



BOARD OF TRUSTEES

AGENDA

Reorganization Meeting

**November 4, 2021
12:30 p.m.**

- I. **CALL TO ORDER** (Dr. Larson presiding)

- II. **ANNOUNCEMENT OF PUBLIC MEETING**

- III. **ROLL CALL**

- IV. **REORGANIZATION OF THE BOARD OF TRUSTEES**
 - A. **Swearing-in of:**
 1. **Mr. Robert Fall and Mrs. Joanne Pehlivanian, who were reappointed by the Ocean County Board of Commissioners to four-year terms on the Ocean County College Board of Trustees, from November 1, 2021, through December 19, 2025.**

- B. **Election of Officers** **Bd. Action**
1. Chairperson
 2. Vice Chairperson
 3. Secretary
 4. Treasurer

Newly elected Chairperson assumes chair

- C. **Designation of Committee Membership** **Bd. Action**
(As appointed by the Chair)
to be presented at the December 16, 2021, Board meeting)
- D. **Designation of the fourth Thursday of each month for the regular monthly meeting of the Board of Trustees at 12:30 p.m., in the Conference Center, except as noted; should the meetings be held remotely, specific access information will be distributed in advance of the meeting date:** **Bd. Action**

Thursday, December 16, 2021 (third Thursday)
Thursday, January 27, 2022
Thursday, February 24, 2022
Thursday, March 24, 2022
Thursday, April 28, 2022
Thursday, June 2, 2022
Thursday, June 30, 2022
Thursday, July 28, 2022
Thursday, August 25, 2022
Thursday, September 22, 2022
No October meeting
Thursday, November 3, 2022 (first Thursday)
Thursday, December 8, 2022

- E. **Designation of the following days for Board Retreats at 12:00 noon in the Conference Center, except, as noted; should the meetings be held remotely, specific access information will be distributed in advance of the meeting date:** **Bd. Action**

Thursday, January 13, 2022
Thursday, February 10, 2022
Thursday, April 14, 2022
Thursday, July 14, 2022
Thursday, October 13, 2022

- F. **Designation of Depositories (Exhibit A)** **Bd. Action**

VI. **ADJOURNMENT**

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

EXHIBIT "A"

OCEAN COUNTY COLLEGE SUMMARY OF CASH DEPOSITORIES

SANTANDER BANK

940 Fischer Boulevard
Toms River, New Jersey 08753

1. General Checking
2. Student Life
3. Investment- Money Market
4. Restricted Fund Checking
5. Section 125
6. Payroll
7. International

Services:

1. Direct Deposit
2. Automated Account Reconciliation
3. Foreign Drafts
4. Credit Card Service
5. Wire Transfer
6. Positive Pay
7. ACH Protection
8. Remote Deposit

INVESTORS BANK

130 N County Line Rd.
Jackson, New Jersey 08527

1. Investment – Money Market
2. Checking Account – Capital

OCEAN FIRST

975 Hooper Avenue
Toms River, New Jersey 08753

1. Investment Account

UBS FINANCIAL

100 Overlook Center, Ste 100
Princeton, NJ 08540-5270

1. Investment Account

LAKELAND BANK

250 Oak Ridge Road
Oak Ridge, NJ 07438

1. Investment Account – Money Market

STATE OF N.J. CASH MANAGEMENT FUND

C/O State Street Bank and Trust
P.O. Box 5994
Boston, MA 02206-5994

1. Purchase of Money Market Shares:
NJ Employment Security Agency

METLIFE

One Financial Center
Boston, MA 02111

1. Investment Account



**BOARD OF TRUSTEES
AGENDA**

**NOVEMBER 4, 2021
Immediately Following
Reorganization Meeting**

- I. **CALL TO ORDER**

- II. **ANNOUNCEMENT OF PUBLIC MEETING**

- III. **ROLL CALL**

- IV. **RECOMMEND APPROVAL OF MINUTES OF THE SEPTEMBER 23,
AND OCTOBER 7, 2021, BOARD OF TRUSTEES CLOSED SESSION
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. 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, December 16, 2021, at 11:00 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, DECEMBER 16, 2021**

- | | |
|--|---|
| 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

September 23, 2021

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:31 p.m. on Thursday, September 23, 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 September 16, 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

Mr. Sahradnik administered the trustee oath of office to Ms. Josephine O'Grady, who was selected by the Student Life Committee to serve as the student/alumni representative on the Board from July 1, 2021, through June 30, 2022. The trustees welcomed Ms. O'Grady to the Board.

Swearing-In of
Ms. Josephine
O'Grady

Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, Mr. Robert Fall, Mr. Charles Muller, Mrs. Joanne Pehlivanian, Mr. Stephen Zabarsky, Ms. Josephine O'Grady, Mr. Jack Sahradnik, Mr. Mathew Thompson, 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 26, 2021, Board of Trustees closed session and public meetings were unanimously approved by roll call vote.

Minutes Approved

Presentations

Dr. Larson introduced Dr. Alexa Beshara-Blauth, Executive Director of Institutional Effectiveness, Planning and Compliance, Ms. Jacqueline D'Amore, Senior Human Resources Specialist, Talent and Organizational Development, and Mr. Anthony Jordan, Director of Enterprise Applications, Co-Chairs of the Guiding Coalition. Dr. Beshara-Blauth provided an update on the status of OCC's Strategic Plan, OCC at the Helm. Ms. D'Amore and Mr. Jordan shared highlights supporting initiatives of the goals for the upcoming year. Mr. Jordan thanked Dr. Larson

Presentations

and the Trustees for their support, and the members of the Guiding Coalition and Ms. D'Amore for her time as Co-Chair and then introduced Ms. Janine Emma, Registrar, as the new Co-Chair.

In response to Mr. Leone's request for more detailed examples, Dr. Beshara-Blauth explained that the President's Report contains the Strategic Planning Scorecard, which details key performance indicators for each of the goals and initiatives. Dr. Larson also shared that the October 7, 2021, Board Retreat will focus on the Strategic Plan in more detail.

Dr. Larson then introduced Dr. Ali Botein-Furrevig, Director of the Center for Holocaust, Genocide, and Human Rights Education, who discussed her fourth book, *Beyond the Pale: Shtetl Roots, Emigrant Routes, and a New York City Love Story*. Dr. Larson and Mr. Dasti thanked Dr. Botein-Furrevig for her leadership in the Center for Holocaust, Genocide, and Human Rights Education and congratulated her on her fourth book.

Finance Committee

Mr. Dasti presented the Finance Agenda, which was approved upon unanimous roll call vote as amended.

- | | |
|--|--|
| ➤ The statement of income and expenditures as of August 31, 2021, was accepted. | Income/Expenditures
Accepted |
| ➤ The following contracts were awarded: | Contracts
Awarded |
| ➤ A maximum of \$46,321.96 to Quality Cut, Inc., Farmingdale, New Jersey, for the first year of an optional three-year contract for weed control and fertilization services at Ocean County College. | |
| ➤ A maximum of \$128,667, to Core Mechanical, Inc., Pennsauken, New Jersey, for the purchase and installation to replace seven rooftop Trane units at the Southern Education Center. | |
| ➤ A maximum of \$80,000, to Johnstone Supply, Inc., Kenilworth, New Jersey, for the second-year contract option, for the purchase of heating, ventilation, and air conditioning (HVAC) supplies and materials for use at Ocean County College. | |
| ➤ A maximum of \$500,000, to Land-Tech Enterprises, Inc., Warrington, Pennsylvania, for the first year of an optional three-year contract for snow removal services at Ocean County College and the Southern Education Center. | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions Adopted
for Contract Awards |
| ➤ A maximum of \$20,698 to NJEdge.NET, Newark, New Jersey, for FY22 NJ Transfer Assessment software subscription service through NJEDGE.NET for use at Ocean County College. | |
| ➤ A maximum of \$44,019.91 to Online Computer Library Center, Dublin, Ohio, for cloud-based library management and discovery applications for use by the Library at Ocean County College. | |

- A maximum of \$20,000 to Cove Corporation, Lusby, Maryland, to sort and identify benthic invertebrate samples collected as part of the Benthic Habitat Assessments project for the Barnegat Bay Partnership at Ocean County College.
- A maximum of \$45,000 to Mainstay, Boston, Massachusetts, for one-year chatbot software services from October 1, 2021, through September 30, 2022, funded through the Higher Education Emergency Relief Fund (HEERF), for student enrollment and retention for the HUB at Ocean County College.
- A maximum of \$79,837.44 to Dell Marketing, L.P., Round Rock, Texas, for the purchase of Dell desktop computers and laptops, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds, for use in the Continuing Learning Center at Ocean County College.
- A maximum of \$46,394.38 to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of classroom furniture and file cabinets through the Educational Services Commission of New Jersey (ESCNJ) cooperative contract for the Continuing Learning Center at Ocean County College.
- A maximum of \$49,121.28 to Dell Marketing, L.P., Round Rock, Texas, for the purchase of Dell Wyse 5070 Thin Client Devices to replace Chromebooks currently used in classrooms funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds at Ocean County College.
- A maximum of \$41,855 to Ellucian Company, L.P., Fairfax, Virginia, for professional strategic enrollment management planning services from March 1, 2022, through May 31, 2022, funded through the Higher Education Emergency Relief Fund (HEERF), at Ocean County College.
- A maximum of \$86,500 to Arthur R. Henry, Inc., Egg Harbor Township, New Jersey for emergency repair of the chilled water line at Ocean County College.
- A maximum of \$20,000 to Hegazy and Associates, Houston, Texas, for international legal services on an as-needed basis from September 23, 2021, through September 22, 2022, in connection with Ocean County College's projects and activities in Egypt.
- For a two-year contract with GovernmentJobs.com d/b/a NEOED, El Segundo, California, for an integrated system for a Human Resources Information System to manage onboarding/offboarding, performance, learning and talent through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), with Ocean County College serving as the lead agent.
- For a maximum of \$75,000 to Cleary Giacobbe Alfieri and Jacobs, LLC, Matawan, New Jersey, for a twelve-month agreement from July 1, 2021, through June 30, 2022, for professional legal services, special labor counsel, at Ocean County College.

- A maximum of \$54,592.44, to Blackbaud, Inc., Charleston, South Carolina, for a two-year contract of fundraising and relationship management software from October 9, 2021, through October 8, 2023, for use by College Relations and the Foundation at Ocean County College.
- A maximum of \$500,000 to Philip M. Casciano Associates, Inc., d/b/a PMC Associates, Hazlet, New Jersey, for the purchase of emergency radio coverage to ensure emergency responders have communication capabilities in the Student Enrollment Building and Performing Arts Academy at Ocean County College.
- To identify a qualified pool of consultants for professional environmental services at Ocean County College.
- The following contracts were amended: Contracts Amended
 - An additional \$55,000, for a maximum total of \$180,000, to Brio Systems, Inc., Somerville, Massachusetts, for additional COVID testing for students, faculty, and staff, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds at Ocean County College (contract originally awarded at the August 26, 2021, Board meeting).
 - An additional \$30,000 to Land-Tech Enterprises, Inc., Warrington, Pennsylvania, for a settlement agreement for snow removal services at Ocean County College and the Southern Education Center (contract originally awarded at the October 15, 2020, Board retreat).
 - An additional \$198,413, for a maximum total of \$622,301.13, to Catel, Inc., Bradley Beach, New Jersey, to complete concrete and site work as part of the general contractor construction services for a new storage barn for the Facilities Department at Ocean County College (contract originally awarded at the May 20, 2021, Board meeting).
- The Board accepted a \$79,318 grant award from the New Jersey Department of Human Services, Hunger Free Campus, to provide support for the Helping Hands Food Pantry and initiatives. Project Director: Ms. Alison Noone, Assistant Director of Student Life. Project Period: September 1, 2021, through August 31, 2022. Grant Award Accepted
- The Board accepted a \$2,104,752 grant from OSHE (Office of the Secretary of Higher Education) Securing our Children's Future Bond Capital Grant to outfit and upgrade six new labs to support technology-based education programs at Ocean County College. Project Director: Ms. Sara Winchester, Executive Vice President of Finance and Administration. Project Period: October 1, 2021, through September 30, 2024. Grant Award Accepted

Bylaw, Policy, and Curriculum Committee

Mrs. Pehlivanian introduced Dr. Konopka, who announced that the 3+1 Advanced and Continuous Studies program was approved by the Presidents' Council. This will create tremendous opportunity for additional domestic and international 3+1 programs with our partner institutions, including Kean University.

Dr. Konopka thanked all who worked to get technology in place to begin the Fall semester, which enables our students to be successful. Those involved include the IT staff, Faculty, Lecturers, Dr. Amir Sadrian, Associate Vice President of Academic Affairs, and Dr. Sylvia Riviello, Dean of the School of STEM.

Mr. Leone asked if there is an opportunity to explore outreach with the Afghan refugees at the Joint Base. Dr. Konopka explained that OCC is not currently one of the contracted educational providers at the base, but Mr. Ryan Luurtsema, Assistant Director, Veterans and Military Resource Center, has been trying to create more awareness of our programs and the possibility of offering ESL and workforce/skill training courses through Continuing and Professional Education.

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

- The Board approved the following Ocean County College academic calendars: Academic Calendars
Approved
 - 2022-2023 Academic Calendar
 - 2023-2024 Academic Calendar
 - 2022 Accelerated Academic Calendar
 - 2023 Accelerated Academic Calendar
 - 2024 Accelerated Academic Calendar

- The following 2021-2022 Ocean County College Advisory Committees were approved: 2021-2022
Advisory
Committees
Approved
 - Addictions and Human Services Advisory Committee
 - American Sign Language/English Interpreting Advisory Committee
 - Business and Paralegal Advisory Committee
 - Computer Studies Advisory Committee
 - Criminal Justice Advisory Committee
 - Engineering Advisory Committee
 - Environmental Management Advisory Committee
 - Fine and Performing Arts Advisory Committee
 - Health and Human Performance Advisory Committee
 - Hospitality, Recreation, and Tourism Management Advisory Committee
 - Media and Communication Advisory Committee
 - Nursing Advisory Committee

- The following items, as accepted by the College Senate at its meeting on September 9, 2021, were approved unanimously upon roll call vote: College Senate
Items Approved
 - New Program Option New Program Option
 - Associate in Science in Business Administration – Option in Data Analytics

 - New Certificate New Certificate
 - Certificate of Completion in Data Analytics

- Revised Certificate Revised Certificate
 - Certificate of Completion in Addictions Counseling
- New Courses New Courses
 - BUSN 159, Survey of Business and Data Analytics
 - MATH 157, Introduction to Data Science
 - STSC 151, Student Success Seminar for Veteran/Military-Affiliated Students

Buildings and Grounds Committee

Mrs. Novak shared proposed plans for the new Administration Building are being reviewed for approval at an upcoming Board meeting.

- The Buildings and Grounds Committee Report for September 23, 2021, was unanimously accepted upon roll call vote. Building/Grounds Report Accepted

Personnel Committee

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 revise the Board of Trustees annual meeting notice, adopted on November 5, 2020, and revised on April 22, 2021, to reflect: Resolution Adopted to Revise Annual Meeting Notice

- 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.

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting 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. Resolution Adopted for Closed Meetings- October 7, and November 4, 2021

The following meetings were scheduled:

Meetings
Scheduled

Thursday, November 4, 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.	Reorganization Meeting
	12:30 p.m.	Regular Public Monthly Meeting

President's Report

Dr. Larson introduced Dr. Konopka, who commended Dr. Patricia Gianotti, College Lecturer II in Addictions Studies, who created specific courses that lead into a degree program in Addictions Studies. As part of the newly formed Institute for Counseling Professionals, Dr. Gianotti hosted a lecture series presented by Dr. Kenneth Finn, titled "Lessons from Colorado: Cannabis and the Opioid Epidemic. The Unintended Consequences of Legalizing Marijuana." Participants who completed the series are awarded three hours of continuing education for professionals by the Addictions Certification Board of New Jersey. Dr. Konopka explained the Addictions Counseling program will help attract more of the adult population to OCC. President's Report

Dr. Larson shared that National Addiction Professionals Day was celebrated on September 20, 2021, as part of National Recovery Month. The Board unanimously adopted a resolution to recognize and express appreciation to addiction professionals who are committed to improving the lives of individuals and families affected by substance abuse.

Ms. Winchester explained 35 students tested positive for COVID-19 since the start of the Fall semester, resulting in hundreds of notification calls to exposed students, staff, and faculty. Vaccinated students have to present a negative COVID test in order to return to the College. Testing is available on campus, for which the College receives a report on the results each day. If unvaccinated, students are required to quarantine. The Return to Campus Committee, which now includes Faculty, College Lecturers, and Adjuncts, met and implemented a seating chart for all on-campus classes. This will reduce the need to contact entire classes, as only those within six-feet of a positive case will be contacted. Any person from the campus community who has been exposed, tested positive, or experiences symptoms of COVID-19, must follow the protocols specified on the COVID-19 page of the College website, which have been updated to reflect the latest information.

Dr. Larson introduced Dr. Racioppi, who provided an update regarding Fall enrollment, which is currently down 1.3% for student headcount and 4.2% in credits as compared to Fall 2020. Dr. Racioppi commended the Enrollment Services team, led by Ms. Sheenah Hartigan, Executive Director, Enrollment Services, who provided the journal/pen sets to the Trustees today. The sets are also distributed to high school students in the Pathways Program.

Dr. Racioppi commended Ms. Jen Fazio, Director of Student Life, and the Student Life Team for the welcome week and club fair events, which were well received by students.

Dr. Larson introduced Dr. Jessica Adams, Acting Associate Dean of Kean Ocean, who shared her daughter participates in the Pathways program. Dr. Adams is excited for the 3+1 program in Addictions Counseling, which can easily move into Kean Ocean for Bachelor's and Master's degrees. Dr. Adams then introduced Dr. David Birdsell, Provost and Senior Vice President, who sends best regards from Dr. Lamont Repollet, President. Dr. Birdsell shared his higher education background and provided updates on Kean University's upcoming Middle States visit, which will take place this year. Dr. Birdsell then explained the administrative and academic reorganizations taking place under Dr. Repollet.

Dr. Larson thanked Dr. Birdsell and looks forward to our continued partnership.

Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director, OCC Foundation, who reported planning has begun on a healthcare focused program as part of the Blauvelt Lecture series, in partnership with RWJ Barnabas.

Mr. Malagiere shared the Stand Up Paddle Board Race held on September 18, 2021, was a great success and commended Dr. Adams, for her trophy win. Mr. Malagiere looks forward to the 20th Annual Golf Outing, which will be held on Tuesday, October 12, 2021.

Lastly, Mr. Malagiere announced that the summer Foundation Scholarship Gala raised over \$175,000 for students.

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
Special Assistant to the President



BOARD OF TRUSTEES

Public Retreat/Meeting

Minutes

October 7, 2021

A retreat/meeting of the Ocean County College Board of Trustees was called to order at 12:16 p.m. on Thursday, October 7, 2021, by Mrs. Linda Novak, Vice Chair, presiding in Mr. Carl V. Thulin's absence, 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 October 1, 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: Mrs. Novak, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Robert Fall, Mr. Charles Muller, Mrs. Joanne Pehlivanian, Mr. Joseph Teichman, Mr. Steven Zabarsky, Ms. Josephine O'Grady, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President of Finance and Administration Sara Winchester, and Mrs. Connie Bello. Also, in attendance were Dr. Alexa Beshara-Blauth, Executive Director, Institutional Planning, Ms. Sheenah Hartigan, Executive Director, Enrollment Services, Dr. Kathleen Mohr, Assistant Director, Enrollment Services, Dr. Gerald Racioppi, Vice President, Student Affairs, and Dr. Heidi Sheridan, Dean of the School of Arts and Humanities,

Attendance

Finance Committee

Mr. Dasti presented the Finance Agenda, which was approved upon unanimous roll call vote.

➤ Resolutions were adopted to award the following contracts:

Resolutions Adopted
for Contract Awards

- A maximum of \$40,000 to Apple Computer, Inc., Atlanta, Georgia, for the purchase of Apple computers and accessories from October 7, 2021, through June 30, 2022, through the Educational Services Commission of New Jersey (ESCNJ) for use at Ocean County College.

- A maximum of \$30,000 to SHI International Corporation, Somerset, New Jersey, for the purchase of chromebooks to replace existing classroom chromebooks to be provided to students with technology needs, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds, through the NJEDGE EdgeMarket Contract at Ocean County College.
- A maximum of \$125,000 to Hegazy and Associates, Houston, Texas, for a one-year contract for international human resources and payroll services from September 24, 2021, through September 23, 2022, in conjunction with Ocean County College's projects and activities in Egypt.
- A maximum of \$35,704.76 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for a one-year contract for an Imagicle call analytics monitoring and reporting system, from October 7, 2021, through October 6, 2022, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds, for use at Ocean County College.
- A maximum of \$117,586.98 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase and installation of video display and conferencing equipment, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds, for use in the Technology Building at Ocean County College.
- A maximum of \$116,776.56 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase of Cisco network switch upgrades, funded through the Higher Education Emergency Relief Fund (HEERF), to provide increased bandwidth capabilities and virtualization options at Ocean County College.
- A maximum of \$29,470.73 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase of Cisco network switch upgrades, funded through the Higher Education Emergency Relief Fund (HEERF), for remote simulation programs in the Nursing program at Ocean County College.
- A maximum of \$624,000 to KBS, Oceanside, California, for a ten-week contract, with an optional additional six-month extension, for supplemental custodial services of classrooms, offices, and public areas from October 18, 2021, through December 31, 2021, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds, at Ocean County College.
- A maximum of \$270,457.75 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase and installation of audio-visual equipment upgrades, funded through the Higher Education Emergency Relief Fund (HEERF), for conference rooms in the H. Hovnanian Health Sciences, Facilities Management, Library, Jon and Judith Larson Student Center, and Instructional Buildings at Ocean County College.

- A maximum of \$19,589.40 to NetQ Multimedia Company, Freehold, New Jersey, for the purchase and installation of data cables and cabling service, funded through the Higher Education Emergency Relief Fund (HEERF), to support remote simulation programs in the Nursing program at Ocean County College.
- The following contracts were amended: Contracts Amended
 - An additional \$1,500, for a maximum total of \$24,000, to Patron Manager, LLC, New York, New York, for the addition of virtual events to the third year of a five-year contract for a Box Office Ticketing System for the Theatre and Planetarium at Ocean County College (contract originally awarded at the July 22, 2021, Board meeting).
 - An additional \$426,000, for a maximum total of \$606,000, to Brio Systems, Inc., Somerville, Massachusetts, for additional COVID testing and vaccination record-keeping, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds, for students, faculty, and staff, at Ocean County College (contract originally awarded at the August 26, 2021, Board meeting).
 - An additional \$1,666, for a maximum total of \$128,684, to Ocean Construction, LLC, Marmora, New Jersey, for additional general contractor construction services to replace a sidewalk section on the west 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).

Bylaw, Policy, and Curriculum Committee

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

- Revised Policy Revised Policy
 - Policy #3317, Personnel, Non-Academic Staff, General, Remote Work

Dr. Larson introduced Dr. Alexa Beshara-Blauth, Executive Director of Institutional Planning, and Dr. Heidi Sheridan, Dean of the School of Arts and Humanities, Middle States Co-Chairs, who updated the Trustees on the Middle States Self-Study process. Dr. Sheridan shared that the working groups are currently writing the Self-Study report to be submitted prior to the Middle States Peer Review visit in April 2023. Dr. Beshara-Blauth explained to the Trustees the peer review process and the Commission's selection of the evaluation team.

Mrs. Novak commended Dr. Beshara-Blauth and Dr. Sheridan for their work in the process keeping the Steering Committee on track.

Dr. Beshara-Blauth then discussed the Board Self-Assessment and explained the connection to the evaluation and the importance of Trustee involvement to the Self-Study process.

Dr. Gerald Racioppi, Vice President of Student Affairs, announced that all Ocean County High Schools are participating in the Pathways Program and commended Ms. Sheenah Hartigan, Executive Director of Enrollment Services, and Mr. James Hauenstein, Director, Southern Education Center, for their efforts in finalizing the last remaining high school.

Dr. Racioppi then introduced Ms. Hartigan and Dr. Kathleen Mohr, Assistant Director of Enrollment Services, who discussed ways the HUB will utilize Ellucian's CRM system to assist students and aid in retention and persistence by providing necessary help as needed throughout the semester, which is supported by the Title III grant. Ms. Hartigan and Dr. Mohr explained the team approach using cross-trained success coaches utilizing intentional contact using multiple modalities as reported through the CRM system.

With no further comments from the Board members or the public, the meeting adjourned at 1:30 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President