



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**April 24, 2025**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:31 p.m. on Thursday, April 24, 2025, by Mr. Jerry Dasti, Chair, in room 117 on the Ocean County College Manahawkin 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 April 17, 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. Dasti, Mrs. Linda Novak, Mr. Frank Dupignac, Mr. Robert Fall, Ms. DiAnne Gove, Ms. Susan Naples, Mr. Jack Sahradnik, Mr. Mathew Thompson, 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 Jennifer Bacchione.	Attendance
The minutes of the March 27, 2025, Board of Trustees closed session and public meetings were approved by unanimous roll call vote.	Minutes Approved
Dr. Monaco introduced Ms. Veronica Guevara-Lovgren, Executive Director of Student Services, and Ms. Katie Mehler, Associate Director of Counseling and Student Development, who provided a summary of the Displaced Homemakers Program. Unfortunately, Stacy West, Displaced Homemaker Program client, was unable to attend today's meeting to share how she benefited from the program.	Presentations
Dr. Monaco introduced a recommendation to adopt a resolution proclaiming May 2025 as Displaced Homemakers Awareness Month at Ocean County College. The resolution was adopted upon unanimous roll call vote.	Resolution Adopted to Proclaim May 2025 as Displaced Homemakers Awareness Month

Mr. Brian Schillaci, Director, Manahawkin Campus, thanked the Trustees for support of OCC Manahawkin. Mr. Schillaci then provided an update to the OCC Manahawkin campus, which is now home to a Helping Hands Food Pantry branch, acknowledging Ms. Michelle Youngs, Assistant Director. He thanked Dr. Joseph Konopka, Vice President, Workforce Development and Strategic Partners, and Mr. Shawn Zakar, Executive Director, Workforce Education, for promotion of ESL and healthcare certifications at OCCM, and the OCCM Advising and Security teams.

Upon a request for public comments by Mr. Dasti prior to the committee reports, Mr. Peter Harney, Adjunct Professor of Social Science, welcomed the Trustees back to OCC Manahawkin and thanked them for holding one meeting each year at the Manahawkin campus.

Public Comments

Mr. Dasti welcomed Commissioners Jennifer Bacchione and Frank Sadeghi. Dr. Monaco thanked the County for the Proclamation Commissioner Bacchione presented and adopted at the counties' April 16, 2025, meeting. Commissioner Bacchione commented, when you invest in the College, you invest in the community. Mr. Sadeghi then provided an update on the monthly meetings between the County, College, and OCVTS, which helps open doors for students pursuing vocations. Mr. Dasti thanked Mr. Sadeghi for starting these conversations.

#### Finance Committee

Mr. Dupignac shared there have been no changes to the College portfolios since the last report, as financial advisors recommend maintaining current allocation of 60% cash/40% equities. An update will be provided following the next Investment Committee meeting. Ms. Winchester thanked the Commissioners for the additional support of \$3,000,000 from the County to fund the new Administration Building, and resolutions authorizing an addendum to the Russell Building Operating Agreement and addition to the MATES building between OCC and the OCVTS.

The Finance Agenda was then approved unanimously as amended.

- The statement of income and expenditures as of March 31, 2025, was accepted.
- A resolution was adopted authorizing the President to execute an addendum to the Russell Building Operating Agreement executed by Ocean County College and the Ocean County Vocational Technical School dated September 26, 2024, effective in September 2025, as the parties intend OCVTS to occupy the entirety of the Russell Building to house the Academy of Law and Public Safety as well as the Pre-Nursing Program.
- A resolution was adopted authorizing the President to execute an addendum to the Subdivision and Site Plan Authorization Agreement previously executed by Ocean County College and the Ocean County Vocational Technical School dated December 13, 2004, expanding the Marine Academy of Technology and Environmental Science (MATES) with an addition of approximately 27,380 square feet, at no cost to the College, for the addition and related changes and enhancements to the building area, and approving the use of 16 parking spaces which are located on OCC's parking lot adjacent to the MATES site.

Income/Expenditures Accepted

Resolution Adopted Authorizing President to Execute Addendum - Russell Building

Resolution Adopted Authorizing President to Execute Addendum - MATES

- A resolution was adopted to accept an additional \$3,000,000 in funding from the County of Ocean to be used to construct a new Administration Building at Ocean County College. Resolution Adopted to Accept Funding from the County of Ocean
- A resolution was adopted authorizing the Executive Vice President of Finance and Administration to execute all documents necessary to donate eighteen 2009 Vanguard 429 Sailboats to the Corinthian Yacht Club of Philadelphia to bring young sailors to the Toms River and Barnegat Bay to sail. Resolution Adopted Authorizing Execution of Documents to Donate Sailboats
- The following contracts were awarded: Contracts Awarded
  - A maximum of \$102,850 to Unitemp Mechanical Degrees, LLC, Somerset, New Jersey, for the second-year contract option for chiller maintenance services from July 1, 2025, through June 30, 2026, at Ocean County College.
  - A maximum of \$62,000 to the following vendors for the second-year contract option for the operation and maintenance of the energy management system and certified tridium controls service from July 1, 2025, through June 30, 2026, at Ocean County College:
    - \$17,900 to AME, Inc., Fairfield, New Jersey
    - \$3,500 to Automated Building Controls, Neptune, New Jersey
    - \$40,600 to Unitemp Mechanical Degrees, LLC, Somerset, New Jersey
- Resolutions were adopted to award the following contracts: Resolutions Adopted for Contract Awards
  - A maximum of \$70,000 to Grainger, Eatontown, New Jersey, for a one-year contract for the purchase of industrial, maintenance, repair, and operations (MRO) supplies, and equipment, and custodial supplies from July 1, 2025, through June 30, 2026, for use by the Facilities Department at Ocean County College.
  - A maximum of \$130,000 to Fastenal Company, Lakewood, New Jersey, for a one-year contract for the purchase of industrial, maintenance, repair, and operations (MRO) supplies and equipment from July 1, 2025, through June 30, 2026, for use by the Facilities Department at Ocean County College.
  - A maximum of \$24,000 to Nelnet Business Solutions, Inc., Lincoln, Nebraska, for a one-year agreement for e-commerce and student financial services from July 1, 2025, through June 30, 2026, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) at Ocean County College.
  - A maximum of \$110,000 to Office Depot, Inc., Boca Raton, Florida, for a one-year contract for the purchase of office supplies from July 1, 2025, through June 30, 2026, through the Omnia Partners Cooperative Purchasing Program for use campus-wide at Ocean County College.

- A maximum of \$160,000 to Amazon Services, LLC, Seattle, Washington, for a one-year contract for the purchase of online marketplace products from July 1, 2025, through June 30, 2026, through the Omnia Partners Cooperative Purchasing Program for use campus-wide at Ocean County College.
- A maximum of \$25,771 to QLess, Inc., Pasadena, California, for a two-year contract for the renewal of the queue software system from July 1, 2025, through June 30, 2027, for use by the HUB at Ocean County College.
- A maximum of \$150,000 to the following vendors for a one-year contract for the purchase of tests and study guide materials from July 1, 2025, through June 30, 2026, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), for use by various departments at Ocean County College:
  - \$100,000 to Assessment Technologies Institute (ATI), LLC, Leawood, Kansas
  - \$50,000 to Hurst Review Services, Inc., Brookhaven, Mississippi
- A maximum of \$60,000 to Apple Computer, Inc., Atlanta, Georgia, for the purchase of Apple computers and peripherals on an as-needed basis through the PEPPM Co-operative Purchasing Contract at Ocean County College.
- A maximum of \$624,000 to Instructure, Salt Lake City, Utah, for a three-year contract for the Canvas Learning Management System from July 1, 2025, through June 30, 2028, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) for use at Ocean County College.
- A maximum of \$70,000 to Home Depot U.S.A., Inc., for a one-year contract for the purchase of miscellaneous supplies, tools, materials, and custodial supplies from July 1, 2025, through June 30, 2026, on an as-needed basis at Ocean County College.
- A maximum of \$90,688.78 to SHI International Corporation, Somerset, New Jersey, for a one-year contract for CrowdStrike Cybersecurity Services from July 1, 2025, through June 30, 2026, through the NJEdge Microsoft Licensing Consortium for use by the Office of Information Technology at Ocean County College.
- A maximum of \$17,500 to SHI International Corporation, Somerset, New Jersey, for an upgrade of the Omnisia Horizon servers and components through the NJEdge.NET Consortium for use by the Office of Information Technology at Ocean County College.
- To authorize a repayment agreement in the amount of \$792,391.14 in 60 equal payments of \$13,206.52 to New Jersey Natural Gas Company, Wall Township, New Jersey, for two completed projects in the NJNG Engineered Solutions Program at Ocean County College.
- To authorize the Executive Vice President of Finance and Administration to execute a contract for a term of up to two years, beginning August 1, 2025, on behalf of Ocean County College as the lead agency for the County College Energy Consortium (CCEC) for the procurement of electric supply services.

- Resolutions were adopted to award the following contracts through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) with Ocean County College serving as lead agency:
  - For the fourth- and fifth-year contract options to the following vendors from July 1, 2025, through June 30, 2027, for online proctoring services for remote exams:
    - Honorlock, Inc., Boca Raton, Florida
    - Proctorio, Inc., Scottsdale, Arizona
  - For the second-year contract option to the following vendors from July 1, 2025, through June 30, 2026, for testing exams and study guide materials:
    - Assessment Technologies Institute (ATI), LLC, Leawood, Kansas
    - Hurst Review Services, Inc., Brookhaven, Mississippi
  - For the fourth- and fifth-year contract options to the following vendors from July 1, 2025, through June 30, 2027, for e-commerce and financial services:
    - TouchNet Information Systems, Inc., Lenexa, Kansas
    - Nelnet Business Solutions, Inc., Lincoln, Nebraska
- The following contracts were amended:
  - An additional \$6,500, for a maximum total of \$18,000, to Empyra.com, Inc., Boardman, Ohio, for the purchase of the myOneFlow Case Management System licenses for use by the Adult Transition Center through the Work Readiness Assistance Program at Ocean County College (initial contract was under threshold and did not require Board approval).
  - An additional \$6,000, for a maximum total of \$19,325, to Kaleidoscope Learning, Inc., New York, New York, for additional study materials for online exams for Workforce Development and Strategic Partnerships at Ocean County College (initial contract was under threshold and did not require Board approval).
  - An additional \$25,993.35, for a maximum total of \$141,688.17, to Johnson Controls, Inc., Blackwood, New Jersey, to service the starters and replace the heat exchangers at the Green Energy Combining Cooling, Heating and Power Plant as part of the two-year contract for chiller maintenance services from July 1, 2023, through June 30, 2025, at Ocean County College (contract originally awarded at the April 27, 2023, Board meeting).
  - An additional \$10,000, for a maximum total of \$55,000, to KT's Office Services, LLC, Lanoka Harbor, New Jersey, for additional power supplies and campus-wide printer maintenance services for the remainder of the fiscal year through the National Cooperative Purchasing Alliance (NCPA) at Ocean County College (contract originally awarded at the May 30, 2024, Board meeting).

Resolutions Adopted  
for NJCCC Purchas-  
ing Consortium  
Contract Award

Contracts Amended

- An additional \$5,909.63, for a maximum total of \$20,060.45, to Philip M. Casciano Associates, Inc. dba PMC Associates, Hazlet, New Jersey, for the purchase and maintenance of various wireless communications equipment for the Security Department's new vehicle at Ocean County College (initial contract was under threshold and did not require Board approval).
- An additional \$7,444, for a maximum total of \$20,171, to national Out-of-Home Message Systems, Inc., dba Big Mountain Imaging, Philadelphia, Pennsylvania, for large format reproduction of student artwork and graphic design for the Arts on Campus program at Ocean County College (initial contract was under threshold and did not require Board approval).

#### Bylaw, Policy, and Curriculum Committee

Dr. Garcia noted the Bylaw, Policy, and Curriculum Committee met with Senate representatives Dr. David Bordelon, Professor of English and Literature, and Ms. Donna Rosinski-Kauz, Dean of Library and Learning and College Senate Chair, to review the committee agenda, which includes the revised College Senate Bylaws for approval. Ms. Rosinski-Kauz thanked all who worked on the revised document. The Board then approved the agenda unanimously as amended upon roll call vote:

- |  |                                  |
|--|----------------------------------|
| ➤ New Policy   | New Policy                       |
| ➤ Policy #2215, Administration, Administrative Operations, Artificial Intelligence   |                                  |
| ➤ Revised Policy   | Revised Policy                   |
| ➤ Policy #1120, Bylaws for the Operation of the Board of Trustees, General, Mission of the College                                       |                                  |
| ➤ Ocean County College Academic Calendars:   | Academic Calendars<br>Approved   |
| ➤ 2025 Academic Calendar   |                                  |
| ➤ 2025 Accelerated Academic Calendar   |                                  |
| ➤ 2025-2026 Academic Calendar  |                                  |
| ➤ The following items, as accepted by the College Senate at its meeting on April 3, 2025, were approved unanimously upon roll call vote: | College Senate<br>Items Approved |
| ➤ Revised College Senate Bylaws  | Revised College<br>Senate Bylaws |
| ➤ Revised Policy   | Revised Policy                   |
| ➤ Policy #7000, Educational Programs, Course and Curriculum, Compliance with Federal Definition of Credit Hour                           |                                  |

## ➤ Revised Courses

## Revised Courses

- BIOL 163, Introductory Botany
- BIOL 261, Ecology
- GRPH 251, InDesign and Typography
- GRPH 281, Graphics Portfolio

Buildings and Grounds Committee

Mr. Dasti and Mrs. Novak shared renovations will begin on the Hovnanian Health Sciences Building for the new Dental Hygiene and Radiography programs, and explained OCC will be the only college in New Jersey to have these programs. Mrs. Novak then introduced Mr. Jim Calamia, Assistant Vice President of Facilities, who provided an update for several ongoing projects, including the Science Building Lecture Hall Renovation, Parking Lot #1 Repaving, Gateway Building Handicap Parking, Grunin Center Lobby Expansion, Grunin Center Music Practice Rooms, in addition to Facilities preparing the campus for Commencement Week events. The Buildings and Grounds Agenda was then unanimously accepted as submitted upon roll call vote.

Building/Grounds  
Committee Report  
Accepted

Personnel Committee

In the absence of Mr. Leone, Ms. Gove presented the Personnel Report, which was unanimously approved as amended upon roll call vote, which includes a resolution to approve the implementation of a summer remote work schedule.

Personnel Report  
Approved

Student Experience Committee

Dr. Racioppi shared the Student Experience Committee, including student William Alonso Felipe, met and discussed the Clubs for a Cause event, which raised \$1,700 for the Helping Hands Food Pantry. Dr. Racioppi commended Ms. Jennifer Fazio, Director of Student Life, and Ms. Michelle Youngs, Assistant Director of Student Life, for coordinating the event.

Student Experience  
Committee Report

Ms. Severin shared feedback from students with requests for Learning Communities. Ms. Gove shared students had positive experiences when these programs were implemented at Southern Regional High School.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on May 29, 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  
May 29, 2025

The following meetings were scheduled:

Meetings  
Scheduled

**Thursday, May 29, 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

Dr. Racioppi reported Summer 2025 enrollment is currently ahead 1 student (+.04%) and 145 credits (+1.19%). Early College Enrollment is ahead 7 students (+.31%) and 1,247 credits (+7.2%). 2025 Fiscal Year Enrollment is ahead 51 students, but down 2,178 credits.

Dr. Racioppi informed the Trustees following Mr. Leone's inquiry, Jackson Schools Supervisor of Guidance shared transportation to OCC, public or otherwise, is not an issue that would impact Jackson students' attendance at OCC. Enrollment Services has put additional effort toward recruiting Jackson High School Seniors at various events.

High school recruitment continues, with 116 Express Enrollment Days planned for April and May.

Dr. Konopka shared Workforce and Professional Education continues to pursue literary grants and language training and noted three new cohorts of language learners beginning this spring. WPE welcomes a new Workforce Education Coordinator, approved on today's Personnel Agenda. Dr. Konopka then commended Mr. Schillaci for bringing new WPE programs to OCCM.

Dr. Jessica Adams, Dean of Kean Ocean, thanked Dr. Monaco for support with Kean Ocean Day on April 22, 2025, in which all students from OCC and Kean Ocean were invited. New programs for students were introduced at this annual event. Kean Research Days 2025 were held April 21 through 23, 2025, with students from Kean Ocean presenting.

Dr. Adams shared the Kean University 2025 Valedictorian is an OCC alum, Sophia Sacewicz.

Mr. Ken Malagiere, Executive Director, OCC Foundation, welcomed new Foundation team member, Ms. Julia Zipp, Associate Director of Advancement and Donor Engagement. Mr. Malagiere then reported the following:

- The Citta/Sambol Arboretum Fund has been reactivated in advance of Arboretum Day, which will be celebrated on April 29, 2025. Contributions will be accepted through the OCC Foundation website.
- The Graduating Award Application period closed this week and all applications are being reviewed by the Student Life Committee.
- The Fall Scholarship application period will open May 30, 2025, and remain open through August.
- The Fund Distribution Committee, chaired by Foundation Board Vice-Chair, Casey Yetman-Mundry, will meet next week to review all applications and vote on funding decisions to be presented at the Foundation's May and June meetings.
- The Foundation Art Collection from American Abstract Artist, Vincent Baldisano, secured five additional pieces. Two of the pieces will be displayed in the Gateway Building in partnership with Kean Ocean.
- The Donor Scholar Reception is scheduled for May 1, 2025, at 5:00 p.m. in the Instructional Building atrium.
- 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.



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

- Tiki Barber, June 5, 2025
- Retired Admiral James G. Stravitis, October 8, 2025

Additional 2025-26 speakers will include New York Times Columnist Maureen Dowd, Co-founder of Leaf and Limb Basil Kamu, NATO's 16<sup>th</sup> Supreme Allied Commander Europe and best-selling author Retired Admiral James G. Stravitis, and acclaimed Canadian novelist, poet, literary critic and inventor, Margaret Atwood.

Upon Dr. Monaco's request, the Trustees unanimously adopted a resolution to recognize April 2025 as Community College Month at Ocean County College.

Resolution Adopted  
to Recognize April  
2025 as Community  
College Month

The regularly scheduled June 26, 2025, Board meeting will be rescheduled with formal action being taken at the May 29, 2025, meeting.

### President's Report

Dr. Monaco provided the following updates:

President's Report

- Honors by Contract had over 100 students participate, compared to 24 previously. Dr. Monaco commended Ms. Christine Pericone, Assistant Professor of Science, for her leadership, and Ms. Laura Wills, Director of Transfer and Articulation, for offering a research meeting to help students understand what the program would mean for them.
- The Second Annual Trash to Treasure had 14 entries as compared to 5 in 2024. Students created art using recyclable and discarded materials. Cash prizes donated by the Foundation were awarded to the top three submissions. Dr. Monaco commended Ms. Charlotte Langeveld, College Lecturer II, Social Science, who found inspiration for the event from a mural she saw in the Netherlands built from recycled materials.
- The third annual Clubs for a Cause raised over \$1,700 for the Helping Hands food pantry. The Renaissance Faire themed event was staffed with 32 participating clubs and departments, with thanks to the planning committee: Dr. Elizabeth Brierley, Associate Professor of Humanities and Fine Arts, Dr. Justin Pfiefer, College Lecturer II of History, Ms. Krystin Stout, College Lecturer II of English, and Ms. Michelle Youngs, Assistant Director of Student Life.
- The FIPSE Grant has served 195 unique students this year, surpassing the goal of 150 students. Funds used helped prevent two students from being evicted, keeping power on in four homes, and provided over \$7,000 in grocery and gift cards, and \$11,000 in emergency funding. The grant also supported poverty simulation training for Mr. Jim Campbell, FIPSE Grant Program Manager, and Dr. Kathleen Mohr, Executive Director of Enrollment Services, who will be able to offer training with the simulator kit that was provided.

- The American Council on Education recently released new methodology and results for the Carnegie Classifications of Institutions Higher Education for Student Access and Earnings, to identify the extent to which institutions provide access to students from lower socioeconomic and historically underrepresented racial/ethnic backgrounds. Dr. Monaco explained it is not clear how the data was calculated. The NJCCC and labor council submitted communication to ACE for clarification. As a result, the New Jersey Council of County Colleges will meet with ACE to discuss. Dr. Monaco will provide updates as they become available.

Upon a request for public comments, graduating student Bernard Graham thanked all who helped his academic journey, in particular Mr. Dasti, Mr. Fall, Dr. Monaco, Ms. Jennifer Fazio, Director of Student Life, and the Student Life department, Mr. Jason Ghibesi, College Lecturer II of Political Science and History, Dr. David Bordelon, Professor of English, Dr. Chad Sexton, College Lecturer II of Sociology, Dr. Christopher Ruth, College Lecturer II of Philosophy and History, Mr. Patrick Chidume, Adjunct Faculty of Social Science, and Dr. Mark Westmoreland, College Lecturer II of Philosophy, who Bernard credits as being vital in his growth as an aspiring scholar and person.

Public Comments

In honor of National Poetry Month, Dr. David Bordelon recited Langston Hughes poem, “Theme for English B.”

With no further comments from the Board members or the public, the meeting adjourned at 4:56 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Special Assistant, Operations  
Office of the President