



## BOARD OF TRUSTEES

### Regular Meeting

### Minutes

August 26, 2013

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, August 26, 2013, by Mr. Carl V. Thulin, Chair, at 12:35 p.m. 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.

Public Meeting  
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, Mr. Joseph Passiment, 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.

Attendance

The minutes of the July 22, 2013, Board of Trustees closed session and public meeting were approved by unanimous vote.

Minutes  
Approved

Mr. Sahradnik administered the oath of office to Mr. Evan Williamson, who was selected to serve as the student/alumni representative on the Ocean County Board of Trustees for 2013-2014, through June 30, 2014.

Swearing-In  
of Mr. Evan  
Williamson

Mr. Williamson graduated from OCC in May with an Associate in Science degree in General Education, with a concentration in Humanities. He was active as a student through membership in the Speech and Theater Club, performances in Studio Theater and OCC Theatre Company productions, service to the Student Government and the Viking Video Club, and participation in the 2012-2013 Student Leadership Development Program. Mr. Williamson is continuing his education at The College of New Jersey, studying International Relations.

Dr. Larson and the trustees welcomed Mr. Williamson to the Board of Trustees.

Dr. Wang introduced Dr. Virginia Fitzsimons, Executive Director of the Kean University School of Nursing, who shared with the trustees the progress being made on the new undergraduate degree program, a joint generic Bachelor of Science in Nursing (BSN), which is being developed by Kean and OCC. First and second year courses will be offered by OCC, and Kean will provide the courses in the third and fourth year on the OCC campus. The

proposed date of implementation is September 2014. This program is expected to be well received by the students, and it will improve the level of care provided by nurses throughout Ocean County. Dr. Fitzsimons expressed appreciation to Dr. Larson and the Board for their support of this innovative program.

### Finance Committee

Mr. Dasti, Chair, asked Ms. Winchester to comment on the status of the fall semester enrollment. Student enrollment is down as compared to the same point in time last year, and a decrease in enrollment could have a significant impact on the College budget. Depending on the final numbers, Ms. Winchester said a slight revenue shortfall could be accommodated this fall semester. A tuition increase is not projected as that would exacerbate the enrollment decrease. It was noted that colleges are experiencing decreased enrollment throughout the state and nationally; however, OCC may be even more affected because of the impact Super Storm Sandy has had in Ocean County.

The following recommendations from the Finance Committee were approved upon unanimous roll call vote:

- |  |                                     |
|--|-------------------------------------|
| ♦ The statement of income and expenditures as of July 31, 2013, was accepted.  | Income/<br>Expenditures<br>Accepted |
| ♦ The following contracts were awarded:  |                                     |
| ♦ A maximum of \$17,626.50 to Atrion Communications Resources, Inc., Branchburg, New Jersey, for the upgrade, license, and maintenance of the Exinda Appliance for Information Technology at Ocean County College. | Contracts<br>Awarded                |
| ♦ A maximum of \$20,000 to Pow-R-Save, Inc., Bloomfield, New Jersey, for the first year of a two-year agreement for asbestos abatement services at Ocean County College.   |                                     |
| ♦ A maximum of \$24,240 to Classic Tours, Manchester, New Jersey, for transportation services to sporting events for athletic teams at Ocean County College.   |                                     |
| ♦ A maximum of \$50,000 for the purchase of custodial paper products for use at Ocean County College, as follows:  |                                     |
| ♦ \$26,000 to KBD Supply LLC, Brick, New Jersey  |                                     |
| ♦ \$24,000 to Spruce Industries, Rahway, New Jersey  |                                     |
| ♦ A maximum of \$38,000 to The Office Pal, Lakewood, New Jersey, for the second year of a two-year agreement for the purchase of toner products for copiers at Ocean County College.                               |                                     |
| ♦ A maximum of \$31,000 to Bahr & Sons Electrical, Bayville, New Jersey, for the second year of a two-year agreement for electrical services at Ocean County College.  |                                     |

- ◆ A maximum of \$30,500 to DLB Associates, Eatontown, New Jersey, for engineering services for the renovation of the Nursing Building at Ocean County College.
- ◆ The following resolutions were adopted to award contracts:
  - ◆ A maximum of \$73,700 to Fusionspark Media, Inc., Medford, New Jersey, for the website design for a project entitled "New Jersey Bay Friendly Yards and Storm-water Practices: Promoting Best Practices through an Interactive Information Portal and Pilot Communities Demonstration Projects," through the Barnegat Bay Partnership at Ocean County College.
  - ◆ A maximum of \$25,000 to Ricoh Corporation, West Caldwell, New Jersey, for annual maintenance, service, and supplies for the copiers campus-wide at Ocean County College.
  - ◆ A maximum of \$23,071.88 to Ryjan, Inc./Merri Makers, Edison, New Jersey, for catering services for the Gateway Building dedication ceremony at Ocean County College.
- ◆ The following contract was amended:
  - ◆ An additional \$1,500, for a maximum total of \$12,000, to Ceridian Corporation, Minneapolis, Minnesota, for a two-month extension, from July 1, 2013, through August 31, 2013, to the current one-year administrative services agreement for the Section 125 Plan at Ocean County College (contract originally awarded at the April 23, 2012, Board meeting).
- ◆ The Board accepted a \$33,710 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 period: January 1, 2013, through June 30, 2014. OCC Project director: Mr. James Vasslides, Program Scientist, Barnegat Bay Partnership.

#### Bylaw, Policy, and Curriculum Committee

Upon unanimous roll call vote, the following recommendations from the Bylaw, Policy, and Curriculum Committee were approved:

- ◆ Items accepted by the College Senate at its meeting on August 7, 2013, were approved by the Board:
  - ◆ New Degree Program
    - ◆ A.A.S. Degree in Business – Web Marketing Option

- ♦ Revised Degree Programs
    - ♦ A.S. Degree in Business Administration
    - ♦ A.S. Degree in Criminal Justice
    - ♦ A.S. Degree in Engineering
    - ♦ A.A.S. Degree in Business – Paralegal Studies Option
  - ♦ New Course
    - ♦ POLI 101, Global Issues
  - ♦ Revised Courses
    - ♦ BUSN 215, Integrated Software Applications
    - ♦ BUSN 220, Office Management
  - ♦ Obsolete Courses
  - ♦ 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 Gateway Building Dedication Ceremony on Wednesday, October 2, 2013 (rescheduled from Thursday, September 19, 2013).
- Suspension of Policies for Gateway Building Dedication

#### Buildings and Grounds Committee

Mrs. Novak, Chair, was excited to share that the certificate of occupancy for the Gateway Building should be received this week in time for the opening of the fall semester. The Dedication Ceremony for the building is on Wednesday, October 2, at 6 p.m. Mrs. Novak believes the Gateway Building is magnificent, probably the most beautiful facility in Ocean County. She expressed appreciation to the staff for the fine job that has been done with the construction and closeout of the building.

Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction, updated the trustees on the many projects currently underway across the campus.

Upon unanimous roll call vote, the Building and Grounds Committee Report for August 26, 2013, was accepted.

Building/Grounds Committee Report Accepted

#### Personnel Committee

Upon unanimous roll call vote, the Personnel Report and its addendum were approved as recommended by Mr. Leone, Chair.

Personnel Report Approved

President's Report

Mr. Strada spoke of the workshop hosted by OCC for area school district superintendents, supervisors, and teachers on August 2. Under the leadership of Ms. Eileen Schilling, Executive Director of Academic Outreach and School Relations, Dr. Laura Goe, a research scientist at Educational Testing Service presented "Measuring Teachers' Contributions to Student Learning Growth."

President's  
Report

Ms. Susan O'Connor, Assistant to the Director for e-Learning Advising, gave a short presentation on OCC's current e-Learning recruitment and advising processes. Through consistent, effective, new procedures, e-Learning students move through the admissions and advising processes quickly and successfully.

Ms. Winchester reported that OCC received notice from the U.S. Department of Health and Human Services that its proposal requesting a Facilities and Administrative Cost Indirect Rate was approved. The approved rates apply to all Federal Government awarding agencies and will be incorporated into future grant funding applications, to the benefit of OCC.

Ms. Carol Kaunitz, Director of Auxiliary Services, informed the trustees that the Microsoft Surface RT, a versatile tablet, is now available in the Bookstore to purchase. The tablet will be available to students, who may use aid to buy a computer; this is the first time the service is being offered to OCC students.

Ms. Jan Kirsten, Executive Director of College Relations, presented to the trustees the new OCC website that has been developed. This major redesign provides more intuitive site navigation to guide website visitors quickly to the information they are seeking as well as separates information for the public and potential students from information for OCC employees. All College departments have been involved in the review and update of the website content under the leadership of Ms. Kirsten and other project team members:

- ◆ Mr. Hatem Akl, Chief Information Officer
- ◆ Ms. Maureen Conlon, Manager of Web Services
- ◆ Ms. Pat Fenn, Executive Director of e-Learning and Continuing and Professional Education
- ◆ Mr. Ed Tafaro, Executive Director, Information Technology

Dr. Wang reported that an effort is being made to re-emphasize OCC's global education initiatives. Ms. Christine Kitchin, Associate Professor of Anthropology and member of the Global Education Committee, said the overall goal of the committee's work is to educate our students to participate in a globalized world. Three subcommittees have been established to 1) develop a new associate degree in global studies with options in global relations and global communications; 2) infuse global education into classes and support cross-cultural events on campus; and 3) expand opportunities for students in the study abroad program to include countries such as Normandy, Japan, and Ecuador.

The Fall 2013 Colloquium is Thursday, August 29, at 9 a.m. in the Arts and Community Center Theatre. On October 2, the Gateway Building Dedication Ceremony will take place.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, September 23, 2013, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution  
Adopted for  
Closed Meeting-  
September 23,  
2013

The following meetings were scheduled:

<b>Friday, September 13, 2013</b>	12:00 noon	Board Retreat	Meetings Scheduled
<b>Monday, September 23, 2013</b>	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	

With no further comments from the Board members or the public, the meeting adjourned at 2:00 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Secretary to the  
Board of Trustees