



**BOARD OF TRUSTEES
AGENDA**

**MARCH 28, 2024
3:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **RECOMMEND APPROVAL OF MINUTES OF THE FEBRUARY 22, 2024, *Bd. Action*
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS**
- VI. **PRESENTATIONS/COMMENDATIONS**
- VII. **PUBLIC COMMENTS (prior to committee reports)**

VIII. **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. ActionB. **Bylaw, Policy, and Curriculum Committee***(Mrs. Joanne Pehlivanian, Chairperson)**(Dr. Eileen Garcia, Vice President of Academic Affairs)*

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

Bd. ActionC. **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. ActionD. **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

IX. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, April 25, 2024, at 3:00 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**

X. **PRESIDENT'S REPORT**XI. **NEXT MEETINGS OF THE BOARD OF TRUSTEES ON****THURSDAY, APRIL 25, 2024**

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

5. Entire Board

Time: 3:00 p.m.
Place: Conference Center and
via Webex
Purpose: Caucus Meeting—Personnel,
Pending Litigation, and
Collective Bargaining

6. Entire Board

Time: 3:30 p.m.
Place: Conference Center and
via Webex
Purpose: **Regular Public Monthly Meeting**

XII. PUBLIC COMMENTS

XIII. ADJOURNMENT

This agenda includes all items that are known at this time.



BOARD OF TRUSTEES

Regular Meeting

Minutes

February 22, 2024

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:44 p.m. on Thursday, February 22, 2024, by Mr. Jerry Dasti, Chair, in room 102 of the Conference Center on the College campus 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 February 15, 2024, 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. Robert Fall, Mr. Joseph Teichman, Mr. Steven Zabarsky, 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. Also in attendance was Commissioner Virginia Haines.

Attendance

Mr. Sahradnik administered the oath of office to Mr. Teichman, who was reappointed by the Ocean County Board of Commissioners to a four-year term on the Ocean County College Board of Trustees, from October 4, 2023, through December 19, 2027. Mr. Dasti, Dr. Monaco, and the trustees congratulated Mr. Teichman on his reappointment.

Swearing-In of
Mr. Teichman

The minutes of the January 11, 25, and February 1, 2024, Board of Trustees closed sessions, and January 25, and February 1, 2024, public meetings were unanimously approved by roll call vote.

Minutes Approved

Dr. Monaco shared a letter received from PTK President and CEO Dr. Lynn Tincher-Ladner recognizing Dr. Jennifer Dellner, Professor of English and PTK Advisor, for completion of PTK's Five-Star Advisor Plan. Dr. Dellner thanked Dr. Monaco for support of OCC's Tau Iota Chapter of PTK.

Presentations

Upon a request for public comments by Mr. Dasti prior to the committee reports, Dr. Ali Botein-Furrevig, Director of the Center for Holocaust, Genocide, and Human Rights Education, shared upcoming events for Holocaust Remembrance Week.

Public Comments

Mr. Dasti commended Dr. Henry Jackson and the Organization for Black Unity on the seminar held February 7, 2024, regarding Israel and Palestine, which represented each side of the conflict. Mr. Dasti shared there was great conversation with thoughtful questions.

Dr. David Bordelon, Professor of English and FAOCC President, shared the following:

- Ms. Jayanti Tamm, Associate Professor of English and Literature, was invited to serve as a creative writing juror for the 2024 Scholastic Art and Writing Awards, the nation's longest-running and most prestigious recognition program for creative teens.
- The OCC Book Club, now in its 27th year, continues reading Modern British fiction, with works by authors such as Zadie Smith and George Orwell. The club meets online and all are welcome, providing the book under discussion has been read.
- Sigma Kappa Delta, along with the Philosophy Club, Governmental Affairs Institute, Student Life, and the Foundation are sponsoring the third annual OCC's Great Debate, with a student-led panel delivering papers and PowerPoints on Tuesday, March 5, 2024. This year's topic is "What is College for in 2024." Faculty advisors from English, Philosophy, Performing Arts, and Social Sciences work with students as they develop their presentations.

Ms. Cheyenne Severin, Associated Students of Ocean County College (ASOCC), Student Government Vice President, discussed participation in the Student Panel for the Middle States visit on Wednesday, February 21, 2024, and thanked all who attended. Ms. Severin encouraged continuation of communication. She then shared the following events:

- Improv Club Interactive Performance, March 1 and 2, 2024
- Clubs for a Cause, April 14, 2024

Mr. Dasti shared the next Conversation with the Trustees is scheduled for Thursday, March 7, 2024, at noon in the College Center. He encourages all to attend.

Finance Committee

In the absence of Mr. Dupignac, Ms. Winchester presented the Finance Agenda, which includes requesting approval of the FY 2025 OCC Budget. She noted anticipated increases in expenses, including healthcare premiums, utilities, and property insurance. In order to balance the budget, it is recommended that Policy #5300, Tuition and Fees, be revised to increase tuition 5% from \$180 to \$189 per credit. Mr. Fall noted OCC is still the fifth lowest community college tuition in the state with this increase.

- The statement of income and expenditures as of January 31, 2024, was accepted.
- The Ocean County College FY 2025 Budget was approved.

Income/Expenditures
AcceptedOCC FY 2025
Budget Approved

- A resolution was adopted 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:

Resolution Adopted
to Approve FY 2025
Capital Facilities
Projects

- 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.

- Resolutions were adopted to award the following contracts:

Resolutions Adopted
for Contract Awards

- A maximum of \$71,818.98 to SHI International Corporation, Somerset, New Jersey, 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.
- A maximum of \$107,430.23 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase of audio and video equipment for the Library Modernization project through the TIPS Cooperative Contract at Ocean County College.
- A maximum of \$150,381.25 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for professional audio and video equipment installation services for the Library Modernization project at Ocean County College.
- A maximum of \$140,000 to Fellowship Travel International, Inc., Ashland, Virginia, for travel services from February 22, 2024, through February 21, 2025, for the OCC Study Abroad Seminar in London.
- A maximum of \$125,000 to Fellowship Travel International, Inc., Ashland, Virginia, for travel services from February 22, 2024, through February 21, 2025, for the OCC Study Abroad Seminar in Italy.
- A maximum of \$31,000 to American Baseball Company, LLC, dba Jersey Shore BlueClaws (Lakewood BlueClaws), Lakewood, New Jersey, 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.
- 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 the procurement of natural gas services beginning on July 23, 2024.

➤ The following contracts were amended:

Contracts
Amended

- 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).
- 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).
- 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).
- 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).
- 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).
- 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).
- 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).

Bylaw, Policy, and Curriculum Committee

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

- New Policy New Policy
 - Policy #2230, Administration, Administrative Operations, Account Access
- The following items, as accepted by the College Senate at its meeting on February 1, 2024, were approved unanimously upon roll call vote: College Senate
Items Approved
 - Revised Program Revised Program
 - Associate in Science Degree, Engineering
 - New Courses New Courses
 - ENGR 103, Engineering First Year Experience and Fundamentals
 - ENGR 295, Engineering Product Development and Prototyping
 - Revised Courses Revised Courses
 - ENGR 124, Engineering Analysis
 - ENGR 225, Strength and Mechanics of Materials
 - ENGR 251, Electrical Engineering I
- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Ocean County College Foundation Scholarship Celebration on Friday, June 28, 2024, on the Ocean County College Campus Mall from 6:00 p.m. to 10:00 p.m. Policy #8600
Suspended

Buildings and Grounds Committee

Mrs. Novak provided an update on several ongoing projects, including the Grunin Center Lobby Extension and Library Renovation. The Buildings and Grounds Report for February 22, 2024, was then unanimously accepted upon roll call vote. Building/Grounds
Committee Report
Accepted

Personnel Committee

In Mr. Leone's absence, Mr. Fall 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 March 28, 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
March 28, 2024

The following meetings were scheduled:

Meetings
Scheduled

Thursday, March 28, 2024	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 highlighted the following:

President's Report

- The Middle States peer review team was on campus this week to verify the information shared in our monitoring report. The report today was the first of the three stages of review, and we will have final determination of the outcome in late June.
- The second round of Cabinet Connections, with a focus on building community, were well attended. A summary will be provided and then prioritized.
- Wednesday, March 27, 2024, is the First Pitch Celebration at 12:30 p.m. Dr. Monaco and Mr. Kenneth Malagiere, Executive Director of the Foundation, will throw out the first two pitches.
- The New Jersey Southern Junior Science and Humanities Symposium was held on February 9, 2024, at the Joint Base Flight Deck. Over 50 submissions were reviewed by scientists from the U.S. Army Combat Capability Develop Command, the Naval Air Warfare Center, the New Jersey Sea Grant Consortium, and Ocean County College. Dr. Monaco commended Ms. Carolyn Showalter, Assistant Dean, STEM; Dr. Mary Ellen Rada, College Lecturer, Anatomy; Mr. Daniel Ward, College Lecturer, Chemistry; and Ms. Karin Smith, Senior Academic Affairs Technician, STEM; who did an amazing job of organizing and executing this event.
- Upcoming events for Black History Month include OCC's Organization for Black Unity's presentation about the conflict between Israel and Palestine, Key Arts Production presents "King's Dream," a live performance and multimedia tribute to Dr. Martin Luther King, Jr., and Leland Gnat's one-man show, Rhapsody in Black.
- OCC students competed in The Future Business Leaders of America State Leadership Conference, earning:
 - Keith Blaze – 1st place in Emerging Business Issues and 2nd place in Foundation of Marketing
 - Justin D'Amico – 1st place in Business Communication 4th place in Foundations of Management
 - Ryan LeChien – 2nd place in Accounting Case Competition and 2nd place in Foundation of Accounting

- Tavish McKelvey – 2nd place in Accounting Case Competition and 4th place in Foundation of Accounting
- Kai Spinney – 1st place in Business Presentation and 3rd place in Foundation of Accounting
- The Adult Education Providers WIOA Title II Grant earned an A+ grade on the New Jersey State Report Card for fiscal year 2023, with congratulations to Ms. Gina Opauski, Director of Community and Workforce Development.
- The OCC Repertory Theatre Company's production of Rabbit Hole is running at the Black Box Theatre. This is great play with wonderful performances.
- On Tuesday, February 20, 2024, the campus was fortunate to host a special screening of the Danish film, Rose, written and directed by Niels Arden Oplev, sponsored by the Psychology Club, led by Mr. James Indelicato, College Lecturer of Psychology. The screening included a special visit by the director and was supported by Portland Film, whose president was in attendance.
- Dr. Monaco attended the ACCT Legislative Summit February 4 to 6, 2024, and shared her experience meeting with Congressman Christopher Smith. Dr. Monaco encourages trustees and students to attend in 2025.

Dr. Racioppi presented the enrollment update, sharing Spring 2024 enrollment is currently ahead .58% in headcount and 1.9% in credits. Increases continue to be attributed to returning stop-out students and continuing students. Dr. Racioppi commends retention efforts by the HUB enrollment services team, under the leadership of Ms. Stacy Yurcho, Assistant Director of Enrollment Services; Dr. Sheenah Hartigan, Executive Director of Enrollment Services; and Dr. Kathleen Mohr, Director of Enrollment and Retention; texts from Reggie the AI chatbot, and emails from our recruiting CRM, managed by Ms. Nicole Wehnke, Enrollment Systems Specialist.

Dr. Konopka provided an update in Workforce and Professional Education. Dr. Meredith Riddle, Assistant Dean, e-Learning, is leading the effort to prepare the application to be submitted to the New Jersey Department of Education in April to bring the Alternate Route to Teaching program to OCC. A response from the DOE is expected in July.

In addition, Dr. Konopka reported the following:

- We are currently exploring the opportunity to expand certificates in technology, specifically Microsoft applications. A current instructor is developing a proposal to offer more software certificates. There is also the potential to apply certificates to computer science programs.
- There was a 100% pass rate for the certified clinical medical assistant students (CCMA) for the national exam.
- The Title II program at OCC received an A+ grade. The program serves over 50 students seeking a high school diploma and over 500 students for English as a Second Language (ESL).

Dr. Garcia shared the first annual Engineering Technical Conference, was held on February 22, 2024, hosted by OCC, the Foundation, ACCNJ, and OCSPE and sponsored by CIAP Session, Northeast Remsco Construction, and Vernick Engineering. The event was free to college and high school students and supported the new Next Gen Engineering and Technology – Building a Better World Scholarship Fund.

Ms. Donna Rosinski-Kauz, College Senate Chair, shared the College Senate Self-Nomination period is open through March 8, 2024.

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

- The Foundation Art Collection will be installing a gift from artist Creighton Michael, whose work can be found in various distinguished museums throughout the country. The piece will be displayed outside the Gateway Building Lecture Hall. Mr. Malagiere commended the work of Ms. Kimberly Malony, Director, Advancement and Community Impact, with additional thanks to the Facilities Department.
- The next edition of the Life and Legacy newsletter will feature contributions made by Richard Sambol. To date, over \$3 million in gifts and pledges have been received for this campaign.
- Planning continues on both the Grunin Center Lobby expansion and the Novins Planetarium Gathering Space and Science Center.
- The Graduating Award application period is now open. All students who graduated in December 2023, and who will graduate this spring are encouraged to apply.
- This year's Annual Summer Scholarship will be held on Friday, June 28, 2024. Honorees will be the Citta Foundation, Ms. Ilene Cohen, Executive Director of Athletics, and Mr. Lincoln Simmons, College Lecturer II in Biology.

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

- A Conversation with Jeffrey Morton, Monday, February 26, 2024
- Documentary and Panel Discussion of "Beyond Their Years," the incredible legacies of Herb Carnegie and Buck O'Neil, to OCC, Thursday, February 29, 2024
- A Conversation with Kyle Carpenter, Wednesday, April 3, 2024
- A Conversation with Reginald Dwayne Betts, Wednesday, April 10, 2024

Mr. Dasti shared the following upcoming meetings of the Board of Trustees:

Thursday, March 7, 2024	12:00 p.m.	Conversation with the Trustees
Thursday, March 28, 2024	3:30 p.m.	Board Meeting

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

Public Hearing

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

Policy #5300,
Tuition and Fees,
Revised

With no further comments from the Board members or the public, the meeting adjourned at 4:49 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant, Operations
Office of the President