



**BOARD OF TRUSTEES
AGENDA**

**JANUARY 27, 2022
12:30 p.m.**

I. **CALL TO ORDER**

II. **ANNOUNCEMENT OF PUBLIC MEETING**

III. **PLEDGE OF ALLEGIANCE**

IV. **ROLL CALL**

V. **RECOMMEND APPROVAL OF MINUTES OF THE DECEMBER 16, 2021, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS** ***Bd. Action***

VI. **PRESENTATIONS/COMMENDATIONS**

VII. **COMMITTEES**

A. **Finance Committee (Mr. Frank Dupignac, 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 providing for closed meetings to be held on Thursday, February 10, 2022, at 11:30 a.m., and Thursday, February 24, 2022, 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, FEBRUARY 10, 2022

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

THURSDAY, FEBRUARY 24, 2022

- | | |
|--|---|
| 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**

XI. **PUBLIC COMMENTS**

XII. **ADJOURNMENT**

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

December 16, 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, December 16, 2021, by Mr. Jerry Dasti, Chair, in the Conference Center and via Webex. The Pledge of Allegiance was recited by all present. 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 2021 reorganization meeting and distributed as required by law. Also, given the current healthcare crisis, a notice was publicized on December 9, 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. Dasti, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Robert Fall, Mr. Charles Muller, Mrs. Joanne Pehlivanian, Mr. Carl V. Thulin, Mr. Stephen Zabarsky, Ms. Josephine O'Grady, 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 November 4, 2021, Board of Trustees closed session and public meetings were unanimously approved by roll call vote. Minutes Approved

Presentations

Dr. Larson recognized Dr. William Rickert, retired Professor of Mathematics, for his 45 years of service as chapter advisor of Tau Iota, OCC's Phi Theta Kappa chapter. The College purchased a personally engraved brick in honor of Dr. Rickert for the Alpha Courtyard at the PTK Center for Excellence in Jackson, Mississippi. Dr. Jennifer Dellner, Professor of English and Literature, was recognized as chapter advisor for the last 10 years, and Mr. David Rickert, Adjunct Professor of Social Sciences, for the last 5 years. Dr. Dellner and Mr. Rickert were presented with PTK Pins for their years of service. Presentations

Mr. Dasti presented the 2021-2022 Board committee membership. Upon roll call vote, the committee membership was unanimously approved as follows: Committee

➤ **Buildings and Grounds Committee**

Mrs. Linda Novak, Chairperson
Mr. Frank Dupignac
Mr. Joseph Teichman
Mr. Carl V. Thulin
Mr. Jerry Dasti (ex officio)

➤ **Bylaw, Policy, and Curriculum Committee**

Mrs. Pehlivanian, Chairperson
Mr. Robert Fall
Mr. Jerry Dasti (ex officio)

➤ **Finance Committee**

Mr. Frank Dupignac, Chairperson
Mrs. Linda Novak
Mr. Carl V. Thulin
Mr. Steven Zabarsky
Mr. Jerry Dasti (ex officio)

➤ **Personnel Committee**

Mr. Stephan Leone, Chairperson
Mr. Robert Fall
Mrs. Joanne Pehlivanian
Mr. Carl V. Thulin
Mr. Jerry Dasti (ex officio)

➤ **Executive Committee**

Newly elected officers of the Board

➤ **Audit Committee**

Mrs. Linda Novak
Mrs. Joanne Pehlivanian
Mr. Joseph Teichman
Mr. Carl V. Thulin
Mr. Jerry Dasti (ex officio)

➤ **Compensation Committee**

Mr. Stephan Leone
Mrs. Linda Novak
Mr. Carl V. Thulin
Mr. Jerry Dasti (ex officio)

➤ **International Program Committee**

Mr. Robert Fall, Chairperson
 Mr. Frank Dupignac
 Mr. Stephan Leone
 Mrs. Linda Novak
 Mr. Jerry Dasti (ex officio)

➤ **Litigation Committee**

Members to be appointed as needed
 (Grievance Hearings – Mr. Dasti,
 Mr. Dupignac, Mr. Fall, Mr. Leone,
 Mr. Teichman, Mr. Thulin)

Finance Committee

Ms. Winchester presented the Finance Agenda, which was approved upon unanimous roll call vote.

- The statement of income and expenditures as of November 30, 2021, was accepted.
- The following contracts were awarded:
- A maximum of \$37,225 to Raw Power Generator Services, Brick, New Jersey, for the second-year contract option for professional generator preventative maintenance and repair services from July 1, 2022, through June 30, 2023, at Ocean County College.
 - A maximum of \$180,815, to Custom Care Services, Inc., Wall Township, New Jersey, for the second-year contract option with a third-year option for professional ground and landscape maintenance services from July 1, 2022, through June 30, 2023, at Ocean County College and the Southern Education Center.
 - A maximum of \$58,980.40, to Ed-O Insulation Company, Inc., Trenton, New Jersey, for the second-year contract option for heating, ventilation, and air conditioning (HVAC) pipe and duct insulation services from July 1, 2022, through June 30, 2023, at Ocean County College.
 - A maximum of \$39,900, to Matrix New World Engineering, Eatontown, New Jersey, for repairs to the sidewalk and parking lot at the Southern Education Center.
 - A maximum of \$92,400, to Integrated Systems and Services, Inc., Eatontown, New Jersey, for a seven-month contract with a one-year contract option from December 16, 2021, through June 30, 2022, for inspection, repair, maintenance, and related activities for the Electronic Access Control and Video Surveillance Systems for use by the Security Department at Ocean County College.
 - A maximum of \$50,226.49, to Watermark Insights, LLC, New York, New York, for a two-year contract for a web-based course evaluation software system from January 1, 2022, through December 31, 2023, at Ocean County College.

Income/Expenditures
Accepted

Contracts
Awarded

- A maximum of \$34,500, to Oak Leaf Media, LLC, Tuckerton, New Jersey, for a professional recruitment video for the College website to recruit prospective students at Ocean County College.
- Resolutions were adopted to award the following contracts: Resolutions Adopted
for Contract Awards
 - A maximum of \$40,000 to B&H Photo Video Pro Audio, Inc., New York, New York, for the purchase of audio visual equipment on an as-needed basis from July 1, 2022, through June 30, 2023, through the Hunterdon County Educational Services Commission (HCESC) Cooperative contract for use at Ocean County College.
 - A maximum of \$40,000 to CDW Government, Inc., Vernon Hills, Illinois, for the purchase of audio visual equipment on an as-needed basis from July 1, 2022, through June 30, 2023, through the Educational Services Commission of New Jersey (ESCNJ) Cooperative contract for use at Ocean County College.
 - A maximum of \$40,000 to Home Depot U.S.A., Inc., Atlanta, Georgia, for a one-year contract for the purchase of various supplies, tools, materials, and custodial supplies from July 1, 2022, through June 30, 2023, through the Omnia Partners Cooperative Purchasing Program for use at Ocean County College.
 - A maximum of \$19,379.50 to B&H Photo Video Pro Audio, Inc., New York, New York, for the purchase of broadcasting equipment for the TV Studio through the Hunterdon County Educational Services Commission (HCESC) Cooperative contract at Ocean County College.
 - A maximum of \$50,000 to Waste Management of New Jersey, Inc., Ewing, New Jersey, for a one-year contract from July 1, 2022, through June 30, 2023, for solid waste and recycling collection at Ocean County College.
 - A maximum of \$40,000 to Apple Computer, Inc., Atlanta, Georgia, for the purchase of Apple computers and accessories on an as-needed basis from July 1, 2022, through June 30, 2023, through the Educational Services Commission of New Jersey (ESCNJ) Cooperative contract for use at Ocean County College.
 - A maximum of \$355,000 to Dell Marketing, LP, Round Rock, Texas, for the purchase of Dell computers and the purchase of parts and supplies as needed for the repair of existing computers from July 1, 2022, through June 30, 2023, at Ocean County College.
 - 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, 2022, through June 30, 2023, for use at Ocean County College.
 - A maximum of \$40,000 to TEC Elevator, Inc., Marmora, New Jersey, for a one-year contract for elevator repair and maintenance services from July 1, 2022, through June 30, 2023, at Ocean County College.

- A maximum of \$75,000 to Core Mechanical, Inc., Pennsauken, New Jersey, for a one-year contract for HVAC maintenance services from July 1, 2022, through June 30, 2023, at Ocean County College.
- A maximum of \$100,000 to Fastenal Company, Lakewood, New Jersey, for a one-year contract for the purchase of industrial maintenance repair and operations (MRO) supplies and equipment from July 1, 2022, through June 30, 2023, for use by the Facilities Department at Ocean County College.
- For a two-year agreement for the purchase of Accuplacer Units from January 1, 2022, through December 31, 2023, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), with Ocean County College serving as the lead agency.
- A maximum of \$20,000 to NetQ Multimedia Company, Freehold, New Jersey, for the installation, repair, testing, and technical support of the campus-wide local area and wireless networks from July 1, 2022, through June 30, 2023, at Ocean County College.
- A maximum of \$50,000, to Grainger, Eatontown, New Jersey, for a one-year contract for the purchase of industrial maintenance repair and operations (MRO) supplies and equipment on an as-needed basis from July 1, 2022, through June 30, 2023, for use by the Facilities Department at Ocean County College.
- A maximum of \$20,000 to Atlantic Plumbing Supply Corporation, Toms River, New Jersey, for a one-year contract for the purchase of miscellaneous plumbing supplies from July 1, 2022, through June 30, 2023, for use at Ocean County College.
- A maximum of \$40,000 to J. Swanton Fuel Oil Company, Inc., Atlantic Highlands, New Jersey, for a one-year contract for the purchase and delivery of unleaded gasoline and diesel fuel from July 1, 2022, through June 30, 2023, for use on an as-needed basis at Ocean County College.
- A maximum of \$89,356.63 to Seiler Instrument and Manufacturing Company, Inc., St. Louis, Missouri, for an upgrade to the Planetarium control and LED lighting systems for the Planetarium at Ocean County College.
- A maximum of \$22,900, to Hope Sheds Light, Toms River, New Jersey, for professional services to support the Student Recovery Support Program from October 1, 2021, through September 30, 2022, funded by the New Jersey Division of Mental Health and Addiction Services (DMHAS) at Ocean County College.
- A maximum of \$40,000 to Recovery Innovations, Inc., Eatontown, New Jersey, for addiction counseling apprenticeship experience funded through the Growing Apprenticeship in Non-Traditional Sectors (GAINS) Grant for students studying Addiction Counseling at Ocean County College.
- A maximum of \$20,000 to Cintas Corporation Number 2, Mason, Ohio, for a seven-month contract for the inspection and service of fire prevention and fire control equipment from December 17, 2021, through June 30, 2022, at Ocean County College.

- A maximum of \$21,031.06 to Howard Industries, Inc., Laurel, Mississippi, for the purchase of an upgrade to the Grunin Center theater projection system through the Higher Education Emergency Relief Fund (HEERF) at Ocean County College.
- For a six-month agreement with a second-year option for COVID Test Management Systems and Testing Services and Supplies from December 16, 2021, through June 30, 2022, on behalf of the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), with Ocean County College serving as the lead agency.
- The following contracts were amended: Contracts Amended
 - An additional \$1,040.82, for a maximum total of \$21,738.82, to NJEDGE.NET, Newark, New Jersey, for the State Authorization Reciprocity Agreement (SARA) State Fee Assessment for the FY22 NJ Transfer Assessment software subscription service through NJEDGE.NET for use at Ocean County College (contract originally awarded at the September 23, 2021, Board meeting).
 - An additional \$60,000, for a maximum total of \$90,000, to SHI International Corporation, Somerset, New Jersey, for additional HP Chromebooks for use in classrooms at Ocean County College (contract originally awarded at the October 7, 2021, Board meeting).
 - An additional \$4,053.65, for a maximum total of \$53,983.25, to Pocket Nurse, Monaca, Pennsylvania, to cover expenses associated with direct delivery and unpacking of the Nursing Skills lab cabinets for use by the Nursing Department through the Omnia Partners Cooperative Purchasing Program at Ocean County College (contract originally awarded at the August 26, 2021, Board meeting).
 - An additional \$6,000, for a maximum total of \$19,055, to PIP Printing, Brick, New Jersey, for additional offset printing services at Ocean County College (contract originally awarded at the May 20, 2021, Board meeting).
 - An additional \$7,000, for a maximum total of \$21,500, to Townsquare Media Shore Millennium, Toms River, New Jersey, for additional advertising to highlight and attract active military and veterans to Ocean County College (initial contract was under threshold and did not require Board approval).
 - An additional \$12,200.45, for a maximum total of \$23,931.65, to Leepfrog Technologies, Inc., Coralville, Iowa, for licensing renewal and continuation of support services for managing program and course information with CourseLeaf Curriculum Software at Ocean County College (initial contract was under threshold and did not require Board approval).

- An additional \$15,450, for a maximum total of \$18,030, to French and Parrello Associates, Wall, New Jersey, for additional engineering design and construction administration for the emergency repairs to the existing stormwater drainage system on the Service Road as part of the proposed College Entrance Signage project at Ocean County College (initial contract was under threshold and did not require Board approval).
- An additional \$21,350, for a maximum total of \$36,314, to Integrated Systems and Services, Inc., Eatontown, New Jersey, to renew the security camera license and security management software license for the Electronic Access Control System for use by the Security Department at Ocean County College (initial contract was under threshold and did not require Board approval).
- An additional \$442.37, for a maximum total of \$622,743.50, to Catel, Inc., Bradley Beach, New Jersey, to revise the notch poles for the pending door frame installation 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).
- An additional \$13,329, for a maximum total of \$34,329, to DVL Group, Inc., Bristol, Pennsylvania, for the purchase of a replacement evaporation coil as part of the planned maintenance and inspection services for the refrigeration of Office of Information Technology equipment at Ocean County College (contract originally awarded at the May 20, 2021, Board meeting).
- An additional \$8,950, for a maximum total of \$726,050, to Kimmel Bogrette Architecture and Site, Inc. Blue Bell, Pennsylvania, for additional architectural, structural, and MEP engineering services 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).
- An additional \$18,000, for a maximum total of \$35,400, to Simon Property Group, Toms River, New Jersey, for an additional cycle of Community College Opportunity Grant advertising from January 1, through June 30, 2022 (initial contract was under threshold and did not require Board approval).
- For an additional \$67,889.50 as follows:
 - An additional \$21,397, for a maximum total of \$59,426, to Gangi Graphics, Brick, New Jersey
 - An additional \$46,492.50, for a maximum total of \$65,547.50, to PIP Printing, Brick, New Jersey, for additional offset printing at Ocean County College (contract originally awarded at the May 20, 2021, Board meeting).
- The contract awarded at the May 20, 2021, Board meeting to Maple Direct, Pennsauken, New Jersey, for offset printing services at Ocean County College was rescinded. Maple Direct is dissolving. Rescission of Contract Award

- A resolution was adopted to designate FY 2021 Unrestricted Net Position in the amount of \$701,583 to serve as the 25% match requirement in support of the \$2,104,752 award from the Office of the Secretary of Higher Education's 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. Resolution Adopted to Designate FY2021 Unrestricted Net Position

Bylaw, Policy, and Curriculum Committee

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

Buildings and Grounds Committee

Mrs. Novak presented the Buildings and Grounds Committee Report for December 16, 2021, which was unanimously accepted upon roll call vote. Building/Grounds Report Accepted

Personnel Committee

Mr. Leone presented the Personnel Report, acknowledging upcoming retirements for Mr. Joseph Kirchofer, Associate Professor of Social Science, and Ms. Kathleen Malachowski, Associate Professor – Health and Human Performance. The report 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, January 13 and Thursday, January 27, 2022, at 11:30 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation. Resolution Adopted for Closed Meetings- January 13, and January 27, 2022

The following meetings were scheduled:

Meetings Scheduled

| | | |
|-----------------------------------|------------|---|
| Thursday, January 27, 2022 | 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 presented Dr. Rickert with a certificate and letter of appreciation from the Executive Director of the Phi Theta Kappa Foundation, Dr. Monica Marlowe. Dr. Rickert thanked Dr. Larson and the Trustees for the recognition. Mr. Dasti and the Trustees acknowledged Dr. Rickert's success leading the Tau Iota chapter. President's Report

Dr. Larson introduced Dr. Racioppi, who provided an update regarding Spring enrollment, which is currently up 26%, thanks in part to funding provided by the HEERF Grant. Dr. Racioppi noted that a drop for non-payment recently occurred. HUB has been actively working to re-enroll these students.

Dr. Racioppi announced the launch of the new CRM system, Advise. Hiring of coaches and faculty and staff training has begun.

Dr. Larson introduced Dr. Jessica Adams, Acting Associate Dean of Kean Ocean, and Dr. Michael Salvatore, Senior Vice President for Administration at Kean University, who shared his higher education background. Dr. Salvatore discussed the importance of helping students and Kean's use of the Advise CRM.

Dr. Adams shared Kean Ocean and OCC's Advising departments work well together assisting students who transfer from OCC to Kean Ocean.

Mr. Ken Malagiere, Executive Director, OCC Foundation, acknowledged Mr. Michael York, outgoing Foundation Chair. Mr. David Paulus will assume the role for 2022. Mr. Malagiere shared the Foundation's Annual Appeal Campaign is underway and thanked Ms. Kimberly Maloney, Alumni and Advancement Director, for assistance with this year's campaign.

Dr. Larson introduced Dr. Racioppi, Ms. Sheenah Hartigan, Executive Director of Enrollment Services, and Dr. Kate Mohr, Assistant Director of Enrollment Services, who shared the presentation, "Meet Reggie: the AI Chatbot Transforming Ocean County College," which will be presented at the 2022 Community College Futures Assembly in San Antonio, Texas, from January 30 to February 1, 2022, as they compete for the prestigious Bellwether Award.

With no further comments from the Board members or the public, the meeting adjourned at 2:10 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant to the President