



**BOARD OF TRUSTEES
AGENDA**

**FEBRUARY 25, 2021
12:30 p.m.**

- I. **CALL TO ORDER**

- II. **ANNOUNCEMENT OF PUBLIC MEETING**

- III. **ROLL CALL**

- IV. **RECOMMEND APPROVAL OF MINUTES OF THE JANUARY 28, 2021, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS** ***Bd. Action***

- V. **PRESENTATIONS/COMMENDATIONS**

- VI. **COMMITTEES**
 - A. **Finance Committee (Mr. Jerry Dasti, Chairperson)**
*(Ms. Sara Winchester, Executive Vice President of Finance
And Administration)*
 1. **Recommend approval of business/finance actions as presented (Exhibit A)** ***Bd. Action***

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

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

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

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

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

1. Recommend approval of personnel actions as presented

Bd. Action**VII. MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, March 25, 2021, at 11:30 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**

TUESDAY, MARCH 9, 2021

- | | |
|------------------------|-------------------------------|
| 1. Entire Board | Time: 11:30 a.m. |
| | Place: via Webex |
| | Purpose: Board Retreat |

and

THURSDAY, MARCH 25, 2021

- | | |
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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: **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

January 28, 2021

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:36 p.m. on Thursday, January 28, 2021, by Mr. Jerry Dasti, Treasurer, presiding in Mr. Carl V. Thulin's absence, 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 2020 reorganization meeting and distributed as required by law. Also, given the current healthcare crisis, a notice was publicized on January 23, 2021, 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

The Pledge of Allegiance was recited by all present.

Pledge of Allegiance

Those in attendance were Mr. Dasti, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Robert Fall, Mr. Charles Muller, 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

President's Report

Dr. Larson introduced amendments to the following Board of Trustees Bylaws:

President's Report

- Bylaw #1120, Mission of the College, is being amended to add the new mission statement that was included in the Ocean County College 2021-2026 Strategic Plan approved by the Board of Trustees at its June 25, 2020, meeting following a presentation by Dr. Alexa Beshara-Blauth, Executive Director of Institutional Planning, Effectiveness, and Compliance.
- Bylaw #1252.2, Bylaws, Policy, and Curriculum Committee, is being amended to more clearly define procedures to ensure oversight of self-assessment by the Board of Trustees. The Office of Institutional Planning, Effectiveness, and Compliance has as one of its goals "to maintain compliance with Middle States Commission on Higher Education standards and to continue to receive commendations." The self-assessment of the Board of Trustees

clearly fits within that goal; therefore, the Office will assist in determining the timelines within which the Board undertakes self-assessment.

College Policy #1370 requires that amendments to bylaws be introduced at one meeting of the Board and adopted at a subsequent meeting. The trustees unanimously accepted the amendments proposed to Bylaw #1120 and Bylaw #1252.2; they will be recommended for formal adoption at the February 25, 2021, Board meeting.

Dr. Racioppi provided an update on Spring enrollment. He reported that enrollment is currently down 16.5%, which has improved significantly since the January 7, 2021, Board retreat. Dr. Racioppi commended the HUB, Academic Advising, and Financial Aid departments, as well as the many volunteers who continue to provide assistance in order to respond to the 1,600 daily incoming calls and emails. In addition, Dr. Racioppi thanked the Foundation for continued financial assistance to help continuing students with Fall balances.

Mr. Dasti commended Dr. Racioppi and staff who continue to help students with enrollment.

Dr. Racioppi then provided an update on employee- and student-reported COVID exposures for both Fall and Spring, none of which are related to the OCC campus.

Dr. Larson introduced Dr. Jessica Adams, Acting Associate Dean of Kean Ocean, who shared Kean continues to experience similar enrollment challenges at Kean Union and Kean Ocean. Dr. Adams then thanked Dr. Konopka and Dr. Teresa Walsh, Dean of Nursing, as progress continues with the 3+1 Nursing BSN program. Kean Union is currently preparing for the possibility of a March 1, 2021, reopening, and will continue to following OCC protocols for Kean Ocean. Dr. Adams shared a Master's in Public Administration will soon be offered at Kean Ocean, and additional graduate programs are being considered.

Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director, OCC Foundation, who shared best-selling author and journalist David Ignatius will present to OCC virtually on Wednesday, March 3, 2021, and Dr. Temple Grandin on Saturday, March 13, 2021. Both events are part of the Blauvelt Speaker Series. Tickets for these events will be available through the Grunin Center website.

Mr. Malagiere reported that the Foundation has received the final installment of the H. Hovnanian Pledge of \$500,000. In addition, the Foundation's annual appeal has raised an additional \$30,000. A majority of gifts received have been under \$100. Scholarships continue to be awarded.

Lastly, the Foundation will host the Annual Scholarship Celebration on June 18, 2021, Paddle Board Race on September 18, 2021, and Golf Classic on October 12, 2021.

The minutes of the December 10, 2020, and January 7, 2021, Board of Trustees closed sessions and public meetings were unanimously approved by roll call vote with an abstention from Mr. Zabarsky on the December 10, 2020, minutes.

Minutes Approved

Finance Committee

Mr. Dasti discussed the proposed resolution committing to a 0% tuition and fee increase for FY 2022, and commended Dr. Larson and Ms. Winchester for taking the necessary steps to provide this benefit to our students during these difficult times.

The Trustees also voiced their support to the College administration for making this possible for our students and families.

The following Finance Committee items were unanimously approved with an abstention from Mr. Zabarsky on the tuition resolution:

- The statement of income and expenditures as of December 31, 2020, was accepted. Income/Expenditures Accepted
- A resolution was adopted committing to a 0% increase in tuition and fees for FY 2022 to demonstrate the commitment of the Board of Trustees to providing affordable, quality educational opportunities to the residents of Ocean County, especially during the current economic climate and financial challenges resulting from the Coronavirus pandemic. Resolution Adopted Committing to 0% Tuition Increase for FY 2022
- Resolutions were adopted to award the following contracts: Resolutions Adopted for Contract Awards
 - A maximum of \$40,000, to New Hope Behavioral Integrated Health Care, Inc., Marlboro, New Jersey, for addiction counseling apprenticeship experience, funded through the Growing Apprenticeship in Non-Traditional Sectors (GAINS) Grant for students studying Addiction Counseling at Ocean County College.
 - A maximum of \$40,000 to Ocean Mental Health, Bayville, New Jersey, for addiction counseling apprenticeship experience, funded through the Growing Apprenticeship in Non-Traditional Sectors (GAINS) Grant for students studying Addiction Counseling at Ocean County College.
 - A maximum of \$40,000 to Relevance Behavioral Health, Freehold, New Jersey, for addiction counseling apprenticeship experience, funded through the Growing Apprenticeship in Non-Traditional Sectors (GAINS) Grant for students studying Addiction Counseling at Ocean County College.
 - A maximum of \$57,332 to SHI International Corporation, Somerset, New Jersey, for the purchase and installation of audio and video equipment for the new Student Enrollment Building through the Omnia Partners Cooperative Purchasing Program at Ocean County College.
- The following contracts were amended: Contracts Amended
 - An additional \$1,500 for a maximum total of \$61,500, to Partnership for the Delaware Estuary, Inc., Wilmington, Delaware, for registration and contributor sponsorship for the virtual Delaware Estuary Science and Environmental Summit as part of the sub-contract agreement “Utilizing the Mid-Atlantic Coastal Wetlands Assessment to Quantify Wetlands Ecosystem Services in New Jersey’s Coastal Communities” project to

be held March 1, 2021, through March 3, 2021, administered through the Barnegat Bay Partnership at Ocean County College (contract originally awarded at the June 25, 2020, Board meeting).

- An additional \$23,982.58, for a maximum total of \$6,757,240.40, to Catel, Inc., Bradley Beach, New Jersey, for adding and removing insulation in walls and ceilings, installation of fiberglass reinforced plastic wall panels, storage room wall demolition, lowering acoustic ceiling, modifying door, purchasing smoke detectors for temporary heating, and adding water meter and drain piping, 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 \$20,000, for a maximum total of \$60,000, to B&H Photo Video Pro Audio, Inc., New York, New York, for the purchase of additional audio video equipment and peripherals on an as needed basis through the Hunterdon County Educational Services Commission (HCESC) Cooperative Contract, for use at Ocean County College (contract originally awarded at the July 23, 2020, Board meeting).
- An additional \$31,000, for a maximum total of \$71,000, to Bahr and Sons Electrical Contractors, Inc., Bayville, New Jersey, for additional professional electrician services on an as needed basis at Ocean County College (contract originally awarded at the August 27, 2020, Board meeting).
- An additional \$33,255.83, for a maximum total of \$193,073.53, to Spacesaver Storage Solutions, Inc., Fort Atkinson, Wisconsin, c/o Diversified Storage Solutions, Norristown, Pennsylvania, for the purchase and installation of additional shelving and storage cabinets in various rooms for the Performing Arts Academy at Ocean County College (contract originally awarded at the May 30, 2019, Board meeting).
- An additional \$5,156.02, for a maximum total of \$100,879.32, to Indiana Furniture Industries, Inc., Jasper, Indiana, for the purchase and installation of additional administrative furniture and instructor chairs for use in the Performing Arts Academy at Ocean County College (contract originally awarded at the May 30, 2019, Board meeting).
- An additional \$108,587.47, for a maximum total of \$548,770.97, to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of additional administrative and classroom furniture for use in the Performing Arts Academy at Ocean County College (contract originally awarded at the May 30, 2019, Board meeting).
- An additional \$2,000, for a maximum total of \$454,750, to JRS Architect, P.C., Princeton, New Jersey, for additional professional architectural and engineering design services for a new aluminum and glass door and engineering pump relocation for the Conference Center renovation project at Ocean County College (contract originally awarded at the January 28, 2018, Board meeting).
- An additional \$51,000, for a maximum total of \$302,750, to Success Communications Group, Parsippany, New Jersey, for additional media placement agency services to promote the Community College Opportunity Grant (CCOG) Student Success Initiative at Ocean County College (contract originally awarded at the May 28, 2020, Board meeting).

- The Board accepted a \$265,000 Community College Opportunity Grant (CCOG) award from the New Jersey Office of the Secretary of Higher Education which will be used to support HUB staff and increase marketing initiatives at Ocean County College. Project period: November 15, 2020, to June 30, 2021. Project director: Ms. Sara Winchester, Executive Vice President of Finance and Administration. Grant Award Accepted
- The Board accepted a \$444,130 grant award from the U.S. Department of Education, Fund for the Improvement of Postsecondary Education (FIPSE), for the designation of OCC as a Center of Excellence for Veteran Student Success to expand the Veterans and Military Resource Center and its staff to serve the needs of student veterans. Project period: January 1, 2021, through December 31, 2023. Project director: Mr. Ryan Luurtsema, Coordinator of the Veterans and Military Resource Center. Grant Award Accepted

Bylaw, Policy, and Curriculum Committee

Mrs. Pehlivanian introduced Dr. Konopka, who discussed progress continues with new program offerings for students, continuing development with the Intel program, and a new Google IT certificate program, which is similar to the Intel program. In addition, the Pathways to Credentials Program continues to develop. This program provides advice and services from the Department of Education to help develop additional pathways from non-credit to credit programs at no cost to the College.

Dr. Konopka shared OCC has been accepted into the CompTIA Academy, which allows pathways into Cyber Security. In addition, discussions have been taking place with the Southern Regional Chamber of Commerce to provide a lecture series on services offered with remote learning. Progress continues with partnerships providing both credit and non-credit programs that have resulted in New Jersey Natural Gas joining the advisory board for the new Industrial Hygiene program. The Southern New Hampshire University 3+1 agreement nears completion with thanks to Dr. Rosann Bar, Dean, School of Business and Social Sciences, and Ms. Eileen Schilling, Executive Director of Academic Assessment.

Ms. Kaitlin Everett, Director of Workforce Education and Community Programs, continues to develop online formats for non-credit programs, with thanks to Dr. Garcia for providing support from e-Learning.

Congratulations to Dr. Teresa Walsh, Dean of the School of Nursing; 62 Nursing students graduated in the Fall 2020 semester. Dr. Walsh continues to work hard keeping students safe both on-campus and in clinical sites.

The Addictions Counseling Certificate Courses offered through Continuing Education have received great interest by Ocean County Police Officers and Counselors. Dr. Konopka thanked Dr. Bar and Ms. Everett for making this possible.

Dr. Konopka commended Dr. Amir Sadrian, Associate Vice President, Academic Affairs, for the successful virtual Lecturer and Adjunct Institutes, held last week.

Dr. Konopka reported that we are in the second semester of the new bookstore model where the cost of tuition includes textbooks and course materials, which has worked well for students. Dr. Konopka also reported that Dr. Antoinette Clay, Associate Vice President of Academic Affairs, received approval from the Department of Education to fund “Hot Spots” through a Title II grant for OCC students who have limited or no internet access. Students in need will be able to request a Chrome Book with Wifi activation through this program.

Lastly, as Dr. Larson reported at the January 7, 2021, Board retreat, through the Open Text-book Pilot Program, OCC will be able to continue to drive the cost of textbooks down for students.

The Board, upon unanimous roll call vote, approved the following recommendations from the Bylaw, Policy, and Curriculum Committee:

- Revised Policies Revised Policies
 - Policy #3055, Personnel, All Employees, Educational Reimbursement
 - Policy #3312.1, Personnel, Employment Regulations, Time and Attendance

Buildings and Grounds Committee

Mr. Matthew Kennedy, Associate Vice President of Facilities Management and Construction, provided an update on several projects: the Student Enrollment Building and Conference Center construction continues to proceed nicely with the expectation of a Certificate of Occupancy in May/June. The Kean Gateway renovation project is complete. The Bookstore/café-teria expansion plans are ready in order to increase the cafeteria seating area. In addition, the Facilities Master Plan is being updated.

Mr. Dasti commended Mr. Kennedy and the Facilities staff for the beautiful state of the campus.

- The Buildings and Grounds Committee Report for January 28, 2021, was unanimously accepted upon roll call vote. Building/Grounds Report Accepted

Personnel Committee

Mr. Leone acknowledged, with regret, the upcoming retirements of Mr. Kennedy and Dr. William Rickert, Professor of Mathematics. Mr. Dasti recognized the tremendous work Dr. Rickert has done with OCC students through Phi Theta Kappa.

- Mr. Leone presented the Personnel Report, which was unanimously approved 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, February 25, 2021, at 11:30 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted for Closed Meeting - February 25, 2021

The following meetings were scheduled:

Meetings Scheduled

Thursday, February 25, 2021	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

With no further comments from the Board members or the public, the meeting adjourned at 1:21 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President