



BOARD OF TRUSTEES

Regular Meeting

Minutes

September 24, 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, September 24, 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 September 17, 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

The minutes of the August 27, 2020, Board of Trustees closed session and public meetings were unanimously approved by roll call vote.

Minutes Approved

Finance Committee

Mr. Dasti noted that the revised OCC FY 2021 budget was going to be presented at this meeting; however, it appears that the Governor will be making additional funds available to the community college sector for FY 2021. The anticipated 50% reduction in State aid in FY 2021 is expected to be closer to a 32% reduction. Consequently, OCC's revised FY 2021 budget will be recommended for approval at the November Board meeting. Dr. Larson expressed appreciation to Dr. Aaron Fichtner, President, New Jersey Council of County Colleges, as well as the legislators who campaigned on behalf of community colleges for this positive outcome.

The following Finance Committee items were approved as amended:

- The statement of income and expenditures as of August 31, 2020, was accepted.

Income/Expenditures
Accepted

➤ The following contracts were awarded:

Contracts
Awarded

- A maximum of \$59,879.85, to Gangi Graphics, Brick, New Jersey, for the first year, with a second-year contract option, for campus-wide copy services at Ocean County College.
- A maximum of \$61,400, to Eastern Door Service, Burlington, New Jersey, for the second-year contract option for automatic door maintenance, replacement, and repairs at Ocean County College.
- A maximum of \$47,007.60, to Ed-O Insulation Company, Inc., Trenton, New Jersey, for the for the second-year contract option for heating, ventilation, and air conditioning (HVAC) pipe and duct insulation services at Ocean County College.
- A maximum of \$70,769, to Allied Fire & Safety Equipment, Company, Inc., Neptune, New Jersey, for the second-year contract option for the inspection and service of fire prevention and fire control equipment at Ocean County College.
- A maximum of \$47,574, to UNITEMP, Inc., Somerset, New Jersey, for a nine-month contract, with a twelve-month contract option, for chiller maintenance services at Ocean County College.
- A maximum of \$32,697.50, to T&M Painting and Construction, Neptune, New Jersey, for a nine-month contract, with a twelve-month contract option, for maintenance and materials for painting services at Ocean County College.
- A maximum of \$58,185.48, to Timothy Peters Plumbing and Heating Company, Manasquan, New Jersey, for a nine-month contract, with a twelve-month contract option, for plumbing services at Ocean County College.
- A maximum of \$17,875, to Trinity Water Solutions, Inc., Point Pleasant, New Jersey, for a nine-month contract, with a twelve-month contract option, for maintenance and materials for water treatment services at Ocean County College.
- A maximum of \$29,722, to PDM Group, Cranbury, New Jersey, for a nine-month contract, with a twelve-month contract option, for professional boiler and burner maintenance services at Ocean County College.
- A maximum of \$44,238.06, to Quality Cut, Inc., Farmingdale, New Jersey, for the third-year contract option for weed control and fertilization services at Ocean County College.

➤ Resolutions were adopted to award the following contracts:

Resolutions Adopted
for Contract Awards

- A maximum of \$24,775.53 to NJEdge.NET, Newark, New Jersey, for FY21 NJ Transfer Assessment software subscription service through NJEdge.NET for use at Ocean County College.

- For a twenty-four month agreement for the purchase of Athletic Uniforms and Apparel to be utilized by New Jersey's community colleges from October 1, 2020, through September 30, 2022, through the New Jersey Council of County Colleges Joint Purchasing Consortium, with Ocean County College serving as the lead agency, with the following vendors:
 - BSN Sports, Inc., Dallas, Texas
 - Star Sports, West Nyack, New York
- A maximum of \$30,000 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:
 - BSN Sports, Inc., Dallas, Texas
 - Star Sports, West Nyack, New York
- For the second-year contract option for a professional promotional online storefront for the purchase of college-branded items with Consolidus, LLC, Akron, Ohio, through the New Jersey Council of County Colleges Joint Purchasing Consortium, with Ocean County College serving as the lead agency.
- A maximum of \$125,000 to Hegazy and Associates, Houston, Texas, for a one-year contract for international human resources and payroll services in conjunction with Ocean County College's projects and activities in Egypt.
- For the purchase of natural gas supply services on behalf of the County College Energy Consortium (CCEC), as authorized at the July 23, 2020, Board meeting.
- The following contracts were amended:

	Contracts Amended
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 - An additional \$5,178.39, for a maximum total of \$6,639,982.37, to Catel, Inc., Bradley Beach, New Jersey, for additional general contractor construction services for additional demolition of existing concrete as needed 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 \$31,149.57, for a maximum total of \$6,671,131.94, to Catel, Inc., Bradley Beach, New Jersey, for additional general contractor construction services for additional security equipment (panels, cameras, card readers, door contacts, and other equipment) for the ADA doors 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 \$2,375, for a maximum total of \$31,000.02, to Aspire Technology Partners, LLC, Eatontown, New Jersey, for professional services to complete the installation of the analog gateway project at Ocean County College (contract originally awarded at the May 28, 2020, Board meeting).

- The Board accepted a \$12,999 grant award from the Partnership for the Delaware Estuary to plan and implement Mid-Tram Wetland Training during summer-early fall, 2020. Project Directors: Ms. Martha Maxwell Doyle, Barnegat Bay Program Project Coordinator, and Ms. Emily Pirl, Barnegat Bay Program Field Specialist. Grant Award Accepted
- The Board accepted a \$50,000 grant award from the National Endowment for the Arts CARES Act to fund dance companies and their performances at the Grunin Center for the Arts at Ocean County College. Project Director: Ms. Jaclyn Wood, Education and Community Engagement Coordinator. Project Period: September 1, 2020, through November 30, 2021. Grant Award Accepted
- The Board accepted a \$1,277,145 grant award from the U.S. Department of Education over five years to continue the Student Support Services Program at Ocean County College. Project Director: Ms. Megan Miskin, Student Support Services Program Director. Project Period: October 1, 2020, through September 30, 2025. Grant Award Accepted
- The Board accepted a \$1,000 grant award from the New Jersey Department of Environmental Protection, Division of Water Monitoring and Standards, to the Barnegat Bay Partnership for the AmeriCorps New Jersey Watershed Ambassadors Program, with Ocean County College serving as the host agency, providing office space and resources. Project Director: Ms. Karen Walzer, Barnegat Bay Partnership Outreach Coordinator. Project Period: September 9, 2020, through August 31, 2021. Grant Award Accepted

Bylaw, Policy, and Curriculum Committee

Mrs. Pehlivanian introduced Dr. Konopka, who provided an Academic Affairs update in the absence of a Bylaw, Policy, and Curriculum Committee Agenda.

Dr. Konopka shared highlights from the Academic Affairs update which was included in the President's Report for today's meeting. This includes the new advanced technology room in the Instructional Building, which Dr. Larson is using for today's meeting. The room is equipped with four large television screens and camera technology which can follow the instructor around the room during instruction. Dr. Konopka explained a similar classrooms will be built at the Southern Education Center. This technology will enable classes to be livestreamed from these locations. Dr. Konopka thanked Mr. James Ross, Chief Information Officer, the IT team, and the support of Ms. Winchester in bringing this project to completion, which was funded through the Title III grant. These advances will enable the continued enhancement of face-to-face offerings.

Dr. Konopka discussed virtual activities this semester included a virtual STEAM camp for middle and high school students and a virtual boot camp, for newly admitted students in need of assistance in order to be ready for college-level math. In addition, both the Lecturer and Adjunct Institutes were held virtually.

Dr. Konopka shared development of a 3+1 program with New Jersey City University continues to move forward, which will offer a third year of programming at OCC. Discussions with Southern New Hampshire University for a similar program have begun. These programs follow the 3+1 in Nursing, with Kean University, which once all approvals have been received.

Dr. Konopka also reported tutoring services have expanded to include the use of artificial intelligence, similar to the chatbot, Reggie, used in the HUB. This will allow the possibility of tutoring services off-hours.

Dr. Konopka congratulated Ms. Kaitlin Everett, Director, CPE, Workforce and Community, for work in rebranding Workforce Education, which will allow program expansion in both credit and non-credit areas. Thanks to a recent program with the Ocean County Advisement Center, a virtual engagement of employment opportunities session was offered through CPE, and resulted in six students enrolling at OCC.

Dr. Konopka thanked Dr. Teresa Walsh, Dean of Nursing and Health Sciences, who has maintained and monitored activity for on-campus nursing courses and the 300 students in the program in both on-campus and clinical settings. Students have also been brought back to campus in limited capacity in the TV Studio, Crime Scene, and Science labs.

Lastly, Dr. Konopka shared positive feedback has been received from students and faculty in our approach to virtual teaching and learning, and for the new bookstore model where students now have their books for the first day of class.

Dr. Konopka then introduced Ms. Susan O'Connor, Program Director of the Perkins Grant and Curriculum Compliance, who provided an overview of the new curriculum program software, Courseleaf. Ms. O'Connor explained how the program will benefit the College and described the original manual process involved with curriculum development and then provided a demonstration of the Courseleaf database. Ms. O'Connor thanked the steering committee, including:

Ms. Jan Kirsten, Executive Director of College Relations
Ms. Maureen Alexander, Academic Administrator, School of Business and Social Sciences
Dr. Antoinette Clay, Associate Vice President of Academic Affairs
Ms. Cynthia Fallon, Academic Administrator, School of Science, Technology, Engineering, and Mathematics
Ms. Mary Fennessy, Director of Program Services, School of Nursing
Mr. Anthony Jordan, Enterprise Application Director
Ms. Catherine Mancuso, College Lecturer, Dance
Ms. Debra Pfaff, Academic Administrator, School of Arts and Humanities
Mr. JR Ross, Chief Information Officer
Ms. Eileen Schilling, Executive Director of Academic Assessment
Dr. Katherine Toy, College Lecturer, Business

Buildings and Grounds Committee

Mrs. Novak provided an update on the Student Enrollment Building construction and Conference Center renovation, both of which near completion. The Security Access Camera and new gymnasium bleachers projects are expected to be completed in October. The Kean Gateway renovation is underway and the Citta Sailing Center Building project awaits State DEP approval. The Performing Arts Academy is still in need of closing documents and the Facility Storage project will require the filing of new permit applications. Lastly, the Bookstore/Cafeteria seating project will need to incorporate a second building entrance, which will be addressed.

- The Buildings and Grounds Committee Report for September 24, 2020, was unanimously accepted upon roll call vote. Building/Grounds Report Accepted

Personnel Committee

Prior to approval of the Personnel Report, Mr. Leone noted that a reorganization of the Student Affairs division includes the elimination of the Admissions Department, resulting in a reduction in force as the duties are being carried out elsewhere in the division.

The Personnel Report was then 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, November 5, 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 - November 5, 2020

The following meetings were scheduled: Meetings Scheduled

Thursday, November 5, 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.	Annual Reorganization Meeting
	Immediately Following	Regular Public Monthly Meeting

President's Report

Dr. Larson introduced Dr. Gerald Racioppi, who discussed current recruitment and outreach efforts and Fall enrollment statistics. Dr. Racioppi explained OCC has observed an increase in registration of Ocean County High School seniors as compared to 2019, even with fewer students graduating in 2020. Unfortunately, overall credit enrollment is down 9.5% from 2019 due to the pandemic. Factors cited by students preventing enrollment include finances and lack of proper resources needed for remote learning, such as internet and computers. Dr. Racioppi then announced, through OCC's Foundation, a generous scholarship opportunity will be offered which will allow 100 current students who meet certain criteria the ability to register for an additional course this semester. Dr. Larson commended Dr. Racioppi for continued student outreach efforts through the HUB and the Foundation for their support. President's Report

Ms. Tracey Donaldson, Associate Vice President of Human Resources, and Ms. Jacqueline D'Amore, Senior Human Resources Specialist, Talent and Organizational Development,

shared information regarding employee training and development activities, which include over 50 course offerings to OCC employees. Once OCC was faced with the need to transition to a remote environment, new training courses were designed to address workplace challenges created by the pandemic such as “Managing Your Team Remotely,” and “Managing Stress in the Workplace,” for supervisors, and “Working Remotely,” and “Stress Management,” for employees. Training was also developed for those employees who were able to return to campus to implement a safe return. Ms. D’Amore thanked Ms. Donaldson and all involved in the development of these training courses:

Mr. Mathias Banner, Senior Buyer
Dr. Rosann Bar, Dean of the School of Business and Social Sciences
Mr. Sean Bips, College Lecturer II, Business
Mr. Kevin Braendly, Audio Visual Support Coordinator
Ms. Eileen Buckle, Director of Program Compliance
Ms. Donna Carbone, Assistant Director of Campus Services
Ms. Kayci Clayton, Manager of Grants
Ms. Bridget Durbin, Senior Accounts Payable Technician
Mr. Thomas Gialanella, Executive Director, School Relations
Ms. Lisa Gruber, Assistant Director, Employee Pensions and Benefits
Ms. Sheenah Hartigan, Director of Enrollment Services
Ms. Katie Heuth, Prevention Education Coordinator
Mr. Jack Kelnhofer, College Lecturer II, e-Learning
Ms. Jan Kirsten, Executive Director, College Relations
Ms. Mary Lancaster, Controller
Ms. Kathleen Mohr, Assistant Director of Enrollment Services
Dr. Kathryn Pandolpho, Director, Counseling and Student Development Services
Dr. Gerald Racioppi, Vice President of Student Affairs
Mr. Wayne Reed, Campus Security Training Officer
Mr. Gary Shaffer, Assistant Professor of Humanities and Fine Arts
Ms. Alyssa Tipton, Talent and Organizational Development Coordinator
Ms. Mary Troy, Director of Institutional Research
Ms. Sara Winchester, Executive Vice President of Finance and Administration

In response to Mr. Leone’s question regarding participation information by teaching faculty, Dr. Konopka explained that faculty participate in professional development sessions offered throughout the year and, while not required, are eligible for the offerings described today. Ms. D’Amore will provide completion information on the three groups of teaching professionals.

Mrs. Novak and Dr. Larson commended Ms. D’Amore and Ms. Donaldson for the comprehensive report.

Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director, OCC Foundation, who shared the application that Dr. Racioppi discussed earlier is now available for student access. The Foundation has committed up to \$1 million in scholarship awards for this academic year. The additional funds are available due to the absence of events normally funded that are held throughout the year due to the pandemic. Mr. Malagiere also thanked Dr. Maysa Hayward,

Associate Vice President of International Programs, Academics, for funding a scholarship available for members of the Egyptian cohort.

Mr. Malagiere reported that a growing calendar of virtual events is available through the Grunin Center, including support for the Social Justice Series, chaired by Ms. Heidi Sheridan, Dean of the School of Humanities and the Arts.

In addition, the partnership with Fulfill continues to support students with food insecurities by offering food distribution twice a month.

Lastly, Mr. Malagiere thanked Ms. Sherri Bray, Assistant Director of Events and Advancement, and the Foundation team for work on this year's golf outing to be held on October 13, 2020.

Mr. Dasti and Dr. Larson expressed appreciation to the Foundation for increased support to students.

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 discussed the Pathways to College Program, which is under development for students who do not meet the admissions criteria for Kean University at high school graduation. Upon successful completion of an associate degree at OCC, students in this program would be guaranteed admission to Kean University. Dr. Kubow thanked Dr. Racioppi for his collaboration on this program.

Dr. Kubow reported that 25% of Kean University's Union Campus classes have completed the first week in person on campus and will remain available in this capacity through Thanksgiving. A similar model will follow for the Spring semester. He further explained that a task-force has been established at Kean University to consider a permanent shift to hybrid and remote classes, which will offer more flexibility for students both at Kean and Kean Ocean. Kean also has several classrooms with advanced technology, similar to the class that Dr. Larson is utilizing for today's meeting.

Dr. Adams shared conversations continue between Kean Ocean and OCC's Academic Advising office to bring new programs that would benefit Kean and OCC students. Offerings such as business and speech, as well as master's programs in history of law, global MBA, and Accounting will be available at Kean Ocean starting with Fall 2021.

Dr. Larson expressed appreciation to Dr. Lamont Repollet, President of Kean University, and shared they have had great conversations regarding new partnerships in Egypt.

Following Mr. Thulin's request for public comments, Dr. David Bordelon, Professor of English and Literature and FAOCC Chief Negotiator, shared that Ms. Marie Blisten, President of the NJEA, played a vital role in reestablishing community college funding in the State Budget. Dr. Bordelon then thanked the OCC faculty for making the shift to remote learning and for volunteering to alleviate burden of the Help Desk. Mr. Thulin shared thanks as well.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:48 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President