



## **BOARD OF TRUSTEES**

### **Regular Meeting**

### **Minutes**

**May 20, 2021**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:34 p.m. on Thursday, May 20, 2021, 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 2020 reorganization meeting and distributed as required by law. Also, given the current healthcare crisis, a notice was publicized on May 13, 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

Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Robert Fall, Mr. Charles Muller, Mr. Steven Zabarsky, 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 April 22, 2021, Board of Trustees closed session and public meetings were unanimously approved by roll call vote.

Minutes Approved

### Presentations/Commendations

Dr. Larson introduced a recommendation to adopt a resolution proclaiming May 2021 as National Nurses Month at Ocean County College. The resolution was adopted upon unanimous roll call vote.

Resolution  
Adopted to  
Proclaim May  
2021 as National  
Nurses Month

Dr. Larson then introduced Dr. Teresa Walsh, Dean of the School of Nursing and Health Sciences, who discussed Nurses Month and the work of the School to successfully continue teaching Nursing students throughout the pandemic. Dr. Walsh thanked the Facilities and Security Departments for their efforts to keep Nursing students, staff, and lecturers safe as they returned to campus, and the Foundation for assisting students with their educational goals. Dr. Larson and the Trustees expressed appreciation to all members of the School of Nursing for their efforts during this time.

Finance Committee

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>➤ The statement of income and expenditures as of April 30, 2021, was accepted.</li> </ul>  | <p>Income/Expenditures<br/>Accepted</p>            |
| <ul style="list-style-type: none"> <li>➤ The following contracts were awarded:           <ul style="list-style-type: none"> <li>➤ A maximum of \$423,888.13 to Catel Inc., Jackson, New Jersey, for general contractor construction services for a new storage barn for the Facilities Department at Ocean County College.</li> <li>➤ A maximum of \$101,954.90 to the following for the first year with a second-year contract option for offset printing services from July 1, 2021, through June 30, 2022, at Ocean County College:               <ul style="list-style-type: none"> <li>➤ \$13,055 to PIP Printing, Brick, New Jersey</li> <li>➤ \$38,029 to Gangi Graphics, Brick, New Jersey</li> <li>➤ \$50,870.90 to Maple Direct, Pennsauken, New Jersey</li> </ul> </li> </ul> </li> </ul>  | <p>Contracts<br/>Awarded</p>                       |
| <ul style="list-style-type: none"> <li>➤ Resolutions were adopted to award the following contracts:           <ul style="list-style-type: none"> <li>➤ A maximum of \$104,000 to Ellucian Company, L.P., Fairfax, Virginia, for professional support services for the implementation and support of new Colleague Finance and Colleague Student Advisory Service subscription software from August 1, 2021, through July 30, 2022, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds at Ocean County College.</li> <li>➤ A maximum of \$143,543.97 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase and installation of video conferencing equipment for the Conference Center funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds at Ocean County College.</li> <li>➤ A maximum of \$57,136 to Johnson Controls, Inc., Blackwood, New Jersey, for a two-year contract for chiller maintenance services from July 1, 2021, through June 30, 2023, for use at Ocean County College.</li> <li>➤ A maximum of \$40,000 to Pemberton Electrical Supply Company, LLC, Lumberton, New Jersey, for a one-year contract for the purchase of miscellaneous electrical supplies from July 1, 2021, through June 30, 2022, for use at Ocean County College.</li> <li>➤ For the award of a one-year contract with a second-year contract option to Economic Modeling, LLC, Moscow, Idaho, for professional economic modeling program services from June 1, 2021, through May 31, 2022, on behalf of the New Jersey County College Joint Purchasing Consortium, with Ocean County College serving as the lead agency, through the New Jersey Council of County Colleges.</li> </ul> </li> </ul> | <p>Resolutions Adopted<br/>for Contract Awards</p> |

- A maximum of \$28,113.75 to SHI International Corporation, Somerset, New Jersey, for the renewal of the Kaspersky security license from July 1, 2021, through June 30, 2022, through the Omnia Partners Cooperative Purchasing Program for use at Ocean County College.
- A maximum of \$60,000 to Amazon Services, LLC, Seattle, Washington, for the purchase of online marketplace products for various departments from July 1, 2021, through June 30, 2022, through the Omnia Partners Cooperative Purchasing Program for use at Ocean County College.
- A maximum of \$33,963.46 to Modern Group, Ltd., Bristol, Pennsylvania, for the purchase of a forklift for use by the Facilities Department through the Sourcewell Cooperative Purchasing Program at Ocean County College.
- A maximum of \$21,000 to DVL Group, Inc., Bristol, Pennsylvania, for a one-year contract for planned maintenance and inspection services for the refrigeration of Office of Information Technology equipment from July 1, 2021, through June 30, 2022, at Ocean County College.
- A maximum of \$27,213 to CollegeNET, Inc., Portland, Oregon, for the renewal of the annual licensing fee for the 25Live Software System from July 1, 2021, through June 30, 2022, at Ocean County College.
- A maximum of \$59,276 to Ellucian Company, L.P., Fairfax, Virginia, for a professional grant services evaluator for the Veteran Affairs federal grant project from February 1, 2021, through December 31, 2024, at Ocean County College.
- A maximum of \$17,760.60 to SHI International Corporation, Somerset, New Jersey, for a one-year renewal from June 26, 2021, through June 25, 2022, of the campus-wide digital signage software subscription license through the Omnia Partners Cooperative Purchasing Program at Ocean County College.
- For a one-year contract for the purchase of electric generation supply services, with Ocean County College as the lead agency, through the County College Energy Consortium (CCEC) at Ocean County College.
- A maximum of \$45,000 to Troller Electric, LLC, Lake Como, New Jersey, for the purchase and installation of electrical outlets in classrooms to support hybrid instruction at Ocean County College.
- A maximum of \$96,349 to Ellucian Company, L.P., Fairfax, Virginia, for the e-commerce annual volume fee for all online financial transactions from July 1, 2021, through June 30, 2022, at Ocean County College.
- A maximum of \$40,000 to Bahr and Sons Electrical Contractors, Inc., Bayville, New Jersey, for professional electrician services from July 1, 2021, through June 30, 2022, on an as needed basis at Ocean County College.

- A maximum of \$63,277.50 to NJEdge.NET, Newark, New Jersey, for a twelve-month renewal contract for Horizon View/VM Ware Virtualization Software and support from July 1, 2021, through June 30, 2022, for use at Ocean County College.
- A maximum of \$2,842,005.60 to Ellucian Company, L.P., Fairfax, Virginia, for a two-year agreement from July 1, 2021, through June 30, 2023, plus an annual inflation adjustment for professional management information services at Ocean County College.
- A maximum of \$41,810 to SHI International Corporation, Somerset, New Jersey, for the purchase of new classroom lecterns to replace existing aging lecterns through the Omnia Partners Cooperative Purchasing Program at Ocean County College.
- To identify a qualified pool of professional American Sign Language Interpreting and Captioning service providers to be used on as needed basis at Ocean County College.
- To identify a qualified pool of professional security consultant services to be used on an as needed basis at Ocean County College.
- The following contract was extended: Contract  
Extended
  - For a contractor to assign, train, and evaluate basketball officials for the National Junior College Athletic Association (NJCAA) basketball conferences for the Region XIX and 2021-2022 basketball seasons (contract originally awarded at the September 26, 2019, Board meeting).
- The following contracts were amended: Contracts  
Amended
  - An additional \$3,818, for a maximum total of \$127,018, to Ocean Construction, LLC, Marmora, New Jersey, for additional general contractor construction services to replace a sidewalk section at the top of the east stairs as part of the replace and repair exterior stairs project at the Library Building at Ocean County College (contract originally awarded at the March 25, 2021, Board meeting).
  - An additional \$1,096.34, for a maximum total of \$271,784.22, to Santorini Construction, Neptune, New Jersey, to furnish and install a high stone backsplash along the east windows of the reception desk as part of the general contractor construction services for interior renovations for the student services area of Kean University at the Gateway Building at Ocean County College (contract originally awarded at the July 23, 2020, Board meeting).
  - An additional \$50,098.01, for a maximum total of \$6,866,236.61, to Catel, Inc., Bradley Beach, New Jersey, for TMS door access control, a keyless entry system, relocation of piping, supply and install ramp over exposed pipes, installation of water bottle filling stations, installation of additional sidewalk, repave parking lot, as part of the general contractor construction services for the Student Enrollment Building at Ocean County College (contract originally awarded at the January 9, 2020, Board retreat).

- An additional \$35,158, for a maximum total of \$541,033, to CDM Smith, Inc., Edison, New Jersey, for additional analysis of water quality samples collected as part of the professional ecological engineering consulting services for the Barnegat Bay Partnership at Ocean County College (contract originally awarded at the September 28, 2017, Board meeting).
- An additional \$3,180.27, for a maximum total of \$91,470.36, to Aspire Technology Partners, LLC., Eatontown, New Jersey, for additional components and programming as part of the purchase and installation of equipment to implement interactive classrooms for hybrid and video instruction 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 April 22, 2021, Board meeting).
- An additional \$2,995, for a maximum total of \$226,169.20, to Krueger International, Inc., Green Bay, Wisconsin, to furnish and install full length film for three interview room windows, two conference room doors and transoms as part of the installation of administrative and classroom furniture and 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 \$5,457, for a maximum total of \$63,756, to Ellucian Company, L.P., Fairfax, Virginia, for additional subscription modules as part of the one-year subscription of the Recruit SaaS software for the recruitment of prospective students at Ocean County College (contract originally awarded at the April 22, 2021, Board meeting).
- An additional \$85,000, to Barnes and Noble College Booksellers, LLC, Basking Ridge, New Jersey, to amend the agreement for costs to reconfigure and move current retail space and temporary setup for relocation during construction services at Ocean County College (contract originally awarded at the April 7, 2020, Board meeting).
- The Board accepted a \$150,000 grant award from the New Jersey Department of Children and Families, Division on Women, to provide funding for services to meet the needs of displaced homemakers in Ocean County by fostering the development of career and employment skills and educational opportunities so clients and their families can become economically self-sufficient. Project Director: Dr. Kate Pandolpho, Director of Counseling and Student Development Services. Project Period: July 1, 2021, through June 30, 2022. Grant Award Accepted

#### Bylaw, Policy, and Curriculum Committee

Dr. Konopka discussed the new and rescinded policies and new courses on today's agenda for approval.

Dr. Konopka then shared information regarding the newly approved Addictions Counseling Program and a new Cyber Security Program, both of which offer Certificate Program and Degree options for students. A similar program in Industrial Hygiene is also being developed.

Faculty, lecturer, and adjunct professional development programs will be available this summer.

Dr. Konopka provided an update to the request for Civics education, which is being reviewed by Dr. Rosann Bar, Dean of the School of Social Science, through the Government Institute and Student Life.

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

- New Policies New Policies
  - Policy #3111C, Personnel, Academic Staff and Faculty, General, Qualifications for Embedded Adjunct Instructors
  - Policy #3111D, Personnel, Academic Staff and Faculty, General, Qualifications for WPE/CPE Instructors
- Rescinded Policies Rescinded Policies
  - Policy #3113, Personnel, Academic Staff and Faculty, General, Employment of Instructional Staff for Non-Credit Continuing and Professional Education Courses
  - Policy #3136.2, Personnel, Academic, Compensation and Benefits, Continuing and Professional Educational Faculty Salaries
- Revised Policy and Name Change Revised Policy and Name Change
  - Policy #3331, Personnel, Non-Academic, Compensation for Extra Work for Teaching Assignments to Compensation for Extra Work for Teaching Assignments – Administrator and Re-employed Retirees
- The following items, as accepted by the College Senate at its meetings on March 18, April 15, and May 6, 2021, were approved: College Senate Items Approved
  - New Courses New Courses
    - CSIT 124, Introduction to Programming
    - CSIT 175, Digital Logic and Circuits
    - ENGR 253, Electronic Circuits
    - ENGR 255, Digital Circuits
    - ENGR 271, Introduction to Biomechanics
    - ENGT 127, Introduction to Robotics
    - ENVI 121, Renewable Energy
    - ENVI 220, Life Cycle Analysis

#### Buildings and Grounds Committee

Mrs. Novak provided an update on all current projects, which are all on-time and within budget. Mrs. Novak commended Mr. Matthew Kennedy, Associate Vice President of Facilities Management and Construction, for ensuring the Facilities Department will continue to run smoothly upon his retirement.

- The Buildings and Grounds Committee Report for May 20, 2021, was unanimously accepted upon roll call vote.

Building/Grounds  
Report Accepted

### Personnel Committee

Mr. Leone was pleased to share that the Compensation Committee met and reviewed the 2021-22 contracts of Dr. Larson and Ms. Winchester. Mr. Leone commended them for their outstanding leadership over the past year. In addition, annual salary increases for College Lecturers and non-affiliated personnel are being recommended for approval.

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, June 24, 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 -  
June 24, 2021

A second resolution was unanimously adopted to provide for a closed meeting to be held on Thursday, June 3, 2021, at 2:30 p.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted  
for Closed Meeting -  
June 3, 2021

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, June 3, 2021</b>	3:00 p.m.	Board Retreat
<b>Thursday, June 24, 2021</b>	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. Racioppi, who shared plans for the return of athletics in Fall 2021. Thanks to the guidance from the NJCAA, the State of New Jersey, and recommendations from other NJCAA Region --XIX schools, sports that will resume include Women's Tennis, Men's Soccer, Women's Soccer, Cross Country, Volleyball, Fall Baseball/Softball, and Fall practices of Men's and Women's Lacrosse. Dr. Racioppi then shared that OCC Vikings eSports freshman Jackson French finished second in the nation in the Spring 2021 NJCAA Super Smash Brothers Ultimate Singles Championship. Congratulations were extended to Jackson, Coach Ruhl, and the Athletics Department for a great season.

President's Report

Dr. Racioppi shared information regarding summer enrollment and provided an update on employee- and student-reported COVID exposures for the Spring semester, none of which are related to the OCC campus.

With the return to campus announcement for the Fall semester, Dr. Racioppi anticipates an increase in enrollment for the Fall.

Dr. Racioppi provided an update on high school graduate enrollment at OCC, currently having registered 20% of Ocean County graduating high school seniors.

Ms. Jan Kirsten, Executive Director of College Relations, shared information regarding current and upcoming marketing campaigns highlighting the affordability of obtaining an OCC degree, the Ocean County Center of Excellence for Veterans Services, and our partnerships with Kean University and NJCU. Dr. Racioppi explained that each marketing campaign has a dedicated incoming phone number, which allows to track response data by campaign.

Dr. Larson shared the upcoming Commencement week schedule:

- Nurses Pinning Ceremony – Tuesday, May 25, 5:00 p.m.
- Awards Ceremony – Wednesday, May 26, 5:00 p.m.
- Commencement, Thursday, May 27, 12:00 p.m., rain date Friday, May 28, at 12:00 p.m.

All events will take place on the Gateway Lawn, weather permitting.

Ms. Winchester explained OCC is partnering with the Ocean County Health Department to offer COVID vaccinations every Wednesday through the month of June for all OCC, Kean Ocean students, faculty, staff, as well as the public with no appointment necessary.

Dr. Larson shared the June 24, 2021, Board of Trustees meeting will take place on the Campus Mall and will not be available via Webex. A ribbon-cutting ceremony to open the new Student Enrollment Building and Conference Center will follow the June 24 meeting.

Dr. Larson then read a letter that was sent by the OCC Trustees to Kean University President and Board Chair expressing condolences on the death of Dr. Stephen Kubow, Associate Vice President of Kean Ocean. Dr. Larson shared plans to establish a memorial located near the Gateway Building with the planting of a tree by Kean Ocean and a bench by OCC. The Trustees then extended their condolences to Dr. Kubow's family and Dr. Jessica Adams, Acting Associate Dean of Kean Ocean.

Dr. Adams thanked Dr. Larson and the Trustees for recognizing the loss of Dr. Kubow and the support offered during this difficult time. Dr. Kubow will be remembered for his dedication to students.

Dr. Adams shared progress continues on the Nursing 3+1 degree and thanked Dr. Konopka, Dr. Walsh, and Ms. Mary Fennessy, Director of Program Services, for continued commitment on this program.



Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director, OCC Foundation, who offered condolences on behalf of the Foundation to Dr. Adams on the passing of Dr. Kubow.

Mr. Malagiere shared an update on the upcoming Blauvelt Lecture Series season and the return of the Friday recital series on May 7, 2021, with over 300 unique devices viewing the live recital, which raised over \$5,400 for the Music Club and Matinee Series. He then welcomed the new Executive and Artistic Director of the Grunin Center for the Arts, Ms. Shannon Mayers, who will begin on July 12, 2021 with virtual, in-person, and hybrid events for the 2021/22 season.

Mr. Malagiere then provided an update on the Social Justice Academy, funded through a Grant by the Grunin Foundation.

Lastly, the Scholarship Celebration will be held on Friday, June 18, at 6:00 p.m., on the Campus Mall. The event has currently raised over \$140,000 for students at OCC.

Dr. Larson shared an upcoming meeting will take place with the International Programs Committee as well as a retreat highlighting details of all International programs will be scheduled in order to update the Trustees.

With no further comments from the Board members or the public, the meeting adjourned at 1:29 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President