



**BOARD OF TRUSTEES
AGENDA**

**AUGUST 26, 2021
12:30 p.m.**

- I. **CALL TO ORDER**

- II. **ANNOUNCEMENT OF PUBLIC MEETING**

- III. **ROLL CALL**

- IV. **RECOMMEND APPROVAL OF MINUTES OF JULY 22, 2021, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETING** ***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. James Calamia, Interim 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, September 23, 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, SEPTEMBER 23, 2021**

- | | |
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| 1. International Programs Committee
(as needed) | Time: 9:30 a.m.
Place: Conference Room A&B and
via Webex |
| 2. Bylaw, Policy, and Curriculum Committee
(as needed) | Time: 9:30 a.m.
Place: Conference Room A&B and
via Webex |
| 3. Finance Committee | Time: 10:00 a.m.
Place: Conference Room A&B and
via Webex |
| 4. Buildings and Grounds Committee | Time: 10:30 a.m.
Place: Conference Room A&B and
via Webex |
| 5. Personnel Committee | Time: 11:00 a.m.
Place: Conference Room A&B and
via Webex |
| 6. Entire Board | Time: 11:30 a.m.
Place: Conference Center and
via Webex
Purpose: Caucus Meeting—Personnel,
Pending Litigation, and
Collective Bargaining |
| 7. Entire Board | Time: 12:30 p.m.
Place: Conference Center and
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

July 22, 2021

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:32 p.m. on Thursday, July 22, 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.

Public Meeting
Announcement

Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Robert Fall, Mr. Charles Muller, Mrs. Joanne Pehlivanian, 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 June 24, 2021, Board of Trustees closed session and public meetings were approved by roll call vote, with an abstention from Mrs. Pehlivanian.

Minutes Approved

Finance Committee

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

- The statement of income and expenditures as of June 30, 2021, was accepted.
- The following contracts were awarded:
 - A maximum of \$251,750 to Success Communications Group, Parsippany, New Jersey, for the second-year contract option for media placement agency services at Ocean County College.
 - For the first year with a second-year contract option for food services Ocean County College.

Income/Expenditures
Accepted

Contracts
Awarded

➤ Resolutions were adopted to award the following contracts:

Resolutions Adopted
for Contract Awards

- A maximum of \$18,105.99 to Southern Computer Warehouse, Marietta, Georgia, for an American Power Conversion network power protection tower rack for use by the Office of Information Technology at Ocean County College.
- A maximum of \$40,000 to B&H Photo Video Pro Audio, Inc., New York, New York, for the purchase of audio video equipment and peripherals from July 22, 2021, through June 30, 2022, on an as needed basis through the Hunterdon County Educational Services Commission (HCESC) Cooperative Contract, for use at Ocean County College.
- A maximum of \$20,000 to W.B. Mason Company, Inc., Secaucus, New Jersey, for the purchase of copy paper from July 22, 2021, through June 30, 2022, through the Educational Services Commission of New Jersey (ESCNJ) cooperative contract for use at Ocean County College.
- A maximum of \$32,394 to Wolters Kluwer Health, Waltham, Massachusetts, for a one-year renewal from July 22, 2021, through June 30, 2022, of the DocuCare Simulation Software licensing funded through the Higher Education Emergency Relief Fund (HEERF) for use by the Nursing Department at Ocean County College.
- A maximum of \$23,056.68 to Infobase, New York, New York, for a one-year subscription from July 22, 2021, through June 30, 2022, to provide student access to digital supplemental educational Films on Demand and Facts on File in specialized core subject areas for use in the Library at Ocean County College.
- A maximum of \$75,000 to Core Mechanical, Inc., Pennsauken, New Jersey, for HVAC maintenance services from July 22, 2021, through June 30, 2022, at Ocean County College.
- A maximum of \$52,653.27 to NJEdge.NET, Newark, New Jersey, for purchase of miscellaneous books and Internet database subscriptions from July 22, 2021, through June 30, 2022, through the Virtual Academic Library Environment (VALE) Consortium for use in the Library at Ocean County College.
- A maximum of \$34,894 to West Publishing Corporation, Eagan, Minnesota, for the purchase of miscellaneous books and Internet database subscriptions from July 22, 2021, through June 30, 2022, for use in the Library at Ocean County College.
- A maximum of \$22,000 to Yankee Book Peddler, Inc., Birmingham, Alabama, for the purchase of miscellaneous books and e-books from July 22, 2021, through June 30, 2022, for use in the Library at Ocean County College.
- A maximum of \$98,441.50 to EBSCO Information Services, Birmingham, Alabama, for the purchase of miscellaneous magazine, database, and periodical subscriptions from July 22, 2021, through June 30, 2022, for use in the Library at Ocean County College.

- A maximum of \$36,515.16 to Cengage Learning, Inc., Boston, Massachusetts, for the purchase of miscellaneous e-books and Internet database subscriptions from July 22, 2021, through June 30, 2022, for use in the Library and online courses in the Work-force and Professional Education Department at Ocean County College.
- For a maximum of \$22,500 to Patron Manager, LLC, New York, New York, for the third year of a five-year contract for a Box Office Ticketing System for the Theatre and Planetarium at Ocean County College.
- For the third-year contract option to TurnItIn, LLC, Oakland, California, for the TurnItIn Plagiarism and Writing Software license through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), with Ocean County College serving as the lead agent.
- A maximum of \$20,000 to Tri-County Termite and Pest Control, Carney's Point, New Jersey, for pest control services from July 22, 2021, through June 30, 2022, on an as-needed basis at Ocean County College.
- A maximum of \$480,188 to Ellucian Company, LP, Fairfax, Virginia, for the second-year of a five-year agreement for maintenance and support of existing and new modules of Colleague subscription software and cloud software from July 1, 2021, through June 30, 2022 at Ocean County College.
- To participate in a cooperative purchasing agreement with Keystone Purchasing Network (KPN), effective July 22, 2021, to make advantageous pricing available to Ocean County College.
- A maximum of \$22,359 to TurnItIn, LLC, Oakland, California, for the third-year contract option for the TurnItIn Plagiarism and Writing Software license through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), for the e-Learning Department at Ocean County College.
- To identify a qualified pool of professional ecological engineering service providers for various projects to be used on an as needed basis for the Barnegat Bay Partnership from July 22, 2021, to June 30, 2022, at Ocean County College.
- The following contract was amended:

	Contract Amended
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- An additional \$1,940.92, for a maximum total of \$59,076.92, to Johnson Controls, Inc., Blackwood, New Jersey, for cleaning and repairing of the Variable Speed Drive in the Green Energy Combining Cooling, Heating, and Power Plant as part of the first year of a two-year contract for chiller maintenance services at Ocean County College (contract originally awarded at the May 20, 2021, Board meeting).

- The Board accepted a \$15,000 award from the Partnership for the Delaware Estuary, Inc., through an agreement with the New Jersey Department of Environmental Protection, to expand ongoing Mid-Atlantic Coastal Wetland monitoring and assessment activities with the Partnership for the Delaware Estuary. Project Manager: Ms. Martha Maxwell Doyle, Barnegat Bay Program Project Coordinator. Funding Period: May 1, 2021, through September 1, 2021. Grant Award Accepted
- The Board accepted a \$15,669 award from Richard Stockton University to conduct a Benthic Macroinvertebrate Assessment in a dredge hole and nearby habitats along the Intercoastal Waterway. Project Director: Dr. Jim Vasslides, Barnegat Bay Partnership Senior Program Scientist. Project Period: July 1, 2021, through June 30, 2022. Grant Award Accepted

Bylaw, Policy, and Curriculum Committee

Mrs. Pehlivanian introduced Dr. Konopka, who highlighted several items from Academic Affairs shared in the President's Report, including approval of the OCC/OCVTS Articulation Agreement, allowing OCVTS students to earn prior learning credits towards the Associate in Science in Engineering degree for up to nine OCC engineering elective credits. A generic 3+1 program has been resubmitted to the Presidents' Council for approval. If approved, more OCC programs may be added to the generic program at a later date without requiring formal approval by the Council.

Dr. Konopka congratulated Dr. Rosann Bar, Dean of the School of Business and Social Sciences, for contributing a chapter to *Thriving as a Woman in Leadership in Higher Education*, as a result of Dr. Bar's participation in the Chair Leadership Academy.

- The following items, as accepted by the College Senate at its meeting on May 20, 2021, were approved unanimously upon roll call vote: College Senate Items Approved
 - New Certificates New Certificates
 - Certificate of Completion in Environmental Sustainability
 - Certificate of Completion in Technology Leadership
 - Revised Certificate Revised Certificate
 - Certificate of Completion in Advanced Manufacturing and Mechatronics
 - New Courses New Courses
 - BUSN 273, Corporate Social Responsibility
 - ENGT 191, Design – Technical Projects and Experience
 - ENGT 192, Build – Technical Projects and Experience
 - ENGT 193, Test – Technical Projects and Experience
 - ENGT 196, Project Management
 - STSC 170, Student Success Seminar for Business Majors
 - STSC 171, Student Success Seminar for the Helping Professions

- Revised Course
 - BUSN 115, Introduction to Supply Chain Management
- Inactivated Course
 - HEHP 290, Health and Human Performance Internship

Revised Course

Inactivated Course

Buildings and Grounds Committee

Mrs. Novak commended the smooth transition of leadership in the Facilities Department as a result of the retirement of Mr. Matthew Kennedy to Mr. James Calamia, Interim Associate Vice President Facilities and Construction, and Mr. Ryan Ward, Senior Project Manager.

- The Buildings and Grounds Committee Report for July 22, 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, August 26, 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 - August 26, 2021

The following meetings were scheduled:

Meetings Scheduled

Thursday, August 26, 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 shared that Mr. Thulin will receive the Trustee Spotlight at the September 20, 2021, meeting of the New Jersey Council of County Colleges. The Council recognizes and honors community college trustees who have provided trustee leadership to support, advance, and strengthen New Jersey's community colleges. Dr. Larson and the trustees congratulated

President's Report

Mr. Thulin on receiving this recognition and thanked him for dedicating his time to the success of the College and its students since 1984, when he was initially appointed as a member of the Ocean County College Board of Trustees by the Ocean County Board of Chosen Freeholders.

Dr. Larson shared a letter which was recently received from the Director of the Ocean County Commissioners Gary Quinn and Ocean County Commissioner and Liaison to the Ocean County Board of Health Gerry P. Little, which expressed their sincere appreciation to the College for its unwavering support and assistance during the COVID-19 pandemic, serving as a vaccination distribution point and drive-thru for COVID testing.

Dr. Larson introduced Dr. Racioppi, who provided an update regarding summer and fall enrollment. Summer session enrollment remains down 33.9% and Fall 9.5% as compared to last year. Reggie, the Hub's chatbot, sent a text message survey to degree-seeking continuing students who had not yet registered for the Fall semester and received a 30% response rate. Of those responding, 71% indicated their intent to return for the Fall.

Dr. Racioppi reported that weekly express enrollment dates have been well attended. Over 120 new students were registered during the last two weeks. Congratulations to the HUB staff, led by Ms. Janine Emma, Registrar; Ms. Yessika Garcia-Guzman, Executive Director of Financial Aid; Ms. Sheenah Hartigan, Executive Director of Enrollment Services; and Ms. Anna Regan, Executive Director of Academic Advising.

To address enrollment challenges, Dr. Racioppi reported that a new team will be formed to focus on retention, utilizing methods of the HUB as well incorporating the new CRM, Ellucian Advise, which will identify and provide assistance to struggling students each semester.

OCC will have representation on the Joint Base McGuire-Dix-Lakehurst college recruitment event in August, with thanks to Mr. Ryan Luurtsema, Assistant Director of Military and Veteran Services. Staff from the HUB and Veteran Services will be available to recruit members of the armed forces and their families.

Dr. Racioppi explained that the U.S. Department of Education has changed the student aid verification process for the 2021-22 award year by cancelling the need for proof of income and household size to simplify the approval process. This has saved the Financial Aid staff considerable time since mid-July, with 579 students awarded Pell grants.

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

At Mr. Leone's request, Dr. Racioppi discussed the PLAN Program, which will allow Pinelands and Barnegat High School students the flexibility to take up to 12-15 OCC credits per year at the SEC, earning up to 30 college credits by their high school graduation.

Dr. Larson shared Phi Theta Kappa offers fundraising campaigns to recognize the dedication of chapter advisors while supporting the Society's educational and scholarship programs. With Trustee permission, Dr. Larson suggested purchasing a brick for the Alpha Courtyard at the PTK Center for Excellence honoring Dr. William Rickert for his forty-four years as advisor to OCC's Tau Iota Chapter. The Trustees unanimously support this request.

Dr. Larson introduced Ms. Maureen Byrne, Associate Director of Kean Ocean, who shared the Kean Ocean partnership is in its 15th year. The Kean Ocean offices are fully operational this summer. Ms. Byrne extended an invitation to visit the new space and thanked Dr. Larson, the Trustees, Mr. Ryan Ward and the Facilities team, and Mr. Erich Carstens, Assistant Director, User Services, Mr. Kirk Humphreys, Network and Unified Communications, and the Office of Information Technology, for keeping the Kean Ocean staff connected to Kean's main campus. Kean Ocean will host a transfer admission event on August 5, 2021. Eligible full-time Kean Ocean students will receive a one-time \$1,000 scholarship with a minimum 3.0 GPA and either an associate degree or comparable coursework totaling 60 credits, as determined by Admissions. Dr. Larson thanked Ms. Byrne and asked her to relay gratitude to Dr. Repollet for joining him on an upcoming trip to Egypt.

Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director, OCC Foundation, who thanked the Trustees for continued support of the Foundation. He highlighted upcoming events, including the Annual Alumni, Students, and Staff picnic at the Lakewood Blue Claws game on Thursday, August 5, 2021, with thanks to Ms. Kimberly Maloney, Alumni and Advancement Director. Additional upcoming events include the twenty-year September 11 Memorial event on September 9, SUP the River on September 18, and the 20th Annual OCC Foundation Golf Outing on October 12, 2021. Mr. Malagiere then offered congratulations to Mr. Thulin on behalf of the Foundation for his recognition by the New Jersey Council of County Colleges.

Following Mr. Thulin's request for public comments, Dr. David Bordelon, Professor of English and Literature and FAOCC Chief Negotiator, also congratulated Mr. Thulin. Dr. Bordelon expressed concern regarding the current status of negotiations and asked the Trustees for additional assistance to reach a resolution. Mr. Leone indicated the Trustees await the Fact Finder report and continue to support both sides working together towards contract settlement as soon as possible.

Public Comments

Mr. Neil Schiller, Associate Professor of Engineering and FAOCC President, expressed concern that there will be confusion by students regarding hybrid class options. Dr. Larson thanked Mr. Schiller for taking the time to share his concerns and explained numerous training opportunities are available to train faculty and lecturers to use the technology that will enable students to join classes remotely. Dr. Konopka shared training sessions have begun and will continue, in addition to guidelines provided. While this will be a work-in-progress, Dr. Konopka stressed the importance of delivering a quality education to students remains at the forefront.

With no further comments from the Board members or the public, the meeting adjourned at 1:54 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant to the President