



BOARD OF TRUSTEES

Regular Meeting

Minutes

November 2, 2015

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| <p>The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:36 p.m. on Monday, November 2, 2015, by Mr. Carl V. Thulin, Chair, 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. 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 2014 reorganization meeting and distributed as required by law.</p> | <p>Public Meeting Announcement</p> |
| <p>Those in attendance were Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Jerry Dasti, Mr. Frank Dupignac (by phone), Mr. Todd Flora, Dr. Wilda Smithers, Mr. Mordechai Grubin, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, and Interim Vice President Carol Brown.</p> | <p>Attendance</p> |
| <p>The minutes of the October 5 and October 16, 2015, Board of Trustees closed sessions and public meeting were approved by a majority vote, with abstentions from Mr. Dasti and Mr. Flora.</p> | <p>Minutes Approved</p> |
| <p><u>Commendations</u></p> | |
| <p>Dr. Brown introduced Associate Professor Katherine Dillon, Business Studies, advisor to OCC's chapter of Phi Beta Lambda (Future Business Leaders of America), and three students who placed first or second at the New Jersey Leadership Conference Business competition: Chaya (Eti) Hayman, Nina Rogers, and Danielle Wittman. Professor Dillon thanked the Board and College Administration for their overwhelming support and explained that the Business Department is very proud of the students. Ms. Hayman, Ms. Rogers, and Ms. Wittman shared their experiences of the competition with the Board and thanked the Board, Administration, faculty, staff, and Professor Dillon for their support. Dr. Brown also acknowledged the support of Dr. Rosann Bar, Dean of Business and Social Sciences.</p> | <p>Commendations</p> |

Dr. Brown introduced Mrs. Kathy DiMario, Adjunct Assistant Professor of Social Sciences, and consultant for the Ocean County Displaced Homemakers' Program, who is the published author along with her daughter of the children's book, "What Kind of Dog Am I?" Mrs. DiMario shared with the Board how the idea for the book came from the fact that people upon meeting Posha would ask, "What kind of dog is that?" and turned it into a teachable moment to children explaining that putting a name on things is not nearly as important as loving and being loved. Mrs. DiMario presented each member of the Board their own "pawtographed" copy of the book.

Ms. Winchester introduced Ms. Amanda Boyle, part-time Planetarium Retail Business Operations Manager, who acknowledged Mrs. Tara Murtha, whose very generous donation of \$2,000 allows the College to lease the full dome movie, "Let It Snow," for six weeks every year for the next fifty years in memory of her late husband, Mr. Robert Murtha, who loved both Christmas and astronomy. Mr. Thulin and Dr. Larson presented Mrs. Murtha with a certificate of appreciation at today's meeting.

Dr. Betz introduced Mr. A.J. Trump, Director of Athletics, who provided an update of the Fall sports teams. Mr. Trump introduced Mr. Stan Friedman, Men's and Women's Tennis Head Coach, and Ms. Emily Steinberg and Ms. Jasmine Ethridge, student members of OCC's Women's Tennis team, who competed at the NJCAA tennis finals in Peach Tree, Georgia, where they won their first singles matches and first doubles matches. Ms. Steinberg and Ms. Etheridge thanked the Board and Administration for their support and the opportunity to compete at the tournament. Mr. Trump also reported that the Cross Country teams had a successful season, with the Women's team finishing third and the men's team finishing seventh in the nation. Head Coach Ed Baynes was named the Region XIX and Garden State Athletic Conference (GSAC) Women's Cross Country Coach of the Year.

Mr. Trump also announced that Ms. Ilene Cohen, Executive Director of Athletics and Judicial Affairs, was honored by the Collegiate Athletic Administrators of New Jersey as the recipient of the 2015 CAANJ Garden State Award, which is the highest honor awarded by the organization to an individual who has made substantial and enduring contributions to the development of intercollegiate athletics in New Jersey. Ms. Cohen thanked the Board and Administration for the opportunity to work at Ocean County College and also thanked Mr. Trump for the nomination.

Mr. Trump announced that the Women's Soccer Team was awarded the Region XIX Champions of Character Team Award at the 2015 Region XIX Awards Dinner on Thursday, October 8, for excellence both on and off the field. He also mentioned that former OCC Men's Soccer team captain, Mr. Craig Smith, was honored at the dinner as the Male Scholar Athlete of the Year.

Lastly, Mr. Trump shared that the Women's Volleyball team won its second straight Garden State Athletic Conference Title with Head Coach Brett Killman being honored for the second year in a row as GSAC Coach of the Year.

Finance Committee

Dr. Larson introduced Ms. Winchester, who discussed the revision of the current FY 2016 budget due to the downturn in enrollment, which resulted in a \$3 million revenue shortage for the current fiscal year. In order to balance the budget, the College will use funds from the existing fund balance as well as freeze most vacant positions. The College has also renegotiated contracts with Pearson and Ellucian. The FY 2017 budget will be presented in January. Ms. Winchester stressed that it will not be possible to cover another shortfall from existing funds; therefore, many efforts are being pursued to increase enrollment, but it will take time for these initiatives to come to fruition.

Upon unanimous roll call vote, the following Finance Committee items were approved:

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| ➤ The statement of income and expenditures as of October 31, 2015, was accepted. | Income/Expenditures Accepted |
| ➤ The amended Ocean County College FY2016 budget was approved. | Amended College Budget Approved |
| ➤ The following contracts were awarded: <ul style="list-style-type: none"> <li data-bbox="240 995 1266 1062">➤ A maximum of \$28,143 to Suburban Trails, Inc., New Brunswick, New Jersey, for transportation of OCC athletic teams for sporting events at various locations. <li data-bbox="240 1096 1266 1197">➤ A maximum of \$40,000 to Berry, Sahradnik, Kotzas and Benson, P.C., Toms River, New Jersey, for the second year of a two-year agreement for professional legal services at Ocean County College. | Contracts Awarded |
| ➤ The following resolutions were adopted: <ul style="list-style-type: none"> <li data-bbox="240 1297 1266 1432">➤ To authorize for Ocean County College's participation in the New Jersey County Colleges' Joint Purchasing Consortium, with Camden County College acting as the Lead Agency, for the award of contracts for the purchase of instructional and non-instructional medical supplies and equipment for use at Ocean County College. <li data-bbox="240 1465 1266 1533">➤ A maximum of \$261,690 to Ellucian Company, LP, Fairfax, Virginia, for professional instructional design support services at Ocean County College. <li data-bbox="240 1566 1266 1667">➤ A maximum of \$24,000 to Network Cabling Inc., t/a NetQ Multimedia Company, Freehold, New Jersey, for the purchase and installation of fiber optic wiring from the Health and Human Performance Center to the athletic fields at Ocean County College. <li data-bbox="240 1701 1266 1797">➤ A maximum of \$1,498,848, to Ellucian Company, L.P., Maitland, Florida, for the first year of a three-year contract for professional management information services at Ocean County College. | Resolutions Adopted for Contract Awards |

- A maximum of \$17,000, to eCollege.com (d/b/a Pearson eCollege), Centennial, Colorado, for an extension to the agreement for professional distance learning consulting services for the period of September 1, 2015, through June 30, 2016 at Ocean County College.
- A maximum of \$2,000,000 to eCollege.com (d/b/a Pearson eCollege), Centennial, Colorado, for an extension to the Agreement for professional development, promotion, and marketing services through June 30, 2016, at Ocean County College.
- A maximum of \$27,750, to Industrial Controls Distributors, LLC, Eatontown, New Jersey, for the purchase of building control maintenance and materials for use at Ocean County College.
- The following contracts were amended: Contracts Amended
 - An additional \$16,219, for a maximum total of \$16,715,939.19, to Brockwell and Carrington Contractors, Inc., Towaco, New Jersey, for change orders for the insulation of kitchen exhaust ducts and the replacement of concrete sidewalks on the campus mall as part of the construction of the new Student Center at Ocean County College (contract originally awarded at the November 4, 2013, Board meeting).
 - An additional \$12,025, for a maximum total of \$52,355, to The College Board-OALS, New York, New York, for the purchase of additional student placement tests through the New Jersey County College Joint Purchasing Consortium for use in the Testing Center at Ocean County College (contract originally awarded at the October 5, 2015, Board meeting).
 - An additional \$31,140, for a maximum total of \$426,877, to Cambridge Construction, Somerville, New Jersey, for a two-month extension of on-site construction management services for the construction of the new Student Center, effective November 1, 2015, to December 31, 2015, at Ocean County College (contract originally awarded at the March 26, 2012, Board meeting).
 - An additional \$11,300, for a maximum total of \$746,300, to Kimmel Bogrette Architecture + Site, Conshohocken, Pennsylvania, for a change order for additional professional architectural and engineering services for the Health Sciences Building to include future design accommodations for a health clinic at Ocean County College (contract originally awarded at the February 23, 2015, Board meeting).
 - An additional \$19,500, for a maximum total of \$871,435, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for a change order for two additional months of professional architectural and engineering services, through December 14, 2015, for the new Student Center at Ocean County College (contract originally awarded at the April 26, 2010, Board meeting).

- An additional \$25,000, for a maximum total of \$225,000, to My Restaurant Group, Inc., Toms River, New Jersey, for additional catering services at Ocean County College (contract originally awarded at the April 28, 2014, Board meeting).
- An additional \$10,707.93, for a maximum total of \$71,889.93, to G.M.H. Associates of America, Inc., Trenton, New Jersey, for expedited delivery for replacement of sewage ejection pumps at Ocean County College (contract originally awarded at the October 16, 2015, Board retreat)
- The Board rescinded the \$14,500 contract awarded to Recycle Solutions Corporation, Paterson, New Jersey, for chain link fencing as Recycle Solutions Corporation failed to meet the specifications and requirements of the original proposal and, instead, awarded a contract to the next lowest bidder, Majestic Fence Company, Howell, New Jersey, at \$17,120, for the purchase and installation of chain link fencing (contract originally awarded at the October 5, 2015, Board meeting). Contract Rescinded

Bylaw, Policy, and Curriculum Committee

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

- The following 2015-2016 Ocean County College Advisory Committees were approved: 2015-2016
Advisory
Committees
Approved
 - Addiction and Human Services 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
 - Homeland Security Advisory Committee
 - Interpreter Training Advisory Committee
 - Media and Communications Advisory Committee
 - Nursing Advisory Committee
 - Paralegal Advisory Committee
 - Sailing Advisory Committee
- The Board approved the following items as accepted by the College Senate at its meeting on October 8, 2015: College Senate
Items Approved
 - Policy #5122, Students, Admission, General Requirements
 - Policy #5132, Students, Registration, General Requirements
 - Policy #5134, Students, Registration, Classification
 - Policy #5156, Students, Academic Standards, Unsatisfactory Academic Progress

- Policy #5165, Students, Academic Standards, College Skills Assessment Program
- Policy #7220, Special Programs, Institutional Research Projects/Data Requests

Buildings and Grounds Committee

Upon unanimous roll call vote, the Buildings and Grounds Committee Report for November 2, 2015, was accepted.

Building/Grounds
Report Accepted

Mrs. Novak introduced Mr. Matthew Kennedy, Assistant Vice President of Facilities, who reported that upgrades to the Administration Building will begin in order to achieve the “One-Stop Shop” for Enrollment Services. The Instructional Building renovation plans are moving forward, and the new Student Center ribbon cutting ceremony is scheduled for January 22. Mr. Kennedy also explained that upgrades to the electrical infrastructure have been completed, including service to the Administration Building, Planetarium, and Grunin Center. Mr. Hatem Akl, Chief Information Officer, informed the Board that there was no damage to computers during the upgrades as employees were notified to power down prior to leaving each evening.

Mrs. Novak reported that the College’s Master Plan is nearly complete and will soon be available to the entire Board. She also explained that preliminary work for the Health Science Building is moving forward.

Personnel Committee

Dr. Larson announced that the OCC Faculty Association ratified a new Agreement for the period September 1, 2014, through August 31, 2019, and a recommendation is being presented for Board approval. This contract is fair and equitable to both the faculty and the College. Dr. Larson thanked Mr. George Buchanan, Senior Assistant to the President, and Ms. Winchester; in turn, Mr. Buchanan thanked Dr. Antoinette Clay, Assistant Vice President of Academic Affairs, Ms. Geraldine Sheridan, Administrative Coordinator, and Mrs. Jodi Heitmann, Executive Assistant to the President, for their assistance.

Dr. Larson also thanked Dr. David Bordelon, Associate Professor of English and Literature and President of the Faculty Association; Mr. Neil Schiller, Professor of Engineering; and the negotiating team for excellent work. He shared that the Administration and the faculty made a joint pledge to work together in a collegial way.

Dr. Bordelon thanked Mr. Buchanan and members of the FAOCC team. He also recognized Ms. Marcia Klien, NJEA Uniserv Representative. He encouraged the Board to ratify the contract, explaining that FAOCC members were unanimous in their ratification.

Mrs. Novak said this new Agreement is a great example of the benefits of working together. She looks forward to a collaborative relationship with faculty as we move into the future. The Board will be scheduling a town hall meeting in early 2016, and, hopefully, there will be good attendance from faculty.

Mr. Dasti presented the Personnel Report in Mr. Leone's absence. The Faculty Association Agreement was unanimously approved by the Board by a separate roll call vote. The Personnel Report was then approved by another roll call vote.

Personnel Report
Approved

Dr. Larson and the Trustees expressed regret on the resignation of Mr. Robert Kumpf, Director of Security. Mr. Kumpf said it has been a pleasure to serve the College and he appreciates the support he received from the Board, Administration, faculty, and staff. Dr. Larson thanked Mr. Kumpf for his service and for the steps that he has taken to keep our campus safe.

President's Report

Dr. Larson reintroduced Mr. Trump, who presented the newly developed Athletics website which is hosted by a third-party vendor. The site highlights current stories and lists upcoming events and box scores, has links to live and archived video streams, and includes an "athlete of the week" feature. There are links to the OCC webpage, Athletics Twitter and Facebook pages, and alumni tabs. Mr. Trump thanked Dr. Betz, Ms. Jan Kirsten, Executive Director of College Relations; Mr. Scott Bruinooge, Manager of Graphics Design; and the College Relations staff for their assistance with the site. Ms. Cohen offered her praise to Mr. Trump, who conceived and executed the project.

President's
Report

Ms. Winchester introduced Ms. Kirsten and Ms. Maureen Conlon, Assistant Director of Web Services, who discussed the College Affordability Campaign, which is being launched together with Kean University. The campaign will run from November 2015 through April 2016 and highlight the cost and convenience of attending Ocean County College and then transferring to Kean University. Ms. Kirsten shared various advertisements that were created as part of this campaign which will target Southern New Jersey in various mediums, including television, radio, billboards, print ads, and social media.

Dr. Larson invited everyone to attend one of the two Veterans Day ceremonies that will be held on Wednesday, November 11. The main campus event will be jointly hosted by OCC and Kean Ocean and will take place at noon at the Veterans Memorial on the College mall; the Southern Education Center ceremony will begin at 10:00 am. Mrs. Novak encouraged attendance at the events by the College community saying it is but one hour to honor those who dedicate their lives to serve.

Dr. Stephen Kubow, Acting Associate Vice President for Kean Ocean, thanked Dr. Larson for the opportunity to co-host the Veterans Day ceremony on campus and also thanked Ms. Kirsten for her work on the joint affordability campaign. Dr. Kubow also shared that Kean will have three additional programs this spring that will be fully available online to Kean Ocean students.

Public Comments

Dr. Larson introduced Mr. Jeffrey Harmon, Executive Director of e-Learning, and Dr. Maysa Hayward, Dean of Instructional Outreach, who shared with the Board the many beautiful items they are donating to OCC's Middle Eastern Studies Center. The Coptic, Islamic, Bedouin, and Judaic pieces were purchased during their trip to Egypt in October.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

Monday, December 7, 2015	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.	Regular Monthly Public Meeting
Friday, December 18, 2015	12:00 noon	Board Retreat

With no further comments from the Board members or the public, the meeting adjourned at 1:50 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees