



BOARD OF TRUSTEES

Regular Meeting Minutes

January 26, 2009

<p>The regularly monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, January 26, 2009, by Mr. Carl V. Thulin, Chair, at 12:30 p.m. in the Boardroom of the Administration Building on the college campus.</p>	<p>Call to Order</p>
<p>The announcement of public meeting was made by Mrs. Bello in compliance with the Open Public Meetings Act of 1975.</p>	<p>Public Meeting Announcement</p>
<p>Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mrs. Eva Smithers, Mr. Jerry Dasti, Mr. Robert Fall, Dr. Bruce Greenfield, Mr. Stephan Leone, Mr. Harry Jay Levin, Mrs. Dolores Lewis, Mr. Thomas Monahan, Mr. Warren Wolf, Ms. Nicole Zavattieri (arriving at 1:00 p.m.), Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Jim McGinty, Vice Presidents Don Doran, Tara Kelly, Richard Parrish, and Sara Winchester, and Interim Vice President Richard Strada.</p>	<p>Attendance</p>
<p>Three representatives from OceanFirst, Ms. Nina Anuario, Senior Vice President of Business Development, Mr. Michael O'Brien, Senior Vice President of Trust and Asset Management, and Ms. Kathy Durante, Executive Director of the OceanFirst Foundation, presented a \$55,000 check to Mr. Joseph Coronato, Vice Chair of the OCC Foundation, Ms. Sandy Broughton, Executive Director of Resource Development, Mr. Thulin, and Dr. Larson. OceanFirst has been the major sponsor of the OCC Foundation summer galas for many years, and this check, the second installment of a three-year \$165,000 pledge, represents a continuing commitment by OceanFirst to the College and the Foundation in their efforts to serve the residents of Ocean County. OceanFirst, the largest and oldest community-based bank in Ocean County, has given back to the community more than \$20 million since its inception in 1992.</p>	<p>Presentation</p>
<p>On behalf of the entire OCC community, Mr. Coronato, Mr. Thulin, and Dr. Larson all expressed their deep appreciation for the support of OceanFirst, especially in light of the current difficult economic environment.</p>	
<p>The minutes of the December 1 and December 12, 2008, Board of Trustees closed sessions and public meetings were approved by majority vote, with the following abstentions:</p>	<p>Minutes Approved</p>

- ◆ Mrs. Smithers and Dr. Greenfield abstained from voting on the minutes for the December 1, 2008, meeting.
- ◆ Mrs. Smithers, Mr. Dasti, Mrs. Lewis, and Mr. Monahan abstained from voting on the minutes from the December 12, 2008, meeting/retreat.

Dr. Larson presented a recommendation to the Board of Trustees to consider naming the new academic building in honor of Freeholder John Bartlett. Freeholder Bartlett's service to the College has been distinguished by many exemplary achievements, but none more important to the welfare of the citizens of the County than his long history of support and outstanding service to Ocean County College.

Freeholder Bartlett's association with the College began as a student during the first year of its operation in 1966, and he was a member of its inaugural graduating class. He served as an adjunct faculty member and, for several years, assumed a full-time position as Assistant Professor of Political Science. In 1990, Mr. Bartlett became the Freeholder Liaison to Ocean County College, and, in that capacity, he has been an unwavering champion of the College and strong supporter of many projects that have contributed to OCC becoming the premier collegiate institution it is today.

In recognition of Freeholder Bartlett's outstanding support of the College, Dr. Larson recommended that the newest building on campus be named the John C. Bartlett, Jr., Hall.

Mrs. Novak remarked that the success of Ocean County College can be attributed, in large part, to Freeholder Bartlett. He is first and foremost an educator, but his commitment to civil service, through positive leadership, enthusiasm, and high ethical standards, make him most deserving of this honor.

Mr. Levin spoke in support of this recommendation, saying Freeholder Bartlett has been so instrumental in making OCC a great institution. He cannot think of any other person more deserving of this honor than Mr. Bartlett. Mr. Wolf praised Mr. Bartlett's outstanding service to the College and the community and offered his strong endorsement of this recommendation. All other trustees echoed these sentiments.

Upon unanimous roll call vote, the Board named the new academic building on campus the John C. Bartlett, Jr., Hall.

John C. Bartlett, Jr.
Hall

Finance Committee

Dr. Larson read a prepared statement prior to Ms. Winchester presenting the College's FY 2010 budget. When the budget was first developed, a modest increase in tuition was included to balance income and expenditures. However, realizing the current economic climate and the difficulties being faced by students, their families, and the residents of the County, the administration was not comfortable with the proposed tuition increase. Consequently, a further comprehensive review of the budget was undertaken over the weekend, and further reductions in expenditures were achieved. As a result of that review, the budget being proposed today has no increase in tuition and no increase in fees.

Dr. Larson explained that, in addition to budget reductions, the 0% tuition increase is made possible through a number of cost containment measures, such as:

- ◆ The reorganization and consolidation of several administrative areas;
- ◆ Frugal administrative oversight;
- ◆ Reductions in unnecessary travel, memberships, equipment, and supplies;
- ◆ Cautious employment practices;
- ◆ The postponement of the search for a new Vice President of Academic Affairs;
- ◆ Operational expense reductions through possible outsourcing of some functions;
- ◆ Grant funding opportunities;
- ◆ Energy conservation measures.

Notwithstanding all of these cost containment efforts, there are two factors that, without which, the 0% tuition increase would not be possible—the continuing strong support of the County and the extraordinary growth in student enrollment.

Dr. Larson expressed appreciation to his administrative team for its very effective work on the budget, and he thanked the trustees for showing the kind of leadership all good colleges wish for.

The trustees supported this budget and the 0% tuition increase. They commended the administration for its ability to keep tuition level in spite of rising costs, while, at the same time, maintaining OCC's academic excellence. The trustees underscored the fact that the budget reductions do not affect services provided directly to students, as clearly articulated by Dr. Larson. The trustees recognize the hardships resulting from this difficult financial environment and believe the proposed 0% increase in tuition in 2009 will demonstrate their commitment to provide affordable quality educational opportunities to the residents of Ocean County.

In accordance with New Jersey Public Law 94, Chapter 48, Mr. Thulin called a public hearing for those members of the college community who wished to testify on the OCC proposed FY 2010 budget, including the 0% tuition increase.

Public Hearing

Ms. Ellie Younger, Executive Assistant to the Vice President of Planning and Administration, whose daughter attends Slippery Rock University in Pennsylvania, thanked the trustees on behalf of parents for not raising tuition. She wishes Slippery Rock would share their concern for students and consider following in Ocean's footsteps.

Two students, Ms. Jessica Phillipe and Ms. Suzanne Penna expressed appreciation to the trustees. Ms. Suzanne Penna congratulated the Board for this wonderful news. Although she has been a critic of the college's leadership in the past, she was very happy to thank the Board for keeping tuition at its current rate.

The President and Vice President of the Adjunct Faculty Association, Mr. Robert Silva and Mr. Mike Zahler, respectively, both commended the Board for the 0% tuition increase and offered the Association's assistance, if needed in any way.

Mr. Thulin thanked all who addressed the trustees. He believes that this 0% increase in tuition is possible because of steady moderate tuition increases over the past few years combined with prudent fiscal responsibility by the college leadership.

The public hearing was then closed by Mr. Thulin and the trustees took the following action upon unanimous roll call vote:

- ◆ Maintained Policy #5300, Student, Tuition and Fees, in its current form, with no increase in tuition and fees for 2009, as per revised exhibit on the agenda addendum.
- ◆ Approved the Ocean County College FY 2010 budget, as per revised exhibit on the agenda addendum.

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

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| ◆ The statement of income and expenditures as of December 31, 2008, was accepted. | Income/
Expenditures
Approved |
| ◆ A resolution was adopted to approve 2009 and 2010 capital facilities projects to include the renovation of the Arts and Community Center Theatre and the construction of a Cultural Center addition to the Arts and Community Center, totaling \$3,000,000 and \$1,500,000 respectively, and to direct appropriate College officials to seek financial support from the County of Ocean for these projects, as per revised exhibit on the addendum to the agenda. | Capital Facilities
Projects Approved-
Bond Funding |
| ◆ A resolution was adopted to approve the FY 2010 capital facilities project, the athletic field development, and to direct the appropriate college officials to request 50 percent funding from the State and 50 percent funding from the County of Ocean. | Capital Facilities
Project Approved-
Chapter 12 |
| ◆ A resolution was adopted to enter into an executive an Intergovernmental Agreement with the County of Ocean for the provision of parking lot and road improvements, the amount not to exceed \$150,000, effective through December 31, 2009. | Intergovernmental
Agreement for
Parking and Roads |
| ◆ The following contracts were awarded: | Contracts
Awarded |
| <ul style="list-style-type: none"> ◆ For various Ocean County College professionals of record: <ul style="list-style-type: none"> ◆ A maximum of \$75,000 to Omega Engineering, Shrewsbury, New Jersey, for mechanical, electrical, plumbing, and fire protection services. ◆ A maximum of \$75,000 to Gravatt Consulting Group, Forked River, New Jersey, for civil engineering and survey services. ◆ A maximum of \$75,000 to Gravatt Consulting Group, Forked River, New Jersey, for environmental consulting services. | |

- ◆ A maximum of \$50,000 to Intertech Associates, Freehold, New Jersey, for information technology commissioning services.
- ◆ A maximum of \$75,000 to IAO, Inc., Bensalem, Pennsylvania, for heating, ventilation, and air conditioning commissioning services.
- ◆ A maximum of \$25,833.54 to Spruce Industries, Garwood, New Jersey, for the purchase of trash containers for campus-wide use at Ocean County College.
- ◆ A maximum of \$26,688 to Engle Printing Company, Mount Joy, Pennsylvania, for the printing of the 2009 Summer Continuing and Professional Education brochure.
- ◆ Resolutions were adopted to award the following contracts:
 - ◆ A maximum of \$19,480 to Kokes Fairways L.L.C., DBA Eagle Ridge Golf Club, Lakewood, New Jersey, for the purchase of education services for golf classes to be offered by Continuing and Professional Education.
 - ◆ A maximum of \$27,500 to Siemens Building Technologies, Blue Bell, Pennsylvania, for software system support and maintenance for the Energy Management System at Ocean County College.
 - ◆ A maximum of \$90,000 to Collette Travel Service, Inc., Pawtucket, Rhode Island, for a travel package to the Alpine in Austria, Germany, and Switzerland to be offered by the Academy for Lifelong Learning in October 2009, in advance of the trip on behalf of the trip participants, who will pay the full cost of the trip.
 - ◆ A maximum of \$30,000 to Holly City Travel, Little Egg Harbor Township, New Jersey, for a travel package to Israel to be offered by the Academy for Lifelong Learning in July 2009, in advance of the trip on behalf of the trip participants, who will pay the full cost of the trip.
 - ◆ A maximum of \$25,627.87 to Dimension Data, Charlotte, North Carolina, for the purchase of Cisco equipment to expand the wireless network to the Southern Education Center.
 - ◆ A maximum of \$113,022 to LaserPerformance Limited Liability Company, Portsmouth, Rhode Island, for the purchase of “420” sailboats for use by the Ocean County College Sailing Program.
 - ◆ A maximum of \$17,954.55 to ACE Outdoor Power Equipment, Bayville, New Jersey, for the purchase of a utility vehicle for use at Ocean County College.

Resolutions
Adopted for
Contract Awards

- ◆ A maximum of \$27,000 to Concord Engineering Group, Voorhees, New Jersey, for professional engineering services for a campus-wide solar program at Ocean County College.
- ◆ On an as-needed basis, to Cambridge Consulting, Somerville, New Jersey, for construction management consulting services for projects at Ocean County College.
- ◆ On an as-needed basis, to Yezzi Associates, Toms River, New Jersey, for a professional architect of record at Ocean County College. Mr. Levin abstained from voting on this contract award.
- ◆ The following contract awards were acknowledged for emergency repairs to the Arts and Community Center due to fire damage on December 2, 2008:
 - ◆ A maximum of \$60,000 to Insurance Restoration Specialists, East Brunswick, New Jersey, for insurance restoration specialist services.
 - ◆ A maximum of \$50,000 to Sun Electrical Construction, Brick, New Jersey, for the repair of electrical wiring, devices, and smoke and alarm systems.
 - ◆ A maximum of \$20,000 to Birdsall Engineering, Sea Girt, New Jersey, for asbestos remediation services.
 - ◆ A maximum of \$20,000 to Stevens Environmental Services, Allentown, New Jersey, for environmental consulting services.
- ◆ The following contracts were amended: Contracts Amended
 - ◆ An additional \$103,055.04, for a maximum total of \$9,624,327, to Wallace Contracting, Point Pleasant, New Jersey, for a change order to include rerouting power for pottery wheels, installing an interceptor, and replacing existing aluminum doors and frames during the construction/renovation of the Arts and Community Center (contract originally awarded at the August 27, 2007, Board meeting and amended at the March 7, April 28, May 27, July 28, August 25, September 22, November 3, 2008, and December 1, 2008, Board meetings).
 - ◆ An additional \$1,500, for maximum total of \$23,739.97, to Sirsi Corporation, St. Louis, Missouri, for an upgrade to the Ocean County College Library automation system (contract originally awarded at the July 28, 2008, Board meeting).
 - ◆ An additional \$7,000, for a maximum total of \$132,077.50, to Monmouth-Ocean Hospital Services Corporation, Neptune, New Jersey, for the purchase of additional educational services for paramedic classes offered through Continuing and Professional Education (contract originally awarded at the December 1, 2008, Board meeting).

- ◆ An additional \$9,500, for a maximum total of \$32,437.68, to Hovnanian Property Management, Tinton Falls, New Jersey, for continued storage of Fine Arts furniture due to the December fire in the Arts and Community Center at Ocean County College (contract originally awarded at the January 28, 2008, Board meeting). Mr. Leone abstained from voting on this contract amendment.
- ◆ The following bid proposals were rejected:
 - ◆ For the Planetarium renovation, due to all proposals being over budget.
 - ◆ For energy conservation, due to noncompliance of single bidder.
- ◆ The following grant awards were accepted from the Ocean County Cultural and Heritage Commission:
 - ◆ \$4,000 for the purpose of offering a concert series to integrate choral and instrumental music performed by artists of varying ages and degrees of musical competency, combining students and senior citizens with professional musicians from the tri-state area. Funding period: January 1 to December 31, 2009. Project manager: Ms. Carolyn Moore, Director of the Ocean County College Community Chorus.
 - ◆ \$4,000 for the purpose of offering affordable theatre performances to students and the community while enhancing learning and artistic appreciation. Funding period: January 1 to December 31, 2009. Project manager: Mr. Arthur Waldman, Director of the Ocean County College Theatre Company.

Bid Proposals
Rejected

Grant Awards
Accepted

Bylaw, Policy, and Curriculum Committee

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

- ◆ Approved the items accepted by the College Senate at its meeting on December 3, 2008:
 - ◆ Program Terminations:
 - ◆ A.S. Degree in General Studies – Civil/Construction Option
 - ◆ Certificate of Completion in Nurse Paralegal
- ◆ The following policies were revised:
 - ◆ Policy #4700, Student Accounts, Collection and Write-Off
 - ◆ Policy #4702, Doubtful Accounts, Calculation of the Allowance for Doubtful Accounts

College Senate
Items Approved

New Policies
Approved

Buildings and Grounds Committee

Mr. Chengbo Yin, Director of Research and Assessment, reported on the spring 2009 semester enrollment compared to last year at this same point in time. He will share official census data with the trustees at the next meeting. He also said it is anticipated FY 2009 enrollment will be up by 8-9% over last year.

A facilities status report was provided by Dr. Parrish. He noted that the construction of John C. Bartlett, Jr., Hall is on time and within budget. Continuing and Professional Education and Academy for Lifelong Learning employees will return to campus in March and will be located in the Arts and Community Center.

Upon unanimous roll call vote, the Board accepted the Facilities Engineering and Operations Status Report for December 31, 2008.

Facilities
Engineering
Report Accepted

Personnel Committee

Upon unanimous roll call vote, the Personnel Report, as recommended by the Personnel Committee, was approved. Ms. Winchester noted the extension of Mr. Richard Strada as Interim Vice President of Academic Affairs.

Personnel Report
Approved

President's Report

Dr. Larson reported that the Spring Semester Colloquium was a very successful day with Mr. John Gardner, Executive Director of the Center for the Foundations of Excellence in the First Year of College at the University of South Carolina, delivering a stimulating and effective message. Mr. Gardner remained on campus all day to meet with students, administrators, and both full-time and adjunct faculty. At Dr. Larson's request, Ms. Maureen Reustle, Dean of Academic Services and Co-Chair of the Steering Committee for this project, briefed the trustees on the progress of the various Dimension Committees. It is anticipated that the Foundations of Excellence Executive Report will be presented to Dr. Larson and the Board in June. Ms. Reustle thanked Dr. Larson and the trustees for their support of this project.

President's
Report

Dr. Larson commended Mr. Doran and his staff for another exceptional Student Leadership Conference this year. He encouraged trustees to participate next year in this very rewarding and enjoyable student event.

Dr. Norma Betz, Director of Financial Aid, informed the trustees that Ocean County College has been selected as one of nine colleges in the state to host College Goal Sunday, an activity that is designed to assist low income and first generation students in completing the national application for financial aid and to encourage them to attend college. The program will take place on February 8, with many employees in Financial Aid and Accounting volunteering their time to assist the students.

Dr. Larson, Mr. Thulin, and Mr. Dave Wolfe, Special Assistant to the President, will be traveling to Washington, D.C. the first week in February to attend the Community College

National Legislative Summit, which is sponsored by the Association of Community College Trustees and the American Association of Community Colleges. They will be meeting with state and national legislators, including Congressmen Chris Smith and John Adler, to discuss issues important to OCC and community colleges.

A resolution was adopted by the Board upon unanimous roll call vote to proclaim February as Black History Month at the College and to encourage all employees to support the activities planned to celebrate this recognition.

Resolution
Adopted for
Black History
Month

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, February 23, 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 –
February 23, 2009

The following meetings were scheduled:

Monday, February 23, 2009	9:30 a.m.	Finance Committee
	10:15 a.m.	Buildings/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

With no additional comments from the trustees and no public comments, the meeting adjourned at 1:55 p.m.

Adjournment

Respectfully submitted,

Linda L. Novak
Secretary

Connie Bello
Recording Secretary