



**BOARD OF TRUSTEES
AGENDA**

**FEBRUARY 24, 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 JANUARY 27, 2021,
AND FEBRUARY 10, 2022, 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, March 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, MARCH 17, 2022

- | | |
|------------------------|---|
| 1. Entire Board | Time: 2:00 p.m.
Place: Conference Center and
via Webex
Purpose: Board Retreat |
|------------------------|---|

and

THURSDAY, MARCH 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

January 27, 2022

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:31 p.m. on Thursday, January 27, 2022, 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 January 24, 2022, 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. Frank Dupignac, Mr. Robert Fall, Mr. Charles Muller, Mr. Joseph Teichman, Mr. Carl V. Thulin, 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 December 16, 2021, Board of Trustees closed session and public meetings were unanimously approved by roll call vote.

Minutes Approved

Finance Committee

Mr. Dupignac introduced Ms. Winchester, who shared that the Audit committee met with the College Auditor during the Finance Committee meeting in order to finalize the Ocean County College Report of Audit for June 30, 2021, which will be presented for approval at the February 24, 2022, Board meeting. The Finance Agenda was then approved upon unanimous roll call vote.

- The statement of income and expenditures as of December 31, 2021, was accepted.

Income/Expenditures
Accepted

- The following contract was awarded: Contract
Awarded
 - A maximum of \$96,000 to Mechanical Preservation Associates, Inc., Hillsborough, New Jersey, for the replacement and installation of a new cooling tower for the Administration Building at Ocean County College.
- Resolutions were adopted to award the following contracts: Resolutions Adopted
for Contract Awards
 - A maximum of \$21,725 to Rosetta Stone LLC, San Mateo, California, for the purchase of learning language software and services for e-Learning programs from January 30, 2022, through January 29, 2023, at Ocean County College.
 - A maximum of \$20,599.92 to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of furniture for the Technology Building Lab through the Education Services Commission of New Jersey (ESCNJ) at Ocean County College.
 - A maximum of \$19,965 to Brodart Company, Williamsport, Pennsylvania, for the purchase and installation of a self-checkout kiosk system funded through the Higher Education Emergency Relief Fund (HEERF) for the Library at Ocean County College.
 - A maximum of \$23,764.02 to Johnson Controls, Inc., Blackwood, New Jersey, for the purchase and installation of humidity and CO2 sensors funded through the Higher Education Emergency Relief Fund (HEERF) and through the Omnia Partners Cooperative Purchasing Program for use at Ocean County College.
 - For an eleven-month contract from January 27, 2022, through December 31, 2022, with a second-year contract option, with Sharda Paper, Inc., Brooklyn, New York, for the purchase of copier and specialty paper on behalf of the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), with Ocean County College serving as the lead agency.
 - A maximum of \$17,541.65 to LinkedIn Corporation, Sunnyvale, California, for an eleven-month contract from February 1, 2022, through December 31, 2022, for LinkedIn Learning licenses for professional development courses for faculty and staff at Ocean County College.
- The following contracts were extended: Contracts
Extended
 - For a one-year contract extension from October 1, 2021, through September 30, 2022, to New Hope Behavioral Integrated Health Care, Inc., Marlboro, 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 (contract originally awarded at the January 28, 2021, Board meeting).

- For a one-year contract extension from October 1, 2021, through September 30, 2022, to Ocean Mental Health, Bayville, 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 (contract originally awarded at the January 28, 2021, Board meeting).
- For a one-year contract extension from October 1, 2021, through September 30, 2022, to Preferred Behavioral Health, Lakewood, 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 (contract originally awarded at the February 25, 2021, Board meeting).
- The following contracts were amended: Contracts Amended
 - An additional \$60,000, for a maximum total of \$120,000, to Amazon Services, LLC, Seattle, Washington, for the purchase of additional online marketplace products for various departments through the Omnia Partners Cooperative Purchasing Program for use at Ocean County College (contract originally awarded at the May 20, 2021, Board meeting).
 - An additional \$5,000, for a maximum total of \$26,738.82, to NJEdge.NET, Newark, New Jersey, for the State Authorization Reciprocity Agreement (SARA) State Fee Assessment to cover the remaining fiscal year period for the existing Hybrid Cloud computing services solution at Ocean County College (contract originally awarded at the September 23, 2021, Board meeting).
 - An additional \$50,000, for a maximum total of \$170,000, to Medicat, LLC, Atlanta, Georgia, for additional booster vaccine verification services at Ocean County College (contract originally awarded at the November 4, 2021, Board meeting).
 - An additional \$1,500, for a maximum total of \$36,900, to Simon Property Group, Toms River, New Jersey, for additional advertising to promote programs at the Jay and Linda Grunin Center of the Arts from February 15, 2022, to April 15, 2022 (contract originally awarded at the December 16, 2021, Board meeting).
 - An additional \$14,000, for a maximum total of \$20,000, to J. Swanton Fuel Oil Company, Inc., Atlantic Highlands, New Jersey, for the purchase and delivery of additional unleaded gasoline and to adjust for price increases for use at Ocean County College (contract originally awarded at the June 24, 2021, Board meeting).
 - An additional \$20,000, for a maximum total of \$50,000, to Home Depot Pro Institutional, Jacksonville, Florida, for the purchase of additional custodial supplies through the Omnia Partners Cooperative Purchasing Program for use at Ocean County College (contract originally awarded at the April 22, 2021, Board meeting).

Bylaw, Policy, and Curriculum Committee

Dr. Konopka shared Academic Affairs highlights from the President's Report and explained that work continues on expanding options to OCC's recently approved 3+1 degree program.

- The following items, as accepted by the College Senate at its meeting on January 6, 2022, were approved unanimously upon roll call vote: College Senate Items Approved
- Revised Policies Revised Policies
 - Policy #5230, Students, Campus Life, Formal Student Complaints
 - Policy #7160, Educational Programs, Course and Curriculum, Program Evaluation
 - Policy #7165, Educational Programs, Course and Curriculum, Course Evaluation
- Revised Certificate Revised Certificate
 - Certificate of Completion in Environmental Sustainability
- Revised Courses Revised Courses
 - ARTS 182, Art from Renaissance to Modern World
 - ARTS 184, Two-Dimensional Design
 - ARTS 185, Figure Drawing
 - ARTS 205, Modern Art
- Revised Course Codes Revised Course Codes
 - MNFG 102 to ENGT 102, Manufacturing Processes
 - MNFG 114 to ENGT 114, Principles of Quality Control in Manufacturing
 - MNFG 140 to ENGT 140, Introduction to Computer Numeric Controlled (CNC) Machines
 - ELET 144 to ENGT 144, DC/AC Electric Circuits
 - ELET 150 to ENGT 150, Automated Control Systems

Buildings and Grounds Committee

Mrs. Novak introduced Mr. James Calamia, Interim Associate Vice President of Facilities and Construction, who reported plans for the new Administration Building are in the final design stages. He also highlighted energy management projects in partnership with New Jersey Natural Gas. The Buildings and Grounds Committee Report for January 27, 2022, was then unanimously accepted upon roll call vote.

Building/Grounds
Report Accepted

Personnel Committee

In Mr. Leone's absence, Ms. Winchester 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 closed meetings to be held on Thursday, February 10, and Thursday, February 24, 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-
February 10, and
February 24, 2022

The following meetings were scheduled:

Meetings
Scheduled

Thursday, February 24, 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 shared he will travel to Washington, D.C., with Mr. Fall and Mr. Leone to meet with Congressman Andy Kim on February 8, 2022, to discuss support for the development of a Coastal Sustainability Program and OCC's possible presence on the Joint Base. Further information was provided on the nature of the visit: President's Report

- Mr. Stan Hales, Director, Barnegat Bay Partnership, described the program's growth and interest by Kean University to join efforts to establish a Coastal Sustainability Program.
- Mr. Ryan Luurtsema, Assistant Director, Veteran and Military Resource Center, discussed recent communications with the Joint Base where OCC can help the Afghan Guests with academic and workforce development programs in order to assist with the acclimation to the area.

Dr. Ali Botein-Furrevig, Director of the Center for Holocaust, Genocide, and Human Rights Education, discussed programs offered by the center for the Spring semester, including the Holocaust Remembrance Week Program, the theme of which pertains to "Hitler's Other Victims." All activities are open to the public.

Dr. Konopka provided an update on the creation of Centers of Workforce Innovation, where OCC has been selected as one of ten community colleges to lead initiatives in Cyber Security and Programming and Software Development. New curriculum will be developed and existing curriculum modernized. Professional development for faculty and staff will be provided and transfer agreements developed. Partnership with area high schools will be enhanced so that classes at the high school level will be aligned with the community college.

Dr. Larson reported OCC has been selected as a Distinguished Honoree to be inducted into the Toms River Regional Schools Hall of Fame on May 22, 2022.

Dr. Garcia shared an update on the Committee of Diversity, Equity and Inclusion, which was formed last semester. The committee is completing a Strategic Plan to be brought to a future Board meeting before the end of the Spring semester.

Dr. Larson introduced Dr. Racioppi, who provided an update regarding Spring enrollment, which is currently down .5%, not including the Early College students. He reported that the Lakewood High School graduation rate has increased 8.62%, since the start of the Pathways Program in 2018.

Dr. Racioppi explained the Bellwether Award competition has been delayed to February 27 to March 1, 2022.

Dr. Larson introduced Dr. Jessica Adams, Dean of Kean Ocean, who shared Kean Ocean and Kean University students began the semester fully remote. Kean Ocean is in the process of hiring a new Assistant Director of Campus Life, who will work closely with OCC's Student Affairs to expand opportunities for students.

Kean Ocean is now a member of the Ocean County Chamber of Commerce, which allows the opportunity to highlight the Kean Ocean Partnership.

Mr. Ken Malagiere, Executive Director, OCC Foundation, announced the four new Foundation Board Members who will begin in February 2022: Ms. Jessica Egger, Ms. Stacey Kavanagh, Dr. Marilyn Kralik, and Ms. Debra Morgan.

Mr. Malagiere reported the Foundation's annual appeal has raised an additional \$37,000, and thanked all who have donated. Spring scholarship applications will remain open until January 31, 2022.

Following Mr. Dasti's request for public comments, Dr. David Bordelon, Professor of English and Literature and FAOCC Chief Negotiator, commended the faculty for working hard to prepare for the start of the Spring semester. He then expressed concern regarding the current status of negotiations and asked the Trustees for additional assistance to reach a resolution.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:37 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant to the President



BOARD OF TRUSTEES

Public Retreat/Meeting

Minutes

February 10, 2022

A retreat/meeting of the Ocean County College Board of Trustees was called to order at 12:05 p.m. on Thursday, February 10, 2022, by Mr. Stephan Leone, Treasurer, presiding in Mr. Jerry Dasti'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 2021 reorganization meeting and distributed as required by law. Also, given the current healthcare crisis, a notice was publicized on February 3, 2022, 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. Leone, Mrs. Linda Novak, Mr. Robert Fall, Mr. Charles Muller, Mrs. Joanne Pehlivanian, Mr. Joseph Teichman, Mr. Carl V. Thulin, Ms. Josephine O'Grady, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President of Finance and Administration Sara Winchester, and Mrs. Connie Bello. Also, in attendance was Dr. Alexa Beshara-Blauth, Executive Director, Institutional Planning, Middle States Co-Chair.

Attendance

Dr. Larson introduced Dr. Beshara-Blauth, Executive Director of Institutional Planning, who updated the Trustees on the Middle States Self-Study process. Dr. Beshara-Blauth then introduced the following Team Leaders who presented chapter findings for each of the seven Standards:

➤ **Standard I – Mission and Goals**

Ms. Maureen Conlon, Associate Director of Web Services, Team Liaison
Dr. AJ Trump, Executive Director of Student Services, Team Lead

➤ **Standard II – Ethics and Integrity**

Ms. Tracey Donaldson, Associate Vice President of Human Resources, Team Lead
Dr. Margaret Maghan, College Lecturer – Social Work, Team Lead

➤ **Standard III – Design and Delivery of the Student Learning Experience**

Dr. Maysa Hayward, Associate Vice President of International Programs,
Team Member
Ms. Susan O'Connor, Executive Director of Curriculum and Program Development,
Team Liaison

- **Standard IV – Support of the Student Experience**
Ms. Janine Emma, Registrar, Team Lead
Ms. Sheenah Hartigan, Executive Director of Enrollment Services, Team Lead
- **Standard V – Educational Effectiveness Assessment**
Dr. Caterina Gibson, College Lecturer – Anatomy, Team Lead
Mr. James Marshall, Assistant Director of Assessment, Team Lead
- **Standard VI – Planning, Resources, and Institutional Improvement**
Ms. Kayci Clayton, Director of Grant Administration, Team Lead
Ms. Catherine Pontoriero, Librarian – Reference Services, Team Lead
- **Standard VII – Governance, Leadership, and Administration**
Dr. Antoinette Clay, Associate Vice President of Academic Affairs, Team Lead
Ms. Catherine Mancuso, Dean of Faculty Development and Learning Innovations, Team Lead

Dr. Larson and the Trustees thanked the working group team members for their work.

At a Fall 2021 Board Retreat, Dr. Beshara-Blauth shared the results of the Board's Spring 2021 Self-Assessment. During her presentation, a recommendation was made that the Board members review their responsibilities as trustees. Following up on that recommendation, Dr. Beshara-Blauth presented a brief summary of trustee responsibilities at this Retreat, after which the members discussed the ways in which the Board ensures those responsibilities are being met.

With no further comments from the Board members or the public, the meeting adjourned at 2:25 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President