



**BOARD OF TRUSTEES  
AGENDA**

**APRIL 28, 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 MARCH 24, AND  
APRIL 14, 2022. BOARD OF TRUSTEES CLOSED SESSIONS 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 a closed meetings to be held on Thursday, June 2, 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, JUNE 2, 2022**

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

March 24, 2022

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:30 p.m. on Thursday, March 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 March 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. Robert Fall, Mr. Charles Muller, Mr. Joseph Teichman, 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 February 24, 2022, Board of Trustees closed session and public meetings were unanimously approved by roll call vote.

Minutes Approved

#### Personnel Committee

Mr. Leone's presented the Personnel Report, which was unanimously approved as amended upon roll call vote.

Personnel Report  
Approved

#### Finance Committee

Mr. Dasti and Mr. Dupignac shared that a meeting took place with Kimmel Bogrette, Architect for the new Administration Building, to discuss changes to the plans for the Administration Building, resulting in substantial savings for the College.



The following Finance Committee items were unanimously approved as submitted:

- |   |   |
|---|---|
| ➤ The statement of income and expenditures as of February 28, 2022, was accepted.   | Income/Expenditures Accepted            |
| ➤ Resolutions were adopted to award the following contracts:  | Resolutions Adopted for Contract Awards |
| ➤ A maximum of \$164,242.67 to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of furniture for various classrooms and buildings through the Educational Services Commission of New Jersey (ESCNJ) cooperative contract, funded through the Higher Education Emergency Relief Fund (HEERF) at Ocean County College.              |   |
| ➤ A maximum \$23,710 to French and Parrello Associates, Wall, New Jersey, for professional engineering design and construction administration services for the Library Building stair replacement project at Ocean County College.  |   |
| ➤ With Fox Rothschild, LLP, Philadelphia, Pennsylvania, for the second-year contract option for Title IX training and related services on behalf of the New Jersey Council of County Colleges Joint Purchasing Consortium, with Ocean County College serving as the lead agency.  |   |
| ➤ A maximum of \$35,000 to Jersey Shore Lawn and Sprinkler Construction Company, Inc., Whiting, New Jersey, for a one-year contract for landscape irrigation system winterization services and repairs from March 24, 2022, to March 15, 2023, at Ocean County College.   |   |
| ➤ The following contracts were amended:   | Contracts Amended                       |
| ➤ An additional \$72,500.92, for a maximum total of \$138,500.92, to Troller Electric, LLC, Lake Como, New Jersey, for the purchase and installation of additional electrical outlets in classrooms to support hybrid instruction at Ocean County College (contract originally awarded at the May 20, 2021, Board meeting).   |   |
| ➤ An additional \$10,000, for a maximum total of \$40,000, to Pemberton Electrical Supply Company, LLC, Lumberton, New Jersey, for the purchase of additional electrical supplies for the remainder of the fiscal year at Ocean County College (contract originally awarded at the May 20, 2021, Board meeting).  |   |
| ➤ An additional \$25,000, for a maximum total of \$125,000, to Fastenal Company, Lakewood, New Jersey, for additional industrial maintenance repair and operations (MRO) supplies and equipment for use by the Facilities Department for the remainder of the fiscal year at Ocean County College (contract originally awarded at the April 22, 2021, Board meeting). |   |

- An additional \$15,000, for a maximum total of \$45,000, to Grainger, Eatontown, New Jersey, for additional industrial maintenance repair and operations (MRO) supplies and equipment for use by the Facilities Department for the remainder of the fiscal year at Ocean County College (contract originally awarded at the April 22, 2021, Board meeting).
- An additional \$30,000, for a maximum total of \$102,000, to Consolidus, LLC, Akron, Ohio, for a professional promotional online storefront for the purchase of additional OCC branded items through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) for the remainder of the fiscal year at Ocean County College (contract originally awarded at the June 24, 2021, Board meeting).
- An additional \$1,230, for a maximum total of \$19,977, to QLess, Inc., Pasadena, California, for additional account set up and virtual training services of the queue software system at the Southern Education Center (contract originally awarded at the June 24, 2021, Board meeting).
- An additional \$120,000, for a maximum total of \$371,750, to Success Communications Group, Parsippany, New Jersey, for additional media placement agency services for the remainder of the fiscal year at Ocean County College (contract originally awarded at the July 22, 2021, Board meeting).
- An additional \$83,000, for a maximum total of \$151,000, to Geneva Worldwide, Inc., New York, New York, for additional professional remote American Sign Language Interpreting services through the Spring 2022 semester at Ocean County College (contract originally awarded at the August 26, 2021, Board meeting).
- An additional \$7,989.92, for a maximum total of \$158,130.44, to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the additional purchase of small form-factor pluggable transceivers for the firewall upgrade for the CISCO network funded through the Higher Education Emergency Relief Fund (HEERF) for use at Ocean County College (contract originally awarded at the November 4, 2021, Board meeting).
- An additional \$22,180, for a maximum total of \$68,333.55, to Atrion Communications Resources, Inc., Branchburg, New Jersey, to upgrade network capacity for the Exinda Network Orchestrator to monitor and troubleshoot network issues for use at Ocean County College (contract originally awarded at the July 23, 2020, Board meeting).

#### Bylaw, Policy, and Curriculum Committee

Dr. Konopka presented the following, as accepted by the College Senate at its meetings on February 17, and March 3, 2022, which were approved unanimously upon roll call vote:

College Senate  
Items Approved

- Revised Program
- Associate in Science Degree in Engineering

Revised Program



- Revised Program Option
  - Associate in Arts Degree in Performing Arts, Theatre Option
- Revised Certificate
  - Certificate of Completion in Video Production
- Revised Courses
  - HEHP 186, Principles of Coaching
  - HIST 171, Western Civilization to 1650
  - HIST 172, Western Civilization from 1650
  - HIST 173, United States History to 1877
  - HIST 174, United States History from 1877
  - HIST 175, History of New Jersey
  - HIST 176, United States Military History: Colonial to 1975
  - HIST 271, History of England
  - HIST 275, History and Culture of China
  - STSC 150, Student Success Seminar
- Revised Courses and Course Codes
  - CVET 123 to ENGR 123, Surveying I
  - CVET 161 to ENGR 161, Construction Methods and Materials
  - CVET 151 to ENGT 151, Applied Mechanics

#### Buildings and Grounds Committee

Mrs. Novak commended Mr. Dasti and Mr. Dupignac's contribution to the negotiations with the Architect, which allowed for a substantial savings to the College. Mrs. Novak then presented the Buildings and Grounds Committee Report for March 24, 2022, which was unanimously accepted upon roll call vote.

Building/Grounds  
Report Accepted

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for closed meetings to be held on Thursday, April 14, and Thursday, April 28, 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-  
April 14, and  
April 28, 2022



The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, April 28, 2022</b>	9:30 a.m.	International Programs Committee (As Needed)
	10:00 a.m.	Finance Committee
	10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)
	10:30 a.m.	Buildings and Grounds Committee
	11:00 a.m.	Personnel Committee
	11:30 a.m.	Closed Session
	12:30 p.m.	Regular Public Monthly Meeting

### President's Report

Dr. Larson introduced Dr. Konopka, who provided a brief explanation of the Social Justice Program. Dr. Konopka then introduced Dr. Ameer Sohrawardy, College Lecturer II in English, who discussed Shakespeare's *Whistleblowers: Ladies First!* as part of the Social Justice Series, and included students from area high schools virtually on October 19, 2021. On December 9, 2021, students from Central Regional High School participated in a workshop on campus where they acted out scenes from *Julius Caesar* and discussed the relevance of the play in the 21<sup>st</sup> century. Marina Condos and Riley Billhimer, two Central Regional students who participated in the event, together with their instructor, Mr. Bruce Hummer, shared their experience with the Trustees.

President's Report

Mr. Leone commended Dr. Sohrawardy for exposing high school students to OCC's programs, allowing them to become active participants.

Dr. Larson congratulated Dr. Racioppi, Dr. Sheenah Hartigan, Executive Director of Enrollment Services, and Dr. Kate Mohr, Assistant Director of Enrollment Services, for being awarded first place in the category of Planning, Governance, and Finance, at the Bellwether Awards on March 1, 2022. Dr. Hartigan and Dr. Mohr shared their experiences at the event. The award will be displayed prominently on campus.

Dr. Hartigan and Dr. Mohr then provided an update to the ADVISE CRM system and shared how the program is used to help identify students in need of early assistance, how important information is communicated to these students, and connecting them to the resources necessary to help them succeed. Ms. Anna Regan, Executive Director of Advising and Transfer Services, shared data related to the alerts generated and student communications since the launch of ADVISE this semester. Dr. Hartigan reported the messaging to students has been of a positive nature, asking if help is needed. Student feedback has been appreciative. The Trustees commended the team for the services provided to students.

Dr. Racioppi provided an update regarding Spring enrollment, which is currently down 6.33%. Dr. Racioppi is optimistic Summer enrollment will improve with the availability of on-campus instruction. A Strategic Enrollment Plan is under development and will be shared at a future Board meeting.

Dr. Larson introduced Dr. Jessica Adams, Dean of Kean Ocean, who shared joint efforts to open up activities with Kean Ocean and OCC and thanked Ms. Josephine O'Grady and Ms. Katie Napoli, Kean Ocean Assistant Director of Student Affairs, for their efforts. Dr. Adams acknowledged Dr. Konopka and Dr. Rosann Bar, Dean of Business and Social Sciences, who participated in the tour of the Toms River Field of Dreams. Dr. Adams hopes to have a team from Kean Ocean and OCC participate in their upcoming opening day activities.

Dr. Adams reminded that Kean University and Kean Ocean's Research Day is approaching. OCC students, staff, and faculty are welcome to participate. Kean Ocean is also working with Dr. Stan Hales, Director of the Barnegat Bay Partnership, on a Coastal Resiliency project, which will be connected to Research Day, connecting to Student Life activities offered, OCC Associate Degrees, and Kean Ocean Baccalaureate Degrees.

Ms. Jan Kirsten, Executive Director of College Relations, introduced Ms. Mary Granahan, Television Production Director.

In the absence of Mr. Ken Malagiere, Ms. Kim Malony, Alumni and Advancement Director, provided the OCC Foundation update. Ms. Malony discussed the Winter/Spring edition of "Ocean Views," which was distributed to the Trustees. Ms. Malony noted Mr. Jim Kelly, who is highlighted in this issue. Mr. Kelly is a non-traditional student who returned to OCC after he had been married and started a family who shared his views on the value of obtaining an education at OCC and what it provided him. Mr. Kelly was a scholarship recipient while attending OCC and upon graduation. Mr. Kelly is now a scholarship donor, having created a memorial scholarship for graduating students in honor of his mother. The issue is distributed to over 40,000 alumni and stakeholders.

Ms. Malony shared Foundation graduation award applications will be open until April 18, 2022. The first campus wide committee meetings for Diversity, Equity and Inclusion were held on campus in March by Dr. Garcia and Mr. Malagiere, after training with Ellucian. Action items resulted from that meeting and a report for the Foundation and OCC Boards of Trustees will follow.

Upcoming events include The Ten Tenors, which is sold out. Ms. Malony thanked community sponsors and supporters. The Blauvelt Lecture Series has three events including JoAnn Nocera, Below Deck's Captain Sandy, and Philippe Cousteau. The Summer Scholarship Celebration will be held on June 24, 2022, on the campus mall. Lastly, the Legacy campaign is on track for a late Spring launch.

Ms. Malony thanked all members of the campus community for organizing donation of goods and monetary contributions for those in need in the Ukraine and expressed continued prayers for the people of the Ukraine.

Following Mr. Dasti's request for public comments, Dr. Henry Jackson, Executive Director of Academic Success, and Dr. Ali Botein Furrevig, Program Director of the Center for Holocaust, Genocide, and Human Rights Education, provided an update on upcoming activities for these two programs both on and off campus with local middle and high schools. Public Comments

Mr. Muller acknowledged outreach to the community detailed in the President's Report and congratulated all who work hard towards community involvement. Dr. Larson thanked Mr. Muller and commended Mrs. Bello, chief editor of the report.

With no further comments from the Board members or the public, the meeting adjourned at 1:28 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Special Assistant to the President





## BOARD OF TRUSTEES

### Public Retreat/Meeting

#### Minutes

April 14, 2022

A retreat/meeting of the Ocean County College Board of Trustees was called to order at 12:05 p.m. on Thursday, April 14, 2022, by Mr. Jerry Dasti, 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 2021 reorganization meeting and distributed as required by law. Also, given the current healthcare crisis, a notice was publicized on April 7, 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. Novak, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Mr. Joseph Teichman, Mr. Carl V. Thulin, Ms. Josephine O'Grady, Mr. Jack Sahradnik, Dr. Jon Larson, and Mrs. Connie Bello. Also, in attendance was Ms. Tracey Donaldson, Associate Vice President of Human Resources.

Attendance

Dr. Larson introduced amendments to the following Board of Trustees Bylaws:

- Bylaw #1210, Board of Trustees
- Bylaw #1215, Qualifications of Members, Terms of Office, Filing Vacancies, Compensation
- Bylaw #1220, Authority of the Board of Trustees
- Bylaw #1230, Officers of the Board
- Bylaw #1232, Officers of the Board, Terms of Office
- Bylaw #1234.1, Officers of the Board, Duties of Officers, Chairman
- Bylaw #1234.2, Officers of the Board, Duties of Officers, Vice Chairman
- Bylaw #1234.3, Officers of the Board, Duties of Officers, Secretary
- Bylaw #1234.4, Officers of the Board, Duties of Officers, Treasurer
- Bylaw #1242, Advisory Personnel
- Bylaw #1244.1, Advisory Personnel, Duties of Advisory Personnel, Counsel
- Bylaw #1244.2, Advisory Personnel, Duties of Advisory Personnel, Auditor
- Bylaw #1244.3, Advisory Personnel, Duties of Advisory Personnel, Architect/Engineer



College Policy #1370 requires that amendments to bylaws be introduced at one meeting of the Board and adopted at a subsequent meeting. The trustees will review the amendments proposed; they will be recommended for formal adoption at the April 28, 2022, Board meeting.

Ms. Tracey Donaldson, Associate Vice President of Human Resources, discussed the need to revise Policy #2410, Nondiscrimination, Equal Opportunity, and Harassment, and OCC Title IX Process Manual, as well as the rescission of Policies #2420, Prohibition of Discrimination and Harassment in All Forms, and #2430, Sexual Assault. These revisions will be presented at the April 28, 2022, Board meeting. If approved, the revisions to Policy #2410 would create one clear anti-discrimination/harassment policy with two clear procedures for addressing Title IX complaints and other discrimination complaints. Ms. Donaldson thanked Dr. Gerald Racioppi, Vice President of Student Affairs, for helping to update the policies and procedures. Mr. Dasti and the Trustees commended Ms. Donaldson for the detailed presentation.

With no further comments from the Board members or the public, the meeting adjourned at 12:26 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Special Assistant to the President