



PRESIDENT'S REPORT

Jon H. Larson, Ph.D.

TO: Members, OCC Board of Trustees

FROM: Jon H. Larson, Ph.D.
President

SUBJECT: Items of Interest for the **June 30, 2022, Board Meeting**

DATE: June 27, 2022

Phi Theta Kappa

At last month's meeting, **Ms. Carolyn Showalter, Assistant Dean of STEM and PTK Advisor**, shared with you some **activities and projects** being undertaken by **PTK students**. **Ms. Showalter** will return this month with **Kaitlyn Barrett**, who was **honored in April** by the **New Jersey Council of County Colleges (NJCCC)** as a **member of the 2022 New Jersey All-State Academic Team** and for her **outstanding academic achievements and exceptional service to Phi Theta Kappa**.

We are delighted **Kaitlyn** will be with us **Thursday** to **present** her with her **medal of achievement and certificate of honor**. Additionally, **Congressman Andy Kim** asked that we present **Kaitlyn** with a **Congressional resolution in recognition of her All-State status**.

Honors by Contract

On **May 4, 2022**, the **Honors by Contract awards program** was held. **Students** who participated in the **Honors by Contract program** in **Spring and Fall 2021** had the opportunity to be **nominated** by their **professors** for an **outstanding project**. A **committee** was **formed** in early **March** to **review all nominated projects**. **Three students** were selected for **monetary awards** granted by the **Ocean County College Foundation**. **Ellison O'Grady**, who worked with **Dr. Katherine Toy**, was the **first-place recipient of \$1,200**. **Donte Calabrese** was in **second place** with an **award of \$1,000**, and **Nancy Natividad Cruz** earned **third place** with an **award of \$800**. **Students** attended along with **family and friends**. **Dr. Joseph Konopka, Vice President of Academic Affairs**, and I attended the **presentation** with other **special guests**.

Assistant Professor of Science and Coordinator of the Honors by Contract Program Christine Pericone will attend **Thursday's meeting** to provide an **overview of the Honors by Contract program** and **introduce Ellison, Donte, and Nancy** to comment on their **winning projects**.

Fulbright Program

Dr. Rosann Bar, Dean of the School of Business and Social Sciences, has been informed that she was selected by the **Fulbright Foreign Scholarship Board** for the **Fulbright International Administrators award to Germany** during the **2022-23 academic year**. **Dean Bar** looks forward to **studying German's educational system** during the **Fall semester**, especially with regard to **apprenticeships**, and hopes to return with **ideas** that can be **incorporated** into **OCC's programs**. As a result of her study, there is also a **potential** for **new international partners**.

The **12-member Foreign Scholarship Board** supervises the **Fulbright Program worldwide**, **approving** all **Fulbright recipients**. The **United States Department of State's Bureau of Educational and Cultural Affairs** oversees the program's **operations**. **Grants** are made possible through **funds** appropriated by the **U.S. Congress** and **contributions** from **partner countries** and **private parties**. The **program** is devoted to **increasing mutual understanding** between the **people** of the **United States** and **other countries**. Since its **inception** in **1946**, more than **400,000 Fulbrighters** have **participated** in the **program**.

I have asked **Dean Bar** to **join us** on **Thursday** to share more about this **exciting opportunity** and how the **Fulbright Program** works.

Proposed FY 2023 State Budget

On **Monday evening**, the **State legislature** made **public** the **proposed State budget** for **FY 2023**. It is **anticipated** that it will soon be **approved** by the **Senate** and **Assembly** and **signed** by the **Governor**. The **proposed budget** includes:

- An increase of **\$5 million** in **operating aid** to **community colleges** - The **Governor's proposed budget** kept the **operating aid level** at **\$144 million**. The **legislature** has **increased** this amount to **\$149 million** in its **proposed budget**. This is the **second year** in a row that the **budget** includes an **increase in operating aid**, after **13 years** of **level funding**. The **\$15 million increase** in the **last two budgets** is an **11% increase** in **State operating aid**.
- The **budget** also includes **key items** that were **proposed** by the **Governor**, including:
 - **Expansion of the Community College Operation Grant (CCOG) Program** - As proposed by the **Governor**, the **budget** includes an **additional \$8 million** in **funding** for **CCOG**, which would allow **individuals** in **households** with **incomes** between **\$65,001** and **\$80,000** to receive **financial aid support** equal to **half the cost** of **tuition**.
 - **Funding for the Workforce Consortium** - The **budget** includes **\$9 million** for the **Workforce Consortium**, as proposed by the **Governor**. This includes **\$3 million** for the **Workforce Literacy Program** (a **partnership** with **NJBIA**) and **\$6 million** to support the **NJ Pathways to Career Opportunities Initiative**.
 - **New CCOG Program for Adults at Vocational Technical High Schools** - The **budget** also includes **\$4 million** for a **Vocational Technical CCOG Program** provided these programs are **connected** to programs at **community colleges** and **\$3 million** for a **new returning adult initiative** to support **efforts** of **colleges** and **universities** to **engage** the **one million New Jersey adults** who have **earned some college credits** but have **not earned** a **college degree**.

The **efforts** of everyone who lent their voices to the effort to **shape** the **State budget** and to **advocate** for an **increase** in **operating aid** to **community colleges** clearly had an **impact** and are very much appreciated.

Academic Affairs

➤ School of Arts and Humanities

- On **June 2, 2022**, **Interim Assistant Dean Samantha Glassford** distributed the **inaugural issue** of *Between the Lines*, a **newsletter** for **updates** and **insights** into the **School of Arts and Humanities**. The **first issue** included some **spotlights** and **shout-outs** for **May**, as well as **general information** for the **Summer**.
- From **June 17 to 19, 2022**, **The Barn Theatre** in **Montville, New Jersey**, staged a **production** of *The Holy Grill*, a play written by **Assistant Professor of Humanities Gary Shaffer**. The play centered on an **engaged couple's routine interview** with the **clergy** and how that **conversation** devolved into a **hilarious good cop/bad cop interrogation**.
- On **June 22, 2022**, **Professor of Humanities Marilyn Kralik** co-presented a **session** at **New Jersey City University's Community College Showcase**, along with **Dr. Andrea Siegel, Director of the Hudson County Community College Foundation Art Collection**; **Mr. Kenneth Malagiere, Executive Director of the OCC Foundation**; and **Ms. Heidi Sheridan, Interim Executive and Artistic Director of the Grunin Center for the Arts**. The presentation, "**Building a Great Community College Art Collection Across New Jersey**," focused on **plans** and **procedures** for the **organization, acquisition, and installation** of **new art on campus**, which is especially **relevant** for **OCC** considering the **scheduled expansion** of the **Grunin Center**.
- **College Lecturer II in Communications/Theatre Paul Chalakani** and the **OCC Repertory Theatre Company** are preparing to present **Andrew Lloyd Webber's musical, Joseph and the Amazing Technicolor Dreamcoat**, at the **Grunin Center**, scheduled to run from **July 15 to 17 and July 22 to 24, 2022**.

➤ School of Business and Social Sciences

- Another **successful semester** ended for the **business lab** as **16 students** completed **Bloomberg certification** in **Spring** using the **lab terminals**. Combined with the **18 students Bloomberg** allowed to **receive certification remotely** in **Fall 2021**, the **yearly total** of **new certifications** has climbed to **34**. **Bloomberg** has now **ended the complimentary remote access** to **certification** it had provided during much of the **pandemic**, bringing this activity **back** into the **lab**. In addition to various **OCC business and economics class demonstrations**, the **lab** hosted a **visit** by **sixth-graders** from the **Toms River School District** and also **participated** in the **evening Spring Open House**. **Dr. Katherine Toy, College Lecturer II in Economics**, made **brief presentations** and **demonstrations** on the **stock market** for these occasions.
- **Mr. Sean Bips, College Lecturer II in Hospitality, Recreation, and Tourism Management**, will teach the **Culinary Foundations Certificate** this **Summer** offered through **OCC's Workforce and Professional Education department**. This **culinary program** will provide **students** with **essential skills** and the **foundational methods** of **cooking** that **form the basis** of **cuisines** around the world, including **knife skills; cooking techniques; plating and presentation; kitchen and food safety; nutrition; and methods for preparing specific types of foods**, such as

foods for special diets. The Culinary Foundations Certificate begins on July 6, 2022, and runs through the end of August.

- **Ms. Stephanie Frattini, College Lecturer II in Student Success, collaborated with OCC Campus Security Training Officer Wayne Reed to teach active shooter training in 24 Student Success (STSC 150) classes this Spring semester, reaching 365 students. Officer Reed discussed active shooter events and noted, in most cases, there is no apparent pattern or method to select victims. These situations are dynamic and evolve rapidly, with the immediate deployment of law enforcement officers to stop the event and mitigate harm.**

It is the goal of the Ocean County College Safety and Security Department to keep students, faculty, and staff safe at all times. Active shooter training not only prepares someone for a hostile situation but can provide them with the necessary tools to create an action plan for themselves, a group, or their department. Being aware of your surroundings is critical to being prepared. “If You See Something, Say Something.”

➤ School of Nursing

- There were 109 Nursing Program graduates for the 2021-22 academic year. The School hosted the Pinning Ceremony for the classes of December 2021 and May 2022 on May 24, 2022, with 99 graduates attending the ceremony.

The Pinning Ceremony presented approximately \$30,000 in scholarships and awards to current students and graduates. Recipients included:

➤ Graduate Awards

- **Community Medical Center Scholarships: Taylor Gargaloni, Thomas Parsons, and Kristy Visinski**
- **D’Onofrio Foundation Scholarship: Rebecca Schmall**
- **Joyce Previte Memorial Scholarship: Laynise Lewis**
- **The Paul Family Scholarship (In Memory of Joyce Previte): Jessica Nagan**
- **Student Nurses Organization (SNO) Awards: Alexandra Kachriminzade and Jennifer McMahon**
- **The Roberta W. Wintrode Memorial Scholarship: Jennifer McMahon**
- **The Academic and Clinical Excellence Awards presented by Nursing Faculty:**
 - **Fall 2021 Graduate: Crystal Ashby**
 - **Spring 2022 Graduate: Gretchen Johnson**

➤ Undergraduate Awards

- **Jacqueline S. Baer Memorial Scholarship: Gianna Addalli**
- **Carluccio, Leone, Dimon, Doyle and Sacks, L.L.C. and Stephan and Judith Leone Scholarship: Melissa Gibbs**
- **James F. Foley Scholarship: Courtney Schuber**
- **Julie Foukarakis Scholarship: Frances Ascioffa and Ann-Marie McGuire**
- **Peter M. and Mildred J. Galanti Scholarship: Danielle Carpenter and Kimberly Karkovice**
- **Dorothea Brayden Johnson Scholarship: Kathleen Murphy**
- **Kotzas-Demos Scholarships: Tessa Arguello, Asante Bowen, Mae S. Krol, and Sylvia Rohe**

- **Carmela J. Saxton Memorial Scholarship: Nicole Sullivan**
 - **Jesse Schulman Scholarship: Dierdra McGrath, Kiarra Unger, and Nicole Wenz**
 - **Janis Neary-Zimmerman Memorial Scholarship: Crystal Wheeler**
 - **Student Nurse Organization (SNO) Award: Kaylah Briscoe**
- **The School of Nursing lecturers participated in an annual workshop from May 18 to 25, 2022. Instructors completed an assessment of all Nursing courses, program outcome data, and licensure test plans to revise curriculum content as needed. The School's Systematic Plan of Evaluation, which addresses the standards and criteria required for accreditation, was also reviewed.**
- **On June 1, 2022, 49 students from Lakewood High School visited the School of Nursing. MaryAnn Kaufmann, Ph.D., MSN, RN, CHSE, Simulation, Skills, and Student Retention Specialist, and Linda Simmons, MSN, RN, CEN, CNE, Lab Coordinator, provided students with an overview of the program and an introduction to the simulation labs where they practiced listening to body sounds. Hand hygiene techniques were demonstrated, and students had the opportunity to practice their skills. The visit also included a video that discussed the various areas available for registered nurses to practice.**
- **School of Science, Technology, Engineering, and Mathematics**
- **In June, OCC was awarded the \$63,000 GenCyber Safe Grant. Safe creates a memorable educational experience for high school campers, free from participation barriers due to the provision of transportation, meals, and laptop loans. Participants have five days of fun, highly interactive activities led by experienced cybersecurity and telecom professionals leveraging OCC's Cybersecurity curriculum and facilities.**
- OCC is a National Cybersecurity Education and Training (NCyTE) member institution and CompTIA Security+ and EC Council Certified Ethical Hacker Academia Partner. Campers develop an improved cybersecurity posture for their devices, elevated awareness of GenCyber security principles and concepts, and exposure to the disciplines and career opportunities that await emerging information security professionals.**
- The camp serves as an inroad to higher education and a career pathway for high school students who may otherwise be unfamiliar with the many academic and professional opportunities that cybersecurity fundamentals can open for them. OCC ran a successful camp program in 2020 using institutional funds and is now seeking funds to continue the GenCyber Safe experience for future participants.**
- **College Lecturer IIs in Computer Science Jon Weiss and Ken Michalek presented OCC's Cybersecurity and Artificial Intelligence programs at the Tech Teacher workshop on May 19, 2022. Approximately 40 teachers from County high schools received overviews and demos that showcased the programs and their capabilities. Feedback from the workshop has been excellent, with many teachers requesting another workshop next year.**
- **College Lecturer II in Computer Studies Helga Paggi reports significant progress has been made with a partnership between OCC and Joint Base McGuire-Dix-Lakehurst to provide CSIT internship opportunities for students and the implementation of HyFlex at the base. Master Sergeant Steve Hoare is responsible for the base's Spark Innovations Lab, a technology laboratory for proof-of-concept projects. He has identified several potential internship projects for OCC students in the areas of website design, virtual reality testing, and technology**

integration. Student projects are scheduled for Fall 2022. This partnership is an excellent opportunity for a long-term relationship with the base.

- **College Lecturer II in Computer Studies Edmond Hong and College Lecturer II in Biology Angel Camilo, in conjunction with three Brookdale Community College faculty members, are applying for a \$6,500 grant to develop a device that will be able to control remotely an Open Education Resource digital microscope developed by Brookdale. This device will mimic the controls on a real microscope and give virtual students a more realistic feel of the microscope. Dr. Camilo and Mr. Hong will design and develop the microscope and then integrate it with the Brookdale and OCC faculty. This device will be 3D printable, allowing 3D printer files to be used as OER.**
- **College Lecturer II in Engineering Pam Bogdan is offering a free K-12 STEM Research and Projects Experience (guided independent study, based on acceptance of a proposal from the student). Participants will be paired with mentors as they do individual research or technical exploration projects. The program will conclude the week of August 22, 2022, with students displaying their work in poster format.**
- **A free STEAM camp will be offered for middle and high schoolers from August 22 to 26, 2022. This program will provide participants with a fun way to explore both STEM and art.**
- **A summer camp will be held for Brick High School's incoming freshmen from August 15 to 19, 2022. The camp will provide participants with a hands-on experience with the engineering design process and project management as they respond to the following design challenge: "Design, build, and test a prototype for a solution that addresses one of the six basic needs of modern society in an equitable manner."**
- **Professional development workshops for middle and high school teachers will be held with the following topics: Fusion 360, Civil Air Patrol-Aviation Educator Program, Oscilloscope Basics, and Green Zone Training provided by the Veterans and Military Resources Center.**
- **On June 8, 2022, students from the OCC Engineering Club visited InfoAge in Wall Township. They met with experts from the Radio Club and received technical assistance and agreements for future partnerships for their guitar amplifier project.**
- **The Engineering and Technical Studies departments continue to assist students and alumni with job placements for Summer, both part-time and full-time, and with jobs after graduating from four-year programs. The departments also continue to receive at least one or two calls per month from local industry partners seeking to hire OCC students.**
- **Throughout the Summer, Engineering and Technical Studies faculty and lecturers will be working on Open Educational Resources content for an OER textbook for ENGR 161, Construction Methods and Procedures (author, Adjunct Professor of Engineering Roger Marino), and Spanish language labs and learning supplements for ENGT 144, DC/AC Electric Circuits (authors Adjunct Professor of Engineering Lorena Fahringer, Adjunct Professor of Computer Science John Fraterrigo, and College Lecturer II in Engineering Pam Bogdan).**
- **To better meet the needs of OCC's ESL students, and thanks to the skills and knowledge of Engineering Adjunct Lorena Fahringer, the Engineering and Industrial Technical Studies department is offering the following: ENGT 195, Tools for Technical Communications will be taught bi-lingually in Fall 2022; one section of ENGR 181, Graphics for Engineers, will be**

taught by a **bi-lingual instructor**; and **ENGT 144, DC/AC Electric Circuits**, will have versions of the **labs and learning aids** written in **Spanish**.

- The **OCC Engineering Club** held its **annual Leadership Summit**, at which the **new officers** defined and reviewed the club's **vision, values, mission statement, and programs** for the year.
- The **blog post, "And the Patent Goes to: The Dream Award for Every Engineer,"** by **Ms. Pam Bogdan, Ocean County College Michelson IP Educator in Residence, National Association for Community College Entrepreneurship**, was published ([Benefits of a Patent for Every Engineer - Michelson IP](#)).

Although **Ms. Pam Bogdan's two-year term** as a **Michelson Institute for Intellectual Property Educator in Residence** has **concluded**, she hopes to **continue to share educational resources**, such as the **newly created training materials** and other **support to encourage** both the **inclusion of intellectual property in OCC's curriculum** as well as **promote creativity, innovation, and entrepreneurship** with **students and the community-at-large**.

Well-deserved congratulations are extended to **Ms. Pam Bogdan**, who was recently **granted her 27th patent**.

- **Dean Sylvia Riviello and College Lecturer II in Biology Lincoln Simmons** met with **Orsted and Atlantic Shore Winds**, the **wind energy companies** bringing **renewable energy** to **New Jersey**. **Dr. Riviello** presented **OCC's HyFlex model** with **Vice President of Academic Affairs Joseph Konopka** and discussed possible **long-term collaborative opportunities** in **wind energy** and other areas, such as **IT and engineering technicians**. In addition, **Mr. Lincoln Simmons** met with the **managing director of NJEDA Wind Institute** to discuss possible **grant opportunities** for **OCC**. **Conversations continue** with **New Jersey City University and Kean University** regarding **2 + 2 articulation agreements**.

Finance and Administration

- The **College's Insurance Broker, Connor Strong & Buckelew**, prepared the **property and casualty insurance renewal package** for **fiscal year 2023**. **Property insurance rates** have **increased countrywide** as **insurers attempt to manage their portfolios** in a **challenging risk landscape**. **Losses** are being **driven by several factors**, including the **increased frequency and severity of extreme weather events** and **severe insured water, rainfall, and flood losses**; **supply chain disruption**, causing **higher costs for construction materials** like **lumber and steel**; and **significant inflation**.

Other issues contributing to the **rising costs of insurance** include:

- **Increasing litigation**
- **Broader contract interpretations/more plaintiff-friendly legal decisions**
- **Larger jury awards**
- **Anti-corporate sentiment**

Complexities:

- **Organized, sophisticated plaintiff's bar**
- **Trolling online/years of consistent ads**
- **Litigation funding**
- **Erosion of tort reform**

Despite these challenges, SAIF presented a very aggressively priced program with the same comprehensive coverage as expiring. SAIF maintained its Cyber Liability retentions from members at \$10,000 per claim. During our marketing efforts for a standalone Cyber option, all of the eight insurers OCC approached required retentions between \$25,000 and \$50,000. Since the other insurers require a higher SIR and SAIF does not provide any premium reduction for declining its Cyber Liability coverage, the College is maintaining coverage within SAIF's property form. Overall, College premiums will increase from \$853,000 to \$919,000, a 7.7% increase.

➤ **Library Renovation**

A selection committee, consisting of Executive Vice President Sara Winchester, Executive Director of Procurement and Compliance Christine Healey, Interim Associate Vice President of Facilities Jim Calamia, Senior Project Manager Ryan Ward, and Director of Library Services Donna Rosinski-Kaus, was convened to consider the proposals submitted by architects for the Library Renovation Project. The committee reviewed three proposals and selected two to provide presentations based on price and other factors. Following the presentations, the committee prepared evaluation sheets and recommended BKP Architects. The pricing submitted by BKP was substantially lower than the other firms. BKP's references were checked, and the firm is highly qualified and has experience in library design.

➤ **Purchasing**

The Purchasing staff, led by Ms. Christine Healey, has renewed efforts to ensure that OCC complies with the New Jersey Prevailing Wage Act. The Act establishes a prevailing wage level for workers engaged in public works. The Act requires the payment of minimum rates of pay to laborers, craftsmen, and apprentices employed on public works projects. Covered workers must receive the appropriate craft prevailing wage rate as determined by the Commissioner of Labor and Workforce Development. This applies to OCC's contracts for maintenance and construction, and ongoing diligence is required to ensure compliance. Prevailing wage records are maintained by the Facilities Office and are available for inspection by the State at all times.

➤ **College Relations**

➤ College Relations Graphic Design Specialist Nicole Howard created a 32-page advertisement booklet for the Grunin Center for the Arts Spring 2023 events. The 7,500 booklets are expected to be distributed soon. In collaboration with Ms. Jessica Zawerczuk, Grunin Center Assistant Director of Marketing and Sales, Ms. Howard designed 15 posters featuring upcoming concerts, musicians, authors, and actors, such as Judy Collins, Paula Poundstone, and more, as well as ads, brochures, lobby signage, and window clings for events, including a night with musician, author, and actor Ice-T. All of these efforts will promote the Grunin Center through Spring 2023. In addition to the booklet, Grunin Center events can be found at <https://www.grunincenter.org/>.

➤ The web team collaborated with Workforce and Professional Education on a new scalable layout for all WPE program pages. This updated layout features critical decision-making information for prospective students, such as employment opportunities, learning outcomes, and program highlights. Programs represented in this new layout include the [Culinary Foundations Certificate](#) and the [Google IT Support Professional Certificate](#). Since their launch, the pages have been visited 1,485 times; in 628 instances, these pages were the entry point for visits to the College website.

➤ **Alumni**

- The **OCC Foundation** sponsored the **annual Pride Event** in **downtown Toms River** on **Saturday, June 11, 2022**. A **table** was staffed to provide information on **enrollment, scholarships, and upcoming events** open to the **local community**. The event continues to **grow yearly**, and the **Foundation** looks forward to a **continued partnership**.
- The **first of two Salary Negotiation workshops** for members of the **100 Women Campaign** was held on **Wednesday, June 8, 2022**, in the **Gateway Building**. The **program** was **facilitated** by an **organization** called **Disrupt the Gap** and received **excellent reviews**. The **second of the two workshops** will be **hosted** this **Fall** on **Wednesday, September 14, 2022**. These **programs** are made possible thanks to the **Gale G. Wayman Fund for the Education of Women**.
- The **Annual BlueClaws OCC Picnic for Students, Alumni, Faculty, and Staff**, will take place on **Friday, August 5, 2022**. Tickets are available at go.ocean.edu/BlueClaws and include **admission** to the **ballpark** for an **evening game** and a **buffet dinner** – all for **\$10 per ticket**. Please **join** the **College community** for a **fun evening**. Seats are filling up.
- The **Annual SUP the River Paddle Board Race**, co-hosted by the **OCC Foundation** and the **Kiwanis Club of Toms River**, is scheduled on **Saturday, September 17, 2022**, at the **Toms River Yacht Club**. The race is **open to all OCC alumni, Foundation constituents, and local community members**, and all **proceeds** will **support** the **OCC Foundation** and **Kiwanis Club**. **Registration information** to **compete** in the **race** can be found at www.paddleguru.com or by visiting go.ocean.edu/sup. **Sponsorships** are also **available** through the **Foundation**.

➤ **Ocean County College Foundation**

- The **Foundation** was pleased to **announce** the **official launch** of its **multi-year \$25 million Legacy Campaign** at this year's annual **Scholarship Celebration** on **June 24, 2022**.
- The **Foundation** and **Organization for Black Unity**, under the **leadership** of **Dr. Henry Jackson, Executive Director of Academic Success, and College Relations**, hosted a **Lunch and Learn** at **noon** on **Monday, June 20, 2022**, in recognition of the **Juneteenth federal holiday** to bring **awareness** to the **campus community** on the **history** of this **day** and the **reasons** it is **celebrated**. All were **welcome** to **attend**.
- The **Nominating Committee** of the **Foundation** will **meet** this **Summer**, as is **tradition**, to **review** the **standing** of **current Board members** and to **entertain** **recommendations** from **community members** to **join** the **Board**. **Recommendations** should be **forwarded** to the **Board Chair, Mr. David Paulus, and Mr. Michael York, Nominating Committee Chair**, for **consideration**.
- The **Gale G. Wayman Celebration of Life** will be held on **July 15, 2022**, from **6 to 8 p.m.** at **Vasant Park** in **Island Heights**. An **email invitation** will be sent to **members** of the **Foundation Board** and the **College Board of Trustees**. Additional **information** is available by contacting the **Foundation Office** at Foundation@ocean.edu.
- **Foundation Art Collection Exploratory Committee members** had their **first walk-through** to **identify campus spaces** in **collaboration** with the **leadership** of **Arts on Campus**, which focuses on displaying **student art**. **Recommendations** are being **developed** for the **committee** to **review** to determine its **next steps** in this **project**.

➤ **Jay and Linda Grunin Center for the Arts**

- **Organizers Sanford Josephson and Ricky Riccardi of the *Jazz on a Sunday Afternoon* series, which the New Jersey Jazz Society generously sponsors, reported that the series recently received rave reviews in both *NJ Stage* and *Jersey Jazz*. Both reviews highlighted the caliber of the performers, including the Charlie Apicella Quartet, featuring Don Bradon, on May 22, 2022, and David Ostwald's Louis Armstrong Eternity Band on June 12, 2022.**
- **From June 6 to 9, 2022, the Grunin Center hosted a residency for the Ephrat Asherie Dance company. This residency and the subsequent performance in October are supported by an Association of Performing Arts Professionals (APAP) Arts Forward grant.**
- **Ms. Jessica Zawerczuk, Assistant Director of Marketing and Sales, and Ms. Victoria Buczynski, Marketing and Sales Specialist, finished the annual launch for the Grunin Center 2022-23 season, with both the brochure and the website ready for viewers.**
- **The Grunin Center welcomed The Bronx Wanderers, a world-class family band performing multigenerational songs, on June 26, 2022, for two shows that were almost sold out.**
- **Assistant Director of Education and Community Engagement Jaclyn Wood and Education and Community Engagement Coordinator Erik Stratton are finalizing preparations for Camps on Campus, which begin on July 5, 2022.**
- **On June 28, 2022, Ms. Jaclyn Woods organized the Jeff Boyer CAMP (Community Arts and Music Program), generously sponsored by The Wintrode Family Foundation, which brings children from local daycares or other camps to attend events at the Grunin Center.**
- **The Grunin Center technical staff, including Technical Production Manager Bryn Farce and Part-Time Technicians Stephan Caldwell, Susan Towery, and John Tomasara, were publicly acknowledged by several recent performers on campus, most recently by the Ephrat Asherie Dance company, for their outstanding technical expertise and hospitality.**

➤ **Robert J. Novins Planetarium**

- **Associate Director of the Novins Planetarium Cara Muscio was selected to deliver two presentations at the Middle Atlantic Planetarium Society meeting in Orono, Maine, in May. She presented one paper on local and regional collaboration with colleagues from Rowan University and Raritan Valley Community College called "Collaboration with Colleagues." She presented another paper, "The Art of Crafts: Adding Interactivity, Fun, and Value to Shows," on using show-related crafts to increase audiences and add value to planetarium shows.**
- **In June, Ms. Cara Muscio and Planetarium Technician Kevin Molnar attended five-day virtual training for the recently installed new Digistar 7 digital software. The software will ultimately assist the planetarium staff in fully utilizing this powerful new system.**
- **The planetarium shifted its public shows to a Summer schedule in June by featuring shows later in the day and some weekday matinees to minimize competition with outdoor activities. The shows will provide science-based education and entertainment for youth and their families during the school break.**

➤ **Workforce and Professional Education**

- The **Adult Basic Skills and Integrated English Literacy and Civics Education Discretionary Grant Program (Title II Grant)** has expanded in year two, from **\$450,000** annually to just under **\$900,000** (July 1, 2022, through June 30, 2023). The **additional funds** will be used to serve a **significant number of students**, offer **other career preparation and training**, and **build up participants' digital literacy resources**.

➤ **Security**

- **OCC** recently submitted its **updated Emergency Operations Plan** to the **New Jersey Department of Higher Education**. The **State of New Jersey** requires **all colleges** to **submit an Emergency Operations Plan** every **five years**. The **plan** is used to **prepare for and respond** to any **large-scale emergency on campus**, including **natural and man-made disasters**. It outlines **specific actions in support of local and county response and recovery activities**.
- In accordance with **New Jersey Public Law 2015, Chapter 220**, and **College Policy #2332, Reporting of On-Campus Criminal and Fire Events**, attached is the **monthly statistics report of crimes, fires, and other emergencies on campus** for the reporting period of **May 28, 2022, through June 24, 2022**.

Student Affairs

➤ **Advising**

➤ **New Student Schedule Review**

To ensure accurate schedules for incoming students, the **Advising staff** is currently reviewing schedules for any student registered for an **Express Enrollment event**. Because these students are registered ahead of time, adjustments to the schedules are often made or needed due to scheduling conflicts or changes in curriculum.

Advisors ensure that the registered classes are appropriate for the degree program, address potential issues, and check items such as **higher-level math**. This review requires outreach to the student and often an additional **follow-up** to ensure all issues are resolved. The goal is for all new students to begin the **Fall semester** with accurate schedules that meet their needs.

➤ **Counseling Center**

- The **Counseling Center** continues to provide services and programming during the **Summer months**. **Summer** is also a time of **planning, training, and assessment**. In addition to **planning activities** for the **Fall semester**, the **Center** works collaboratively with **Disability Services** and **Academic Affairs** on **joint programming opportunities for faculty and students**.
- The **Counseling Center staff** continues to show their **commitment to professional development** to ensure they provide excellent services and programming to the campus community. **Ms. Heather Mayer, Mental Health Technician**, completed her graduate studies and achieved a **Master of Arts degree in Communication and New Media Marketing**. **Ms. Carmen Mora, Displaced Homemakers Program Coordinator**, met the **Licensed Social Worker (LSW)** requirements and is now working on the requirements for the **Licensed Clinical Social Worker**.

- The **Counseling staff** completed a **four-session series of R.A.C.E. (Race and Cultural Empathy) training** and attended **training in trauma, neurodiversity, counseling techniques, and addiction and recovery.**
- **Ms. Katie Hueth, Prevention Education Coordinator,** presented at the **annual New Jersey College Counselors Association conference.** Her **presentation on Current Topics in College Counseling – Addressing Substance Use Among College Students,** focusing on **opioids,** was well received by the **55 college counselors in attendance.** **Ms. Hueth also directs OCC’s Recovery Support Program,** which provides **services and information to students** to support their **recovery.** There are currently **191 students participating** in the **Recovery Support Program.** **Activities and services will continue** throughout the **Summer.**
- The **Displaced Homemakers Program** is working with **46 new clients** and **79 continuing clients.** The **paperwork** is currently being **completed** for the **renewal grant,** which begins on **July 1, 2022.** The **DHP staff** has conducted many **outreach sessions,** meeting with the **Ocean County Probation Office** and **Ocean Crest of Bright Harbor Health Care.** It has **upcoming sessions** with **Keeping Families Together.**
- Since **July 1, 2021,** the **CARE Team** has handled **904 CARE reports.** This is **92 more reports** than the **same time frame in 2020-21.** **Ms. Susan Ebeling-Witte, Student Intervention Specialist,** handles most of the **counseling-related CARE reports.** The **CARE Team** thanks the **campus community** for **diligence in reporting** concerning **behaviors** and **students experiencing challenges** impacting their **academic success.**
- **The HUB**
 - Using the **HUB’s post-service text survey,** the **Enrollment Services department** received **4.8 out of 5 stars** during **May.** **Students** said the overall **experience** made them **very likely** to **recommend the HUB to friends** and included **suggestions** like offering **snacks, drinks, and music.**
 - In **May,** the **HUB** assisted with **1,006 in-person transactions** in the **Student Enrollment Building.** The **average service duration** was **2.89 minutes,** and the **average wait time** for **students to receive services** was **4.65 minutes.**
 - The **Success Team** completed over **2,800 calls to students** during **May** related to **not logging in, faculty alerts, academic warnings, low course averages, welcome calls, advising appointments, and withdrawal deadlines.** The **calls** also included **students** who were **registered for Spring** but had **not yet enrolled** for the **Fall 2022 semester.**
 - On **June 6, 2022,** **Dr. Sheenah Hartigan, Executive Director of Enrollment Services,** along with **Mr. Jim Hauenstein, Director of the Southern Education Center, Ms. Jamie Arasz Prioli, Assistant Director of Student Disability Services,** and **Dr. Henry Jackson, Executive Director of Academic Success,** spoke with **parents of incoming ninth-graders** in the **Toms River School District.** **Parents** learned about the **benefits** of taking **Early College classes,** asked **questions,** and **gained insightful information** on how to **start to enhance** their **children’s educational journeys.**
 - An **Express Enrollment Day** was held on **June 8, 2022,** for **55 students** with **guests and family members.** The **students** received their **Fall OCC schedules,** took **tours** of the **College,** listened

to **Academic Advising workshops**, and met with **representatives** from **Financial Aid**, the **Equal Opportunity Fund**, and **Student Support Services**.

- **Enrollment Services, Financial Aid, and Academic Advising** visited **Lakewood High School** on **Wednesday, June 15, 2022**, to assist **high school seniors** in registering for their **Fall classes**. **Students** were given **OCC t-shirts** and walked through the **enrollment process**.
- **Mr. Jim Campbell, Coordinator of Outreach and Enrollment Services**, facilitated the **renewal** of an **MOU** with **Ben Hudnall Memorial Trust** in collaboration with **Kaiser Permanente**. The **contract** is a **three-year contract**, for the **first time**, and allows **employees** from **Kaiser** to take **classes** at **Ocean** at **no cost** to the **employee (Kaiser pays in full)**. The **contract** also includes **courses** that weren't previously covered, **doubling** the **course offerings** for **Kaiser employees**.
- On **June 3, 2022**, **Mr. Jim Campbell** met with the **Environmental Sustainability Program Advisory Board** to discuss ways to **promote** the **academic program** to the **community** and **businesses** to increase **leads** and **enrollment** in the **two new certificate programs**.
- **Office of Disability Services**
 - Beginning **June 21, 2022**, the **Office of Disability Services** is hosting a **bi-weekly ADHD Peer Support Group** for **students** living with **ADHD**. This **virtual support group** provides opportunities for **community**, **sharing of experiences**, **mutual support**, and **meaningful connection**. **Students** can **attend any meeting** and are **not required** to come **every time**. The **Office of Disability Services** sponsors the **ADHD Support Group**, but the **group** is meant to be **for and about students**. As such, this is a **student-led group**, so **students** can organically make the **group** and the **shared space** what they **want** and **need** it to be for **them**.
 - To promote **community engagement** and **support**, the **Office of Disability Services** continues to **collaborate** and **serve** as **chair** of the **Ocean County Core Advisory Group – Emergency Preparedness for Individuals with Disabilities**. On **June 8, 2022**, the **office** hosted a **monthly meeting** addressing **trends** within the **community**, including **OCC students**, and identifying **barriers** and **resources** for **individuals** with **access** and **functional needs**.
 - A **disability awareness workshop** was held on **June 10, 2022**, for **staff** from the **Tutoring Center**. During this meeting, **staff** was provided with an **overview** of **disabilities**. An **interactive discussion** contributed to **learning strategies** for **best practices** and **effective communication** in **handling situations** within the **tutoring session**.
 - **Ms. Jamie Arasz Prioli, Assistant Director of Disability Services**, completed her **Master of Science** degree in **Vocational Rehabilitation** from the **University of Buffalo-The State University of New York**. In addition, **Ms. Prioli** passed a **national examination** to become a **Certified Rehabilitation Counselor (CRC)**. The designation of **Certified Rehabilitation Counselor** indicates an **advanced level** of **specialized education** and **training** focused on **assisting persons** with both **physical** and **mental disabilities** across their **lifespan** from **birth** to **geriatrics** in a **holistic manner** addressing **vocational, psychological, social, educational, and medical aspects** of **individual functioning**. The **CRC certification** follows **adherence** to **rigid standards** of **ethical practice** and an **ongoing commitment** to **lifelong learning**.
 - **Ms. Jamie Arasz Prioli** was **elected** to the **2022-24 Executive Board** for **NJ AHEAD (Association on Higher Education and Disability®)**. **NJ AHEAD** is an **affiliate organization** of **international AHEAD** and is **coordinated** by an **Executive Board** of **elected officers**. The **purpose** of **NJ**

AHEAD is to **advance the importance and quality of accommodations and services at post-secondary education institutions in New Jersey.** The **specific objectives** of this association are to provide **leadership for postsecondary disability service providers, compliance officers, and administrators** from all **colleges/universities** throughout **New Jersey**; to maintain a **network** for the **service providers** to **enhance compliance with ADA legislation** in both the **spirit and the letter of the law**; and to provide for a **confidential format for professional consultation and peer support.**

➤ **Southern Education Center**

- **SEC Academic Advisors Jenna McAteer and Toni Ann DiPasquale** assisted the **June 8, 2022, Express Enrollment event** on the **main campus.** Both handled various **tasks** to assist with the event, including **registration of attendees and speaking during the Student Planning workshop.** Both also looked to **connect with registrants** who live in **Southern Ocean County** to present the many **courses and services** available at the **SEC.**
- The **SEC Student Affairs staff** continues to **advise students** by handling the **advisingoffice@ocean.edu email inbox** as well as **virtual appointments, walk-in visits, and incoming phone inquiries.**
- On **Tuesday, June 14, 2022, Mr. James Hauenstein, Director of the SEC,** along with **Ms. Jenna McAteer and Ms. Toni Ann DiPasquale,** attended the **Barnegat Township School District’s “Bulldog to Bengal” event** at **Barnegat High School.** This annual event invites all **Brackman (Barnegat) Middle School eighth-grade graduates** to attend a **high school orientation event.** **Mr. James Hauenstein** presented an **honor cord** on behalf of **Ocean County College** to **Barnegat High School senior Maya Faulds,** who has already earned **47 OCC credits** through **Early College** and has **completed the requirements** to receive **recognition** as the **first Promoting Learners to Achieve Now (P.L.A.N.) student.** **Ms. Faulds** spoke of her **accomplishment** and the **benefits gained** through the **OCC P.L.A.N. program.** Following the presentations, the new **freshman students and parents** were invited to **learn more about high school clubs and activities** via a **tabling event.** The **SEC team** connected with **45 students and parents** expressing **interest** in the **Early College opportunity.** Each of the **45 students** will receive a **follow-up email** to provide **additional detailed information** about **Early College** and the **P.L.A.N. program.**
- On **June 6, 2022, Dr. Henry Jackson, Executive Director of Academic Success, Dr. Sheenah Hartigan, Executive Director of Enrollment Services, Mr. James Hauenstein, Director of SEC, and Ms. Jamie Arasz Prioli, Assistant Director of Student Disability Services,** gave a **Webex-based presentation** focused on the **concepts and opportunities** afforded **students** attending the **three Toms River Regional School District high schools** regarding **Early College** at **OCC.** The **presentation** had **90 attendees.**
- As the **Summer sessions** proceed, the **SEC Canvas Announcement shell** continues to be a **compelling message board** for **students** attending **classes** at the **SEC.** **June’s Canvas Announcements** informed **students** of **Summer Second Five-Week Session course opportunities,** the **hours and services** of the **SEC Advising team,** and the **opportunity** to take **Fall 2022 business-related courses.** Although **many students** are **enjoying summer,** the **analytics** indicate almost **300 student views** for each of these **various messages.**
- The **Workforce and Professional Education program** continues to use the **SEC** as an **additional location** for **Adult Basic Education,** specifically the **English as a Second Language program,** with **evening classes** through the **end of June 2022.**

- Looking ahead, the **SEC staff** has started to look at **enrollment trends** and **past course offerings** at the **SEC** to develop the **Spring 2023 proposed course offerings** and **master schedule**.

➤ **Athletics**

- The **OCC golf team** recently **returned** from **Chautauqua, New York**, where the members **competed** in the **NJCAA D-III National Championship**. **OCC's number 1** and **number 3 starters, Josh Kerley** and **Dane Bodziak**, posted their **best scores** of the **season** throughout the **four-day tournament**, with **Josh** hitting an **amazing hole-in-one** from **150 yards** on the **8th hole** of the **course**. His **ace** was just the **fourth** in the **championship's twenty-two-year history**.

Ms. Ilene Cohen, Executive Director of Athletics, and **Josh Kerley** will attend **Thursday's meeting** to talk about the **golf tournament**.



- The **baseball** and **softball spectator bleacher areas** are currently being **refurbished**. New **ADA-compliant bleachers** are being **installed** that will make it **easier** for all **OCC fans** to **watch games comfortably**.
- This year, **39 student-athletes** earned **Academic honors** for achieving a **3.0 grade point average** or **better** while **participating** in sports; **13** of the **student-athletes** earned **Academic All-American honors** for a **3.6 grade point average** or **better**, with **four** of the **student-athletes** having a **grade point average** of **4.0**. **E-Sports Academic honors** are recognized by the **semester**, not the **year**; **four students** had a **grade point average** over **3.5** for the **semester**.

e-Learning and Learning Enterprises

➤ e-Learning Academics

➤ Simple Syllabus

The e-Learning Department is finalizing steps to launch a Simple Syllabus pilot for the 2022 Summer Accelerated 4 term.

Simple Syllabus is a centralized template-driven platform that will provide the ability to create and publish interactive class syllabi for its online courses. The software will assist with efficiency by automating the syllabi requests for online students. Additionally, the software will give students immediate access to research courses before registration and identify required course materials and expectations, as well as allow faculty to personalize specific information for their courses. With Simple Syllabus, course information is easily accessible in web, mobile, and print formats and automatically integrated within the Canvas LMS system.

The Simple Syllabus pilot in the Accelerated 4 term will streamline access to syllabus content for more than 880 e-Learning students in 64 sections represented by 18 sections from the School of Arts and Humanities, 18 sections from the School of Business and Social Sciences, and 28 sections from the School of STEM.

Students must acknowledge that they have read the syllabus digitally, and faculty and administrators will have access to the student syllabus engagement reports. This acknowledgment will increase the connectivity of the e-Learning students to their course requirements and, ultimately, their chances of success in achieving the learning outcomes.

On June 28, 2022, e-Learning faculty and lecturers received training on the cutting-edge features of Simple Syllabus and how to navigate this product to publish their online syllabi.

➤ Faculty Evaluations

The e-Learning Department is collaborating with Human Resources on the adjunct evaluation process. Currently, the department is utilizing Smartsheet to track and monitor evaluations. By the end of the Summer term, over 160 evaluations will be completed and eventually transferred to the Human Resources CRM (customer relationship management) system. The CRM will serve as a repository for adjunct faculty professional development.

➤ Student Course Evaluations

In Spring 2022, the e-Learning Department gathered the results of the e-Learning Student Course Evaluation survey via a new software adopted by the institution, Watermark. Watermark provides a platform for students that is easy to use, can be accessed via mobile devices, and includes automatic reminders prompting students to complete the evaluations. In the 2022 Spring semester, Spring Quick Term, and Summer Accelerated 2 Term, over 50% of the online students participated, which was a significant improvement compared to student participation in previous surveys. Finally, the data gathered from 151 e-Learning faculty and lecturers will assist the administrative team in understanding the instruction facilitated by faculty, course design, and technology effectiveness.

➤ **Honorlock Third-Party Integration Launch**

The e-Learning department has launched the Honorlock proctoring for third-party courses in the 2022 Summer Accelerated 4 Term. As a result, four course sections will have third-party integration assessments, which will impact 42 students. The third-party publishers proctoring the online courses are Knewton Alta, Macmillan Launchpad, Pearson, McGraw-Hill ALEKS, Cengage CNowV2, Cengage WebAssign, and Cengage MindTap. For additional support, the design team has placed student announcements and quizzes within the e-Learning courses that will be affected. This transparency will allow faculty to optimally guide their students when they are required to navigate outside of Canvas to take publisher assessments.

➤ **e-Learning Professional Development Series**

The e-Learning Department will host the first e-Learning Adjunct Roundtable Summer Retreat. Over 40 adjunct faculty have registered for the event entitled "Building a Professional e-Learning Community Among Faculty." More than 15 e-Learning adjuncts will present on various topics at the retreat. The retreat will focus on the collaborative efforts of the faculty, showcasing the best practices used in their online courses. In addition, the attendees will receive a certificate of participation. Approximately 40 adjunct faculty attend these types of discussions regularly. All professional development training is recorded to be readily available to faculty, lecturers, and administrators.

Due to the popularity of Check-in Chats, the e-Learning Department will continue to host informal virtual office hours for adjunct faculty. Check-in Chats are well-liked because of the private nature of the communications in which faculty can openly address issues that will ultimately create better e-Learning experiences for students.

➤ **Knewton Pilot**

The e-Learning department is expanding the use of the Knewton Alta learning platform for distance learning courses in mathematics. MATH 156, Introduction to Statistics, and MATH 265, Calculus I, focus on this innovative launch.

MATH 156 enrolls an average of 550 e-Learning students and MATH 265 enrolls an average of 175 e-Learning students each academic year. The subject matter experts for the course development were chosen, and their training, supported by Knewton, has been completed.

Knewton is a courseware solution explicitly designed for math and science that can adapt to the learning levels of the students and provides insight for the instructors to customize instruction based on student performance. Knewton provides data on how often a student viewed course materials or attempted to solve problems. This data, like a compass, guides faculty and lecturers to adjust instruction.

Instructors can view the progress data that indicate if students are meeting their learning objectives for the entire class and as individual students. When a student completes the assignments, Knewton, using Artificial Intelligence, will adjust to the student's ability and provide additional opportunities for the student to solve problems until achieving mastery. AI can progress from basic to intermediate and then to the most advanced levels of understanding. Knewton also uses a variety of OER, eliminating the need for a textbook, resulting in cost savings for students.

➤ **e-Learning Personnel**

The department welcomes **Ms. Tina Davis, Senior Instructional Designer**, to the **e-Learning Team**.

➤ **International Programs**

- The **International Programs team** met with **Ms. Michelle Youngs, Assistant Director of Student Life**, to collaborate on **launching a new conversation club** for **international and domestic e-Learning students**. The **club** will give students **opportunities for speaking practice and cultural exchange**. **Student member recruitment and drafting of the club constitution** will **begin** shortly. The **International Programs team** also began **planning other clubs and activities** to **engage e-Learning and international students** more, such as **student-led workshops, drama, and improv collaborations**.
- The **International Programs team** is preparing to **visit Cairo, Egypt**, in **August 2022**, during which the **leadership team** will **meet** with the **president and administration** of **Badr University**. During these meetings, the **team** hopes to **finalize the launch** of our **new partnership** with **Badr**, **recruit students** to the **program**, and **train Badr University faculty and staff**. In addition, the **team** is **developing new orientation and training materials** and **finalizing the agreement documents** for **approval by both institutions**.
- **Dr. Howaida Wahby-Eraky, Assistant Dean of International Programs**, attended **Part I** of the **Chair Academy's Global Leadership Academy Training** in **Atlantic City, New Jersey**, from **June 20 to 24, 2022**.
- **Ms. Lauren Remenyi, College Lecturer II for ESL and Applied Linguistics**, has submitted **three presentation proposals** for the **TESOL International Conference** to be held in **March 2023**. The **proposals** are currently **awaiting review and acceptance**. **Ms. Remenyi** has also begun **redevelopment** of the **Student Success seminar course**, to be **completed by November 2022**, and the **Research Methods course** for **international students**, to be **completed by October 2022**.
- **Ms. Marwa Khalifa, Academic Administrator for International Programs**, recently **developed a tracking system** for **student payments, bursar updates, and outstanding balances**. In addition, she **met** with **Ain Shams University program coordinators** to inform them of how the **system** will be **used** collaboratively to **streamline** the process of **collecting tuition payments** and **communicating with students**.

REQUIRED REPORTING STATISTICS

Board of Trustees Meeting: **June 30, 2022**

The following has been prepared for presentation to the Ocean County College Board of Trustees, for its regular meeting. This report consists of all offenses defined as reportable crimes under the federal Jeanne Clery Act, fires, and other emergencies, which occurred on campus during the reporting period of **May 28 through June 24, 2022**.

1.) A count and classification of all criminal incidents (defined as reportable crimes under the federal Jeanne Clery Act) which occurred on campus and which were recorded by campus security, campus security authority (CSA) or local police departments.			
DATE	CRIME	SUMMARY	STATUS
Occurred: 6/15/2022 Reported: 6/16/2022	BURGLARY	Victim reported a burglary to their vehicle, and discovered the theft of their credit card.	Referred to TRPD
Occurred: Reported:			
Occurred: Reported:			
2.) A list of campus alerts, threats or emergencies which occurred on campus			
DATE	ALERT/THREAT	SUMMARY	STATUS
Occurred: Reported:		NOTHING TO REPORT	
Occurred: Reported:			
Occurred: Reported:			
3.) A count and classification of all fire incidents which occurred on campus and which were recorded by campus security and local fire departments.			
DATE	FIRE INCIDENT	SUMMARY	STATUS
Occurred: Reported:		NOTHING TO REPORT	
Occurred: Reported:			

RESPECTFULLY SUBMITTED:

Thomas DeSimone