



BOARD OF TRUSTEES

Regular Meeting

Minutes

June 24, 2013

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, June 24, 2013, by Mr. Carl V. Thulin, Chair, at 12:30 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. Thomas Monahan, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Michael Palmerson, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice Presidents Jim McGinty, Richard Strada, Sara Winchester, and Vice President Jianping Wang.

Attendance

The minutes of the May 28 and June 7, 2013, Board of Trustees closed session and public meetings were approved by majority vote, with the following abstentions:

Minutes
Approved

- ♦ Mr. Dasti abstained from voting on the May 28, 2013, minutes.
- ♦ Mr. Dupignac abstained from voting on the May 28, 2013, minutes
- ♦ Dr. Smithers abstained from voting on the June 7, 2013, minutes.

Finance Committee

When the New Jersey FY 2014 budget was initially introduced, it included a decrease in funding to the community colleges; all other higher education sectors remained at the same level as FY 2013. Ms. Winchester was pleased to report that State budget recently approved by the Legislature restored community college funding to its current FY 2013 level.

The College's FY 2014 budget, which was approved at the March Board meeting, was developed based on the anticipated decreased State funding, specifically amounting to \$225,000 to OCC. As a result of the restoration of State funding to its current FY 2013 level, the OCC FY 2014 budget will be amended and presented to the Board for approval at a future meeting.

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

- | | |
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| ♦ The statement of income and expenditures as of May 31, 2013, was accepted. | Income/
Expenditures
Accepted |
| ♦ The following contracts were awarded: | |
| ♦ A maximum of \$230,000 to Success Advertising Group, Parsippany, New Jersey, for the second year of a two-year agreement for media placement services at Ocean County College. | Contracts
Awarded |
| ♦ A maximum of \$150,000 to D.A.K. Office Services, Inc., dba Sir Speedy Printing Center, Mercerville, New Jersey, for campus-wide copying services at Ocean County College. | |
| ♦ A maximum of 145,375 to PIP Printing, Brick, New Jersey, for campus-wide offset printing services at Ocean County College. | |
| ♦ A maximum of \$18,760 to Classic Cruisers, Manchester, New Jersey, for charter bus services for various Student Life trips at Ocean County College. | |
| ♦ A maximum of 40,000 to Quality Cut, Farmingdale, New Jersey, for fertilization and weed control services at the Ocean County College Toms River campus and the Southern Education Center in Manahawkin. | |
| ♦ A maximum of \$54,000 to Automated Building Controls, Inc., Neptune, New Jersey, for energy management system and integrated building control system support services at Ocean County College. | |
| ♦ A maximum of \$26,500 to All Seasons Maintenance, Inc., Jackson, New Jersey, for the first year of a two-year agreement for campus sweeping services at the Ocean County College Toms River campus and the Southern Education Center in Manahawkin. | |
| ♦ A maximum of \$22,870 to Howard J. Harrison, Inc., Brick, New Jersey, for the purchase of a boat for use by the Barneget Bay Partnership at Ocean County College. | |
| ♦ The following resolutions were adopted to award contracts: | Resolutions
Adopted for
Contract Awards |
| ♦ A maximum of \$195,054 to Timecruiser Computing Corporation, Fairfield, New Jersey, for the fourth year of a five-year agreement for the CampusCruiser subscription at Ocean County College. | |
| ♦ A maximum of \$18,450 to Verizon Wireless, Northfield, New Jersey, for cell phone services and accessories for use at Ocean County College. | |
| ♦ A maximum of \$433,401 to Conner Strong Companies, Inc., Cherry Hill, New Jersey, for general liability insurance at Ocean County College. | |

- ◆ A maximum of \$24,687.50 to Ellucian Company, Fairfax, New Jersey, for instructional design, enhancement, and support services for computer hardware, software, and system development at Ocean County College.
- ◆ A maximum of \$43,438.69 to William Paterson University, Wayne, New Jersey, for the purchase of Internet database subscriptions through the Vale Consortium for the Library at Ocean County College.
- ◆ The following contracts were amended:

Contracts Amended

 - ◆ An additional \$47,074, for a maximum total of \$25,057,280.46, to Niram, Inc., Boonton, New Jersey, for change orders for revisions and upgrades to audio visual systems as part of the construction of the Gateway Building (contract originally awarded at the December 10, 2010, Board meeting).
 - ◆ An additional \$3,443.38, for a maximum total of \$54,991.38, to Perceptive Software, Shawnee, Kansas, for a license maintenance agreement for the Document Image-Now System at Ocean County College (contract originally awarded at the November 19, 2012, Board meeting).
 - ◆ An additional \$125,000, for a maximum total of \$717,294.65, to eCollege.com dba Pearson eCollege, Centennial, Colorado, for a three-month extension to the agreement for services to advertise, promote, and market online programs at Ocean County College (contract originally awarded at the May 29, 2012, Board meeting).
- ◆ The following bid proposals were rejected in accordance with bid specifications and requirements:

Bid Proposals Rejected

 - ◆ Received on April 25, 2013, for the purchase of AV equipment for the Gateway Building at Ocean County College due to the lack of an affidavit of publication from New Jersey Press Media Solutions.
 - ◆ Received on June 13, 2013, for integrated pest management services at Ocean County College due to the noncompliance of one vendor and the over-budget proposal of the second vendor.
 - ◆ Received on April 23, 2013, for the marketing of e-Learning students at Ocean County College due to the reduction in the College's anticipated budget for the project.
 - ◆ Received on June 18, 2013, for locksmith services at Ocean County College due to the only vendor failing to sign the required Disclosure Statement.
- ◆ The Board authorized an application for a \$514,209 Carl D. Perkins Career and Technical Education Grant from the New Jersey Department of Education for the purpose

of developing more fully the academic, career, and technical skills of Ocean County College students through instruction, equipment and supplies, professional development, student travel and assessment, including Perkins faculty, administrators, and staff professional development, with emphasis on those Career Clusters that support workforce development, economic development, and stakeholder partnerships. Project Manager: Ms. Mary A. Burke, Associate Professor of Computer Studies. Funding Period: July 1, 2013, through June 30, 2014.

Bylaw, Policy, and Curriculum Committee

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

- ◆ The following items, as accepted by the College Senate at its meeting on June 5, 2013, were approved: College Senate
Items Approved
 - ◆ Revised Courses
 - ◆ CSIT 133, Web Development Fundamentals
 - ◆ EDUC 175, Introduction to Teaching
 - ◆ EDUC 178, Introduction to Education of the Exceptional Student
 - ◆ Obsolete Courses
 - ◆ CSIT 130, Web Site Design
 - ◆ CSIT 161, Advanced Visual Basic
 - ◆ CSIT 232, Server Program for the Web
 - ◆ CSIT 270, Programming in Java
 - ◆ MUSC 910, Community Chorus
- ◆ Policy #3076, Personnel, All Employees, Employment of Relatives, was revised. Policy #3076,
Employment of
Relatives, Revised
- ◆ The Ocean County College 2014-2015 and 2015-2016 academic calendars were approved. 2014-15, 2015-16
Academic Calendars
Approved

Buildings and Grounds Committee

At Mrs. Novak's request, Mr. Matthew Kennedy, Interim Director of Facilities, reviewed the status of capital projects as well as facilities operations and maintenance, as noted in the Buildings and Grounds exhibit.

Upon unanimous roll call vote, the Building and Grounds Committee Report for June 24, 2013, was accepted.

Building/Grounds
Committee Report
Accepted

Personnel Committee

The Personnel Report was amended; recommendation A,3,b was withdrawn. With that revision, the Personnel Report was unanimously approved upon roll call vote.

Personnel Report
Approved

President's Report

Ms. Anna Regan, Director of Academic Advising, informed the Board about a new software program being utilized by the Advising Office to better communicate with students who are not on the Toms River campus. The product, Jabber, offers face-to-face and voice capabilities, instant messaging, desktop sharing, and conferencing. A pilot program will be available in September for NJ STARS students to be able to schedule appointments remotely with the NJ STARS Coordinator. Following the pilot program, Jabber will be made available in January 2014 to all students.

President's
Report

With the assistance of Ms. Elaine Schardien, Coordinator of the NJ STARS Program, and Mr. Ed Tafaro, Programmer Analyst, Ellucian, a demonstration of Jabber was presented wherein a connection was made with the Southern Education Center in Manahawkin.

Mr. Art Criss, Director of Admissions, informed the Board of the Open House that is taking place on campus on Saturday, July 13, beginning at 8 a.m., the first time this event is being held on a Saturday and in the morning. He discussed the many activities that he and his staff are undertaking in their outreach to potential students. Mr. Criss believes the greatest challenge is to change the unfounded negative perceptions still held by some people about community colleges by stressing their accessibility, affordability, and academic excellence.

Mr. Strada commended Ms. Mary Burke, Professor of Computer Studies, Ms. Tracey Walsh, Dean of Nursing, and Ms. Joanne Padrone, Director of Resource Development, for their efforts in developing the College's application for the 2013 Trade Adjustment Assistance Community College and Career Training Grant Program. This program will provide community colleges with funds to expand and improve their ability to deliver career training programs to assist adults in acquiring the skills, degrees, and credentials needed for employment. The College's grant application focuses on Health Information Technology.

Mr. Jeff Harmon, Director of e-Learning, and his staff are piloting a program as an alternative to OCC's Accuplacer Placement Test for distance learning students. The program will be operational for four semesters, beginning in Fall 2013, after which it will be evaluated for effectiveness.

Dr. Wang reported on the success of the recent Academic Affairs Leadership Team Retreat held on May 29 at the Long Beach Foundation of the Arts and Sciences in Loveladies. As a result of this retreat, additional courses will be offered at the facility.

Reports were provided on the activities and progress of several academic task forces:

- ♦ Developmental Education Task Force – Ms. Christa Camila, Professor of Mathematics, and Ms. Lorie Trachtenberg, Director of Testing and Adaptive Services

- ♦ Scheduling Task Force – Ms. Elaine Schardien and Ms. Rebecca Feiler-White, Adjunct Faculty Member
- ♦ Instructional Technology Task Force – Mr. Hatem Akl, Chief Information Officer, and Mr. Lee Kobus, Executive Director of Instructional Technology

Miscellaneous

The Board adopted, upon unanimous roll call vote, a resolution to recognize the outstanding dedication and commitment of Mr. Michael Palmerson during his one-year term as the student/alumni representative on the Board of Trustees during 2012-2013. Mr. Thulin thanked Mr. Palmerson for his active participation during his service, noting that he was in attendance at most events throughout his service. His presence and his contributions were very much appreciated by the Board.

Resolution
Adopted for
Recognition of
Mr. Michael
Palmerson

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, July 22, 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-
July 22, 2013

The following meetings were scheduled:

Monday, July 22, 2013	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 2:17 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary