



BOARD OF TRUSTEES

Regular Meeting

Minutes

May 26, 2015

<p>The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:34 p.m. on Tuesday, May 26, 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. Stephan Leone, Mr. Thomas Monahan, Mr. Frank Dupignac, Mr. Todd Flora, Mrs. Joanne Pehlivanian, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, Vice President Allison King, and Vice President Jianping Wang.</p>	<p>Attendance</p>
<p>The oath of office was administered by Mr. Jack Sahradnik to Mr. Todd Flora to serve on the Ocean County College Board of Trustees. Mr. Flora was recently appointed as the Interim Ocean County Executive Superintendent of Schools.</p>	<p>Swearing In of Mr. T. Flora</p>
<p>The minutes of the May 4, 2015, Board of Trustees closed session and public meetings were approved by a majority vote.</p>	<p>Minutes Approved</p>
<p><u>Presentations/Commendations</u></p>	
<p>Dr. Larson recognized Ms. Christine Kitchin, Associate Professor of Anthropology, who was a recipient of the League of Innovation in the Community College's John and Suanne Roueche Excellence Award. Ms. Kitchin was one of only three faculty members from New Jersey who were recognized. Dr. Larson presented Ms. Kitchin with her medallion and certificate at today's meeting.</p>	<p>Commendations</p>
<p>Mr. Gary Schaffer, Assistant Professor of Communications, discussed the new Careers and Coffee panel launched this past Spring semester that is based upon an undergraduate program he participated in while attending college. The discussion program provides</p>	

media students with an informal forum to seek educational and career advice from media professionals. Mr. Schaffer introduced Mr. Shawn Smith, a graduate of OCC's Digital Mass Media/Journalism Program, who was the guest for the final Careers and Coffee panel discussion. Mr. Smith secured employment with Advance Media (NJ.com and the Star Ledger) prior to his graduation from Rutgers University. Mr. Smith credits both Mr. Shaffer and his time at Ocean County College for having prepared him for life at Rutgers University and beyond.

Dr. Norma Betz, Vice President of Student Affairs, introduced Ms. Laura Rickards, Director of EOF and the Center for Access and Equality, who provided the Board with an update on SOL, the partnership among Santander Universities, OCC, and Lakewood High School. The grant provided by Santander funds a student development transition program whereby Lakewood High School juniors are able to apply for OCC academic support services, which offer assistance as they navigate the college application process. Students will focus on degree completion in three years, which benefits retention. The program also offers workshops to both students and parents of the participants. Ms. Rickards introduced two participants, Mr. Tomas Uribe and Mr. Marlon Young, who are graduating first and second of their class at Lakewood High School's ceremony in June. Mr. Uribe and Mr. Young completed OCC's ACAD 155 class and have been accepted at Rider University and George Mason University. Both students spoke highly to the Board about their positive experiences in the program.

Finance Committee

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

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| ➤ The statement of income and expenditures as of April 30, 2015, was accepted. | Income/Expenditures Accepted |
| ➤ The following contracts were awarded: | Contracts Awarded |
| ➤ A maximum of \$97,000 to Niram, Inc., Boonton, New Jersey, for Gateway Building Envelope Repairs at Ocean County College. | |
| ➤ A maximum of \$50,000 to All Seasons Maintenance, Inc., Jackson, New Jersey, for the first year of a two-year contract for street sweeping services at Ocean County College and the Southern Education Center. | |
| ➤ A maximum of \$113,457 to Ameresco, Inc., Framingham, Massachusetts, for the first year of a three-year contract for the maintenance and operation of the Combined Heat and Power Plant at Ocean County College. | |
| ➤ A maximum of \$50,000 to Schindler Elevator Corp, Moorestown, New Jersey, for the first year of a two-year contract for elevator repair and inspection services at Ocean County College. | |

- A maximum of \$35,000 to Rotating Machinery Services Group, LLC, d/b/a Process TDH Company, Lumberton, New Jersey, for the first year of a two-year contract for variable frequency drive service and repairs at Ocean County College.
- A maximum of \$85,395.54 to Engle Printing and Publishing Company, Lancaster, Pennsylvania, for the printing of the CPE brochures for Fall 2015, Spring 2016, and Summer 2016 at Ocean County College.
- A maximum of \$30,000 to Indoor Air Technologies, Inc., Victor, New York, for the first year of a two-year contract for HVAC duct/vent cleaning services at Ocean County College.
- A maximum of \$25,000 to Caola Company, Inc., Trenton, New Jersey, for the second year of a two-year contract for locksmith services at Ocean County College, the Southern Education Center, and the Barnegat Bay Partnership Brown property.
- A maximum of \$25,000 to CSL Water Quality, Inc., Warren, New Jersey, for the second year of a two-year contract for maintenance and materials for water treatment services at Ocean County College.
- A maximum of \$125,000 to Calais Construction Company, LLC, Long Branch, New Jersey, for the second year of a two-year contract for maintenance and materials for general construction services at Ocean County College.
- A maximum of \$75,000 to T&M Painting & Construction, Neptune, New Jersey, for the second year of a two-year contract for maintenance and materials for painting services at Ocean County College, the Southern Education Center, and the Barnegat Bay Partnership Brown property.
- A maximum of \$75,000 to Multi-Temp Mechanical, Inc., Westville, New Jersey, for the second year of a two-year contract for boiler and burner maintenance services at Ocean County College, the Southern Education Center, and the Barnegat Bay Partnership Brown property.
- A maximum of \$75,000 to Timothy Peters Plumbing & Heating Co., Inc., Manasquan, New Jersey, for the second year of a two-year contract for plumbing services at Ocean County College, the Southern Education Center, and the Barnegat Bay Partnership Brown property.
- A maximum of \$100,000 to PIP Printing, Brick, New Jersey, for the second year of a two-year contract for campus-wide copy services at Ocean County College.
- A maximum of \$53,080.73 to The Office Pal, Lakewood, New Jersey, for the second year of a two-year contract for the purchase of toner cartridges for campus-wide use at Ocean County College.

- A maximum of \$60,000 to T & G Industries, Inc., d/b/a TGI Office Automation, Brooklyn, New York, for the second year of a two-year contract for campus-wide copier services at Ocean County College.
- A maximum of \$75,000 for the second year of three two-year contracts for the purchase of custodial supplies for use at Ocean County College as follows:
 - \$40,000 to Spruce Industries, Rahway, New Jersey
 - \$20,000 to DTZ, Auburndale, Massachusetts
 - \$15,000 to All American Poly, Piscataway, New Jersey
- A maximum of \$30,000 to Nelson Westerberg of New Jersey, Somerville, New Jersey, for the second year of a two-year contract for moving services at Ocean County College.
- The following resolutions were adopted:

	Resolution
➤ A maximum of \$27,700.50 to Chester Technical Services, Inc., North Branford, Connecticut, for the purchase of Virtuoso ASL hardware and software for use at Ocean County College.	Adopted for Contract Awards
➤ A maximum of \$17,705.88 to Butler Office Interiors, Toms River, New Jersey, for the purchase of office furniture and replacement parts for various classrooms at Ocean County College.	Adopted for Contract Awards
- A maximum of \$21,494 to NCS Pearson, Inc., Bloomington, Minnesota, for the technical support for e-College Continuing and Professional Education courses and miscellaneous tests for use at Ocean County College.
- A maximum of \$39,539 to Ellucian Company, LP, Fairfax, Virginia, for the purchase of a Financial Aid module license related to student self-service and Recruiter upgrade support at Ocean County College.
- A maximum of \$30,900 to Sean P. Meloney T/A Spanish Study Abroad in Andalucia, Windsor, New Jersey, for the services of a tour operator for the “Spanish Travel Abroad Seminar” offered from June 26, 2015, to July 14, 2015, through the International Education Program at Ocean County College.
- A maximum of \$50,000 to W.B. Mason Company, Inc., Secaucus, New Jersey, for the purchase of office supplies for use at Ocean County College.
- The following contracts were extended:

	Contracts
➤ An additional \$50,000 for a maximum total of \$200,000 to My Restaurant Group, Inc., Jersey City, New Jersey, for a six-month extension to the second year of a two-year contract through December 31, 2015, for food services and vending services at Ocean County College (contract originally awarded at the April 28, 2014, Board meeting)	Extended

- An additional \$10,600, for a maximum total of \$53,000, to Ellucian Company, LP, Fairfax, Virginia, for a one-month extension through June 30, 2015, for Instructional Design Support at Ocean County College (contract originally awarded at the January 26, 2015, Board meeting).
- The following contracts were amended: Contracts Amended
 - An additional \$510, for a maximum total of \$70,510, to Conner Strong & Buckelew Companies, Inc., Marlton, New Jersey, to include the Spanish Travel Abroad Seminar to the Ocean County College Foreign Liability Policy as part of the professional consulting services for broker and risk management (contract originally awarded at the May 27, 2014, Board meeting).
 - An additional \$300, for a maximum total of \$31,953.74, to Gale Group, Inc., Farmington Hills, Michigan, to purchase an additional database subscription, Global Issues in Context, for use at the Library at Ocean County College (contract originally awarded at the June 23, 2014, Board meeting).
 - An additional \$4,000, for a maximum total of \$67,000, to EduStrategy Group, LLC, Centennial, Colorado, for reimbursement of actual travel expenses related to e-Learning consulting services, for the period January 10, 2015, through June, 30, 2015 (contract originally awarded at the January 9, 2015, Board retreat).
 - An additional \$7,477, for a maximum total of \$35,227, to The College Board-OALS, New York, New York, for the purchase of additional Accuplacer Tests for use by the Testing Center at Ocean County College (contract originally awarded at the June 23, 2014, Board meeting).
- The Board acknowledged a maximum of \$225,000 with Horizon BCBSNJ, Newark, New Jersey, to provide 2015-2016 dental coverage for employees at Ocean County College. Contract Acknowledged
- Two recommendations were withdrawn from the agenda and no action was taken on them: Contracts Withdrawn
 - For the operation and maintenance of energy management systems.
 - For offset printing services.

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 meeting on May 6, 2015, were approved: College Senate Items Approved

- New Courses
 - FILM 153, Screenwriting
 - HEBR 251, Intermediate Modern Hebrew I
 - HEBR 252, Intermediate Modern Hebrew II
- Revised Courses
 - ENGL 227, Introduction to Jewish and Holocaust Literature
 - HUMN 251, Study Abroad Seminar: Modern Middle East
- New Degree Programs
 - A.S. Degree in Hospitality, Recreation, and Tourism Management
 - A.A. Degree in Fine Arts
- Revised Degree Program
 - A.S. Degree in Engineering
- New Certificate Program
 - Certificate of Proficiency in Middle Eastern Studies

Buildings and Grounds Committee

Upon unanimous roll call vote, the Board accepted the Buildings and Grounds Committee Report for May 26, 2015.

Building/Grounds
Report Accepted

Mr. Matthew Kennedy, Assistant Vice President of Facilities, reported that the Mill Creek Sailing Center dock is ready to be installed this summer. The dock will be ADA compliant. He also mentioned that the Commencement plant sale was a success, with the proceeds benefiting the Alumni Association. Mr. Kennedy informed the Board that the loop road construction has been completed, the Hering Building classroom to lab conversions will begin this summer, and connection of electricity around the campus to North Bay Avenue will be explored.

Personnel Committee

Ms. Sara Winchester, Executive Vice President of Finance and Administration, presented the Personnel Report, which was unanimously approved.

Personnel Report
Approved

President's Report

Dr. Norma Betz, Vice President of Student Affairs, introduced Ms. Anna Regan, Director of Advising, and Ms. Michelle Connolly, Coordinator of Orientation, who provided the Board with a presentation and demonstration of the new Ellucian Student Planning Software. This self-service portal will help students streamline class selection based upon degree of study by providing accurate audits in a timely manner. The program was tested on a small group of students in Spring 2015 and made available to new students at orientation sessions which began in April. Ms. Regan and Ms. Connolly thanked the IT Department for its support in making their transition possible.

President's
Report

Ms. Allison King, Vice President of e-Learning and Enterprise Initiatives, discussed the OCC Middle Eastern Studies Center that is currently being led by Dr. Maysa Hayward, Dean of Instructional Outreach. On May 23, 2015, Dr. Hayward and sixteen OCC and Kean students embarked upon a three-week study abroad program in Rabat, Morocco. The program is part of a five-week humanities course, sponsored by a grant from the U.S. Department of Education Undergraduate International Studies and Foreign Language Program, which provided major funding for the Middle Eastern Studies Center. The trip cost to each student was \$550 plus OCC tuition, which included airfare. Mr. Jeff Harmon, Executive Director of e-Learning, will join Dr. Hayward and the students in Rabat. He will also visit the University of Moulay Ismail in Meknes to discuss potential collaboration with OCC through the AALIM Institute. Ms. King explained that additional courses in Arabic and Hebrew languages, literature, and history will be offered for the upcoming Fall and Spring semesters.

Ms. King explained that online language offerings will be increased in Italian and Spanish for Summer 2015, and French I and II, Italian I and II, and Russian will be offered in Fall 2015.

Ms. King also shared that she has been working with a consultant, Mr. John Goodwin, recruiting companies that offer education benefits to their employees. There is potential with Vail Mountain Resort to sign a pilot agreement arrangement as early as June whereby OCC's e-Learning would offer courses to their employees.

Lastly, Ms. King informed the Board that a meeting is being scheduled to take place in June through the AACC with McDonalds Corporation to pursue the possibility of offering their employees countrywide the opportunity to take OCC e-Learning courses.

Dr. Wang was pleased to inform the Board that three of OCC's teaching professionals were selected as Summer Scholars from a nationwide applicant pool supported by the National Endowment for the Humanities. Grants were awarded to Dr. Jennifer Dellner, Professor of English, to attend a one-week program, "Advanced Topics in the Digital Humanities Summer Institute," in Eugene, Oregon; Dr. Marilyn Kralik, Lecturer II in Art History, will participate in a four-week program in Granada, Spain, entitled "The Alhambra and Spain's Islamic Past"; and Mr. Robert Marchie, Lecturer II in History, will attend a two-week program in Washington, D.C., and Charlottesville, Virginia, entitled "Slavery in the American Republic: From Constitution to Civil War." Grants will cover stipends for travel and expenses related to attendance.

Civil War.” Grants for the programs will cover stipends for travel and expenses associated with attendance.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, June 22, 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 -
June 22, 2015

The following meetings were scheduled:

Meetings
Scheduled

Monday, June 22, 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

Mr. Flora expressed his pleasure in serving as an OCC Trustee. He looks forward to serving the College.

Public Comments

Mr. Neil Schiller, Professor of Engineering, introduced himself to the trustees. He has been actively involved in Faculty Association negotiations for the past year and now serves as the Chief Negotiator. Although he cannot change the past, his hope is that the negotiations process will move forward positively and successfully.

Mr. Leone responded that the Board and administration appreciate his remarks. They, too, have a strong desire to conclude negotiations.

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

Jodi Heitmann
Secretary to the Board of Trustees