



BOARD OF TRUSTEES

Regular Meeting

Minutes

December 8, 2014

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:35 p.m. on Monday, December 8, 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 2014 reorganization meeting and 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. Emil Kaunitz, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, 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 November 3, 2014, Board of Trustees reorganization and regular closed session and public meetings were approved by a majority vote, with abstentions from both Mr. Dupignac and Mrs. Pehlivanian.

Minutes
Approved

Presentation

Dr. William Rickert, Professor of Mathematics and Phi Theta Kappa Advisor, addressed the trustees about the College's Tau Iota Chapter. Last Wednesday, December 3, 175 new members were inducted at a very special ceremony. Both Dr. Larson and Dr. Wang offered their congratulations to the inductees at the ceremony, and Ms. Rana Elmekedem, New Jersey's PTK President, was the guest speaker.

Dr. Rickert also shared a summary of the statistical analysis that was derived from a recent survey conducted by PTK wherein 14,000 PTK members were randomly selected to research student success. The Tau Iota Chapter fared well as compared to State and national data. The most significant aspect of the survey is the documentation that confirms how important PTK is in encouraging its members to either complete their degrees or transfer to four-year institutions. Of all the students who met the qualifications to join PTK, the individuals who chose

not to join had a success rate of 38%, whereas 58% of the students who became members of PTK were successful. PTK really does make a difference in student success.

Dr. Larson acknowledged Mrs. Lois Rickert for her involvement with PTK through the years.

Dr. Rickert expressed his gratitude to the administration and the trustees for their continuing strong support of PTK's activities.

Finance Committee

Exhibit A-11 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 October 31, 2014, was accepted.
- Mr. David Jacobson, Principal of CliftonLarsonAllen LLP, was introduced by Vice President Winchester. Mr. Jacobson was extremely pleased to inform the trustees that the College received an unmodified, clean audit for the year ending June 30, 2014, which is the highest level of assurance that an auditor can provide. Mr. Jacobson commended and thanked the College's Financial Management team for its responsiveness and assistance during the audit.

Income/Expenditures Accepted

In the absence of Mr. Dasti, Chair of the Finance Committee, Mr. Leone noted that the members of the Finance Committee met with the auditor prior to this meeting. He complimented Ms. Winchester for her contribution to the audit; she, in turn, thanked Ms. Mary Lancaster, Director of Financial Reporting, Ms. Elise Barocas, Director of Accounting, and Ms. Karen Papakonstantinou, Controller, for their efficiency and commitment to the auditing process.

The Ocean County College Report of Audit for the year ending June 30, 2014, was then accepted.

OCC Audit Accepted

- The Board identified and approved a qualified pool of vendors for professional construction management services for various campus-wide projects at Ocean County College on an as-needed basis.

Resolution Adopted

- The following contracts were awarded:

Contracts Awarded

- A maximum of \$25,000 to Adam Safeguard, Toms River, New Jersey, for the second year of a two-year agreement for employee and student background screening services at Ocean County College.
- A maximum of \$608,000 to Two Brothers Contracting, Inc., Clifton, New Jersey, for the demolition of and asbestos removal from areas within the Instructional Building at Ocean County College.

- A maximum of \$34,900 to Turtle & Hughes, Inc., Linden, New Jersey, for the purchase and installation of new light fixtures in Parking Lots #1 and #4 at Ocean County College.
 - A maximum of \$61,250 to Reid Sound, Robbinsville, New Jersey, for the planning, management, lighting, staging, and video and sound display for the “Three Sails Jazz Festival” scheduled for June 2015 at Ocean County College.
 - A maximum of \$5,400 to NPC, Inc., Claysburg, Pennsylvania, for the printing of the 2015-2016 Ocean County College catalog.
 - Resolutions were adopted to award the following contracts:
 - A maximum of \$148,042.18 to Dell Marketing, Round Rock, Texas, for the purchase of computers and a mobile cart for the American Sign Language Program and servers and vault storage for the Technology Department at Ocean County College.
 - A maximum of \$19,903.91 to Shi International, Somerset, New Jersey, for the renewal of Kaspersky security licenses for use at Ocean County College.
 - The following contracts were amended:
 - An additional \$9,000, for a maximum total of \$33,500, to Settembrino Architects, Red Bank, New Jersey, for additional analysis and design work required by expansion of the ground floor renovations in areas not included in the original scope of work as part of the professional architectural and engineering consulting services for renovations to the Administration Building at Ocean County College (contract originally awarded at the May 27, 2014, Board meeting).
 - An additional \$12,265, for a maximum total of \$365,522, to Future Excavating, Freehold, New Jersey, for the installation of a retaining wall, light pole base, and additional fence rail for the TV studio as part of the improvements to drainage at Ocean County College (contract originally awarded at the June 23, 2014, Board meeting).
 - An additional \$35,900, for a maximum total of \$84,400, to Langan Engineering and Environmental Services, Inc., Elmwood Park, New Jersey, for change orders for directional signage in Parking Lot #5 and asphalt overlay in Parking Lot #2 as part of the professional engineering consulting services for lighting and site work in the parking lots at Ocean County College (contract originally awarded at the March, 24, 2014, Board meeting).
 - An additional \$419, for a maximum total of \$40,551, to Perceptive Software, Shawnee, Kansas, for the purchase of additional licenses for Document Imaging-Image Now software for use at Ocean County College (contract originally awarded at the September 22, 2014, Board meeting).
- Resolutions
Adopted for
Contract Awards
- Contracts
Amended

- An additional \$25,000, for a maximum total of \$332,000, to Spiezle Architectural Group, Trenton, New Jersey, for additional professional architectural consulting services for the development of the Ocean County College Facilities Master Plan (contract originally awarded at the March 24, 2014, Board meeting).
- A contract award was acknowledged to Woodruff Energy, Bridgeton, New Jersey, to purchase energy generation services for public use from an online auction website on behalf of the New Jersey County College Energy Consortium for a twenty-three month period. Contract Acknowledged
- The Board rejected the bid proposal received on October 28, 2014, for audio and video design in accordance with bid specifications and requirements, due to being over budget. Bid Proposal Rejected
- A \$1,000 grant award was accepted from the Ocean County Cultural and Heritage Commission for a Performing Arts Grant Project to support the “Three Sails Jazz Festival” scheduled for June 2015. Project Manager: Mr. Mark Wilson, Lecturer II, Music. Funding Period: January 1, 2015, through December 31, 2015. Grant Award Accepted

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 items, as accepted by the College Senate at its meetings on November 5 and 19, 2014, were approved: College Senate Items Approved
 - Revised Policy
 - Policy #5154, Students, Academic Standards, Grades and Scholastic Honors
 - Revised Degrees
 - Associate in Applied Science Degree in Business
 - Associate in Science Degree in Business
 - Revised Certificate Program
 - Certificate of Completion in Dental Assisting
 - New Courses
 - HHAW 201, Plants and Healing: Herbology and Organic Gardening
 - HHAW 220, Oriental Theories in Health and Medicine
 - HIST 191, African-American History

- Revised Courses
 - ACCT 121, Fundamentals of Accounting
 - BUSN 220, Career Management and Professional Behavior
- Obsolete Course
 - BUSN 211, Word Processing Machine Transcription

Buildings and Grounds Committee

Upon unanimous roll call vote, the Board accepted the Buildings and Grounds Committee Report for December 8, 2014. Mr. Matthew Kennedy, Assistant Vice President of Facilities and Construction Management, reported that the storm water management improvements are being put to the test with the nor'easter storm underway. The TV Studio, which has been plagued with flooding, is dry. The exterior demolition of the Instructional Building will begin soon after today's contract award.

Building/Grounds
Report Accepted

Electric work is beginning in the new Student Center. This project is moving along well. Roadwork has begun for College Drive West, which will connect with North Bay Avenue.

Personnel Committee

Mr. Leone, Chair, presented the Personnel Report, 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, January 26, 2015, 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 26, 2015

President's Report

Ms. Allison King, Vice President of e-Learning and Enterprise Initiatives, introduced Mr. Jeff Harmon, Executive Director of e-Learning, who shared e-Learning statistics on student demographic information as well as course and degree selections.

President's
Report

Ms. Kate Mohr, Supervisor of e-Learning Advising, provided a brief update on e-Learning clubs and activities. Currently available are a Book Club and a Literary Contest, with additional offerings to be provided. These opportunities will strengthen the college experience for our online students.

Ms. Pat Fenn, Assistant Vice President, Continuing and Professional Education and Workforce Development, distributed the Spring 2015 Continuing and Professional Education catalog.

Mr. Jason Ghibesi, Lecturer II in Political Science, discussed the work that has progressed to develop an internship program that is available in many disciplines wherein a student will earn three college credits after completing 135 hours of work at a local business. Currently, there are 40 businesses and organizations that participate in this program and more are being identified. During the course of the semester, each student will be mentored by an OCC faculty member. After completing an internship program, many students receive job offers following graduation. Based on his personal experience, Mr. Leone endorsed this program and encouraged other businesses to participate.

Dr. Ali Botein-Furrevig, Director of the Ocean County College Center for Peace, Genocide, and Holocaust Studies, presented the website that was recently launched, which will draw more attention to the purpose of the center and the activities offered.

Miscellaneous

The following meetings were scheduled:

Tuesday, December 16, 2014	12:00 noon	Board of Trustees Retreat	Meetings Scheduled
Friday, January 9, 2015	12:00 noon	Board of Trustees Retreat	
Monday, January 26, 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	

Dr. Larson acknowledged Dr. Richard Parrish, former Vice President of Planning and Administration, who attended the meeting.

Mr. Leone commented on the very enjoyable College holiday party held on Friday evening.

With no further comments from the Board members or the public, the meeting adjourned at 1:30 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees