



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 **August 27, 2020, Board Meeting**

DATE: August 21, 2020

Ocean County College Restart Plan

As I communicated to the College community in my August 12, 2020, email, Ocean County College submitted to the Office of the Secretary of Higher Education (OSHE) its Restart Plan for the Fall 2020 semester, COVID-19 – The Road Back in accordance with Governor Phil Murphy’s Executive Order No. 155. The Plan was submitted prior to the return of a limited number of students to campus for courses that require hands-on laboratory experiences in order to complete course requirements. Nursing students are the first group returning to the laboratories on August 24, 2020.

Upon review of OCC’s Plan, the Office of the Secretary of Higher Education requested additional clarification on Stage 1 activities. Minor revisions were made, and the revised Plan was resubmitted on August 18, 2020, and deemed satisfactory by OSHE. The revised Plan is available to review at <https://z19gk1a29t11uf15h455jmuw-wpengine.netdna-ssl.com/wp-content/uploads/2020/08/Ocean-County-College-Restart-Plan-Revised-COVID-19-The-Road-Back-Fall-2020-8.18.20.pdf>

Patriot Day

On December 18, 2001, the U.S. Congress designated September 11 of each year as Patriot Day, a day that honors the memory of the nearly 3,000 people who were killed in the September 11, 2001, terrorist attacks. Each year, the day is dedicated to remembering those who died as well as those who risked their own lives to save others.

This year, College Relations is collaborating with a team of College faculty and lecturers, including College Lecturer II in History and Political Science, Jason Ghibesi, Professor of Social Sciences, Lynn Kenneally, and College Lecturer II in Criminal Justice, Ben Castillo, on the development of a virtual September 11th commemoration. Beginning September 1 and continuing through September 11, 2020, remembrances, memorials, history, video, and photographs will be shared across OCC’s social media platforms. Highlights will include photos from previous 9/11 remembrances, a memorial to Ocean

County residents lost that day, student reflections, and my remarks in remembrance of the tragic events.

Fall 2020 Colloquium

The **Fall 2020 Colloquium** will take place **virtually** on **Thursday, September 3, 2020**. Unfortunately, we **cannot meet** for our usual **continental breakfast** in the **Grunin Center** at **8:00 a.m.**; however, we can still **all come together** with our **breakfast** and a **cup of coffee** in the **comfort** of our **homes** at **9:30 a.m.** to **celebrate the beginning** of the **new academic year**. Appropriately, this year's **Colloquium theme** is **Ocean County College: Adapting and Thriving in the COVID-19 Era**.

Six Colloquium workshops are being offered:

- **Online Curriculum Management**
Presenter: Susan O'Connor, Director of Perkins Grant and Curriculum Compliance
- **OCC's Approach to Remote Classes in Fall 2020: Photography, Interpreter Training, and English**
Presenters: Kathy Basilotto, Assistant Professor of American Sign Language
Richard Carr, College Lecturer II in English and Literature
Rich Fallon, Assistant Professor of Computer Graphics and Literature
- **OCC's Approach to Hybrid Courses for Fall 2020: TV Studio, Art Studios, Science, Forensic Science, and Nursing**
Presenters: Nat Bard, Instructor of Visual Arts
Nanci Carmody, Assistant Dean of the School of Business and Social Sciences
Lee Kobus, College Lecturer II in Humanities and Fine Arts
Dr. Sylvia Riviello, Dean of the School of STEM
Dr. Tracy Walsh, Dean of the School of Nursing and Health Sciences
- **Roadmap to Work-Based Learning**
Presenters: Dr. Rosann Bar, Dean of the School of Business and Social Sciences
Pamela Bogdan, College Lecturer II in Engineering
Kaitlin Everett, Director of CPE, Workforce Development, and Community Programs
Eileen Schilling, Executive Director of Academic Assessment
Lincoln Simmons, College Lecturer II in Biology
- **Helping Students Persist in a Remote Environment: Academic and Tutoring Support Services**
Presenters: Brianna DeCicco, Associate Director of Academic Support Services
Connor Sampson, Operations Coordinator
- **Five Ways to Use Technology to Teach This Fall**
Presenters: Kevin Braendly, Audio Visual Support Coordinator
Eric Daniels, Educational Technologist

The **Colloquium** will begin at **9:30 a.m.** with a **welcome** from **Dr. Toni Clay**, **Associate Vice President of Academic Affairs**, which will be followed by my **State-of-the-College Address** during which **recognition** will be given to **new employees** and **current employees** who have had a **change** in their **responsibilities**. From **10:00 a.m. to 11:00 a.m.**, the **workshops** will be held **concurrently**, which will be repeated from **11:15 a.m. to 12:15 p.m.**

Academic Affairs

- In July, Allied Health students served as pioneers, returning to campus to complete their hands-on skills and test their industry-required competencies. In total, 79 national credentialing exams were taken on campus in late July and early August; and 74 new, in-demand healthcare credentials were earned, for a 94% pass rate. Many of these students have already begun work in their fields. Congratulations to the perseverance of the Allied Health students and instructors.
- The HealthWorks Scaling Apprenticeship Grant is a four-year U.S. Department of Labor-funded consortium project, focusing on work-based learning and applicable skills that lead to in-demand jobs. This Fall, a cohort of new students will EARN & LEARN as they start their coursework and new jobs as Pharmacy Technicians with CVS at the same time.
- All tutors in Academic and Tutoring Support Services attended a professional development webinar, Designing for Impact, led by Dr. Amy Chan. They have since implemented best practices presented in the webinar to redesign the Math and Writing Services Canvas pages, ensuring they are user/student friendly. Since the redesign, positive student feedback has been received.
- The first virtual in-class workshop was conducted in English College Lecturer Samantha Glassford's ENGL 098 ALP class. Professional Writing Tutor I Krystle Wilmot, facilitated the workshop on Higher Order vs. Lower Order Issues in Writing. The workshop was recorded for students who were unable to attend.
- School of Nursing and Health Sciences
 - The Ocean County College Restart Plan was submitted to the New Jersey Board of Nursing on August 5, 2020, as required under Executive Order 155. Included in the plan is information that specifically addresses how the Nursing Program will follow all State guidelines.
 - The School of Nursing has been preparing for students to return to campus for the Fall semester to practice hands-on nursing skills. All protocols as outlined in the OCC Restart Plan are being followed, including re-arranging the labs to meet social distance requirements and cleaning equipment after each use. The Facilities and Security Departments have worked closely with members of the School of Nursing to plan for a safe and efficient transition back to campus. Students will receive education on the new protocols that have been implemented to assure safety for all who will be utilizing the facility.
 - There are 347 students enrolled in the Nursing Program for the Fall 2020 semester. Students will return to campus the week of August 24, 2020. All returning students are required to demonstrate competency in skills prior to entering clinical agencies. Over a two-week period, 237 students will be provided with practice sessions to prepare for a competency validation examination scheduled the first few weeks of classes.
 - Orientation for new nursing students will be held virtually this year, and there are 110 students scheduled to attend. During the orientation program, students are introduced to the faculty and lecturers, policies and procedures of the program, electronic textbooks, and strategies to enhance learning. The Student Nurses Organization also meets with the students and provides a luncheon to welcome them to the School of Nursing.

- **Clinical agencies** have been **collaborating** with **School of Nursing Dean Tracy Walsh** and **Assistant Dean Elizabeth Stevenson** to assure the **students** receive **comprehensive clinical experiences**. Many agencies have **welcomed** the **School of Nursing** back to their **facilities**.
- A **virtual meeting** for **Clinical Instructors** is scheduled for **August 20, 2020**. **Information** presented during this meeting **focuses** on **assignments, simulation** and **skills lab initiatives**, and a **discussion** of **policies** and **procedures**. The **lecturers** also meet with **Clinical Instructors** to discuss **plans** and **schedules** for the **semester**.
- **School of Science, Technology, Engineering, and Mathematics**
 - **Science instructors** have been on **campus** and are in the **process** of **pre-recording** all **science labs** for the coming **Fall semester**. This has been the **School's #1 priority** during the **summer months** to ensure **students** will receive an **excellent lab experience remotely**. In addition, some of the **labs** will be **live-streamed** during the **semester** where the **instructor** will **perform** the **lab** during the **scheduled lab time**, and the **students** will be **watching remotely**. In **both venues**, the **instructor** will be **available** to **answer questions** and **conduct** an **active dialogue** among the **students** as if they were in the **actual lab environment**.
 - **Assistant Dean Carolyn Showalter** attended the **virtual 2020 SciAccess Conference** held at **The Ohio State University** in **June**. Numerous **speakers** presented **information** on **technology** to meet **ADA compliance** in **STEM courses** as well as how **universal design** helps all **students** **perform better**. There were over **555 participants** from **46 countries** representing all **7 continents**.
 - **College Lecturer II in Mathematics Julia Kim** completed **two virtual boot camp courses**. The **boot camp** is a **five-week experience** designed to provide **students** with the **developmental mathematics skills** in **algebra** they would **need** to **continue** to a **college-level mathematics course**. **More information** on this will follow **next month**.
 - **Ms. Pam Bogdan, College Lecturer II in Engineering**, ran a **virtual STEAM (Science, Technology, Engineering, Art, and Mathematics) camp** in **spatial visualization** from **August 17 through August 21, 2020**. The **camp** is **free** to **students** in **grades 6 to 8**.

Ms. Bogdan also created an **OCC Engineering Newsletter**, which included a **guide** showing **engineering electives** mapped to different **engineering disciplines**. Also included were **links** to **vendor-sponsored free technical webinars**, a **list of free webinars** sponsored by **professional societies**, and **volunteer projects** for **engineering** and **technology students** to gain **practical experience**.
 - The **Engineering Program** contributed significantly to the **Experiential Learning Matrix**, especially in the area of **Practicum/Field Placement/Project**. This **option** will provide the most **flexibility** for **students** to gain **paid and unpaid experience** in both the **Associate in Science Engineering program** and the **Associate in Applied Science Technical Science program, Industrial/Technical option**, as well as potentially provide **revenue** for **OCC** through **technical consulting/design** and **prototyping/production/testing services**.

Library

- **Library lecturers and staff** are working on **projects** to **highlight digital offerings** to give **students** a **broader sense** of the **Library's resources** while they **study remotely**. **e-Books, Films**

on Demand, and magazines through Flipster are being showcased; and College Relations is assisting to create a visual table on the Library's Remote Services webpage. Once the visual table is running, College Relations and the Library will create a social media campaign to potentially increase use of the resources.

- The College's Open Educational Resources (OER) Committee developed a report for OCC to submit to the New Jersey Office of the Secretary of Higher Education to detail the College's plan for providing students with low-cost resources and textbooks. Along with the new bookstore contract that provides access to textbooks by the first day of a course, faculty and lecturers are also developing courses based on using OER materials. Both of these changes will benefit students by providing access and affordability for course materials. Appreciation is expressed to Ms. Janet Marler, Library College Lecturer II, who gathered information and wrote the report.
- Ms. Janet Marler is participating on the New Jersey Library Construction Bond Act Committee and is working to help award \$125,000,000 in grant funding to public libraries. The grants will be awarded to build, equip, and expand public libraries to increase service and capacity.
- Library lecturers and staff are participating in training webinars through OCC and through the greater professional community. Topics include COVID-19 library practice updates, Open Access resources, and technical training sessions for metadata collection creation and use.
- Center for Academic Success
 - Math boot camp enrolled six students; three students passed and three withdrew. At Level II, seven students participated, with six passing and one failing.
 - Dr. Henry Jackson, Executive Director of College Success, worked with Ms. Susan O'Connor and Ms. Pam Bogdan on a Perkins-funded Summer STEAM camp. Dozens of flyers and registration forms were distributed to Lakewood and Jackson middle school students. The program will run from August 17 through August 21, 2020.
 - The College Readiness Now Program reflects student engagement. Below are the Summer Second Five-Week Session Math course results from Lacey Township and Performing Arts Academy students:
 - MATH 151, A Survey of Mathematics – 16 students: 6 grade of A, 7 grade of B, 2 grade of C, 1 grade of D
 - MATH 156, Introduction to Statistics – 4 students: 1 grade of A, 1 grade of B, 2 withdrew
 - MATH 191, Pre-Calculus I – 2 students: 1 grade of C, 1 grade of incomplete (lost access code, has been replaced)
 - MATH 265, Calculus I – 1 student: 1 grade of B
 - Work continues for High School Academies/Embedded Courses and on curriculum for additional locations at Brick Memorial; Brick Township; Central Regional; Jackson Liberty; Jackson Memorial; and Toms River East, North, and South high schools.

➤ **School of Arts and Humanities**

- **School Dean Heidi Sheridan and Assistant Dean Veronica Guevara-Lovgren drafted a document outlining expectations and guidelines for remote instruction. Dean Sheridan and other School Deans refined the document so it can be shared with all instructors. In addition to sharing this document, Dean Sheridan and Assistant Dean Guevara-Lovgren held a Coffee and Questions meeting on August 3, 2020, for interested faculty and lecturers. The meeting allowed for a great question-answer session and instructors shared ideas and successful remote-learning practices.**
- **College Lecturer II in Humanities and Fine Arts Renate Pustiak has been working with College Relations to finalize the next phase of the Arts on Campus project, which will feature the installation of more amazing student artwork on the OCC campus. This installation is set for the second floor of the Instructional Building.**
- **College Lecturer II in English Kristyn Stout assisted Librarian College Lecturer II Janet Marler with the state report on OCC's plan for the Open Educational Resources (OER) initiative by offering a second pair of eyes. Many instructors are excited about the initiative and have been working to develop course materials at low- or no-cost to students.**
- **After presenting a very well-received virtual professional development session on July 29, 2020, entitled Creating Your Own YouTube Channel and Recording YouTube Videos with Closed Captions, Mr. Richard Carr is using his recording skills to create videos that will promote remote learning in the School of Arts and Humanities.**
- **Ms. Samantha Glassford and Ms. Heather Sciarappa, both College Lecturers in English and Literature, will be presenting a very timely two-fold presentation on immediate and continued self-care as a part of the Summer Virtual Professional Development Series. Their session, entitled Self-Care for Faculty Teaching Remotely in Turbulent Times, is slated to discuss self-care practices and the resources available through OCC. The session is scheduled for August 26, 2020, at noon.**

➤ **School of Business and Social Sciences**

- **As part of the GAINS Grant, Dr. Rosann Bar, Dean of the School of Business and Social Sciences, is collaborating with the New Jersey Department of Labor, as well as colleagues at Camden County College and Essex County College, on the Colette-Lamothe-Galette Community Health Worker Curriculum Workgroup. The group is developing curriculum for a competency-based occupational framework for a registered Community Health Worker Degree Apprenticeship. Students will be trained, both in the classroom and on-the-job, to facilitate contact tracing and to provide quality health education and outreach to members of their communities. The goal of their work is to empower community members to engage in beneficial health behaviors.**
- **Mr. Sean Bips, College Lecturer II in Hospitality, Recreation, and Tourism Management, was recognized as the Outstanding Local Phi Beta Lambda (PBL) Chapter Advisor at this year's PBL Virtual National Leadership Experience Event that took place June 23 to 26, 2020. In addition to the award received by Mr. Bips, three OCC PBL members were also recognized in the following competitive categories:**
 - **Kenneth Paulauskas was awarded 7th place in Accounting Analysis and Decision Making**

- **Drew Murphy** was awarded **8th** place in **Hospitality Management**
- **James Vitkuske** was awarded **8th** place in **Management Concepts**
- On **July 28, 2020**, **Dr. Margaret Maghan**, College Lecturer II in Psychology, and **Ms. Alison Noone**, Assistant Director of Student Life, presented during one of several breakout sessions at the **New Jersey City University Community College Showcase**. In their presentation, titled **Preparing Your Community College for Food Insecurity**, **Dr. Maghan** and **Ms. Noone** shared their research and detailed the increased action taken since the onset of **COVID-19** to address homelessness and food insecurity at **OCC** through the **Helping Hands Food Pantry** initiative and other outreach activities utilizing the **Social Sciences Club**, the **OCC Foundation**, and the College's successful partnership with **Fulfill**, the **Food Bank of Monmouth and Ocean Counties**.
- **Mr. Jason Ghibesi**, College Lecturer II in Political Sciences and History and head of the **Governmental Affairs Institute**, has planned a series of events focusing on **COVID-19** that will feature a variety of experts to discuss the pandemic through the lenses of medicine and health, social work, and economics. The first event in the series featured **Dr. Jonathan Bar**, who received his **M.D.** from **Weill Cornell Medical College** in New York and currently serves as **Chief Resident in Emergency Medicine** at the **Hospital of the University of Pennsylvania**. There, he has been on the front lines treating **COVID-19** patients during the pandemic. **Social worker Jackie Durham** will be the next guest in the series for the **September 23, 2020**, event, followed by an **economist** in **October**. All events are **free** and **open** to the public.
- **Mr. Jason Ghibesi** and **Ms. Maureen Alexander**, School Academic Administrator, held their **Adjunct Training** course virtually for three new adjuncts teaching for the first time this **Fall 2020** semester. This invaluable nine-module training course for new adjuncts covers a broad range of essential topics ranging from creating a syllabus to using **Canvas LMS** to reviewing essential College policies and procedures.
- The **School of Business and Social Sciences** has been taking extra steps to ensure that all faculty and lecturers are well-prepared for remote teaching in the upcoming **Fall 2020** semester.
- An in-depth, recorded **WebEx** session for both full-time and adjunct faculty members was conducted to provide an overview and answer questions about the newly revised **Fall 2020 Remote Teaching Guidelines and Expectations**. As was the case with all of the previous **Going Remote** faculty/lecturer outreach **WebEx** sessions, this most recent virtual gathering was well-attended with nearly all faculty and lecturers participating.
- **Ms. Nanci Carmody**, Assistant Dean, and **Mr. Chad Sexton**, College Lecturer II in Sociology, are continuing to expand the implementation of the **School of Business and Social Sciences Adjunct Mentoring and Coaching Program**, which is now in the third phase of the pilot program. Three new adjunct faculty members will be mentored by a College Lecturer II for their on-boarding process and throughout the **Fall 2020** semester.

Dean Rosann Bar, **Ms. Nanci Carmody**, and **Mr. Chad Sexton** will give you a brief presentation on this successful program at **Thursday's** meeting. The program covers all aspects of teaching at **OCC** and familiarizes new adjunct faculty with **Canvas**, **WebAdvisor**, **College policies**, **syllabi development**, and **tools and techniques** for **classroom** and **remote teaching and learning**.

- Both **full-time** and **adjunct faculty members** from the **School of Business and Social Sciences** have continued to **regularly attend** the **Office of the Dean - 2020 Summer Virtual Professional Development Series**. The series includes a **broad range of topics** to assist **faculty and lecturers** with **remote teaching strategies** and **best practices** ranging from **Using Webex in Canvas** to **Designing Assignments for Remote Learning** to **Creating Your Own YouTube Channel and Recording YouTube Videos with Closed Captions**.
- The **School of Business and Social Sciences** also held **three Coffee & Cocktails Connection Webex sessions** as a means to **stay socially connected** with both **full-time and adjunct instructors** over the course of the **summer months**. The **tone** was **relaxed and laidback**, and each of the **three sessions** was presented as a **chance** for **faculty and lecturers** to see **friendly and familiar faces** and to **catch up** with each other. As was the case with all of the **previous Webex outreach sessions**, the **Coffee & Cocktails Connection virtual gatherings** were **well-attended** with about **30 participants**. Staying **virtually connected**, both **work-related** and **socially**, will **continue** on a **regular basis** throughout the **coming semester**.

Finance and Administration

A revision to OCC's FY 2021 budget is on Thursday's agenda for approval. The revision projects a **7% reduction** in enrollment. The enrollment decline is **attributable** to the **ongoing pandemic**, and efforts continue to **encourage students to enroll**. The revision also takes into account the **State Aid decrease**, which is **projected** at a **50% reduction** for the **entire fiscal year**. The **budget** has been **balanced** by **reducing operating expenses**, **implementing furloughs** and a **hiring freeze**, and **allocating a portion** of fund balance.

➤ **Purchasing and Accounting**

Under the **leadership** of Ms. Christine Healey, **Director of Purchasing and Payables**, the **New Jersey Community College Joint Purchasing Consortium (JPC)** issued the following **new joint contracts** in FY 2020:

- **e-commerce student financial services**
- **LMS renewal and add-on products and services**
- **Background check services**
- **Online Bookstore services**
- **Multiple vendor online proctoring**

The **total savings** to the sector for the **fiscal year** is estimated at **\$2.5 million**.

Ms. Christine Healey also supervised the creation of a **procurement guidebook** for **New Jersey County Colleges** entitled, **2020 Goods and Services Bid Specifications: A Guide for New Jersey County Colleges**. The guide contains **instructions to bidders** as well as **statutory requirements**. The booklet is intended to **assist college procurement departments** in **understanding** all the **options** available to secure the **best prices** as well as remaining **compliant** with **applicable statutes**.

➤ **Ocean County College Foundation**

- On **Friday, August 7, 2020**, the **Foundation** hosted its **first virtual Summer Scholarship Celebration fundraising event**, raising over **\$140,000** to **assist students** with **scholarships** and **special program support**. **Appreciation** is **expressed** to all of the event's **sponsors** and

supporters; the College Relations team, especially Mr. Ralph Bertini, Television Production Director; and to Executive Director Ken Malagiere and his staff, Assistant Director of Events and Advancement Sherri Bray, and Program Assistant Nancy Heroy, for making the evening a tremendous success.

- This month marks the launch of the “Why I Give” social media campaign on the OCC social media channels. The goal of the campaign is to highlight donors who philanthropically support the College and the initiatives of the OCC Foundation. Donors will share brief testimonials about why they give, the importance of scholarships to our students, and the impact of their generosity on the College and community. In addition to trustees and long-time donors, alumni will comment not only about the impact OCC had on their lives, but also how it compelled them to support current and future students so they may have the same opportunities. Each post will conclude with a request for support for the Foundation with a link to the online donation page. This campaign will complement the Alumni Success Stories regularly highlighted on the Foundation’s social media channels and the College webpage. This program is spearheaded by Ms. Kimberly Malony, Director of Alumni Relations, who will give an update presentation at Thursday’s meeting.
- The Fall scholarship application period closed on Friday, August 14, 2020. The Foundation team is working to ensure all awards are posted to student accounts as quickly as possible, cutting the review period in half, following the latest application deadline in an effort to allow for as many students as might be interested to apply for Foundation assistance.
- 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 OCC in this initiative are Ms. Yessika Garcia-Guzman, Executive Director of Financial Aid; Dr. Henry Jackson, Executive Director of Academic Success; Mr. Ken Malagiere, Executive Director of the OCC Foundation; and Dr. Gerald Racioppi, Vice President of Student Affairs.
- The Foundation continues to assist in the distribution of crisis boxes to our students in need; the next distribution is scheduled for the last week of August.
- College Relations
 - Mr. Nicolaus Burr, Social Media/Web Developer, Ms. Jaimee Nadzan, Website Coordinator, and Ms. Maureen Conlon, Associate Director of Web Service, collaborated with the OCC Foundation to develop a digital communication campaign to increase engagement on the day of the Virtual Scholarship Celebration. Campaign elements included a series of social media posts and video releases coordinated with the event schedule, an event-day email, and strategically-timed website updates, all of which resulted in a 56% increase in traffic to the Scholarship Celebration landing page.
 - Ocean County College has been selected as one of the 119 community colleges to contract with the Navy in its formation of the United States Naval Community College. Our consortium, consisting of Atlantic Cape Community College, Bergen Community College, Sussex County Community College, Union County College, and Ocean County College responded on August 13, 2020, to the Navy’s request for information. Ocean County College is the acting fiduciary for the consortium.

- The following **grants** were awarded to **Ocean County College**:
 - **\$5,000** from **PNC Bank Foundation** to support the **2020-2021 social/emotional wellness series** through the **Grunin Center**. **Project Director: Ms. Jaclyn Wood, Education and Community Engagement Coordinator.**
 - **\$50,000** from the **National Endowment for the Arts** to support **dance companies** and their **performances** at the **Grunin Center**. **Project Director: Ms. Jaclyn Wood, Education and Community Engagement Coordinator.**
 - **\$1,400** from the **Mid-Atlantic Arts Foundation** to support the **social/emotional wellness series** to bring **Drew Dollaz** to the **Grunin Center**. **Project Director: Jaclyn Wood, Education and Community Engagement Coordinator.**
 - **\$3,150** from the **Mid-Atlantic Arts Foundation** to support the **social/emotional wellness series** to fund a performance by **American Patchwork**. **Project Director: Jaclyn Wood, Education and Community Engagement Coordinator.**
 - **\$1,277,145** from the **Department of Education** to continue **Student Support Services program** over the **next five years**. **Project Director: Megan Miskin, Student Support Services Director.**
- **Human Resources**
 - The **Office of Human Resources** continues to **operate fully**, and **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**. The **Human Resources website** has a **section devoted to COVID-19 resources**.
 - A **training/informational presentation** is being **finalized** and will be **rolled out** to **employees returning to campus** for the **limited face-to-face Fall semester**, as well as to **employees** who have been **working on campus** since the **beginning** of the **College's closure** due to the **COVID-19 pandemic**. The **training** will **reside** in the **SAFE Colleges platform** and provide **helpful information** and **new requirements** for **employees working on campus**. It is expected that this **training** will **commence** the week of **August 24, 2020**.
 - For **performance year 2021**, the **Performance Management Program** will incorporate a **new template** for **Security Officers** and a **proposal** on how to **effectively deploy** the **Leadership Academy Program** in the **current remote environment**.
- **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 **July 14, 2020, through August 18, 2020**.

Student Affairs

➤ Advising

- The **Advising Office** will be running **major-specific group advising/information sessions** in **August**. **Pre-Nursing, STEM, Business, and Liberal Arts majors**, as well as **undecided students**, will be able to **discuss degree requirements** with **members of the advising staff and faculty** while receiving **important information** about their **majors**. These sessions are **scheduled** for the **week of August 24, 2020**; if they are **well-attended**, they will be **repeated** the week of **August 31, 2020**. The **goal** of the sessions is to **encourage students to register** by making the **information** they need **readily accessible**.
- **Retention data** as of **August 10, 2020**, shows **higher retention rates** thus far for **students advised** via the **Proactive Advising Initiative**. The **Fall 2018 Proactive cohort** is **up 6%** over the **control group**; the **Spring 2019 cohort** is **up 20%**; the **Fall 2019 cohort** is **up 9%**; the **Spring 2020 cohort** is **up 1.5%**; and **students advised in caseloads** are **up almost 2%**. These **numbers** will be **re-evaluated** at the **start** of the **Fall 2020 semester** and **again** at **census**.

➤ Student Support Services

Student Support Services (SSS), a **TRIO program** designed to help **eligible students** earn their **associate degrees**, was **awarded** over **\$1.3 million** from the **U.S. Department of Education** over the next **five years**. **SSS** supports **low-income college students, first-generation college students, and college students with disabilities** who **achieve academic success** by providing **services** like **one-on-one professional tutoring, intensive advising, success coaching, and connecting students to a community of support**. **SSS** will offer these **services** **remotely** in the **Fall semester** through **systems** like **Canvas, the OCC app, Webex, and Teams**.

➤ Office of Disability Services

- The **Office of Disability Services** continues to provide **proactive outreach** to **students and local high school personnel** focusing on **accessing reasonable accommodations** at **OCC**. This **proactive outreach** includes providing **technical support and assistance** to **OCC staff and faculty/lecturers** to ensure **equal access** for **students with disabilities**. **Disability Services** also is continuing to **review new student requests** for **reasonable accommodations** as **identified** under the **Americans with Disabilities Act**, with a **goal** of **reviewing all requests** prior to the **start** of the **Fall semester**.
- **Staff** from the **Office of Disability Services** attended a **virtual workshop** addressing **mask-wearing** during the **COVID-19 pandemic** and **ADA accommodations**. The **workshop**, hosted by the **ADA National Network**, stressed the **importance** of **upholding** the **latest guidance** from the **Centers for Disease Control (CDC)** regarding **health and safety** and in **conjunction** with **reasonable accommodations**.
- **Staff members** also attended the **monthly meeting** hosted by the **New Jersey Association on Higher Education and Disability® (NJ AHEAD)**. Important **topics** of discussion included **access to clear-view masks** for **faculty and lecturers** to **accommodate students with hearing loss**, **strategies** for coordinating **remote video interpreting services**, and **captioning** of **videos** and **lectures**.

- On August 18, 2020, Ms. Jamie Arasz Prioli, Adaptive Services Specialist, presented an online webinar titled **Preparedness Resources for the Power-Dependent Medical Equipment Population**. The webinar was presented to a national audience and sponsored by FEMA Region II National Preparedness Division. As a subject matter expert, Ms. Prioli discussed emergency preparedness tips and resources to assist in planning for power outages and guidance on how people with disabilities can prepare for extreme heat events.
- **Veterans and Military Resource Center**
 - The Veterans and Military Resource Center (VMRC) is developing in partnership with Financial Aid, Academic Advising, Cashiers, and Information Technology, a comprehensive report that will further close the margin of accountability of all Military-Affiliated student populations. This report will be utilized for grants, scholarships, regional and national recognition, and institutional data reporting requirements.
 - The VMRC is creating and will manage four events that will be offered virtually and remotely in the Fall 2020 and Spring 2021 semesters in partnership with local community partners, Recalibrate, Congressman Kim's office, Veteran Affairs, Warhorse Scuba, and Heroes on the Water Inc., as well other institutional partners. Each event will include a Q&A panel of faculty/lecturers and administrators who will provide responses to concerns and questions. All Military-Affiliated students will be invited to join the events virtually.
- **Southern Education Center**
 - Beginning in mid-June, SEC staff members Ms. Michele Marcum, Senior Student Services Technician, and Mr. Jeff Kurz, Student Services and Recruiting Specialist, have been assisting the HUB and the Academic Advising Office, respectively, with preparing students for the Fall 2020 semester. Additionally, the SEC Student Services staff conducts follow-up outreach to students who seek guidance through the sec@ocean.edu email address.
 - Critical message points are placed as Announcements on the Southern Education Center Canvas page, such as transfer advising workshops, access for the OCC Foundation Scholarship program, FAQs on Remote Instruction, summer semester tutoring support, connections to registration and advising supports, and the Kean Ocean partnership. This page in Canvas was created last summer as an avenue to provide SEC students direct access to information regarding academic and student life at the SEC or the campus as a whole.
- **The Counseling Center**
 - The Counseling Center is preparing for an active Fall semester, with remote operations and video-conferenced presentations. Recognizing September as Suicide Prevention Month, two QPR (Question, Persuade and Refer) sessions are scheduled for Monday, September 14, and Thursday, September 24, 2020, both from 12:30 – 2:30 p.m.

More than 200 students, faculty/lecturers, staff, and community members have been trained in the QPR model. QPR is presented by the New Jersey Division of Mental Health and Addiction Services. On Thursday, September 17, 2020, from 12:30 – 1:45 p.m., the Center will host a presentation by Minding Your Mind, a national organization dedicated to ending stigma and destructive behaviors associated with mental health issues. The presentation will focus on suicide prevention, coping, and the effects of COVID-19 on mental health. This webinar will include combined perspectives of a clinical expert as well as a nationally recognized mental

health advocate sharing his **experiences** coping with the **mental health challenges** during **high school** and **college**.

- The **Counseling Center** will resume the **virtual weekly Relax and Recharge series** on **stress management** and **mindfulness**, as well as **two virtual support groups** in response to **increased levels of stress** experienced by **OCC students** during the **COVID-19 pandemic**.
- **Dr. Kate Pandolpho, Director of Counseling and Student Development**, and **Ms. Susan Ebeling-Witte, Student Intervention Specialist**, presented **Hidden Curriculum: Assisting Student Learners through Crisis and the Remote Environment** as part of the **faculty/lecturer professional development series**. The seminar addressed **topics** related to **student success** in the **Fall semester**, including a **review of student experiences** as reported through **discussions** with over **125 students** and **CARE reports** on **313 students**; **research** on the **impact of COVID-19** on **mental health**, which has been reported as “**a staggering increase in anxiety and depression in people ages 11 through 29**”; the **crucial role of faculty and lecturers** in **noticing** a variety of **distressing or concerning behaviors**; **procedures** for **handling these situations**; and the **anticipated increased demand for counseling services**.
- The **Supporting Students in Recovery program** has been conducting **program activities virtually**, offering **individual recovery coaching**, **weekly support meetings**, and a **discussion board**. **Plans for services** recognizing **September** as **National Recovery Month** include a **film** and **discussion series**.
- The **Displaced Homemakers Program** has received its **annual contract renewal**. The **program** has been working with **6 new** and **49 returning clients**. **Activities** include **computer skills training** and upcoming **financial and career seminars**.

➤ **Athletics**

The **Ocean County College Athletics Department** has announced it will **change** the **program’s logo** and **colors** from **Kelly Green/White/Black** to **Red/Sand/Blue**, concurrent with the **start** of the **2021 athletic season**. The move has been made to **more closely align** the **appearance** of the **sports programs** with the **main branding** of the **College**.

Executive Director of Athletics Ilene Cohen is looking forward to seeing **OCC’s outstanding student-athletes** in the **new colors**. It will feel like a **fresh start**, which is much **needed** as we all deal with these **challenging times**.

➤ **Career Services**

Career Services has continued **serving students** and **employers** through **remote operation** and will be conducting a **joint Career and Transfer Webinar** at the **end of August**. A **new employment CRM** will be instituted this **Fall** to **better serve the students** and **community remotely**. **Services** provided include **career counseling**; **online career assessments** and **review**; **resume**, **cover letter**, and **LinkedIn profile writing**; and **internship** and **employment opportunity searches**.

➤ **Registration and Records**

The **Registration and Records Office** collaborated with the **Ocean County Finance Office** in **Toms River** to **develop** a **remote process** for **chargebacks** during the **COVID-19 shutdown**. The **chargeback program** allows a **resident of Ocean County** seeking a **program** or **course not offered**

as part of the **Ocean County College** curricula to **enroll** at another New Jersey county college and **pay** the lower in-County tuition rate.

A **webpage** was **created** specifically for the **chargeback process**; **students** are **directed** to the **page** for the **steps** of the **process**.

All forms were **converted** to **electronic format** with **electronic signature capabilities**. **OCC** **communicates** with the **student** to collect all **necessary documentation**, just as was done in the **face-to-face setting**. **Completed forms** are **sent** to a **dedicated mailbox** at the **County Finance office**, with all **documents password protected**. An **email** is **sent** to the **student** once the **completed documents** are **sent** to the **County office**. The **email** contains **County information** so **students** can **contact** the **Finance Office directly**, if necessary. This **helps** to **define** a **clear handoff** from **OCC** to the **County**. **OCC** and the **County** have **agreed** to **loosen** the **deadline requirements** at this time due to the **shutdown**.

This **new process** began in the **middle** of **July**; approximately **38 requests** have been **processed** with **no issues**.

e-Learning and Learning Enterprises

➤ Course Design

The **Instructional Design and Technology Team** continues to **move forward** with the **Spring 2021 distance learning course development**; the **courses** are to be **completed** by **November 2, 2020**. **Planning** for the **Fall 2021 development schedule** will begin in **October 2020**.

➤ Proctoring

In the **Fall 2020 semester**, **127 sections** will be utilizing **Honorlock** to **proctor pre-selected assessments**, while **30 additional sections** will require **students** to **complete** an **Authentication Quiz**. The **Authentication Quiz** will contain **three questions** for **students** to **verify** their **full names** as well as **acknowledge** they **understand Policy #5180, Academic Integrity**, and **agree** with the following statement:

“I understand that I am required to complete the coursework in the course; i.e., assignments, tests, and quizzes. If I violate Ocean County College Policy #5180, Academic Integrity, it could result in my failure of a test, quiz, or assignment.”

The **implementation** of **Honorlock** and the **Authentication Quiz** for **Fall 2020 sections** began on **Monday, August 17, 2020**. **Implementation** for each term will be **completed one week** prior to the **term start date**.

The **Ocean County College Online Test Proctoring webpage** has been **updated** to include important **information** and **resources** related to **Honorlock** for **students**. **Faculty/lecturer information** and **resources** have been included in the **Center for Instructional Empowerment (CIE)** for **reference**.

➤ Student Engagement

Ocean County College has **approved** the **purchase** with **CARES funding** of a **one-year, full-site license** for **VoiceThread**. A **one-year site license** will allow all **faculty, lecturers, and students** to utilize the **software** in their **courses**, whether **face-to-face, hybrid, remote, or online**. **VoiceThread**

will also be **utilized** for **closed captioning** of **lab** and **lecture recordings** that will be used by **instructors** in their **remote courses**.

➤ **Personnel**

- **e-Learning** has **hired two additional part-time Instructional Designers** who **began on Monday, August 17, 2020**, to assist with **special projects** for **face-to-face classes**. These **projects** consist of providing **closed captioning** to **prerecorded STEM and Nursing videos**, as well as creating **course templates** that can be **utilized** in **Canvas** by **face-to-face instructors** for **remote** and/or **blended learning**.
- Additionally, with the **resignation** of **two full-time Instructional Designers**, the **department** has **transitioned one** of the **part-time designers** to serve as an **interim full-time Instructional Designer** for **one year** and is working to fill the **open part-time Instructional Designer position**. The **department** also has a **search open** to fill **two full-time Instructional Design Specialists positions**.

➤ **International Education:**

- **Current Ocean County College/Ain Shams University/Kean University (OCC/ASU/KU) Program**

Following **graduation** of **students** in the **first cohort**, the **three partners** are preparing a **detailed report** of the **program** to date, including a **strengths, weaknesses, opportunities, and threats (SWOT) analysis** and **recommendations**. The **report** will be a good **starting point** for **planning future international programs**. **Dr. Howaida Wahby-Eraky**, **Assistant Dean of International Programs**, worked with **Dr. Maysa Hayward**, **Associate Vice President of International Programs**, and **Ms. Nesreen Elrayes**, **Program Supervisor from Kean University**, to add **modifications** on the **Ain Shams University bylaws** for the **OCC/ASU/KU program**.

Preparation for Cohort 5 is **progressing**. **OCC's team** is now **working closely** with the **Kean team**. In our **monthly meeting** with **Dr. Steve Kubow**, **Acting Associate Vice President of Kean Ocean**, and **Dr. Jessica Adams**, **Acting Associate Dean of Kean Ocean**, the **logistics** of preparing for the **new cohort** and **collaboration** on **advertising** and **recruiting** were **agreed upon**. **Dr. Howaida Wahby-Eraky** designed and wrote an **Arabic version** of a **presentation** about the **OCC/ASU/KU program** which was used in the **EDUGATE forum** in **Egypt**. The **EDUGATE forum** is an **annual event** for **recruiting students** in **Egypt**. It was held **virtually** this year due to the **pandemic**.

The **Kean online instructors** teaching **Egyptian cohort students** will also **join** the **asynchronous Orientation Course** for **instructors** that **Dr. Howaida Wahby-Eraky** developed. **Dr. Steve Kubow**, **Dr. Jessica Adams**, and **Dr. Corey Vigdor**, **Dean of the School of Online Education** at **Kean University**, also discussed **ways to expand cooperation internationally** by **preparing** and **providing more online programs**.

The **e-Learning International team** also worked with **Ms. Maureen Conlon** to **advertise** the **International program** on **OCC's Twitter, Instagram, and Facebook accounts**.

➤ **Special Programs**

In preparation for the special programs, Dr. Howaida Wahby-Eraky started developing English for Specific Purposes courses. Last year, she completed English for Mass Media and English for Business Studies; this month, she finished English for Computer Science Studies. The courses target English as a Second Language students and can be used for CPE offerings as well. These courses are textbook-free and use OER materials.

Dr. Maysa Hayward and Ms. Eileen Schilling are working on additional 2+1+1 programs for William Paterson University, Kean University, and New Jersey City University for international online courses.

➤ **OCC and New Jersey City University in Egypt**

Executive Vice President of Finance and Administration Sara Winchester is working diligently to finalize the finances for New Jersey City University. The 2+2 academic curricula for the four-pilot program mapping are completed.

➤ **Future International Cooperation**

The e-Learning International team is constantly communicating with cultural bureaus for educational opportunities. Dr. Maysa Hayward and Dr. Howaida Eraky-Wahby are attending a webinar hosted by the Egyptian Minister of Higher Education, Dr. Khalid Abd El Ghaffar. The invitation to participate came from Professor Mohamed S. A. Hamza, Cultural Counselor and Director of the Egyptian Embassy in Egypt. The webinar will discuss potential collaboration opportunities with the new Egyptian National Universities.

Required Reporting Statistics

Board of Trustees Meeting

August 27, 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 **July 14 through August 18, 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: 8/4/2020 Reported: 8/4/2020	Fraud	Received information from cashier's office reference possible fraud. Investigation revealed students committed the fraud. Students and case referred to student conduct. No charges to be filed at this time.	Referred to student conduct
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.			
--	--	--	--

Date	Fire Incident	Summary	Status
N/A	NONE		

John A. Lopez — Director of Security