



**BOARD OF TRUSTEES
AGENDA**

**JULY 22, 2021
12:30 p.m.**

- I. **CALL TO ORDER**

- II. **ANNOUNCEMENT OF PUBLIC MEETING**

- III. **ROLL CALL**

- IV. **RECOMMEND APPROVAL OF MINUTES OF JUNE 24, 2021, BOARD OF TRUSTEES CLOSED SESSIONS 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, August 26, 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**THURSDAY, AUGUST 26, 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

June 24, 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, June 24, 2021, by Mr. Carl V. Thulin, Chair, on the Ocean County College Campus Mall.

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.

Public Meeting
Announcement

Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Robert Fall, 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 May 20, and June 3, 2021, Board of Trustees closed sessions and public meetings were unanimously approved by roll call vote.

Minutes Approved

Presentations/Commendations

Dr. Larson introduced Ms. Kaitlin Everett, Executive Director of Workforce and Professional Development, and Ms. Gina Opauski, Ocean County Achievement Center Manager, who shared details about the recent Ocean County Achievement Center graduation held Tuesday, June 22, 2021, on campus. Ms. Opauski provided a brief history on the Center, which was formed in 2018 by Ocean County PIC, Inc., Rutgers Transitional Education and Employment Management Gateway, Goodwill's Helms Academy, and OCC, and provides free services to out-of-school young adults between the ages of 16 to 24. Students are able to earn a high school diploma and explore career and work readiness skills. Fifteen students received New Jersey State High School Diplomas. Many shared inspirational success stories. Students are recruited through county high schools and county agencies, with help from Dr. Henry Jackson, Executive Director of Academic Success.

Ms. Everett and Ms. Opauski thanked College Relations and OIT for support in recording the event, and the Trustees and College Administration for support of the Center.

The Board adopted, upon unanimous roll call vote, a resolution to recognize the outstanding dedication and commitment of Ms. Emily Napolitano during her one-year term as the student/alumni representative on the Board of Trustees during 2020-21. The trustees and Dr. Larson congratulated Ms. Napolitano for her participation on the Board. Ms. Napolitano expressed her appreciation for having the opportunity to serve the students and thanked the trustees for everything they do for the College.

Resolution Adopted to Recognize Service of Ms. Emily Napolitano

Finance Committee

Upon unanimous roll call vote, the following Finance Committee items were approved as amended:

- The statement of income and expenditures as of May 31, 2021, was accepted. Income/Expenditures Accepted
- A resolution was adopted authorizing an in-county tuition rate for all students transitioning from the WPE online, non-credit community health worker program to credit programs at Ocean County College, for the period of July 1, 2021, through June 30, 2022. Resolution Adopted Authorizing an In-County Tuition Rate
- The following contracts were awarded: Contracts Awarded
 - A maximum of \$153,888.13 to Catel Inc., Bradley Beach, New Jersey, for general contractor construction services for a security door at the second floor of the Performing Arts Academy at Ocean County College.
 - For a twenty-four-month contract, from August 2021 to August 2023, to Direct Energy Business Marketing, LLC, Pittsburgh, Pennsylvania, as recommended by Noresco, LLC, through the New Jersey County College Electric Consortium for electric generation supply service at Ocean County College.
 - A maximum of \$67,576 to Bowman and Company, LLP, Voorhees, New Jersey, for the second-year contract option for professional auditing services at Ocean County College.
- Resolutions were adopted to award the following contracts: Resolutions Adopted for Contract Awards
 - A maximum of \$150,000 to the following vendors, for the second-year contract option for the purchase of tests, study guides, and miscellaneous supplies from July 1, 2021, through June 30, 2022, through the New Jersey Council of County Colleges Joint Purchasing Consortium, for use by various departments at Ocean County College:
 - \$100,000 to Ascend Technologies, LLC, Leawood, Kansas
 - \$50,000 to Hurst Review Services, Inc., Brookhaven, Mississippi
 - A maximum of \$220,000 to Honorlock, Boca Raton, Florida, for the second-year contract option for online proctoring services, from July 1, 2021, through June 30, 2022, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium, for the e-Learning Department at Ocean County College.

- A maximum of \$47,488.35 to SHI International Corporation, Somerset, New Jersey, for the third year of a three-year contract from September 27, 2021, through September 26, 2022, for the Adobe Creative Cloud Video Editing software license and twelve-month agreement of Adobe Sign for use at Ocean County College.
- For the second-year contract option on behalf of the New Jersey Council of County Colleges Joint Purchasing Consortium, with OCC serving as the lead agency, to the following vendors for the purchase of tests, study guides, and miscellaneous supplies from July 1, 2021, through June 30, 2022:
 - Assessment Technologies Institute, LLC, Leawood, Kansas
 - Hurst Review, Brookhaven, Mississippi
- For a maximum of \$23,629 to Consolidus, LLC, Akron, Ohio, for the first year with a second-year contract option for a professional promotional online storefront for the purchase of college-branded items from July 1, 2021, through June 30, 2022, through the New Jersey Council of County Colleges Joint Purchasing Consortium.
- A maximum of \$344,616 to SHI International Corporation, Somerset, New Jersey, for the purchase of new network servers for the Office of Information Technology through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds at Ocean County College.
- A maximum of \$50,000 to Waste Management of New Jersey, Inc., Ewing, New Jersey, for a one-year contract from July 1, 2021, through June 30, 2022, for solid waste and recycling collection at Ocean County College.
- A maximum of \$125,000 to Conner Strong and Buckelew Companies, LLC, Marlton, New Jersey, for the third-year contract option from July 1, 2021, through June 30, 2022, for professional consulting for insurance broker and risk management services at Ocean County College.
- A maximum of \$26,500 to TGI Office Automation, Edison, New Jersey, for campus-wide copier and printer services and maintenance from July 1, 2021, through June 30, 2022, at Ocean County College.
- A maximum of \$122,751.24 to Dell Marketing, L.P., Round Rock, Texas, for the purchase of Dell laptops for students and faculty at Ocean County College.
- A maximum of \$100,000 to Discovery Education, Silver Spring, Maryland, for educational professional development services through the Higher Education Emergency Relief Fund (HEERF) on an as-needed basis at Ocean County College.
- A maximum of \$935,131 to School Alliance Insurance Fund (SAIF), West Windsor, New Jersey, for the third year of a three-year membership in the School Alliance Insurance Fund for general liability college insurance from July 1, 2021, through June 30, 2022, at Ocean County College.

- A maximum of \$25,724.84 to SHI International Corporation, Somerset, New Jersey, for renewal of the Hewlett Packard hardware and software maintenance agreement from July 10, 2021, through July 9, 2022, for the Office of Information Technology at Ocean County College.
- A maximum of \$187,667.12 to Instructure, Inc., Salt Lake City, Utah, for the third year of a three-year contract for the Canvas Learning Management System, from July 1, 2021, through June 30, 2022, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium, for use at Ocean County College.
- A maximum of \$55,500 to TGI Office Automation, Edison, New Jersey, for the renewal of the fourth year of a four-year lease contract for copier services, the third year of a four-year lease contract for copier services, and a one-year maintenance and service contract from July 1, 2021, through June 30, 2022, at Ocean County College.
- To renew the contract with Instructure, Salt Lake City, Utah, for cloud-based managed data services through the Canvas Learning Management System from July 1, 2021, through June 30, 2022, at Ocean County College.
- A maximum of \$72,000 to Consolidus, LLC, Akron, Ohio, for the first year with a second-year contract option for a professional promotional online storefront from July 1, 2021, through June 30, 2022, for the purchase of OCC branded items through the New Jersey Council of County Colleges Joint Purchasing Consortium.
- A maximum of \$20,000 to J. Swanton Fuel Oil Company, Inc., Atlantic Highlands, New Jersey, for the purchase and delivery of unleaded plus gasoline fuel and low sulfur diesel fuel from July 1, 2021, through June 30, 2022, for use at Ocean County College.
- A maximum of \$18,747 to QLess, Inc., Pasadena, California, for a two-year contract for the renewal of the queue software system from July 1, 2021, through June 30, 2023, for use by the HUB at Ocean County College.
- A maximum of \$18,652.68 to HON c/o E.J. Schuster's Office Furniture, Lakewood, New Jersey, for the purchase of replacement hallway benches and chairs for the William T. Hiering Science Building at Ocean County College.
- A maximum of \$23,600 to True North Consulting Group, LLC, Hewitt, Texas, for a twelve-month agreement for professional security consultant services from July 1, 2021, through June 30, 2022, to be used on an as needed basis at Ocean County College.
- To identify a qualified pool of professional ecological engineering services for various projects to be used on an as needed basis for the Barnegat Bay Partnership at Ocean County College.
- To identify a qualified pool of educational professional development services to be used on an as needed basis at Ocean County College.

- The following contracts were amended: Contracts Amended
- An additional \$20,000, for a maximum total of \$81,500, to conduct long-term wetlands site monitoring and assessment in the Barnegat Bay and on the New Jersey coast of the Delaware Estuary in the summer of 2021 as part of the subcontract agreement “Utilizing the Mid-Atlantic Coastal Wetlands Assessment to Quantify Wetlands Ecosystem Services in New Jersey’s Coastal Communities” project administered through the Barnegat Bay Partnership at Ocean County College (contract originally awarded at the June 25, 2020, Board meeting).
 - An additional \$26,180, for a maximum total of \$71,800, to Blackboard, Inc., Washington, District of Columbia, to modify, monitor, and report on the College’s website content for the Blackboard Learning Management System Licensing through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) at Ocean County College (contract originally awarded at the July 23, 2020, Board meeting).
 - An additional \$562, for a maximum total of \$22,532, to Integrated Systems and Services, Inc., Eatontown, New Jersey, to cover additional expenses for troubleshooting on voltage in door and reset of camera as part of the repairs to the Electronic Access Control System for use by the Security Department at Ocean County College (contract originally awarded at the March 25, 2021, Board meeting).
 - An additional \$21,000, for a maximum total of \$66,000, to Troller Electric, LLC, Lake Como, New Jersey, for the purchase and installation of additional electrical outlets in classrooms to support hybrid instruction at Ocean County College (contract originally awarded at the May 20, 2021, Board meeting).
 - An additional \$26,512.86, for a maximum total of \$180,349.50, to Aspire Technology Partners, LLC, Eatontown, New Jersey, to modify the Cisco security subscription to include Identity Service Engine Security for the College’s authentication server, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds for use at Ocean County College (contract originally awarded at the July 23, 2020, Board meeting).
 - An additional \$42,590, for a maximum total of \$69,803, to CollegeNET, Inc., Portland, Oregon, to include X25 web-based master planning system as part of the annual licensing fee for the 25Live Software System at Ocean County College (contract originally awarded at the May 20, 2021, Board meeting).
- The Board authorized an application to apply for a \$442,993 Carl D. Perkins Career and Technical Education Grant from the New Jersey Department of Education for the purpose of developing more fully the academic, career, and technical skills of Ocean County College students through instruction, equipment and supplies, professional development for faculty and students, curriculum assessment and accreditation, with emphasis on those curricula that promote workforce and economic development. Project Manager: Ms. Susan O’Connor, Director of Curriculum Management. Funding Period: July 1, 2021, through June 30, 2022. Grant Application Authorized

- The Board accepted a four-year grant award at \$693,669 per year from the New Jersey Department of Labor and Workforce Development, Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy, for the purpose of providing adult basic education, literacy, and English as a second language services to assist adults in obtaining/retaining employment and becoming self-sufficient, in completing secondary school education or industry-valued credentials, and in obtaining skills to become partners in the education of their children. Program Period: July 1, 2021, through June 30, 2025. Program Director: Ms. Gina Opauski, Assistant Director of Work Readiness. Grant Award Accepted
- The Board accepted a \$10,000 grant award from the National Endowment for the Arts for the purpose of bringing classical music to the Ocean County College campus and the Ocean County community. Program Period: July 1, 2021, through June 30, 2022. Program Director: Ms. Jaelyn Wood, Education and Community Engagement Coordinator. Grant Award Accepted

Bylaw, Policy, and Curriculum Committee

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

Dr. Konopka shared the generic 3+1 program will be resubmitted in July based on feedback received from the Presidents' Council. Recent discussions with the Joint Base determined there is no current interest for courses to be offered on the Base; however, creating awareness for members of the military and their families in several programs such as Cyber Security and Intel were well received.

The faculty met yesterday to review classroom technology plans for the fall. Discovery Education will develop content for faculty to teach in this new technological model.

Buildings and Grounds Committee

Mrs. Novak discussed upcoming projects, including exterior stairs leading to the Campus Mall from the Library Building, which are in need of replacement, and a modernization of the existing Library space to ensure the space meets the needs of students. Mrs. Novak is excited for the Student Enrollment Building Ribbon Cutting Ceremony, which will follow today's meeting.

- The Buildings and Grounds Committee Report for June 24, 2021, was unanimously accepted upon roll call vote. Building/Grounds Report Accepted

Personnel Committee

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, July 22, 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 - July 22, 2021

The following meetings were scheduled:

Meetings Scheduled

Thursday, July 22, 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

President's Report

Dr. Larson introduced Dr. Rosann Bar, Dean of the School of Business and Social Sciences, and Mr. Jason Ghibesi, College Lecturer II in Political Science, who presented findings after reviewing Civics Education courses and discussed ideas for new curricula and events.

President's Report

Dr. Bar explained OCC offers a wide array of civics-based courses, many of which have a direct connection to civics education, such as American Federal Government, Introduction to Political Science, and Constitutional Law Courses. Many other courses have indirect connections with civics-infused content. All of these courses are general education courses and a required part of the curriculum.

Mr. Ghibesi shared the Governmental Affairs Institute educates students about the importance of government by facilitating a variety of events on campus, and shared events that have been popular with students, including the Census, FDU poll before the election, Meet the Mayor, and Voter Registration drive. Mr. Ghibesi thanked Ms. Jennifer Fazio, Director of Student Life, and all faculty, staff, and student volunteers who have continued to support the institute and its programs.

Dr. Bar and Mr. Ghibesi then shared ideas for new initiatives for civics education courses and events. Dr. Larson and the Trustees thanked Dr. Bar and Mr. Ghibesi.

Dr. Larson introduced Dr. Racioppi, who shared the staff of Student Affairs will return to campus full time beginning July 7, 2021. He then provided an update regarding summer and fall enrollment. Summer sessions are down 33% as compared to last year, due to continuation of remote instruction. Fall registration is also down, but Dr. Racioppi is hopeful a presence on campus will bolster enrollment. Weekly on-campus enrollment events are planned.

Dr. Larson and Dr. Garcia discussed their upcoming trip to Egypt, July 4, through 16, 2021, which will include meetings regarding the NJCU International Branch Campus and Special Programs projects with Kean University.

The July 8, 2021, Board retreat has been cancelled.

Dr. Larson introduced Dr. Jessica Adams, Acting Associate Dean of Kean Ocean, who shared progress continues on the Nursing 3+1 degree and thanked Dr. Konopka and Dr. Teresa Walsh, Dean of Nursing and Health Sciences. Dr. Adams also thanked the Facilities and OIT teams for help with the new Kean Ocean office space. She explained that Kean University and Kean Ocean are experiencing similar enrollment deficits. Dr. David Birdsell has been appointed Provost and Senior Vice President beginning August 1, 2021.

Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director, OCC Foundation, who reported the Foundation's Scholarship Celebration held on Friday, June 18, helped to raise over \$175,000, which will directly benefit OCC's students. Mr. Malagiere thanked Ms. Sherri Bray, Assistant Director of Events and Advertising, Ms. Jan Kirsten, Executive Director of College Relations, and the Facilities and OIT teams for helping make the event a success.

The Wintrode Family Foundation has pledged a gift of \$2 million to establish the Roberta W. Wintrode Memorial Fund which will provide support for student travel, guest lectures, capital projects, and scholarships and grants. Mr. Malagiere thanked Mr. David Wintrode for his continued generous support.

With no further comments from the Board members or the public, the meeting adjourned at 1:51 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President