



**BOARD OF TRUSTEES
AGENDA**

**SEPTEMBER 28, 2023
4:30 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 AUGUST 24, AND
SEPTEMBER 14, 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, November 9, 2023, at 4:00 p.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, OCTOBER 12, 2023**

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

THURSDAY, NOVEMBER 2, 2023

- | | |
|------------------------|--|
| 1. Entire Board | Time: 12:00 noon Place: Student Center and via Webex Purpose: Conversation with the Trustees |
|------------------------|--|

and

THURSDAY, NOVEMBER 9, 2023

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

5. **Personnel Committee**
Time: 3:30 p.m.
Place: Conference Room A&B and via Webex
6. **Entire Board**
Time: 4:00 p.m.
Place: Conference Center and via Webex
Purpose: Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining
7. **Entire Board**
Time: 4:30 p.m.
Place: Conference Center and via Webex
Purpose: **Annual Reorganization Meeting**
8. **Entire Board**
Time: Immediately following Reorganization Meeting
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

August 24, 2023

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:32 p.m. on Thursday, August 24, 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 August 18, 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. Frank Dupignac, Mr. Stephan Leone, Mr. Robert Fall, Mr. Joseph Teichman, Mr. Carl V. Thulin, Mr. Steven Zabarsky, Mr. Casey Conner, Mr. Mathew Thompson, Dr. Pamela Monaco, Executive Vice President Sara Winchester, Vice President Eileen Garcia, Vice President Joseph Konopka, Vice President Gerald Racioppi, and Mrs. Connie Bello.

Attendance

The minutes of the July 27, and August 17, 2023, Board of Trustees closed sessions and public meetings were approved by roll call vote with an abstention by Mr. Zabarsky on the July 27 meeting.

Minutes Approved

Dr. Henry Jackson, Executive Director of Academic Success, introduced Ms. Shonoyalee Griffin, OCC student and Club President for the Organization for Black Unity. Front Runner New Jersey (FRNJ), an online media site dedicated to highlighting African-American leadership, achievement, and culture, chose Ms. Griffin for their spotlight article, "Shining Star: Ocean County College's Shonoyalee Griffin Prepares for a Bright Future." Ms. Griffin shared her experience at OCC and thanked Dr. Jackson and Ms. Bridget Everett, Executive Assistant to the Associate Vice President of Academic Affairs, for their mentorship and the Trustees for their support.

Presentations/
Commendations

Finance Committee

Mr. Dupignac reported the Investment Committee met this morning with investment advisors to review the College portfolios. Investments continue to be made in a conservative, no risk manner. The following Finance Committee items were then approved unanimously upon roll call vote.

- | | |
|---|---|
| ➤ The statement of income and expenditures as of July 31, 2023, was accepted. | Income/Expenditures Accepted |
| ➤ The following contracts were awarded: | Contracts Awarded |
| ➤ A maximum of \$40,000 to Berry, Sahradnik, Kotzas, and Benson, P.C., Toms River, New Jersey, for the second year contract option for legal services at Ocean County College. | |
| ➤ A maximum of \$4,903,000 (\$4,878,000 and an approved contingency amount of \$25,000) to Santorini Construction, Inc., Neptune, New Jersey, for the professional interior renovation and upgrading of the Library building project at Ocean County College. | |
| ➤ A maximum of \$67,240 to Suburban Trails, Inc., New Brunswick, New Jersey, for the first year with a second-year contract option for transportation services for OCC athletic teams for sporting events at various locations, various Student Life trips at Ocean County College, and various college activities, performances, and events. | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions Adopted for Contract Awards |
| ➤ A maximum of \$315,000 to Dell Marketing, LP, Round Rock, Texas, for the purchase of Dell computers and the purchase of parts and supplies as needed for the repair of existing computers from July 1, 2023, through June 30, 2024, on an as-needed basis at Ocean County College. | |
| ➤ A maximum of \$150,000 to GovernmentJobs.com d//b/a NEOED, El Segundo, California, for the two-year contract renewal of the integrated Human Resources Information System to manage onboarding/offboarding, performance, learning and talent from September 1, 2023, through August 31, 2025, at Ocean County College. | |
| ➤ A maximum of \$134,071.20 to Mainstay, Boston, Massachusetts, for the three-year renewal of chatbot software services from October 1, 2023, through September 30, 2026, for student enrollment and retention for the HUB at Ocean County College. | |
| ➤ A maximum of \$92,884.87 to NJEdge.NET, Newark, New Jersey, for the purchase of miscellaneous books, Internet database subscriptions and service fees, from July 1, 2023, through June 30, 2024, through the Virtual Academic Library Environment (VALE) Consortium for use in the Library at Ocean County College. | |

- A maximum of \$26,180 to Blackboard, Inc., Washington, District of Columbia, for the one-year contract renewal from August 1, 2023, through July 31, 2024, for the Blackboard Ally Learning Management System Licensing through the New Jersey County College Joint Purchasing Consortium (JPC) at Ocean County College.
- A maximum of \$46,804.26 to Online Computer Library Center, Dublin, Ohio, for the one-year contract renewal for a cloud-based library management system and EZ-proxy authentication services from July 1, 2023, through June 30, 2024, for use by the Library at Ocean County College.
- A maximum of \$26,086.52 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase of Cisco equipment for the Veteran and Military Resource Center (VMRC) at Ocean County College.
- A maximum of \$153,000 to Geneva Worldwide, Inc., New York, New York, for a six-month contract for professional interpreting and captioning services for students with disabilities enrolled in the Fall 2023 semester on an as-needed basis from July 1, 2023, through December 31, 2023, at Ocean County College.
- A maximum of \$26,000 to Sign4U Interpreting Service, LLC, Glendora, New Jersey, for a six-month contract for professional interpreting and captioning services for students with disabilities enrolled in the Fall 2023 semester on an as-needed basis from July 1, 2023, through December 31, 2023, at Ocean County College.
- A maximum of \$26,308.05 to Vic Gerard Golf Cars, Farmingdale, New Jersey, for the purchase of an electric golf car for use by the Facilities Department through the Omnia Partners Cooperative Purchasing Program at Ocean County College.
- A maximum of \$55,000 to Prism Color Corporation, Moorestown, New Jersey, for off-set printing and mailing services for the FY24 Ocean Views Magazine at Ocean County College.
- The following contracts were amended:
 - An additional \$3,000, for a maximum total of \$20,000, to Preferred Behavioral Health Group, Lakewood, New Jersey, to provide 24/7 employee assistant program services as part of behavioral health services for students and employees from July 1, 2023, through June 30, 2024, at Ocean County College (initial contract was under threshold and did not require Board approval).
 - An additional \$39,320, for a maximum total of \$137,320, to Bloomberg Finance, LP, New York, New York, due to an alteration in the vendor's pricing structure and for the purchase of 250 remote licenses for students to enable remote completion of the Bloomberg certification as part of the renewal of electronic trading services funded through the Carl D. Perkins Career and Technical Education Act Grant for use at Ocean County College (contract originally awarded at the February 24, 2022, Board meeting).

Contracts
Amended

- An additional \$7,000, for a maximum total of \$76,000, to Johnson Controls, Inc., Blackwood, New Jersey, for the purchase and installation of a touch-screen computer and thermostat as part of the chiller maintenance services at Ocean County College (contract originally awarded at the April 27, 2023, Board meeting).
- The Board authorized execution of an Agreement with the School for Children with Hidden Intelligence, Lakewood, New Jersey; and The Arc, Ocean County Chapter, Brick, New Jersey, in the amount of \$135,000 per organization to provide the establishment of county college-based adult centers for transition and the enhancement of programmatic support for adults with disabilities to transition into the most independent living possible. Authorized Execution of Agreement

Bylaw, Policy, and Curriculum Committee

Dr. Konopka presented the Bylaw, Policy, and Curriculum Agenda, highlighting the Lecturer and Adjunct Institutes taking place next week. He thanked Dr. Amir Sadrian, Associate Vice President of Academic Affairs, and Dr. Catherine Mancuso, Dean of Faculty Development and Learning Innovation, who created the programs.

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 2023-2024 Ocean County College Advisory Committees were approved: 2023-2024
Advisory
Committees
Approved
 - Addictions Counseling Advisory Committee
 - Business Advisory Committee
 - Computer Studies Advisory Committee
 - Engineering Advisory Committee
 - Environmental Management Advisory Committee
 - Fine and Performing Arts Advisory Committee
 - Graphic Arts and Digital Media Advisory Committee
 - Health and Human Performance Advisory Committee
 - Hospitality, Recreation, and Tourism Management Advisory Committee
 - Interpreter Sign Language Advisory Committee
 - Law and Public Safety Advisory Committee
 - Nursing Advisory Committee
 - Social Work Advisory Committee

Buildings and Grounds Committee

Mrs. Novak commended the Facilities and Grounds staff for getting the campus ready for the Fall semester. She then provided an update to several projects: the Library renovation, repaving of Parking Lot 1, raising of the College electronic sign, and connection of the upper and lower campuses. Dr. Konopka shared while the Library has temporarily moved to the Russell Building for the renovation, all Library services are still available without interruption. The Buildings and Grounds Agenda for August 24, 2023, was then unanimously accepted upon roll call vote. Building/Grounds
Committee Report
Accepted

Personnel Committee

Mr. Leone presented the Personnel Report, which includes the retirement of Dr. Jon Larson, effective October 1, 2023. The Personnel Report was then unanimously accepted upon roll call vote.

Personnel Report
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on September 28, 2023, at 4:00 p.m., for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted
for a Closed Meeting
September 28, 2023

In order to make the meeting more accessible to faculty and students, the September 28, 2023, meeting will begin at 4:30 p.m. If this time proves to be successful after several months, they will continue at the new time.

The following meetings were scheduled:

Meetings
Scheduled

| | | |
|-------------------------------------|------------|--|
| Thursday, September 14, 2023 | 10:45 a.m. | Meeting/Retreat |
| Thursday, September 28, 2023 | 2:30 p.m. | International Programs Committee (As Needed) |
| | 3:00 p.m. | Finance Committee |
| | 3:00 p.m. | Bylaw, Policy, and Curriculum Committee (As Needed) |
| | 3:30 p.m. | Buildings and Grounds Committee |
| | 3:30 p.m. | Personnel Committee |
| | 4:00 p.m. | Closed Session |
| | 4:30 p.m. | Regular Public Monthly Meeting |

President's Report

Dr. Monaco introduced Dr. Drumm McNaughton, and Dr. William "Brit" Kirwin, consultants with The Change Leader, Inc., who shared with the Trustees their background and an overview of the review to be performed on OCC's Board and Shared Governance in order to assist the College in meeting Monitoring Report expectations for MSCHE Standard VII compliance.

President's Report

Mr. Leone clarified OCC is on warning due to insufficient evidence that the institution is currently in compliance with Standard VII (Governance, Leadership, and Administration). OCC remains fully accredited during this time.

Dr. Monaco introduced Mr. Thomas Gialanella, Executive Director of School Relations, and Dr. Henry Jackson, who shared with the Trustees collaborations between OCC and K-12 school districts both in Ocean County and outside the county. These programs include College Readiness, Early College Connections, and Hy-Flex. Dr. Jackson explained outreach now includes Ocean County Middle Schools.

Dr. Monaco reported she and Mr. Ken Malagiere, Executive Director, OCC Foundation, met with Dr. Joseph Marbach, President of Georgian Court University (GCU), to discuss partnerships and scholarships for OCC graduates. OCC is the second largest transfer school to GCU behind Brookdale. Dr. Monaco also met with Ms. Chanie Jacobwitz, Vice President of Governmental Affairs and Compliance, Beth Medrash Govoha, and Ms. Sarah Gelbwachs, Executive Director, Lakewood Community Services Center, to discuss strengthening relationships within the Lakewood Community. The Displaced Homemaker's Program is of great interest, as well as how OCC can provide career training to women of the community.

Dr. Anne Wahl, MSCHE Liaison to OCC, will visit campus on Thursday, September 14, 2023. In addition to meeting with Dr. Monaco and the President's Cabinet, she will meet with the Trustees from 10:45 to 11:30 a.m. in the Boardroom, and hold an open public forum from 12:15 to 12:55 p.m. in Gateway 104, to explain the structure of the monitoring report and the evidence needed, and to answer any questions.

The Fall Colloquium will take place Thursday, August 31, 2023, with Dr. Monaco's State-of-the-College Address at 9:00 a.m. in the Grunin Theatre.

Dr. Monaco then shared the following items of importance from the President's Report:

- The newly formed First Year, First Generation Taskforce held its first meeting on August 23, 2023
- A new hydroponics garden system has been established to produce fresh produce year-round to support the new credit-based culinary class, HRTM 231, Culinary Fundamentals, as part of the new Culinary Option to the Associate in Science degree in Hospitality, Recreation, and Tourism Management
- Dr. Patrick Beatty and Dr. Stephen Agresti, College Lecturers in Criminal Justice, sponsored the "Kids on Campus" Criminal Justice CSI Academy from July 10 to 14, 2023, in the forensic/crime scene lab, where middle school students had an opportunity to see what it is like to work in law enforcement, which included criminal professionals from the Ocean County Sheriff's Department
- Dr. Rosann Bar, Dean of Business and Social Sciences, and Dr. Patricia Gianotti, College Lecturer II in Addictions Counseling, received approval of OCC's Addictions Counseling program application for accreditation renewal of the National Addictions Commission through December 2029
- Human Resources developed an online electronic leave request process available in the Self-Service Faculty and Staff Portal for Vacation, Sick, and Personal Leave Requests
- The Work-Related Activity Provider (WRAP) Grant has been renewed for an additional year, from October 1, 2023, through September 30, 2024, by the Ocean County Department of Human Services in the amount of \$450,000
- A Memorandum of Understanding was signed between OCC and Little Caesars Enterprises, allowing employees of Little Caesars to pursue an OCC education with tuition reimbursement options
- The Trio Student Support Services (SSS) program submitted the annual Performance Report for the 2021-22 academic year, earning a 15 out of 15 score for exceptional performance, and were awarded a 4% budget increase for next year

Dr. Racioppi provided an enrollment update for Fall 2023, reporting enrollment is slightly ahead in credits for unduplicated, continuing and stop-out students, and 59 students behind for new student enrollment.

The enrollment technicians in the HUB placed 3,996 outgoing calls in July, focusing on enrolling students and outreach to students who had not yet made payment arrangements. The HUB Success Team made 3,719 outgoing calls dually focused on the reenrollment of continuing students and responding to alerts raised in the Advise system. Dr. Racioppi credits the increase in call totals to help received from individuals in areas outside of Enrollment Services, who fielded incoming calls. Dr. Racioppi thanked all 16 faculty and staff members who provided assistance.

Dr. Racioppi reported OCC was selected to join the Council on Military Transition to Education, an organization that is recognized by the Department of Defense serving as the voice of service members and veterans transitioning to higher education. OCC is one of only five community colleges nationally and the only college in New Jersey that have been offered membership in the council. Ms. Christina Hernandez, Assistant Director, Veteran and Military Resource Center, and Ms. Jessica Richardson, VMRC Coordinator, are commended for their contributions, resulting in this selection.

Dr. Racioppi recognized Ms. Jennifer Fazio, Director of Student Life, and the Student Life team, for the successful orientation sessions that were held, which were well received by the students and parents who attended. Also recognized was Mr. Brian Schillachi, Director of Ocean County College Manahawkin, who is working with the counseling staff of Barnegat and Lacey high schools, organizing class trips for students from grades 10 to 12, who will visit the Manahawkin location this upcoming school year.

Dr. Monaco introduced Ms. Maureen Byrne, Associate Director of Kean Ocean, who provided a Kean Ocean update. Ms. Byrne thanked Mr. Ken Malagiere, Executive Director, OCC Foundation, for the Foundation's support of the Field of Dreams closing ceremonies with the donation of an ice cream truck for participants.

Ms. Byrne shared the return of Kean Ocean community yoga classes; they continue to be available to all members of the campus community.

Mr. Ken Malagiere thanked all who helped support the Foundation's 40 for 40 Birthday Benefit. Over \$80,000 was raised to support students at OCC.

Mr. Malagiere reported the following:

- The Fall scholarship applications period has closed with over 300 applications under review
- The next edition of the Legacy Campaign newsletter will highlight the life and legacy of Mr. Joseph Citta

Upcoming Foundation events include:

- The Annual SUP the River event on Saturday, September 16, 2023, at the Toms River Yacht Club in partnership with the Kiwanis Club of Greater Toms River
- 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 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

The Diversity, Equity, and Inclusion Committee looks forward to their upcoming presentation at the September 28, 2023, Board meeting.

Mr. Malagiere reported the OCC Foundation Art Collection will launch October 13, 2023. The initial display in from Seward Johnson Atelier will consist of 20 pieces of sculpture placed throughout the campus mall. OCC is the third community college in New Jersey to have an art collection on campus.

Upon a request for public comments by Mr. Dasti, Dr. David Bordelon, Professor of English and FAOCC President, discussed the connection between the Middle States report's emphasis on governance to a need for transparency, openness, and a free exchange of ideas that stem from an academic mindset. The FAOCC looks forward to continuing work with the Board and Dr. Monaco using this mindset to help the administration and faculty work together to create the best learning environment for students. Public Comments

Dr. Sheenah Hartigan invited Trustees to attend the Ocean County Guidance Counselors Break-fast meeting on campus Friday, October 20, 2023, at 9:00 a.m.

With no further comments from the Board members or the public, the meeting adjourned at 2:06 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant to the President



**BOARD OF TRUSTEES
Special Meeting**

**Minutes
September 14, 2023**

A special meeting of the Ocean County College Board of Trustees was called to order at 10:48 a.m. on Thursday, September 14, 2023, by Mr. Jerry Dasti, Chair, in the Boardroom of the Administration Building on the College campus 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. This special meeting was announced on August 31, 2023, as required by the New Jersey Open Public Meetings Act, by providing adequate notice to the Asbury Park Press, the Atlantic City Press, the Ocean County Clerk, and the College community. The notice indicated this meeting would also be held via Webex, as per 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. Frank Dupignac, Mr. Robert Fall, Mrs. Joanne Pehlivanian, and Mr. Carl V. Thulin. Also in attendance were Dr. Pamela Monaco, Mrs. Connie Bello, and Dr. Anne Wahl, Middle States Commission on Higher Education Vice President Liaison to Ocean County College.

Attendance

The pledge of allegiance was recited by all those in attendance.

Pledge of Allegiance

A resolution was introduced and adopted upon unanimous roll call vote to move into a closed meeting for the purpose of discussing the next steps in the submission of a Monitoring Report, due to the Middle States Commission on Higher Education by January 16, 2024. The results of the meeting will be released to the public when the need for confidentiality no longer exists. The length of the closed session is estimated to be approximately forty-five minutes, after which the public meeting will resume and adjourn.

Resolution Adopted
for Closed Meeting

At 10:49 a.m., the trustees moved to a closed session; at 11:25 a.m., the closed session ended, and the public meeting resumed.

Public Meeting
Resumed

The next public meeting of the Board of Trustees is scheduled for Thursday, September 28, 2023, at 4:30 p.m. in the Conference Center and via Webex.

Mr. Dasti requested comments or inquiries from members of the public, and none were received.

Public Comments

With no further comments from the Board members or the public, the public meeting adjourned at 11:30 a.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Assistant to the President and
Secretary to the Board of Trustees