



BOARD OF TRUSTEES

Public Retreat/Meeting

April 25, 2014

Minutes

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:10 p.m., on Friday, April 25, 2014, 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. Notice of this meeting was publicized through an April 7, 2014, announcement distributed as required by law.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Jack Sahradnik, Dr. Jon Larson, and Executive Vice President of Finance and Administration Sara Winchester.

Attendance

Without an effective majority of trustees in attendance, informal discussions took place; no formal action was taken at this meeting.

Discussion Items

- ◆ Dr. Larson distributed to the trustees the draft report from Dr. Jim Klyczek, Chair of the Middle States Evaluation Team. The report is shared in draft form to provide the opportunity for the College to correct any errors of fact. Dr. Larson said there were only a handful of changes being recommended to Dr. Klyczek, none of which were significant.
- ◆ A tentative agreement has been reached for the close-out of the Gateway Building construction.
- ◆ Proposed changes to the College's organization and position descriptions were reviewed with the trustees.
- ◆ Mr. Scott Malin, Senior Associate, Spiezle Architectural Group, Trenton, New Jersey, joined Mr. Matthew Kennedy, Assistant Vice President of Facilities, and Mr. Mike Bruno, Associate Director of Facilities and Planning, to discuss the plans and timelines for the development of the Ocean County College Facilities Master Plan. The

Spiezle Architectural Group was awarded a contract at the March 2014 Board meeting to provide professional architectural services as the plan is developed.

- ◆ The Strategic Initiatives, Inc., project is progressing well with the consulting services of Dr. Don Norris and Dr. Tim Gilmore. This project, now formally named "Charting our New Course," is gaining the support of many on campus who are volunteering to participate in various ways.

Miscellaneous

The next meeting of the Board is scheduled for:

Meetings
Scheduled

Monday, April 28, 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.	Persomel Committee
	12:30 p.m.	Regular Public Monthly Meeting

The meeting adjourned at 2:20 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the
Board of Trustees



BOARD OF TRUSTEES

Regular Meeting

Minutes

April 28, 2014

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:30 p.m. on Monday, April 28, 2014, by Mrs. Linda Novak, Vice Chair, 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. Notice of this meeting was publicized through a resolution adopted at the November 2013 reorganization meeting and distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mrs. Linda Novak, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Thomas Dowd, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Evan Williamson, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice Presidents Jim McGinty, Richard Strada, and Sara Winchester, and Vice Presidents Don Doran and Jianping Wang. Mr. Joseph Passiment was in attendance for the first five minutes of the meeting.

Attendance

Mr. Sahradnik administered the oath of office to Mr. Thomas J. Dowd, who, as Interim Executive Superintendent of Ocean County Schools, will serve on the Ocean County College Board of Trustees. He was welcomed by Mrs. Novak, Dr. Larson, and all of the members of the Board.

Swearing-In of
Mr. Thomas J.
Dowd

Mr. Joseph Passiment, Jr., joined the trustees to say it was his honor to serve as a trustee, and he was humbled to be a part of the Ocean County College family. He will continue his association with the College as a member of the "Charting Our New Course" Guiding Coalition. Dr. Larson and the trustees expressed their appreciation to Mr. Passiment for his outstanding contributions during his short tenure as a member of the Board.

Departure of
Mr. Joseph
Passiment, Jr.

The minutes of the March 24, 2014, Board of Trustees closed session and public meetings were approved by majority vote, with an abstention from Mr. Dowd.

Minutes
Approved

Commendations

Dr. Larson commended the following employees:

Commendations

- ◆ Ms. Kathleen Basilotto, Assistant Professor of Language and the Arts, who was selected as a recipient of the League for Innovation in the Community College's John and Suanne Roueche Excellence Award. Recipients of the Excellence Award exemplify exceptional community college teaching and leadership. There were only three faculty members recognized from New Jersey for this award this year.

Dr. Larson presented Ms. Basilotto with a medallion and certificate from the League for Innovation in the Community College.

- ◆ Mr. Michael Glenn Miller was honored for his outstanding commitment as the advisor to OCC's Studio Theatre for thirty years, beginning in 1984. Since then, he has produced, directed, and sometimes written 60 consecutive shows, with participation by over 450 students throughout the years.

Studio Theatre is one of the most highly attended club activities held on campus each semester. It consists of short one-act plays performed exclusively by students. Students are involved with acting, set and prop construction, on-campus promotion, lighting, sound, and other activities.

Mr. Miller was also presented with an award for his long service to Ocean County College.

Finance Committee

The following Finance Committee recommendations, as amended, were unanimously approved upon roll call vote:

- | | |
|---|------------------------------|
| ◆ The statement of income and expenditures as of March 31, 2014, was accepted. | Income/Expenditures Accepted |
| ◆ The following contracts were awarded: | |
| ◆ A maximum of \$133,271.50 to Kaltech Engineering New Jersey, Inc., Millington, New Jersey, for the repair/replacement of sidewalks and curbing at Ocean County College. | Contracts Awarded |
| ◆ A maximum of \$19,834 to General Printing and Design, Inc., Southborough, Massachusetts, for the printing of the 2014-2015 Annual Student Handbook at Ocean County College. | |
| ◆ A maximum of \$17,500 to Hatch Mott McDonald, Millburn, New Jersey, for professional engineering consulting services for storm water management at Ocean County College. | |
| ◆ A maximum of \$40,740 to Steris Corporation, Mentor, Ohio, for the purchase and installation of a laboratory steam sterilizer for use at Ocean County College. | |
| ◆ A maximum of \$78,595.20 to The Rochelle Group, LTD, Rotonda West, Florida, for professional food service consulting services at Ocean County College. | |

- ◆ A maximum of \$73,904.43 to Engle Printing and Publishing Company, Lancaster, Pennsylvania, for the printing of the Continuing and Professional Education brochures for Fall 2014, Spring 2015, and Summer 2015 at Ocean County College.
- ◆ A maximum of \$96,700 to J.D.S. General Contracting, Inc., Millstone, New Jersey, for the resealing of the W. Kable Russell Building roof at Ocean County College.
- ◆ A maximum of \$68,150 to Automated Building Controls, Neptune, New Jersey, for variable air volume integration in the Library at Ocean County College.
- ◆ A maximum of \$65,000 to Allied Fire and Safety, Neptune, New Jersey, for the second year of a two-year agreement for fire prevention and fire control services at Ocean County College.
- ◆ A maximum of \$100,000 to Automated Building Controls, Inc., Neptune, New Jersey, for energy management systems services and support at Ocean County College.
- ◆ A maximum of \$40,000 to Quality Cut, Inc., Farmingdale, New Jersey, for the second year of a two-year agreement for campus-wide lawn irrigation services at Ocean County College.
- ◆ A maximum of \$26,500 to All Seasons Maintenance, Inc., Jackson, New Jersey, for the second year of a two-year agreement for campus-wide sweeping services at Ocean County College in Toms River and Manahawkin.
- ◆ A maximum of \$40,000 to Atlas Elevator, Barnegat, New Jersey, for the second year of a two-year agreement for elevator inspection, maintenance, and repair at Ocean County College.
- ◆ A maximum of \$29,000 to Orkin Pest Control, Atlanta, Georgia, for the second year of a two-year agreement for integrated pest control management services at Ocean County College.
- ◆ A maximum of \$30,000 to Pow-R-Save, Inc., Bloomfield, New Jersey, for the second year of a two-year agreement for asbestos abatement services at Ocean County College.
- ◆ A maximum of \$150,000 to My Restaurant Group, Inc., Jersey City, New Jersey, for the second year of a two-year agreement for food and vending services at Ocean County College.
- ◆ A maximum of \$40,000 to Quality Cut, Inc., Farmingdale, New Jersey, for the second year of a two-year agreement for weed control and fertilization services at Ocean County College.
- ◆ A maximum of \$1,510,466 to DTZ, Bloomfield, New Jersey, for the second year of a three-year agreement for custodial services at Ocean County College.

- ◆ Resolutions were adopted to award the following contracts:
 - ◆ A maximum of \$32,205.21 to MBS Service Company, Inc., Columbia, Missouri, for point-of-sale system software for the Bookstore at Ocean County College.
 - ◆ A maximum of \$19,403.76 to Hewlett-Packard Company, Roseville, California, for hardware maintenance for the Storage Area Network Solution (SANS) System at Ocean County College.
 - ◆ A maximum of \$28,489.40 to Kone, Inc., Pennsauken, New Jersey, for the purchase and installation of new ceilings in the two Gateway Building elevators at Ocean County College.
 - ◆ A maximum of \$20,000 to Fastenal, Lakewood, New Jersey, for the purchase of miscellaneous supplies for the Facilities Department at Ocean County College.
 - ◆ A maximum of \$51,470.02 to Dell Marketing, Round Rock, Texas, for the purchase of Dell computers and maintenance at Ocean County College.
 - ◆ A maximum of \$51,384 to Waukesha-Pierce Industries, Lawrence, Pennsylvania, for the second year of a five-year agreement for planned maintenance service on the Combined Heat and Power Plant generator at Ocean County College.
 - ◆ A maximum of \$24,451.77 to Broad USA, Inc., Hackensack, New Jersey, for the second year of a five-year agreement for planned maintenance service on the Combined Heat and Power Plant chiller at Ocean County College.
 - ◆ A maximum of \$22,880 to Troxell Communications, Inc., Phoenix, Arizona, for the purchase of video equipment for use at Ocean County College.
 - ◆ A maximum of \$52,970 to Partner Assessment Corporation, Torrance, California, for professional engineering consulting services for the Sailing Center at Mill Creek Park.
 - ◆ A maximum of \$24,180 to Perceptive Software, Shawnee, Kansas, for the purchase of scanners and maintenance for the Image Now system at Ocean County College.
 - ◆ A maximum of \$17,625 to Ellucian Company, L.P., Fairfax, Virginia, for professional consulting services for Colleague Enterprise Resource Planning training in the Continuing and Professional Education Department at Ocean County College.
 - ◆ A maximum of \$40,000 plus travel reimbursement to Allison King, Interlaken, New Jersey, for professional consulting services for the expansion of e-Learning programs, both domestically and internationally, at Ocean County College.
 - ◆ The following contracts were amended:
- Resolutions
Adopted for
Contract Awards
- Contracts
Amended

- ◆ An additional \$3,245.75, for a maximum total of \$30,383.24, to CDW Government, Vernon Hills, Illinois, for the purchase of custom label cartridge data storage tapes, remote control, and custom labels as part of the computer hardware, software, and supplies for Ocean County College (contract originally awarded at the December 2, 2013, Board meeting).
- ◆ An additional \$20,000, for a maximum total of \$70,000, to Core Mechanical, Inc., Pennsauken, New Jersey, for repairs to the Combined Heat and Power Plant due to a cold winter season as part of the second year of a two-year agreement for boiler and burner maintenance service at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).
- ◆ An additional \$8,620, for a maximum total of \$1,046,969, to Concord Engineering Group, Inc., Voorhees, New Jersey, for a change order for additional emissions testing services to meet approval by the New Jersey Department of Environmental Protection and extra scope for underground piping to the new Student Center as part of the professional engineering services for the Combined Heat and Power Plant and related utility distribution services at Ocean County College (contract originally awarded at the September 21, 2009, Board meeting).
- ◆ An additional \$30,000, for a maximum total of \$130,000, to Core Mechanical, Inc., Pennsauken, New Jersey, for water coil replacement and unforeseen HVAC repairs as part of the second year of a two-year agreement for HVAC maintenance and material services at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).
- ◆ An additional \$10,900, for a maximum of \$803,465, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for a change order for design services for the relocation of the new Student Center due to underground electrical lines as part of the professional architectural and engineering services for the Student Center at Ocean County College (contract originally awarded at the April 26, 2010, Board meeting).
- ◆ An additional \$15,200, for a maximum of \$53,030, to North Star Signs, Fairfield, New Jersey, for an increased number of signs required for the renumbering of the campus buildings at Ocean County College (contract originally awarded at the January 27, 2014, Board meeting).
- ◆ The Board rejected the following bid proposals, in accordance with proposal specifications and requirements, due to being over budget: Bid Proposals Rejected
 - ◆ Received on February 27, 2014, for professional engineering consulting services for water infiltration at the John C. Bartlett, Jr., Hall.
 - ◆ Received on April 22, 2014, for Cisco Voice Over IP Upgrade and Video Conferencing Integration.

- ◆ The Board accepted a \$35,272 subgrant award from the Institute of Marine and Coastal Sciences, Rutgers University, through the New Jersey Department of Environmental Protection, for the work and services for the Multi-Trophic Level Modeling of Barnegat Bay Program to help understand changes to the Barnegat Bay. Project director: Mr. James Vasslides, Program Scientist, Barnegat Bay Partnership. Project period: January 1, 2014, through June 30, 2015. Grants Accepted
 - ◆ A \$1,400 grant award was accepted from the Ocean County Tourism Advisory Council, Ocean County Board of Chosen Freeholders, for a Performing Arts Grant for the promotion of Ocean County College and area arts events through the printing and distribution of printed placemats to area diners. Project manager: Ms. Joanne Padrone, Director of Resource Development. Project period: March 19, 2014, through December 31, 2014.
 - ◆ The Board approved a budget modification to the \$514,209 Carl D. Perkins Career and Technical Education Grant from the New Jersey Department of Education for the purpose of developing more fully the academic, career, and technical skills of Ocean County College students through instruction, equipment and supplies, professional development, and student travel and assessment, including Perkins faculty, administrators, and staff professional development, with emphasis on those Career Clusters that support workforce development, economic development, and stakeholder partnerships. Project manager: Ms. Mary A. Burke, Associate Professor of Computer Studies. Funding period: July 1, 2013, through June 30, 2014. Grant Budget Modification Approved
- The Business and Finance agenda was amended, and, as a result, the Board adopted a resolution to authorize and direct the President to execute a project closeout and release agreement with Niram, Inc., Boonton, New Jersey, upon review and approval of Ocean County College Counsel, for the construction of the new Gateway Building at Ocean County College. Project Closeout/ Release Agreement Authorized

Bylaw, Policy, and Curriculum Committee

The Board, upon unanimous roll call vote, approved the following as recommended by the Bylaw, Policy, and Curriculum Committee:

- ◆ The following items, as accepted by the College Senate at its meetings on March 19 and April 16, 2014: College Senate Items Approved
 - ◆ New Courses
 - ◆ ENVI 232, Environmental Policy
 - ◆ NURS 280, Nursing Science
 - ◆ Revised Course
 - ◆ CRIM 154 to CRIM 281, Criminal Investigation Theory

- ◆ Revised Degree Programs
 - ◆ A.S. Degree in Engineering
 - ◆ A.S. Degree in Environmental Studies
- ◆ Revised Policy #5152, Students, Academic Standards, Graduation
- ◆ The following new policies were approved:
 - ◆ Policy #4115, Business, Revenues, Governmental Assistance, Bonds Issued by the New Jersey Educational Facilities Authority (NJEFA) New Policies #4115 and #4340, Approved
 - ◆ Policy #4340, Business, Payroll, Mandatory Participation in Direct Deposit
 - ◆ Policy #3075, Personnel, All Employees, Students, and the Public, Control of Smoking, was revised. Policy #3075 Revised
 - ◆ The Board 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 on campus: Policies Temporarily Suspended
 - ◆ The Barnegat Bay Yacht Racing Association Cocktail Reception beginning at 6:00 p.m. on Saturday, May 31, 2014, in the College Gymnasium.
 - ◆ The Center for Faculty Excellence, Creativity, and Innovation Year-End Celebration from 2:00 p.m. to 6:00 p.m. on Wednesday, May 14, 2014, in the Gateway Building.

Buildings and Grounds Committee

At Mrs. Novak's request, Mr. Matthew Kennedy, Assistant Vice President of Facilities, reviewed the status of various projects on campus, including the disruption that is anticipated from upcoming road construction and the storm water management program across the campus.

Upon unanimous roll call vote, the Board approved the following items from the Buildings and Grounds Committee:

- ◆ The Building and Grounds Committee Report for April 28, 2014, was accepted. Building/Grounds Report Accepted

Personnel Committee

The Personnel Report was presented by Mr. Leone, who noted that the report contained recommendations for the 2014-2015 salaries of full-time nonrepresented administrators and hourly employees, as well as Lecturer II's. Upon unanimous roll call vote, the Personnel Report was approved as submitted.

Personnel Report Approved

President's Report

The visit by the Middle States evaluation team was very successful, with the team Chair noting many commendations as part of his exit report. Dr. Larson expressed his appreciation to everyone who participated in the development of the Self-Study Report, played a role in the preparations for the visit, and were in attendance at the many sessions during the team visit. He also thanked the trustees for their active role in this process, one which was an excellent experience for the College.

President's
Report

Dr. Kate Pandolpho, Director of Career, Employment, and Personal Counseling, and Ms. Eileen Burdge, Community Services Specialist, spoke about the continuing success of the Displaced Homemakers Program this past year. The trustees thanked them for their hard work in making this program so beneficial; the mission of the College goes well beyond educating only young students, and this program demonstrates the positive effect it can have on all County residents.

Upon unanimous roll call vote, the trustees adopted a resolution to proclaim May 2014 as Displaced Homemakers Awareness Month at Ocean County College in recognition of the significant impact of this program.

Resolution
Adopted for
Displaced
Homemakers
Month

Ms. Mary Ellen Carr, Professor of English, informed the trustees of the Women's Leadership Conference that will be hosted by the College on Wednesday, April 30, in the Black Box Theatre. The conference will focus on opportunities and challenges women face in their work environment. Ms. Carr has long been a champion of women's programs. The President thanked Ms. Carr for her leadership in this regard.

Commencement week is approaching:

- ◆ Nursing Pinning Ceremony, Tuesday, May 20, 7:00 p.m., in the Theatre
- ◆ Awards Ceremony, Wednesday, May 21, 7:00 p.m., in the Theatre
- ◆ Commencement, Thursday, May 22, 6:00 p.m., on the College Mall

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Tuesday, May 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-
May 27, 2014

The following meetings were scheduled:

Tuesday, May 27, 2014

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.	Monthly Public Meeting

Meetings
Scheduled

With no further comments from the Board members or the public, the meeting adjourned at 1:20 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Comie Bello
Secretary to the Board of Trustees