



BOARD OF TRUSTEES

Regular Meeting

Minutes

May 27, 2014

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:35 p.m. on Tuesday, May 27, 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, Mr. Emil Kaunitz, Mr. Thomas Dowd, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Jack Sahradek, 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 April 25 and April 28, 2014, Board of Trustees closed session and public meetings were approved by majority vote, with the following abstentions:

Minutes
Approved

- Mr. Thulin abstained from voting on the April 28, 2014, minutes.
- Mr. Dowd abstained from voting on the April 25, 2014, minutes.
- Mrs. Pehlivanian abstained from voting on the April 25, 2014, minutes.

Commendations

Dr. Larson commended the following employees:

Commendations

- Mr. Sydney Stroman, Security Lieutenant, was congratulated for having completed the requirements for a Master of Arts degree in Human Resources Training and Development from Seton Hall University.
- Ms. Bridget Everett, Human Resources Staffing and Recruiting Technician, was recently highlighted in an article in Women's Voices Magazine. Her very inspirational story included the obstacles she overcame to pursue her education, with the ultimate goal of providing a better life for her children, as well as the mentoring she does to assist others to develop educationally and professionally.

- Dr. Ali Botein Furrevig, Associate Professor of English and Literature and Academic and Program Advisor for the Center for Peace, Genocide, and Holocaust Studies, was recently awarded a full summer scholarship to Israel to conduct research at Israeli universities and on-site in Mea She'arim, the oldest neighborhood in Jerusalem. She was one of only ten individuals chosen for this award from over 250 worldwide applicants. Unfortunately, Dr. Botein Furrevig had to decline the fellowship because of her husband's illness.

Finance Committee

Mr. Dasti, Chair of the Finance Committee, introduced a recommendation to adopt a resolution to accept a \$5,750,000 gift from the Jay and Linda Grunin Foundation. With a separate roll call vote, the following resolution was unanimously adopted:

Resolution
Adopted to
Accept Gift
from the Jay
and Linda
Grunin Foundation

WHEREAS, the Jay and Linda Grunin Foundation is dedicated to supporting Ocean and Monmouth County initiatives that include the arts, human services, and education; and

WHEREAS, the Jay and Linda Grunin Foundation has indicated a desire to support Performing Arts programming at Ocean County College; and

WHEREAS, a gift from the Jay and Linda Grunin Foundation will enhance the College's strong commitment to serving the students of Ocean County College and the residents of Ocean County; and

WHEREAS, enriched Performing Arts programming in Ocean County will draw many residents who otherwise travel to venues throughout New Jersey and beyond for cultural events; and

WHEREAS, the Jay and Linda Grunin Foundation is making a \$5,750,000 gift to Ocean County College, with an initial amount of \$2,000,000 prior to June 30, 2014, and subsequent annual payments of \$250,000 beginning July 1, 2014, and continuing to the last payment on July 1, 2028; and

WHEREAS, the initial gift will be placed in an Ocean County College Foundation endowment fund, to be named the Jay and Linda Grunin Performing Arts Endowment;

NOW, THEREFORE, BE IT RESOLVED that the Ocean County College Board of Trustees accepts this \$5,750,000 gift from the Jay and Linda Grunin Foundation in accordance with the signed Letter of Understanding dated April 8, 2014, between Ocean County College and the Jay and Linda Grunin Foundation;

AND BE IT FURTHER RESOLVED that the Ocean County College Board of Trustees expresses its heartfelt appreciation to the Jay and Linda Grunin Foundation for this gift, the largest in the history of the College, and looks forward to a long and successful relationship with the Jay and Linda Grunin Foundation.

Dr. Larson was exceptionally pleased and proud to accept this most generous gift, the largest ever received by Ocean County College. The new Jay and Linda Grunin Performing Arts Endowment Fund will provide the financial support to enrich performing arts for OCC students, Ocean County residents, and beyond. He is extremely grateful to the Grunins for bestowing this gift on Ocean County College.

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

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| ➤ The statement of income and expenditures as of April 30, 2014, was accepted. | Income/Expenditures Accepted |
| ➤ The following contracts were awarded: | |
| ➤ A maximum of \$860,772 to Applied Video Technology, Inc., Kimberton, Pennsylvania, for the purchase and installation of audio visual system equipment at Ocean County College. | Contracts Awarded |
| ➤ A maximum of \$460,525.84 to Dimension Data, Inc., Edison, New Jersey, for an upgrade of Cisco Voice Over IP equipment and the integration of video conferencing at Ocean County College. | |
| ➤ A maximum of \$70,000 to Conner Strong and Buckelew Companies, Inc., Marlton, New Jersey, for professional consulting services for a first-year agreement, with an option for two additional one-year renewals, for broker and risk management at Ocean County College. | |
| ➤ A maximum of \$41,380 to French and Parrello Associates, Wall, New Jersey, for professional engineering consulting services for the inspection of underground piping at Ocean County College. | |
| ➤ A maximum of \$38,900 to Design Resources Group, Architects, Piscataway, New Jersey, for professional architectural and engineering consulting services for window and door replacement renovations in the Nursing Building at Ocean County College. | |
| ➤ A maximum of \$195,127 to Altec Building Systems, Point Pleasant, New Jersey, for electrical and HVAC replacements in the Nursing Building at Ocean County College. | |
| ➤ A maximum of \$24,500 to Settembrino Architects, Red Bank, New Jersey, for professional architectural and engineering consulting services for renovations to the ground floor of the Administration Building at Ocean County College. | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions Adopted for Contract Awards |
| ➤ A maximum of \$126,020.21 to Fastenal, Lakewood, New Jersey, for the purchase of supplies and materials for use in the Facilities Department at Ocean County College. | |

- A maximum of \$35,000 to Stanley Access Technologies, Trenton, New Jersey, for service and repairs to all ADA doors at Ocean County College in Toms River and Manahawkin.
- A maximum of \$42,500 to Pedroni Fuel Company, Vineland, New Jersey, for the purchase of unleaded gasoline and diesel fuel for use by Ocean County College.
- A maximum of \$50,000 to the Township of Toms River, New Jersey, for the first year of a two-year shared services agreement for refuse removal at Ocean County College.
- A maximum of \$20,808.95 to Apple Computer, Inc., Austin, Texas, for the purchase of MacBooks and iPads for use by the Nursing Department at Ocean County College.
- A maximum of \$19,655 to Able Group Technologies, Inc., Morganville, New Jersey, for the purchase of printers for use by various departments at Ocean County College.
- A maximum of \$136,204 to the Partnership for the Delaware Estuary, Wilmington, Delaware, for a subaward agreement, "Planning for the Next Storm: Wetland Shoreland and Coastal Resilience Planning for Strategic Investment," administered through the Barnegat Bay Partnership at Ocean County College.
- A maximum of \$20,150 to Specifically Catering, LLC, Toms River, New Jersey, for catering services for the Barnegat Bay Yacht Racing Association's 100th Anniversary Celebration event at Ocean County College.
- A maximum of \$24,450 to The Watson Group, d/b/a E3 Designs, Kitty Hawk, North Carolina, for the finalization of the HVAC energy audit at Ocean County College.
- A maximum of \$22,387.50 to Lowy's Express, Inc., Neptune, New Jersey, for moving services at Ocean County College.
- A maximum of \$23,130 to Hertrich Fleet Services, Inc., Milford, Delaware, for the purchase of a Dodge cab pickup truck for use by the Barnegat Bay Partnership at Ocean County College.
- The following contracts were amended:
 - An additional \$5,000, for a maximum total of \$43,000, to The Office Pal, Lakewood, New Jersey, for the purchase of additional toner cartridges for use at Ocean County College as part of the second year of a two-year agreement (contract originally awarded at the August 26, 2013, Board meeting).
 - An additional \$5,000, for a maximum total of \$35,000, to Staples Contract and Commercial, Inc., Framingham, Massachusetts, for the purchase of additional supplies for use at Ocean County College (contract originally awarded at the June 7, 2013, Board meeting).

Contracts
Amended

- An additional \$3,000, for a maximum total of \$40,500, to Pedroni Fuel Company, Vineland, New Jersey, for the purchase and delivery of unleaded gasoline for use at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).
- An additional \$1,330, for a maximum total of \$61,340.95, to EBSCO Subscription Services, Tinton Falls, New Jersey, for additional subscription database purchases for use in the Library at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).
- An additional \$70,000, for a maximum total of \$203,271.50, to Kaltech Engineering New Jersey, Inc., Millington, New Jersey, for additional curb and sidewalk repair and replacement at Ocean County College in Toms River and Manahawkin (contract originally awarded at the April 27, 2014, Board meeting).
- An additional \$3,350, for a maximum total of \$22,110, to Classic Cruisers, Inc., Manchester, New Jersey, for an additional two bus trips to New York City for the Student Life Department at Ocean County College (contract originally awarded at the June 24, 2013, Board meeting).
- An additional \$34,205.27, for a maximum total of \$71,189.23, to Pocket Nurse, Ambridge, Pennsylvania, for additional classroom technology for the Nursing Department at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).
- An additional \$9,500, for a maximum total of \$42,380, to eCollege.com (d/b/a Pearson eCollege), Centennial, Colorado, for an ExamGuard license and Attendance Tool and Extract software for use at Ocean County College (contract originally awarded at the July 22, 2013, Board meeting).
- An additional \$3,168, for a maximum total of \$33,551.24, to CDW Government, Vernon Hills, Illinois, for the purchase of a projector, projector ceiling mount kit, and surge protectors as part of the computer hardware, software, and miscellaneous supplies for use at Ocean County College (contract originally awarded at the December 2, 2013, Board meeting).
- The Board rejected the bid proposal received on May 21, 2014, for the supply and installation of air curtain heaters for the Gateway Building at Ocean County College, in accordance with bid specifications and requirements, due to being over budget.

Bylaw, Policy, and Curriculum Committee

The Board, upon unanimous roll call vote, approved the following as recommended by the Bylaw, Policy, and Curriculum Committee:

- The following items, as accepted by the College Senate at its meetings on May 7, 2014:

College Senate
Items Approved

- New Courses
 - HOSP 110, Introduction to Hospitality Management
 - HOSP 112, Events Planning
 - HOSP 115, Hospitality Law
 - HOSP 120, Food, Beverage, and Labor Cost Control
- Obsolete Courses
 - CSIT 174, Computer Systems
 - CSIT 260, Application Programming in C++
- Revised Policies
 - Policy #5154, Students, Academic Standards, Grades and Scholastic Honors
 - Policy #5156, Students, Academic Standards, Unsatisfactory Academic Progress
 - Policy #5161, Students, Academic Standards, Math Placement
- Policy #3006, Personnel, All Employees, Progressive Discipline, was revised.

Buildings and Grounds Committee

Mr. Matthew Kennedy, Assistant Vice President of Facilities and Construction Management, reported to the trustees that there are currently 50 projects underway, 34 capital projects and 16 deferred maintenance, of which 38 are high priority. Mrs. Novak, Chair of the committee, gave accolades to Mr. Kennedy and his crew for their ability to maintain the quality of current facilities while working on so many large projects.

Upon unanimous roll call vote, the Board accepted the Buildings and Grounds Committee Report for May 27, 2014.

Building/Grounds
Report Accepted

Personnel Committee

In Mr. Leone's absence, Ms. Winchester presented the Personnel Report. It was approved by unanimous roll call vote as amended.

Personnel Report
Approved

President's Report

Dr. Wang reported on the joint admissions agreement that was signed by the President of NJIT, Dr. Joel Bloom, and Dr. Larson on May 22 prior to Commencement which, under specific circumstances, will conditionally admit students to NJIT at the same time they are

President's
Report

admitted to OCC. This agreement will also assist OCC students with transitioning to NJIT upon their completion of the associate degree.

Dr. Jennifer Dellner, Professor of English and Literature, and Mr. Robert Marchie, Lecturer II, Psychology, shared with the trustees the accomplishments of the Faculty Center for Excellence, Innovation, and Creativity this past year. Many faculty have been involved with the Center in its new location in Room 306 of the Gateway Building. The Year-End Celebration, which was held on May 14, very well attended. Dr. Dellner and Mr. Marchie expressed appreciation to Dr. Wang, Dr. Larson, and the trustees for their support of the Center.

Ms. Lynn Kenneally, Professor of Education and History, and Mr. Jason Ghibesi, College Lecturer II, spoke of the new Honors by Contract pilot program that was initiated in the fall 2013 semester and continued through the spring 2014 semester. During those two semesters, over 310 contracts were executed with students. On May 9, the College hosted an Honors Scholar Conference to showcase the outstanding academic achievements of the honors students, and the students were extremely enthusiastic about having the opportunity to share their research. Professor Kenneally and Mr. Ghibesi are excited about the future of the program and look forward to many more students participating.

Mr. Gary Shaffer, Assistant Professor of Communications/Media Studies, serves as the advisor to the student newspaper, the *Viking News*. At Dr. Wang's request, he spoke of the exciting plans for the revitalization of the newspaper through new initiatives to strengthen student skills, with the goal of making the *Viking News* an award-winning publication. He also discussed the efforts that are being made to design collaborative student learning experiences by working with other departments in areas such as photography, marketing, public relations, writing, and technology. Overall, the *Viking News* will become more relevant and timely.

Ms. Susan O'Connor, Assistant to the Director of e-Learning for Advising, will be making a presentation at the State conference of the National Academic Advising Association on June 5 on *Technology as Part of the Academic Advisement Process*. Dr. Larson expressed appreciation to everyone who continues to improve and increase e-Learning opportunities at OCC, including Ms. O'Connor; Ms. Pat Fenn, Executive Director of e-Learning; Mr. Jeff Harmon, Director of e-Learning; and Mr. Richard Strada, Executive Vice President of Instruction.

Ms. Anna Regan, Director of Academic Advising Services, discussed the two Parent Orientation Sessions that were held on April 16 and May 5. These comprehensive meetings are being met with great enthusiasm and positive feedback from the parents. The sessions are offered in collaboration with other departments, and representatives from the various areas are on hand to provide information and answer questions.

The OCC Veterans Services Office was presented with an Innovation of the Year Award from the League for Innovation in the Community College. The award was given for its submission, Veterans' Services -- From Helmets to Mortar Boards. This competition was devised by the League to recognize innovations that reflect capstone achievements and continuing renewal. Those involved with the submission included Ms. Eileen Buckle, Director of Financial Aid; Ms. Deeanne Gatta-Salter, Senior Financial Aid Specialist; Mr. Gary Meder, Financial Aid Specialist; and Mr. Robert Mather, Financial Aid Specialist.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, June 23, 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-
June 23, 2014

The following meetings were scheduled:

Monday, June 23, 2014	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.	Monthly Public Meeting	

Mr. Thulin and Dr. Larson congratulated everyone who was involved in ensuring another successful commencement this year, especially in light of the need to move the ceremony to the Poland Springs Arena because of rain.

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