



## **BOARD OF TRUSTEES**

### **Regular Meeting**

### **Minutes**

**November 7, 2024**

- The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:45 p.m. on Thursday, November 7, 2024, immediately following the Reorganization Meeting by Mr. Jerry Dasti, Chair, in room 102 of the Conference Center on the College campus and via Webex. Call to Order
- The announcement of public meeting was made by Mrs. Connie Bello in compliance with the Open Public Meetings Act of 1975. This meeting was announced on September 26, 2024, and October 30, 2024, as required by the New Jersey Open Public Meetings Act, by providing adequate notice to the Asbury Park Press, the Atlantic City Press, the Ocean County Clerk, and the College community. The notice indicated this meeting would also be held via Webex, as per New Jersey Public Law 2020, Chapter 11, approved on March 20, 2020, for public bodies to conduct meetings by electronic means. Public Meeting Announcement
- Those in attendance were Mr. Dasti, Mrs. Linda Novak, Mr. Frank Dupignac, Mr. Stephan Leone, Ms. DiAnne Gove, Ms. Susan Naples, Mr. Joseph Teichman, Mr. Steven Zabarsky, Ms. Cheyenne Severin, Mr. Jack Sahradnik, Dr. Pamela Monaco, Executive Vice President Sara Winchester, Vice President Eileen Garcia, Vice President Joseph Konopka, Vice President Gerald Racioppi, Ms. Donna Rosinski-Kauz, Director of Library Services and College Senate Chair, and Mrs. Connie Bello. Attendance
- The minutes of the September 26, 2024, Board of Trustees closed session and public meetings were approved by roll call vote with abstentions from Mr. Fall and Mr. Zabarsky. Minutes Approved
- Ms. Jan Kirsten, Executive Director, College Relations, shared the process used for the comprehensive redesign of the OCC website. Ms. Kirsten thanked members of the Website Redesign Committee; Ms. Maureen Conlon, Associate Director Web Services; Mr. Eric Gonnella, Website Coordinator; Mr. Anthony Jordan, Enterprise Applications Director; and Mr. Steven Myszka, Network and Systems Administrator. Ms. Kirsten introduced Mr. Peter Gaioni, Vice President of Strategy and Account Services; and Ms. Fallon Bergstrom, Digital Producer; iFactory, who shared the website redesign, which focuses on prospective students. Presentations
- Upon a request for public comments by Mr. Dasti, there were no comments from the public prior to the committee reports. Public Comments

Finance Committee

Ms. Winchester presented the Finance Agenda, was approved unanimously as amended upon roll call vote.

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| <ul style="list-style-type: none"> <li>➤ The statement of income and expenditures as of September 30, 2024, was accepted.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Income/Expenditures Accepted            |
| <ul style="list-style-type: none"> <li>➤ The following contract was awarded:           <ul style="list-style-type: none"> <li>➤ A maximum of \$1,668,900 to G Meyer Group, Manasquan, New Jersey, for the Grunin Center Music Practice Room renovation project at Ocean County College.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Contracts Awarded                       |
| <ul style="list-style-type: none"> <li>➤ Resolutions were adopted to award the following contracts:           <ul style="list-style-type: none"> <li>➤ A maximum of \$58,454.62 to Chas S. Winner, Inc. dba Winner Ford, Cherry Hill, New Jersey, for the purchase of a Ford Utility Interceptor Base Vehicle for use by the Security Department at Ocean County College.</li> <li>➤ A maximum of \$120,000 to Fellowship Travel International, Inc., Ashland, Virginia, for travel services from November 7, 2024, through November 6, 2025, for the OCC Study Abroad Seminar in Ireland.</li> <li>➤ A maximum of \$36,000 to Waters and Sims Employment Services, Inc., Red Bank, New Jersey, for employment counseling services for the Workforce and Professional Education Department from November 7, 2024, through September 30, 2025, funded through the Work Readiness Assistance Program (WRAP) Grant at Ocean County College.</li> <li>➤ A maximum of \$35,000 to Wawa, Inc., Media, Pennsylvania, for the purchase of Wawa gift cards for student assistance through grant-funded programs from July 1, 2024, through June 30, 2025, at Ocean County College.</li> <li>➤ A maximum of \$35,000 to CB Education Consulting, LLC, Freehold, New Jersey, for a two-year contract for Dental Hygiene Program consultant services from January 1, 2025, through December 30, 2026, on an as-needed basis at Ocean County College.</li> <li>➤ A maximum of \$35,000 to Marie Leodore, Haddon Heights, New Jersey, for a two-year contract for Radiography Program consultant services from January 1, 2025, through December 30, 2026, on an as-needed basis at Ocean County College.</li> <li>➤ A maximum of \$37,500 to National Asbestos and Environmental Training Institute (NAETI, Inc.), Mine Hill, New Jersey, for Environmental Health and Safety Training programs from November 7, 2024, through June 30, 2025, through the Workforce and Professional Education department at Ocean County College.</li> <li>➤ A maximum of \$34,112.22 to LBJ Flooring, LLC, Newark, New Jersey, for the removal and replacement of flooring in the Grunin Theater through the Education Services Commission of New Jersey (ESCNJ) Cooperative contract at Ocean County College.</li> </ul> </li> </ul> | Resolutions Adopted for Contract Awards |

- A maximum of \$43,985.36 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for a three-year contract for the renewal of Imagicle call analytics monitoring and reporting system, from November 7, 2024, through November 6, 2027, for use at Ocean County College.
- A maximum of \$46,868 to SHI International Corporation, Somerset, New Jersey, for a five-year contract for renewal of the VMware vSphere Licensing software from November 1, 2024, through October 31, 2029, through the NJEdge Consortium contract for use by the Office of Information Technology at Ocean County College.
- A maximum of \$50,241.70 to SHI International Corporation, Somerset, New Jersey, for a one-year contract for Academic VMware Horizon subscriptions through the NJEdge Consortium contract from October 24, 2024, through October 23, 2025, to provide virtual desktops to students and staff at Ocean County College.
- A maximum of \$17,000 to PIP Printing, Brick, New Jersey, for copy and bulk mailing services from November 7, 2024, through June 30, 2025, at Ocean County College.
- The following qualified pool of Education Consulting Service providers was identified for various credit and non-credit education programs from November 7, 2024, through November 7, 2025, at Ocean County College:
  - Bishop Blueprint Consulting Corporation
  - CB Education Consulting, LLC
  - Comtech Systems, Inc.
  - Conflict Circumvention, LLC
  - Edify Magnify Optimize Consulting, LLC
  - Evolve Market Research, LLC
  - Marie Leodore
  - Mount Sinai Solutions, Inc. dba MathProject
  - Oregon State University
  - Rouxbe Global Food Group, Inc.
  - S&P Solutions, LLC
  - Stevens Strategy, LLC
  - Tabitha Christopher Coaching, LLC
- A resolution was adopted to award the following contract through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) with Ocean County College serving as lead agency:
  - For a the second-year contract option from November 7, 2024, through November 6, 2025, for the purchase of athletic uniforms and apparel to the following vendors:
    - American Process Lettering, Inc. dba Ampro, Primos, Pennsylvania
    - BSN Sports, LLC, Dallas, Texas
    - Smart Stitch, LLC, Ewing, New Jersey
    - Varsity Spirit Fashions and Supplies, LLC, Memphis, Tennessee

Resolutions Adopted  
for NJCCC Purchasing Consortium  
Contract Award

## ➤ The following contracts were amended:

Contracts Amended

- An additional \$14,399.85, for a maximum total of \$64,399.85, to Online Computer Library Center, Dublin, Ohio, for additional digital resource library software as part of the Library Modernization Project at Ocean County College (contract originally awarded at the June 27, 2024, Board meeting).
- An additional \$1,250, for a maximum total of \$558,322, to Design Resources Group (DRG) Architects, Somerset, New Jersey, for additional architectural and engineering services for the Grunin Lobby Expansion Project at Ocean County College (contract originally awarded at the March 16, 2023, Board meeting).
- An additional \$30,000, for a maximum total of \$47,400, to Pemberton Electrical Supply Company, LLC, Lumberton, New Jersey, for additional electrical supplies on an as-needed basis for the remainder of the fiscal year at Ocean County College (initial contract was under threshold and did not require Board approval).
- An additional \$3,000, for a maximum total of \$60,500, to The Hanover Research Council, LLC (“Hanover Research”), Arlington, Virginia, for an Employer Needs assessment as part of the consulting and research services to help the college strengthen its academic portfolio, maximize enrollment and retention, manage costs, improve brand perception and engage alumni from January 1, 2024, through December 31, 2024, at Ocean County College (contract originally awarded at the December 7, 2023, Board meeting).
- An additional \$3,600, for a maximum total of \$22,641.61, to Preferred Behavioral Health of New Jersey, Inc., Lakewood, New Jersey, for psychiatric evaluation and medication management services for students as part of counseling services for students at Ocean County College (contract originally awarded at the August 22, 2024, Board meeting).
- An additional \$22,335, for a maximum total of \$89,085, to Door Services Corporation dba Eastern Door Service, Burlington, New Jersey, for replacement of interior and exterior doors for the Ocean County Vocational Technical School (OCVTS) Pre-Nursing program in the Russell Building as part of the automatic door maintenance, replacement, and repair services on an as-needed basis from July 1, 2024, through June 30, 2025, at Ocean County College (contract originally awarded at the August 22, 2024, Board meeting).
- An additional \$5,000, for a maximum total of \$55,000, to Sign4U Interpreting Service, LLC, Glendora, New Jersey, for additional ASL interpreting services for students during the Fall semester as part of the professional interpreting and captioning services for students with disabilities enrolled in the Fall 2024 semester on an as-needed basis from July 1, 2024, through December 31, 2024, at Ocean County College (contract originally awarded at the July 25, 2024, Board meeting).

- An additional \$10,000, for a maximum total of \$79,500, to CliftonLarsonAllen, LLP, King of Prussia, Pennsylvania, for additional financial reporting relating to the implementation of Governmental Accounting Standards Board (GASB) statements 87 and 96, financial reporting for leases, and subscription-based information technology arrangements (SBITAs) as part of the first year with a second-year contract option for professional auditing services from July 1, 2024, through June 30, 2025, at Ocean County College (contract originally awarded at the May 30, 2024, Board meeting).
- The Board adopted a resolution authorizing the use of a Project Labor Agreement for the Grunin Center Lobby expansion project at Ocean County College. Resolution Adopted
- The Board accepted a \$37,000 Hunger-Free Campus grant award from the Office of the Secretary of Higher Education (OSHE) to address student hunger, leverage sustainable solutions to address basic food needs on campus and continue building strategic partnerships at the local, State, and national levels to address food insecurity among students. Project Manager: Ms. Michelle Youngs, Assistant Director, Student Life. Project Period: July 1, 2024, through June 30, 2025. Grant Accepted

#### Bylaw, Policy, and Curriculum Committee

Mr. Fall shared the Bylaw, Policy, and Curriculum Committee met to review the agenda. Dr. Garcia then presented the agenda, which was approved unanimously by roll call vote:

- Policy #2240, Administration, Administrative Operations, IT Governance New Policy
- The following items, as accepted by the College Senate at its meetings on October 3, and 17, 2024, were approved unanimously upon roll call vote: College Senate Items Approved
  - New Certificate New Certificate
    - Certificate of Completion in 21<sup>st</sup> Century Policing: Strategies for Safer Communities
  - Revised Course Revised Course
    - COMM 154, Fundamentals of Public Speaking
  - Inactivated Courses Inactivated Courses
    - ACCT 390, Accounting Information Systems
    - ARBC 201, Intermediate Arabic I
    - ARBC 202, Intermediate Arabic II
    - ARBC 299, Arabic Dialects: Tunisian
    - BUSN 300, Organizational Theory and Practice
    - BUSN 301, Human Resource Management
    - BUSN 311, Consumer Behavior
    - BUSN 312, Marketing Communications
    - BUSN 320, Procurement and Supplier Relationship Management

- BUSN 321, Decision Intelligence in Supply Chains
  - BUSN 390, Fundamentals of Data Visualization for Business Analytics and Data Science
  - BUSN 391, Basics of Data Collection, Data Warehousing, and Data Cleansing
  - CHIN 201, Intermediate Chinese I
  - CHIN 202, Intermediate Chinese II
  - DANC 191, Dance Theatre Workshop I
  - ECON 300, Money and Banking
  - GREK 100, Greek I
  - GREK 102, Greek II
  - HEBR 251, Intermediate Modern Hebrew I
  - HEBR 252, Intermediate Modern Hebrew II
  - HHAW 200, Food and Healing: A Holistic Approach to Nutrition
  - HHAW 201, Plants and Healing: Herbology and Organic Gardening
  - HHAW 221, Principals of Energy Movement
  - HHAW 222, Holistic Design
  - HIND 101, Elementary Hindi I
  - HIST 255, History and Culture of Ireland: Travel Seminar
  - HUMN 251, Travel Seminar: Modern Middle East
  - JAPN 201, Intermediate Japanese I
  - JAPN 202, Intermediate Japanese II
  - MUSC 183, Beginning Jazz Theory and Improvisation
  - MUSC 192, Music History and Literature to 1750
  - MUSC 193, Music History 1750-1920
  - MUSC 195, Music History and Literature Since 1920
  - TURK 101, Elementary Turkish I
  - TURK 102, Elementary Turkish II
- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Community Medical Center Foundation and Ocean County College Foundation 3<sup>rd</sup> Annual Miniature Golf Tournament on Friday, January 10, 2025, in the Jon and Judith Larson Student Center from 6:00 p.m. to 10:00 p.m. Policy #8600 Suspended

### Buildings and Grounds Committee

Mrs. Novak provided an update on several ongoing projects, including the new Administration Building, the Grunin Center Lobby Extension, Grunin Music Practice Rooms, and EV Charging Stations. The Buildings and Grounds Report for November 7, 2024, was then unanimously accepted upon roll call vote. Building/Grounds Committee Report Accepted

### Student Experience Committee

Dr. Racioppi shared the Student Experience Committee met with two students and discussed Counseling Services. Dr. Racioppi shared the Assistant Director of Counseling will be invited to an upcoming meeting in order for the students to discuss and address concerns. Additionally it was discussed how best to promote services provided by the Security Department to students, which include automobile lockout and safety escort services. Student Experience Committee Report

Personnel Committee

Mr. Leone shared the Personnel Committee met and discussed the report on hiring/turnover rate and compensation study. The Trustees will discuss further. Should there be any recommendations as a result of this report, they will be brought forward for consideration by the Trustees.

Mr. Leone indicated that there has been no contact from the newly formed Lecturer Association. The college is still awaiting the association’s proposal.

Mr. Leone then 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 December 5, 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 December 5, 2024

The following meetings were scheduled: Meetings Scheduled

<b>Thursday, December 5, 2024</b>	1:30 p.m.	Finance Committee
	1:30 p.m.	Bylaw, Policy, and Curriculum Committee
	2:00 p.m.	Buildings and Grounds Committee
	2:30 p.m.	Student Experience Committee
	2:30 p.m.	Personnel Committee
	3:00 p.m.	Closed Session
	3:30 p.m.	Regular Public Monthly Meeting

Dr. Monaco introduced Dr. Racioppi who shared OCC has been named a finalist for the Bellwether Award for work that the Success team has been doing to identify challenges students face and resources or information the coaches use to guide students in need. Dr. Racioppi then discussed the importance of membership offered to those who apply for the Achieving the Dream network and the benefits available to eligible students.

Dr. Racioppi presented the enrollment update, sharing 2024 Fall enrollment is currently down 82 students and 2.93% in credits as compared to Fall 2023. Dr. Racioppi also shared current registration for Fall by 2024 Ocean County High School graduation population, including information for Donovan Catholic’s class of 2024.

In response to Mr. Leone, Dr. Racioppi shared the presentations and visit schedule by Enrollment Services is identical to each high school.

Dr. Konopka shared the following Workforce and Professional Education update:

- Ocean County College was awarded \$55,000 as part of the New Jersey Pathways Program sponsored by the New Jersey Council of Community Colleges to develop a Patient Care Tech program to be developed in collaboration with various hospitals in Ocean County.

- \$66,000 was previously received to develop project management curriculum as part of the New Jersey Pathways Program, for a total funding amount of \$121,000 to develop courses and offer scholarships to students, with a focus to veterans.
- As part of the Work Readiness Program, case workers sponsored trips to various businesses in Ocean County to explore different career opportunities.
- Ocean County College was awarded an additional \$166,000 in funding, as part of the adult education program under the Title II grant. This funding will be used for new Integrated Education Training in programs, including Phlebotomy. It will also be used to expand existing programs in Culinary Arts. With all of these programs mentioned, OCC is helping learners with adult basic education, including ESL skills, while promoting an awareness for different career pathways.
- Ocean County College was awarded \$37,000 from July 1, 2024, through June 30, 2025, for the Hunger Fee Campus Grant from the Office of Higher Education (OSHE).
- Various members of the college community met this week to discuss a convening on campus for the ESL community. Dr. Monaco formed a small sub-committee to begin planning for this event: Mr. Thomas Gialanella, Education Partnerships Associate; Dr. Kathleen Mohr, Executive Director of Enrollment Services; Ms. Veronica Guevara-Lovgren, Executive Director of Student Services; and Dr. Konopka. The goal is to gather a group of organizations together who share a common goal of serving the ESL population more effectively by leveraging resources.

Ms. Donna Rosinski-Kauz, College Senate Chair, shared the Senate Bylaw Revision Committee has completed the draft Bylaw revisions. The committee will meet with Dr. Monaco and the Vice Presidents.

In the absence of Mr. Ken Malagiere, Ms. Kim Malony, Director of Advancement and Community Impact, provided the OCC Foundation update and reported the following:

- The Foundation Scholarship application period for Spring 2025 is currently open through December 14, 2024.
- The Foundation's annual audit is complete with a full report to be presented at the November full board meeting.
- Work is underway for all Annual Endowment Reports scheduled to be completed once the annual audit has been formally accepted.
- The 22<sup>nd</sup> Annual Golf Classic raised \$55,000 for students of Ocean County College. Ms. Maloney thanked the many volunteers and supporters who made this event possible.
- The 3<sup>rd</sup> Annual Miniature Golf Tournament will be held on Friday, January 19, 2025, in the Larson Student Center, in collaboration with the Community Medical Center Foundation. This event will benefit both the Hospital and OCC Foundation Missions.

Ms. Malony thanked all who attended the Fall Blauvelt Lecture Series and shared Spring 2025 upcoming events, which include:

- David Hogg, Parkland School Massacre Survivor and co-founder of March for Our Lives, March 27, 2025
- Tiki Barber, former New York Football Giant, June 5, 2025



President's Report

Dr. Monaco shared the following highlights from the President's Report:

President's Report

- The Women's Soccer team traveled to Genesee Community College to compete in the NJCAA DIII Women's Soccer Championship with Ms. Ilene Cohen, Executive Director of Athletics.
- Ms. Jan Kirsten announced OCC has been recognized by the National Council for Marketing and Public Relations (NCMPR) as the recipient of two 2024 Bronze Medallion Awards for the student notecard project and Instagram reel, "What's Excellent About OCC?" funded by the Lumina Grant. Ms. Kirsten commended Ms. Renate Pustiak, College Lecturer II in Humanities and Fine Arts, and Ms. Sara Nusbaum, Social Media Coordinator, for their efforts with these projects.
- The Nursing program was informed by the Accreditation Commission for Education in Nursing (ACEN) that the Board of Commissioners granted continuing accreditation to the associate nursing program at OCC through Spring 2032. Dr. Tracy Walsh, Dean of the School of Nursing and Health Sciences, Lecturers, and staff of the Nursing Program are commended.

Dr. Monaco invited all to the Veteran's Day Ceremony on Monday, November 11, 2024, at 12:00 noon, at the Veterans Memorial on the Campus Mall.

In response to Mr. Leone's comments to increase enrollments from Ocean County High School graduation classes, Dr. Monaco supported the hard work of the Enrollment Services team and explained the differing rates by high school is due to various factors such as lack of family support or financial situations.

Mr. Dasti thanked Commissioner Frank Sadeghi for support of the College and OCVTS partnership.

With no further comments from the Board members or the public, the meeting adjourned at 5:15 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Special Assistant, Operations  
Office of the President