

EXHIBIT A



**BOARD OF TRUSTEES
Business/Finance Committee Agenda Items**

To: Board of Trustees
From: Office of the President
Date: February 15, 2024

The following Finance Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, February 22, 2024:**

1. Recommend acceptance of the statement of income and expenditures as of January 31, 2024 (**Exhibit A-1**)

Prior to taking action on the revision to Policy #5300, Tuition and Fees, in accordance with New Jersey Public Law 94, Chapter 48, the Board of Trustees will conduct a public hearing for those members of the College community who wish to testify.

2. Recommend revision of Policy #5300, Students, Tuition and Fees (**Exhibit A-2**)
3. Recommend approval of the Ocean County College FY 2025 budget (**Exhibit A-3**)
4. Recommend adoption of a resolution to approve the FY 2025 capital facilities projects, not to exceed \$2,999,552, to be used to renovate existing buildings on the main campus to accommodate the following new educational programs that require laboratories:
 - Dental Hygiene
 - Radiography
 - Veterinary Assistant

and to direct appropriate College officials to seek financial support from the State of New Jersey through Chapter 12 funding and the County of Ocean (**Exhibit A-4**)

5. Recommend adoption of resolutions to award the following contracts:

- a. For a one-year contract for the renewal of the Microsoft Software Campus Volume License Agreement from March 1, 2024, through February 28, 2025, through the NJEdge Microsoft Licensing Consortium for use by the Office of Information Technology at Ocean County College (**Exhibit A-5**)
- b. For the purchase of audio and video equipment for the Library Modernization project through the TIPS Cooperative Contract at Ocean County College (**Exhibit A-6**)
- c. For professional audio and video equipment installation services for the Library Modernization project at Ocean County College (**Exhibit A-7**)
- d. For travel services from February 22, 2024, through February 21, 2025, for the OCC Study Abroad Seminar in London (**Exhibit A-8**)
- e. For travel services from February 22, 2024, through February 21, 2025, for the OCC Study Abroad Seminar in Italy (**Exhibit A-9**)
- f. For advertising to promote Ocean County College from November 1, 2023, through October 31, 2025, at the ShoreTown Ballpark (Blue Claws) stadium in Lakewood, New Jersey (**Exhibit A-10**)
- g. To authorize Ocean County College, serving as the lead agency of the New Jersey County College Joint Purchasing Consortium, to conduct a bid process and execute contracts for with the procurement of natural gas services beginning on July 23, 2024 (**Exhibit A-11**)

6. Recommend that the following contracts be amended:

- a. An additional \$4,800.80, for a maximum total of \$21,023.85, to SHI International Corporation, Somerset, New Jersey, for the purchase of Adobe Sign and Jamf Pro software, and various electronics and accessories through the NJEdge.NET Consortium for the Information Technology Department at Ocean County College (initial contract was under threshold and did not require Board approval) (**Exhibit A-12**)
- b. An additional \$55,000, for a maximum total of \$81,000, to Sign4U Interpreting Service, LLC, Glendora, New Jersey, for additional ASL interpreting services for students during the Spring semester and for OCC employees during various college events, meetings, and workshops from January 1, 2024, through June 30, 2024, at Ocean County College (contract originally awarded at the August 24, 2023, Board meeting) (**Exhibit A-13**)

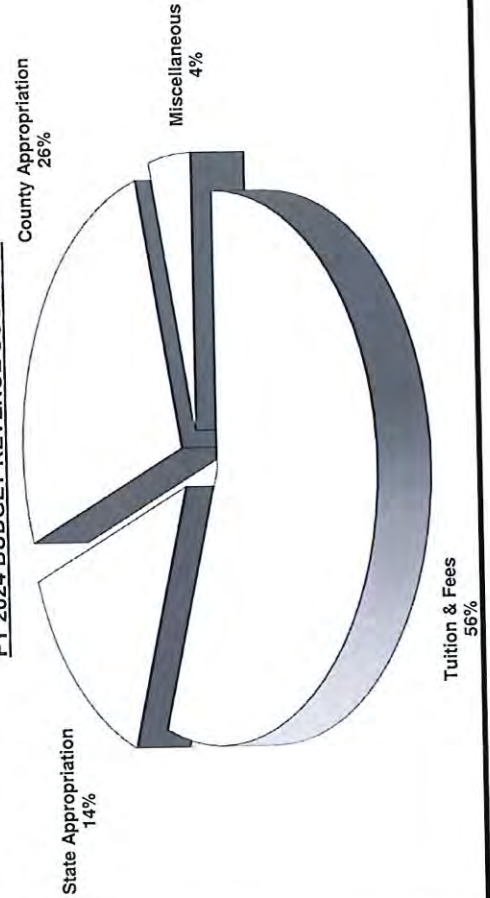
- c. An additional \$2,215.08, for a maximum total of \$31,350.12, to West Publishing Corporation, Eagan, Minnesota, to provide access to the Westlaw Proflex legal research database as part of the purchase of miscellaneous books and database subscriptions from July 1, 2023, through June 30, 2024, for use in the Library at Ocean County College (contract originally awarded at the June 1, 2023, Board meeting) **(Exhibit A-14)**
- d. An additional \$26,000, for a maximum total of \$46,000, to Preferred Behavioral Health Group, Lakewood, New Jersey, for the services of a part-time therapist for the college's Counseling Center as part of behavioral health services for students and employees from July 1, 2023, through June 30, 2024, at Ocean County College (contract originally awarded at the August 24, 2023, Board meeting) **(Exhibit A-15)**
- e. An additional \$75,660, for a maximum total of \$423,660, to BKP Architects, Philadelphia, Pennsylvania, for a building envelope assessment to determine the causes of water infiltration of the building as part of the Library Modernization project at Ocean County College (contract originally awarded at the June 30, 2022, Board meeting) **(Exhibit A-16)**
- f. An additional \$75,000, for a maximum total of \$228,000, to Geneva Worldwide, Inc., New York, New York, for additional ASL interpreting services for students on an as-needed basis during the Spring semester from January 1, 2024, through June 30, 2024, at Ocean County College (contract originally awarded at the August 24, 2023, Board meeting) **(Exhibit A-17)**
- g. An additional \$10,000, for a maximum total of \$28,000, to FM Generator, Inc., Canton, Massachusetts, for additional generator preventative and maintenance services for the remainder of the fiscal year at Ocean County College (contract originally awarded at the June 29, 2023, Board meeting) **(Exhibit A-18)**

EXHIBIT A-1

EXHIBIT A
OCEAN COUNTY COLLEGE
STATEMENT OF CURRENT EXPENDITURES FY 2023-2024
For the Period Ending January 2024

	ACTUAL	ENCUMBRANCES	TOTAL	FY2023-2024 BUDGET	(OVER) UNDER BUDGET	% BUDGET
REVENUE:						
Tuition & Fees	32,016,295		32,016,295	36,720,161	4,703,866	87.19%
State Appropriation	5,968,163		5,968,163	9,245,140	3,276,977	64.55%
County Appropriation	8,659,448		8,659,448	17,318,896	8,659,448	50.00%
Miscellaneous	1,487,565		1,487,565	2,795,000	1,307,435	53.22%
Fund Balance	-		-	3,000,000	3,000,000	0.00%
Total Revenue:	48,131,471		48,131,471	69,079,197	17,947,726	69.68%
EXPENDITURES:						
Instruction	11,247,404	140,272	11,387,676	23,465,394	12,077,718	48.53%
Academic Support	6,385,612	150,036	6,535,648	12,158,099	5,622,451	53.76%
Student Services	3,885,873	62,960	3,948,833	7,806,054	3,857,221	50.59%
Institutional Support	10,410,978	1,507,802	11,918,780	13,396,828	1,478,048	88.97%
Plant Maint-Opr.	5,089,622	1,861,324	6,950,946	9,796,622	2,845,676	70.95%
Scholarships	903,253	-	903,253	1,406,200	502,947	64.23%
Debt Service	-	-	-	1,050,000	1,050,000	0.00%
Total Expenditures:	37,922,742	3,722,395	41,645,137	69,079,197	27,434,060	60.29%

FY 2024 BUDGET REVENUE SOURCES



1/31/24 YTD EXPENDITURES BY FUNCTION

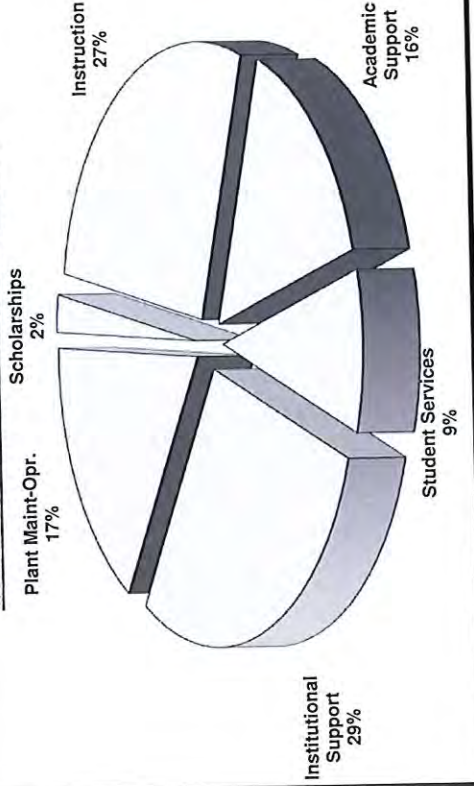


EXHIBIT A-2

POLICY

1. Public Hearing

Prior to adoption of the college's tuition/fee schedule the Board of Trustees shall conduct a public hearing so that an opportunity to be heard will be afforded those members of the college community who wish to address the proposed tuition/fee revisions. The public hearing may be scheduled to occur during a previously scheduled public meeting of the Board of Trustees. Not less than seven days in advance of the public hearing the Secretary of the Board shall provide notice of the hearing by posting announcements on the College's website, and by posting announcement via broadcast.

2. Schedule of Tuition and Fees

The tuition and fee rates for credit courses applicable to all students are set forth on the attached schedule effective as of the date indicated. In order to recover costs not paid for by appropriations from Ocean County, out-of-county students not enrolled under chargeback certification are required to pay higher tuition charges; out-of-state students pay even higher tuition charges in order to recover costs not paid for by appropriations from Ocean County and the State of New Jersey.

3. Course Fees

A course fee as listed on the attached schedule will apply to certain designated courses. Course fees also appear in the college catalog at the conclusion of the applicable course descriptions. Courses that are delivered in high schools or other off-campus locations may not be subject to course fees if the host institution is providing materials or services that support the course.

4. Ocean County Senior Citizen Tuition Rate

Eligible Ocean County senior residents (see Policy #5325 for eligibility criteria) may enroll in college credit courses ~~on a space available basis~~ at a reduced rate tuition as shown on the attached schedule. Senior residents shall pay course fees.

5. Active Duty Military, Veteran and Dependent Tuition Rate and National Guard Tuition Waiver

Active Duty Military, eligible Veteran students and their dependents ~~stationed in New Jersey~~ will be charged the Ocean County Resident Tuition Rate regardless of their permanent address provided they supply proper, verified documentation to the college. The in-county tuition rate will remain in effect until the degree is completed.

Qualifying members of the NJ National Guard and their surviving spouses and children will be permitted to enroll in any college credit course) without payment of tuition charges. Students enrolled under this waiver must adhere to eligibility criteria established by the New Jersey National Guard Tuition Wavier Program and will be required to pay related course fees.

6. Civilian Employees Working on NJ Military Installations

GS (general schedule), contract and NAF (non-appropriated funds) employees working on a NJ military installation will be charged the Ocean County Resident Tuition Rate regardless of their permanent address provided they supply appropriate documentation of their employment status to the college.

7. Tuition Waiver for Eligible Unemployed Individuals

Pursuant to N.J.S.A. 18A:64-13.1 et seq. or 18A:64A-23.1, the State of New Jersey created a program to allow certain unemployed individuals to attend a public institution of higher education in the state of New Jersey tuition-free on a space-available basis. Individuals must obtain certification from the One-Stop Career Center within the New Jersey Department of Labor and Workforce Development indicating that they qualify for this benefit. Additionally, individuals must verify their past presence in the labor market for at least two years and their unemployed status or receipt of a layoff notice a proof of eligibility or an Employability Development Plan from the Division of

POLICY (Cont'd)

Employment Services. Program participants are required to apply for financial aid via a completed Free Application for Federal Student Aid (FAFSA). The waiver will apply to the portion of tuition which is not covered by financial aid. Program participants will be required to pay applicable fees. Students are only eligible to register for classes beginning with the day before the start of the term up through the Add/Drop period on a space-available basis. Students cannot register before or after this date, and no overloads are allowed.

8. Volunteer Fire, First Aid and Rescue Squad Tuition Waiver

Eligible volunteer fire, first aid, and rescue squad volunteers, dependent children, and spouse (see Policy #5345 for eligibility criteria) will be permitted to enroll on a space available basis in any college credit course and receive up to \$600 in tuition credit per year, not to exceed \$2,400 for the member, children, and spouse collectively over a four-year period. Students enrolled under this waiver shall pay course fees.

9. Eligible High School & Bridge Program Students

Eligible currently enrolled high school students and Bridge Program students (see Policy #5122 for admission criteria and Policy #5327 for eligibility criteria) may enroll in college credit courses and receive a Board of Trustees scholarship award as shown on the attached schedule.

Employees of Partner Employers

Ocean County College enters into partnerships with employers whereby OCC provides specialized support and assistance to employees who enroll in OCC courses. When deemed appropriate, the agreements may specify that the employees of the partner employer are eligible for the OCC in-county tuition and fee rates regardless of residency.

Tuition and Fee Schedules are shown on attached Schedules.

SCHEDULE OF TUITION AND FEES

TUITION AND FEES PER CREDIT - Effective Fall 2024

Ocean County Residents

Tuition per credit.....\$~~180.00~~ 189

Out-of-County Residents

Tuition per credit..... \$~~198.00~~ 202

Out-of-State Residents

Tuition per credit..... \$~~270.00~~ 275

Eligible High School & Bridge Students (Books Not Included)

Tuition per credit \$~~160.00~~ 168

Trustee Discount.....\$~~50.00~~ 54

Total per credit \$~~110.00~~ 114

Eligible Ocean County ~~Silver Edge~~ Senior Citizens

Tuition per credit..... \$~~130.00~~ 135

APPLICABLE TUITION WAIVERS (UP TO 15 CR.) AND COURSE FEES APPLY TO THE FOLLOWING PROGRAMS:

Eligible High School & Bridge Students (Books Included)

Tuition per credit.....\$~~180.00~~ 189

Trustee Discount..... \$~~50.00~~ 54

Total per credit \$~~130.00~~ 135

Eligible New Jersey National Guard Members/

Surviving Spouse/Surviving Children

Tuition (above 1~~65~~ cr.) per credit..... \$~~180.00~~ 189

Eligible Volunteer Fire, First Aid and Rescue Squad Members/Spouses/Children

Tuition Credit up to \$600.00 per year (July 1 - June 30) to a maximum of \$2,400 for the member, children, and spouse collectively over a four-year period.

OTHER FEES

1. Security Office

All parking violation fees will be collected by the Cashiers Office.

Vehicle Violation Ticket..... \$15.00/25.00/250.00

A \$15.00 vehicle violation ticket will be issued for the following vehicular violations:

1. Occupying more than one space
2. Parking in Faculty/Staff areas
3. Parking in a non-designated area

A \$25.00 ticket will be issued for the following violations:

1. Parking in a "No Parking" zone
2. Blocking or impeding traffic

A \$250.00 ticket will be issued for the following violation

1. Parking in a handicapped space without a handicap permit

2. Office of Student Life Emergency Loan Overdue Fees

The following penalties will be assessed to students who are delinquent in payment of the Office of Student Life Emergency Loans:

14-20 days overdue\$ 5.00

- 21 or more days overdue\$10.00
3. Return Check Fee for any College Payment.....\$25.00

SCHEDULE OF TUITION AND FEES (Cont'd)

4. Tuition Payment Plan – \$30.00
The college provides an interest free payment plan for qualified students.

- ~~5. LPN Career Mobility Option Charges~~
~~Credit by Practical Examination Fee for NURS 175 Exam.....\$1,000.00~~

- ~~6. Credit by Examination Fee:~~
~~\$100.00 for 1st credit plus \$50.00 for each additional credit~~

57. Testing Center Fees (per test)
Testing Fees will be approved by the Executive Vice President of Finance and posted on the public website.

- A. Technology Test Out\$50.00
B. TEAS Nursing Examination\$120.00
C. College Level Exams (CLEP and DANTES/DSST)\$50.00
D. Independent Study/Distance Learning\$50.00
(Fee charged to administer and proctor tests from other institutions.)
E. Licensing and Business Examinations/Certifications\$50.00

69. Course Fees

Code	Fee	Code	Fee	Code	Fee
1	\$25.00	4	\$ 63.00	7	Online Courses - \$100.00
2	\$35.00	5	\$132.00	8	Nursing Only - \$ \$3200.00 \$3,500
3	\$ 46.00	6	\$120.00	9	
				10	International Fee – TBD for each seminar

Adopted: December 12, 1994
Revised: April 22, 1996
Revised: June 23, 1998
Revised: May 24, 1999
Revised: January 25, 2000
Revised: November 5, 2001
Revised: May 28, 2002
Revised: November 10, 2003
Revised: September 27, 2004
Revised: January 27, 2006
Revised: August 28, 2006

Revised: February 27, 1995
Revised: June 24, 1996
Revised: January 25, 1999
Revised: September 27, 1999
Revised: June 26, 2000
Revised: January 25, 2002
Revised: June 24, 2002
Revised: January 29, 2004
Revised: January 24, 2005
Revised: April 26, 2006
Revised: December 11, 2006

Revised: February 26, 1996
Revised: April 28, 1997
Revised: March 22, 1999
Revised: November 4, 1999
Revised: January 22, 2001
Revised: April 15, 2002
Revised: February 24, 2003
Revised: May 4, 2004
Revised: April 25, 2005
Revised: June 26, 2006
Revised: January 22, 2007

Revised: March 26, 2007
Revised: April 27, 2009
Revised: July 25, 2011
Revised: January 27, 2014
Revised: January 26, 2017
Revised: April 26, 2018
Revised: January 23, 2020
Revised: February 24, 2022
Revised: February 22, 2024

Revised: January 28, 2008
Revised: January 25, 2010
Revised: January 30, 2012
Revised: January 26, 2015
Revised: November 2, 2017 ...
Revised: January 24, 2019 ...
Revised: April 7, 2020 ...
Revised: March 16, 2023

Revised: March 24, 2008
Revised: March 28, 2011
Revised: March 22, 2013
Revised: February 29, 2016
Revised: January 25, 2018
Revised: September 26, 2019
Revised: February 25, 2021
Revised: June 29, 2023

EXHIBIT A-3



Ocean County College
FY 24/25 Budget Request
February 22, 2024

To: Dr. Pamela Monaco, President
 From: Sara Winchester, Executive Vice President of Finance and Administration
 Date: February 22, 2024
 Re: Fiscal Year 2024-2025 Operating Budget Request

Enclosed is Ocean County College's Operating Budget Request for fiscal year July 1, 2024 to June 30, 2025.

The overall budget is predicated on anticipated revenues in the amount of \$69,928,937. Compared to the operating budget for FY2023-2024, the primary changes to our revenue sources are expected to be as follows:

Enrollment	FY24 projected + 2.5%
Tuition	\$9.00 increase for In-County (+5%)
	\$4.00 increase for Out-of-County (+2%)
	\$5.00 increase for Out-of-State (+2%)
Course Fees	Nursing Fee increase from \$3,200 to \$3,500
County of Ocean	4% increase
State of New Jersey	2% increase
Fund Balance Allocation	\$0

On the expenditure side, overall expenses have increased by \$849,740. This reflects projected operating cost increases including employee salaries, software maintenance contracts and utilities. A reorganization of the administrative structure resulted in the elimination of several positions, most of which were unfilled vacancies resulting from retirements/resignations. In addition, the reorganization necessitated the transfer of several existing employees to areas they are critically needed which will become effective on July 1, 2024.

Subject to the OCC Board of Trustee's approval, this budget will next be presented to the Ocean County Board of School Estimate later in the year.

Summary of Tuition & Fee Recommendations
Board of Trustees, February 22, 2024

	FY2021	FY2022	FY2023	FY2024	Proposed FY2025
In-County Tuition	\$ 175.00	\$ 175.00	\$ 175.00	\$ 180.00	\$ 189.00
Out-of-County	\$ 193.00	\$ 193.00	\$ 193.00	\$ 198.00	\$ 202.00
Out-of-State	\$ 270.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ 275.00

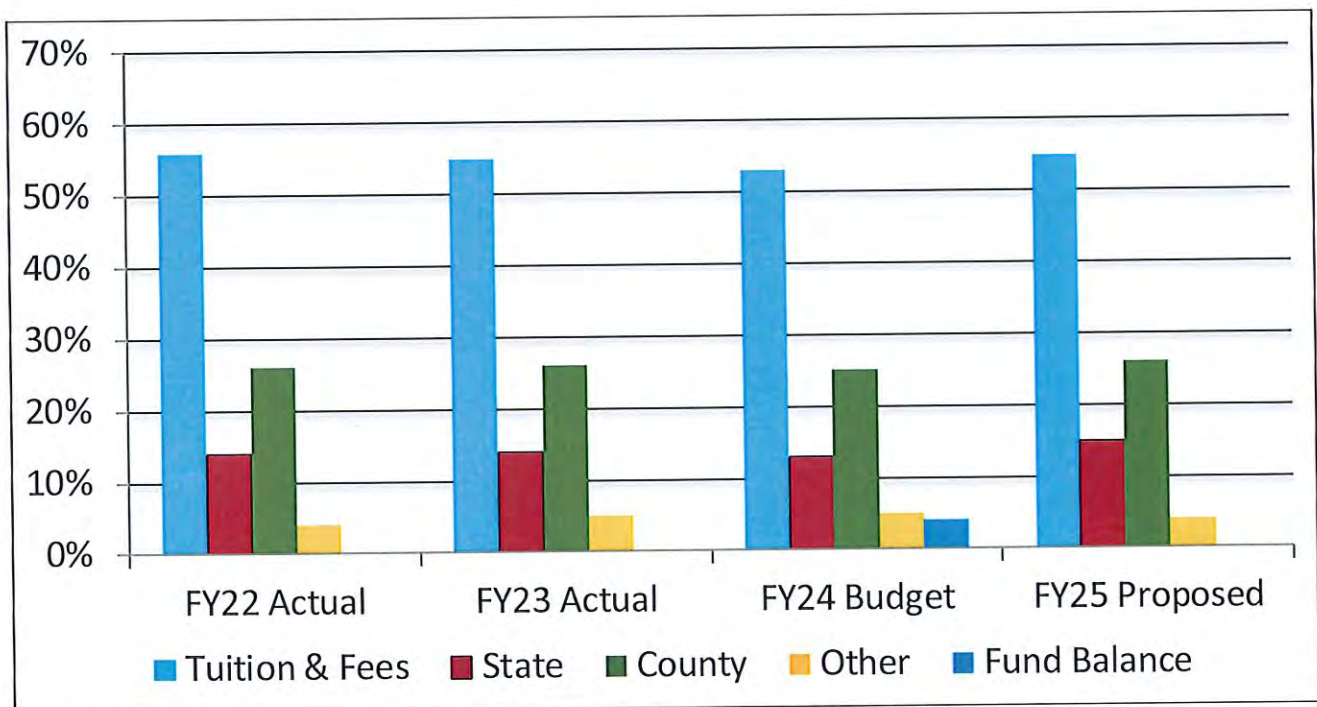
Nursing Course Fee \$300 increase from \$3,200 to \$3,500

	FY2021	FY2022	FY2023	Projected FY2024	Proposed FY2025
Enrollment					
On Campus Credits	117,459	110,046	114,260	115,875	118,772
e-Learning Credits	60,538	54,166	49,013	49,753	50,997
Total Credits	177,997	164,212	163,273	165,628	169,769

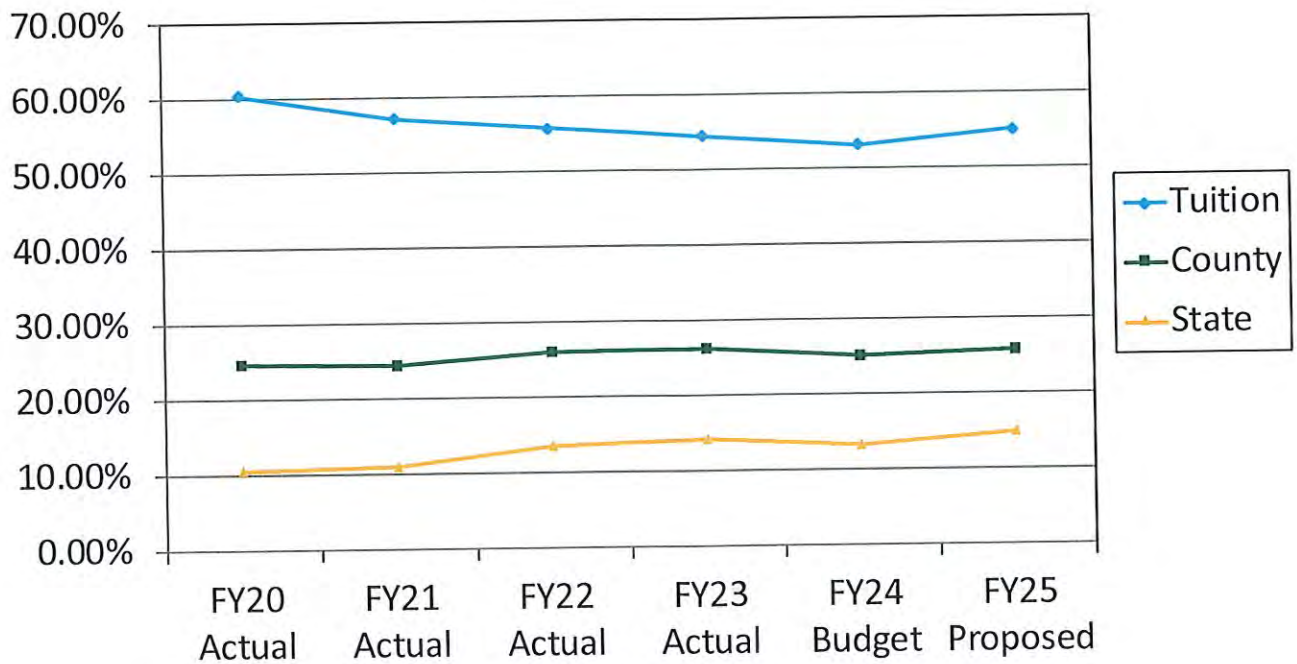
Ocean County College
Current Operating Revenues

	Actual FY21-22	Actual FY22-23	Projected FY23-24	Budget FY23-24	Proposed FY24-25	Increase (Decrease)
Tuition:						
In-County	27,087,584	26,254,638	26,722,146	27,873,185	28,759,710	886,525
Out of County	1,742,427	1,919,406	1,955,487	1,785,483	2,044,867	259,383
Out of State	1,376,010	1,678,229	1,969,802	1,608,400	2,056,437	448,037
Subtotal Tuition	30,206,021	29,852,273	30,647,436	31,267,069	32,861,014	1,593,945
Fees:						
E-Learning Fee	1,671,450	1,511,800	1,662,700	1,690,000	1,724,268	34,267
Course	2,507,150	2,538,670	3,029,856	3,056,092	3,287,402	231,310
Subtotal Fees:	4,178,600	4,050,470	4,692,556	4,746,092	5,011,670	265,578
Total Credit Tuition & Fees	34,384,621	33,902,743	35,339,992	36,013,161	37,872,684	1,859,523
Non-Credit	523,085	692,527	714,084	707,000	749,788	42,788
Total Tuition & Fees	34,907,706	34,595,270	36,054,076	36,720,161	38,622,472	1,902,311
State Support	8,506,858	9,063,863	10,307,660	9,245,140	10,513,813	1,268,673
County Support						
General Operations	16,231,991	16,556,631	17,218,896	17,218,896	17,907,652	688,756
Nursing Program Support	100,000	100,000	100,000	100,000	100,000	-
Total County Support	16,331,991	16,656,631	17,318,896	17,318,896	18,007,652	688,756
Other Income						
CCOG Planning Grant	265,000	248,793	260,194	265,000	260,000	(5,000)
HEERF Lost Revenue	2,000,000	-	-	-	-	-
Foundation contract	179,811	195,411	200,000	190,000	200,000	10,000
Miscellaneous	1,552,205	1,495,012	1,500,000	1,500,000	1,500,000	-
Bookstore	191,506	176,879	190,000	190,000	175,000	(15,000)
Total Other Income	4,188,522	2,116,095	2,150,194	2,145,000	2,135,000	(10,000)
Fund Balance Allocation	-	-	-	3,000,000	-	(3,000,000)
Total Operating Revenue:	63,935,077	62,431,859	65,830,826	68,429,197	69,278,937	849,740
Interest	444,428	712,576	500,000	500,000	500,000	-
Realized Gain	(459,422)	(262,454)	100,000	150,000	150,000	-
Unrealized Gain	(1,404,578)	511,397	(200,000)	-	-	-
Total Revenue	62,515,505	63,393,378	66,230,826	69,079,197	69,928,937	849,740

Ocean County College
FY24/25 Budget Request
Operating Revenue Source Percentages



Three Main Sources of Revenue



The County of Ocean Provides Additional Capital Support Not Reflected in the Operating Budget

ANNUAL BUDGET REQUEST 2024-2025
EXPENDITURES BY FUNCTION AND CATEGORY

	Actual	Budget	Proposed	One Yr. %	
	FY 22-23	FY 23-24	Budget FY 24-25	Increase (Decrease)	% of Budget
Function					
Instruction	21,977,758	23,465,394	23,491,718	0.1%	33.6%
Academic Support	11,839,894	12,158,099	12,049,829	-0.9%	17.2%
Sub Total Academic	33,817,652	35,623,493	35,541,547	-0.2%	50.8%
Student Services	7,086,028	7,806,054	7,926,362	1.5%	11.3%
Institutional Support	13,810,395	13,396,828	13,966,800	4.3%	20.0%
Operation & Maint. of Plant	10,342,526	9,796,622	10,291,028	5.0%	14.7%
Scholarships & Fellowships	1,588,966	1,406,200	1,203,200	-14.4%	1.7%
Debt Service	1,050,000	1,050,000	1,000,000	-4.8%	1.4%
Total Function	67,695,567	69,079,197	69,928,937	1.2%	100.0%
Category					
Personnel	33,945,153	35,799,642	35,177,156	-1.7%	50.3%
Staff/Fringe Benefits	11,187,440	12,519,029	12,538,955	0.2%	17.9%
Sub Total - Compensation	45,132,593	48,318,671	47,716,111	-1.2%	68.2%
Operating	21,512,974	19,710,526	21,212,826	7.6%	30.3%
Debt Service	1,050,000	1,050,000	1,000,000	-4.8%	1.4%
Total Category	67,695,567	69,079,197	69,928,937	1.2%	100.0%

Ocean County College FY25 Budget Request Total Student FTE

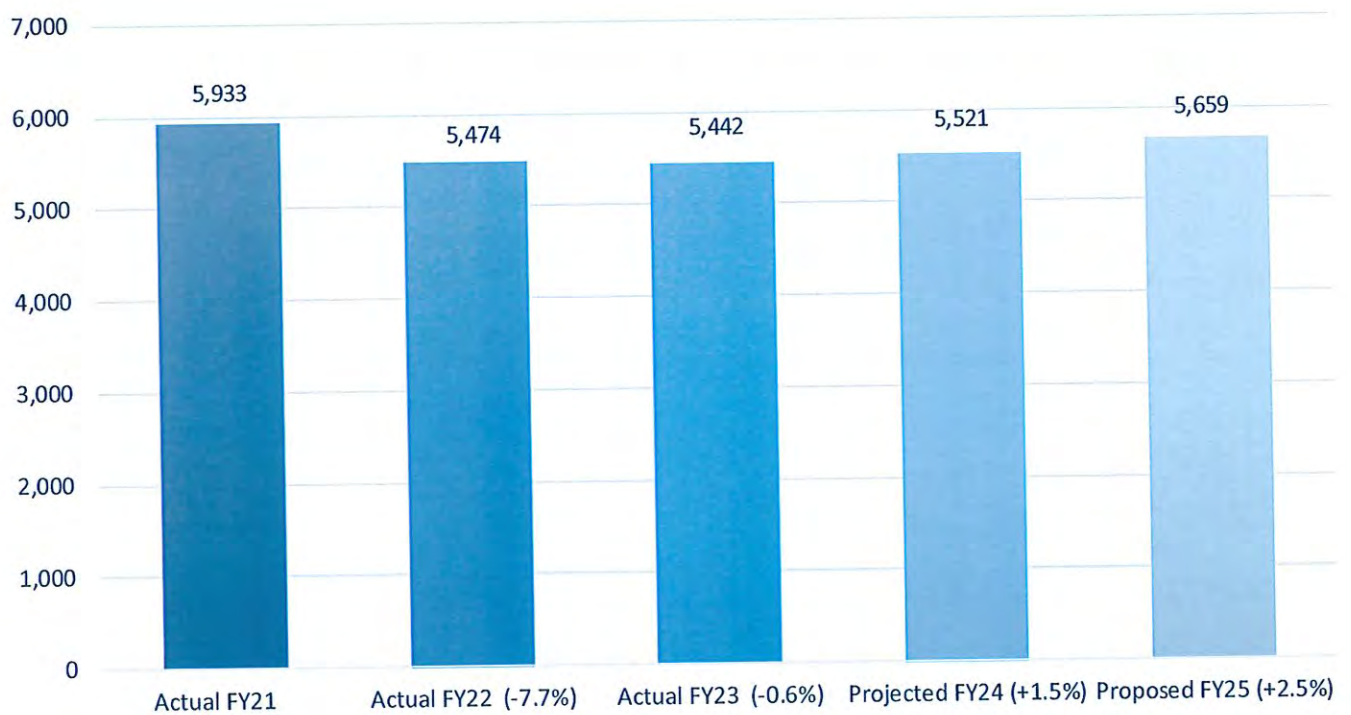


EXHIBIT A-4



BOARD OF TRUSTEES

RESOLUTION

- WHEREAS, the New Jersey Council of County Colleges has requested the community college sector submit a request to release Chapter 12, Public Law 1971, Capital Facilities Projects, not to exceed \$2,999,552 for FY 2025; and
- WHEREAS, the State of New Jersey Treasurer's Office is anticipated to release Chapter 12, P.L. 1971, funds to the sector; and
- WHEREAS, the State will commit these funds on a basis of fifty percent State and matching fifty percent County formula; and
- WHEREAS, the funds will be used to renovate existing buildings on the main campus to accommodate the following new educational programs that require laboratories:
- Dental Hygiene
 - Radiography
 - Veterinary Assistant
- WHEREAS, the total cost of the projects is estimated at \$5,000,000; and
- WHEREAS, the project will be funded by FY2025 Chapter 12 and College funds; and
- WHEREAS, grants are being pursued to fund specialized equipment; and
- WHEREAS, the Board of Trustees of Ocean County College approved a ten-year Facilities Master Plan on February 29, 2016, which designated facilities improvement and construction projects;
- NOW, THEREFORE, BE IT RESOLVED that the Ocean County College Board of Trustees approves the FY 2025 capital facilities projects, consistent with the recommendations in the Facilities Plan, and directs the appropriate College officials to request fifty percent funding from the State and fifty percent funding from the County of Ocean for the approved projects. The project is designated as follows:
- FY2025 Chapter 12 Funds for the renovation of buildings on the main campus to support new education programs that require laboratories.
- Not to exceed \$2,999,552.

Stephan R. Leone
Secretary

Adopted: February 22, 2024

EXHIBIT A-5

OCEAN COUNTY COLLEGE

RESOLUTION

**Authorizing a Contract for Microsoft Software Campus Volume License Agreement
Contract Term: March 1, 2024 - February 28, 2025**

WHEREAS, the Board of Trustees of Ocean County College recognizes the need to renew the Microsoft Software Campus Volume License Agreement for desktop software applications including Office 365 and Learning IT Academy Services at Ocean County College through NJEdge Microsoft Licensing Consortium; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions N.J.S.A.18A:64A-25.10, joint purchases by county colleges, municipalities or counties; authority, permits purchases to be made through such a consortium; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance; and

WHEREAS, Ocean County College wishes to award a fair and open contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to enter into and execute a one-year agreement with **SHI International Corp.**, 290 Davidson Avenue, Somerset, NJ 08873 in the amount not to exceed **\$71,818.98** to renew the Microsoft Software Campus Volume License Agreement at Ocean County College through NJEdge Microsoft Licensing Consortium Contract #: 269EMCPS-21-001-EM-SHI.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract to Renew Microsoft Software Campus Volume License Agreement

Contract Term: March 1, 2024 - February 28, 2025

VENDOR: **SHI International Corp.**
290 Davidson Avenue
Somerset, NJ 08873

ACCOUNT: Information Technology / Software
FY 2023/2024

AMOUNT: **\$71,818.98**
=====

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2023/2024 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-6

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing a Contract for Audio and Video Equipment

WHEREAS, the Board of Trustees of Ocean County College recognizes the need to purchase audio and video equipment for the Library Modernization project at Ocean County College. This purchase will be procured through TIPS Cooperative Contract #230504; and

WHEREAS, Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.11(a) et seq.; a county college may make purchases and contract for services through the use of a nationally-recognized and accepted cooperative purchasing agreement; and

WHEREAS, Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, Ocean County College wishes to award a fair and open contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to enter into and execute an agreement with **Aspire Technology Partners, LLC**, 25 James Way, Eatontown, NJ 07724 in the amount not to exceed **\$107,430.23** to purchase audio and video equipment for the Library Modernization project at Ocean County College. This purchase will be procured through TIPS Cooperative Contract #230504, effective through 6-31-2028.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Audio and Video Equipment

VENDOR: **Aspire Technology Partners, LLC**
25 James Way
Eatontown, NJ 07724

ACCOUNT: Library Renovations / AV Equipment
FY 2023/2024

TOTAL: **\$107,430.23**
=====

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2023/2024, and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-7

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing a Contract for Audiovisual Installation Services

WHEREAS, the Board of Trustees of Ocean County College recognizes the need for audio and video equipment installation services for the Library Modernization project at Ocean County College; and

WHEREAS, this contract is awarded without public bidding in accordance with the provisions of County College Contracts Law N.J.S.A. 18A:64A-25.9, County college purchases through State agency; procedure. (a). Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, Ocean County College wishes to award a fair and open contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to enter into and execute an agreement with **Aspire Technology Partners, LLC**, 25 James Way, Eatontown, NJ 07724 in the amount not to exceed **\$150,381.25** for audio and video equipment installation services for the Library Modernization project at Ocean County College.
2. This contract is awarded without public bidding as a purchase through the State Division of Purchase and Property in accordance with the provisions of the County College Contracts Law (18A:64A-25.9a) to **Aspire Technology Partners, LLC**, NJ State Contract #M7000/21-TELE-01506 Term: 5/28/21 to 9/30/24.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Audiovisual Installation Services

VENDOR: Aspire Technology Partners, LLC
25 James Way
Eatontown, NJ 07724

ACCOUNT: Library Renovations / AV Equipment
FY 2023/2024

TOTAL: \$150,381.25
=====

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2023/2024, and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-8

**OCEAN COUNTY COLLEGE
RESOLUTION**

**Authorizing a Contract for Travel Services - Study Abroad London
Contract Term: February 22, 2024 - February 21, 2025**

WHEREAS, the Board of Trustees of Ocean County College recognizes the need for program support services for the study abroad seminar in London scheduled to take place during January 2025. The seminar will allow students to earn college credit while they travel. Students will view several plays at the Royal National Theatre, the Royal Shakespeare Company, The West End, and the Fringe. Students will discuss and evaluate the productions in class with directors, actors, playwrights, designers, and other theatre professionals; and

WHEREAS, vendor **Fellowship Travel International, Inc.** was approved at the Board of Trustees meeting on June 29, 2023 for the Qualified Pool of Professional Services Providers for Study Abroad Services, RFQ 23/24 Q-1458; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, Ocean County College will pay the vendor in advance on behalf of the trip participants and the trip participants will pay the full cost of the trip individually to Ocean County College. Cost per participant as well as payment and refund practices have been determined in advance to ensure no cost to the College; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, Ocean County College wishes to award a fair and open contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to enter into and execute an agreement with **Fellowship Travel International, Inc.**, 10220 Timber Ridge Dr., Ashland, VA 23005, in the amount not to exceed **\$140,000.00** for program support services for the study abroad trip to London.

COST PER STUDENT Breakdown:		
Item:	Cost	Notes
Trip	\$4,987	
Transfers	\$60	
Tips	\$24	Shuttle, dinners, guides, manager & bus
Instructor Expenses	\$60	
Theatre Tickets	\$600	
Admin Fee	\$25	
Faculty/Guests/Rental Classroom	\$60	
Cancellation and Travel Insurance	\$319	
Credits	\$567	(In-County)
Total	\$6,702	
OCC Foundation Support	-\$3,351	
Cost per Student	\$3,351	Based on 20 students
Additional Fees: * Out of County Fee \$39 * Out of State Fee \$258 * Single supplement additional charge \$1,985 * Foundation discount available for in-county OCC students		

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Authorizing a Contract for Travel Services - Study Abroad London

Contract Term: February 22, 2024 - February 21, 2025

VENDOR: Fellowship Travel International, Inc.
10220 Timber Ridge Dr.
Ashland, VA 23005

ACCOUNT: International Education / International Education Program
FY 2024/2025

AMOUNT: not to exceed \$140,000.00

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2024/2025 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-9

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing a Contract for Travel Services - Study Abroad Italy

Contract Term: February 22, 2024 - February 21, 2025

WHEREAS, the Board of Trustees of Ocean County College recognizes the need for program support services for the study abroad seminar in Italy scheduled to take place during January 2025. The seminar will allow students to earn college credit while they travel. The trip will highlight the art and cultural influences of Rome and Florence. Guided tours will be provided (including the Colosseum, the Vatican Museums, and more) as well as a free day to explore museums; and

WHEREAS, vendor **Fellowship Travel International, Inc.** was approved at the Board of Trustees meeting on June 29, 2023 for the Qualified Pool of Professional Services Providers for Study Abroad Services, RFQ 23/24 Q-1458; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, Ocean County College will pay the vendor in advance on behalf of the trip participants and the trip participants will pay the full cost of the trip individually to Ocean County College. Cost per participant as well as payment and refund practices have been determined in advance to ensure no cost to the College; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, Ocean County College wishes to award a fair and open contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to enter into and execute an agreement with **Fellowship Travel International, Inc.**, 10220 Timber Ridge Dr., Ashland, VA 23005, in the amount not to exceed **\$125,000.00** for program support services for the study abroad trip to Italy.

COST PER STUDENT Breakdown:		
Item:	Cost	Notes
Trip	\$4,877	
Transfers	\$89	
Tips	\$200	Shuttle, dinners, guides, manager & bus
Incidentals	\$111	
Admin Fee	\$25	
Cancellation and Travel Insurance	\$347	
Credits	\$567	(In-County)
Total	\$6,216	
OCC Foundation Support	-\$3,108	
Cost per Student	\$3,108	Based on 20 students
Additional Fees: * Out of County Fee \$39 * Out of State Fee \$258 * Single supplement additional charge \$788.71 * Foundation discount available for in-county OCC students		

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Authorizing a Contract for Travel Services - Study Abroad Italy

Contract Term: February 22, 2024 - February 21, 2025

VENDOR: Fellowship Travel International, Inc.
10220 Timber Ridge Dr.
Ashland, VA 23005

ACCOUNT: International Education / International Education Program
FY 2024/2025

AMOUNT: not to exceed \$125,000.00

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2024/2025 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-10

**OCEAN COUNTY COLLEGE
RESOLUTION**

Authorizing a Contract for Advertisements at ShoreTown Ballpark

Contract Term: November 1, 2023 - October 31, 2025

WHEREAS, the Board of Trustees of Ocean County College recognizes the need to renew agreement with **American Baseball Co, LLC d/b/a Jersey Shore BlueClaws** to advertise Ocean County College at the ShoreTown Ballpark stadium in Lakewood, NJ. Advertisements include Wall Billboard 16x8, Digital Marquee (Four Month Exposure), Concourse Promotional Table and Season Ticket Flex Pack; and

WHEREAS, Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A 18A:64A-25.5 (20), personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to award a required disclosure contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to execute a two-year agreement with **American Baseball Co, LLC dba Jersey Shore BlueClaws (Lakewood BlueClaws)**, 2 Stadium Way, Lakewood, NJ 08701 in the amount not to exceed **\$31,000.00** to advertise Ocean County College at the ShoreTown Ballpark stadium in Lakewood, NJ.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Advertisements at ShoreTown Ballpark

Contract Term: November 1, 2023 - October 31, 2025

VENDOR: American Baseball Co, LLC
dba Jersey Shore BlueClaws (Lakewood BlueClaws)
2 Stadium Way
Lakewood, NJ 08701

ACCOUNT: Marketing - Promotion/ Paid Media
FY 2023/2024

AMOUNT: \$31,000.00

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2023/2024 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-11

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing the Purchase of Natural Gas Supply Services

WHEREAS, the Electric Discount and Energy Competition Act, P.L. 1999, Chapter 23 (the "Act") and the promulgation of the Interim Government Energy Aggregation Program Standards N.J.S.A. 48:3-92, 93.1 through 93.3, and 94: 48:3-85 declare it to be in the public interest to permit competition in the natural gas marketplace in order to reduce the aggregate energy rates; and

WHEREAS, the Act provides that Ocean County College, as a member of the County College Energy Consortium (CCEC), is permitted to contract for Natural Gas Supply Service pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, Ocean County College, as the lead agency for the New Jersey County College Joint Purchasing Consortium, awarded a contract, RFP #22/23 R-1370, contract term to start on July 23, 2024, Noresco, LLC to provide consulting services and to assist in the procurement of natural gas supply service through an electronic means; and

NOW, THEREFORE, BE IT RESOLVED that Ocean County College hereby authorizes the conduct of a bid process for natural gas supply service with Noresco, LLC during the first quarter of calendar year 2024; and

BE IT FURTHER RESOLVED that the Executive Vice President of Finance and Administration of Ocean County College is hereby authorized to execute contracts on behalf of Ocean County College as the lead agency for the County College Energy Consortium presented by the participating supplier of Board of Public Utilities licensed suppliers to supply natural gas services whom has submitted the successful bid to the Lead Agent and Noresco, LLC performing the bid process for natural gas supply service.



Executive Vice President of Finance and Administration

EXHIBIT A-12

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing a Contract for Jamf Pro Software Renewal

WHEREAS, contracts in the amount of \$3,830.56 (PO #24915), \$8,725.09 (PO #24214), and \$3,667.40 (PO #24127) have been awarded to **SHI International Corp.**, 290 Davidson Avenue, Somerset, NJ 08873, for the purchase of Adobe Sign software and various electronics and accessories; and

WHEREAS, the initial contracts being under threshold, did not require Board of Trustees approval; and

WHEREAS, an additional amount of \$4,800.80 is needed for the renewal of Jamf Pro software through NJEdge.NET Consortium; and

WHEREAS, Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.10 et seq.; joint purchases by county colleges, municipalities or counties; authority; and permits purchases to be made through such a cooperative; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, Ocean County College wishes to amend the fair and open contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to amend the contract with **SHI International Corp.**, 290 Davidson Avenue, Somerset, NJ 08873 with an additional amount of \$4,800.80 for a total amount of \$21,023.85 for the renewal of Jamf Pro software. This contract will be procured through NJEdge.NET Consortium.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Jamf Pro Software Renewal

VENDOR: SHI International Corp.
290 Davidson Avenue
Somerset, NJ 08873

ACCOUNT: Information Technology / Software
FY 2023/2024

ORIGINAL CONTRACTS: \$16,223.05

AGGREGATE AMOUNT: \$4,800.80
=====

TOTAL AMOUNT: \$21,023.85

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2023/2024, and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-13

**OCEAN COUNTY COLLEGE
AMENDMENT**

Authorizing a Contract for ASL Interpreting and Captioning Services

Contract Term: January 1, 2024 - June 30, 2024

WHEREAS, the Board of Trustees of Ocean County College recognizes the need to amend the contract for American Sign Language (ASL) interpreting and captioning services at Ocean County College. The original contract in the amount of **\$26,000.00** was awarded at the Board of Trustees meeting on August 24, 2023; and

WHEREAS, an additional **\$55,000.00** is needed to provide ASL interpreting services for students during the spring 2024 semester and for OCC employees during various college events, meetings, and workshops; and

WHEREAS, Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5a.(1) et seq. professional services; and

WHEREAS, vendor **Sign4U Interpreting Service, LLC** was approved at the Board of Trustees meeting on June 1, 2023 for the Qualified Pool of Consultants/Professional Services Providers for American Sign Language (ASL) Interpreting and Captioning Services, RFQ 23-24 Q-1449; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, Ocean County College wishes to amend a fair and open contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to amend the contract with **Sign4U Interpreting Service, LLC**, 437 Roosevelt Avenue, Glendora, NJ 08029, with an additional amount of **\$55,000.00** for a total amount of **\$81,000.00** for American Sign Language (ASL) interpreting and captioning services at Ocean County College.

A M E N D M E N T

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for ASL Interpreting and Captioning Services

Contract Term: January 1, 2024 - June 30, 2024

VENDOR:	Sign4U Interpreting Service, LLC 437 Roosevelt Avenue Glendora, NJ 08029
ACCOUNT:	ADA Services / Fees - Consultants (\$50,000) Human Resources / ADA Accommodation (\$5,000) FY 2023/2024
ORIGINAL CONTRACT:	\$26,000.00
AMENDMENT:	\$55,000.00 =====
TOTAL AMOUNT:	\$81,000.00

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2023/2024 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-14

**OCEAN COUNTY COLLEGE
AMENDMENT**

Authorizing a Contract for Databases and Books

Contract Term: July 1, 2023 - June 30, 2024

WHEREAS, the Board of Trustees of Ocean County College recognizes the need to amend the contract for the purchase of databases and books for the library at Ocean County College. The original contract in the amount of **\$29,135.04** was awarded at the Board of Trustees meeting on June 1, 2023; and

WHEREAS, an additional **\$2,215.08** is needed to provide access to Westlaw Proflex, one of the most popular legal research databases; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5(a)(6) textbooks, copyrighter materials, student produced publications and services incidental thereto, library materials including without limitation books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials and specialized library services; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to amend a required disclosure contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to amend the contract with **West Publishing Corporation**, 620 Opperman Drive, Eagan, MN 55123 with an additional **\$2,215.08** for a total amount of **\$31,350.12** to provide access to Westlaw Proflex, one of the most popular legal research databases, for students, faculty, and staff at Ocean County College.

A M E N D M E N T

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION
AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN
COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Databases and Books

Contract Term: July 1, 2023 - June 30, 2024

VENDOR:	West Publishing Corporation 620 Opperman Drive Eagan, MN 55123
ACCOUNT:	Library / Library Books FY 2023/2024
ORIGINAL CONTRACT:	\$29,135.04
AMENDMENT:	\$2,215.08 =====
TOTAL AMOUNT:	\$31,350.12

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2023/2024 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-15

OCEAN COUNTY COLLEGE

AMENDMENT

Authorizing a Contract for Behavioral Health Services

Contract Term: July 1, 2023 - June 30, 2024

WHEREAS, the Board of Trustees of Ocean County College recognizes the need to amend the contract with **Preferred Behavioral Health Group** for behavioral health services at Ocean County College. The original contract in the amount of **\$20,000.00** was awarded at the Board of Trustees meeting on August 24, 2023; and

WHEREAS, an additional **\$26,000.00** is needed to provide the services of a part-time therapist for the college's Counseling Center; and

WHEREAS, the Board of Trustees of Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5a. (15) et seq. professional consulting services; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, the vendor has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the County of Ocean the previous one year, and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; and

WHEREAS, Ocean County College wishes to amend a required disclosure contract without the need for public bidding in compliance with the provisions of the Ocean County Contracts Law, N.J.S.A. 18A:65A-25.1 et seq., and the provisions of N.J.A.C 5:34-8.2 vendor aggregation rules.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to amend the contract with **Preferred Behavioral Health Group**, PO Box 2036, Lakewood, NJ 08701 with an additional amount of **\$26,000.00** for a total amount of **\$46,000.00** for the services of a part-time therapist for the college's Counseling Center.

A M E N D M E N T

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Behavioral Health Services

Contract Term: July 1, 2023 - June 30, 2024

VENDOR: Preferred Behavioral Health Group
PO Box 2036
Lakewood, NJ

ACCOUNT: Counseling Center / Contract Payment
FY 2023/2024

ORIGINAL CONTRACT: \$20,000.00

AMENDMENT AMOUNT: \$26,000.00

TOTAL AMOUNT: \$46,000.00

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2023/2024, and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.


Executive Vice President of Finance and Administration

EXHIBIT A-16

OCEAN COUNTY COLLEGE

AMENDMENT

AWARD for Library Building #3 Modernization

RECOMMENDATION: Contract award to **BKP Architects**, 1525 Locust Street, 5th Floor, Philadelphia, PA 19102 to be amended with an additional **\$75,660.00** for a total amount of **\$423,660.00**. The original contract in the amount of **\$348,000.00** for Professional Architectural and Engineering services for the Library Building #3 modernization project was awarded at the Board of Trustees meeting on June 30, 2022.

Additional funds are needed for a building envelope assessment to determine the causes of water infiltration for the building and, based upon the findings, the preparation of full scope construction documents. After demolition of the interior face of the exterior walls, water was seen entering the building envelope through solid masonry walls and windows during rainstorms.

Said contract to be in accordance with specifications and requirements of RFP #21/22 R-1369 issued on May 5, 2022 and proposals received on June 2, 2022. The Requests for Proposals were sent to firms from the Professional Qualified Architectural and Engineering Pool, RFQ 21/22 Q-1243, approved at the Board of Trustees meeting on August 26, 2021.

NATURE OF RFP: Architect & Engineering Services

ACCOUNT: Business Division / Building Repairs & Maintenance
FY 2023/2024

PROPOSAL SUMMARY

	BKP Architects*	Clarke Caton Hintz	Di Cara Rubino Architects
Part "A" Services	\$58,000.00	\$92,100.00	\$170,000.00
Part "B" Services	\$290,000.00	\$407,600.00	\$360,000.00
Total	\$348,000.00	\$499,700.00	\$530,000.00

*Recommended vendor

EXHIBIT A-17

**OCEAN COUNTY COLLEGE
AMENDMENT**

**Authorizing a Contract for ASL Interpreting and Captioning Services
Contract Term: January 1, 2024 - June 30, 2024**

WHEREAS, the Board of Trustees of Ocean County College recognizes the need to amend the contract for American Sign Language (ASL) interpreting and captioning services for students on an as-needed basis at Ocean County College. The original contract with the amount of **\$153,000.00** was awarded at the Board of Trustees meeting on August 24, 2023; and

WHEREAS, an additional **\$75,000.00** is needed to provide ASL interpreting services due to a high number of students enrolled during the spring 2024 semester requiring said services; and

WHEREAS, Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5a.(1) et seq. professional services; and

WHEREAS, vendor **Geneva Worldwide, Inc.** was approved at the Board of Trustees meeting on June 1, 2023 for the Qualified Pool of Consultants/Professional Services Providers for American Sign Language (ASL) Interpreting and Captioning Services, RFQ 23-24 Q-1449; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, Ocean County College wishes to amend a fair and open contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to amend the contract with **Geneva Worldwide Inc.**, 256 W 38th St., 10th Floor New York, NY 10018 with an additional amount of **\$75,000.00** for a total amount of **\$228,000.00** for American Sign Language (ASL) interpreting and captioning for students on an as-needed basis at Ocean County College.

A M E N D M E N T

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for ASL Interpreting and Captioning Services

Contract Term: January 1, 2024 - June 30, 2024

VENDOR:	Geneva Worldwide Inc. 256 W 38 th St., 10 th Floor New York, NY 10018
ACCOUNT:	ADA Services / Fees - Consultants FY 2023/2024
ORIGINAL CONTRACT:	\$153,000.00
AMENDMENT:	\$75,000.00 =====
TOTAL AMOUNT:	\$228,000.00

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2023/2024 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-18

**OCEAN COUNTY COLLEGE
AMENDMENT**

Authorizing a Contract for Generator Preventative and Maintenance Services

Contract Term: July 1, 2023 - June 30, 2024

WHEREAS, the Board of Trustees of Ocean County College recognizes the need to amend the contract for generator preventative and maintenance services at Ocean County College. The original contract in the amount of **\$18,000.00** was awarded at the Board of Trustees meeting on June 29, 2023; and

WHEREAS, an additional **\$10,000.00** is needed for additional generator preventative and maintenance services for the remainder of the fiscal year; and

WHEREAS, Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A. 18A:64A-25.9.a. County college purchases through State agency; procedure. Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, Ocean County College wishes to amend a fair and open contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to amend the contract with **FM Generator, Inc.**, PO Box 528, Canton, MA 02021 with an additional **\$10,000.00** for a total amount of **\$28,000.00** for preventative and maintenance services for generators at Ocean County College.
2. This contract is awarded without public bidding as a purchase through the State Division of Purchase and Property in accordance with the provisions of the County College Contracts Law (18A:64A-25.9a) **FM Generator, Inc.**, State Contract #20-GNSV2-01163, Term: 6-1-2020 to 5-31-2024.

A M E N D M E N T

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION
AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN
COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Generator Preventative and Maintenance Services

Contract Term: July 1, 2023 - June 30, 2024

VENDOR:	FM Generator, Inc. PO Box 528 Canton, MA 02021
ACCOUNT:	Maintenance / Service - Maintenance FY 2023/2024
ORIGINAL CONTRACT:	\$18,000.00
AMENDMENT:	\$10,000.00 =====
TOTAL AMOUNT:	\$28,000.00

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2023/2024 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration