



**BOARD OF TRUSTEES
AGENDA**

**JANUARY 23, 2025
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 DECEMBER 5, 2024,
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS** *Bd. Action*

- 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. ActionE. **Student Experience Committee***(Dr. Gerald Racioppi, Vice President of Student Affairs)*

IX. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution for the Board of School Estimate members for 2025.** **Bd. Action**
- B. **Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, February 27, 2025, 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, FEBRUARY 27, 2024

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| 1. Bylaw, Policy, and Curriculum Committee | Time: 1:30 p.m.
Place: Conference Room A&B and via Webex |
| 2. Finance Committee | Time: 1:30 p.m.
Place: Conference Room A&B and via Webex |
| 3. Buildings and Grounds Committee | Time: 2:00 p.m.
Place: Conference Room A&B and via Webex |
| 4. Student Experience Committee | Time: 2:30 p.m.
Place: Conference Room A&B and via Webex |
| 5. Personnel Committee | Time: 2:30 p.m.
Place: Conference Room A&B and via Webex |

6. Entire Board

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

7. 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

RESOLUTION

WHEREAS, New Jersey Statute 18A:64A-15 establishes that each county college shall have a Board of School Estimate; and

WHEREAS, the Board of School Estimate shall consist of the chair of the Ocean County Board of Commissioners and two members of the Commissioner Board appointed by the Commissioners, and two members of the College Board of Trustees appointed by the Trustees; and

WHEREAS, the Secretary of the College Board of Trustees shall be the Secretary of the Board of School Estimate; and

WHEREAS, appointments to the Board of School Estimate shall be made annually; and

WHEREAS, the Board of School Estimate shall fix and determine by official action taken at a public meeting the amount of money necessary to be appropriated for use by the county college for the operation and capital outlay expenses for the school year, exclusive of the amount to be received from the State and other sources;

NOW, THEREFORE, BE IT RESOLVED that the Ocean County College Board of Trustees appoints the following members to the Ocean County College Board of School Estimate for the year 2025:

- ❖ Mr. Jerry Dasti, Chair of the Board of Trustees
- ❖ Mr. Frank Dupignac, Jr., Chair of the Board of Trustees Finance Committee

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Stephan R. Leone, Secretary



BOARD OF TRUSTEES

Regular Meeting

Minutes

December 5, 2024

- The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:34 p.m. on Thursday, December 5, 2024, by Mrs. Linda Novak, Vice-Chair, in the absence of 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 November 7, 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
- Mr. Sahradnik administered the oath of office to Mr. Moshe Bender, who was appointed by the Governor of the State of New Jersey to a two-year term on the Ocean County College Board of Trustees, from August 15, 2024, through October 31, 2026. Mrs. Novak, Dr. Monaco, and the Trustees welcomed Mr. Bender to the Board and congratulated him on his appointment. Swearing-In of Mr. Bender
- Mr. Sahradnik administered the oath of office to Mr. Frank Dupignac, Jr., 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 16, 2024, through December 19, 2028. Mrs. Novak, Dr. Monaco, and the Trustees congratulated Mr. Dupignac on his reappointment. Swearing-In of Mr. Dupignac
- Those in attendance were Mrs. Novak, Mr. Frank Dupignac, Mr. Stephan Leone, Mr. Moshe Bender, Mr. Robert Fall, Ms. DiAnne Gove, 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, and Mrs. Connie Bello. Attendance
- Mr. Dupignac introduced Mr. Andy Lee, CliftonLarsonAllen, LLP, who indicated he met with the Audit Committee prior to this meeting and was pleased to announce there were no findings to report for the Ocean County College FY 2024 audit. Mr. Lee shared Ocean County College is in a strong financial position. He received complete cooperation from the College during the audit, and thanked Ms. Winchester, Ms. Mary Lancaster, Controller, and the Finance and Financial Aid departments for their efforts.

The minutes of the November 7, 2024, Board of Trustees closed session, reorganization and public meetings were unanimously approved by roll call vote.

Minutes Approved

Dr. Monaco introduced Dr. Aaron Fichtner, President of the New Jersey Council of County Colleges, who explained the role of the Council and how it supports and promotes community colleges in New Jersey. He also shared his perceptions of the state-level trends regarding community college funding and priorities, and how they will affect the sector. Dr. Fichtner provided the Trustees with the council's March 2024 report: New Jersey's Opportunity Agenda: Building Pathways to Equity and Economic Prosperity, which details strategies for New Jersey's Community Colleges to create access to various stakeholder pathways to postsecondary and career success.

Presentations

The Trustees and Dr. Fichtner discussed ways trustees can help with the institution and on the State level by engaging with Assembly members, Congress and Senators.

Mrs. Novak thanked Dr. Fichtner for taking the time to attend today's meeting.

Dr. Monaco introduced Ms. Jan Kirsten, Executive Director of College Relations, and Ms. Maureen Conlon, Associate Director of Web Services, who shared with the Trustees a tour of the new College website and highlighted some of the revisions.

Upon a request for public comments by Mrs. Novak, Dr. David Bordelon, Professor of English and FAOCC President, shared concerns from the FAOCC regarding the development and staffing of online courses at OCC.

Public Comments

Finance Committee

Mr. Dupignac presented the Finance Agenda, which was unanimously approved as submitted, including the FY 2024 Audit report.

➤ The statement of income and expenditures as of October 31, 2024, was accepted.

Income/Expenditures Accepted

➤ The Ocean County College FY 2024 Audit was accepted.

Ocean County College FY 2024 Audit Accepted

➤ The following contracts were awarded:

Contracts Awarded

➤ A maximum of \$268,000 to RSC Architects, Hackensack, New Jersey, for professional architectural and engineering services for renovations to the Hovnanian Health Sciences Building to create learning spaces for new dental hygiene and radiography programs at Ocean County College.

➤ A maximum of \$51,650 to SciAps, Inc., Woburn, Massachusetts, for the purchase of two handheld x-ray lead paint analyzer devices for the STEM lab at Ocean County College.

- A maximum of \$207,580 to French and Parrello Associates, PA, Wall, New Jersey, for professional architectural and engineering services to upgrade parking lots #1 and 1R at Ocean County College.
- Resolutions were adopted to award the following contracts: Resolutions Adopted
for Contract Awards
 - A maximum of \$29,300 to Team Life, Inc., Colts Neck, New Jersey, for the purchase of eighteen defibrillators for the Security Department at Ocean County College.
 - A flat fee of \$40 per student per half day of camp and \$80 per full day to Black Rocket Productions, LLC, Freehold, New Jersey, for the management services of summer camps for children at Ocean County College.
 - A maximum of \$46,964 to Prism Color Corporation, Moorestown, New Jersey, for off-set printing and mailing services for the FY25 Ocean Views magazine at Ocean County College.
- The following contracts were amended: Contracts Amended
 - An additional \$980.77, for a maximum total of \$18,221.99, to NJEdge.NET, Newark, New Jersey, for the SARA State Fee Assessment as part of the purchase of New Jersey Transfer Assessment and Quality Matters Annual Statewide Subscription Renewal through the NJEdge.NET Consortium at Ocean County College (initial contract was under threshold and did not require Board approval).
 - An additional \$3,255.50, for a maximum total of \$106,080.50, to Timothy Peters Plumbing and Heating Company, Inc., Toms River, New Jersey, for labor and materials for the installation of a bottle filler and related plumbing services for the Ocean County Vocational Technical School (OCVTS) Pre-Nursing program in the Russell Building as part of the second-year contract option for professional plumbing services from July 1, 2024, through June 30, 2025, at Ocean County College (contract originally awarded at the June 27, 2024, Board meeting).
 - An additional \$419.86, for a maximum total of \$26,919.86, to Leapfrog Technologies, Inc., Coralville, Iowa, for additional fees associated with the Courseleaf Catalog for 2025 software from September 9, 2024, through December 10, 2025, for use at Ocean County College (contract originally awarded at the August 22, 2024, Board meeting).
 - An additional \$80,000, for a maximum total of \$200,000, to Amazon Services, LLC, Seattle, Washington, for the purchase of additional online marketplace products, through the Omnia Partners Cooperative Purchasing Program for the remainder of the fiscal year for various departments at Ocean County College (contract originally awarded at the April 24, 2024, Board meeting).
 - An additional \$9,600, for a maximum total of \$19,200, to Burlington English, Inc., Boca Raton, Florida, to provide ESL/Civics lessons in English, workforce preparation, and digital literacy to Title II Grant participants through the Office of Workforce and Professional Education at Ocean County College (initial contract was under threshold and did not require Board approval).

- An additional \$12,000, for a maximum total of \$87,000, to Core Mechanical, Inc., Pennsauken, New Jersey, for duct cleaning services for the remainder of the fiscal year as part of the contract for HVAC maintenance services from July 1, 2024, through June 30, 2025, at Ocean County College (contract originally awarded at the April 25, 2024, Board meeting).
- An additional \$10,667.92, for a maximum total of \$110,667.92, to Consolidus, LLC, Akron, Ohio, for promotional items associated with the Counseling Department as part of the second-year contract option for a professional promotional online storefront from July 1, 2024, through June 30, 2025, for the purchase of OCC-branded items through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) at Ocean County College (contract originally awarded at the June 27, 2024, Board meeting).
- An additional \$17,000, for a maximum total of \$57,000, to Jay Hill Repairs, Fairfield, New Jersey, for additional appliance repairs for the remainder of the fiscal year as part of the repair, maintenance, and installation of various kitchen appliances through the Education Services Commission of New Jersey (ESCNJ) Cooperative contract at Ocean County College (contract originally awarded at the September 26, 2024, Board meeting).
- An additional \$5,400, for a maximum total of \$28,041.60, to Preferred Behavioral Health of New Jersey, Inc., Lakewood, New Jersey, to extend psychiatric evaluation and medication management services for students as part of counseling services for students through December 31, 2026, at Ocean County College (contract originally awarded at the August 22, 2024, Board meeting).
- An additional \$25,000, for a maximum total of \$75,947.38, to Bahr and Sons Electrical Contractors, Inc., Bayville, New Jersey, for additional professional electrician services through the remainder of the fiscal year as part of the professional electrician services from July 1, 2024, through June 30, 2025, on an as-needed basis through the Ocean County Cooperative Contract at Ocean County College (contract originally awarded at the June 27, 2024, Board meeting).
- An additional \$3,080, for a maximum total of \$122,528, to Integrated Systems and Services, Inc., Eatontown, New Jersey, for labor and material to install swipe card access for the rear exterior door of the Russell Building for the Ocean County Vocational Technical School (OCVTS) Pre-Nursing program as part of the second-year contract option for inspection, repair, maintenance, and related activities for the Electronic Access Control and Video Surveillance Systems from July 1, 2024, through June 30, 2025, for use by the Security Department at Ocean County College (contract originally awarded at the April 25, 2024, Board meeting).
- An additional \$15,000, for a maximum total of \$19,975, to Ultra Equipment, LLC, Forked River, New Jersey, for replacement of the rack body and hoist accessory for the College's 2008 F-350 vehicle, in addition to the purchase and installation of a Tommy Gate Cargo Van 650 Series Lift Gate at Ocean County College (initial contract was under threshold and did not require Board approval).

- An additional \$2,400, for a maximum total of \$91,485, to Door Services Corporation dba Eastern Door Service, Burlington, New Jersey, for increased vendor costs to meet prevailing wage rates 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).

- The Board accepted a \$1,000 Martin Luther King, Jr. Day of Service 2025 grant from AmeriCorps to support two student clubs – the Community Ambassadors Club and NJ Stars Club – with Ocean County College staff support to lead volunteer projects on MLK Day of Service. Project Manager: Ms. Jenna Puglisi, Student Success Coach. Project Period: January 5, 2025, through January 27, 2025. Grant Accepted

Bylaw, Policy, and Curriculum Committee

Dr. Garcia noted the Bylaw, Policy, and Curriculum Committee met with Senate representative Dr. David Bordelon to review the committee agenda. The Board approved the agenda unanimously as amended by roll call vote:

- The following 2024-2025 Ocean County College Advisory Committees were approved: 2024-2025
Advisory
Committees
Approved
 - Addictions Counseling Advisory Committee
 - Business Advisory Committee
 - Computer Science Advisory Committee
 - Environmental Management Advisory Committee
 - Graphic Arts, Design, and Media Advisory Committee
 - Health and Human Performance Advisory Committee
 - Hospitality, Recreation, and Tourism Management Advisory Committee
 - Interpreter Sign Language Advisory Committee
 - Law and Public Safety Advisory Committee
 - Nursing Advisory Committee
 - Social Work Advisory Committee
- A resolution was adopted to formally approve the 2025 meeting schedule. Resolution Accepted
- Ocean County College Academic Calendars: Academic Calendar
Approved
 - 2025-2026 Academic Calendar

Buildings and Grounds Committee

Mrs. Novak introduced Mr. James Calamia, Assistant Vice President of Facilities, who provided an update on several ongoing projects, including the new Administration Building, Grunin Theatre Lighting Project, Ten-year Facilities Plan, and in-house snow removal. Building/Grounds
Committee Report
Accepted

Mr. Leone requested the current bidding/approval process for capital projects be reviewed and revised. He is concerned that the current process does not allow time for Trustee input prior to inclusion on the Board agenda. Mrs. Novak explained that, while this has not been past practice, it will be put in place going forward.

The Buildings and Grounds Report for December 5, 2024, was then accepted upon roll call vote, with an abstention from Mr. Leone based on his concern about the bid specifications for the Grunin Center Lobby Extension.

Personnel Committee

Mr. Leone presented the Personnel Report, which included revisions to non-affiliated administrator and non-affiliated hourly salary ranges. The report was unanimously approved as submitted upon roll call vote.

Personnel Report Approved

Student Experience Committee

Dr. Racioppi shared the Student Experience Committee, including students William Alonso Felipe and Logan Redgrave, met with Counseling Department, representatives, who provided a report on the scope of counseling resources available. It was discussed that there will be an increased effort to make all services known to students. Dr. Racioppi then reported that 306 students have used services of the Counseling Center so far this semester.

Student Experience Committee Report

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on January 23, 2025, at 3:00 p.m., for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted for a Closed Meeting January 23, 2025

The following meetings were scheduled:

Meetings Scheduled

- Thursday, January 23, 2025**
- 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

President's Report

Dr. Monaco shared the January 9, 2025, Board retreat has been canceled, as this meeting traditionally is to review the proposed new fiscal year budget. Since the information for the budget will not be available at that time, the proposed budget will be shared at the January 23, 2025, Board meeting, and action will be taken at the February 27, 2025, meeting.

President's Report

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

- Hunting for Help was held today to raise awareness about homelessness among students and families. Participants learned about challenges faced when trying to connect to community resources.
- The Honors by Contract Fall semester awards were held this week. Dr. Monaco congratulated the students who received awards and Ms. Christine Pericone, Assistant Professor of Science.
- OCC Athletics and the Veteran and Military Resource Center host OCC Sports Day on Saturday, December 7, 2024, in the OCC gymnasium, to honor and support veterans and active military beginning at 11:50 a.m., in conjunction with the OCC Men's Basketball game at noon.

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

- The Scholarship application period for the Spring semester is open through Friday, December 13, 2024.
- All annual endowment reports have been completed and mailed to Foundation stakeholders. The 2025 Donor/Scholar reception is scheduled for May 1, 2025.
- The Legacy Campaign has currently raised over \$4.5 million in gifts and pledges.
- The Foundation will welcome two new board members on January 1, 2025: Jean Cipriani and Christine Mattus. Past Chair Noelle Carino's term expires on December 31, 2024, and she will leave the board at that time. However, she plans to remain an active and engaged member with her husband, Dominick., and will continue to support the Foundation.

Upcoming events include:

- Miniature Golf Tournament in collaboration with the Community Medical Center Foundation, Friday, January 10, 2025

Mr. Malagiere shared the Spring 2025 Blauvelt Lecture Series, which include:

- David Hogg, March 27, 2025
- Tiki Barber, June 5, 2025

Dr. Monaco introduced Dr. Racioppi who reported the 2024 Ocean County High School graduate registration for Fall classes shows a decrease of 108 students (-2.72%) as compared to 2023. Current Spring enrollment as compared to last year is -288 students (-7.96%). Fall Early College enrollment is +98 students (+5%).

Dr. Sheenah Hartigan, Assistant Vice President of Enrollment Services, shared Fall 2024 and Spring 2025 new recruiting initiatives, including increased work with high school administrators, parent outreach, current students, and community members.

Mr. Fall and Mr. Leone commended Dr. Hartigan and her team for their efforts.

With no further comments from the Board members or the public, the meeting adjourned at 5:03 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant, Operations
Office of the President