



**BOARD OF TRUSTEES  
AGENDA**

**SEPTEMBER 23, 2021  
12:30 p.m.**

- I. **CALL TO ORDER**
  
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
  
- III. **SWEARING-IN BY MR. JACK SAHRADNIK OF MS. JOSEPHINE O'GRADY, SELECTED TO SERVE AS THE STUDENT/ALUMNI REPRESENTATIVE ON THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES FOR 2021-2022, THROUGH JUNE 30, 2022**
  
- IV. **ROLL CALL**
  
- V. **RECOMMEND APPROVAL OF MINUTES OF THE AUGUST 26, 2021, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETING** ***Bd. Action***
  
- VI. **PRESENTATIONS/COMMENDATIONS**

VII. **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**

VIII. **MISCELLANEOUS**

A. **Recommend adoption of a resolution to revise the Board of Trustees annual meeting notice, adopted on November 5, 2020, and revised on April 22, 2021, to reflect:** **Bd. Action**

- **the rescheduling of the October 14, 2021, Board Retreat to October 7, 2021;**
- **the revised location to the Conference Center for the September 23, November 4, December 9, and October 7, 2021, meetings;**
- **the addition of Webex information for remote access to the meetings on September 23, November 4, December 9, and October 7, 2021.**

B. **Recommend adoption of a resolution providing for closed meetings to be held on Thursday, October 7 and Thursday, November 4, 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**

IX. **PRESIDENT’S REPORT**

X. **NEXT MEETINGS OF THE BOARD OF TRUSTEES ON**

**THURSDAY, OCTOBER 7, 2021**

- |                 |  |
|-----------------|--|
| 1. Entire Board | Time: 12:00 noon                       |
|                 | Place: Conference Center and via Webex |
|                 | Purpose: <b>Board Retreat</b>          |

and

## THURSDAY, NOVEMBER 4, 2021

- |  |   |
|--|---|
| 1. <b>International Programs Committee</b><br>(as needed)        | Time: 9:30 a.m.<br>Place: Conference Room A&B and<br>via Webex  |
| 2. <b>Bylaw, Policy, and Curriculum Committee</b><br>(as needed) | Time: 9:30 a.m.<br>Place: Conference Room A&B and<br>via Webex  |
| 3. <b>Finance Committee</b>                                      | Time: 10:00 a.m.<br>Place: Conference Room A&B and<br>via Webex   |
| 4. <b>Buildings and Grounds Committee</b>                        | Time: 10:30 a.m.<br>Place: Conference Room A&B and<br>via Webex   |
| 5. <b>Personnel Committee</b>                                    | Time: 11:00 a.m.<br>Place: Conference Room A&B and<br>via Webex   |
| 6. <b>Entire Board</b>   | Time: 11:30 a.m.<br>Place: Conference Center and<br>via Webex<br><br>Purpose: Caucus Meeting—Personnel,<br>Pending Litigation, and<br>Collective Bargaining |
| 7. <b>Entire Board</b>   | Time: 12:30 p.m.<br>Place: Conference Center and<br>via Webex<br><br>Purpose: <b>Annual Reorganization Meeting</b>  |
| 8. <b>Entire Board</b>   | Time: Immediately following<br>Reorganization Meeting<br>Place: Conference Center and<br>via Webex<br><br>Purpose: <b>Regular Public Monthly Meeting</b>    |

XI. **PUBLIC COMMENTS**

XII. **ADJOURNMENT**

This agenda includes all items that are known at this time.



## **BOARD OF TRUSTEES**

### **Regular Meeting**

### **Minutes**

**August 26, 2021**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:35 p.m. on Thursday, August 26, 2021, by Mr. Carl V. Thulin, Chair, in the Conference Center and 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 August 24, 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. Jerry Dasti, Mr. Frank Dupignac, Mr. Robert Fall, Mr. Charles Muller, Mrs. Joanne Pehlivanian, Mr. Stephen 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 July 22, 2021, Board of Trustees closed session and public meetings were approved by roll call vote, with abstentions from Mr. Dasti and Mr. Zabarsky.

Minutes Approved

### Presentations/Commendations

Dr. Larson introduced Ms. Jan Kirsten, Executive Director of College Relations, who in turn introduced Ms. Maureen Conlon, Associate Director of Web Services, and Ms. Jaimie Prioli, Interim Coordinator of Disability Services, who discussed the importance of accessibility of the College website and online courses and programs, as required by law. Ms. Conlon and Ms. Prioli then discussed the implementation of Siteimprove, the automated ADA web accessibility tool, which creates more accessible, inclusive web content.

Presentations

Dr. Kate Pandolpho, Director, Counseling and Student Development, introduced Ms. Susan Ebeling-Witte, Student Intervention Specialist, and Ms. Katie Hueth, Prevention Education Coordinator, who presented risk factors and warning signs in order to raise awareness and participate in the prevention of suicide, especially among college students. Ms. Hueth

explained every student who comes to their office is assessed for suicide risk and, if deemed at risk, emergency resources are deployed to save students' lives. With the return to campus, the office is prepared for an increase in students' needs and are ready to handle the anticipated increased demand.

The Board unanimously adopted a resolution to proclaim September 2021 as Suicide Prevention Awareness Month at Ocean County College and to encourage the College community to participate in the activities presented by the Counseling Center during the month to increase knowledge about suicide and its prevention.

#### Finance Committee

Mr. Dasti presented the Finance Agenda, amended to remove Exhibit #A-22 and the addition of Exhibit #A-25, which was approved upon unanimous roll call vote.

- The statement of income and expenditures as of July 31, 2021, was accepted.
- The following contracts were awarded:
  - A maximum of \$134,434.50 to GovernmentJobs.com d/b/a NEOED, El Segundo, California, for a two-year contract from September 1, 2021, through August 31, 2023, for the licensing and acquisition of an integrated system for managing onboarding/offboarding, performance, learning, and talent, through the Higher Education Emergency Relief Fund (HEERF), for use by the Human Resources Department at Ocean County College.
  - A maximum of \$52,576, to Bowman and Company, LLC, Voorhees, New Jersey, for the second-year contract option from July 1, 2021, through June 30, 2022, for professional auditing services at Ocean County College.
  - A maximum of \$12,750, to Harring Fire Protection, LLP, Folsom, New Jersey, for the inspection and service of fire prevention and fire control equipment at Ocean County College.
  - A maximum of \$59,879.85, to Gangi Graphics, Brick, New Jersey, for the second-year contract option for campus-wide copy services at Ocean County College and the Southern Education Center.
  - A maximum of \$42,202, to Suburban Trails, Inc., New Brunswick, New Jersey, for the first year with a second-year contract option for transportation services for OCC athletic teams for sporting events at various locations, various Student Life trips at Ocean County College, and various college activities, performances, and events.

Income/Expenditures  
Accepted

Contracts  
Awarded

- Resolutions were adopted to award the following contracts:
- A maximum of \$52,097 to RWJBarnabas Health Corporate Care, Lakewood, New Jersey, to provide professional occupational health services, athletic training services, and student and employee COVID testing, funded through Coronavirus Relief Funds (CRF), at Ocean County College.
  - A maximum of \$39,700 to Pocket Nurse, Monaca, Pennsylvania, for the purchase of instructional and non-instructional medical supplies for use by the Nursing and Continuing and Professional Education Departments through the Omnia Partners Cooperative Purchasing Program at Ocean County College.
  - A maximum of \$25,920.75 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for a three-year contract for the Cisco Cloud Umbrella Security Platform for online and app-based services from September 17, 2021, through September 16, 2024, through the National Cooperative Purchasing Alliance (NCPA) at Ocean County College.
  - A maximum of \$42,929.93 to Hyland, LLC, Lenexa, Kansas, for the maintenance license renewal for Document Imaging/Image Now software from October 1, 2021, through September 30, 2022, for use at Ocean County College.
  - A maximum of \$60,000 to Arthur R. Henry, Inc., Egg Harbor Township, New Jersey, for emergency sinkhole repair on the Service Road at Ocean County College.
  - To identify a qualified pool of consultants for professional architectural and engineering services at Ocean County College.
  - To identify a qualified pool of consultants for professional environmental services at Ocean County College.
  - A maximum of \$20,000 to Ai-Media, Inc., Youngstown, Ohio, for professional American Sign Language (ASL) captioning services for students, funded through the Higher Education Emergency Relief Fund (HEERF), to be used on an as-needed basis at Ocean County College.
  - To identify a qualified pool of consultants for professional mechanical, electrical, and plumbing and building envelope commissioning services at Ocean County College.
  - A maximum of \$68,000 to Geneva Worldwide, Inc., New York, New York, for professional remote American Sign Language Interpreting services, funded through the Higher Education Emergency Relief Fund (HEERF), to be used on an as-needed basis at Ocean County College.
  - A maximum of \$125,000 to Brio Systems, Inc., Somerville, Massachusetts, to provide COVID testing for Athletic coaches and staff, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds, to be used on an as needed basis at Ocean County College.

Resolutions Adopted  
for Contract Awards



- For a maximum of \$24,500 to Fisher Scientific, Inc., Hanover Park, Illinois, for the purchase of instructional and non-instructional medical, disinfecting, and laboratory supplies through the New Jersey County College Joint Purchasing Consortium (JPC) for use by various departments at Ocean County College.
- A maximum of \$40,000, to CDW Government, Inc., Vernon Hills, Illinois, for the purchase of audio video equipment and peripherals from August 26, 2021, through June 30, 2022, on an as needed basis through the Educational Services Commission of New Jersey (ESCNJ) Cooperative Contract, for use at Ocean County College.
- A maximum of \$374,900 to Trane, Pine Brook, New Jersey, for the purchase and installation of two replacement chillers through the Omnia Partners Cooperative Purchasing Program for the Grunin Art Center at Ocean County College.
- A maximum of \$39,377 to Ellucian Company, LP, Fairfax, Virginia, for renewal and additional training and configuration of the student electronic credit card payment system from April 13, 2021, through April 12, 2022, at Ocean County College.
- A maximum of \$500,000 to Evans and Sutherland Computer Corporation, Salt Lake City, Utah, for the purchase and installation of a new computer graphics-based planetarium projection and content system for the Robert J. Novins Planetarium at Ocean County College.
- The following contracts were amended:
  - An additional \$800, for a maximum total of \$100,800, to Discovery Education, Silver Spring, Maryland, to adjust the final contract agreement for educational professional development services to include content creation for training, use of online resources, and assisting with development of adult and K-12 learning programs, through the Higher Education Emergency Relief Fund (HEERF), at Ocean County College (contract originally awarded at the June 24, 2021, Board meeting).
  - An additional \$16,800, for a maximum total of \$717,100, to Kimmel Bogrette Architecture + Site, Inc., Blue Bell, Pennsylvania, for the modification of engineering drawings and specifications to include installation of a new boiler and chiller at the Planetarium as part of the professional architectural and engineering services for demolition of the current Administration Building and design of the new Administration Building at Ocean County College (contract originally awarded at the July 25, 2019, Board meeting).
- The Board adopted a resolution to apply for a four-year (2021 to 2025) Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education (Title II) grant from the New Jersey Department of Labor and Workforce Development to provide adult basic education, literacy, and English as a Second Language in order to obtain/retain employment and become self-sufficient; to support adults who desire to complete a secondary school education or industry-valued credentials; and to assist adults who are parents to obtain the skills necessary to become partners in the education of their children. Project period: July 1, 2021, to June 30, 2022. Award amount: \$693,669. Project director: Ms. Gina Opauski, Director of Community and Workforce Development.

Contracts  
Amended

Resolution  
Adopted to  
Apply for  
Grant

Bylaw, Policy, and Curriculum Committee

Mrs. Pehlivanian introduced Dr. Konopka, who shared the addition of the Artificial Intelligence program and certificates included in today's report are due to the partnership with Intel that has recently been officially announced to the public. Mrs. Novak commended Dr. Konopka who in turn recognized the hard work of the Academic Affairs Deans, faculty, and College lecturers who have made these efforts possible.

Dr. Konopka shared that the approval was received by the Academic Issues Committee for the 3+1 Advanced and Continuous Studies program to move forward to the Presidents' Council for approval.

Dr. Konopka congratulated Deans Heidi Sheridan and Rosann Bar, who applied for and were granted the opportunity to host the Smithsonian's Museum on Main Street. The traveling exhibit will tour six sites in New Jersey between March 26, 2022, and January 9, 2023.

Lastly, the IT department continues to upgrade classroom technology in order to be well prepared for the Fall semester.

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

- New Policy New Policy
  - Policy #3317, Personnel, Non-Academic Staff, General, Remote Work
- The following items, as accepted by the College Senate at its meeting on August 5, 2021, were approved unanimously upon roll call vote: College Senate  
Items Approved
  - New Program Option New Program Option
    - Associate in Applied Science in Computer Science/Informational Technology - Option in Artificial Intelligence
  - New Certificate of Completion New Certificate  
of Completion
    - Certificate of Completion in Artificial Intelligence
  - New Courses New Courses
    - CSIT 191, Introduction to Artificial Intelligence
    - CSIT 192, Introduction to Machine Learning
    - CSIT 291, Computer Vision
    - CSIT 292, Natural Language Processing
    - CSIT 295, Artificial Intelligence Capstone
    - SOCI 232, Social Justice

➤ Revised Courses

Revised Courses

- ENVI 241, Environmental Sustainability
- SOWK 202, Social Work Seminar and Practicum

Buildings and Grounds Committee

Mrs. Novak introduced Mr. James Calamia, Interim Associate Vice President of Facilities and Construction, and Mr. Ryan Ward, Senior Project Manager, who shared the campus is ready to open for the Fall semester. They were pleased to announce the completion of the cafeteria seating expansion project and explained the COVID precautions and cleaning protocols to be completed by the custodial team every evening. Every classroom will be equipped with a supply of masks and hand sanitizer and every building’s HVAC system is equipped with ultraviolet air purifier systems.

- The Buildings and Grounds Committee Report for August 26, 2021, was unanimously accepted upon roll call vote.

Building/Grounds Report Accepted

Personnel Committee

Mr. Fall 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, September 23, 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 - September 23, 2021

The following meetings were scheduled:

Meetings Scheduled

<b>Thursday, September 23, 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 Ms. Winchester, who shared the Return to Campus Committee has been working on protocols and procedures for the Fall semester and the website has been updated to include the required indoor masking policy regardless of vaccination status, which is consistent with the recent guidelines issued by the New Jersey Department of Education for institutions of higher education.

President’s Report

Ms. Winchester also explained Nursing and healthcare students will be required to follow vaccination protocols set forth by clinical sites.

COVID reporting information is available on the College website.

Dr. Larson introduced Dr. Racioppi, who provided an update regarding Fall enrollment, which is currently down 7.34%. He was pleased to report OCC currently has enrolled 26% of the Ocean County High Schools' class of 2021.

Dr. Racioppi reported OCC was the only community college represented at the Joint Base McGuire-Dix-Lakehurst college recruitment event this month, and it was well received by members of the military and their families.

Dr. Racioppi provided an update on current employee- and student-reported COVID exposures.

Dr. Larson reminded Trustees that the 2021 Fall Colloquium will take place on Thursday, September 2, 2021, at 9:00 a.m., in the Gymnasium. The event will be socially distanced and masks will be required.

Dr. Larson introduced Dr. Jessica Adams, Acting Associate Dean of Kean Ocean, who shared Dr. David Birdsell, Provost and Senior Vice President, visited Kean Ocean and had successful meetings with Dr. Larson and Dr. Konopka. Dr. Birdsell was impressed with the facilities and shared ideas to develop additional programs in Environmental Science. Both Dr. Larson and Dr. Konopka look forward to working with Dr. Birdsell.

Dr. Adams recently met with Dr. Lamont Repollet, President of Kean University, who continues to express the value of the Kean University and Ocean County College partnership.

Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director, OCC Foundation, who reported the Fall scholarship application period has closed and applications are being reviewed by the Scholarship Committee. Students will be notified of status at the beginning of the Fall semester.

Mr. Malagiere shared upcoming events for the Fall semester and thanked sponsors for the coming year, including Helen M. Earles; Judi and Stephan Leone; NJNG; Novins, York, Jacobus, and Dooley; and Arlene and Frank Dupignac, Jr.

The 20<sup>th</sup> Annual Golf Outing will be held on Tuesday, October 12, 2021.

Mr. Malagiere thanked the Foundation staff for continuing to work hard while the College was remote throughout the pandemic.

With no further comments from the Board members or the public, the meeting adjourned at 1:35 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Special Assistant to the President