: Leadership
- Principle #2: Strategic Planning
- Principle #3: Understanding Stakeholder Needs
- Principle #4: Valuing People
- Principle #5: Collaboration/Sharing
- Principle #6: Instructional and Support Processes
- Principle #7: Focus on Information and Results

Although the recommended process within the proposed timeframe will be demanding, it is felt that, with the Board's support, the College can reach its full potential with the co-operative efforts of the OCC community.

At 1:45 p.m., Dr. Norris and Dr. Gilmour departed the meeting. At the same time, a Board quorum was established with the arrival of Mr. Joseph Passiment.

The Board, at 1:45 p.m., adopted a resolution upon roll call vote to move into a closed session to discuss 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.

Resolution  
Adopted for  
Closed Session

The closed session ended and the open meeting resumed at 2:05 p.m.

Open Meeting  
Resumed

#### Personnel Committee

Upon unanimous roll call vote, the Board of Trustees approved the personnel actions as presented.

Personnel Actions  
Approved

#### Discussion Items

Ms. Winchester shared with the trustees two documents in draft form for their review, the Five-Year Financial Plan and the Long-Term Capital Plan. She explained the parameters on which the plans were developed and emphasized that all of those parameters are flexible.

Five-Year  
Financial Plan/  
Long-Term  
Capital Plan

#### Miscellaneous

The next meetings of the Board are scheduled for:

Meetings  
Scheduled

<b>Friday, January 17, 2014</b>	12:00 noon	Board of Trustees Retreat
<b>Monday, January 27, 2014</b>	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.	Regular Public Monthly Meeting

With no further business or comments from the trustees or the public, the meeting adjourned at 2:10 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Secretary to the  
Board of Trustees



## BOARD OF TRUSTEES

### Public Retreat/Meeting

January 17, 2014

### Minutes

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:25 p.m., on Friday, January 17, 2014, in the fifth floor Conference Room of the Gateway 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. Stephan Leone, Mr. Emil Kaunitz, Mr. Thomas Monahan, Mr. Joseph Passiment, Mrs. Joanne Pehlivanian, Mr. Jack Sahradek, Dr. Jon Larson, and Executive Vice President of Finance/Administration Sara Winchester. Others were in attendance to discuss specific items, as noted throughout the minutes.

Attendance

#### Discussion Items

- ◆ Strategic Initiatives, Inc. – Dr. Don Norris and Dr. Tim Gilmour are prepared to assist the College in implementing the recommendations resulting from their assessment of Ocean County College. They will discuss their proposed plan of action with the trustees at a meeting on Friday, January 31. A contract recommendation will be forthcoming.
- ◆ FY 2015 Ocean County College Budget - The FY 2015 Ocean County College budget will be presented to the trustees for action at the January 27, 2014, meeting. The parameters on which the budget will be developed were discussed by Ms. Winchester. A modest increase will be recommended in tuition and several fees. There will be no increases to the student or technology fees.
- ◆ Five-Year Financial Plans – The Five-Year Financial Plans, Operational and Capital, are “live” documents in that they will be updated as necessary because there are so many uncertainties in the future. Despite that, however, the plans provide a financial roadmap for the next several years.
- ◆ Online International Education – Both Kean University and Fairleigh Dickinson University have expressed a strong interest in partnering with OCC to offer online inter-

national education through Pearson International's worldwide cloud. Such partnerships would be beneficial in increasing enrollment for both OCC and its partners.

- ◆ New Jersey Tuition Equality Act – Senate Bill 2479, the New Jersey Tuition Equality Act, was recently passed by the Legislature and signed into law by the Governor. This law reinforces OCC's recent policy change. The College will develop, as required by law, an affidavit for students to sign of their intent to legalize immigration status.
- ◆ Performing Arts Academy – Kean University, the Ocean County Vocational-Technical School, and Ocean County College are meeting to discuss the possibility of offering a Performing Arts Academy on the College campus.
- ◆ Gateway Building Water Problem – Mr. Matthew Kennedy, Assistant Vice President of Facilities, Mr. Mike Bruno, Associate Director of Facilities Planning, and Mr. Jose Fierro, Interim Plant Manager, discussed the recent water pipe break in the Gateway Building. A temporary solution took care of the problem; and a plan has been developed for a permanent solution to avoid a recurrence in the future.
- ◆ Combined Heat and Power Plant – Mr. Kennedy, Mr. Bruno, and Mr. Fierro explained the design problem with the CHP as well as detailed the steps being taken to correct it to ensure greater efficiency.
- ◆ Student Center – The formal groundbreaking for the new Student Center will be held following the Board meeting on Monday, January 27. The construction area has been fenced, and all is moving on schedule thus far.

At 2:05 p.m., the Board adopted a resolution upon roll call vote to move into a closed session to discuss 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.

Resolution  
Adopted for  
Closed Session

The closed session ended and the open meeting resumed at 3:08 p.m.

Open Meeting  
Resumed

#### Personnel Committee

Upon unanimous roll call vote, the Board of Trustees approved the personnel actions as presented.

Personnel Actions  
Approved

#### Miscellaneous

The next meeting of the Board is scheduled for:

Meetings  
Scheduled

**Monday, January 27, 2014**

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.	Regular Public Monthly Meeting

With no further business or comments from the trustees or the public, the meeting  
adjourned at 3:10 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Secretary to the  
Board of Trustees