



## **BOARD OF TRUSTEES**

### **Regular Meeting**

### **Minutes**

**December 7, 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, December 7, 2023, by Mrs. Linda Novak, Vice-Chair, in the absence of Mr. Jerry Dasti, in room 102 of 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 2023 reorganization meeting and distributed as required by law. Also, a notice was publicized on November 30, 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 Mrs. Novak, Mr. Frank Dupignac, Mr. Stephan Leone, Mr. Robert Fall, Mr. Joseph Teichman, Mr. Carl V. Thulin, Mr. Steven Zabarsky, Mr. Casey Conner, Mr. Jack Sahradnik, Dr. Pamela Monaco, Executive Vice President Sara Winchester, Vice President Eileen Garcia, Vice President Joseph Konopka, Vice President Gerald Racioppi, Ms. Donna Rosinski-Kauz, Director of Library Services and College Senate Chair, and Mrs. Connie Bello.

Attendance

The minutes of the November 9, 2023, Board of Trustees closed session, reorganization and public meetings were unanimously approved by roll call vote.

Minutes Approved

Upon a request for public comments by Mrs. Novak, there were no comments from the public prior to the committee reports.

Public Comments

### Finance Committee

Mr. Dupignac introduced Mr. Robert Nehila, Bowman and Company, who indicated he met with the Audit Committee prior to this meeting and was pleased to announce there were no findings to report for the Ocean County College FY 2023 audit. Mr. Nehila shared Ocean County College is in a strong financial position. He received complete cooperation from the College during the audit, and thanked Ms. Winchester, Ms. Mary Lancaster, Controller, and the Finance and Financial Aid departments for their efforts. Ms. Winchester also acknow-

ledged the work of Ms. Lancaster, Ms. Kathy Higham, Director of Financial Reporting, and Ms. Robbin Haynes, Director of Financial Aid. Mrs. Novak thanked Mr. Nehila and wished him well on his retirement.

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.

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|---|---|
| ➤ The statement of income and expenditures as of October 31, 2023, was accepted.  | Income/Expenditures<br>Accepted                   |
| ➤ The Ocean County College FY 2023 Audit was accepted.  | Ocean County<br>College FY 2023<br>Audit Accepted |
| ➤ The following contracts were awarded:   | Contracts Awarded                                 |
| ➤ A maximum of \$183,000 to RDW Group, Inc., Providence, Rhode Island, for professional services for the redesign of the College website at Ocean County College.   |   |
| ➤ A maximum of \$209,046 to Generations Services, Inc., Pompton Plains, New Jersey, for the purchase and installation of an upgrade to the existing lighting equipment in the Television Studio at Ocean County College.  |   |
| ➤ Resolutions were adopted to award the following contracts:  | Resolutions Adopted<br>for Contract Awards        |
| ➤ A maximum of \$26,363.06 to Grainger, Eatontown, New Jersey, for the purchase of Engineering lab supplies on an as-needed basis at Ocean County College.  |   |
| ➤ A maximum of \$30,000 to The County of Ocean, Toms River, New Jersey, for a twelve-month agreement for street sweeping services from January 1, 2024, through December 31, 2024, at Ocean County College.   |   |
| ➤ A maximum of \$31,200 to Hope Sheds Light, Toms River, New Jersey, for professional services to support the Student Recovery Support Program from October 1, 2023, through September 30, 2024, funded by the New Jersey Division of Mental Health and Addiction Services (DMHAS) at Ocean County College. |   |
| ➤ A maximum of \$28,690 to KC Sign and Awnings, Aston, Pennsylvania, for the purchase and installation of a new electronic sign through the Education Services Commission of New Jersey (ESCNJ) at OCC Manahawkin.  |   |
| ➤ A maximum of \$29,928.57 to CDW Government, Inc., Vernon Hills, Illinois, for the purchase of Wacom Cintiq Pro 16 Tablets through the Education Services Commission of New Jersey (ESCNJ) for the Technology Building Room 206 at Ocean County College.   |   |

- The following was identified as an additional qualified vendor for professional international and domestic support, travel, and consulting services for study abroad programs and overseas campus support from July 1, 2023, through June 30, 2024, to be used on an as-needed basis:
  - Scholar Flights, LLC, dba ScholarTrip, Plano, Texas
- A maximum of \$57,500 to The Hanover Research Council, LLC, (“Hanover Research”), Arlington, Virginia, for a one-year contract for consulting and research services to help the college strengthen its academic portfolio, maximize enrollment and retention, manage costs, improve brand perception and engage alumni from January 1, 2024, through December 31, 2024, 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:

Resolution Adopted  
for NJCCC Purchasing  
Consortium Contract  
Awards

  - To the following vendors for the first year with a second-year contract option from January 1, 2024, through December 31, 2024, for the purchase of copier and specialty paper:
    - Sharda Paper, Inc, Brooklyn, New York
    - Lindenmeyr Munroe, Teterboro, New Jersey
- The following contracts were amended:

Contracts  
Amended

  - An additional \$5,000, for a maximum total of \$20,819, to Jay Hill Repairs, Fairfield, New Jersey, for the additional repair and maintenance of kitchen appliances through the Hunterdon County Educational Services Commission (HCESC) cooperative contract at Ocean County College (initial contract was under threshold and did not require Board approval).
  - An additional \$8,154.62, for a maximum total of \$20,845.62, to Weatherproofing Technologies, Inc. (WTI), Beachwood, Ohio, for additional roof repair services of the Tower of the Library Building at Ocean County College (initial contract was under threshold and did not require Board approval).
  - An additional \$8,060, for a maximum total of \$25,260, to NCS Pearson, Inc., Bloomington, Minnesota, for the purchase of GED test vouchers, study guides and tutoring services for students enrolled in various programs and class books and activity workbooks for ESL students through the Adult Education, Civics, and Workforce Preparations Program (AECWP) at Ocean County College (initial contract was under threshold and did not require Board approval).
  - An additional \$884.30, for a maximum total of \$25,884.30, to Leapfrog Technologies, Inc., Coralville, Iowa, for the purchase of additional fees associated with the CourseLeaf Catalog for 2024 for renewal of the CourseLeaf Curriculum and Catalog software from September 9, 2023, through December 10, 2024, for use at Ocean County College (contract originally awarded at the July 27, 2023, Board meeting).

- An additional \$8,743.68, for a maximum total of \$63,565.26, to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of additional furniture for the President's office and a lab table in the Gateway Building Room 311 through the Education Services Commission of New Jersey (ESCNJ) Cooperative contract at Ocean County College (contract originally awarded at the June 29, 2023, Board meeting).
- An additional \$25,800, for a maximum total of \$83,496, to Bowman and Company, LLP, Voorhees, New Jersey, for additional financial reporting relating to the Securing Our Futures Bond Act, the Adult Basic Skill, Barnegat Bay, and Carl D. Perkins grants, and to assist with implementation of Governmental Accounting Standards Board (GASB) statements, financial reporting for leases, and subscription-based information technology arrangements (SBITAs) as part of the second-year contract option for professional auditing services at Ocean County College (contract originally awarded at the June 1, 2023, Board meeting).

#### Bylaw, Policy, and Curriculum Committee

Dr. Garcia presented the Bylaw, Policy, and Curriculum Agenda, which 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 November 30, 2023, was approved unanimously upon roll call vote: College Senate  
Items Approved
  - Revised Policy Revised Policy
    - #5154, Students, Academic Standards, Grades and Scholastic Honors
- 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 2<sup>nd</sup> Annual Miniature Golf Tournament on Friday, January 19, 2024, 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

Mr. James Calamia, Assistant Vice President, Facilities, provided an update on several ongoing projects, including the new Administration Building, Library Renovation, TV Studio Lighting, Fiber Optic line installation, and Ocean County College Manahawkin renaming project. Building/Grounds

The Buildings and Grounds Report for December 7, 2023, was then unanimously accepted upon roll call vote. Committee Report  
Accepted

#### Personnel Committee

Mr. Leone presented the Personnel Report, which was unanimously accepted as submitted 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 January 25, 2024, at 3:00 p.m., for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted  
for a Closed Meeting  
January 23, 2024

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, January 25, 2024</b>	2:00 p.m.	Finance Committee
	2:00 p.m.	Bylaw, Policy, and Curriculum Committee (As Needed)
	2:30 p.m.	Buildings and Grounds Committee
	2:30 p.m.	Personnel Committee
	3:00 p.m.	Closed Session
	3:30 p.m.	Regular Public Monthly Meeting

### President's Report

Dr. Monaco introduced Ms. Mary Granahan, Television Production Director, who thanked the Trustees for approval of the TV Studio lighting upgrade, which will benefit students. She then discussed expansion efforts underway for the TV Studio, including goals to improve the Digital Mass Media Program, with Netflix's arrival at Fort Monmouth, in order to become more competitive and attract more students. Ms. Granahan then shared a video montage from "Shore to Support," which highlights community organizations. The program can be seen on Ocean TV-20, FIOS 24, and the College's YouTube channel. Thanks to Ms. Molly LaPosa, Broadcast Operations and Program Coordinator, for suggesting the name of the program.

President's Report

Dr. Monaco congratulated Ms. Granahan and the TV Studio staff, which she has been working with to deliver a variety of messages to the campus and community.

Dr. Monaco shared the following:

- The MSCHE 2023 Annual Conference, attended by Dr. Monaco, Dr. Alexa Beshara Blauth, Executive Director of Institutional Research, and Mr. James Marshall, Associate Director of Assessment, December 4 through 6, 2023. The theme, Setting the Standard: Transformation Through Accreditation, offered worthwhile sessions that Dr. Monaco and Dr. Beshara Blauth discussed.
- Dr. Beshara Blauth provided an update on the status of the MSCHE Monitoring Report, due to the Commission on January 16, 2024.
- Updates to several items which were prioritized as a result of the Conversation with the Trustees on November 2, 2023:
  - Ms. Winchester attended a recent Student Government meeting. As a result, of the concerns shared by students, Bubbakoos will implement new healthy selections and a salad bar will be available starting with the Spring 2024 semester. Ms. Winchester explained the vending machine company will add healthier options to the machines on campus.

- As a result of a webinar that she attended, Ms. Carolyn Showalter, Assistant Dean of STEM, founded a committee to have current OCC multi-lingual students assist in translating for English Language Learners who have difficulty with their college experience.
- Student Success Seminar – Working on making orientation mandatory.
- Ms. Jan Kirsten, Executive Director of College Relations, and the College Relations team are working on a centralized calendar of College events that will be easy to navigate.
- The following discussions regarding potential new programs were discussed:
  - Dr. Monaco, Ms. Winchester, Dr. Konopka, and Ms. Susan O'Connor, Executive Director of Curriculum and Program Development, met with Senator Robert Singer and OCVTS Administration to discuss collaboration between OCC and the OCVTS for a Dental Hygiene program. Such a program would benefit Ocean County residents with high-paying employment opportunities which are in great demand. Ms. Winchester shared funding plans to support renovation of underutilized space in the Hovnanian Health Science Building and the purchase of necessary equipment to support this program, for which the College would request FY25 Chapter 12 funding in addition to soliciting private donations.
  - Dr. Monaco met with Mr. Patrick Ahern, Chief Executive Officer of Community Medical Center, to discuss ways OCC could assist CMC maintain its workforce by providing current employees a means to advance. Follow-up conversations will continue and updates will be provided as they become available.
  - Meetings with Lakewood leaders to discuss an Addiction Studies Program for women in need of new career pathways.
  - Dr. Monaco attended the Kean Board of Trustee meeting held on the OCC campus on December 2, 2023, where she met Dr. Lamont Repollet, President, and many of the Kean University Trustees.
  - Dr. Monaco attended the Stockton University Board meeting on December 6, 2023, at the invitation of Dr. Joseph Bertolino, President, where the importance of the Stockton/OCC partnership and transfer agreements were discussed. An OCC/Stockton graduate who now works at the Security Division of Google, was highlighted.

Dr. Racioppi reported Spring registration continues, with increases in new, continuing, and stop-out students. He recognized the HUB team, as the Success Coaches continue outreach to stop-out students encouraging re-enrollment. Dr. Racioppi also commended Ms. Anna Regan, Executive Director of Academic Advising, and Dr. Rosann Bar, Dean of Business and Social Sciences, who coordinated visits by the Advising and Success Teams to all Student Success Course sections, where degree-planning/training and instructions to register online for the Spring 2024 semester took place.

Dr. Racioppi shared members of Student Affairs have been working in partnership with the Board of Social Services. He commended Mr. Jim Campbell, Program Manager for the FIPSE Grant, who devised the means to integrate students in need discretely into the HUB queuing system so that they have the ability to meet with Social Services staff on campus and learn about valuable services that may be available. To demonstrate the need by students, Dr. Racioppi shared there have been 1,600 visits to the Helping Hands Food Pantry this year. Social Services staff is currently planning to be on campus one day each month and will increase its presence, if needed. Dr. Racioppi also thanked Ms. Michelle Youngs, Assistant Director of Student Life, and Ms. Jamie Prioli, Assistant Director of Student Disability Services, who are working with Mr. Campbell on this partnership.

Dr. Konopka provided an update in Workforce and Professional Education and discussed plans to bring the Alternate Route to Teaching program to OCC. If approved by the State, this would help address the shortage of teachers in the New Jersey. The program is currently available at Brookdale Community College and William Paterson University. Meetings will be held with the County of Ocean to discuss training through the County Employees Relations Program and additional programs for firefighters.

Ms. Donna Rosinski-Kauz, College Senate Chair, shared Senate Bylaws are being reviewed for revisions. They will be shared with Trustees prior to seeking approval in May.

Dr. Monaco introduced Dr. Jessica Adams, Dean of Kean Ocean, who thanked Dr. Monaco for attending the Kean University Board meeting in December. Dr. Adams reported Kean Ocean was recently recognized as the Greater Toms River Chamber of Commerce Business Partner of the Year. Together with OCC, Kean Ocean provides an affordable, world-class education and experience to students in Ocean County.

Dr. Adams then introduced OCC and Kean Ocean graduate Michael Heiser, who shared his journey as an OCC and Kean Ocean student. Mr. Leone requested Kean University and OCC's marketing teams meet to discuss marketing campaigns highlighting successful students and programs.

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

- Appreciation expressed to the Citta Foundation for pledging \$500,000 over the next five years to the Foundation's Legacy Campaign.
- The Spring Scholarship application period is open. As a reminder, students who received awards in the Fall will automatically renew for the Spring.
- The art installation project is complete and will remain on campus through June 2024.

Upcoming Foundation events include:

- The second annual Miniature Golf Tournament on Friday, January 19, 2024, in the Student Center

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

- A Conversation with Jeffrey Morton, Monday, February 26, 2024
- A Conversation with Kyle Carpenter, Wednesday, April 3, 2024
- A conversation with Reginald Dwayne Betts, Wednesday, April 10, 2024
- An Evening with John Leguizamo, Wednesday, April 24, 2024

Mrs. Novak shared the following upcoming meetings of the Board of Trustees:

**Thursday, January 11, 2024**      9:00 a.m.      Special Meeting/Retreat

**Thursday, January 25, 2024**      3:30 p.m.      Board Meeting

Upon a request for public comments by Mrs. Novak, Dr. David Bordelon, Professor of English and FAOCC President, thanked Dr. Monaco for meeting monthly with the FAOCC leadership, discussing many topics, including campus safety and scheduling. Dr. Bordelon also asked for consideration to hire full-time, credentialed tutors and making available additional laptops and hotspots for students in need. Dr. Racioppi explained that the HUB has a limited supply of Chromebooks available for loan and students should reach out to Mr. Jim Campbell.

With no further comments from the Board members or the public, the meeting adjourned at 5:08 p.m.      Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Special Assistant, Operations  
Office of the President