



**BOARD OF TRUSTEES  
AGENDA**

**JUNE 25, 2020  
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE MAY 28, 2020,  
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS** **Bd. Action**
- V. **PRESENTATIONS/COMMENDATIONS**
- VI. **COMMITTEES**
  - A. **Finance Committee (Mr. Jerry Dasti, Chairperson)**  
(Ms. Sara Winchester, Executive Vice President of Finance  
And Administration)
    1. **Recommend approval of business/finance actions as  
presented (Exhibit A)** **Bd. Action**

B. **Bylaw, Policy, and Curriculum Committee***(Mrs. Joanne Pehlivanian, Chairperson)**(Dr. Joseph Konopka, Vice President of Academic Affairs)*

1. Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B)

**Bd. Action**C. **Buildings and Grounds Committee** *(Mrs. Linda Novak, Chairperson)**(Mr. Matthew Kennedy, Associate Vice President of Facilities Management and Construction)*

1. Recommend approval of buildings and grounds items as presented (Exhibit C)

**Bd. Action**D. **Personnel Committee** *(Mr. Stephan Leone, Chairperson)**(Ms. Sara Winchester, Executive Vice President of Finance and Administration)*

1. Recommend approval of personnel actions as presented

**Bd. Action**VII. **PRESIDENT'S REPORT**VIII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution to acknowledge, with regret, the resignation of Mr. Hatem Akl, and to express deep appreciation to Mr. Akl for his dedicated service to Ocean County College**

**Bd. Action**

- B. **Recommend adoption of a resolution in recognition of the outstanding dedication and commitment of Mr. Erick Garcia-Vargas during his one-year term as the student/alumni representative on the Board of Trustees during 2019-2020**

**Bd. Action**

- C. **Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, July 23, 2020, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation, the results of which will be released to the public when the need for confidentiality no longer exists**

**Bd. Action**

IX. **NEXT MEETINGS OF THE BOARD OF TRUSTEES ON**

**THURSDAY, JULY 9, 2020**

- |                 |                               |
|-----------------|-------------------------------|
| 1. Entire Board | Time: 12:00 noon              |
|                 | Place: via Webex              |
|                 | Purpose: <b>Board Retreat</b> |

*And*

**THURSDAY, JULY 23, 2020**

- |  |                                      |
|--|--------------------------------------|
| 1. <b>International Programs Committee</b><br>(as needed)        | Time: 9:30 a.m.<br>Place: via Webex  |
| 2. <b>Finance Committee</b>                                      | Time: 10:00 a.m.<br>Place: via Webex |
| 3. <b>Bylaw, Policy, and Curriculum Committee</b><br>(as needed) | Time: 10:00 a.m.<br>Place: via Webex |
| 4. <b>Buildings and Grounds Committee</b>                        | Time: 10:30 a.m.<br>Place: via Webex |
| 5. <b>Personnel Committee</b>                                    | Time: 10:30 a.m.<br>Place: via Webex |

6. **Entire Board**

Time: 11:00 a.m.  
Place: via Webex  
Purpose: Caucus Meeting—Personnel,  
Pending Litigation, and  
Collective Bargaining

7. **Entire Board**

Time: 12:30 p.m.  
Place: via Webex  
Purpose: **Regular Public Monthly Meeting**

X. **Public Comment**

XI. **Adjournment**

This agenda includes all items that are known at this time.



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**May 28, 2020**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:38 p.m. on Thursday, May 28, 2020, by Mr. Carl V. Thulin, Chair, via Webex.

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 2019 reorganization meeting and distributed as required by law. Also, given the current healthcare crisis, a notice was publicized on May 21, 2020, indicating this meeting would be held via Webex, as provided for by New Jersey Public Law 2020, Chapter 11, approved on March 20, 2020, for public bodies to conduct meetings by electronic means during periods of emergency.

Public Meeting  
Announcement

Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, Mrs. Joanne Pehlivanian, Mr. Joseph Teichman, Mr. Steven Zabarsky, Mr. Erick Garcia-Vargas, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Eileen Garcia, Vice President Joseph Konopka, Vice President Gerald Racioppi, and Mrs. Connie Bello.

Attendance

The minutes of the April 23, 2020, Board of Trustees closed session and public meetings were unanimously approved upon roll call vote.

Minutes Approved

#### Commendations

Dr. Larson introduced Dr. Konopka and Dr. Sylvia Riviello, Dean of STEM, who in turn introduced Ryan Park, a Millburn High School sophomore, who won first place and a \$12,000 scholarship at the Junior Science and Humanities Symposium (JSHS) 2020 National Competition for his Oral Presentation in Mathematics. Ryan described his project, "X-Net: A Deep Convolutional Neural Model for X-Ray Threat Detection." Dr. Larson and the Trustees congratulated Ryan on this achievement. Appreciation was extended to Dr. Riviello and her team, who quickly moved the competition to a virtual environment due to the campus closure as a result of the onset of COVID-19.

Commendations

Dr. Racioppi introduced Ms. Ilene Cohen, Executive Director of Athletics, Mr. John Ruhl, Coach of Esports, and David Ripinsky, winner of the Spring 2020 Super Smash Bros. Ultimate Singles Championship in the inaugural season of OCC's new Esports program.

Dr. Larson shared messages of appreciation from students for Assistant Professor of Humanities Richard Fallon and Director of Television Production Ralph Bertini. Mr. Fallon was praised for his creative and flexible efforts to present class material in an inspiring manner while transitioning to remote teaching of his photography courses. A former student shared appreciation for the impact Mr. Bertini had on her as a freshman at OCC through teaching one production course which led to the completion of a Bachelor of Arts in Communication and Media Arts in May at Montclair State University. Dr. Larson, Dr. Konopka, and Mr. Dasti commended Mr. Fallon and Mr. Bertini for their dedication.

Dr. Larson recalled Mr. Morris Spector, Adjunct Professor of History, who passed away last month. Mr. Spector was to receive OCC's thirty-year service award. Morris was well respected by students, staff, and faculty. Ms. Heidi Sheridan, Dean of the School of Arts and Humanities, and Mr. Robert Marchie, College Lecturer II in History, shared fond memories of Mr. Spector with the Trustees.

#### Finance Committee

Mr. Dasti shared the reappointment of Bowman and Company to continue as auditor is listed on today's agenda for approval. The auditors have served the College well. Upon unanimous roll call vote, the following Finance Committee items were approved:

- |   |                                 |
|---|---------------------------------|
| ➤ The statement of income and expenditures as of April 30, 2020, was accepted.  | Income/Expenditures<br>Accepted |
| ➤ A resolution was adopted authorizing the President to enter into an agreement with RWJ Barnabas Health for a pilot program, from May 1, 2020, to August 30, 2020, to offer Ocean County College online credit courses to RWJ Barnabas Health employees.         | Resolution Adopted              |
| ➤ The following contracts were awarded:   | Contracts<br>Awarded            |
| ➤ A maximum of \$15,000, to Mack Industries, Inc., Trenton, New Jersey, for a ninety-day extension from July 1, 2020, to September 30, 2020, to the second-year contract option for professional burner maintenance services at Ocean County College.             |                                 |
| ➤ A maximum of \$15,000 to Core Mechanical, Pennsauken, New Jersey, for a ninety-day extension from July 1, 2020, to September 30, 2020, to the second-year contract option for chiller maintenance services at Ocean County College.                             |                                 |
| ➤ A maximum of \$15,000 to PIP Printing, Brick, New Jersey, for a ninety-day extension from July 1, 2020, to September 30, 2020, to the second-year contract option for campus-wide copy services at Ocean County College.  |                                 |
| ➤ A maximum of \$6,000 to TM Painting and Construction, Neptune, New Jersey, for a ninety-day extension from July 1, 2020, to September 30, 2020, to the second-year contract option for maintenance and materials for painting services at Ocean County College. |                                 |

- A maximum of \$5,000 to Scientific Boiler Water Conditioning Company, Inc., Linden, New Jersey, for a ninety-day extension from July 1, 2020, to September 30, 2020, to the second-year contract option for maintenance and materials for water treatment services at Ocean County College.
- A maximum of \$15,000 to Timothy Peters Plumbing and Heating Company, Inc., Manasquan, New Jersey, for a ninety-day extension from July 1, 2020, to September 30, 2020, to the second-year contract option for plumbing services at Ocean County College.
- A maximum of \$51,045 to Bowman and Company, LLP, Voorhees, New Jersey, for the first-year of an optional two-year contract for professional auditing services at Ocean County College.
- A maximum of \$251,750 to Success Communications Group, Parsippany, New Jersey, for the first-year of an optional two-year contract for media placement agency services at Ocean County College.
- Resolutions were adopted to award the following contracts:

Resolutions Adopted  
for Contract Awards

  - A maximum of \$220,000 to Office Depot, Inc., Boca Raton, Florida, for a two-year contract for the purchase of office supplies through the National Cooperative Purchasing Alliance (NCPA) Omnia Partners at Ocean County College.
  - A maximum of \$30,000 to The Academy of Natural Sciences of Drexel University, Philadelphia, Pennsylvania, for the authorization of the award of a subcontract agreement for “The Role of Eutrophication in Coastal Wetlands in Barnegat Bay New Jersey” with The Academy of Natural Sciences of Drexel University, for the period of May 28, 2020, through December 27, 2020, administered through the Barnegat Bay Partnership at Ocean County College.
  - A maximum of \$146,441.34 to Dell Marketing, L.P., Round Rock, Texas, for the purchase of Dell computers and accessories funded through the Coronavirus Aid, Relief, and Economic Security Act funds to provide support to facilitate remote learning at Ocean County College.
  - A maximum of \$141,647.84 to A Takton Concrete Corporation, South River, New Jersey, for professional sidewalk replacement as needed as part of the Campus Mall Beautification Project at Ocean County College.
  - A maximum of \$42,100 to Bahr and Sons Electrical Contractors, Inc., Bayville, New Jersey, for professional electrical contractor construction services in the Russell Building at Ocean County College.
  - A maximum of \$36,552 to Ellucian Company, L.P., Fairfax, Virginia, for a one-year contract to process electronic credit card payments by students at Ocean County College.
  - A maximum of \$100,000 to Fastenal Company, Lakewood, New Jersey, for a one-year contract for the purchase of industrial maintenance repair and operations (MRO) supplies and equipment for use by the Facilities Department at Ocean County College.

- A maximum of \$28,625.02 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase of analog ports and video cables for use by the Office of Information Technology at Ocean County College.
- A maximum of \$50,696.58 to Ace Outdoor Power 1, Bayville, New Jersey, for the purchase of a Kubota Tractor through the Cooperative contract ESCNJ (Educational Services Commission of New Jersey) for use by the Facilities Department at Ocean County College.
- A maximum of \$21,450 to Honorlock, Inc., Boca Raton, Florida, for online proctoring services through the NorthEast Regional Computing Program (NERCOMP) National Cooperative from May 28, 2020, through August 31, 2021, for the e-Learning Department at Ocean County College.
- A maximum of \$18,288 to Strategic Account Services, Bristol, Pennsylvania, for a one-year contract for planned maintenance and inspection services for the refrigeration of Office of Information Technology equipment at Ocean County College.
- To identify a qualified pool of professional American Sign Language Interpreting and Captioning service providers to be used on an as needed basis at Ocean County College.
- A maximum of \$24,500 to Michael Savarese Associates, Little Silver, New Jersey, for professional architectural services for the renovation of the College Bookstore and Larson Student Center at Ocean County College.
- A maximum of \$25,000 to Grainger Eatontown Branch #529, Eatontown, New Jersey, for the purchase of facial masks and hand sanitizer for use by staff, faculty, and students at Ocean County College.
- For the award of contracts to the following on behalf of the New Jersey Council of County College's Joint Purchasing Consortium, with Ocean County College serving as the lead agency, for e-commerce and financial services for combined purchasing power to participating institutions:
  - Touchnet Information Systems, Inc., Lenexa, Kansas
  - Nelnet Business Solutions, Inc., Lincoln, Nebraska
- A maximum of \$36,280 to Nelnet Business Solutions, Inc., Lincoln, Nebraska, for the first year of an optional two-year contract for e-commerce student financial services to include financial aid distribution, payment plans, and billing solutions from July 1, 2020, through June 30, 2022, at Ocean County College.

➤ The following contracts were amended:

Contracts  
Amended

- An additional \$27,275.85, for a maximum total of \$1,496,275.85, to Tri-Form Construction, Inc., Metuchen, New Jersey, for additional general contractor construction services for the use of soldered fittings for the HVAC system as part of the Conference Center Renovation project at Ocean County College (contract originally awarded at the January 23, 2020, Board meeting).
- An additional \$3,555.69, for a maximum total of \$2,371,555.69, to Frankoski Construction Company, Inc., East Orange, New Jersey, for additional general contractor construction services for the installation of a roof guard railing as part of the conversion of the Natatorium to Gymnasium project in the Health and Physical Education Center Building at Ocean County College (contract originally awarded at the April 25, 2019, Board meeting).
- An additional \$6,733.36, for a maximum total of \$6,566,733.36, to Catel, Inc., Bradley Beach, New Jersey, for additional general contractor construction services for the disconnect/reconnect of underground post light wiring in order to install new sewer line as part of the construction of a new Student Enrollment Building at Ocean County College (contract originally awarded at the January 9, 2020, Board retreat).
- An additional \$500, for a maximum total of \$24,020, to Stockton University, Galloway, New Jersey, to match the sub-contract agreement to provide contract modeling support for the Submerged Aquatic Vegetation Monitoring project in the Barnegat Bay titled “Zostera-Ruppia Competition Mesocosm Experiment” with Stockton University.
- An additional \$13,000, for a maximum total of \$42,983, to NCS Pearson, Inc., Bloomington, Minnesota, for an additional 500 hours of online tutoring services at Ocean County College due to the COVID-19 pandemic.
- An additional \$3,200, for a maximum total of \$24,683, to CollegeNET, Inc., Portland, Oregon, for a Lynx add-in to the annual licensing fee for the 25Live Software System at Ocean County College (contract originally awarded at the April 25, 2019, Board meeting).
- An additional \$5,000, for a maximum total of \$55,000, with the Township of Toms River, Toms River, New Jersey, for the delivery and removal of one 30-yard dumpster for debris and scrap metal to the second-year agreement to provide solid waste and recycling removal at Ocean County College (contract originally awarded at the June 28, 2018, Board meeting).
- The Board rejected the over-budget bid proposals for general contractor construction services for interior renovations for Kean University at Ocean County College, received on May 10, 2020, in accordance with New Jersey Statute 18A:64A-25.15 to substantially revise the specifications for the goods or services to be rebid at a future date.

Bid Proposals  
Rejected

Bylaw, Policy, and Curriculum Committee

Mrs. Pehlivanian introduced Dr. Konopka, who presented the Bylaw, Policy, and Curriculum Committee items, which include a new policy related to the Early College Program, thanks to increased program enrollment due to recruitment efforts by Dr. Henry Jackson, Executive Director of Academic Success, and Dr. Anthony Trump, Director of Admissions.

Dr. Konopka announced OCC was selected as one of ten community colleges throughout the country selected for the Pathways to Credentials Program, which will provide advice and services from the Department of Education to help develop additional pathways from non-credit to credit programs at no cost to the College. Presented for Board approval in the agenda are the AAS degree in Health Science and two specialized AS programs with concentrations in Biology and Chemistry. Dr. Konopka was pleased to report that efforts between Academic Affairs and e-Learning helped in the development of a new course, English to Speakers of Other Languages, which will benefit local non-native English-speaking students in addition to international students. He commended the efforts of Dr. Maysa Hayward, Associate Vice President, International Programs, Academics, and the e-Learning team.

Dr. Konopka shared that the Academic Deans have worked collaboratively with e-Learning to create documents describing tenets of remote teaching and to offer professional development workshops to take place over the summer, both of which will assist faculty with remote instruction. Every effort is being made to assist and develop faculty and lecturers, which will, in turn, attract students to attend Ocean County College.

A virtual career day was held recently and attended by 150 students. Dr. Margaret Maghan, College Lecturer in Psychology, was selected as the Vice President for the National Honor Society in Psychology, a testament to the wonderful work she is doing in the areas of Psychology and Social Work. Dr. Teresa Walsh, Dean of Nursing and Health Sciences, shared that the School of Nursing had over 140 nursing graduates in the Fall and Spring semesters.

The following items were approved as submitted upon unanimous roll call vote:

- |   |                                  |
|---|----------------------------------|
| ➤ The following items, as accepted by the College Senate at its meetings on April 9 and May 7, 2020, were approved unanimously upon roll call vote: | College Senate<br>Items Approved |
| ➤ New Policy  | New Policy                       |
| ➤ Policy #5123, Students, Admissions, Early College Program   |                                  |
| ➤ Revised Policies  | Revised Policies                 |
| ➤ Policy #5140, Students, Registration, Credit for Prior Learning   |                                  |
| ➤ Policy #5154, Students, Academic Standards, Grades and Scholastic Honors  |                                  |
| ➤ Policy #7000, Educational Programs, Course and Curriculum, Compliance with Federal Definition of Credit Hour                                      |                                  |

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>➤ New Programs<ul style="list-style-type: none"><li>➤ Associate in Applied Science Degree in Health Science</li><li>➤ Associate in Science Degree in Biology</li><li>➤ Associate in Science Degree in Chemistry</li></ul></li><li>➤ New Course<ul style="list-style-type: none"><li>➤ ESOL 096, English to Speakers of Other Languages</li></ul></li><li>➤ The Board approved a revision to the Associate in Arts Degree in Liberal Arts - Photography Option</li></ul> | <p>New Programs</p> <p>New Course</p> <p>Revised Program Option</p> |
|---|---|

#### Buildings and Grounds Committee

Mrs. Novak shared that work on the Conference Center nears completion and the foundation has been poured for the Student Enrollment Building. Plans are being finalized for the new Administration Building.

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|--|---|
| <ul style="list-style-type: none"><li>➤ The Buildings and Grounds Committee Report for May 28, 2020, was unanimously accepted upon roll call vote.</li></ul> | <p>Building/Grounds Report Accepted</p> |
|--|---|

#### Personnel Committee

Prior to approval of the Personnel Report, Mr. Leone offered congratulations and best wishes to Mr. Hatem Akl, who will depart OCC on June 5, 2020, for a new employment opportunity. The Compensation Committee met and reviewed the 2020-2021 contracts of Dr. Larson and Ms. Winchester. Mr. Leone commended them for their outstanding leadership over the past year. Annual salary increases for College Lecturers and non-affiliated personnel are being recommended for approval. Lastly, as the College has moved operations to a fully remote environment due to the COVID-19 pandemic, two resolutions are being presented for the implementation of a temporary furlough program for employees whose work cannot be performed while at home.

The Personnel Report was unanimously approved upon roll call vote.

Personnel Report Approved

#### President's Report

Dr. Larson introduced Dr. Racioppi and Ms. Sheenah Hartigan, Director of Enrollment Services, who provided an overview of the HUB's transition to remote operations. Ms. Hartigan explained the creative ways being used to assist current students, outreach to potential students, and response to incoming calls. Ms. Hartigan thanked Mr. James Ross, Chief Information Officer, and the IT staff for their efforts in helping with the quick transition to remote operations for the HUB's staff.

President's Report

Ms. Jennifer Fazio, Director of Student Life, and Ms. Alison Noone, Assistant Director of Student Life, shared successful efforts by the department to enhance virtual student engagement through the OCC app, for which Ms. Fazio and Ms. Noone were highlighted by OCC's app provider, Ready Education, in its promotional advertising. The Trustees congratulated Ms. Fazio and Ms. Noone for this outstanding endeavor.

Ms. Jan Kirsten, Executive Director of College Relations, shared preparations involved for the upcoming virtual commencement program, which includes Nurses Pinning, Awards Ceremony, and Commencement. Three separate ceremonies will be broadcast beginning at 2:00 p.m. on Tuesday, June 16, 2020. Ms. Kirsten thanked Mr. Ralph Bertini, Ms. Jennifer Fazio, Ms. Alison Noone, and Ms. Karen Light, Associate Registrar, for their help with this undertaking.

Ms. Winchester provided an update on the CARES Act Recovery Grant funding plan. Currently \$450,000 has been awarded directly to students to help with critical food, health care, housing, and other emergency needs as a result of the campus closure, while adhering to guidelines set forth by the Department of Education. Funds allocated to the institution will be used to cover costs associated with the negative financial impact of the virus on College operations.

Dr. Larson thanked Mr. Kenneth Malagiere, Executive Director, OCC Foundation, for the Foundation's efforts in assisting students during the campus closure. In turn, Mr. Malagiere expressed appreciation to Dr. Racioppi and the Student Life team for alerting students to apply for funding through the Foundation via information supplied on the OCC app and for assistance in the distribution of food to students in need. The Scholarship Celebration will be held on August 7, 2020, as a virtual event. Thanks to the efforts of Ms. Sherri Bray, Assistant Director of Events and Advertising, the event has currently raised over \$70,000.

Dr. Larson introduced Dr. Jessica Adams, Associate Dean for Kean Ocean, who reported Dr. Lamont Repollet has been selected to succeed Dr. Dawood Farahi as President of Kean University on July 1, 2020. Kean University will hold a virtual commencement on Friday, May 29, 2020, including graduates of the first cohort from the OCC/Ain Shams/Kean program. Kean University has once again achieved gold status as a military friendly school. Dr. Adams also shared that Kean's summer enrollment is up 17% and fall enrollment for Kean Ocean currently is up 4% from last year.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, June 25, 2020, 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 25, 2020

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, June 25, 2020</b>	9:30 a.m.	International Programs Committee (As Needed)
	10:00 a.m.	Finance Committee
	10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)
	10:30 a.m.	Buildings and Grounds Committee
	10:30 a.m.	Personnel Committee
	11:00 a.m.	Closed Session
	12:30 p.m.	Regular Public Monthly Meeting

With no further comments from the Board members or the public, the meeting adjourned at 2:20 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President