



**BOARD OF TRUSTEES
AGENDA**

**AUGUST 24, 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 JULY 27, AND
AUGUST 17, 2023, BOARD OF TRUSTEES CLOSED SESSIONS AND
PUBLIC MEETINGS** **Bd. Action**
- VI. **PRESENTATIONS/COMMENDATIONS**
- VII. **COMMITTEES**
 - A. **Finance Committee (Mr. Frank Dupignac, Chairperson)**
*(Ms. Sara Winchester, Executive Vice President of Finance
And Administration)*

1. Recommend approval of business/finance actions as presented (Exhibit A) **Bd. Action**

B. **Bylaw, Policy, and Curriculum Committee**
(Mrs. Joanne Pehlivanian, Chairperson)
(Dr. Joseph Konopka, Vice President of Academic Affairs)

1. Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B) **Bd. Action**

C. **Buildings and Grounds Committee** *(Mrs. Linda Novak, Chairperson)*
(Mr. James Calamia, Assistant Vice President of Facilities)

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, September 28, 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, SEPTEMBER 14, 2023**

- | | |
|------------------------|---------------------------------------------------------------------------------------------------|
| 1. Entire Board | Time: 10:45 a.m.
Place: Administration Building
Board Room
Purpose: Board Retreat |
|------------------------|---------------------------------------------------------------------------------------------------|

and

THURSDAY, SEPTEMBER 28, 2023

- | | |
|------------------------------------------------------------------|-----------------------------------------------------------------|
| 1. International Programs Committee
(as needed) | Time: 9:00 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

July 27, 2023

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:33 p.m. on Thursday, July 27, 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 July 20, 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

Mr. Sahradnik administered the trustee oath of office to Mr. Casey Conner, who was selected by the Student Life Committee to serve as the student/alumni representative on the Board from July 1, 2023, through June 30, 2024. The trustees welcomed Mr. Conner to the Board.

Swearing-In of
Mr. Casey Conner

Those in attendance were Mr. Dasti, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Robert Fall, Mr. Charles Muller, Mr. Carl V. Thulin, Mr. Casey Conner, Mr. Jack Sahradnik, Dr. Pamela Monaco, Executive Vice President Sara Winchester, Vice President Joseph Konopka, Vice President Gerald Racioppi, Commissioner Virginia Haines, and Mrs. Connie Bello.

Attendance

The minutes of the June 29 and July 13, 2023, Board of Trustees closed sessions and public meetings were approved by roll call vote with an abstention by Mr. Muller.

Minutes Approved

Prior to Ms. Heather Sciarappa, Interim Dean of the School of Arts and Humanities, introducing Dr. Madison Peschock, College Lecturer II in English, Dr. Monaco shared her connection to the National Endowment for the Humanities (NEH) as a previous grant recipient. Dr. Peschock then shared highlights of her participation as a recipient of the "Reconsidering Flannery O'Connor" grant program, spending four weeks in Georgia participating in workshops and scholarship dedicated to the distinguished author. She also explained how this experience will benefit her and Ocean County College.

Presentations

Finance Committee

Mr. Thulin presented the following Finance Committee items, and they were unanimously approved as amended. Mr. Leone noted that, while the resolution to award a contract to The Change Leader, Inc., (Exhibit A-16) was presented for approval, the contract will not be signed until typographical errors are corrected.

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| ➤ The statement of income and expenditures as of June 30, 2023, was accepted. | Income/Expenditures
Accepted |
| ➤ The following contracts were awarded: | Contracts Awarded |
| ➤ A maximum of \$68,000 to Aspen Landscaping Contracting, Inc., North Branch, New Jersey, for replacement of the ADA pathway concrete of the Technology Building at Ocean County College in order to be ADA compliant in regards to pitch and slope. | |
| ➤ A maximum of \$104,280 to Allied Fire and Safety Equipment Company, Inc., Neptune, New Jersey, for an eleven-month contract from July 27, 2023, through June 30, 2024, with a second-year contract option for maintenance and repair services of fire Prevention and fire control equipment at Ocean County College. | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions Adopted
for Contract Awards |
| ➤ A maximum of \$25,000 to Leepfrog Technologies, Inc., Coralville, Iowa, for a one-year contract for the renewal of the CourseLeaf Curriculum and Catalog software from September 9, 2023, through December 10, 2024, for use at Ocean County College. | |
| ➤ A maximum of \$50,000 to Cleary Giacobbe Alfieri Jacobs, LLC, Matawan, New Jersey, for a one-year contract for professional legal services, special labor counsel, from July 1, 2023, through June 30, 2024, at Ocean County College. | |
| ➤ A maximum of \$22,000 to Yankee Book Peddler, Inc., Birmingham, Alabama, for a one-year contract for the purchase of miscellaneous books and e-books from July 1, 2023, through June 30, 2024, for use in the Library at Ocean County College. | |
| ➤ A maximum of \$24,000 to Data Recognition Corporation, Maple Grove, Minnesota, for a one-year contract for the purchase of study guides and miscellaneous supplies for students from July 1, 2023, through June 30, 2024, through the Adult Education, Civics, and Workforce Preparations Program (AECWP) at Ocean County College. | |
| ➤ A maximum of \$40,000 to Cintas Corporation No. 2, Mason, Ohio, for a one-year contract for the inspection and service of fire prevention and fire control equipment from July 1, 2023, through June 30, 2024, through the Omnia Partners Cooperative Program for use at Ocean County College. | |

- A maximum of \$69,362.12 to NJEdge.NET, Newark, New Jersey, for a one-year contract renewal for Horizon View/VM Ware Virtualization Software and support from July 1, 2023, through June 30, 2024, through the NJEdge.NET Consortium for use at Ocean County College.
- A maximum of \$25,730 to Aurora Systems Consulting, Inc., Branchburg, New Jersey, for a one-year renewal of the Exinda Network Orchestrator contract to monitor and troubleshoot network issues and increase of the Exinda shaping license from 2GB to 5GB from August 4, 2023, through August 3, 2024, for use at Ocean County College.
- A maximum of \$360,000 to the following vendors for a one-year contract for offset printing and signage services from July 1, 2023, through June 30, 2024 at Ocean County College:
 - \$30,000 to Big Mountain Imaging, Philadelphia, Pennsylvania
 - \$10,000 to Blackout Custom Packaging, Newark, New Jersey
 - \$80,000 to Gangi Graphics, Brick, New Jersey
 - \$30,000 to Intellicor LLC, dba Intellicor Communications, Lancaster, Pennsylvania
 - \$100,000 to PIP Printing, Brick, New Jersey
 - \$30,000 to Prism Color Corporation, Moorestown, New Jersey
 - \$10,000 to Ridgewood Press, Ridgewood, New Jersey
 - \$70,000 to Roelynn Litho, Inc., Lakewood, New Jersey
- A maximum of \$47,330.26 to Hyland, LLC, Lenexa, Kansas, for a one-year contract for the maintenance license renewal of Document Imaging/Image Now software from October 1, 2023, through September 30, 2024, for use at Ocean County College.
- A maximum of \$23,000 to Jostens, Inc., Chicago, Illinois, for a one-year contract for the purchase of award certificates, diplomas, and tassels from July 1, 2023, through June 30, 2024, for students graduating in winter 2023 and summer 2024 at Ocean County College.
- A maximum of \$24,300 in monthly payments of \$675 for the three-year lease of a 2023 Honda Accord EX for use by President Pamela Monaco as determined by the President's employment contract.
- A maximum of \$115,000 to The Change Leader, Inc., Albuquerque, New Mexico, for consulting services, including reimbursable expenses and publications, to assist the institution in achieving and maintaining compliance with Standard VII of the Middle States standards of accreditation from August 1, 2023, through January 31, 2024, at Ocean County College.
- The Board rejected the bids for the Grunin Center Music Practice Room Renovation at Ocean County College, received on July 19, 2023, in accordance with New Jersey Statute 18:A 18A-22d, as the college wants to substantially revise the specifications for the goods or services. Bid Proposal Rejected

- The Board accepted an \$300,000 competitive grant award for “Living Shoreline, Climate Resiliency – Jeffrey’s Creek Shoreline Naturalization” project from the New Jersey Department of Environmental Protection to support shoreline restoration. Project Manager: Ms. Ceili Pestalozzi, Barnegat Bay Partnership Wetland and Watershed Coordinator. Funding Period: Three years, beginning on the date the agreement is signed by both Ocean County College and the Ocean County Board of Commissioners, who will match \$315,515 towards project construction. Grant Accepted

Bylaw, Policy, and Curriculum Committee

Dr. Konopka presented the Bylaw, Policy, and Curriculum Agenda, and highlighted OCC’s proposal for the “New America’s Community College Workforce Transformation and Implementation Cohort Project,” which was selected to be a part of a technical assistance consortium.

The Bylaw, Policy, and Curriculum Agenda was then approved upon unanimous roll call vote, as recommended by the Bylaw, Policy, and Curriculum Committee:

- The following item, as accepted by the College Senate at its meeting on July 6, 2023, was approved unanimously upon roll call vote: College Senate Items Approved
 - Inactivated Program Inactivated Program
 - Associate in Science Degree in Homeland Security
- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Quebec Consulate VIP Reception prior to the Grosse Isle performance on Thursday, October 19, 2023, in the Planetarium at Ocean County College from 5:30 p.m. to 7:00 p.m. Policy #8600 Suspended

Buildings and Grounds Committee

Mrs. Novak introduced Mr. James Calamia, Assistant Vice President of Facilities, who provided an update on several ongoing projects. The Buildings and Grounds Report for July 27, 2023, was then unanimously accepted upon roll call vote. Building/Grounds Committee Report Accepted

Personnel Committee

Mr. Leone presented the Personnel Report, which was unanimously approved upon roll call vote as amended; action on the recommendation regarding the sabbatical leave request for Lisa Cecere, Assistant Professor of Arts and Humanities, was deferred until next month to allow for further discussion of the related policy. Mr. Leone also noted the grievance arbitration settlement with the Faculty Association was approved as an addendum to the report. Personnel Report Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for closed meetings to be held on Thursday, August 17, and Thursday, August 24, 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 August 17 and 24, 2023

The following meetings were scheduled:

Meetings
Scheduled

Thursday, August 17, 2023	11:30 a.m.	Closed Session
	12:00 p.m.	Meeting/Retreat
Thursday, August 24, 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. Monaco introduced Mr. Casey Conner, who shared his thoughts on how he will represent students as the newest OCC Student/Alumni Representative on the Board of Trustees. President's Report

While encouraging the reading of the lengthy President's Report, Dr. Monaco highlighted the following items of importance:

- The Repertory Theatre Company's production of *Kiss Me Kate*, included family members of a trustee and a President's Office employee as part of the cast
- The Nursing program's summer reading for Nursing students is *Through Other Eyes*, a nursing novella about diversity
- The Medical Residency Program at Community Medical Center continued utilization for the third year of the simulation center in the H. Hovnanian Health Sciences Building
- Executive Vice President Sara Winchester renegotiated OCC's contract with Ellucian, significantly reducing services provided and cost to the college
- Ms. Jan Kirsten, Executive Director of College Relations, was elected to be a member of the Board of Directors of the American Council on Education (ACE) Women's Network of New Jersey (NJACE)
- Sixteen OCC Viking student athletes earned placement on the 2022-23 National Junior College Athletic Association (NJCAA) All-Academic Teams, with two students securing First Team honors with 4.0 GPAs
- Mr. Jim Campbell, Coordinator of Outreach and Enrollment Services, was requested to present a session regarding the Community College Opportunity Grant (CCOG) to Robert Wood Johnson Barnabas Health (RWJBH) employees
- The inaugural Social Justice Academy of New Jersey was implemented at OCC from July 10 to 20, 2023, which was facilitated by Monmouth University, through the collaborative partnership of Dr. Eileen Garcia, Vice President of e-Learning and Learning Enterprises, and Mr. Kenneth Malagiere, Executive Director, OCC Foundation, Co-chairs of the OCC DEI Committee, under the direction of Dr. Nicole Pulliam, department chair and Director of the Social Justice Academy, and Dr. Vernon S. Smith, department chair and Assistant Director, both Associate Professors at Monmouth University

- Following a recent visit and tour of the Southern Education Center (SEC), Dr. Monaco, the Trustees, and Commissioner Haines discussed continuing a conversation to consider renaming the SEC as it is not always well-known that this is an off-site location of Ocean County College

Dr. Racioppi provided an enrollment update for Fall 2023, reporting enrollment is currently 4% ahead in credits and 3% for the number of unduplicated students. He credited the many recently implemented retention and registration initiatives for the increases.

Dr. Racioppi commended Ms. Anna Regan, Executive Director of Academic Planning, and the Advising staff for the implementation of curriculum tracks through the Ellucian student planning system, which provide students a complete map of the courses they need in order to complete their degrees.

The Student Success Team and enrollment technicians in the HUB logged 1,491 outgoing calls last month. The CARE Team handled 673 CARE Team reports. Dr. Racioppi thanked all members of the College community who report concerning behaviors that enable the CARE team to potentially make a difference in a student's life.

Dr. Jessica Adams, Dean of Kean Ocean, thanked Dr. Pamela Monaco for taking the time to meet recently. She looks forward to continued conversation regarding OCC and Kean Ocean. She also shared that Kean is experiencing enrollment increases from 2022.

Dr. Adams discussed Camp Abilities, the educational sports camp taking place at the New Jersey Field of Dreams in Toms River, August 22, 23, and 24, 2023. Currently there are 12 athletes signed up to participate with 28 coaches who are OCC alumni and Kean Ocean students.

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

- Fall scholarship applications will remain open through August 17, 2023
- The Foundation Nominating Committee will meet to review the standing of current Board members and consider recommendations from the community for new Foundation trustees
- The next edition of the Legacy Campaign newsletter will highlight the life and legacy of Mr. Joseph Citta

Upcoming Foundation events include:

- The Forty for Forty Birthday Benefit on Tuesday, August 1, 2023, at the Toms River Yacht Club
- The 22nd Annual Golf Classic on Tuesday, October 10, 2023, at Pine Barrens Golf Club in Jackson, New Jersey
- The Foundation's Bi-Annual Concert Event and fundraiser featuring Blues Traveler on Friday, October 27, 2023

Mr. Malagiere then 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, Monday, February 26, 2024
- An Evening with John Leguizamo, Wednesday, 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, Tuesday, October 10, 2023

The Diversity, Equity, and Inclusion Committee reported the Social Justice Academy of New Jersey piloted its first academy at OCC from July 10 to July 20, 2023. The Academy was facilitated by Monmouth University in partnership with Ocean County College and the OCC Foundation.

Upon a request for public comments by Mr. Dasti, Dr. David Bordelon, Professor of English and FAOCC President, discussed the NJEA's campaign in support of New Jersey's Community Colleges and reported the FAOCC Executive Committee met with Dr. Monaco and looks forward to establishing open communication. Dr. Bordelon shared he is happy to discuss terminal sabbaticals for faculty with the Trustees if there are any questions or concerns as well as Hyflex courses with Dr. Konopka. Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:42 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant to the President



BOARD OF TRUSTEES

Public Retreat/Meeting

Minutes

August 17, 2023

A retreat/meeting of the Ocean County College Board of Trustees was called to order at 12:04 p.m. on Thursday, August 17, 2023, by Mr. Jerry Dasti, Chair, in the Conference Center and via Webex.

Call to Order

The announcement of public meeting was made by Mrs. Connie Bello in compliance with the Open Public Meetings Act of 1975. Notice of this meeting was publicized through a resolution adopted at the November 2022 reorganization meeting and distributed as required by law. In addition, a notice was publicized on August 5, 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

The Pledge of Allegiance was recited by all present.

Those in attendance were: Mr. Dasti, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Robert Fall, Mr. Charles Muller, Mrs. Joanne Pehlivanian, Mr. Carl V. Thulin, Mr. Steven Zabarsky, Mr. Casey Conner, Mr. Jack Sahradi, Dr. Pamela Monaco, Executive Vice President of Finance and Administration Sara Winchester, and Mrs. Connie Bello. Also attending were Dr. Gerald Racioppi, Vice President of Student Affairs; and the co-chairs of the Diversity, Equity, and Inclusion Committee, Dr. Eileen Garcia, Vice President of e-Learning and Learning Enterprises, and Mr. Kenneth Malagiere, Executive Director, OCC Foundation.

Attendance

Personnel Committee

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

Personnel Report
Approved

Discussion Item

Discussion Item

Dr. Monaco introduced Dr. Eileen Garcia and Mr. Kenneth Malagiere, who provided an overview of OCC's Diversity, Equity, and Inclusion Committee from its inception in December 2021 through today. Dr. Garcia and Mr. Malagiere shared a breakdown of committee membership, development of the OCC DEI statement and goals, and formation of working groups. Consultants from Ellucian were engaged for a two-day immersive experience to formulate a DEI statement and establish first-step action items for the institution to consider moving forward. Staff and student campus climate surveys were deployed in Spring 2023, and the response rates for both groups were quite encouraging, 36% and 24% respectively. Survey

responses and data trends were evaluated to determine where we are as a College on diversity, equity, and inclusion and what needs to be addressed to ensure barriers are removed, understanding is promoted, safe spaces are created, and a culture of belonging is established. Dr. Garcia and Mr. Malagiere then shared goals established by the DEI Committee, which will be presented in more detail by the members of the committee at the September 28, 2023, Board meeting.

Dr. Monaco and the trustees thanked Dr. Garcia and Mr. Malagiere for their comprehensive report as well as acknowledged the overwhelming amount of work that has been done by the committee. Dr. Monaco shared her commitment to diversity, equity, and inclusion on the OCC campus. A discussion ensued about all that diversity, equity, and inclusion encompass and the need for a better understanding of these issues within the college and the community. Many questions were asked during the discussion, which, hopefully, will be answered by the committee members during their presentation in September when they share their recommendations to begin identifying and addressing these issues.

The next meetings of the Board are scheduled for:

Meetings
Scheduled

Thursday, August 24, 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

With no further comments from the Board members or the public, the meeting adjourned at 1:24 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant to the President