



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 **July 23, 2020, Board Meeting**

DATE: June 17, 2020

Commendation

Dr. Henry Jackson, Executive Director of Academic Success, was recently **named the 2020 NROC Ambassador of the Year**. This award is **presented** to an **NROC member** who has **actively engaged** to **improve student success**. Specifically, **NROC** noted **Dr. Jackson's unwavering focus on opening doors** for **first-generation college students** through **collaborations** with **secondary school partners**. As a **result of Dr. Jackson's efforts**, **18 of Ocean County's 19 high schools** are now **partnering** with **OCC** for **students to earn college credit for courses taken while in high school**. **Discussions** are currently **underway for partnering with the 19th high school**.

NROC is a **national organization** whose **mission** is to help **meet society's need for access to effective, high-quality, educational opportunities** in an **era of rapid economic, social, and personal change**. **NROC** denotes:

NETWORK | Educational institutions benefit from working together.

RESOURCES | Educators are empowered by high-quality, multi-media content and applications.

OPEN | Membership keeps costs low for institutions, and free for individuals.

COLLEGE and CAREER | Committed to helping students pursue academic and life success.

We are exceptionally proud of **Dr. Jackson's achievements** and **NROC's recognition**.

Academic Affairs

➤ Healthcare Students Return to Campus

Several **Spring Semester noncredit Allied Health courses** returned to campus in **early July** for **students to complete their hands-on skill development**. This **group of health care students** is the

first student cohort back to **campus** since **classes** were **moved** to **remote instruction** due to the **pandemic**. The **group** represents our **pioneer students**, **forging the way** while following **strict health and safety guidelines** and giving **valuable feedback** about their **return-to-campus experience**. The **students** are **studying competencies** necessary for **national credentialing exams** in **Certified Clinical Medical Assistant, Phlebotomy Technician, EKG Technician, and Medical Billing and Coding Specialist**. By **August**, most of the **nearly 70 students** will **pass these rigorous exams** and **move on** to the **local healthcare workforce**, where they are in **great demand**.

➤ **Career Exploration Goes Virtual**

The **first virtual six-week career exploration and entrepreneurial skills development training** will **launch** in **mid-July** with approximately **20 students**. The **students** will also participate in a **parallel summer student job shadow experience** organized by **Ocean County PIC**.

➤ **Perkins V Grant Needs Assessment Completed**

For the **FY21 Perkins V Grant**, officially titled “**The Strengthening Career and Technical Education for the 21st Century Act**,” the **College** underwent a **deep analysis** of its **countywide data**, the **results** of which were the **basis** for **future planning decisions** for **Career and Technical Education (CTE)** at **OCC**. This **comprehensive needs assessment** included **in-depth meetings** with **all post-secondary institutions** in **Ocean County**, **all New Jersey community colleges**, **multiple OCC departments**, the **CTE advisory board**, **local industry**, and, of course, **all faculty, lecturers, and administrators** representing each of **OCC’s 20+ CTE programs**. These **meetings** were **highly productive** and led to **multiple new initiatives, innovative ideas, and real strategies** for **bridging gaps** with both **secondary institutions and industries** in **Ocean County**.

➤ **Articulation Efforts**

Work continues to **operationalize OCC’s Memorandum of Understanding** with **New Jersey City University** to **market and recruit** for **new 3 + 1 agreements** for **fall 2020**, as well as with **Southern New Hampshire University** to **expand a 3 + 1 partnership** for **additional degree pathways**. Plans to **operationalize partnerships** with **New Jersey City University** and **William Paterson University** for the **Egyptian Special Programs** are also **moving forward**.

➤ **Pathways to Credentials**

The **Pathways to Credentials team** attended the **Center for Occupational Research and Development (CORD) Technical Assistance opening orientation session** and has had several **meetings** with **CORD’s coach**. The **team** continues to work on **Action Plans** to develop **stackable credentials** that incorporate **apprenticeship/work-based learning opportunities** for **proposed new programming options** in **Sustainability and Industrial Hygiene** at **OCC**.

➤ **School of Science, Technology, Engineering, and Mathematics**

➤ **Screencast-O-Matic**

Dean of STEM Sylvia Riviello is pleased to **announce** that, under the **supervision** of **College Lecturer II in Engineering Pam Bogdan**, all **School of STEM instructors** have **access** to **Screencast-O-Matic**. This tool has **many features**, with one of the **most important** being the **ease** with which it allows the **addition** of **closed captioning** to any **video recordings** posted to

CANVAS. Closed captioning is an ADA compliance requirement and must be included in all video/audio postings.

➤ **Potential Collaborative Activities**

In anticipation of the signing of the new **Education Partnership Agreements** between **Naval Air Warfare Center Aircraft Division (NAWCAD)** and **Ocean County College**, below are several of the **potential collaborative activities and projects**:

- **NAWCAD funding contribution to the roadshow presentations for high schools and middle schools**
- **Fall/Spring “Capstone” Project for the OCC Engineering Club – Mentoring/Tooling/Resource/Presentation on Joint Base McGuire-Dix-Lakehurst**
- **Creation of simulation materials for remote learning**

➤ **Engineering Individual Design Competition**

OCC student Derek Alton, winner of the Spring Semester Engineering Department Individual Design Competition, is working directly with **Ms. Bogdan** throughout the **summer** to **refine his design** in anticipation of **creating a prototype** during the **Fall Semester**. Each semester, **OCC students are eligible to submit designs** to earn **funding** to build a **prototype**. This **Fall**, the **competition** will be **expanded** to both **high school and middle school students**. The anticipated **prizes** will include **engineering, technology, and readiness-course tuition vouchers**.

➤ **Virtual Science Presentation Held for 4H Club**

On **June 8, 2020**, **Assistant Professor of Science Eric Antonelli** and **Dr. Angel Camilo, College Lecturer II in Biology**, held a **virtual presentation** for a local **4H Club** led by **Ms. Laura Wagner**, one of the **School’s adjunct faculty**. Various **types of hydroponic systems** and their **advantages and disadvantages** were **discussed**. The **participants** set up **hydroponic systems** of their **own** and will be **reporting their progress** over the **summer**. Some of the **systems demonstrated** include **window method, deep-water culture, and ebb and flow**.

➤ **OCC Students are Winners at HOSA’s Virtual International Leadership Conference**

Mr. Scott Farrell, College Lecturer II in Chemistry and HOSA Advisor, announced that **HOSA's Virtual International Leadership Conference** was recently held. The **top 10** contestants in each event are **recognized**, and the **top 3** receive **awards**. **OCC** had **two winners** this year. **Genavive Napolilo** finished in **second place** in **biomedical laboratory science**, and **Sarah Sywanycz** placed in the **top eight** in **pathophysiology**.

- **Genavive graduated in May with an A.S. Degree in General Studies-Science**. She was the **president** of the **HOSA Chapter** and a **member** of both the **Science Club** and **Phi Theta Kappa**. She was also a **student lab assistant** in the **Microbiology Lab** under the **supervision** of **Ms. Barbara Collins, STEM Laboratories Coordinator**. **Genavive** plans on continuing her education to obtain a **B.S. degree in Biochemistry** and then go on to a **physical therapy school**.

- Sarah will be starting her **second year** at **OCC** in **September** majoring in **General Studies-Science**. She will be the **HOSA Chapter president**. Sarah was **recommended** to **Ms. Diane DeFilippo, Academic Advisor**, to become a **Chemistry tutor** this year.

- **National Cybersecurity Training and Education Center**

College Lecturer II in Computer Science **Ken Michalek** is excited to announce **OCC** as a **new member** of the **National Cybersecurity Training and Education Center (NCyTE – pronounced ‘insight’)**. The **NCyTE Center** is focused on **building a comprehensive network** of **higher education institutions, businesses, and government agencies** dedicated to **developing and maintaining a robust cybersecurity workforce**. The **Center** is especially committed to **improving the quantity and quality of existing cybersecurity resources** and **building upon those resources** to develop **effective training and teaching modules** for **students**. By **concentrating on student development, professional development, and curriculum development, revision, and dissemination**, the **NCyTE Center** incorporates **effective outreach** efforts to raise **awareness** and build **viable partnerships** among **academia** and **industry** in the **cybersecurity field**. Additional **information** on the **NCyTE Center** can be found at **<https://www.ncyte.net/>**.

- **Phi Theta Kappa Recruits New Student Officers for 2020-21**

Dr. William Rickert, Professor of Mathematics and Advisor to PTK, is pleased to announce the **recruitment of four students as PTK officers for 2020-21**. The **students** have been **attending a virtual Regional Honors Institute** alongside **Dr. Rickert**. They **met each Monday night** for **one month**. The **final Monday discussion** focused on the **College Project** to be developed for **2020-21**.

- **Five-Week Boot Camps for Students**

Ms. Julia Kim and **Mr. Sam Pinkava**, both **College Lecturers in Mathematics**, are running **five-week summer boot camps**. **Ms. Kim** developed and is **currently offering a camp for new students** to help them **prepare for Fall Semester**. A **second camp, developed and run by Mr. Pinkava**, is for **students who failed or withdrew from MATH 023, Algebra Basics**, in the **2019-20 academic year**. **Results** will be **shared at the completion** of the **courses**.

- **School of Nursing and Health Sciences**

- **Scholarships and Awards**

Over **\$16,000** in **scholarships and awards** was **presented** to **current Nursing students** and **Nursing graduates**. **Recipients** included:

- **Carluccio, Leone, Dimon, Doyle & Sacks, L.L.C., and Stephan and Judith Leone Scholarship: Lisa McGrath**
- **Kotzas-Demos Scholarships: Angela Plewa and Wesley Tanner**
- **James F. Foley Nursing Scholarship: Melissa Criscuolo**
- **Jacqueline S. Baer Memorial Nursing Scholarship: Alexandra Urban**
- **Dorothea Brayden Johnson Memorial Scholarship: Megan Bacorn**
- **Dr. Jesse Schulman Nursing Scholarships: Renee Emanuel, Yorly Mata, and Kayla Osborne**
- **Janis Neary-Zimmerman Memorial Nursing Scholarship: Alexandra Urban**
- **Peter and Mildred Galanti Scholarships: Veronica Costanzo and Samantha Levan**

- **Pilot Sisters Survivorship Award: Louis Bruno**
- **Gus Demme Award: Jason Hisey**
- **The New Jersey League for Nursing Award: Deanna Morrison**

➤ **Summer Reading Selected for Returning Nursing Students**

The book, **“Brain on Fire: My Month of Madness,”** by **Susannah Cahalan** has been selected by lecturers as the **summer read for returning Nursing students**. This book is a **memoir** of a **young woman** who was **misdiagnosed** with **various mental health disorders** but was actually **suffering** from a **rare autoimmune disorder** that **affects the brain**. The book is **incorporated** throughout the **curriculum** as **students** discuss the **healthcare system, nursing practice, professionalism, ethics, and patient care**.

➤ **Nursing Program Projects and Committees**

Lecturers continued to **meet** throughout the **month** to **work** on **projects** required to **maintain** the **Accreditation Commission for Education in Nursing (ACEN) standards**. The **Assessment and Outcomes Committee** and the **Nursing Curriculum Committee** have also **met** during the **month** to **review program outcomes** and **implement changes** to **improve student completion rates** and **licensure examination passing rates**.

➤ **Nursing Program Preparations for Fall 2020**

- The **School of Nursing** is in the process of **admitting 110 new students** into the **Fall 2020 Nursing program**.
- **School of Nursing** representatives have been **meeting** with **clinical agencies** to plan for **students to return to acute care facilities** for **clinical experiences** this **Fall semester**.
- The **School of Nursing** is making **plans** for **students** to **return to campus** to **practice** and **demonstrate competency of hands-on skills** within the **laboratory setting** prior to **practicing** in **clinical agencies**. The **plan to return to campus** is based on the **guidelines** issued by the **Office of the Secretary of Higher Education** and incorporates the **Center for Disease Control** and **New Jersey Department of Health** standards and **regulations**.

➤ **School of Business and Social Sciences**

➤ **Social Sciences Club**

Dr. Patricia Gianotti, College Lecturer II in Addictions Studies, and Dr. Margaret Maghan, College Lecturer II in Psychology, have announced the **newly formed Social Sciences Club**. This **collaborative effort** involves the **merging** of **three separate student clubs**, the **Social Work Club**, the **Psychology Club**, and the **Addictions Studies Club**. These **three separate student clubs** will now **work together** on several **larger community service projects** throughout the **academic year**. The **intent** of this **joint venture** is to **foster a collegial relationship** between **students** in our **various social sciences degree programs** as a means to **expand** their **understanding** of other **domains of practice** and **carry-over** into their **chosen professional fields**. Each club will continue to **maintain** their **independent club status** and **budgets**.

➤ **Efforts to Assist OCC Families in Need**

Dr. Margaret Maghan has announced that the **collaborative effort** between various **OCC departments** and **Fulfill**, the **Foodbank of Monmouth and Ocean Counties**, has continued to provide **crisis relief boxes** to **OCC students** and their **families** who are experiencing **food insecurity** and a **need for personal care items**. More than **20 boxes** were **distributed** on the **campus last week**. As stated in the **Governor's Executive Order**, **food banks**, **food pantries**, and other **feeding agencies** will continue to be an **essential component** in the **State of New Jersey's crisis management response to COVID-19**.

➤ **Virtual National Leadership Online Experience: Phi Beta Lambda**

Mr. Sean Bips, **College Lecturer II in Hospitality, Recreation, and Tourism Management**, announced that **five members** of **OCC's Phi Beta Lambda Chapter – Future Business Leaders of America**, participated in this year's **virtual National Leadership Online Experience**. This **virtual format** was created as a **replacement** for the **cancellation** of the **annual National Leadership Conference** that was **originally scheduled** to have taken place this **summer** in **Salt Lake City**. Over **10,000 middle school, high school, and collegiate members** participated virtually in **general sessions, workshops, and numerous business category competitions**.

The **five OCC students** who participated in this year's virtual competition were **James Vitkuske, Antony Braaten, Meighlan Heath, Drew Murphy, and Kenneth Paulauskas**. **Competition categories** included **Accounting Principles, Accounting Analysis and Decision Making, Management Concepts, Retail Management, Computer Concepts, Public Speaking, Hospitality Management, and Organizational Behavior and Leadership**. Students **Drew Murphy (for Hospitality Management) and Kenneth Paulauskas (for Accounting Analysis and Decision Making)** both moved forward to the **final round of competition**.

➤ **School of Arts and Humanities**

➤ **Virtual Summer Institute for Educators Offered by the National Gallery of Art**

Professor of Humanities Marilyn Kralik and College Lecturer II in Humanities Stephanie Shestakow attended the **Summer Institute for Educators 2020** offered by the **National Gallery of Art** in **Washington, D.C.**, held from **July 6 to 10, 2020**. This year's **institute** was **online** and featured **synchronous events and asynchronous and self-paced components**. It explored **research-based Artful Thinking Routines, best practices, teaching strategies, and opportunities to engage** with other **educators** as the attendees **interacted virtually** with some of the **great works of art on display** at the **National Gallery of Art**.

➤ **Summer Training Sessions**

➤ **Deans Heidi Sheridan and Rosann Bar** presented **Designing Assignments for Remote Learning** on **July 22, 2020**. This **virtual training session** was offered as part of the **2020 Summer Virtual Professional Development Series** for **OCC staff, faculty, and lecturers**. The session explored how to **develop creative assignments for a remote teaching environment** and **targeted assignments** that meet **learning objectives** and **minimize the possibilities for plagiarism**.

➤ **College Lecturer II in English Richard Carr** will also be presenting a **training session** as part of the **2020 Virtual Professional Development series**. His session on **July 29, 2020**, is

entitled **Creating Your Own YouTube Channel and Recording YouTube Videos with Closed Captions**. This virtual training session is designed to cover everything from how to get a channel started to the use of some more advanced tools in YouTube to create videos that will hold the attention of students while maintaining intellectual integrity and access for all.

➤ **American Sign Language-English Interpreting Program**

Assistant Professor of Humanities Kathleen Basilotto reported that seven recent graduates of the American Sign Language-English Interpreting Program (ASL-ITP) passed the National Interpreter Certification Written Knowledge Exam. One additional graduate is scheduled to take the exam in August. Additionally, one of the program graduates was accepted in the Master of Arts in Interpretation degree program at Gallaudet University in Washington, D.C. Congratulations to all of the program graduates.

➤ **New Jersey City University's Community College Showcase**

Ms. Samantha Glassford, College Lecturer II in English, and Ms. Veronica Guevara-Lovgren, Assistant Dean of the School of Arts and Humanities, will be presenting on July 28, 2020, at New Jersey City University's Community College Showcase: **Are You Student Ready?** This conference will be taking place virtually, and participants will learn the process of how the School of Arts and Humanities reframed student readiness to make informed data-driven decisions regarding the English Accelerated Learning Program.

Finance and Administration

OCC has formed a committee led by Executive Vice President of Finance and Administration Sara Winchester to prepare for a limited, safe return to campus in Fall 2020. The group held its first organizational meeting in June and will meet weekly on campus for the next few months. The committee is charged with assessing COVID-19 guidance and conditions and developing appropriate actions and protocols that can be implemented to provide for a safe return to campus. The primary focus is on planning for Nursing and certain lab courses that will meet on campus. All labs have been assessed by Facilities to determine the maximum number of students that can be in the lab at one time while maintaining the required social distancing. An online health questionnaire has been developed, and students will be required to complete a form before every visit to campus. Personal Protective Equipment (PPE) for students and staff has been ordered. Stations will be set up at the entrances to open buildings where staff will take temperatures and record student attendance. More than 12 members representing various departments are participating on the committee, and Kean University is also represented.

➤ **Governor's Emergency Education Relief Funds**

A total of \$68.8 million in federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds was allocated to New Jersey's public colleges and universities to help institutions continue providing high-quality educational services to students amid the ongoing COVID-19 pandemic. Of the \$68.8 million, OCC was awarded \$757,932. The funding is to be used to offset institutional expenses incurred as a result of the pandemic. GEER funds may be used to cover the costs of expenditures incurred on or after March 13, 2020, when a national emergency was declared.

➤ **State Operating Aid**

The Legislature's Supplemental Budget Bill appropriated \$13.79 million in operating aid to community colleges for the fifth quarter of FY2020 and allocated an additional \$2.975 million in operating aid for community colleges for the fifth quarter from the state's Supplemental Workforce Fund for Basic Skills. As a result, the total amount of operating aid for community colleges for the fifth quarter of FY2020 is \$16.7 million. The new total allocation amounts to 50% of normal quarterly operating aid. For OCC, budgeted State Aid for the first quarter of FY2021 will be reduced from approximately \$2,010,546 to \$1,005,273, a loss of approximately \$1 million for the three-month period.

The supplemental bill also appropriated \$10 million for the Community College Opportunity Grant (CCOG) program, ensuring that the program will continue with the same parameters as last year.

➤ **Grunin Center**

Mr. Mark Wilson, Executive Director, Cultural Programs and Partnerships, will be leaving OCC at the end of the month to join Lehigh University in Bethlehem, Pennsylvania, as Executive Director of the Zoellner Arts Center. It will be difficult to replace Mr. Wilson, who has done a wonderful job not only running the operation, but also improving the quality of performances through the creative use of the original Grunin gift and cultivation of additional donors. The Grunin Foundation has generously offered to fund a national search for the next leader of the Grunin Center for the Arts at Ocean County College. With the Performing Arts Academy now on campus, there are even higher aspirations for the further development of the arts at Ocean County College. We are very grateful for the outstanding support the Grunin Foundation continues to provide, and we are confident that, with its help, an equally talented successor will be recruited.

➤ **Ocean County College Foundation**

➤ **Summer Scholarship Celebration**

On Friday, August 7, 2020, at 6 p.m., please join us for a live-streaming, virtual Summer Scholarship Celebration from any electronic device at ocean.edu. Appreciation is expressed to the already committed sponsors and supporters. The evening will be complete with a brief but entertaining program, celebrity guest cameos, board member watch parties, and a live band. Donations during the event will be encouraged at ocean.edu/donate.

➤ **Scholarships**

The Fall Scholarship Application period remains open through August 14, 2020. This Fall, for the first time, Jump Start and Academy Grants will be available to students. Roll-over applications from Fall to Spring semesters will be piloted, and expedited scholarship awards will ensure Foundation funding is applied to student accounts at the start of the semester, in advance of the census date. Additional information is available at ocean.edu/scholarships.

➤ **Social Justice**

The Foundation continues its participation on the Social Justice Task Force spearheaded by the Grunin Foundation to bring together thought leaders from the higher education institutions of Ocean and Monmouth Counties, including Georgian Court University, Monmouth

University, Brookdale Community College, and Ocean County College. Among those representing the College are **Dr. Jerry Racioppi, Vice President of Student Affairs; Dr. Henry Jackson, Executive Director of Academic Success; and Mr. Ken Malagiere, Executive Director of the Foundation.** This undertaking is being approached with **great humility** as well as with **acknowledgment** that it will be **difficult** and **change** will **not come quickly**, but the **members of the task force** are **committed to working together** in the **belief** that **education** is the **means** by which **change** can **occur**. This **task force** will quickly **grow in scale** as the **impact** is **identified**. **Regular updates** will follow.

➤ **Food Insecurity and Fulfill**

While the **Foundation** continues to **assist** in the **distribution** of **crisis boxes** to **students in need**, the **College** coordinated a **donation** of **all remaining frozen and shelf-stable food** to **Fulfill**, the **Food Bank of Monmouth and Ocean Counties**, on **July 14, 2020**, as the **Student Center** will **remain closed** for the **near term**.

➤ **College Relations**

➤ **Web Services**

College Relations collaborated with the **Admissions Department** and the **HUB** to **create** an **online resource** that helps **current** and **prospective students** **understand** how **remote classes** and **services** **work**. This very **valuable resource**, **Remote Classes and Services FAQ**, became one of the **most visited web pages** in the **week** since its **launch**, with over **30%** of **visitors** **returning** to the **page** to **utilize** the **resource** **again**. It can be viewed at **<https://www.ocean.edu/remote-operations-faq/>**.

Mr. Nicolaus Burr, Social Media/Web Developer, and **Ms. Maureen Conlon, Associate Director of Web Services**, collaborated with the **OCC Foundation** to **develop** a **social media campaign** that **honors** and **shows appreciation** to the **sponsors** of this year's **Virtual Scholarship Celebration**. In addition to **recognizing** these **important contributions** that **support** the **Foundation's mission**, this **campaign** generated **40% more engagement** than a **typical event post**.

➤ **Grants**

The **Grants Department** worked **collaboratively** with the **Grunin Center** to **submit grant proposals** and was **successful** in receiving the following **funded awards** for the period **July 1, 2020, through June 30, 2021**:

- **\$3,150** from the **Mid-Atlantic Arts Foundation: American Patchwork Project – Funding** will support bringing the **American Patchwork Quartet** to the **Grunin Center**.
- **\$1,400** from the **Mid-Atlantic Arts Foundation: Anti-Bullying Campaign – Funding** will support bringing **Drew Dollaz** to the **Grunin Center** for an **Anti-Bullying Series**.
- **\$50,000** from the **National Endowment for the Arts: Dance Series – Funding** support to bring **dance artists** in for **classroom collaboration** and **Grunin Center performances**.

➤ **Alumni**

➤ **Blackbaud Software**

Ms. Kimberly Malony, Alumni and Advancement Director, has improved the data health of OCC's alumni/donor database, Raiser's Edge. New policies and processes to record more detailed giving history and behaviors have been created and implemented. Collecting and entering this type of information will be a regular practice to help better track giving behavior and develop donor solicitations for events and for annual support.

➤ **Human Resources**

The Office of Human Resources continues to fully support supervisors and staff in the current remote operating environment. Employee Assistance Resources have been made available in the form of webinars, articles, and the normal access to trained counselors, all through Preferred Behavioral Health. Additionally, the Human Resources website has a section devoted to COVID-19 resources.

The office continues to work closely with furloughed and retiring employees who have required special assistance in relation to questions regarding their pensions, benefits, and unemployment claims.

➤ **Training Sessions**

Below is a summary of training and development initiatives that have taken place in the last month:

- **CARE Reporting**
- **Managing Stress in the Workplace**
- **Records Retention**
- **Managing Your Team Remotely**
- **Stress Management**

There were 71 employees registered for these trainings, and 44 employees attended.

➤ **Performance Evaluations FY2020**

- **College Lecturers:** Self-evaluations were submitted to supervisors by July 1, 2020; evaluations are due to Human Resources by August 1, 2020; and Performance Programs must be submitted to Human Resources by August 24, 2020.
- **Non-Affiliated Hourly Employees, Support Staff Association Employees, and Administrators:** Supervisor/Employee evaluation meetings should have been completed by June 26, 2020; employee acknowledgment of evaluations by June 30, 2020; and final review by Human Resources by July 15, 2020.

➤ **Human Resources Information System**

Database cleanup is ongoing with many inactive records being appropriately marked and stored. A regular schedule for record deactivation has been implemented.

Annual employment agreements for Non-Affiliated Administrators, Non-Affiliated Hourly Employees, and College Lecturers were distributed during the first week of July. Language revisions and a technical issue delayed their issuance.

➤ **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 June 19, 2020, through August 13, 2020.

Student Affairs

➤ **Advising**

➤ **Advising Appointments**

Students scheduled over 300 appointments from June 16 to July 17, 2020, through open advising appointments online and via the HUB. The goal of online appointment scheduling is to make advising accessible to all students who wish to speak with an advisor in this remote environment. These appointments are in addition to regularly scheduled advisor appointments maintained by advisors weekly.

➤ **Proactive Advising**

The Advising Office has continued to partner with the HUB to proactively reach out to students not yet registered for Fall semester.

Advisors are currently executing a weekly communication plan to assigned advisees, as well as additional outreach organized and scheduled on a weekly basis. Most recently, advisors have undertaken outreach to students who responded to a “Reggie” survey regarding Fall registration and requested assistance with course selection. Advisors are currently reaching out to over 230 students via phone and email, with the goal of assisting the students with registration. Advising will work with the HUB to determine outcomes of this effort.

➤ **Information Sessions**

Virtual New Student Information Sessions were executed on June 30 and July 8, 2020, and a NJ STARS Information Session was offered by NJ STARS Coordinator Jennifer Kipp on July 1, 2020, with 20-30 students registered for each event. Additional sessions will run throughout the summer and early fall. Transfer Coordinator Laura Wills held a transfer information session on July 13, 2020, specifically geared to students interested in transfer to Kean Ocean, Stockton University, and Rutgers University. An additional general transfer information session is planned for August 14, 2020.

➤ **Career Services**

Career Services has continued serving students and employers through remote operations and will be conducting a joint Career and Transfer Webinar in August. Services provided include Career Counseling; Online Career Assessments and Review; Resume, Cover Letter, and LinkedIn Profile Writing; and Internship and Employment Opportunity Searches.

➤ **Office of Disability Services**

The **Office of Disability Services** continues to **review new student requests for reasonable accommodations as identified under the ADA**, with a goal of **reviewing all requests prior to the start of the Fall semester**. Procedures guiding the process are housed on **OCC's webpage, <https://www.ocean.edu/student-services/disability-services-resources/>**. The office continues to **facilitate communication efforts with county high schools in an attempt to transition students with disabilities to appropriate services at the higher education level**.

Staff from the **Office of Disability Services** attended a **virtual conversation with disability rights activist Judith Heumann**. The event was **sponsored by the University of Maryland's Commission on Disability Issues and celebrated the 30th anniversary of the American with Disabilities Act**. Ms. Heumann, an **internationally recognized leader in the disability rights community and a lifelong civil rights advocate**, helped **pave the way for the passage of ADA** and served as **Special Advisor on Disability Rights for the U.S. State Department under the Obama administration**. She was **one of the main organizers of the 1977 HEW 504 sit-in**, where nearly **150 disability rights activists** demanded that **President Carter implement Section 504 of the Rehabilitation Act**.

➤ **Veterans Military and Resource Center**

The **Veterans Military and Resource Center (VMRC)** is continuing **outreach to all entities and partners gained in the 2019-20 year to advocate for the Center's exceptional remote access capabilities**, as well as to **maintain our communal standards of excellence to public efforts and the Military and Veteran community**.

Below is a **summary of VMRC's accomplishments and activities**:

➤ **Enrollment**

- **Fall 2018 – 128 military-affiliated students**
- **Fall 2019 – 116 military-affiliated students**
- **Fall 2020 – 332 military-affiliated students to date**
- **Represents an increase of 158.65% from Fall 2018 to Fall 2020, to date**
- **Goal for Fall 2021 – 500 military-affiliated students**

➤ **Over 700 hours of community outreach and volunteering**

➤ **Partnerships Established**

- **Ocean County Military Support Committee**
- **Recalibrate**
- **Apache Cross-Fit**
- **Joint Base McGuire-Dix-Lakehurst, NSA - Lakehurst Navy Detachment**
- **Congressman Andy Kim of District 3 and Armed Services Committee attachment in Washington D.C.**
- **National Student Veterans of America Organization**
- **S.A.L.U.T.E. Honor Society**
- **American Legion Post 129 of Toms River and VFW Post 6063 of Toms River**
- **Hero's on the Water Organization**
- **Ocean County Prosecutor's Office**
- **Vetwork of Toms River**

- Pure Yoga of Toms River
- MA Deuce Deuce Organization
- Warhorse Scuba
- **1,129 persons visited the campus for VMRC events, with an additional 979 sign-ins to VMRC**
- **Awards and Recognition**
 - **Ranked #1 in New Jersey for Community Colleges and Veteran Programs**
 - **Ranked #8 in the United States for Community Colleges and Veteran Programs**
 - **Mayor's Certificate of Achievement on Community Success and Outreach**
 - **Congressional Certificate of Recognition on Excellence and Service to the Military and Veterans Community**
- **Raised \$15,000 and received \$9,800 in donations of art, memorabilia, Prisoner of War and Missing in Action Dedication Chair, Congressional ceremonial flags, and technologies and entertainment for the Veterans and Military Resource Center**
- **Southern Education Center**
 - Since mid-June, Ms. Michele Marcum, Senior Student Services Technician, and Mr. Jeff Kurz, Student Services and Recruiting Specialist, have assisted the HUB and the Advising Office, respectively, with the caseload of students preparing for the Fall 2020 semester.
 - Mr. James Hauenstein, Director of the Southern Education Center, attended the 2020 Student Affairs Administrators in Higher Education Virtual Conference, which focused on Student Success in Higher Education. Over three days, from June 28 to July 1, 2020, numerous virtual presentations focused on First Generation Student Success; Assessment, Persistence, and Data Analytics; Closing the Achievement Gap; and Student Financial Wellness. The conference presenters utilized a virtual platform to replicate the face-to-face presentations that were cancelled due to COVID-19.
 - The SEC team has finalized its review for the Planning and Budget Committee of progress made towards meeting this year's goals as well as established new goals for the future. Additionally, the proposed Spring 2021 schedule for classes at the SEC has been provided to the Academic administrators. In recommending the Spring 2021 course schedule, the SEC team remembered the student recommendation from the 2018-19 Noel Levitz Student Satisfaction Inventory, "More variety in class offerings..." Following a review of the data, courses were added that might increase the likelihood of participation by students residing in southern Ocean County.
- **Financial Aid**
 - **New Jersey State Aid**

Governor Phil Murphy signed a three-month spending plan on June 30, 2020, which will get the state through a fifth quarter ending on September 30, 2020. For higher education, the budget maintains tuition assistance programs for post-secondary students, including Tuition Assistance Grant (TAG), Educational Opportunity Fund (EOF), and Community College Opportunity Grant (CCOG) grants, at FY2020 funding levels. All of these state aid programs

will continue to be funded and effective for Fall 2020. New Jersey Student Tuition Assistance Reward Scholarship (NJSTARS) funding also remains intact.

➤ **CARES Funding**

As of July 18, 2020, CARES Act funding was awarded to OCC students as follows:

- **Total students – 808**
- **Total funding - \$839,595**
 - **Spring 2020 - \$758,837**
 - **Summer 2020 - \$21,000**
 - **Fall 2020 - \$59,758**

➤ **The HUB**

- The HUB has been working hard to assist and register students for the upcoming terms. With the help of volunteers from across campus, as well as student workers, the HUB has been responding to new student inquiries and new student applicants within the same day, even while remote.
- Through OCC's chatbot, "Reggie," student surveys have been issued to determine whether students will be returning in the Fall and if they need additional assistance from Financial Aid, Advising, or other areas. Team members have found that the concierge services provided by "Reggie" has been successful in terms of registering students and student engagement.
- Ocean County College was recently a sponsor of the Manchester Township High School student Prom for the Class of 2020, allowing the Admissions team to safely engage with over 170 high school seniors.
- Vice President of Student Affairs Gerald Racioppi, Executive Director of Student Services AJ Trump, and Executive Director of Enrollment Services Sheenah Hartigan presented a virtual webinar on "Proactive Enrollment Processes" on June 29, 2020, to 110 participants for the New Jersey Council of County Colleges. Discussions on OCC's innovative approach to engaging with and enrolling students received high praise from sister schools.

e-Learning and Learning Enterprises

➤ **Course Design**

The Instructional Design and Technology Team continues to move forward with course development for Spring 2021. Courses for Fall 2020 passed Quality Assurance Review and will be used at the start of the semester. The unit continues to work closely with Academic Deans and the Library to find Open Educational Resources (OER) and low-cost course materials.

Six courses were developed using OER for the Fall 2020 development schedule. An additional eight courses will be developed using OER for the Spring 2021 schedule. This does not include courses that are being redeveloped using low-cost materials (\$50.00 or less).

➤ **Proctoring**

The e-Learning pilot of Honorlock is going well, and there are no issues with its implementation. The department created an Honorlock resource web page for the online students. The department is now planning for the Fall term; over 200 online course sections will be proctored.

➤ **Student Engagement**

There are 63 participants in the sixty-day trial of VoiceThread, which is a learning tool used to enhance student engagement and online presence in both online and traditional (F2F) courses. This trial allows faculty, lecturers, and staff the opportunity to build VoiceThreads and test the software in a Canvas Sandbox course. A kick-off meeting took place on Thursday, July 9, 2020, to learn more about the tool, as well as take part in a demonstration by Ms. Lisa Barry, VoiceThread Representative. A survey will be sent to all participants towards the end of the trial period to obtain feedback on the software, which will be taken into consideration as to if the College should move forward with purchasing an institutional license for the software. If survey results are positive, and the College would like to purchase the software, depending on the timeframe, instructors may be able to use VoiceThread in their 2020 fall courses. The Instructional Design Team, however, may not have enough time to implement VoiceThread into the actual design of online courses.

➤ **Student Canvas Orientation Page**

Educational Technologist Eric Daniels is working on updating and modifying the current Canvas Orientation page for students, which is on the OCC website. This page provides an overview of Canvas, OCC's Learning Management System (LMS), as well as video resources on how to access and log in to Canvas and how to navigate the LMS. Mr. Daniels is also working with College Relations to have this page more accessible to students when visiting the OCC webpage.

➤ **CARES Act Personnel**

e-Learning recently hired two part-time Instructional Designers, Ms. Elizabeth Metzger and Mr. Miguel Suarez, with CARES Act funding, to assist in course development and maintenance, as well as with special projects, such as working with the STEM Department to reduce the cost of online science courses utilizing Hands-On-Labs (HOL). This requires working with STEM Subject Matter Experts to redesign the online course lab experiments.

➤ **International Education:**

➤ Dr. Howaida Wahby Eraky began her new position as e-Learning Assistant Dean of International Programs. Her contributions have benefitted e-Learning's efforts with the current cohort programs, the Special Programs, and the OCC/ NJCU project in Egypt.

➤ **Current programs**

In cooperation with OCC's two consultants in Egypt, Dr. Wahby Eraky created an exit survey for Cohort 1 students who graduated from the Ocean/Kean/Ain Shams program in May. The Cohort 1 exit survey elicited students' opinions about the program and their recommendations for improvement for OCC, Kean University, and Ain Shams University courses, instructors, facilitators, and coordinators. Ms. Enjee Auda, Student Services Coordinator, and Ms. Rehab Abdelrazek, Office Coordinator, collected the surveys from the students, and the team

qualitatively analyzed their answers. The responses indicate a **high level** of satisfaction with the **program**.

The **team** also **created** and **administered** a **satisfaction survey** for the current **three cohorts** (**Cohort 2, Cohort 3, and Cohort 4**) and is currently **analyzing** the **results**. The **survey** covered **OCC's efforts in orientation sessions, Canvas trainings, communication with instructors, areas of success, and areas that need improvements**. It also elicited **feedback** about the **onsite ASU facilitators' efforts**. The **responses** are still being **collected** and **analyzed** by **team members**. The **general results** of all surveys will be **shared** with the **Board members** in **August**.

The **team** is already working on **plans** for **transitioning** part of its **Fall 2020 efforts** in **Egypt** to be performed **virtually**. For the **new fall 2020 cohort recruitment**, a series of **three marketing webinars** is being **prepared** with **plans to start** on **August 11, 2020**. The **webinars** will include **presentations and orientations** about both the **Kean/Ocean/ASU Program** and the **Special Programs**. The **team members** collaborated with **Ms. Jan Kirsten, Executive Director of College Relations**, in **planning** the **advertising** of the **webinars** through the **month of July** for the **webinars** that will be **delivered** in **August**.

The **OCC, Kean University, and Ain Shams University coordinators** are **evaluating** the **current program** and seeking ways to **improve it**. They are **revisiting** the **sequencing** of the **current program** for **Cohorts 3, Cohort 4, and Cohort 5**, which will start **Fall 2020**.

➤ **Special Programs**

In preparation for the **Special Programs**, **Ms. Eileen Schilling, Executive Director of Academic Assessment**, and **Dr. Maysa Hayward, Associate Vice President of International Programs**, formed **Microsoft Team Groups** on **OCC's shared drive** to allow for all **OCC, Kean University, William Paterson University, and New Jersey City University deans** to review programs and edit suggested course sequences.

In addition, **Dr. Wahby Eraky** is working with **Dr. Maysa Hayward** on **operational procedures** for the **upcoming Special Programs** in **Egypt**. The **draft** combines **OCC policies** with those of the **Egyptian affiliate universities**. The **regulation document** will include rules such as **acceptance requirements, operational procedures, and course sequences and descriptions**.

➤ **OCC/NJCU Egypt**

OCC's team is **collaborating** with **New Jersey City University** and the **Modern English School (MES)**, the **private investor** in **Egypt**, on the **OCC/NJCU extension** in **Egypt**.

Ms. Sara Winchester, Mr. James White, Chief Financial Officer of NJCU, and the **financial team** from **MES** in **Egypt** are **all** working on the **financial model** for this **program**. **Several meetings** were held with all **financial team members** to discuss **various models** that **satisfy** the **costs** of the **three entities**. The **projected start date** for this **project** is **Fall 2020**.

➤ **Going Forward**

July has been a **busy month** for the **International team** with the **evaluation** of some **cultural challenges** hindering our efforts in **Egypt**. Under **direction** from **Dr. Eileen Garcia, Vice President of e-Learning and Learning Enterprises**, the **team** started to work on ways to

facilitate processes, such as **student applications**. In reviewing **OCC's online application**, many **items** were **identified** that are **not applicable** to **Egyptian students**.

Accordingly, **Dr. Wahby Eraky** drafted a **new application** to be used by the **students** in **Egypt**. The **new application** would eventually **facilitate registration** and **payment** of **Egyptian students**. The **draft** is currently under **review** by **Ms. Sheena Hartigan**.

Required Reporting Statistics

Board of Trustees Meeting

JULY 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 **6/19/2020 through 7/13/2020**.

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: Reported:		*** NOTHING TO REPORT ***	
Occurred: Reported:			
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,

John A Lopez, Director of Security