



**BOARD OF TRUSTEES  
AGENDA**

**MARCH 27, 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 FEBRUARY 27, 2025, *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. Action**B. **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. Action**C. **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. Action**D. **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**E. **Student Experience Committee***(Dr. Gerald Racioppi, Vice President of Student Affairs)*

IX. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, April 24, 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, APRIL 24, 2025  
at OCC MANAHAWKIN**

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| 1. <b>Bylaw, Policy, and Curriculum Committee</b> | Time: 1:30 p.m.<br>Place: OCC Manahawkin and via Webex |
| 2. <b>Finance Committee</b>                       | Time: 1:30 p.m.<br>Place: OCC Manahawkin and via Webex |
| 3. <b>Buildings and Grounds Committee</b>         | Time: 2:00 p.m.<br>Place: OCC Manahawkin and via Webex |
| 4. <b>Student Experience Committee</b>            | Time: 2:30 p.m.<br>Place: OCC Manahawkin and via Webex |
| 5. <b>Personnel Committee</b>                     | Time: 2:30 p.m.<br>Place: OCC Manahawkin and via Webex |

**6. Entire Board**

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

**7. Entire Board**

Time: 3:30 p.m.  
Place: OCC Manahawkin 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 27, 2025**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:33 p.m. on Thursday, February 27, 2025, by Mr. Stephan Leone presiding in the absence of 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. This meeting was announced on February 20, 2025, 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. Leone, Mrs. Linda Novak, Mr. Moshe Bender, Mr. Robert Fall, Ms. DiAnne Gove, Ms. Susan Naples, Mr. Steven Zabarsky, Ms. Cheyenne Severin, Mr. Mathew Thompson, Mr. Jack Sahradnik, Dr. Pamela Monaco, Executive Vice President Sara Winchester, Vice President Eileen Garcia, Vice President Joseph Konopka, Ms. Donna Rosinski-Kauz, Director of Library Services and College Senate Chair, and Mrs. Connie Bello. Also in attendance was Commissioner Jennifer Bacchione.

Attendance

The minutes of the January 23, 2025, and February 13, 2025, Board of Trustees closed sessions and public meetings were approved by roll call vote with an abstention from Mr. Zabarsky on the February 13, 2025, minutes.

Minutes Approved

Dr. Monaco introduced Areeba Zulkarnain, President of Tau Iota chapter of Phi Theta Kappa, who shared the work for the Honor's in Action Project. Together with Tau Iota board members Nayeli Rojas, Karina Rivera, and Oluwatitomisin Sobayo, and collaborating with WOCC Radio Club's board member, the group focused on the theme of preserving stories, choosing to preserve the story of the college arboretum. Areeba shared with the trustees a video created by the group highlighting the arboretum's past and present status, and plans to restore it. The project has support from Student Life, the OCC Foundation, EOF, and Facilities. Mr. Kenneth Malagiere, Executive Director of the OCC Foundation, shared donations will be accepted by the Foundation towards restoration of the arboretum. Dr. Monaco commended the students for their outstanding work in creating an arboretum archive as well as their vision for bringing the arboretum to life again.

Presentations

Upon a request for public comments by Mr. Leone, Mr. Leone shared a statement by the Lecturer Association of Ocean County College with the College community. There were no further comments from the public at this time.

Public Comments

### Finance Committee

Ms. Winchester presented the Finance Agenda, which included requesting approval of the FY 2026 OCC Budget. She noted anticipated increases in expenses, including healthcare premiums, utilities, and uncollected student debt. In order to balance the budget, it is recommended that Policy #5300, Tuition and Fees, be revised to increase tuition from \$189 to \$206 per credit. Ms. Winchester thanked the County for the continued support of the College, which will help keep the budget balanced without the use of fund balance; however, the Governor's budget has proposed a \$20 million cut to community colleges, which would impact the proposal. Mr. Leone noted OCC's tuition would remain among the lowest community college tuition in New Jersey with this increase, with the inclusion of books. The Finance Agenda was then unanimously approved as submitted,

- The statement of income and expenditures as of January 31, 2025, was accepted.

Income/Expenditures Accepted

Prior to taking action on the revision to Policy #5300, Tuition and Fees, Mr. Leone 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. Leone closed the public hearing, and the Board unanimously approved the revision to Policy #5300, Tuition and Fees.

Policy #5300,  
Tuition and Fees,  
Revised

- The Ocean County College FY 2026 Budget was approved.

OCC FY 2026  
Budget Approved

- A resolution was adopted to approve the FY 2026 capital facilities projects, not to exceed \$6,713,917, 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 2026  
Capital Facilities  
Projects

- Dental Hygiene
- Radiography
- Respiratory Therapy
- Medical Assistant
- Paramedic

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.

- A resolution was adopted to appoint a Temporary Purchasing Agent for Ocean County College for a period of one year, with the possibility of a one-year extension, provided that the appointee is actively pursuing Qualified Purchasing Agent (QPA) certification.

Resolution Adopted  
to Appoint Temporary  
Purchasing Agent

## ➤ The following contracts were awarded:

## Contracts Awarded

- A maximum of \$67,550 to DeAngelo Contracting Services dba Lawn Specialties, Hazleton, Pennsylvania, for the first year with second- and third-year contract options for weed control and fertilization services from February 28, 2025, through February 27, 2026, at Ocean County College and Ocean County College Manahawkin.
- A maximum of \$50,000 to Carrier Enterprise, East Syracuse, New York, for the first year with a second-year contract option for heating, ventilation, and air conditioning (HVAC) supplies and materials on an as-needed basis from February 28, 2025, through February 27, 2026, for the Facilities Department at Ocean County College.

## ➤ Resolutions were adopted to award the following contracts:

Resolutions Adopted  
for Contract Awards

- A maximum of \$80,065.30 to Ready Education, Inc., Montreal, Quebec, Canada, for the first year of a three-year contract for a custom mobile application from March 31, 2025, through March 30, 2028, through the NJEdge Cooperative Contract at Ocean County College.
- A maximum of \$33,261.61 to SHI International Corporation, Somerset, New Jersey, for the first year of a two-year contract for Commvault Cloud HyperScale X Appliance Model E2396 and Microsoft Power BI Pro Edu software from March 1, 2025, through February 28, 2027, through the NJEdge.NET Consortium contract for use by the Office of Information Technology at Ocean County College.
- A maximum of \$41,856.02 to Dell Marketing, LP, Round Rock, Texas, for a three-year contract for the Wyse Management Suite Pro from February 28, 2025, through February 27, 2028, for use by the Office of Information Technology at Ocean County College.

## ➤ The following contracts were amended:

## Contracts Amended

- An additional \$9,733.27, for a maximum total of \$17,600.40, to Weatherproofing Technologies, Inc., Beachwood, Ohio, for repairs to the drain areas as part of roof repairs of the Grunin Center at Ocean County College (initial contract was under threshold and did not require Board approval).
- An additional \$5,000, for a maximum total of \$21,000, to Motors and Drives, Inc., Freehold, New Jersey, for the purchase of electric motors, pumps, drives, belts, and pulleys at Ocean County College (initial contract was under threshold and did not require Board approval).
- An additional \$10,836, for a maximum total of \$21,713.37, to Ace Outdoor Power Equipment, Bayville, New Jersey, for the purchase and installation of a salt spreader, vehicle accessories, and repairs, for use by the Facilities Department at Ocean County College (initial contract was under threshold and did not require Board approval).

- An additional \$60,000, for a maximum total of \$135,000, to Geneva Worldwide, Inc., New York, New York, for additional professional interpreting and captioning services for students and employees with disabilities during the Spring 2025 semester from January 1, 2025, through June 30, 2025, at Ocean County College (contract originally awarded at the July 25, 2024, Board meeting).
- An additional \$16,900, for a maximum total of \$35,121.99, to NJEdge.NET, Newark, New Jersey, for an external network penetration test 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 (contract originally awarded at the December 5, 2024, Board meeting).
- An additional \$20,000, for a maximum total of \$80,000, to B&H Photo Video Pro Audio, Inc., New York, New York, for the purchase of additional audio/video equipment and peripherals for the remainder of the fiscal year through the Hunterdon County Educational Services Commission (HCESC) Cooperative Contract for use at Ocean County College (contract originally awarded at the April 25, 2024, Board meeting).
- An additional \$7,000, for a maximum total of \$24,000, to PIP Printing, Brick, New Jersey, for additional copy and bulk mailing services for the remainder of the fiscal year at Ocean County College (contract originally awarded at the November 7, 2024, Board meeting).
- An additional \$20,000, for a maximum total of \$115,000, to Fellowship Travel International, Inc., Ashland, Virginia, to extend the opportunity for the program to a higher number of students for the OCC Study Abroad Seminar in France (contract originally awarded at the September 26, 2024, Board meeting).
- An additional \$6,333.60, for a maximum total of \$1,698,343.01, to G Meyer Group, Manasquan, New Jersey, for removal of all abandoned water lines above the ceiling as part of the Grunin Center Music Practice Room renovation project at Ocean County College (contract originally awarded at the November 7, 2024, Board meeting).

#### Bylaw, Policy, and Curriculum Committee

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

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| <ul style="list-style-type: none"> <li>➤ The following items, as accepted by the College Senate at its meetings on February 6 and 21, 2025, were approved unanimously upon roll call vote:</li> <li>➤ New Program Option             <ul style="list-style-type: none"> <li>➤ Associate in Science Degree, Advanced and Continuous Studies – Option in Sports Management</li> </ul> </li> </ul> | <p>College Senate<br/>Items Approved</p><br><br><br><br><p>New Program<br/>Option</p> |
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- Revised Programs Revised Programs
  - Associate in Arts Degree, Psychology
  - Associate in Science Degree, Criminal Justice
  - Associate in Science Degree, Graphic Arts, Design, and Media
- New Courses New Courses
  - BIOL 130L, Human Anatomy and Physiology I Lab
  - BIOL 131L, Human Anatomy and Physiology II Lab
  - BIOL 161L, General Biology I Lab
  - BIOL 162L, General Biology II Lab
  - BIOL 232L, Microbiology Lab
  - CHEM 180L, Introductory Chemistry Lab
  - GRPH 152, Graphic Design II
- Revised Course Revised Course
  - ALDC 102, Addictions Counseling: Professional Responsibilities
- Revised Courses with Name Change Revised Courses with Name Changes
  - BIOL 130, Human Anatomy and Physiology I to Human Anatomy and Physiology I Lecture
  - BIOL 131, Human Anatomy and Physiology II to Human Anatomy and Physiology II Lecture
  - BIOL 161, General Biology I to General Biology I Lecture
  - BIOL 162, General Biology II to General Biology II Lecture
  - BIOL 232, Microbiology to Microbiology Lecture
  - CHEM 180, Introductory Chemistry to Introductory Chemistry Lecture
  - CSIT 144, Introduction to Operating System Using Unix to Introduction to Operating System Using Linux
  - GRPH 151, Digital Imagery to Graphic Design I

### 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 Center Lobby Expansion, Parking Lot repaving, Grunin Music Practice Rooms, and Allied Health Programs. The Buildings and Grounds Report for February 27, 2025, was then unanimously accepted upon roll call vote. Building/Grounds Committee Report Accepted

### Personnel Committee

Mr. Leone presented the Personnel Report, which was unanimously approved as amended upon roll call vote. Personnel Report Approved

Student Experience Committee

In the absence of Dr. Jerry Racioppi, Ms. Jennifer Fazio, Director of Student Life, noted the Student Experience Committee, including student Ryan Karnarkowski, discussed tutoring concerns raised at the January meeting. Ms. Brianna Cardinale, Director of Academic and Tutoring Support and Tutoring Resources, was invited to the committee meeting to discuss services available in the Tutoring Center.

Student Experience  
Committee Report

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on March 27, 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  
March 27, 2025

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, March 27, 2025</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

In the absence of Dr. Racioppi, Dr. Sheenah Hartigan, Assistant Vice President, Enrollment Services, reported Spring 2025 enrollment is down 201 students (-3.3%) and 2,383 credits (-3.91%), as compared to last year. Early Summer 2025 enrollment is currently up 117 students (20%) and 686 credits (21.72%). Increases to Early College Enrollment are up 26 students (+1.19%) and credits 1,240 (+7.45%). Dr. Hartigan then shared upcoming Enrollment Services events, which include 20 high school and 8 partner organization visits, and a virtual college workshop.

Commissioner Jennifer Bacchione commended Dr. Hartigan on recruitment efforts and discussed articles on higher education declining enrollments across the nation.

Dr. Konopka shared Workforce and Professional Education at OCC participated in a kick-off meeting for the Strengthening Community College Grant award to support Health First New Jersey. From the grant, \$1 million will go towards scholarships for students pursuing healthcare jobs outside of nursing degrees through Workforce and Professional Education, with support and interest from Community Medical Center and Preferred Behavioral Health. The scholarships will be promoted heavily with help from College Relations.

Dr. Konopka also reported the following:

- Funding from the County has been received for career readiness
- A new Career Services Director has been hired with ties to Lakewood High School
- A new cohort of health care career workers has started

- Discussions with NJIT have begun in Artificial Intelligence courses to be offered to students

Ms. Donna Rosinski-Kauz, College Senate Chair, thanked everyone who helped with the Senate Bylaw Revisions, especially members of the Committee:

- Caroline Brittain
- Donna Carbone
- Jennifer Dellner
- Jessica Drews
- Jack Kelnhofer
- Rob Marchie
- James Marshall
- Carolyn Showalter

Public review sessions have been held during Cabinet Connections for public comments and recommendations. The final document will go to the College Senate once all comments and recommendations are received and incorporated.

Ms. Rosinski-Kauz thanked Dr. Monaco and the trustees for the assignment.

Dr. Jessica Adams, Dean of Kean Ocean, shared Kean University has been designated as an R2 research university under the Carnegie Classification of Institutions of Higher Education.

Kean Ocean will work together with Mr. Lincoln Simmons, College Lecturer II, Biology, on the third annual Environmental Technical Conference, to be held on March 26, 2025, in the Gateway Lecture Hall. This event will bring students together with industry professionals to learn about education and career opportunities in the field of Environmental Science.

Dr. Adams shared expanded graduate opportunities on Toms River campus:

- Licensed Professional Counselor Certification
- Management in Athletic Training
- Human Behavior

Mr. Ken Malagiere, Executive Director, OCC Foundation, thanked Ms. Sherri Bray, Associate Director Advancement, OCC Foundation, for 12 years of dedicated service and wished her the best in her future endeavors.

Mr. Malagiere reported the following:

- \$300,000 in traditional scholarships have been distributed to students for the Spring semester. Together with anticipated distribution for Jump Start/Early College grants, and Workforce and Professional Education tuition assistance, the Foundation is on track to distribute nearly \$1 million in support this academic year.
- The 2025 Annual Scholarship Celebration will honor Ms. Mary Lancaster, OCC Comptroller, the Gia Maione Prima Foundation, and Mr. Philip Zitelli, member of OCC's first graduating class, on June 27, 2025.

- The Legacy Campaign's latest newsletter is currently in the creative phase and will highlight contributions of Mrs. Barbara Hiering, Foundation Board Chair from 1994 through 1999. This campaign has raised over \$4.5 million in gifts and pledges to date.

Upcoming events include the New Jersey Symphony on Tuesday, June 24, 2025, and the following Spring and Fall 2025 Blauvelt Lecture Series:

- David Hogg, March 27, 2025
- Tiki Barber, June 5, 2025
- Retired Admiral James G. Stravitis, October 8, 2025

### President's Report

Dr. Monaco commended Ms. Jen Fazio and Ms. Gina Opauski, Director of Community and Workforce Development, who coordinated a trip for ESL students to see the Broadway play, English, on Saturday, February 22, 2025.

President's Report

The men's basketball team finished the regular season with a record of 16-8, earning their way to the playoffs. The game on Saturday, February 22, 2025, in which the men's baseball team were in attendance, went into overtime when an OCC player shot a three-pointer to tie the game in the final seconds. While the team did not succeed in overtime, it was a thrilling game and the team is to be congratulated for a great season.

Dr. Monaco attended the ACCT Legislative Summit February 9 to 12, 2025, in Washington, D.C., with Trustees DiAnne Gove and Cheyenne Severin. Ms. Severin spoke eloquently about the importance of Pell grants in the session with Congressman Chris Smith.

The Volunteer Income Tax Assistance (VITA) program opened on campus, under the leadership of Ms. Stephanie Kroeger, College Lecturer II in Accounting. The program is staffed by 20 OCC and Kean Ocean business students, who volunteer their time offering free help to members of the community with tax returns.

The Nursing program licensure passing rate for 2024 was 96.99%, which is above the national rate of 90.63% for all associate degree nursing programs and 91.16% for all Nursing programs.

Upon a request for public comments, Mr. Zabarsky noted the upcoming OCC Repertory Theatre Company's production of Amadeus, March 14 to 16 and 21 to 23, 2025.

Public Comments

Commissioner Virginia Haines discussed the reduction in funding to community colleges in the Governor's budget, and stressed the importance of college administration and students attending State Legislature hearings to petition reinstatement of these funds to the budget. Dr. Monaco shared outreach is underway by the New Jersey Council of County Colleges for this to be done again, as it was last year. OCC alum, Eileen Morrison, shared her experience attending the hearings last year, which were beneficial in the restoration of funds to the 2024 budget.

Commissioner Bacchione discussed the impact of increased healthcare costs to the County.

With no further comments from the Board members or the public, the meeting adjourned at 4:45 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Special Assistant, Operations  
Office of the President