



PRESIDENT'S REPORT

Jon H. Larson, Ph.D.

TO: Members, OCC Board of Trustees

FROM: Jon H. Larson, Ph.D.
President

SUBJECT: Items of Interest for the **April 23, 2020, Board Meeting**

DATE: April 20, 2020

Finance and Administration

In response to the **COVID-19 pandemic**, **CARES Act funding** has been **allocated** to **Ocean County College** in the amount of **\$4,265,169**. Of that, **\$2,132,585** is **earmarked** for **direct distribution** to **students**. This **funding** has been **prioritized** by the **federal government** in order to get **money** in the **hands of students in need** as **quickly as possible**. These **funds** are to provide **students** with **emergency financial grants** to help cover **expenses** related to the **coronavirus** and **offset lost wages/income**. The **CARES Act** provides **institutions** with significant **discretion** on how to **award** this **emergency assistance** to **students**.

OCC is currently **developing** its own **system** and **process** for **determining** the way in which to **allocate** these **funds**. The only **statutory requirement** is that the **funds** be **used** to cover **expenses** related to the **disruption** of **campus operations** due to the **coronavirus**, including **eligible expenses** under a **student's cost of attendance**, such as **food, housing, course materials, technology, health care, and child care**. The **OCC application process** is being **designed** to **prioritize awards** to **students** with the **greatest need** but, at the same time, to **establish** a **maximum funding threshold** for each **student** to ensure that these **funds** are **distributed** as **widely as possible**.

The **College** has **one year** to **distribute** the **money** to **students**. Because this **crisis** will **not** be **resolved quickly**, the **funding** will be **divided** into **three separate applications**. The **first** will cover **students** registered in the **current Spring semester** and **upcoming Summer sessions**; the **second** will be for **Fall 2020**; and the **third, Spring 2021**. All **students** will be **eligible** for **funding**, including **non-credit** and **high school students** who are **normally excluded** from **financial aid programs**. **Executive Vice President Sara Winchester** is **moving quickly** to have the **application** available to **students** as soon as **possible** and to begin **awarding funds** before the **end of April 2020**.

➤ **Bookstore**

Ms. Sara Winchester is working with **Barnes & Noble** to craft a **new contract and operations model** to be effective **July 1, 2020**. The **cost of textbooks and instructional material** is now **embedded in tuition**, and **out-of-pocket costs to students** will **drop dramatically**. In addition, the **footprint** of the **Barnes & Noble store** will be **reduced**. **Associate Vice President of Facilities and Construction Management Matthew Kennedy** has begun **working with Barnes & Noble staff** on the **concept** that will provide **more seating space** in the **Larson Student Center**. **Academic staff** are working with **Barnes & Noble** on the **new adoption process for Fall 2020**. **OIT and e-Learning staff** are also engaged in **developing a new process for electronic course material to flow to courses in Canvas**.

➤ **Payroll**

Payroll staff successfully transitioned all employees to direct deposit and processed the **first fully remote pay cycle** on **April 10, 2020**. Thanks to **support** provided by **Continuing Education and Financial Aid staff**, **CPE instructors and student workers** are now receiving **direct deposit** instead of **paper checks**.

➤ **Cashier's Office**

Refunds continue to be **processed remotely** for all **students** who **paid via credit card** or who have provided **electronic banking information**. The **HUB staff** are **coordinating communications** with **students** regarding the need to **enroll for electronic refunds** and are sending **targeted messaging** to all **eligible students**. **Staff** will **report to campus once a month** to **process checks** for **students** who have **not registered**.

➤ **Human Resources**

In the area of **training and organizational development**, the following has **occurred** since **March**:

- Through **SafeColleges**, **mandatory compliance training** was sent to **administrators, College lecturers, faculty, non-affiliated hourly personnel, and support staff**; the **training** will be distributed to **adjuncts and Nursing clinical instructors** the week of **April 20, 2020**.
- **Self-paced study** has been **deployed** via the **Human Resources website**; **training** includes courses in **Computer Basics, MS Office 365, MS Office 2016, Management, Work-Live, and Workplace Skills**.
- **Two instructor-led online training workshops** were also held for **employees** working **remotely**.

➤ **College Relations**

As previously reported, **Ms. Jan Kirsten, Executive Director of College Relations**, was **selected** by the **National Council for Marketing and Public Relations (NCMPR)** as the **2019 District 1 Communicator of the Year**.

The **awards** were **presented** at the **District 1 Awards Luncheon** during **NCMPR's conference** in **Providence, Rhode Island**, in **November 2019**. **Ms. Kirsten** became **one of seven finalists** for the **National Communicator of the Year Award**.

Because the **national conference in Orlando** had to be **cancelled**, **NCMPR** organized a **Facebook watch party** that will **air on Friday, April 24, 2020, at 3 p.m.** to **honor all of the national and district award winners**. You may view the party on Friday at <https://www.facebook.com/NCMPR/>.

➤ **Security**

- In accordance with a **directive** from the **State**, the **College** has prepared its **Incident Specific Emergency Plan, ISEP #17, Pandemic Response Plan**. The **plan** is **specific to emergency situations** that require **remote operations**, and it includes information on **all critical functions** of the **College**. The document was **rapidly produced** under the **leadership** of **Mr. John Lopez, Director of Security**.
- In accordance with **New Jersey Public Law 2015, Chapter 220**, and **College Policy #2332, Reporting of On-Campus Criminal and Fire Events**, attached is the **monthly statistics report of crimes, fires, and other emergencies on campus** for the reporting period **February 27, 2020, through April 20, 2020**.

➤ **Continuing and Professional Education**

- **Career training programs** continue to **adapt** to meet the **needs** of **students** looking to **gain applicable skills** and to **enter the evolving workforce** as **quickly as possible**.

Health care workforce training courses continue via **distance learning**. **CPE's evening Clinical Certified Medical Assistant (CCMA) course** is **close to completion**, with **students** required to **finish clinical hours at health care facilities** and then **sit for national exams** before **entering the workforce**.

Finding **placements** for **all health care students** to **complete clinical hours** during the **pandemic** is a real **challenge**, since **hospitals and health care facilities** are focused on the **COVID-19 crisis**. The **CPE instructors** have **worked tirelessly** to obtain the **needed hours** for **students**; of the **16 students** currently in the **evening CCMA course**, **7** are **completing their externship hours** at **Sea Girt Medical**, and **6 students** are already **employed** and utilizing their **employer** for **externship hours**. The **medical assistant students** are preparing to move on to **newly offered online national exams** and to **enter the health care workforce** at an extremely **critical time**.

- The **Ocean County Achievement Center** is holding its **1st Virtual Career Day** on **May 11, 2020**, which will consist of a series of **quick, engaging presentations** on various **career tracks**, including **construction, hospitality, IT, and health care options**. **Presentations** will **highlight employment demand, educational requirements, critical skills, and associated job tasks**, as well as **potential local employers** and **networking opportunities**. **Local professionals** will also discuss the **reasons** they **chose** their particular **careers** and **personal views** regarding the **future** of their **professions**.
- **Business Engagement** has created a series of **open enrollment distance learning professional development courses**, which are **grant-funded** and **tuition-free**, to **support local small businesses** as they deal with the **health crisis**. **OCC** is **one of eight New Jersey community colleges** that has developed **non-credit professional development classes online**. **Eleven Management** and **two Excel** sections are being **promoted to Ocean County businesses**. **Management titles** include: **How to Deal with Employees Returning to Work; Building Winning Teams; Best Practices for Leadership Post-COVID-19; and Building Your Sales Skills to Extraordinary**.

Student Affairs

➤ Advising

- In collaboration with the **HUB, Admissions, Registration and Records, and Financial Aid**, the **Advising Office** has **planned and executed a remote enrollment process** for **current and new students** for **Summer and Fall 2020**.

Students inquiring about **enrollment** are directed to **go.ocean.edu/register**, at which they **select** their **student type** and receive **registration instructions**. **Students** requesting **assistance** are asked to **complete an online form** which, depending on **student type**, is **delivered** to the **appropriate office(s)**.

Requests for course planning assistance from **current students** are **directed** to the **Advising Office**. An **advisor** is **assigned** to each request, and the **assigned advisor** completes a **course plan** for the **student**. The **assigned advisor** communicates with the **student** as needed and remains the **student's point of contact** throughout the **registration process**. As of **April 16, 2020**, approximately **80 current students** have **submitted requests for course plans**. **Current student requests** are also **received** by the **Southern Education Center, EOF, Student Support Services, and Athletics**. These **departments** are reaching out to **students** in the **programs and campuses** regarding **course planning**.

Requests for registration from **new students** are directed to the **HUB**, and the **Hub staff** reviews each **student request** to ensure the student has **completed enrollment processes**, such as the **application, placement testing, and submission of the FAFSA**. The **HUB staff** then moves the **student requests** to the **Admissions staff**, who **plan courses and schedules** as well as facilitate **registration** for each student. Each **Admissions representative** has an **Advising Office liaison** to assist with **questions and troubleshooting issues**. The **Advising Office** will also **complete a schedule review** for each **new student** registered by the **Admissions staff**.

Advisors Kirsten Bollinger and Lauren Humphrey also created **instructional videos** to assist students in using **Student Planning**. **Students** can **view videos on course planning and registration**, as well as **registration errors and how to avoid them** on the following site: **go.ocean.edu/advisingvideos**.

- Since the **College** went **remote on March 16, 2020**, the **Advising staff** has been completing **proactive outreach** to **students** regarding **course planning** for the **Fall semester**. **Advisors** have been in **contact** with **assigned advisees** to encourage **registration**; additionally, the **Advising staff** has been working through a **list** of approximately **700 potential Spring, Summer, and Fall graduates** to discuss **remaining requirements**.

The **Advising Office** has also **collaborated** with the **HUB** to plan a **registration campaign** for **current student registration**. Over the course of the **next seven weeks**, designated **groups of students** will receive **texts from Reggie, OCC's chatbot**, encouraging them to **register** for the **Fall semester** and **request assistance** as needed.

➤ Financial Aid

The **entire Financial Aid Office staff** is **working remotely**. **Staff members** are available via **phone and email** during **regular business hours**. The **office** continues to **award students, process FAFSA**

applications and verifications, review appeals, and assist students with the federal and state applications.

The deadline to complete the 2019-2020 FAFSA application is June 30, 2020, for students who want to attend OCC during the summer. The last three Spring 2020 FAFSA workshop events, scheduled for April, May, and June, were cancelled; however, application completion assistance is still being offered remotely. Students and parents are encouraged to contact the office to schedule appointments for remote help. As of April 1, 2020, the Financial Aid Office has received 8,688 2019-20 FAFSA applications and 3,571 2020-21 FAFSA applications.

➤ **Admissions**

- **Over the past month, Admissions has taken on multiple recruitment initiatives, including continued work with College Relations on a Virtual Visit in lieu of the Spring Open House. Prospective students will be treated to an interactive webpage where they can choose their own path to learn more about OCC academic offerings, enrollment and student services, and student activities. The HUB's own Reggie will be integrated to the page to answer any questions prospective students may have. May 20, 2020, is the tentative date to launch this exciting new experience for prospective students.**

Admissions, in collaboration with Academic Advising, the HUB, Registration, and Financial Aid, is assisting new students with Fall 2020 registrations. Under the current circumstances, many students are being overwhelmed with new technologies and learning platforms from their employers and high schools. To help simplify and mitigate OCC's enrollment process, after applying, students complete a short survey that asks them typical first-year advising and availability questions, and they agree to allow Admissions to register them into their first schedule of classes. Once registered, each student receives a phone call to welcome them to OCC as well as follow-up communications from the HUB and Reggie. Academic Advising will also be reviewing each new schedule and ensuring students are on track with their first-semester classes. This process will simplify new student registration and provide reassurance during a very difficult time.

This has been an extremely collaborative effort; appreciation is expressed to the staff and leadership in Advising, the HUB, Registration, and Financial Aid. Special thanks goes to Admissions Representatives Joshua Ginder, Jill Hopf, and Mikaela Polchak and Assistant Director of Admissions Samantha Shinn for their tremendous work in registering new students.

- **The Ocean County Directors of Counseling meeting was hosted virtually by Admissions. Assistance has been provided to high school partners regarding the clarification of transcript requests and Multiple Measures requirements, the Early College at OCC registration process, as well as a remote scheduling method for 2020-21 College Pathways presentations and registration days. The high schools are appreciative of the College's communications and willingness to adjust to meet the needs of their students.**
- **Admissions is also co-presenting with four other county colleges at the Strive Virtual College Exploration Week. This program gives junior high school students and their families valuable postsecondary information and provides Admissions representatives the opportunity to showcase their institutions, with the intent of engaging a number of new student leads. Many students and parents are considering community college attendance in light of the current state**

of affairs in the nation. In collaboration with College Relations, additional virtual workshops and recruitment activities are being developed to deliver to prospective students.

➤ **Athletics**

- Because of having the ability to compete from home, OCC's Esports program has been able to continue its Spring season, advancing to the post-season with two players ranked in the national top ten as of April 14, 2020. The students have provided excitement within the department, and all of the teams and staff members are rallying behind them.
- In an effort to stay connected to the student-athletes while being remote, staff members are guiding and supporting them with access to Canvas to monitor their grades, assist with registration, and guide them to find information they may need. Three features have been running simultaneously across social media:
 - Videos are posted weekly from coaches, staff members, and fellow student-athletes to deliver messages of encouragement.
 - Features are being added on OCCVikings.com and social media pages to spotlight both current and former student-athletes.
 - A series will be launched to share significant OCC games and provide new insight from the coaches and players who were involved.

All of these efforts can be found on OCC Athletics social media:

- Facebook: [facebook.com/Ocean CC Viking Athletics](https://facebook.com/OceanCCVikingAthletics)
- Twitter: twitter.com/@OceanVikings
- Instagram: Instagram.com/ocean_cc_vikings

➤ **The HUB**

The HUB is working remotely during usual business hours. Each technician has been equipped with soft phones, as well as VPN access, allowing the team to accept incoming calls, make outgoing calls, and answer emails successfully.

HUB activities have included:

- The team completed a large campaign, calling all 412 students currently registered for face-to-face Summer classes to congratulate them on their enrollment and explain remote education for the upcoming Summer terms.
- The HUB reached out to all 212 students who had not been participating or logging into their remote courses since March 16, 2020, to encourage them to engage and reach out to professors. This also allows staff to do an overall 'wellness' check to make sure students are okay.
- The HUB is currently working on Summer and Fall registrations remotely, including triaging for new student registrations, robust communication campaigns for financial aid and advising, as well as collaborating with additional departments to assist in contacting and engaging with students.

- By using **Reggie**, the **HUB** was able to **facilitate a technology survey** and **distribute laptops** to **students** in need to **complete their education remotely** for the **Spring semester**. **Engagement rates** have been **increased** by over **50%** for each of the **surveys** and **campaigns** that have been **distributed** through **Reggie**.
- The **HUB** is **completing the NSR triage (pre-advising)** at a **rate of ten per hour**, with a **goal of completing up to 50 a day**, which would be, technically, **1,000 students per month** if **every one** of them **completed the form**.
- **Every week**, a **communication** is being sent to between **200-400 current students** to **encourage** them to **register** and **complete the form** if they **need assistance**.
- Additionally, the **HUB staff** is **actively contacting students** without a **FAFSA** and/or without a **completed FAFSA** to **encourage** them to **complete their application** for the **2019-20 school year**. They may **now** be **eligible for additional funding**, especially if their **financial status** has **changed** due to **COVID-19**.
- **Southern Education Center**
 - Over the **past month**, **working remotely**, the **Student Services Advisors** at the **SEC**, **Jeff Kurz**, **Michele Marcum**, and **Katie Grofik**, have been conducting **outreach** in **response** to **calls** and **emails** received from **students**. This **transition to remote advising** has **gone well**.
 - With **Fall 2020 registration** opening **last week**, the number of **students seeking support** from the **Student Services Advisors** has **increased** as **compared** to the same time period **last year**. The **SEC team** has been **fine tuning** the **Fall 2020 SEC schedule of classes**, conducting **outreach** to the **local community** through the **SEC Canvas page**, assisting in the **development** of the **SEC Open House Virtual tour narrative**, and **developing** the **SEC page** in the **2020-21 Student Handbook**.
- **Student Life**
 - **Student Life** is pleased to share that it has been able to **assist OCC's Honor Societies, Phi Theta Kappa, Psi Beta, and Alpha Beta Gamma**, in a **seamless transition online**, ensuring that **students** will **not miss the opportunity** to be a **part** of the **induction classes** of these **organizations** this **semester**. **Student Life** also continues to **focus on addressing student basic needs**. **Ms. Alison Noone, Assistant Director of Student Life**, is working closely with **Counseling, EOF, Student Support Services (SSS)**, and the **HUB** to ensure students have **access to food**, thanks to the **resources** available through **Helping Hands** and the **support** of the **OCC Foundation**.
 - The **OCC app** continues to be the **go-to resource** to **engage the campus community**; **staff** continues to **onboard other campus departments** and **assist** them in their **utilization** of the **app** to **reach the students**. **Engagement** has **not decreased** since moving to **remote**; in fact, the **number of average daily users** and **downloads** **rise each day**.
- **Student Support Services**
 - **Student Support Services** continues to offer **one-on-one professional tutoring**, **individualized advising**, and **academic coaching** for its **participants**, only in **remote form**.

- The SSS team communicates with students via phone calls, emails, the OCC app, Webex, and Zoom to help with virtual learning and offer personal support. These services help students continue their education to attain associate degrees; SSS had 11 confirmed graduates in the Fall 2019 semester, with 26 anticipated graduates for the Spring 2020 semester.
- Currently, SSS tutors hold 53 hours of tutoring each week. Advising sessions were held to assist 39 students for Fall courses. Each student received a program evaluation and course map for his/her degree. As of April 16, 2020, 20 of those students registered successfully for the Fall 2020 semester.
- SSS continues to recruit first-generation, low-income students and students with disabilities for the academic year and can do so through August 31, 2020.
- **Counseling Center**
 - All of the Counseling and Displaced Homemakers Program staff members have remote capabilities. The counselors completed several trainings on tele-mental health counseling, finalized procedures, and began meeting with students via videoconferencing and phones. The federal and state government amended legal requirements, which enabled counselors to conduct sessions using technology. Counselors have reached out to students with whom they had been working prior to shifting to remote operations. Consistent messages received from students include heightened anxiety due to COVID-19, dealing with COVID-19-related health problems for themselves and/or loved ones, increased depression, employment impact (increased hours, loss of job, decreased hours), and difficulty with the transition to online learning.
 - A virtual QPR (Question, Persuade, and Refer) suicide prevention training will be held in May and during the summer by the New Jersey Department of Mental Health and Addiction Services staff.
 - The mental health Canvas course provides information and motivational messaging to more than 125 enrolled students, faculty, and staff. An exciting innovation is providing the weekly Relax and Recharge session live via videoconferencing on Thursdays at 11:00 a.m., conducted by Student Intervention Specialists Kelly Petrolis and Prevention Education Coordinator Katie Hueth. Both of them are also working with Ms. Maureen Conlon, Associate Director of Web Services, to create a series of videos which will focus on mental health, well-being, and self-care.
 - Restore Your Score, the academic intervention program, continues to reach out to students through the Canvas course, emails, and phone calls. Ms. Kelly Petrolis, the RYS counselor, has increased the information and motivational messaging to students.
 - The Supporting Students in Recovery program, headed by Ms. Katie Hueth, is moving ahead with virtual services. A Canvas course, The Campus Recovery Network, is enrolling student participants. This course is used to create messaging, information, and connection. Future plans include virtual recovery meetings and live educational sessions about topics related to recovery. Collaborations continue with community partner Hope Sheds Light.
 - The CARE Team continues to meet weekly to discuss and review reports. Since March 13, 2020, there have been 181 CARE reports submitted for 208 students. Many of the reports submitted by faculty are related to students' academic performance in the online environment.

Counselor and CARE Team member Susan Ebeling-Witte has managed these reports by reaching out to students. Students report feeling overwhelmed, high anxiety, increased depression, dealing with home/family issues that interfere with academics, lack of motivation to do the online work, financial problems, housing, and health concerns related to COVID-19, for themselves and/or family members. Students also report employment issues, including losing their jobs, reduced hours, or having to work more hours as essential workers. The CARE Team released a college-wide broadcast about CARE reporting processes.

- The Displaced Homemakers Program has continued to serve clients remotely utilizing email, telephone, and Webex. The Program staff, Ms. Eileen Burdge, Community Services Specialist, and Ms. Marcia Slekitis, Part-Time Community Specialist Technician, have assisted clients with referrals and resources, helped them with resumes and job searches, career exploration, and issues related to their education and training. They consistently follow up with the clients who are enrolled in OCC credit courses and CPE training programs and help them resolve questions and difficulties.

Training continues via videoconferencing. Clients participated in resume writing seminars, conducted by Adjunct Assistant Professor Kathy DiMario, and computer skills training by Ms. Maureen Conlon. Program staff members are conducting intakes with new clients using videoconferencing. The Program has served 67 new clients during this program year, with a goal of 90 new clients. The Program year was extended to September 30 by Governor Murphy. There is no information about increased funding for the extended year.

➤ Educational Opportunity Fund (EOF)

- The department has transitioned quite well, conducting business as usual during remote operations. All students have been successfully contacted and have continually scheduled ongoing advising sessions through Webex and/or Zoom. Weekly staff meetings are also conducted via Webex or Zoom.
- The department is excited to announce plans for its first online awards celebration. Ms. Maureen Conlon worked on the development of a PowerPoint presentation, and a survey is being taken to determine student interest in an online award gathering.
- Admissions and the HUB are working with EOF for recruitment and student referral; the first contact with NJFAMS-eligible students is scheduled for Tuesday, April 21, 2020.
- Efforts to support EOF students continue to be a priority. EOF staff is responding to student requests for emergency funding through the EOFNJ, EOF Professional Association, and small grants. Students are also being connected with resources for basic needs, academic needs, and health and safety.

➤ Records and Registration

- All visiting students are now being moved to regular student status at the point of application so there is no delay in registration. The collection of documentation has been automated so reports and communications can be generated to these specific students.
- A Waitlist feature has been implemented for Fall 2020 to allow students to add their names to a list for notification when a seat becomes available in a closed course section. If a seat becomes available, the first student on the Waitlist will receive an e-mail about the seat. The student will

have **48 hours** to **register** into the **course**. If the student **does not register** within **48 hours**, the **next student** on the **list** will be sent an **e-mail**.

This **feature** has been added to **256 course sections** for **Fall 2020**. **Waitlisting** will give **students** an **opportunity**, **not a guarantee**, to **register** for a **course** that had **already closed** rather than having to **check** on its status **every day**. It will also provide **valuable data** to **Academic Affairs** when **planning future course offerings**.

➤ **Career Services**

Career Services has continued **serving students** and **employers** through **remote operation**, and the **volume** of **interactions** remained **consistent** with the **pre-remote pace**. **Services** provided include **Career Counseling**; **Online Career Assessments and Review**; **Resume, Cover Letter, LinkedIn Profile Writing**; and **Internship and Employment Opportunity Searches**.

➤ **Veterans and Military Resource Center**

- The **Veterans and Military Resource Center (VMRC)** has assisted with **Veteran Affairs data updating** for **va.gov/benefit profiles** for all **military-affiliated students**.
- The **Center** conducted **multiple podcast/webinar interviews** for **faculty, lecturers, and adjunct faculty** on **risk assessment, COVID-19 analysis** from the **military/veteran perspective**.
- **VMRC** has **networked** and **collaborated** with **local entities** to **increase food and essential products delivery** to **organizations** and **pick-up** for **community members** from the **American Legion Post 129 of Toms River**.
- **National Guard and Reserve students** have been **assisted** and **guided** to **maintain** their **academic standards** while being **mobilizing** and **activated** in response to the **COVID-19 pandemic** of **New Jersey**.
- **Weekly updates** and **check-ins** continue to take place with the **military-affiliated population** to increase **awareness, connection, and reliability**.

Academic Affairs

➤ **Ocean County College Library**

The **Library** responded to **working offsite** due to the **COVID-19 restrictions** in a **number** of **ways**:

- The **Library's electronic resources collection** is **well established**, and **Library personnel** are **concentrating** on **developing remote services** and **virtual information literacy resources** as **quickly as possible**.
- **College Lecturer John Wallace** **implemented** and **coordinated** the **establishment** of a **Discord server** for **staff communications** and the **consolidation** of **professional development opportunities**.
- **Lecturer Quinn Morris-Pearson** led the effort and **collaborated** with **Ms. Jaimee Nadzan, Website Coordinator**, to create the **Library Remote Services webpage**, **<https://www.ocean.edu/remote-student-services/remote-library-services/>**.

- **Reference Services Librarian Catherine Pontoriero** is working with **vendors** and **publishers** to **expand access** to **electronic resource materials**.
- **College Lecturer Anna McCloskey** and **Madison Akins, Part-Time Information Access Technician**, **redeveloped** the **Library's chat service** to **improve handling** of **multiple simultaneous chat requests**.
- **Ms. McCloskey** also worked with **Ms. Nadzan** to create a **Webex Information Literacy Session request form**, <https://employee.ocean.edu/remote-information-literacy-class-request/>.
- **Librarians** are working with **faculty** and **lecturers** to provide **information literacy sessions** through **Webex** or through the **creation of virtual subject-specific modules**.
- **Lecturer Janet Marler** is working with **faculty** and **lecturers** to **facilitate** the use of **OER** and **library resource materials** to **complement** the **moving** of **courses** and **teaching online**.
- **Senior Library Service Technician Jaqueline Reynolds** is continuing to provide **limited interlibrary loan services** through **electronic access**; more **information** is **available** through **e-mailing ill@ocean.edu**. Also, the **information access technicians** are working on **special projects** and are **participating** in the **library chat service**.
- **Future services in development** are a **virtual book club** and **Webex drop-in tech help sessions** similar to the **in-person help** students receive from the **information access technicians**.
- Internally, **Library Circulation Manager Terence Cleary** worked with **Mr. John Wallace** to **extend all due dates**, and **fines will not accrue** during the **physical closure** of the **Library**. **Mr. Cleary** is also responding to **Circulation Desk phone messages** through a **Soft Phone connection**.
- **Everyone** on the **Library staff** is pursuing **professional development opportunities** through **webinars** and **training sessions**, and **staff members** are working on **projects** to **improve** the **workflow** of the **library**.

Information or help with any **Library-related issues** is available by contacting **Ms. Donna Rosinski-Kauz, Director of Library Services**, at drosinski-kauz@ocean.edu, or by **visiting live** on the **Library's chat service** through **Ocean Connect-Library Services**.

➤ **School of Nursing and Health Sciences**

- **Nursing students** are utilizing **virtual simulation technology** to **complete** the **clinical component** of the **curriculum** during the **Spring 2020 semester**. **Clinical instructors** are assisting the **lecturers** to **prepare** and **conduct virtual simulation experiences** as well as to **evaluate each student's performance** following all **assignments**.
- The **School of Nursing** submitted a **COVID-19 Contingency Plan** to the **New Jersey Board of Nursing**. This **plan** outlined **processes** that will be **implemented** to provide students with **remote education**, including **classroom instruction**, **virtual simulation experiences**, and **support**

services. Student learning objectives for each week of clinical experiences were included in the plan to demonstrate continuity of the curriculum despite a change in delivery of format.

- The **Skills and Simulation staff** are continuing to provide support to students. Students are provided with **individual and group sessions** to review various skills, including **medication administration**.
- **Nursing IV students** who will be completing the program in May participated in a **three-day virtual licensure review course** from April 6-8, 2020. This live course is provided to **graduating students each semester** to prepare them for the **national licensure exam**. Upon notification that the College would be going to **remote education**, the company that provides the course collaborated with the **School of Nursing** to offer the program **virtually**, avoiding a disruption to the curriculum.

➤ School of STEM

- On **April 25, 2020**, OCC will host **College Day online** as a **virtual tour**. The **School of STEM** will submit a **script** to be read over a **collage of photos and videos**.
- At the School's recent **Webex meeting**, **faculty and lecturers** shared **best practices** using a variety of **technologies** to **teach remotely**. Many have begun to **insert videos** at the **beginning** of their lessons. Some of the examples discussed were: **Assistant Professor of Science Chris Pericone** using **NotePad (downloaded from Google Chrome)**, and **College Lecturer in Engineering Pam Bogdan** using **Screencast-o-matic**. This tool seems to be a **favorite in STEM**, so much so that OCC has **purchased licenses** with **Perkins funds**. In addition, **Professor of Mathematics Maryann Birdsall** has incorporated **Kahn Academy video lessons** into her **mathematics classes**.

➤ Science

- **Dr. Angel Camilo**, College Lecturer II in Biology and Advisor to the Makers Club, contributed **7 kilograms of PLA (plastic)**, which will be used to make **3,000 face shields** for **hospitals and first responders**. This effort was **coordinated** by **Raritan Valley Community College**.
- **Dr. Mary Rada**, College Lecturer in Anatomy, and **Ms. Barbara Collins**, STEM Laboratories Coordinator, have collected boxes of **gloves**, **85 pair of new goggles** from **Biology, Chemistry, and Microbiology**, **alcohol wipes**, and **masks** to be **distributed** into the community.
- **Mr. Duane Grembowitz**, Associate Professor of Science, asked on behalf of the **OCC Environmental Studies Program** that **commendations** be extended to the **Ocean County Department of Solid Waste Management**, the **Ocean County Landfill**, and the **Ocean County Utilities Authority** for their **generous help** during the **COVID-19 pandemic**. They supplied **videos**, **Power Points**, **hand-outs**, and all the **materials** necessary to take the place of the **on-site tours** normally given to **Environmental Science lab students** that **cannot** be conducted at this time. Their support is **deeply appreciated**.

➤ Engineering

- **Lecturer Pam Bogdan** reported that, **prior** to the **end** of the **semester**, the **Engineering Club** will be **continuing** its activities: The **Engineering Club/Department** will have its joint **End-**

of-Semester Celebration, there will be a **transition** of **club officers**, and the **department** will continue its **Semester Design Contest**. The **Spring 2020 Engineering Advisory Committee meeting** will take place **remotely** on **Wednesday, April 29, 2020**.

➤ **Mathematics**

College Lecturers in Mathematics Sam Pinkava and Julia Kim and Ms. Vicki McMillian, Professor of Mathematics, are hosting **weekly meetings** with **mathematics adjuncts**. **Ideas** are being **shared** to assist in making the **transition** to **remote teaching** as **smooth** as **possible**.

➤ **School of Arts and Humanities**

In the area of **curriculum**, the **School of Arts and Humanities** has received **approval** for **three new General Education Humanities courses**. The **new courses** are **ENGL 232, Crime Literature; FILM 145, Television History and Appreciation; and PHOT 101, History of Photography**. Additionally, **Dean Heidi Sheridan** is working with **Dr. Howaida Wahby-Eraky, e-Learning College Lecturer II**, and **Dr. Maysa Hayward, Associate Vice President of International Programs, Academic**, to create an **English to Speakers of Other Languages (ESOL) course**.

Instructors and **students** are **working together** in this **time of crisis**. **Instructors** have been sharing some **amazing student work** that has been **submitted**, including the following **photograph** by **Assistant Professor of Humanities Rich Fallon's student**:



➤ **School of Business and Social Sciences**

While continuing to provide a **positive learning environment remotely**, the **School of Business and Social Sciences faculty and lecturers** are working hard to offer **extra-curricular programming** for **students**:

- **Dr. Katherine Toy, Economics College Lecturer II and moderator of the business honor society, Alpha Beta Gamma**, will be **virtually inducting** approximately **26 business students** into the **society** this year.
- Similarly, **honor students in Psychology** will be **virtually enrolled** into the **Psi Beta honor society**. **Plans** are **underway** to coordinate an **online orientation** for **Psi Beta-eligible members**. **Psi Beta** is led by **Dr. Margaret Maghan, Psychology Lecturer II and Program**

Chair, who was **recognized** this year as **Psi Beta Adviser of the Year**. She was also **selected** as one of **two national candidates** for the **Psi Beta vice president position** for the **northeast region**.

Along with **Ms. Alison Noone**, **Dr. Maghan** offered a **virtual presentation** on **April 20, 2020**, **Data Driven Interventions to Reduce Campus Stigma**, at the **Community College Showcase**. This **presentation** is based on the **survey** and **work** both of them have been doing through **Psi Beta** to provide **community awareness** of the **services** available through **Helping Hands**. **Dr. Maghan** has also been **invited** to **serve** on the **steering committee** of the **New England Psychology Association's (NEPA) regional meeting** in **2020**. She is also **overseeing** **weekly virtual meetings** with **Psi Beta members** and is **collaborating** with **Mr. Ryan Luurtsema**, **Veterans and Military Center Coordinator**, to have a **virtual Veterans Affairs anti-mental health stigma panel** sometime this **semester**.

- **Business students** are also moving ahead in **acquiring Bloomberg Certification** in **stock market analysis**. **Bloomberg** is allowing **Business students** who began **Bloomberg Certification** during the **Spring semester** to work on it **remotely free of charge**. According to **Ms. Katherine Toy**, who **manages** the **Business lab**, there have been **three completions** already.
- **Mr. Benny Castillo**, **Lecturer II in Criminal Justice**, organized a **Hometown Security webinar** to be held on **Tuesday, April 28, 2020**, from **9:30 -11:00 a.m.** The event is **sponsored** by the **New Jersey Office of Homeland Security and Preparedness (NJOHSP)** in **collaboration** with the **Governmental Affairs Institute of Ocean County College**, led by **Political Science Lecturer Jason Ghibesi**. Topics include **local health services**, **community preparedness resources**, **current threat environment**, and **security awareness and protective measures**. The **program** is **open** to the **community**. **Call-in details** and the **webinar URL** will be provided by **NJOHSP** prior to the event.

➤ **Tutoring and Academic Support Services**

Tutoring and Academic Support Services went **remote** in **tandem** with the **College**. **Math Services** is offering **synchronous tutoring support** as well as creating **supplemental resources** that **students** can **access** through the **Math Services Canvas page**. **Writing Services** is offering **asynchronous** and **synchronous writing support** for **students** and also has a **Canvas page** where **supplemental resources** are continually **uploaded** for **students** to **access**. **General Tutoring Services** is offering **synchronous tutoring support**.

All **synchronous tutoring sessions** are conducted via **Webex**, and **appointments** can be made by **students** through **Accudemia**. **Asynchronous sessions** for **Writing Services** are submitted to the **Writing Services e-mail**, and then **appointments** are made by the **writing tutors**. Additionally, the **Peer Assisted Learning Program (PAL)** is also offering **synchronous** and **asynchronous support** for **students** enrolled in **Accounting I**. The **Program** is encouraging all **students** enrolled in the **Accounting course** to **self-enroll** in its **Canvas course**.

e-Learning and Learning Enterprises

The **Instructional Design and Technology Team** has been hard at work with a number of **special projects**:

- **Successful removal** of **Examity**, a **proctoring service**, from all **Spring term sessions** due to **technical issues** impeding **students** from **accessing** their **assessments**;

- **Update of all live Spring Student Success distance learning courses. Module 13 and 14 assignments were removed since the students no longer are able to do their required Community Project due to the COVID-19 quarantine. Additional assignments were created by Ms. Laura Manresa, College Lecturer in Student Success, and the First-Year Experience team; and the designing team replaced assignments in those modules.**
- **The team collaborated with face-to-face instructors to identify DL Master Course shells that could be reworked and used for remote learning for the 2020 First Five-Week and Ten-Week Summer sessions.**
- **New courses were built and content added to both the Center for Instructional Empowerment and the Campus Closure Resource shells.**
- **The courses developed for Spring 2021 were approved at the April 7, 2020, Board meeting; the team is now working with Subject Matter Experts and area Deans to select low-cost or OER text books where available.**

In the academic area, Dean of e-Learning Vivian Lynn will represent OCC in a new initiative with the New Jersey Community College Distance Education Affinity Group (DEAG). She will participate in the professional development webinar, Engaging Students in a Virtual Environment, on Tuesday, April 21, 2020. Over 300 educators from throughout New Jersey have registered for the webinar, which will provide an overview of best practices using technology to promote interactive learning for remote and online instruction.

The academic area will have a virtual general meeting on Wednesday, April 29, 2020, with all online instructors and will host a Professional Development webinar on Academic Integrity on Wednesday, May 20, 2020.

On the international level, the team is working diligently on three paths: the current Ocean-Kean-Ain Shams program, special programs, and future planning.

- **For the current program, virtual communications are ongoing with partners in Egypt.**
- **To assure Ocean-Kean students that they are supported, team members resolve any technical or academic issues they might be facing. Collaboration with Kean University continues to ensure a smooth transition by the students to their senior year at Kean. Cohort one is completing bachelor degree requirements, and 100% of the students are expected to graduate in May.**
- **Efforts continue to ready special programs by working on course sequencing development with Kean University, William Paterson University, and New Jersey City University. Ms. Eileen Schilling, Executive Director of Academic Assessment, has been a valuable asset in not only following up with current partnerships, but also pursuing potential associations. She is working closely with team members to expand efforts in communicating with four-year universities, such as the University of Maryland Global Campus and Colorado State Global, to join OCC as affiliates delivering third- and fourth-year courses in Egypt. Moreover, the development of special program bylaws is progressing to integrate OCC's policies with the policies of Egyptian universities.**

A comprehensive effort is being undertaken to document OCC's operating procedures to manage international programs. The completed document will include process documentation, resource requirements, and projections, as well as identification of opportunities, risks, and recommendations for process improvements.

Required Reporting Statistics

Board of Trustees Meeting

April 23, 2020

The following has been prepared for presentation to the Ocean County College Board of Trustees, for its regular meeting. This report consists of all offenses defined as reportable crimes under the federal Jeanne Clery Act, fires, and other emergencies, which occurred on campus during the reporting period of 2/27/2020 through 4/20/2020.

1. A count and classification of all criminal incidents (defined as reportable crimes under the federal Jeanne Clery Act) which occurred on campus and which were recorded by campus security, campus security authority (CSA) or local police departments.			
Date	Crime	Summary	Status
Occurred: 2/29/2020 Reported: 2/29/2020	Lewdness/ Inappropriate Behavior	A male subject, identified as a Kean University instructor, was found to be engaging in inappropriate behavior in the south stairwell of the Gateway Building. The Toms River Police Department was notified and responded. The incident was forwarded to the Kean University Police Department and Kean University administration. The offender has been barred from Ocean County College property.	Referred to police.
Occurred: 3/2/2020 Reported: 3/2/2020	Assault - Simple	A female student struck a male student once in the face while he was seated in the Larson Center. The involved parties were identified and the incident was referred to student conduct.	Referred to student conduct.
Occurred: 1/27/2020 to 3/2/2020 Reported: 3/3/2020	Theft	IT staff reported that three pair of JBL speakers were removed from two classrooms in the Gateway Building between January 27, 2020 and March 2, 2020. There are no suspects at this time.	Referred to police.
Occurred: 3/9/2020 Reported: 3/9/2020	Theft	A female subject reported that her headphones were removed from her purse, which she left unattended in the Larson Center. The Toms River Police Department was notified and they responded. A subsequent investigation revealed no evidence that a theft had occurred. There are no suspects at this time.	Referred to police.

Occurred: 4/2/2020 Reported: 4/8/2020	Harassment	A female student reported that during a video conference session for her history class, two unidentified male subjects hacked into the class and began making derogatory comments to several students, including racially motivated comments and sexually explicit comments. No threats to safety or well-being were made. This appeared to be part of a widespread security breach of the video conferencing application "Zoom". This incident was reported to the Ocean County Prosecutor's Office for further investigation.	Referred to police.
2. A list of campus alerts, threats, or emergencies which occurred on campus.			

Date	Alert/Threat	Summary	Status
N/A	None		

3. A count and classification of all fire incidents which occurred on campus and which were recorded by campus security and local fire departments.			
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Date	Fire Incident	Summary	Status
N/A	NONE		

Respectfully submitted,
 Lt. Jon Lafferty, Department of College Safety & Security