



BOARD OF TRUSTEES

Regular Meeting

Minutes

November 5, 2020

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:38 p.m. on Thursday, November 5, 2020, immediately following the Reorganization Meeting 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 October 29, 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, 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

The minutes of the September 24, and October 5, 2020, Board of Trustees closed sessions and public meetings were unanimously approved by roll call vote.

Minutes Approved

Finance Committee

Mr. Dasti introduced Ms. Winchester, who explained the revised FY 2021 budget brought forward for approval today, which includes decreased enrollment experienced over the Fall semester and lower enrollment projections for the remainder of the fiscal year. Reduction in State aid in FY 2021 and reduced miscellaneous revenues due to the campus closure are also reflected. Ms. Winchester explained the budget was able to be balanced by freezing vacant positions, continuing current employee furloughs, and anticipating a reduction of operating expenses while the campus is not fully occupied. Additional savings will be seen as the State has implemented changes to available healthcare plans to College employees.

The following Finance Committee items were unanimously approved:

- The statement of income and expenditures as of September 30, 2020, was accepted.

Income/Expenditures
Accepted

- The revised OCC FY 2021 Budget was approved. Revised OCC
FY 2021 Budget
Approved
- The following contracts were awarded: Contracts
Awarded
 - A maximum of \$80,000, to Johnstone Supply, Inc., Kenilworth, New Jersey, for the first year, with a second-year contract option, for the purchase of heating, ventilation, and air conditioning (HVAC) supplies and materials for use at Ocean County College.
 - A maximum of \$40,000, to Berry, Sahradnik, Kotzas, and Benson, P.C., Toms River, New Jersey, for the first year of a two-year contract for legal services at Ocean County College.
 - A maximum of \$100,914, to ACCRUENT, LLC, Austin, Texas, for a two-year contract for a computerized maintenance management system for the Facilities Management Department at Ocean County College.
- Resolutions were adopted to award the following contracts: Resolutions Adopted
for Contract Awards
 - A maximum of \$56,007.24 to PeopleAdmin, Inc., Austin, Texas, for a one-year contract for an automated applicant tracking management system for use by the Human Resources Department at Ocean County College.
 - A maximum of \$38,746.89 to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of office furniture for the Kean Renovation Project at Ocean County College through the Educational Services Commission of New Jersey (ESCNJ) cooperative contract.
 - A maximum of \$120,000 to SHI International Corporation, Somerset, New Jersey, for the purchase and installation of audio and video equipment for the Conference Center Renovation project at Ocean County College through the Omnia Partners Cooperative Purchasing Program.
 - A maximum of \$35,000 to Waste Management of New Jersey, Inc., Ewing, New Jersey, for an eight-month contract for solid waste and recycling collection at Ocean County College.
 - A maximum of \$100,398.60 to Hands-On Labs, Englewood, Colorado, for the purchase of online science lab kits through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds, for use by the Science Department at Ocean County College.
 - A maximum of \$49,082.20 to Beyer of Morristown, LLC, Morristown, New Jersey, for the purchase of two Jeep Renegades through the Educational Services Commission of New Jersey for use by the Security Department at Ocean County College.

- A maximum of \$35,000 to Apple Computer, Inc., Austin, Texas, for the purchase of Apple computers and accessories through the Governor's Emergency Education Relief (GEER) Fund, authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds for use at Ocean County College.
- A maximum of \$120,849 to NurseTim, Inc. Waconia, Minnesota, for the purchase of a nursing clinical simulation package funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds for use by the Nursing Department at Ocean County College.
- The following contracts were amended: Contracts Amended
 - An additional \$3,399.50, for a maximum total of \$21,486.79, to TurnItIn, LLC., Oakland, California, to add comprehensive protection against copy/paste plagiarism, student collusion, contract cheating, and online training to provide interactive coaching for the e-Learning Department for the TurnItIn Plagiarism and Writing Software License through the New Jersey Council of County Colleges Joint Purchasing Consortium (contract originally awarded at the August 27, 2020, Board meeting).
 - An additional \$13,750.43, for a maximum total of \$6,684,882.37, to Catel, Inc., Bradley Beach, New Jersey, for additional general contractor construction services to furnish and install Gypsum Wall Board Infills and framing 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 \$8,644.23, for a maximum total of \$50,644.23, to Pocket Nurse, Monaca, Pennsylvania, to purchase additional instructional and non-instructional medical supplies for use by the Nursing and Continuing and Professional Education Departments, through the National Cooperative Purchasing Alliance (NCPA) Omnia Partners, at Ocean County College (contract originally awarded at the June 25, 2020, Board meeting).
 - An additional \$5,199.20, for a maximum total of \$46,785.95, to Elert and Associates Networking Division, Inc., Stillwater, Minnesota, for additional surveillance for the Testing Center inspection as part of the upgrades to the CCTV system at Ocean County College (contract originally awarded at the January 24, 2019, Board meeting).
- The contracts awarded at the September 24, 2020, Board meeting to the following vendors for the purchase and delivery of athletic uniforms and apparel through the New Jersey Council of County Colleges Joint Purchasing Consortium for use by the Athletic Department at Ocean County College were rescinded: Rescission of Contract Award
 - BSN Sports, Inc., Dallas, Texas
 - Star Sports, West Nyack, New York

The vendors are not authorized vendors of some College preferred brands of uniform apparel and unable to supply all of OCC's Athletics' needs.

- The Board accepted a \$98,000 grant award from the New Jersey Department of Human Services, Division of Mental Health and Addiction Services, to fund recovery supports to prevent and reduce substance abuse on college campuses in New Jersey. Project Period: October 1, 2020, through September 30, 2021. Project Directors: Ms. Katie Hueth, Prevention Education Coordinator; Dr. Kathryn Pandolpho, Director, Counseling and Student Development. Grant Award Accepted

Bylaw, Policy, and Curriculum Committee

Dr. Konopka congratulated the elected officers of the Board of Trustees and looks forward to working with the members of the Board throughout the coming year.

Dr. Konopka shared information regarding the revised policies presented today. He thanked Dr. Sylvia Riviello, Dean of the School of Science, Technology, Engineering, and Math, and Mr. Lincoln Simmons, College Lecturer II, Biology, for their work in the development of the new Certificate of Completion in Industrial Hygiene and related courses, which will provide a great opportunity to attract adult students, as well as reviewing the possibility of additional non-credit courses that may be sponsored by OSHE.

Dr. Konopka highlighted the recent Instagram takeover for the Tutoring Center facilitated by Mr. Nicholas Burr, Social Media/Web Developer, Ms. Maureen Conlon, Associate Director of Web Services, and Ms. Brianna DeCicco, Associate Director, Academic and Tutoring Services, which resulted in 2,277 views and had 352 Instagram account holders express interest in the content.

Dr. Konopka then explained conversation continues regarding the development of a Hyflex teaching model. which would offer students the flexibility to attend classes either online or in person. OCC is working hard to incorporate this technology to benefit our students, particularly adult learners.

Dr. Konopka reported on the finalization of an agreement with the Naval Airfare Warfare Aircraft Group, which provides a critical partnership with the Navy to incorporate Naval technology into STEM classrooms; and shared progress continues to move forward with the 3+1 program in Nursing with Kean University. Discussions continue regarding a potential 3+1 program with New Jersey City University in Accounting and an initiative through the NJCCC to identify new program areas for industry clusters throughout New Jersey and New York.

Ms. Pamela Bogden, College Lecturer II, Engineering, will repeat the successful summer virtual STEAM camp in Spatial Visualization, for sixth through eighth grade students. The School of Business and Social Sciences will move forward with the Apprenticeship and Addictions Counseling Certificate Programs, under the leadership of Dean Rosann Bar, the latter of which has garnered interest from Ocean County Police Officers. Ms. Heidi Sheridan, Dean of the School of Arts and Humanities, has prepared exciting workshops as part of the Social Justice Program. A Clinical Health Worker Program has been developed as part of Workforce Education, which will help identify healthcare workers in Ocean and surrounding counties to pursue employment opportunities with larger healthcare employers. Dr. Konopka reported approval has been received from the New Jersey Presidents' Council for the AAS in Health Science Degree.

Dr. Konopka shared information regarding possible grant opportunities, including the Strengthening Community College Grant and a bond grant that would allow modifications to some of our facilities.

Dr. Konopka then commended Dr. Teresa Walsh, Dean of Nursing and Health Sciences, and the department's staff for their continued hard work in bringing Nursing students back on campus and scheduling student clinical sites.

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

- Revised Policies Revised Policies
 - Policy #2400, Administration, Administrative Operations, Communicable Disease
 - Policy #5020, Students, All Employees, College-Wide Advisement
- Revised Policy and Name Change Revised Policy and Name Change
 - Policy #5335, Students, Tuition and Fees, N.J. National Guard to Veteran and Military Affiliated Students
- The following items, as accepted by the College Senate at its meetings on October 15, 2020: College Senate Items Approved
 - New Certificate New Certificate
 - Certificate of Completion in Industrial Hygiene/Hazardous Materials Management
 - New Courses New Courses
 - CHEM 155, Principals of General Organic and Biochemistry
 - ENVI 142, Industrial Hygiene
 - ENVI 205, Hazardous Materials Management
 - ENVI 210, Indoor Environmental Quality
 - ENVI 217, Occupational Safety and Health
 - Revised Courses Revised Courses
 - BUSN 210, Business Communications
 - CSIT 131, Multimedia for the Web
 - CSIT 200, Information Security Fundamentals
 - CSIT 231, Dynamic Scripting Programming Elements for Web Pages
 - CSIT 265, Data Structures and Analysis
 - HEHP 100, Aerobic Conditioning
 - HEHP 101, Weight Training and Body Building
 - HEHP 102, Volleyball
 - HEHP 106, Basketball
 - HEHP 227, Introduction to Public Health

- HEHP 237, Sports Officiating
- HEHP 265, Kinesiology
- Revised Courses and Course Titles
 - BUSN 133, Microcomputer Keyboarding to Computer Keyboarding
 - HEHP 160, First Aid CPR AED for the Workplace, Schools and the Community to First Aid/CPR/AED

Revised Courses and Course Titles

Buildings and Grounds Committee

- Mrs. Novak presented the Buildings and Grounds Committee Report for November 5, 2020, which was unanimously accepted upon roll call vote.

Building/Grounds Report Accepted

Personnel Committee

Mr. Leone discussed an article shared by Dr. Larson that indicated statewide county college enrollment is down approximately 9% and, in particular, first-year student enrollment is down 23%. Mr. Leone requested an analysis of OCC’s first-year enrollment and how that is affecting overall enrollment.

Mr. Leone presented the Personnel Report, which was unanimously approved as amended 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, December 10, 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 - December 10, 2020

The following meetings were scheduled:

Meetings Scheduled

Thursday, December 10, 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 noted that his monthly written report to the trustees is sent to Freeholder Virginia Haines so that she is aware of everything that is happening at OCC.

President’s Report

Dr. Larson introduced proposed Policy #1365, Public Comments at Board Meetings, which is required by recently enacted State regulations in order to ensure that remote meetings of public bodies are conducted in an open and transparent manner with the opportunity for the public to attend and provide public comments.

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 proposed Policy #1365; it will be recommended for formal adoption at the December 10, 2020, Board meeting.

Dr. Garcia introduced Ms. Rachel Doss-Block, Associate Director of e-Learning, and Ms. Laura Wingler, e-Learning Instructional Designer, who shared data Ms. Wingler collected from a research study on OCC's successful transition to remote learning, as part of her graduate studies. Dr. Larson commended Dr. Garcia, Ms. Doss-Block, and Ms. Wingler for the efforts of the e-Learning department with OCC's transition to virtual learning. The Trustees commended Ms. Wingler for an excellent presentation.

In response to Mr. Leone's discussion on the importance of socialization in a virtual environment, Dr. Konopka shared Ms. Wingler's research has been used to implement recommendations with synchronous communication in remote class environments as well as professional development opportunities for teaching faculty and lecturers. Mr. Thulin referenced a recent article that suggested the possibility higher education will continue in a virtual setting. Dr. Larson does not believe face-to-face instruction will be replaced; however, he anticipates more hybrid formats continuing in the future.

Ms. Winchester provided an update on the Return to Campus Committee discussions regarding the Spring semester. As a result of the Governor's Executive Order 192 and in order to be compliant with that order and the rules of Phase II of the State's reentry plan, course offerings for the Spring will continue as they have been for the Fall semester. Should conditions improve during the semester, the College is prepared to move to face-to-face classes where possible. In addition, the College has plenty of personal protection equipment (PPE) available to anyone who is on campus and continues to follow all required safety protocols.

Dr. Racioppi provided an update on Fall enrollment. He reported that there has been an increase in enrollment of high school graduates compared to last year even though the total number of county graduates was less in 2020 than 2019. The total number of new students compared to 2019 has also increased. While the National Student Loan Clearinghouse reported that community college new student enrollment was down 22.7%, Dr. Racioppi reported that OCC is up 2% with this demographic. Overall Fall enrollment is currently down 7%, largely due to continuing students opting not to return in the remote setting or taking fewer credits. New student growth can be attributed to many factors, including the personalized attention provided by the HUB employees. The addition of a new Ellucian CRM system dedicated to maximizing retention, thanks to funds provided by the Title III grant which is overseen by Dr. Konopka, will be implemented in the near future.

Dr. Racioppi also reported that, thanks to Dr. Henry Jackson, Executive Director of Academic Success, and Mr. Thomas Gialanella, Executive Director of School Relations, Mr. James Hauenstein, Director, Southern Education Center, has established the Promoting Learners to way for Barnegat High School juniors and seniors to earn up to 30 credit hours by taking a combination of dual enrollment/embedded courses at Barnegat High School along with Jump Start courses at the SEC or Main Campus. Additional districts are interested in discussing the program after it was highlighted at the recent Superintendents Roundtable Meeting by Mr. Gialanella. Mr. Hauenstein has also had discussions with Pinelands District regarding their interest.

Dr. Racioppi then provided an update on employee and student reported COVID exposures, none of which are related to the OCC campus. Dr. Racioppi commended the CARE Team and Counseling staff who have been working diligently with students experiencing difficulties related to the pandemic.

Dr. Larson shared a visit by Dr. Lamont Repollet, President, Kean University, will take place on campus Friday, November 20, 2020. This visit will include the signing of an amended articulation agreement with Kean University.

Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director, OCC Foundation, who shared that Spring 2021 Foundation Scholarship applications are being accepted until December 21, 2020. Rollover scholarships will automatically continue for students that received awards this Fall.

Mr. Malagiere reported that a growing calendar of virtual events remains available through the Grunin Center and Planetarium. The Foundation is pleased to virtually host Pulitzer-Prize winning author, Doris Kearns Goodwin, on Monday, November 16, 2020, who will discuss the American Presidency in a brief historical narrative. Programming for the Social Justice Series, chaired by Ms. Heidi Sheridan, Dean of the School of Humanities and the Arts, also continues.

Mr. Leone commended Mr. Malagiere on his recent feature in the Asbury Park Press.

With no further comments from the Board members or the public, the meeting adjourned at 2:02 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President