



BOARD OF TRUSTEES

Regular Meeting

Minutes

June 29, 2023

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:30 p.m. on Thursday, June 29, 2023, 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 June 26, 2023, 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, Mr. Charles Muller, 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, Dr. Pamela Monaco, and Mrs. Connie Bello.

Attendance

The minutes of the June 1, 2023, Board of Trustees closed session and public meeting were unanimously approved by roll call vote.

Minutes Approved

Mr. Dasti commended Foundation Board Chair David Paulus, Mrs. Linda Novak, Foundation Executive Director Kenneth Malagiere, and the Foundation staff for the Foundation Scholarship Celebration held on Friday, June 23, 2023. It was a wonderful event honoring Dr. Jon Larson for his 23 years of dedicated service to Ocean County College.

Dr. Konopka introduced Dr. Toni Clay, Associate Vice President of Academic Affairs, who provided a report on her sabbatical leave project, "An Evaluation of HyFlex Courses at Ocean County College." Dr. Clay shared results of an analysis of HyFlex courses offered during the 2022 Summer and Fall terms, student success rates in the courses, how often students utilized virtual attendance vs. attending class in person, and its impact on learning. Dr. Clay shared responses to the confidential student and faculty survey questionnaires sent to the students enrolled in these courses and the faculty who taught them.

Presentations

Ms. Catherine Mancuso, Dean of Faculty Development and Learning Innovations, explained the faculty training and support available to both faculty and students.

Thanks to outreach by Mr. Thomas Gialanella, Executive Director of School Relations, two Monmouth County school districts will be participating in HyFlex courses in the Fall: Asbury Park and Hazlet.

Dr. Larson and the Trustees then thanked Dr. Clay for her years of service to the College.

The Board adopted, upon unanimous roll call vote, a resolution to recognize the outstanding dedication and commitment of Mr. R. Joseph Latshaw, III, during his one-year term as the student/alumni representative on the Board of Trustees during 2022-23. The trustees and Dr. Larson congratulated Mr. Latshaw for his participation on the Board. Mr. Latshaw expressed his appreciation for having the opportunity to serve the students and thanked the trustees for everything they do for the College.

Resolution Adopted to Recognize Service of Mr. R. Joseph Latshaw, III

Finance Committee

Mr. Dupignac presented the following Finance Committee items, which were unanimously approved as amended.

- The statement of income and expenditures as of May 31, 2023, was accepted.
- Resolutions were adopted to award the following contracts:
 - 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 PEPPM Cooperative Purchasing contract at Ocean County College.
 - A maximum of \$54,821.58 to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of classroom furniture in the Technology Building through the Education Services Commission of New Jersey (ESCNJ) Cooperative contract at Ocean County College.
 - A maximum of \$1,068,798 to the School Alliance Insurance Fund (SAIF), West Windsor, New Jersey, for the second year of a three-year membership in the School Alliance Insurance Fund from July 1, 2023, through June 30, 2024, for general liability college insurance at Ocean County College.
 - A maximum of \$359,172 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for a 33-month contract for Stealth Watch Cybersecurity Services from October 1, 2023, through June 30, 2026, through the National Cooperative Purchasing Alliance (NCPA), an Omnia Partners Company, for use by the Office of Information Technology at Ocean County College.
 - A maximum of \$18,000 to FM Generator, Inc., Canton, Massachusetts, for a one-year contract for professional generator preventative maintenance and repair services from July 1, 2023, through June 30, 2024, at Ocean County College.

Income/Expenditures Accepted

Resolutions Adopted for Contract Awards

- A maximum of \$494,470.23 to Aspire Technology, LLC, Eatontown, New Jersey, for a three-year contract for the renewal of the Cisco Security Network subscription from July 1, 2023, through June 30, 2026, through the National Cooperative Purchasing Alliance (NCPA) at Ocean County College.
- A maximum of \$100,000 to Conner Strong and Buckelew Companies, LLC, Marlton, New Jersey, for the second year of a three-year contract from July 1, 2023, through June 30, 2024, for professional consulting for insurance broker and risk management services at Ocean County College.
- A maximum of \$69,307.48 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for a one-year contract for the purchase of phones and miscellaneous parts and supplies from July 1, 2023, through June 30, 2024, through the National Cooperative Purchasing Alliance (NCPA) on an as-needed basis at Ocean County College.
- A maximum of \$28,800 to Burlington English, Inc., Boca Raton, Florida, for a one-year contract for English as a Second Language (ESL) instruction for Title II Grant participants from July 1, 2023, through June 30, 2024, through the Office of Workforce and Professional Education at Ocean County College.
- A maximum of \$20,000 to Castle Branch, Inc., Wilmington, North Carolina, for a one-year contract for background screening services of employees and students from July 1, 2023, through June 30, 2024, through the New Jersey County College Joint Purchasing Consortium (JPC) in the Workforce and Professional Education Allied Health Program at Ocean County College.
- A maximum of \$50,000 to Waste Management of New Jersey, Inc., Ewing, New Jersey, for a one-year contract for solid waste and recycling collection from July 1, 2023, through June 30, 2024, at Ocean County College.
- A maximum of \$44,516.86 to Cengage Learning, Inc., Boston, Massachusetts, for the purchase of miscellaneous books and Internet database subscriptions for use in the Library, and for online courses for Workforce and Professional education, from July 1, 2023, through June 30, 2024, at Ocean County College.
- A maximum of \$60,000 to Atlas Elevator, Inc., Barnegat, New Jersey, for a one-year contract for elevator repair and maintenance services from July 1, 2023, through June 30, 2024, at Ocean County College.
- A maximum of \$25,000 to UCEDA Institute, Inc., Paterson, New Jersey, for on-credit English as a Second Language (ESL) instruction from July 1, 2023, through June 30, 2024, through the Workforce and Professional Education Department at Ocean County College.
- A maximum of \$49,336.34 to EBSCO Information Services, Birmingham, Alabama, for the purchase of miscellaneous magazine, database, and periodical subscriptions from July 1, 2023, through June 30, 2024, for use in the Library at Ocean County College.

- A maximum of \$24,000 to Nelnet Business Solutions, Inc., Lincoln, Nebraska, for a one-year agreement for the e-commerce annual volume fee for all online financial transactions from July 1, 2023, through June 30, 2024, through the New Jersey County College Joint Purchase Consortium (JPC) at Ocean County College.
 - A maximum of \$23,365.43 to ProQuest Holdings, LLC, Boston, Massachusetts, for the purchase of miscellaneous journal, magazine, newspaper, dissertation, database, and periodical subscriptions from July 1, 2023, through June 30, 2024, for use in the Library at Ocean County College.
 - A maximum of \$18,000 to Black Rocket Productions, Freehold, New Jersey, for educational services for STEM-based summer camps for kids through the Camps on Campus at Ocean County College.
 - A maximum of \$23,000 to Mad Science of New Jersey, Pennington, New Jersey, for educational services for science-based summer camps for kids through the Camps on Campus at Ocean County College.
 - A maximum of \$50,000 to Brainfuse, New York, New York, for a one-year contract for real-time online tutoring services and instructional support on an as-needed basis from July 1, 2023, through June 30, 2024, through the New Jersey County College Joint Purchasing Consortium (JPC) at Ocean County College.
 - To identify a qualified pool of vendors for professional international and domestic support, travel, and consulting services for study abroad programs and overseas campus support on an as-needed basis from July 1, 2023, through June 30, 2024, at Ocean County College.
 - To identify a qualified pool of vendors for printing and signage services to be used on an as-needed basis from July 1, 2023, through June 30, 2024, at Ocean County College.
 - The following contracts were amended:
 - An additional \$6,000, for a maximum total of \$23,000, to Wawa, Inc., Wawa, Pennsylvania, for additional prepared food for the remainder of fiscal year 2023 at Ocean County College (initial contract was under threshold and did not require Board approval).
 - An additional \$11,000, for a maximum total of \$69,000, to Johnson Controls, Inc., Blackwood, New Jersey, for additional repairs for chiller maintenance services at Ocean County College (contract originally awarded at the April 27, 2023, Board meeting).
 - An additional \$15,000, for a maximum total of \$35,512, to I. Miller Precision Capital Instruments, Inc., Feasterville Trevose, Pennsylvania, for maintenance services for the science lab's binocular compound microscopes on an as-needed basis at Ocean County College (contract originally awarded at the June 1, 2023, Board meeting).
- Contracts Amended

- The Board approved the scheduling of a sale of surplus Facilities/Warehouse items no longer needed by the College. Sale of Surplus Items Approved
- The Board approved the scheduling of a sale of surplus kitchen equipment items no longer needed by the College. Sale of Surplus Items Approved
- The Board approved adoption of a resolution authorizing the President to waive in-county fees for all students transitioning from the Workforce and Professional Education online, non-credit Community Health Worker Program to the Associate in Science, Social Work credit programs at Ocean County College. Adoption of a Resolution
- The Board adopted a resolution authorizing the purchase by the College of the 2021 Subaru Outback currently leased to the College for use by President Jon Larson in the amount of \$29,473.95 on or about June 30, 2023. Upon College ownership and receipt of title, the Board authorized Dr. Larson to take ownership of the vehicle following full reimbursement to the College using his personal funds for the \$29,473.95 lease buy-out price. Adoption of a Resolution
- The Board adopted a resolution to amend the five-year contract awarded on June 2, 2022, to Ellucian Company, L.P., Fairfax, Virginia, to updated one-year agreements for the provision of Helpdesk Support Services and Grant Consulting under Managed Services, effective July 1, 2023, through June 30, 2024, at Ocean County College. Adoption of a Resolution
- The Board accepted a \$269,620.94 subaward from the Office of the Secretary of Higher Education (OSHE) for the “County College-Based Center for Adult Transition” grant. Project Director: Mr. Thomas Gialanella, Executive Director of School Relations. Project Period: July 1, 2023, through June 30, 2024. Grant Accepted

Bylaw, Policy, and Curriculum Committee

Dr. Konopka presented the Bylaw, Policy, and Curriculum Agenda, which was approved upon unanimous roll call vote, as recommended by the Bylaw, Policy, and Curriculum Committee:

- New Policies New Policies
 - Policy #2210, Administration, Administrative Operations, Data Information Security - Written Information Security Program
 - Policy #2220, Administration, Administrative Operations, Data Classification
- The following items, as accepted by the College Senate at its meeting on June 1, 2023, were approved unanimously upon roll call vote: College Senate Items Approved
 - Revised Policies Revised Policy
 - Policy #5152, Students, Academic Standards, Graduation
 - Policy #7180, Educational Programs, Course and Curriculum, Experiential Learning

Buildings and Grounds Committee

Mrs. Novak provided an update on several ongoing projects and then the Buildings and Grounds Committee Report for June 29, 2023, was unanimously accepted upon roll call vote.

Building/Grounds Committee Report Accepted

Personnel Committee

Mr. Leone presented the Personnel Report, which includes the part-time employment contract for Dr. Larson and the 2023-24 employment agreement for Ms. Winchester. The Personnel Agenda was then unanimously approved as amended upon roll call vote.

Personnel Report Approved

As included in the Finance Agenda, Mr. Dupignac introduced Ms. Winchester, who shared that Policy #5300, Tuition and Fees, was being recommended for revision in order to extend the in-county tuition rate to active duty military and dependents and civilian employees working on New Jersey military installations.

It was noted that a public hearing was required before taking action on the revision to Policy #5300, Tuition and Fees. Mr. Dasti called a public hearing in accordance with New Jersey Public Law 94, Chapter 48, for those members of the college community who wished to testify.

Public Hearing

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

Policy #5300, Tuition and Fees, Revised

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for closed meetings to be held on Thursday, July 13, and Thursday, July 27, 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 July 13, and 27, 2023

The following meetings were scheduled:

Meetings Scheduled

Thursday, July 13, 2023

11:30 a.m. Closed Session
12:00 p.m. Meeting/Retreat

Thursday, July 27, 2023

9:00 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 Ms. Carmen Mora, Coordinator, Community and Displaced Homemaker Program, who introduced Valerie S., who shared her emotional story that brought her to joining the program in 2022. Valerie and Ms. Mora then thanked Dr. Larson and the Trustees for support of the program, which helps so many women. In turn, Dr. Larson and the Trustees thanked Valerie for sharing her journey. President's Report

Dr. Racioppi provided an enrollment update for Summer and Fall 2023. Summer enrollment is currently +8.44% in credits compared to last year. Overall, Fall enrollment is running behind last year at this time. Continuing student enrollment continues to be ahead, but new student enrollment is lagging. This is due, in part, to smaller high school graduating class sizes and a decrease of college attendance by high school graduates over the last few years.

Dr. Racioppi commended Ms. Anna Regan, Executive Director of Academic Planning, and the Advising staff for visiting all Student Success classes to help students reregister for the Fall semester.

The Student Success Team and enrollment technicians in the HUB logged 7,940 outgoing calls in June, and they served 1,162 students at the front counter. Dr. Racioppi commended Mr. Jim Campbell, Coordinator of Enrollment and Outreach, for delivering a presentation entirely in Spanish at an event in Lakewood on June 3, 2023, where he gathered the names of 50 people interested in learning more about Ocean County College.

To date, there have been 17 new student express enrollment events with an additional 13 planned before the end of the summer. Dr. Racioppi thanked all involved and commended the Student Life team for planning a new approach to new student orientation, much of which will be led by student ambassadors.

Dr. Eileen Garcia reported e-Learning summer enrollment is up 8% from last year and the e-Learning website has been upgraded.

Approval was received for the Badr/Kean/OCC program in Egypt, paving the way for the first cohort to begin in the L6 term at the end of Fall 2023 with 35 students. Dr. Maysa Hayward, Associate Vice President, International Programs, will be travelling to Egypt in July to attend the Edugate Education Fair to start the recruitment process.

Dr. Larson introduced Dr. Jessica Adams, Dean of Kean Ocean, and asked that Dr. Adams pass along his appreciation to Dr. Lamont Repollet, President of Kean University, and Dr. Dawood Farahi, former President, for their support of the Kean Ocean partnership since its inception. Dr. Adams then provided a Kean Ocean update, noting an increase in enrollment to pre-pandemic numbers. Dr. Adams was pleased to report that Kean Ocean has three graduate assistants on campus, two of whom are OCC graduates.

Dr. Adams offered a reminder that all Kean Ocean campus and worksite wellness opportunities are available to everyone in the OCC community, including community yoga on Tuesdays.

Mr. Ken Malagiere, Executive Director, OCC Foundation, reported the Scholarship Celebration held on Friday, June 23, 2023, raised \$215,000 to support the students of Ocean County College. Mr. Malagiere thanked Ms. Heidi Sheridan, Executive and Artistic Director of the Grunin Center, and the Grunin Center team for hosting the New Jersey Symphony in the Theatre on Tuesday, June 27, 2023, due to the weather that evening.

The Committee on Diversity, Equity, Inclusion, Access, and Belonging working groups continue to meet, with each group addressing one leading challenge.

Mr. Malagiere was pleased to announce all funding requests submitted to the Foundation have been approved for the Fall semester.

Mr. Malagiere shared the 2023-24 Blauvelt Lecture Series upcoming events, which include:

- A Conversation with Robert Ponidiscio, Thursday, September 28, 2023
- An Evening with Lidia Bastianich, Wednesday, October 4, 2023
- A Conversation with Stacy Schiff, Wednesday, November 15, 2023
- A Conversation with Jeffrey Morton, February 26, 2024
- An Evening with John Leguizamo, April 24, 2024

Upcoming Foundation events for the Fall semester include:

- Sup the River at the Toms River Yacht Club on Saturday, September 17, 2023
- 22nd Annual Golf Outing at the Pine Barrens Golf Club on Tuesday, October 10, 2023

Upon Mr. Dasti's request for public comments, Commissioner Virginia Haines expressed her thanks to Dr. Larson for his 23 years of dedicated service to the campus and for his vision. Dr. Larson thanked Commissioner Haines and the County for the tremendous support to the College during that time. Dr. Larson then thanked all of the Trustees for their support of his Presidency, which he enjoyed throughout his tenure. Public Comments

The Trustees then each shared their appreciation for Dr. Larson and thanked him for his years of service.

With no further comments from the Board members or the public, the meeting adjourned at 2:04 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant to the President