



**BOARD OF TRUSTEES
AGENDA**

**JANUARY 26, 2023
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**
- V. **RECOMMEND APPROVAL OF MINUTES OF THE DECEMBER 8, 2022
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETING** ***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 meeting to be held on Thursday, February 9, 2023, at 11:30 a.m. and February 23, 2023, at 11:30 a.m., for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation, the results of which will be released to the public when the need for confidentiality no longer exists** **Bd. Action**

IX. **PRESIDENT'S REPORT**

X. **NEXT MEETINGS OF THE BOARD OF TRUSTEES ON**

THURSDAY, FEBRUARY 9, 2023

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

and

THURSDAY, FEBRUARY 23, 2023

- | | |
|----------------------------------------------------------------------|-----------------------------------------------------------------|
| 1. International Programs
Committee
(as needed) | Time: 9:30 a.m.
Place: Conference Room A&B and
via Webex |
| 2. Bylaw, Policy, and
Curriculum Committee
(as needed) | Time: 9:30 a.m.
Place: Conference Room A&B and
via Webex |
| 3. Finance Committee | Time: 10:00 a.m.
Place: Conference Room A&B and
via Webex |
| 4. Buildings and Grounds
Committee | Time: 10:30 a.m.
Place: Conference Room A&B and
via Webex |
| 5. Personnel Committee | Time: 11:00 a.m.
Place: Conference Room A&B and
via Webex |

6. **Entire Board**

Time: 11:30 a.m.

Place: Conference Center and
via Webex

Purpose: Caucus Meeting—Personnel,
Pending Litigation, and
Collective Bargaining

7. **Entire Board**

Time: 12:30 p.m.

Place: Conference Center and
via Webex

Purpose: **Regular Public Monthly Meeting**

XI. **PUBLIC COMMENTS**

XII. **ADJOURNMENT**

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

December 8, 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, December 8, 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 2022 reorganization meeting and distributed as required by law. Also, a notice was publicized on December 1, 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.

Public Meeting
Announcement

Those in attendance were Mr. Dasti, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Mr. Joseph Teichman, Mr. Carl V. Thulin, Mr. Steven Zabarsky, Mr. Raymond Joseph Latshaw, III, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Eileen Garcia, Vice President Joseph Konopka, Vice President Gerald Racioppi, Commissioner Virginia Haines, and Mrs. Connie Bello.

Attendance

The minutes of the November 3, 7, 10, 11, 15, and 17, 2022, Board of Trustees closed sessions and public meetings were unanimously approved by roll call vote.

Minutes Approved

Dr. Larson introduced Dr. Rosann Bar, Dean of the School of Business and Social Sciences, who reported on her experience as a Fulbright International Administrators Award recipient. Dr. Bar spent October 3 to 15, 2022, studying the German education system together with 14 American colleagues from across the country and 10 German educators.

Presentations

Ms. Heather Sciarappa, Interim Dean of the School of Arts and Humanities, introduced Dr. Justin Pfiefer, College Lecturer II in History, who discussed how the topic of the Holocaust is addressed in History and other disciplines.

Finance Committee

Mr. Dupignac provided an update on the current status of the College portfolios. The following Finance Committee items were then approved upon unanimous roll call vote:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| ➤ The statement of income and expenditures as of October 31, 2022, was accepted. | Income/Expenditures
Accepted |
| ➤ The following contracts were awarded: | Contract Awarded |
| ➤ A maximum of \$85,000 to Johnstone Supply, Inc., Kenilworth, New Jersey, for the first year with a second-year contract option for heating, ventilation, and air conditioning (HVAC) supplies and materials on an as-needed basis from December 9, 2022, through December 8, 2023, for the Facilities Department at Ocean County College. | |
| ➤ A maximum of \$33,426 as follows for professional consulting services to provide plans and design for upgrades to the lighting infrastructure to the Grunin Theater and TV Studio at Ocean County College: | |
| ➤ \$18,500 to Schuler Shook, Minneapolis, Minnesota | |
| ➤ \$14,926 to The Sextant Group, Inc., dba NV5, Philadelphia, Pennsylvania | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions Adopted
for Contract Awards |
| ➤ A maximum of \$40,000 to CDW Government, Inc., Vernon Hills, Illinois, for the purchase of audio visual equipment on an as-needed basis from July 1, 2023, through June 30, 2024, through the Educational Services Commission of New Jersey (ESCNJ) Cooperative contract for use at Ocean County College. | |
| ➤ A maximum of \$60,000 to Apple Computer, Inc., Atlanta, Georgia, for the purchase of Apple computers and accessories on an as-needed basis from July 1, 2023, through June 30, 2024, through the Educational Services Commission of New Jersey (ESCNJ) Cooperative contract for use at Ocean County College. | |
| ➤ A maximum of \$23,310 to LinkedIn Corporation, Sunnyvale, California, for a one-year contract from January 1, 2023, through December 31, 2023, for professional development course licenses for faculty, staff, and students at Ocean County College. | |
| ➤ A maximum of \$50,000 to J. Swanton Fuel Oil Company, Inc., Atlantic Highlands, New Jersey, for a one-year contract for the purchase and delivery of unleaded gasoline and diesel fuel from July 1, 2023, through June 30, 2024, for use on an as-needed basis at Ocean County College. | |
| ➤ A maximum of \$50,000 to Pemberton Electrical Supply Company, LLC, Lumberton, New Jersey, for a one-year contract for the purchase of miscellaneous electrical supplies from July 1, 2023, through June 30, 2024, on an as-needed basis for use at Ocean County College. | |

- A maximum of \$60,000 to Pocket Nurse, Monaca, Pennsylvania, for a one-year contract for the purchase of instructional and non-instructional medical supplies from July 1, 2023, through June 30, 2024, on an as-needed basis through the Omnia Partners Cooperative Purchasing Program for use by the Nursing and Workforce Education departments at Ocean County College.
 - A maximum of \$60,000 to B&H Photo Video Pro Audio, Inc., New York, New York, for the purchase of audio video equipment and peripherals on an as-needed basis from July 1, 2023, through June 30, 2024, through the Hunterdon County Educational Services Commission (HCESC) Cooperative contract for use at Ocean County College.
 - A maximum of \$40,000 to Home Depot U.S.A., Inc., Atlanta, Georgia, for a one-year contract for the purchase of miscellaneous supplies, tools, materials, and custodial supplies, from July 1, 2023, through June 30, 2024, on an as-needed basis for use at Ocean County College.
 - A maximum of \$137,139.54 to Laerdal Medical Corporation, Wappingers Falls, New York, for a three-year subscription for simulation equipment for the Nursing Department from December 8, 2022, through December 7, 2025, for the Nursing Department at Ocean County College.
 - A maximum of \$35,000 to Simon Property Group, Toms River, New Jersey, for advertising to promote free tuition at Ocean County College and various programs at the Jay and Linda Grunin Center for the Arts from December 8, 2022, to June 30, 2023, at the Ocean County Mall.
 - A maximum of \$42,754.75 to YSI, Inc., Yellow Springs, Ohio, for the purchase of environmental testing instruments and equipment to upgrade the existing water quality monitoring systems for use by the Barnegat Bay Partnership at Ocean County College.
 - To identify a qualified pool of consultants for professional mechanical, electrical, and plumbing and building envelope commissioning services from December 8, 2022, through November 2, 2023, at Ocean County College.
 - A resolution was adopted to award the following contract through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) with Ocean County College serving as lead agency:
 - To Sharda Paper, Inc., Brooklyn, New York, for the second-year contract option from January 1, 2023, through December 31, 2023, for copier and specialty paper.
 - The following contracts were amended:
 - An additional \$12,688.47, for a maximum total of \$24,888.92, to Leapfrog Technologies, Inc., Coralville, Iowa, for renewal of the CourseLeaf Curriculum Software at Ocean County College (initial contract was under threshold and did not require Board approval).
- Resolution Adopted
for NJCCC Purchasing
Consortium Contract
Award
- Contracts
Amended

- An additional \$1,020, for a maximum total of \$17,611, to NJEdge.NET, Newark, New Jersey, for the purchase of the Annual Statewide Quality Matters Subscription Renewal, the NJ Transfer Assessment, and the State Authorization Reciprocity Agreement (SARA) State Fee Assessment through the NJEdge.NET Consortium at Ocean County College (initial contract was under threshold and did not require Board approval).
- An additional \$20,960.94, for a maximum total of \$27,440.94, to International Council of E-Commerce Consultants, Albuquerque, New Mexico, for the purchase of mobile security hardware (Storm Mobile Hacking Kits and Gale Force 10 Expansion Packs) and Certified Ethical Hacker exam vouchers for use by the Computer Studies program at Ocean County College (initial contract was under threshold and did not require Board approval).
- An additional \$2,807.75, for a maximum total of \$42,807.75, to Ocean Mental Health Services, Inc., dba Bright Harbor Healthcare, Bayville, New Jersey, for additional addiction counseling apprenticeship experience, funded through the Growing Apprenticeship in Non-Traditional Sectors (GAINS) Grant for students studying Addiction Counseling at Ocean County College (contract originally awarded at the January 28, 2021, Board meeting).

Bylaw, Policy, and Curriculum Committee

Mrs. Pehlivanian introduced Dr. Konopka, who referred to the President's Report for highlights from Academic Affairs.

- The following items, as accepted by the College Senate at its meetings on November 17, and December 1, 2022, were approved unanimously upon roll call vote: College Senate
Items Approved
- Revised Policies Revised Policies
 - Policy #5161, Students, Academic Standards, Math Placement
 - Policy #5180, Students, Classes and Instruction, Academic Integrity
- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Community Medical Center Foundation and Ocean County College Foundation 1st Annual Miniature Golf Tournament on Friday, January 20, 2023, in the Jon and Judith Larson Student Center from 6:00 p.m. to 10:00 p.m. Policy #8600
Suspended

Buildings and Grounds Committee

Mrs. Novak introduced Mr. James Calamia, Assistant Vice President of Facilities, who provided a review of three major projects for 2023, including the Library Renovation, Grunin Center Music Rooms, and the new Administration Building. At the request of Mr. Leone, a utilization study will be performed, with focus on the Russell Building, the results of which will be brought to the Trustees at an upcoming meeting.

The Buildings and Grounds Committee Report for December 8, 2022, was then unanimously accepted upon roll call vote. Building/Grounds
Committee Report
Accepted

Personnel Committee

Following the Board's selection of Dr. Pamela Monaco as the next President of Ocean County College, Mr. Leone shared today's Personnel Report includes a recommendation for approval of a three-year employment contract, compensation package, and moving and relocation agreement for Dr. Monaco.

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

Personnel Report
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for closed meetings to be held on Thursday, January 12, and Thursday, January 26, 2023, at 11:30 a.m., for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted
for Closed Meetings
January 12, and 26,
2023

The following meetings were scheduled:

Meetings
Scheduled

Thursday, January 26, 2023	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

Commissioner Haines commended Dr. Pfiefer on the Holocaust presentation and discussed the importance of Holocaust education. She then wished everyone a happy holiday season.

President's Report

Dr. Gerald Racioppi provided an update to spring enrollment, which is currently 8.7% ahead in credits compared to 2022. Dr. Racioppi thanked the Advising, HUB, and Registration and Records teams for their efforts, and the Success coaches who have fielded over 2,000 calls in the last month.

President's Report

Dr. Racioppi also reported that students continue to receive academic and non-academic support, as the Helping Hands pantry provided Thanksgiving meals to 22 families last month, Disability Services has seen an 18% increase in accommodations, and the Counseling Center reported there were 837 counseling sessions this semester. In response to Mr. Thulin's inquiry, Dr. Racioppi explained that there is adequate staffing in the Counseling Center to handle the current volume. Dr. Konopka also shared the mental health of faculty and lecturers was discussed at the recent all-schools meeting. An opportunity to apply for a grant with the State to increase funding to the Counseling Center is being pursued.

Dr. Larson introduced Ms. Maureen Byrne, Associate Director of Kean Ocean, who provided a Kean Ocean update. Ms. Byrne then introduced Professor Alexandra Stribling, who shared her background specializing in adaptive physical education, and discussed involvement with the Toms River Field of Dreams and invited OCC staff, faculty, and students to help with the upcoming Camp Abilities.

Mr. Ken Malagiere, Executive Director, OCC Foundation, reported the following:

- The Foundation's Annual Appeal campaign has gone live, with mailers, emails, and social media campaigns.
- Spring semester scholarship applications will be accepted through January 4, 2023.
- Three new members will join the Foundation Board on January 1, 2023, Mr. Ralph Aponte, Ms. Julia Maroney, and Mr. Michael Maschi.
- A first-ever mini-golf tournament joint fundraiser with Community Medical Center Foundation will be held on January 20, 2023, in the Larson Student Center.

The Blauvelt Lecture Series upcoming events include:

- Olympic Gold Medalist and professional athlete Mia Hamm, March 8, 2023.
- Presidential historian Michal Beschloss, April 25, 2023.

Mr. Malagiere then thanked the Hirair and Anna Hovnanian Foundation for the generous gift of \$835,000 to fund a medical lab.

The Diversity, Equity, and Inclusion Committee will meet on December 14 to present results of the survey of OCC faculty, lecturers, staff, and administrators, in regard to the topics of diversity, equity, and inclusion.

Dr. Larson introduced Ms. Heidi Sheridan, Interim Executive and Artistic Director of the Grunin Center, and Self-Study Co-Chair, who discussed the one-page review of Standard VI, Planning, Resources, and Institutional Improvement, which was distributed to the Trustees.

Mrs. Novak then discussed the proposed Evaluation of the President, which was distributed to the Trustees for review, and explained this will support Standard VII, Governance, Leadership, and Administration.

Upon a request for public comments by Mr. Dasti, Commissioner Haines shared an invitation to all who are able to attend the Wreaths Across America on Saturday, December 17, 2022, to lay wreaths at veterans' cemeteries to remember our fallen heroes.

Public Comments

Mr. Fall shared his appreciation for the faculty, staff, and student body of Ocean County College, and Commissioner Haines, who is a great advocate of the College.

With no further comments from the Board members or the public, the meeting adjourned at 1:52 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant to the President