



BOARD OF TRUSTEES

Regular Meeting

Minutes

December 11, 2025

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:35 p.m. on Thursday, December 11, 2025, by Mr. Steven Zabarsky, Chair, in room 102 of the Conference Center on the College campus and via Webex. The Pledge of Allegiance was recited by all present. Call to Order

The announcement of public meeting was made by Mrs. Connie Bello in compliance with the Open Public Meetings Act of 1975. This meeting was announced on December 5, 2025, as required by the New Jersey Open Public Meetings Act, by providing adequate notice to the Asbury Park Press, the Atlantic City Press, the Ocean County Clerk, and the College community. The notice indicated this meeting would also be held via Webex, as per New Jersey Public Law 2020, Chapter 11, approved on March 20, 2020, for public bodies to conduct meetings by electronic means. Public Meeting
Announcement

Those in attendance were Mr. Zabarsky, Mr. Lynn Canfield, Mr. Frank Dupignac, Ms. DiAnne Gove, Mr. Moshe Bender, Mr. Robert Fall, Dr. Theresa Kubiel, Mr. Stephan Leone, Mr. Hunter Mantz, Mr. Jack Sahradnik, Dr. Pamela Monaco, Executive Vice President Sara Winchester, Vice President Eileen Garcia, and Mrs. Connie Bello. Also in attendance was Commissioner Jennifer Bacchione. Attendance

The minutes of the November 6, 2025, Board of Trustees closed session, reorganization, and public meetings were unanimously approved by roll call vote. Minutes Approved

Mr. Zabarsky acknowledged this is the last meeting Mr. Robert Fall will serve as a trustee, having served on the Board since 2006. He thanked Judge Fall for his service to Ocean County College and the community.

Mr. Zabarsky introduced Mr. Luke Winter, CliftonLarsonAllen, LLP, who indicated he met with the Audit Committee prior to this meeting and was pleased to announce there were no findings to report for the Ocean County College FY 2025 preliminary audit. Mr. Winter indicated that the majority of the reports are complete and expects the final audit to be shared at the January 2026 Board meeting. He received complete cooperation from the College during the audit, and thanked Ms. Winchester, Ms. Mary Lancaster, Controller, and the Finance and Financial Aid departments for their efforts.

Dr. Monaco introduced Mr. Thomas DeSimone, Director of College Safety and Security, who provided an overview of the process to accreditation from the International Association of Campus Law Enforcement Administrators (IACLEA), which OCC is the only New Jersey Community College to attain. Mr. DeSimone also explained the significance holding this accreditation. Presentations

Dr. Monaco then introduced Mr. Juan Esteban Molina Garcia, Spanish Language Interpreter in College Relations, who shared his inspiring journey as an immigrant from Columbia, and how OCC has impacted his dream of a better future in the United States.

Upon a request for public comments by Mr. Zabarsky, there were no comments from the public at this time regarding the Board Committee Agendas. Public Comments

Finance Committee

Mr. Dupignac commended Ms. Winchester, Ms. Lancaster, and the Finance Department staff for assisting the auditor throughout the process of the 2025 Audit. He noted the significant expense to purchase necessary equipment to support the Dental and Radiography programs (Exhibit A-6), which will not be ordered should the programs not be approved by the State. He then presented the Finance Agenda, which was approved unanimously as amended upon roll call vote.

➤ The statement of income and expenditures as of October 31, 2025, was accepted. Income/Expenditures Accepted

➤ The following contracts were awarded: Contract Awarded

➤ A maximum of \$28,500 to Educational Computer Systems, Inc. (ECSEI), Moon Township, Pennsylvania, for the preparation and issuance of IRS 1098-T forms to students at Ocean County College.

➤ A maximum of \$37,000 to Visionary Graphics, Ltd., Bohemia, New York, for professional website redesign for The Jay and Linda Grunin Center for the Arts at Ocean County College.

➤ A maximum of \$225,809.13 to RPM Landscape Contractor, LLC, Folsom, New Jersey, for a one-year contract with two additional one-year contract options for grounds and landscape maintenance services from January 1, 2026, through December 31, 2026, at Ocean County College.

➤ Resolutions were adopted to award the following contracts: Resolutions Adopted for Contract Awards

➤ A maximum of \$140,000 to Fellowship Travel International, Inc., Ashland, Virginia, for travel services from December 11, 2025, through December 10, 2026, for the OCC Study Abroad Seminar in London.

- A maximum of \$833,681,84 to Henry Schein, Inc., Melville, New York, for the purchase of dental equipment, including all extended service warranties for the Allied Health Dental and Radiography Program Renovation Project in the Hovnanian Health and Sciences Building through the Sourcewell Cooperative Purchasing Program at Ocean County College.
- A maximum of \$62,918.56 to Jersey Central Power and Light Company (JCP&L), for the installation of electric distribution facilities at Ocean County College.
- A resolution was adopted to award the following contract through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) with Ocean County College serving as lead agency:
 - For a two-year contract renewal from January 1, 2026, through December 31, 2027, for the purchase of Accuplacer Units to The College Board, New York, New York.
- The following contract was amended:
 - An additional \$15,094.24, for a maximum total of \$10,433,912.70, to Newport Construction Management Corporation, Pennsauken, New Jersey, to abate an existing pipe made of asbestos, which needs to be removed by an abatement company as part of the general contractor construction services for a new Administration Building at Ocean County College (contract originally awarded at the January 23, 2025, Board meeting).

Resolution Adopted
for NJCCC Purchasing
Consortium
Contract Award

Contract Amended

Bylaw, Policy, and Curriculum Committee

Ms. Gove, Chair of the Bylaw, Policy, and Curriculum Committee, introduced Dr. Garcia, who provided a detailed explanation of the revised programs included in the agenda this month and program concentrations that are being discussed. Dr. Garcia noted the Bylaw, Policy, and Curriculum Committee met with Senate representatives Ms. Caroline Brittain, Director of Academic Affairs Processes, and Ms. Janine Emma, Registrar, to review the committee agenda, which was unanimously approved upon roll call vote:

- Revised 2025-26 Dental Hygiene Advisory Committee was approved
 - New Policy
 - Policy #9130, Information Technology, General, Employee Directory Information
 - Revised Policies with Number Changes
 - Policy #2240 to Policy #9100, Administration, Administrative Operations, IT Governance
 - Policy #2220 to Policy #9120, Administration, Administrative Operations, Data Classification
 - Policy #2230 to Policy #9200, Administration, Administrative Operations, Account Creation

Revised 2025-26
Dental Hygiene
Committee
Approved

New Policy

Revised Policies
with Number
Changes

- Policy #2240 to Policy #9310, Administration, Communication Systems, Responsible Use of College Digital Platforms
- Policy #2530 to Policy #9320, Administration, Communication Systems, Use of the Internet and OCC E-Mail
- Policy #2215 to Policy #9410, Administration, Administrative Operations, Artificial Intelligence

- Revised Policy with Name and Number Change
 - Policy #2500, Administration, Communication Systems, Responsible Use of Communication Systems and Information Technology to Policy #9300, Information Technology, Administrative Operations, Information Technology Acceptable Use

- The following items, as accepted by the College Senate at its meetings on November 6, and 20, 2026, were approved:
 - Revised Policy
 - Policy #5140, Students, Registration, Credit for Prior Learning
 - Revised Programs
 - Associate in Science Degree, Business Administration
 - Associate in Science Degree, Computer Science
 - Revised Programs with Name Changes
 - Associate in Science Degree, Environmental Studies to Science
 - Associate in Science Degree, Engineering to Math/Pre-Engineering
 - Reactivated Programs with Name Changes
 - Associate in Arts Degree, Global Studies to Humanities and Cultures
 - Associate in Science Degree, Public Service to Behavioral Science and Public Service
 - New Courses
 - BIOL 114L, Principles of Biological Science Lab
 - BIOL 163L, Introductory Botany Lab
 - BIOL 261L, Ecology Lab
 - BIOL 265L, Marine Biology Lab
 - ESOL 010, Beginner English Language
 - ESOL 020, High-Beginner English Language
 - ESOL 030, Intermediate English Language
 - ESOL 040, Advanced English Language

- Revised Courses Revised Courses
 - ASLN 121, Interpreting Theory
 - ENGL 151, English I
 - MATH 270, Discrete Mathematics
- Revised Courses with Name Changes Revised Courses with Name Changes
 - BIOL 114, Principals of Biological Science to Principles of Biological Science Lecture
 - BIOL 163, Introductory Botany to Introductory Botany Lecture
 - BIOL 261, Ecology to Ecology Lecture
 - BIOL 265, Marine Biology to Marine Biology Lecture
 - MATH 158, Algebraic Modeling to Mathematical Modeling
- Inactivated Courses Inactivated Courses
 - ARTS 188, Travel Seminar: World Art
 - ENGL 296, Travel Seminar: Studies in Contemporary Literature
 - HIST 240, Travel Seminar: Studies in History
 - THTR 296, Travel Seminar: Theatre in London
- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Community Medical Center Foundation and Ocean County College Foundation 4th Annual Miniature Golf Tournament on Friday, January 23, 2026, in the Jon and Judith Larson Student Center from 6:00 p.m. to 10:00 p.m. Policy #8600 Suspended

Buildings and Grounds Committee

Mr. Zabarsky introduced Dr. Kubiel, who commended Mr. James Calamia, Assistant Vice President of Facilities, and Mr. Ryan Ward, Director of Capital Projects, for the work they do to keep the campus community safe during the winter. Mr. Calamia then provided an update on several ongoing projects, including the Grunin Center Music Practice Room grand opening, the Grunin Center Lobby expansion, Dental Hygiene and Radiology Programs, and Facilities Master Plan. The Buildings and Grounds Agenda was then unanimously accepted as submitted upon roll call vote. Building/Grounds Committee Report Accepted

Personnel Committee

Mr. Leone, Chair, wished everyone a happy holiday season and presented the Personnel Report, which was unanimously approved as submitted. Personnel Report Approved

Student Experience Committee

Ms. Jennifer Kane, Executive Director of Student Life, shared the Student Experience Committee, including Mr. Mantz and Ms. Ellie Dowek, Student Government President, met and discussed student concerns regarding the curriculum changes in order to have a better understanding. Student Experience Committee Report

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on January 29, 2026, at 3:00 p.m., for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted
for a Closed Meeting
January 29, 2026

The following meetings were scheduled:

Meetings
Scheduled

Thursday, January 22, 2026	12:00 p.m.	Board Retreat
Thursday, January 29, 2026	1:30 p.m.	Finance Committee
	1:30 p.m.	Bylaw, Policy, and Curriculum Committee
	2:00 p.m.	Buildings and Grounds Committee
	2:30 p.m.	Student Experience Committee
	2:30 p.m.	Personnel Committee
	3:00 p.m.	Closed Session
	3:30 p.m.	Regular Public Monthly Meeting

President's Report

Dr. Monaco introduced Mr. Jonathan Molinaro, Dean of the School of Arts and Humanities, and Ms. Mary Granahan, Television Production Director, who highlighted the promotional video made highlighting the essential role of the School of Arts and Humanities, in cultivating the critical thinking, creativity, communication, and problem-solving skills needed for success in today's rapidly evolving workforce, which was shared at today's meeting. Ms. Granahan commended the staff of the Television Studio, who worked on the development process: Ms. Molly LaPosa, Broadcast Operations and Program Coordinator, Ms. Megan Dendy, Video Editor, and Mr. Michael Natoli, TV Production Technician. Mr. Leone commended Mr. Molinaro and requested that efforts continue to encourage vocational training.

President's Report

Dr. Vandana Saini, Dean of the School of Science, Technology, Engineering, and Mathematics, discussed the development and implementation of a new guided self-placement for mathematics courses to ensure students are accurately placed on their academic preparedness and intended major. Dr. Monaco explained that this is an important tool which gives students the opportunity to make informed decisions for themselves.

Dr. Monaco shared the following:

- Several trustees joined Dr. Monaco and Ms. Winchester to attend Kean University's meeting of its Board of Trustees on Saturday, December 6, 2025, in the Gateway Building.
- The Music Club and School of Arts and Humanities offered the third Afternoon Recital of the Fall semester, featuring violinist Robert Tadliff and pianist Sharon Neissen, on November 21, 2025. Both musicians have agreed to return to the College to offer master classes.
- The OCC Concert Band presented its holiday performance, *It's the Most Wonderful Time of the Year*, on December 6, 2025, for the third consecutive sold-out year!

Dr. Sheenah Hartigan, Assistant Vice President, Enrollment Services, provided the following enrollment update and shared the returning Winter 2025 session enrolled 620 unique students with 2,527 credits. Spring 2026 enrollment currently has 3,622 unique students (-1.12% as compared to last year) and 38,429 credits (-0.36%). Early College is currently up 152 students (+7.39%) as compared to last year and 991 credits (+7.38%). Fiscal year enrollment is up 43 individual students and 259 credits. In response to Mr. Leone's inquiry, Dr. Hartigan credits non-traditional and ESL for credit students help to make up the deficit.

Dr. Shawn Zakar, Executive Director, Workforce Education, shared the following Workforce and Professional Education updates:

- Community Medical Center currently has 16 employees signed up for WPE's Fluency Series, which includes English language instruction and professional training specific to CMC's needs. The program is in the second week.
- Career Services is focusing on ways to develop internship opportunities for our students.

Dr. Jennifer Dellner, Professor of English and Literature and College Senate Chair, reported the new hybrid format for Senate Meetings has shown an increase in participation.

Mr. Ken Malagiere, Executive Director, OCC Foundation, reported the following:

The 2025-26 Blauvelt Speaker Series includes:

- Acclaimed Canadian novelist, poet, literary critic, and inventor Margaret Atwood, April 23, 2026, with tickets going on sale at noon on November 20, 2025.

Upcoming events include:

- The Annual Miniature Golf Tournament in collaboration with the Community Medical Center Foundation on Friday, January 23, 2026, in the Student Center.

Upon a request for public comments, Dr. Ali Botein-Furrevig, Director of the Center for Holocaust, Genocide, and Human Rights Education, shared the center's Fall events and upcoming Spring events. She then read a statement on the passing of Dr. Jon Larson.

Public Comments

Commissioner Bacchione thanked Mr. Robert Fall for his dedicated service as a member of the Ocean County College Board of Trustees and Commissioner Virginia Haines, for her dedicated service to the County of Ocean and the College. Mr. Zabarsky thanked Commissioner Haines, who will remain a member of the OCC Foundation Board.

Several students expressed concern regarding Engineering courses not being offered due to low demand. Mr. Zabarsky then read the following statement as prepared by Dean Sanai:

ENGT 144, Electric Circuits, is a 4-credit engineering technology elective. This course is not required for the Associate of Science in Engineering and is not transferable to the 4-year schools. Students can take other courses offered to fulfill the degree requirements and be better prepared for the transfer. In the past, this course had low enrollment and is therefore no longer offered. The corequisite for this course is Math 161, College Algebra or higher. To support students in the electrical engineering pathway, we will instead offer ENGR 251, Electrical Engineering, and ENGR 253, Electronic Circuits, provided the minimum enrollment requirements are met. Both of these courses transfer to four-year schools. The students taking these courses will be better prepared for the electrical engineering courses they will need at 4-year schools, as the prerequisites and corequisites there are similar.

Please see the proposed educational plan for electrical engineering students below:

**Ocean County College
Engineering Science, Associate in Science
Proposed Electrical Engineering concentration**

OCC Course	OCC Title	OCC Credits
Term 1		
ENGL151	ENGLISH I	3
ENGR103	ENGINEERING FIRST YEAR EXPERIENCE AND FUNDAMENTALS	3
MATH265	CALCULUS I	4
CSIT124	INTRODUCTION TO PROGRAMMING	
or		
CSIT165	PROGRAMMING I	4
CHEM181	GENERAL CHEMISTRY I	4
		18
Term 2		
ENGL152	ENGLISH II	3
MATH266	CALCULUS II	4
PHYS281	GENERAL PHYSICS I	4
HIST181	WORLD CIVILIZATION TO 1660	3
		14

Term 3		
MATH267	CALCULUS III	4
PHYS282	GENERAL PHYSICS II	4
ENGR251	ELECTRICAL ENGINEERING I	4
ENGR181	GRAPHICS FOR ENGINEERS	2
		14
Term 4		
MATH281	DIFFERENTIAL EQUATIONS	4
ENGR253	ELECTRONICS CIRCUITS	4
ECON151	MACROECONOMICS PRINCIPLES	3
PSYC172	GENERAL PSYCHOLOGY	3
		14
Total Credits:		60

In addition, we will continue to offer ENGR-225, Strength and Mechanics of Materials, as a summer-only course, provided the minimum enrollment requirements are met. ENGR-225 is a transferable course. This course is needed for the Civil and Mechanical Engineering pathway.

In response to comments brought forward by a music student, Ms. Winchester shared that there are additional instruments available for students to utilize, and they should reach out to Mr. Brian Gilmore, College Lecturer, Humanities and Fine Arts, to see what is in stock.

Dr. Monaco shared the Music Club recital will take place on December 19, 2025, from 10:00 a.m. to 6:00 p.m.

With no further comments from the Board members or the public, the meeting adjourned at 5:41 p.m.

Adjournment

Respectfully submitted,

DiAnne C. Gove
Secretary

Jodi Heitmann
Special Assistant, Operations
Office of the President