



**BOARD OF TRUSTEES**

**Regular Meeting**

**Minutes**

**November 3, 2014**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:43 p.m. on Monday, November 3, 2014, by Mr. Carl V. Thulin, 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 Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Jerry Dasti by phone, Mr. Stephan Leone, Mr. Emil Kaunitz, Mr. Thomas Monahan, Mr. Nicholas Devlin, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Allison King, Vice President Jianping Wang, and Interim Vice President Norma Betz. Attendance

The minutes of the September 22, 2014, and October 17, 2014, Board of Trustees closed sessions and public meetings were approved by a majority vote, with the following abstentions: Minutes Approved

- Mr. Leone abstained from voting on the September 22, 2014, minutes.
- Mr. Monahan abstained from voting on the October 17, 2014, minutes.

Finance Committee

Exhibit A-2 was withdrawn from agenda, and no action was taken on it. Upon unanimous roll call vote, the following Finance Committee recommendations were approved:

- The statement of income and expenditures as of September 30, 2014, was accepted. Income/Expenditures Accepted
- The following contracts were awarded:
  - A maximum of \$40,000 to Berry, Sahradnik, Kotzas & Benson, P.C., Toms River, New Jersey, for the first year of a two-year agreement for professional legal services at Ocean County College. Contracts Awarded

- A maximum of \$32,420 to Suburban Trails, Inc., New Brunswick, New Jersey, for transportation of OCC athletic teams for sporting events at various locations.
- A maximum of \$710,780 to Sodon’s Electric, Inc., Atlantic Highlands, New Jersey, for the purchase and installation of parking lot lighting equipment in Lots #5 and #6 at Ocean County College.
- A maximum of \$25,000 to Longo Electrical-Mechanical, Inc., Wharton, New Jersey, for high voltage switchgear testing and service at Ocean County College.
- A maximum of \$8,500 to French & Parrello Associates, Wall, New Jersey, for professional engineering consulting services for campus-wide concrete work at Ocean County College.
- Resolutions were adopted to award the following contracts:
  - A maximum of \$105,552 to Teach By Travel, Inc., East Brookfield, Massachusetts, for services of a tour operator for the “Historical Travel to France” seminar offered from May 22, 2015 – June 10, 2015, through the International Education Program at Ocean County College.
  - A maximum of \$32,042.60 to Fit Foodie Consulting, LLC, Hadley, Massachusetts, for professional food service consulting services at Ocean County College.
  - A maximum of \$112,363.32 to Apple Computer, Inc., Austin, Texas, for the purchase of Apple Mac Computers for use at Ocean County College.
- The following contracts were amended:
  - An additional \$150,797.28, for a maximum total of \$1,661,263.28, to DTZ, Bloomfield, New Jersey, for a 3% cost of living expense, closing of the Instructional Building, athletics and overnight shift work, and the purchase of washer and maintenance equipment as part of the second year of a three-year agreement for custodial services at Ocean County College (contract originally awarded at the April 28, 2014, Board meeting).
  - An additional \$850, for a maximum total of \$29,977.64, to Sirsi Corporation, Provo, Utah, for the installation and training of additional SirsiDynix MobileCirc software as part of the annual renewal of computer software maintenance at Ocean County College (contract originally awarded at the June 23, 2014, Board meeting).
  - An additional \$2,504.73, for a maximum total of \$463,030.57, to Dimension Data, Inc., Edison, New Jersey, for additional hardware and software for use as part of the upgrade to Cisco Voice Over IP equipment and the integration of video conferencing at Ocean County College (contract originally awarded at the May 27, 2014, Board meeting).

Resolutions  
Adopted for  
Contract Awards

Contracts  
Amended

- An additional \$15,000, for a maximum total of \$59,065, to Vertical V – Northeast, Inc., Rahway, New Jersey, for additional construction testing services for the new Student Center at Ocean County College (contract originally awarded at the November 4, 2013, Board meeting).
- An additional \$20,000, for a maximum of \$43,000, to Deterrent Technologies, Ocean Township, New Jersey, for time and material for any parts and labor for CCTV, access control, and card readers not covered by warranty, and the replacement of cameras, gate operators and arms, and access control to doors as part of the second year of a two-year agreement for security access control services at Ocean County College (contract originally awarded at the August 25, 2014, Board meeting).
- An additional \$157,679, for a maximum of \$777,629, to Kimmel Bogrette Architecture + Site, Conshohocken, Pennsylvania, for a change order for relocation of the hot water plant from the Instructional Building to the combined heat and power plant as part of the architectural and engineering services for the Instructional Building renovations at Ocean County College (contract originally awarded at the September 23, 2013, Board meeting).
- An additional \$159,891, for a maximum of \$502,817, to Ellucian Company, LP, Fairfax, Virginia, for additional fees for instructional technology support, administrative system services, additional staffing, and ecommerce annual volume fee from July 1, 2014, to June 30, 2015, as part of the renewal of the annual licensing and maintenance agreement for Colleague/Datatel administrative programs at Ocean County College (contract originally awarded at the July 25, 2014, Board meeting).
- The Board rescinded \$1,599.32 of the \$14,086.32 contract awarded to American Medical Depot, King of Prussia, Pennsylvania, at the August 25, 2014, Board meeting, due to incorrect bid submissions by the vendor as follows:
  - a. \$1,162 for the purchase of an exam table
  - b. \$437.32 for the purchase of four wheelchairs, and, instead

Recommend the award of the following contracts:
- To replace the above equipment, contracts were awarded as follows:
  - \$1,600 to Johnson Scientific, Inc., Williamstown, New Jersey, for the purchase of an exam table
  - \$516 to Med-Part, Brooklyn, New York, for the purchase of four wheelchairs
- Also rescinded was the \$43,347.60 contract awarded to the Rochelle Group, LTD, Rotonda West, Florida, at the April 28, 2014, Board meeting for professional food service consulting services, phase 2, due to the dissolution of the company.

Contract  
RescindedContracts  
AwardedContract  
Rescinded

- The following grants were accepted: Grant Awards  
Accepted
- A \$42,020 award from the New Jersey Department of Labor and Workforce Development, through the Ocean County Private Industry Council, to provide administrative support for the OCC High School Equivalency Assessment (HSEA) Testing Center. Project manager: Ms. Carol Cappetta, Chief Examiner. Funding period: October 1, 2014, through June 30, 2015.
  - An \$824,450 four-year award from the U.S. Department of Labor, Employment, and Training Administration to partner in a Trade Adjustment Assistance Community College and Career Training (TAACCCT) consortium led by Bergen Community College to develop new programs in Patient Care Technician and Holistic Health and Wellness programs. Project managers: Dr. Jianping Wang, Vice President of Academic Affairs; Ms. Allison King, Vice President of e-Learning/Enterprise Initiatives; and Ms. Patricia Fenn, Assistant Vice President of Continuing and Professional Education and Workforce Development. Funding period: October 1, 2014, through September 30, 2018.
  - A \$511,891 three-year award from the U.S. Department of Education, Undergraduate International Studies and Foreign Language Program, to provide funding to establish a Middle East Center, develop a Middle East Studies certificate, and integrate Middle East studies into OCC courses in multiple disciplines as well as to support a Middle East Studies Specialist for the teaching and administrative activities of the Center, with OCC serving as the lead institution in a consortium with AMIDEAST and Kean University. Project manager: Dr. Maysa Hayward, Dean of Instructional Outreach. Funding period: October 1, 2014, through September 30, 2017.

#### 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 2014-2015 Ocean County College Advisory Committees were approved: 2014-2015  
Advisory  
Committees  
Approved
- Addiction and Human Services Advisory Committee
  - Administrative Office Management 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
  - 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 meetings on October 1, October 5, and October 29, 2014: College Senate  
Items Approved
  - Policy #5134, Students, Classification, Registration
  
  - New Courses
    - HRTM 120, Marketing for Hospitality, Tourism
    - HRTM 124, Quality Guest/Customer Service Management
    - HRTM 214, Supervision and Human Resource Management
    - HHAW 100, Global History of Healthcare
    - HHAW 101, Alternative Therapies in Health and Wellness
    - HHAW 102, Environmental Harmony: A Holistic Perspective
    - HHAW 120, Philosophies and Paradigms of Healthcare
    - HHAW 121, Psychology and Physiology of Stress
    - HHAW 200, Food and Healing: A Holistic Approach to Nutrition
    - HHAW 221, Principles of Energy Movement
    - HHAW 222, Holistic Design
    - HIST 271, History of England
  
  - Revised Courses
    - CSIT 144, Introduction to Operating Systems Using UNIX
    - CSIT 165, Programming I
    - CSIT 166, Programming II
    - CSIT 265, Data Structures and Analysis
    - HRTM 110, Introduction to Hospitality, Recreation, and Tourism Management, formerly HOSP 110, Introduction to Hospitality Management
    - HRTM 212, Conferences, Conventions, and Special Events Management, formerly HOSP 112, Event Planning
    - HRTM 220, Managerial Accounting for Hospitality Industry, formerly HOSP 120, Food, Beverage, and Labor Cost Control
    - HRTM 225, Legal Aspects of Hospitality, Recreation, and Tourism, formerly HOSP 115, Hospitality Law
  
  - Revised Courses (Change to Titles Only)
    - ARTS 181, Art from Prehistory to Middle Ages
    - ARTS 182, Art from Renaissance to Modern World
    - ARTS 205, Modern Art
    - HIST 171, Western Civilization to 1650
    - HIST 172, Western Civilization from 1650
    - HIST 173, United States History to 1877
    - HIST 174, United States History from 1877

Buildings and Grounds Committee

Upon unanimous roll call vote, the Board accepted the Buildings and Grounds Committee Report for November 3, 2014. Mr. Matthew Kennedy, Assistant Vice President of Facilities and Construction Management, reported that a third access road, which will run from the OCC campus to Bay Avenue, was approved by the New Jersey State House Commission at its October 23 meeting. Dr. Larson noted the extraordinary presentation made by Freeholder John C. Bartlett, Jr., to the commissioners detailing the need for the additional roadway. Mrs. Novak, as Chair of the Buildings and Grounds Committee, expressed her appreciation to Dr. Larson, Freeholder Bartlett, and all others involved for their persistence as approval was sought.

Building/Grounds  
Report Accepted

Personnel Committee

Mr. Leone, Chair, presented the Personnel Report, as amended, which was unanimously approved upon roll call vote.

Personnel Report  
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, December 8, 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 -  
December 8, 2014

Commendations/Presentations

Ms. Ilene Cohen, Executive Director of Athletics, and Mr. A.J. Trump, Director of Athletics, summarized the achievements of the fall semester sports. Several athletes from the soccer, volleyball, and cross country teams accompanied Ms. Cohen and Mr. Trump and were introduced to the trustees.

Commendations

- ◆ Cross Country – The women’s cross country team earned its fourth Region XIX title in six years. The men’s team finished its season in fourth place.
- ◆ Soccer – The women’s soccer team won the Region XIX Championship and earned a spot in the NJCAA National Tournament that will be hosted by OCC from Wednesday, November 12, to Sunday, November 16. The event will bring eight of the best women’s soccer teams from around the country to OCC for the tournament.
- ◆ Women’s Volleyball – The women’s volleyball team finished its first season as the Garden State Athletic Conference champion and the Region XIX runner-up. The coaching staff of Brett Kollman, Head Coach, and Jen Kelleman, Assistant Coach, were named the Garden State Athletic Conference Coaching Staff of the Year for their undefeated matches in the conference.

Dr. Don Norris and Dr. Tim Gilmour, Strategic Initiatives, Inc., reported on the significant progress that is being made by the Guiding Coalition and the Strategic Action Teams toward ensuring Ocean County College’s success as it moves into the future. They reviewed their status report that had been distributed with the President’s Report. Drs. Norris and Gilmour

are extraordinarily pleased with the work of the strategy teams, whose reports will be incorporated into a single document that will be discussed at the Board's December 16 Retreat. The trustees thanked Dr. Norris and Dr. Gilmour for their leadership on this initiative and said they are looking forward to reading the final report.

### President's Report

Dr. Jianping Wang, Vice President of Academic Affairs, reported on the \$824,450 four-year grant award that OCC received from the U.S. Department of Labor, Employment, and Training Administration to partner in a Trade Adjustment Assistance Community College and Career Training (TAACCCT) program.

President's  
Report

The partnership will be led by Bergen Community College and includes OCC and ten other New Jersey community colleges, 20 employers, and 10 local Workforce Investment Boards to create a New Jersey Health Professional Pathways to Regional Excellence Project Consortium. As part of the consortium, OCC will establish credit Patient Care Technician certificate and degree programs as well as Holistic Health and Wellness credit degree and certificate programs and a non-credit certificate program.

The project will be overseen and facilitated by Dr. Wang; Dr. Lisa DiBisceglie, Associate Vice President of Academic Affairs; Ms. Allison King, Vice President of e-Learning and Enterprise Initiatives; Ms. Patricia Fenn, Assistant Vice President of Continuing and Professional Education and Workforce Development; Ms. Kathy Caro, Administrator of Nursing and Allied Health; and Ms. Mary Ellen Rada, Lecturer II in Anatomy.

Dr. Maysa Hayward, Dean of Instructional Outreach, reported that Ocean County College has been awarded a three-year \$599,608 grant from the U.S. Department of Education, Undergraduate International Studies and Foreign Language Program, to support an OCC Middle East Center. Dr. Hayward will serve as the project manager, and the Center will be housed within the Ocean Global Institute. This highly competitive grant is very rarely awarded to first-time applicants.

OCC will be working in collaboration with Kean University, Brigham Young University, and the research and educational organization AMIDEAST on certain parts of the grant. Activities supported by the grant will begin this fall semester.

Dr. Larson expressed appreciation to Dr. Hayward and Ms. Sharla Trimm, Ellucian's Senior Grant Consultant, for their efforts in organizing the grant application that led to this very successful outcome.

Mr. Hatem Akl, Chief Information Officer, reported on security concerns regarding copy machine internal hard disks. He assured the trustees that the College's IT Department takes every precaution available to protect our data on the multi-function copiers that are used, as well as laptop and desktop computer hard drives once the machines have reached the end of their useful lives.

On November 11, OCC will commemorate Veterans Day at the Veterans Memorial on the campus mall at noon. A Veterans Day Ceremony will also be held at the Southern Education Center at 10:00 a.m.

The OCC 50<sup>th</sup> Anniversary holiday celebration will be held on Friday, December 5, at 6 p.m., at Jack Baker’s Lobster Shanty in Point Pleasant. Tickets are \$35 and are limited.

Miscellaneous

The following meetings were scheduled:

<b>Monday, December 8, 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.	Regular Monthly Public Meeting	

With no further comments from the Board members or the public, the meeting adjourned at 1:35 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Secretary to the Board of Trustees