



**BOARD OF TRUSTEES
AGENDA**

**SEPTEMBER 24, 2020
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE AUGUST 27, 2020,
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETING** **Bd. Action**
- V. **PRESENTATIONS/COMMENDATIONS**
- VI. **COMMITTEES**
 - A. **Finance Committee (Mr. Jerry Dasti, Chairperson)**
(Ms. Sara Winchester, Executive Vice President of Finance
And Administration)
 1. **Recommend approval of business/finance actions as
presented (Exhibit A)** **Bd. Action**

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

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

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

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

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

1. Recommend approval of personnel actions as presented

Bd. Action**VII. MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, November 5, 2020, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation, the results of which will be released to the public when the need for confidentiality no longer exists**

Bd. Action

VIII. **PRESIDENT'S REPORT**

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

THURSDAY, OCTOBER 15, 2020

- | | |
|------------------------|---|
| 1. Entire Board | Time: 12:00 noon
Place: via Webex
Purpose: Board Retreat |
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and

THURSDAY, NOVEMBER 5, 2020

- | | |
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| 1. International Programs Committee
(as needed) | Time: 9:30 a.m.
Place: via Webex |
| 2. Bylaw, Policy, and Curriculum Committee
(as needed) | Time: 9:30 a.m.
Place: via Webex |
| 3. Finance Committee | Time: 10:00 a.m.
Place: via Webex |
| 4. Buildings and Grounds Committee | Time: 10:30 a.m.
Place: via Webex |
| 5. Personnel Committee | Time: 11:00 a.m.
Place: via Webex |

6. **Entire Board**

Time: 11:30 a.m.

Place: via Webex

Purpose: Caucus Meeting—Personnel,
Pending Litigation, and
Collective Bargaining

7. **Entire Board**

Time: 12:30 p.m.

Place: via Webex

Purpose: **Annual Reorganization Meeting**

8. **Entire Board**

Time: 12:30 p.m.

Place: via Webex

Purpose: **Regular Public Monthly Meeting**

X. **PUBLIC COMMENTS**

XI. **ADJOURNMENT**

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

August 27, 2020

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:32 p.m. on Thursday, August 27, 2020, by Mr. Carl V. Thulin, Chair, via Webex.	Call to Order
The announcement of public meeting was made by Mrs. Connie Bello in compliance with the Open Public Meetings Act of 1975. Notice of this meeting was publicized through a resolution adopted at the November 2019 reorganization meeting and distributed as required by law. Also, given the current healthcare crisis, a notice was publicized on August 20, 2020, indicating this meeting would be held via Webex, as provided for by New Jersey Public Law 2020, Chapter 11, approved on March 20, 2020, for public bodies to conduct meetings by electronic means during periods of emergency.	Public Meeting Announcement
Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Mr. Joseph Teichman, Mr. Steven Zabarsky, Ms. Emily Napolitano, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Eileen Garcia, Vice President Joseph Konopka, Vice President Gerald Racioppi, and Mrs. Connie Bello.	Attendance
Mr. Sahradnik administered the trustee oath of office to Ms. Emily Napolitano, who was selected by the Student Life Committee to serve as the student/alumni representative on the Board from July 1, 2020, through June 30, 2021. The trustees welcomed Ms. Napolitano to the Board.	Swearing-In of Ms. Emily Napolitano
The minutes of the July 23, 2020, Board of Trustees closed session and public meetings were unanimously approved by roll call vote.	Minutes Approved
<u>Presentations/Commendations</u>	
Dr. Larson commended HUB employees, as well as many other employees from various areas throughout the College who were assigned or volunteered to work in the HUB, for their outstanding performance answering phones, responding to questions, and encouraging students to continue their education, which has produced significant results in recruitment and registration. Dr. Gerald Racioppi thanked the volunteers for their efforts fielding approximately 1,400 incoming calls each day, which allowed HUB employees to focus their efforts on recruitment of	Presentations/Commendations

new and returning students. Dr. Racioppi shared details of current enrollment statistics; as a result of outreach by HUB employees, it was found that many full-time traditional students are delaying the continuation of their education due to the pandemic. Additionally, many students reported they preferred face-to-face instruction over remote or online class offerings.

Dr. Racioppi expressed sincere appreciation to the Office of Information Technology for the speed in which all 38 volunteers were connected online to the HUB system. He also commended Ms. Sheenah Hartigan, Executive Director of Enrollment Services, and Dr. Kathleen Mohr, Assistant Director of Enrollment Services, for training all volunteers. The employees who volunteered to assist the HUB are:

- Sean Bips, College Lecturer II, Business
- Sherri Bray, Assistant Director, Events and Advertising
- Christine Bryant, College Lecturer II, English
- Kevin Byrne, Athletics Technical Coordinator
- Richard Carr, College Lecturer II, English/Literature
- Paul Chalakani, College Lecturer II, Communications/Theater
- Terence Cleary, Manager, Access Services
- Jacqueline D'Amore, Senior Human Resources Specialist - Talent
- Taylor Dulemba, Health Sciences Career Specialist
- Ann Feneis, Special Assistant to the Executive Vice President of Finance
- Samantha Glassford, College Lecturer II, English
- Christopher Graham, Senior Library Services Technician
- Nancy Heroy, OCC Foundation Program Assistant
- Kerry Holzschuh, Case Manager/Mental Health Technician
- Ryan Kelly, Part-Time Information Access Technician
- Kathryn Kingsbury, Senior Academic Affairs Technician, Arts and Humanities
- Lee Kobus, College Lecturer II, Humanities/Fine Arts
- Debra Lee-Vasquez, Executive Assistant to the Vice President of Student Affairs
- Christina Matuszewski, Talent Acquisition Specialist
- Valarie Morris, Office Manager and Special Events Coordinator
- Susan Murphy, Office Coordinator, Business and Social Science
- Christine O'Neill, Executive Assistant to the Vice President of Academic Affairs
- Malia Padalino, Part-Time Information Access Technician
- Joy Press, Administrative Assistant
- Renate Pustiak, College Lecturer II, Humanities/Fine Arts
- Jacqueline Reynolds, Senior Library Services Technician
- Scott Royer, Athletic Trainer/Coordinator
- Nicole Scerbo, Office Coordinator, Facilities
- Elaine Schardien, Assistant Director of Academic Success
- Heather Sciarappa, College Lecturer II, English
- Geraldine Sheridan, Special Assistant to the Associate Vice President of Human Resources
- Stephanie Shestakow, College Lecturer II, Humanities/Fine Arts
- Ameer Sohrawardy, College Lecturer II, English
- Lorraine Stevenson, Administrative Assistant, Center for Academic Excellence
- Kristyn Stout, College Lecturer II, English
- Alyssa Tipton, Talent and Organizational Development
- Alexandra Verhoven, Library Technical Services Technician
- Michelle Youngs, Assistant Director, Operations and Production

Mr. Leone and Mrs. Novak expressed appreciation to Dr. Racioppi and the HUB team for their efforts during challenging times. Mrs. Novak also noted that many students who apply for Foundation scholarships indicate attending OCC is an affordable means of obtaining a college degree. Mr. Leone informed the trustees that the daughter of the President of the Toms River Board of Education completed 61 credits through the Early College Program and has been admitted to NJIT as a Junior immediately following high school graduation, resulting in a significant savings in tuition.

Mrs. Novak inquired about OCC's STEAM program and participation by Pinelands Regional Schools. Dr. Konopka shared that Mr. Henry Jackson, Executive Director of Academic Success, was able to quickly respond to her question through this meeting's chat room. He indicated that College Lecturer II Pamela Bogden ran a virtual STEAM workshop for Pinelands Middle School students just last week.

Finance Committee

Mr. Dasti introduced Ms. Winchester, who explained that the Finance Committee agenda was being amended to withdraw Exhibit A-3, the recommendation to revise the OCC FY 2021 budget. She explained that the previously anticipated 50% reduction in State aid in FY 2021 will be closer to a 32% reduction. There have also been savings to the operating budget due to continued remote operations, and more accurate Fall semester enrollment numbers will soon be available. Given these changes, Ms. Winchester will bring forward a revised OCC 2021 budget for approval at the September Board meeting.

The following Finance Committee items were approved as amended:

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| ➤ The statement of income and expenditures as of July 31, 2020, was accepted. | Income/Expenditures
Accepted |
| ➤ A resolution was adopted authorizing the President to enter into an agreement with RWJ Barnabas Health to offer certain Ocean County College courses to RWJ Barnabas Health employees from September 8, 2020, through December 23, 2020, following the curriculum and learning objectives established by Ocean County College and identified as prerequisites for GAINS-approved programs by RWJ Barnabas Health. | Resolution Adopted |
| ➤ The following contract was awarded:

➤ A maximum of \$45,000, to Arts Consulting Group, Boston, Massachusetts, for professional Cultural and Arts Candidate Search Services for an Executive Director of Cultural Programs and Partnership for the Grunin Center and Planetarium at Ocean County College. | Contract
Awarded |
| ➤ Resolutions were adopted to award the following contracts:

➤ A maximum of \$42,137.55 to SHI International Corporation, Somerset, New Jersey, for the second year of a three-year contract for the renewal of the Adobe Creative Cloud Video Editing software license for use at Ocean County College. | Resolutions Adopted
for Contract Awards |

- A maximum of \$15,000 to Amazon Services, LLC, Seattle, Washington, for the purchase of online marketplace products for various departments at Ocean County College through the National Cooperative Purchasing Alliance Contract.
- A maximum of \$27,296.22 to Blackbaud, Inc., Charleston, South Carolina, for the first year of a three-year contract renewal of fundraising and relationship management software from October 9, 2020, through October 8, 2021, for use by College Relations and the Foundation at Ocean County College.
- A maximum of \$53,352 to I. Miller Precision Capital Instruments, Inc., Feasterville Trevose, Pennsylvania, for the purchase of Leica microscopes for the new Crime Scene Lab in the Security Building and microscopes for use by the Science Department funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds at Ocean County College.
- A maximum of \$24,400 to Ellucian Company, LP, Fairfax, Virginia, for the e-commence annual volume fee for all online financial transactions from July 1, 2020, Through June 30, 2021, at Ocean County College.
- A maximum of \$96,000 to Bloomberg Finance, LP, New York, New York, for a twenty-four-month agreement from July 1, 2020, through June 30, 2022, for the renewal of electronic trading system services funded through the Carl D. Perkins Career and Technical Education Act Grant for use at Ocean County College.
- A maximum of \$37,600 to Falasca Mechanical, Vineland, New Jersey, for emergency piping system repairs for the underground hydronic fire-resistant fluid pipe on the service road behind the Gateway Building at Ocean County College.
- A maximum of \$29,889 to Evident, Inc., Union Hall, Virginia, for the purchase of ForenScope Tablets for use in the Crime Scene Lab in the Security Building at Ocean County College.
- A maximum of \$18,087.29 to TurnItIn, LLC, Oakland, California, for the second year with a third-year contract option for the TurnItIn Plagiarism and Writing Software license through the New Jersey Council of County Colleges Joint Purchasing Consortium for the e-Learning Department at Ocean County College.
- A maximum of \$27,037 to Varto Fine Arts Tech, Inc., East Rutherford, New Jersey, for the purchase of a TriCaster Bundle for the TV Studio at Ocean County College.
- A maximum of \$40,000 to Bahr and Sons Electrical Contractors, Inc., Bayville, New Jersey, for professional electrician services on an as-needed basis at Ocean County College.
- The award of a contract on behalf of the New Jersey Council of County Colleges' Joint Purchasing Consortium, to Arts Consulting Group, Boston, Massachusetts, with Ocean County College serving as the lead agency, for Cultural and Arts Candidate Search Services at participating institutions.

- To identify a qualified pool of consultants for professional architectural and engineering services at Ocean County College.
- To identify a qualified pool of consultants for professional construction-related services at Ocean County College.
- To identify a qualified pool of consultants for professional environmental services at Ocean County College.
- To identify a qualified pool of consultants for professional mechanical, electrical, and plumbing and building envelope commissioning services at Ocean County College.
- A maximum of \$24,000 to Patron Manager, LLC, New York, New York, to amend the second year of a five-year contract for the Theatre and Planetarium at Ocean County College to add a new component, “Virtual Events,” which will provide streaming, meet and greets, and community engagement for virtual presentations by the Grunin Center and Novins Planetarium.
- The following contracts were amended:

Contracts
Amended

 - An additional \$4,327.09, for a maximum total of \$6,634,803.98, to Catel, Inc., Bradley Beach, New Jersey, for additional general contractor construction services for a floor drain, trap primer, and vent installation in the water meter room; building signage; and concrete paving as part of the construction of the new Student Enrollment Building at Ocean County College (contract originally awarded at the January 9, 2020, Board retreat).
 - An additional \$13,500, for a maximum total of \$80,500, to Ocean County Soil Conservation District, Forked River, New Jersey, to continue to receive outreach support to fund “Jersey Friendly Yards” and “Bay Friendly Stewardship Certification Program” projects administered through the Barnegat Bay Partnership at Ocean County College.
 - An additional \$3,000, for a maximum total of \$489,186.88, and an additional \$3,000, for a maximum of \$220,174.20, to amend two contracts with Krueger International, Inc., Green Bay, Wisconsin, for additional electrical components for the installation of Lightline Wall Systems in the new Student Enrollment Building at Ocean County College (contract originally awarded at the April 23, 2020, Board meeting).
 - An additional \$100,000, for a maximum total of \$320,000, to Honorlock, Boca Raton, Florida, for additional online proctoring services for the Academic Affairs Department at Ocean County College (contract originally awarded at the June 25, 2020, Board meeting).
- The Board accepted an \$32,512 from the New Jersey Department of Environmental Protection, Division of Fish and Wildlife, for the Connecting Habitat Across New Jersey project, Barnegat Bay Watershed Road Crossing Stream Assessments. Project Director: Dr. Jim Vasslides, Barnegat Bay Program Senior Scientist. Project Period: September 1, 2020, through October 31, 2021.

Grant Award
Accepted

Bylaw, Policy, and Curriculum Committee

Mrs. Pehlivanian introduced Dr. Konopka, who reported curriculum changes continue in order to ensure seamless transfer for students to many of our four-year partner programs.

Dr. Konopka shared Lecturer and Adjunct Faculty Institutes will take place next week in preparation for the upcoming semester. These events will be presented virtually and will expand on development and planning of remote learning with all faculty. Development events will also continue throughout the fall. All programs are coordinated in conjunction with Vice President Eileen Garcia and e-Learning to ensure OCC remains a leader in remote learning.

Dr. Konopka reported that many grant opportunities have been identified by Ms. Kayci Clayton, Manager of Grants, to extend OCC's apprenticeship programs and vocational school partnerships.

Lastly, Dr. Konopka discussed his recent experience returning to campus to welcome Nursing students. He explained the safety protocols in place for staff and students and expressed appreciation to Dr. Teresa Walsh, Dean of Nursing, and the Nursing staff for putting these protocols in place.

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| ➤ The following items, as accepted by the College Senate at its meetings on July 16 and August 20, 2020, were approved unanimously upon roll call vote: | College Senate
Items Approved |
| ➤ Reactivated Program
➤ Associate in Science Degree in Homeland Security | Reactivated
Program |
| ➤ Revised Courses
➤ BIOL 101, The Pine Barrens
➤ BIOL 261, Ecology
➤ BIOL 265, Marine Biology
➤ CHIN 102, Elementary Chinese II
➤ CSIT 213, Database Management
➤ ENGR 221, Engineering Statics
➤ ENGR 222, Engineering Dynamics
➤ ENVI 232, Environmental Policy
➤ FREN 291, Intermediate French I
➤ ITAL 200, Intermediate Italian I
➤ ITAL 202, Intermediate Italian II | Revised Courses |
| ➤ Revised Courses and Course Title
➤ ENGR 198, Autodesk Inventor to Autodesk Inventor: 3D Design and Prototyping
➤ ENGR 225, Design of Material Structures to Strength and Mechanics of Materials | Revised Courses and
Course Title |

Buildings and Grounds Committee

Mrs. Novak provided an update on the Student Enrollment Building construction and Conference Center renovation, both of which are proceeding nicely. She explained that the Security Access Camera project nears completion. We continue to await delivery on the new gymnasium bleachers. The Kean Gateway renovation will move forward. The County will have a larger role in the Citta Sailing Center Building project, which we expect to begin shortly.

Projects on hold include the new Administration Building and the Grunin Center Lobby Expansion. Lastly, Mrs. Novak noted the Buildings and Grounds Committee will be discussing roof repairs.

- The Buildings and Grounds Committee Report for August 27, 2020, was unanimously accepted upon roll call vote.

Building/Grounds
Report Accepted

Personnel Committee

Mr. Leone presented the Personnel Report, which was unanimously approved as submitted upon roll call vote.

Personnel Report
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, September 24, 2020, at 11:30 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted
for Closed Meeting -
September 24, 2020

The following meetings were scheduled:

Meetings
Scheduled

Thursday, September 24, 2020	9:30 a.m.	International Programs Committee (As Needed)
	10:00 a.m.	Finance Committee
	10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)
	10:30 a.m.	Buildings and Grounds Committee
	11:00 a.m.	Personnel Committee
	11:30 a.m.	Closed Session
	12:30 p.m.	Regular Public Monthly Meeting

President's Report

Dr. Larson introduced Ms. Kim Maloney, Director of Alumni Relations, who shared an update on alumni activities. Ms. Maloney then explained the "Why I Give" campaign, which was launched during the Foundation's Scholarship event and targets College alumni and donor populations by highlighting alumni success stories, which are a testament to the value of an OCC education.

President's Report

Dr. Larson introduced Dr. Rosann Bar, Dean of the School of Business and Social Sciences, Ms. Nancy Carmody, Assistant Dean, and Mr. Chad Sexton, College Lecturer II in Sociology, who provided an overview of the successful Adjunct Mentoring and Coaching Programs. The

programs cover all aspects of teaching at OCC and offer tools and techniques for classroom and remote teaching and learning to adjunct faculty.

Dr. Larson and the Trustees thanked Dr. Bar, Ms. Carmody, and Mr. Sexton for this effort. The presentation shared today will be sent to the Trustees by email.

Dr. Larson reminded Trustees that the 2020 Fall Colloquium will take place virtually on Thursday, September 3, 2020, at 9:30 a.m.

Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director, OCC Foundation, who reported the Foundation's virtual Scholarship Celebration held on Friday, August 7, helped to raise over \$144,000, which will directly benefit OCC's students. Mr. Malagiere thanked Ms. Sherri Bray, Assistant Director of Events and Advertising, and Mr. Ralph Bertini, Television Production Director, for their efforts in making this event a success, and Ms. Kim Maloney, for taking the lead on the "Why I Give" campaign. In addition, Mr. Malagiere thanked the entire College Relations team for their continued support.

Mr. Malagiere offered sincere thanks to Mr. Jim Kellogg, longtime supporter of the OCC Sailing Program, and the James C. Kellogg Foundation for the donation of \$50,000 for immediate student support.

With the departure of Mr. Mark Wilson, the Grunin Center team is now currently reporting to Mr. Malagiere, who is proud to work with this amazing team

Mr. Malagiere reported that the Foundation scholarship application deadline has passed, and all applications are under review. He expects all awards to be complete in order to be available to students at the start of the Fall semester. In addition, Fulfill food distribution will take place next week. Lastly, the OCC Foundation Golf Outing will take place on October 13, 2020, while adhering to social distancing protocols.

Mr. Leone thanked Mr. Malagiere and the Foundation Team for a successful Scholarship Celebration.

Dr. Larson introduced Dr. Steve Kubow, Acting Associate Vice President of Kean Ocean, and Dr. Jessica Adams, Acting Associate Dean of Kean Ocean. Dr. Kubow shared Kean Ocean will be fully remote for the Fall semester while Kean Union will offer a mix of remote and hybrid instruction. All Kean Union remote course offerings will be available to Kean Ocean students.

Dr. Kubow reported that Dr. Lamont Repollet, President of Kean University, confirmed his support of Kean Ocean and Kean's participation in Egyptian programs. Dr. Larson noted that he had a very constructive and positive conversation with Dr. Repollet recently.

Dr. Adams shared enthusiasm for the leadership of Dr. Repollet, who supports going forward with many initiatives for Kean Ocean. Dr. Adams explained enrollments remain consistent with last year. Discussions to increase undergraduate and graduate program offerings continue.

Dr. Adams commented that her daughter will be taking part in the dual-enrollment opportunities with Point Beach High School and OCC.

Dr. Larson read a statement in response to Dr. David Bordelon's comments at the July Board meeting regarding the state of faculty negotiations. In essence, Dr. Larson stated that the FAOCC has rejected all of the College's proposals and has failed to offer counter-proposals, which has resulted in an impasse in negotiations. The College administration and the Board of Trustees stand ready to return to the negotiating table and continue negotiations toward a successor agreement.

Following Mr. Thulin's request for public comments, Mr. Malagiere expressed thanks to Ms. Heidi Sheridan, Dean of the School of Arts and Humanities, for taking leadership in the College's Social Justice programming to be presented this Fall.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:53 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President