



**BOARD OF TRUSTEES
AGENDA**

**MARCH 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 FEBRUARY 24, 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, April 14, 2022, at 11:30 a.m., and Thursday, April 28, 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, APRIL 14, 2022

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

and

THURSDAY, APRIL 28, 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

February 24, 2022

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:34 p.m. on Thursday, February 24, 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 February 18, 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. Stephan Leone, Mr. Frank Dupignac, Mr. Charles Muller, Mr. Carl V. Thulin, Mr. Stephen Zabarsky, Ms. Josephine O'Grady, Mr. Jack Sahradi, 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 January 27, and February 10, 2022, Board of Trustees closed session and public meetings were approved by roll call vote, with an abstention by Mr. Zabarsky. Minutes Approved

Presentation

Dr. Larson introduced Ms. Jan Kirsten, Executive Director of College Relations, and Ms. Kim Malony, Alumni and Advancement Director, who shared with the trustees the new alumni banners to be installed on campus next month. The new banners highlight success stories of OCC alumni, and serve as an inspiration for current and future students. Mr. Dasti thanked Ms. Kirsten and Ms. Malony for bringing attention of our alumni to the public. Presentation

Finance Committee

Mr. Dupignac introduced Mr. Robert Nehila, Bowman and Company, who indicated he met with the Finance Committee prior to the January Board meeting and was pleased to announce there were no findings to report for the Ocean County College FY 2021 audit. Mr. Nehila shared Ocean County College is in a strong financial position, and he received outstanding

cooperation from the College during the audit. Mr. Nehila thanked Ms. Winchester, Ms. Lancaster, and the Finance and Financial Aid departments for their efforts. Ms. Winchester shared that the Financial Aid audit also received a clean report for the third year and commended Ms. Yessika Garcia-Guzman, Executive Director of Financial Aid.

Ocean County College FY 2021 Audit Accepted

- The Ocean County College FY 2021 Audit was unanimously accepted.

Prior to taking action on the revision to Policy #5300, Tuition and Fees, Mr. Dupignac shared this is the second year there will be no increase to tuition. Mr. Dasti then called a public hearing in accordance with New Jersey Public Law 94, Chapter 48, for those members of the college community who wished to testify.

Public Hearing

With no comments forthcoming, Mr. Dasti closed the public hearing, and the Board unanimously approved the revision to Policy #5300, Tuition and Fees.

Policy #5300, Tuition and Fees, Revised

Dr. Larson is proud that the college continues to be in a financially strong position and able to provide students affordability. Ms. Winchester shared the \$175 per credit rate includes book costs, which have also remained stable.

Ms. Winchester explained the FY 2023 Budget will include the use of fund balance in order to cover anticipated increases in expenses.

- The Ocean County College FY 2023 Budget was approved.

OCC FY 2023 Budget Approved

The following Finance Committee items were unanimously approved as amended:

- The statement of income and expenditures as of January 31, 2022, was accepted.

Income/Expenditures Accepted

- The following contracts were awarded:

Contracts Awarded

- A maximum of \$185,240 to Stageline Mobile Stage, Inc., L'Assomption, Quebec, Canada, for the purchase of a portable mobile stage with an ADA ramp for outdoor events at Ocean County College.
- A maximum of \$58,000 to Association of Community College Trustees, Washington, District of Columbia, for professional Presidential Search Services for Ocean County College.

- Resolutions were adopted to award the following contracts:

Resolutions Adopted for Contract Awards

- A maximum of \$98,000 to Bloomberg Finance, LP, New York, New York, for a twenty-four month agreement from July 1, 2022, through June 30, 2024, for the renewal of electronic trading services funded through the Carl D. Perkins Career and Technical Education Act Grant for use at Ocean County College.

- A maximum of \$47,149.84 to SHI International Corporation, Somerset, New Jersey, for a one-year renewal from March 1, 2022, through February 28, 2023, of the Microsoft Software Campus volume license agreement through the NJEdge Consortium at Ocean County College.
- A maximum of \$49,700 to U.S. Geological Survey, Lawrenceville, New Jersey, for authorization to fund "Determining Streamflow Conditions at Select Tributaries to Barnegat Bay as a First Step Toward the Development of Ecological Flow Targets," for the period of March 1, 2022, through June 30, 2023, administered through the Barnegat Bay Partnership at Ocean County College.
- A maximum of \$31,536.51 to NCS Pearson, Inc., Bloomington, Minnesota, for the purchase of study guides and miscellaneous supplies for students enrolled in various programs and class books and activity workbooks for ESL students through the Adult Education, Civics, and Workforce Preparation Program at Ocean County College.
- A maximum of \$229,096.08 to Nickerson Corporation, Bay Shore, New York, for the purchase and installation of ADA accessible softball and baseball grandstands through the Education Services Commission of New Jersey (ESCNJ) cooperative contract for the Athletic Department at Ocean County College.
- A maximum of \$156,220 to SHI International Corporation, Somerset, New Jersey, for the license renewal and technical support from March 1, 2022, through February 28, 2025, of the CommVault software subscription at Ocean County College.
- The following contract was extended: Contract
Extended
 - To identify a qualified pool of contractors for professional athletic game official assigning services for the 2022-23 athletic season at Ocean County College.
- The following contracts were amended: Contracts
Amended
 - An additional \$5,168, for a maximum total of \$25,168, to Cove Corporation, Lusby, Maryland, for the additional sorting and identification of benthic invertebrate samples collected as part of the Benthic Habitat Assessments project for the Barnegat Bay Partnership at Ocean County College (contract originally awarded at the September 23, 2021, Board meeting).
 - An additional \$86,152, for a maximum total of \$178,048, to UCEDA Institute, Inc., Paterson, New Jersey, for additional English as a Second Language (ESL) instruction for Title II Grant participants through the Office of Workforce and Professional Education at Ocean County College (contract originally awarded at the November 4, 2021, Board meeting).
 - An additional \$5,149.98, for a maximum total of \$25,749.90, to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of upgraded furniture for the Technology Building Lab through the Education Services Commission of New Jersey (ESCNJ) cooperative contract at Ocean County College (contract originally awarded at the January 27, 2022, Board meeting).

- An additional \$8,279, for a maximum total of \$262,854, to CDM Smith, Inc., Edison, New Jersey, to expand the geographic project scope for the Cedar Creek, Oyster Creek, and Forked River Watershed Restoration and Protection Plan project through the Barnegat Bay Partnership at Ocean County College (contract originally awarded at the January 23, 2020, Board meeting).
- An additional \$23,850, for a maximum total of \$310,308, to CDM Smith, Inc., Edison, New Jersey, to expand the geographic project scope for the Toms River Watershed Restoration and Protection Management Plan project through the Barnegat Bay Partnership at Ocean County College (contract originally awarded at the January 23, 2020, Board meeting).
- An additional \$3,150, for a maximum total of \$27,650, to Fisher Scientific, Inc., Hanover Park, Illinois, for the purchase of additional disinfecting supplies through the New Jersey County College Joint Purchasing Consortium (JPC) for use by various departments at Ocean County College (contract originally awarded at the August 26, 2021, Board meeting).
- An additional \$5,294.17, for a maximum total of \$159,182.23, to Catel, Inc., Bradley Beach, New Jersey, to install a new exit sign and fire alarm system as part of the general contractor construction services for the installation of a security door at the second floor of the Performing Arts Academy at Ocean County College (contract originally awarded at the June 24, 2021, Board meeting).
- An additional amount not to exceed \$245,600, for a total amount not to exceed \$971,650, to Kimmel Bogrette Architecture and Site, Inc., Blue Bell, Pennsylvania, for exterior and interior design modifications 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 rejected the bids for Boiler Replacement, Thermostats, Air to Water Heat Pump Installation at Ocean County College, received on January 11, 2022, in accordance with New Jersey Statute 18:A 18A-22d, due to NJNG Project's funding parameters specifications require substantial revision. Bid Proposal Rejected

Bylaw, Policy, and Curriculum Committee

Dr. Konopka shared Academic Affairs highlights from the President's Report and provided an update on the partnership with the NJCCC in Cyber Security and Artificial Intelligence, where New Jersey Community Colleges share curriculum.

Meetings with the Joint Base continue to discuss offerings for military and family members. Dr. Konopka is optimistic that discussions will continue, and possibly provide the opportunity to offer programs on the base in the future.

- The following items, as accepted by the College Senate at its meetings on January 20, and February 3, 2022, were approved unanimously upon roll call vote:
 - College Senate Items Approved
 - Revised Policies
 - Revised Policies
 - Policy #5128, Students, Admission, Acceptance and Evaluation of Credits
 - Policy #5140, Students, Registration, Credit for Prior Learning
 - Policy #5160, Students, Academic Standards, Waiver of Courses
 - New Program
 - New Program
 - Associate in Science Degree in Accounting
 - New Program Option
 - New Program Option
 - Associate in Science Degree in Social Work, Medical and Behavioral Health Option
 - Revised Program Option
 - Revised Program Option
 - Associate in Applied Science Degree in Technical Studies, Industrial/Technical Option
 - Revised Certificate
 - Revised Certificate
 - Certificate of Completion in Business Studies
 - New Courses
 - New Courses
 - SOWK 170, Trauma and Healing
 - SOWK 171, Social Work in Health Care Settings
 - Revised Course
 - Revised Course
 - HRTM 212, Conferences, Conventions, and Special Events Management
 - Revised Courses and Name Changes
 - Revised Courses and Name Changes
 - INTR 288, Internship – Introductory to Internship 1
 - INTR 289, Internship – Advanced to Internship 2
 - INTR 290, Internship to Internship 3

Buildings and Grounds Committee

Mrs. Novak introduced Mr. James Calamia, Interim Associate Vice President of Facilities and Construction, who reported the architect provided a proposal on changes to the plans for the new Administration Building. Renderings for the Grunin Center Lobby expansion project are currently under review and information on the Library renovation project will be presented to the architect. The Buildings and Grounds Committee Report for February 24, 2022, was then unanimously accepted upon roll call vote.

Building/Grounds Report Accepted

Personnel Committee

Mr. Leone’s acknowledged, with regret, the resignation of Dr. A.J. Trump, Executive Director of Student Services. The Personnel Report was then 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, March 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- March 24, 2022

The following meetings were scheduled:

Meetings Scheduled

Thursday, March 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 introduced Dr. Racioppi, who provided an update regarding Spring enrollment, which is currently down 5.21% in credits and 3.76% for unduplicated students. The HUB continues efforts to address retention directly, with the ADVISE CRM system having generated 1,530 low course grade alerts for students in the Spring semester, representing 7.5% of course enrollments. In addition, professors in the pilot program have manually submitted 110 alerts for students with attendance problems, lack of participation, or missing assignments. Dr. Racioppi reported student feedback has been positive.

President’s Report

Dr. Racioppi shared the OCC App also continues to positively impact student engagement with on-campus event promotion and increased club membership, all of which helps retention rates. Dr. Racioppi commended Ms. Jennifer Fazio, Director of Student Life, and the Student Life team.

Lastly, Dr. Racioppi reported the Toms River High Schools will begin participation in the Promoting Learners to Achieve Now (PLAN) program, which will enable students to complete one year of college courses during their junior and senior years of high school.

Dr. Larson introduced Ms. Maureen Morlando-Byrne, Associate Director of Kean Ocean, and Ms. Katie Napoli, Kean Ocean Assistant Director for Student Affairs. Ms. Morlando reported the Yoga Teacher Training Program and Yoga Studies Minor are available at Kean Ocean and free yoga classes are available to the community. Ms. Napoli then shared her experience studying at OCC and Kean Ocean.

Mr. Ken Malagiere, Executive Director, OCC Foundation, shared graduating award applications are available until April 18, 2022. He thanked the Wintrode Family Foundation for two new graduation scholarship awards, and the Saxton family for a new memorial scholarship for the School of Nursing.

Mr. Malagiere expressed prayers for the people of the Ukraine.

Following Mr. Dasti’s request for public comments, Dr. David Bordelon, Professor of English and Literature and FAOCC Chief Negotiator, inquired about the possibility of bringing offshore wind turbine training courses to campus offerings. Dr. Larson explained that this was explored, but not possible at our campus. Public Comments

Dr. Bordelon addressed concerns regarding the removal of the vaccine/testing mandate. He then shared this is the third year that the faculty is working under an expired contract and asked the Trustees for additional assistance in reaching a resolution. Dr. Larson responded that the administration would be happy to resume negotiations.

With no further comments from the Board members or the public, the meeting adjourned at 1:46 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant to the President