



**BOARD OF TRUSTEES  
AGENDA**

**September 4, 2025  
3:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **SWEARING-IN BY MR. JACK SAHRADNIK OF DR. THERESA J. KUBIEL, WHO WAS APPOINTED BY THE OCEAN COUNTY BOARD OF COMMISSIONERS TO FILL THE UNEXPIRED TERM OF MRS. JOANNE PEHLIVANIAN ON THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES, FROM AUGUST 20, 2025, THROUGH DECEMBER 19, 2025.**
- IV. **ROLL CALL**
- V. **PLEDGE OF ALLEGIANCE**
- VI. **RECOMMEND APPROVAL OF MINUTES OF THE JULY 24, 2025, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS** ***Bd. Action***
- VII. **PRESENTATIONS/COMMENDATIONS**
- VIII. **PUBLIC COMMENTS (prior to committee reports)**

IX. **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*****(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*****(Mr. Steven Zabarsky, 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)*

X. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, October 9, 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**
- B. **Recommend adoption of a resolution in recognition of the outstanding dedication and commitment from 2010-2025 of Mrs. Joanne Pehlivanian upon her retirement from the Board of Trustees** **Bd. Action**

XI. **PRESIDENT'S REPORT**XII. **NEXT MEETINGS OF THE BOARD OF TRUSTEES ON****THURSDAY, OCTOBER 9, 2025**

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|--|---|
| 1. <b>Bylaw, Policy, and Curriculum Committee</b><br>(as needed) | Time: 1:30 p.m.<br>Place: Conference Center               |
| 2. <b>Finance Committee</b>                                      | Time: 1:30 p.m.<br>Place: Conference Room A and via Webex |
| 3. <b>Buildings and Grounds Committee</b>                        | Time: 2:00 p.m.<br>Place: Conference Center               |
| 4. <b>Student Experience Committee</b>                           | Time: 2:30 p.m.<br>Place: Conference Room B and via Webex |

5. **Personnel Committee**

Time: 2:30 p.m.  
Place: Conference Room A 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**

XIII. **PUBLIC COMMENTS**

XIV. **ADJOURNMENT**

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



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**July 24, 2025**

<p>The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:36 p.m. on Thursday, July 24, 2025, by Mr. Jerry Dasti, Chair, in room 102 of the Conference Center on the College campus and via Webex. The Pledge of Allegiance was recited by all present.</p>	<p>Call to Order</p>
<p>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 July 22, 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.</p>	<p>Public Meeting Announcement</p>
<p>Mr. Sahradnik administered the trustee oath of office to Mr. Hunter Mantz, who was selected by the Student Life Committee to serve as the student/alumni representative on the Board of Trustees from July 1, 2025, through June 30, 2026. The trustees welcomed Mr. Mantz to the Board.</p>	<p>Swearing-In of Mr. Hunter Mantz</p>
<p>Those in attendance were Mr. Dasti, Mr. Steven Zabarsky, Mr. Stephan Leone, Mr. Moshe Bender, Lynn Canfield, Mr. Robert Fall, Ms. DiAnne Gove, Ms. Susan Naples, Mr. Joseph Teichman, Mr. Hunter Mantz, 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.</p>	<p>Attendance</p>
<p>The minutes of the June 12, June 30, and July 11, 2025, Board of Trustees closed sessions and public meetings were unanimously approved by roll call vote.</p>	<p>Minutes Approved</p>
<p>Upon a request for public comments by Mr. Dasti, there were no comments from the public at this time.</p>	<p>Public Comments</p>

Finance Committee

In the absence of Mr. Dupignac, Ms. Winchester presented the Finance Agenda, which was approved unanimously as amended.

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|---|---|
| ➤ The statement of income and expenditures as of June 30, 2025, was accepted.   | Income/Expenditures Accepted            |
| ➤ The following contract was awarded:   | Contract Awarded                        |
| ➤ A maximum of \$110,037 to Coskey Electronic Systems, LLC, North Brunswick, New Jersey, for upgrades to the audio infrastructure in the Grunin Center theater at Ocean County College.   |   |
| ➤ Resolutions were adopted to award the following contracts:  | Resolutions Adopted for Contract Awards |
| ➤ A maximum of \$32,000 to FM Generator, Inc., Canton, Massachusetts, for a one-year contract for professional generator preventative maintenance and repair services from July 1, 2025, through June 30, 2026 at Ocean County College.   |   |
| ➤ A maximum of \$23,348.29 to ProQuest Holdings, LLC, Boston, Massachusetts, for a one-year contract for the purchase of miscellaneous journal, magazine, newspaper, dissertation, database, and periodical subscriptions from July 1, 2025, through June 30, 2026, for use in the Library at Ocean County College.   |   |
| ➤ A maximum of \$36,400 to West Publishing Corporation (Thompson Reuters), Eagan, Minnesota, for a one-year contract for the purchase of miscellaneous books and database subscriptions from July 1, 2025, through June 30, 2026, for use in the Library at Ocean County College.   |   |
| ➤ A maximum of \$55,000 to EBSCO Information Services, Birmingham, Alabama, for a one-year contract for the purchase of miscellaneous magazine, database, and periodical subscriptions from July 1, 2025, through June 30, 2026, for use in the Library at Ocean County College.  |   |
| ➤ A maximum of \$48,381.68 to Hyland, LLC, Lenexa, Kansas, for a one-year contract for the maintenance license renewal of document imaging Perceptive Content/Image Now software from October 1, 2025, through September 30, 2026, for use at Ocean County College.   |   |
| ➤ A maximum of \$40,000 to CDW Government, Inc., Vernon Hills, Illinois, for a one-year contract for the purchase of audio video computer equipment and peripherals on an as-needed basis from July 1, 2025, through June 30, 2026, through the Educational Services Commission of New Jersey (ESCNJ) Cooperative Contract for use at Ocean County College. |   |

- A maximum of \$60,000 to Preferred Behavioral Health of New Jersey, Inc., Lakewood, New Jersey, for a one-year contract for telephonic counseling services per the Madison Holleran Suicide Prevention Act for the Employee Assistance Program, the services of a part-time therapist for the Counseling Center, and for psychiatric evaluation and medication management services for students from July 1, 2025, through June 30, 2026, at Ocean County College.
- A maximum of \$45,000 to Cengage Learning, Inc., Boston, Massachusetts, for a one-year contract for the purchase of miscellaneous eBooks and Internet database subscriptions from July 1, 2025, through June 30, 2026, for use in the Library at Ocean County College.
- A maximum of \$60,000 to Atlas Elevator, Inc., Barnegat, New Jersey, for a one-year contract for elevator repair and maintenance services from July 1, 2025, through June 30, 2026, through the Ocean County Cooperative Contract at Ocean County College.
- A maximum of \$28,000 to Leepfrog Technologies, Inc., Coralville, Iowa, for a fifteen-month contract for renewal of the CourseLeaf Curriculum and Catalog Software from September 9, 2025, through December 10, 2026, for use at Ocean County College.
- A maximum of \$80,423.35 to GovernmentJobs.com dba NEOED, El Segundo, California, for a one-year contract renewal of the integrated Human Resources Information System to manage onboarding/offboarding, performance, learning and talent from August 30, 2025, through August 29, 2026, at Ocean County College.
- A maximum of \$103,387.20 to NJEdge.NET, Newark, New Jersey, for a one-year contract for the purchase of miscellaneous internet database subscriptions and service fees from July 1, 2025, through June 30, 2026, through the Virtual Academic Library Environment (VALE) Consortium for use in the Library at Ocean County College.
- A maximum of \$25,000 to Philip M. Casciano Associates, Inc. dba PMC Associates, Hazlet, New Jersey, for a one-year contract for the purchase and maintenance of communications equipment on an as-needed basis from July 1, 2025, through June 30, 2026, through the Hunterdon County Educational Services Commission (HCESC) Cooperative Contract for the Security Department at Ocean County College.
- A maximum of \$140,000 to Waters & Sims Employment Services, Inc., Red Bank, New Jersey, for a fifteen-month contract for employment counseling services for participants in the Work Readiness Assistance Program (WRAP) and the Connect & Learn: Work First New Jersey (WFNJ) Digital Literacy Program from July 1, 2025, through September 30, 2026, funded through the Work Readiness Assistance Program (WRAP) Grant at Ocean County College.
- A maximum of \$43,050 to Gerber Tours, Inc., Mineola, New York, for travel services for a three-day tour to Boston for students offered from April 10 to 12, 2026, by Ocean County College.
- A maximum of \$25,000 to TR Lodging Realty, LLC dba Days Hotel Toms River, Toms River, New Jersey, for a one-year contract for hotel accommodations from July 1, 2025, through June 30, 2026, for guest performers visiting at Ocean County College.

- A maximum of \$30,000 to SHI International Corporation, Somerset, New Jersey, for a one-year contract for the purchase of various hardware, software and technology services on an as-needed basis from July 1, 2025, through June 30, 2026, through the NJEdge Consortium Contract at Ocean County College.
- A maximum of \$169,775.28 to GovConnection, Inc., Merrimack, New Hampshire, for a three-year, ten-month contract for the Adobe Creative Cloud Video Editing software license and Adobe Sign from September 27, 2025, through July 14, 2029, at Ocean County College.
- The following contracts were amended: Contracts Amended
  - An additional \$7,652, for a maximum total of \$69,512, to JCW, Inc. dba Natural Green Lawn Care and SportCare Synthetic Field Maintenance, Bridgewater, New Jersey, to provide annual maintenance for the turf soccer field and to cover an increase in the cost of renovations to the infield and base paths for the baseball field renovation project to include prevailing wage requirements through the Education Services Commission of New Jersey (ESCNJ) Cooperative Contract at Ocean County College (contract originally awarded at the June 30, 2025, Board meeting).
  - An additional \$19,119.64, for a maximum total of \$10,306,819.64, to Newport Construction Management Corporation, Pennsauken, New Jersey, for an excavation of existing primary electrical lines as part of the general contractor construction services for a new Administration Building at Ocean County College (contract originally awarded at the January 23, 2025, Board meeting).
- The Board adopted a revised resolution for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education (Title II) grant from the New Jersey Department of Labor and Workforce Development application. The program provides adult basic education, literacy, and English as a Second Language in order to obtain/retain employment and become self-sufficient; to support adults who desire to complete a secondary school education or industry-valued credentials; and to assist adults who are parents to obtain the skills necessary to become partners in the education of their children. Award amount: \$846,027. Project Director: Ms. Gina Opauski, Director of Community and Workforce Development. Project period: July 1, 2025, through June 30, 2026. Revised Resolution Adopted
- The Board adopted a Standardized Board Resolution Form as required by the New Jersey Department of Children and Families (DCF) from all DCF Third-Party incorporated contracted Provider Agencies to assure that all required obligations are identified and committed to by the Provider Agency Board relating to authorized signatories, the Health Insurance Portability and Accountability Act (HIPAA), legal advice, and Public Law, Chapters 51 and 92, in support of Ocean County College's application for Displaced Homemakers Program funding. Resolution Adopted

#### Bylaw, Policy, and Curriculum Committee

Dr. Garcia noted the Bylaw, Policy, and Curriculum Committee met with Senate representative Ms. Caroline Brittain, Director of Academic Affairs Processes, to review the committee agenda.



- The following items, as accepted by the College Senate at its meeting on July 17, 2025, were approved unanimously upon roll call vote:

College Senate  
Items Approved

➤ New Courses

New Courses

- CHEM 181L, General Chemistry I Lab
- CHEM 182L, General Chemistry II Lab
- CHEM 283L, Organic Chemistry I Lab
- CHEM 284L, Organic Chemistry II Lab
- PHYS 171L, Physics I Lab
- PHYS 172L, Physics II Lab
- PHYS 180L, Introduction to Astronomy Lab
- PHYS 181L, Astronomy of the Solar System Lab
- PHYS 182L, Astronomy of Stars and Galaxies Lab
- PHYS 281L, General Physics I Lab
- PHYS 282L, General Physics II Lab

➤ Revised Course

Revised Course

- ENVI 259, Field Experience/Practicum

➤ Revised Courses with Name Change

Revised Courses  
with Name Change

- CHEM 181, General Chemistry I to General Chemistry I Lecture
- CHEM 182, General Chemistry II to General Chemistry II Lecture
- CHEM 283, Organic Chemistry I to Organic Chemistry I Lecture
- CHEM 284, Organic Chemistry II to Organic Chemistry II Lecture
- PHYS 171, Physics I to Physics I Lecture
- PHYS 172, Physics II to Physics II Lecture
- PHYS 180, Introduction to Astronomy to Introduction to Astronomy Lecture
- PHYS 181, Astronomy of the Solar System to Astronomy of the Solar System Lecture
- PHYS 182, Astronomy of Stars and Galaxies to Astronomy of Stars and Galaxies Lecture
- PHYS 281, General Physics I to General Physics I Lecture
- PHYS 282, General Physics II to General Physics II Lecture

Buildings and Grounds Committee

Mr. Zabarsky introduced Mr. James Calamia, Assistant Vice President of Facilities, who provided an update on several ongoing projects, including the Parking Lot Repaving projects, the Grunin Center Music Practice Rooms, Science Lecture Hall renovation, electrical maintenance, Campus Exterior Alert System, Summer Energy Conservation, and the Facilities Master Plan. The Buildings and Grounds Agenda was then unanimously accepted as submitted upon roll call vote.

Building/Grounds  
Committee Report  
Accepted

Personnel Committee

Mr. Leone noted the Personnel Agenda includes two- and three-year multi-year contracts for several College Lecturers. Also included is the retirement of Mr. Neil Lavender, Professor of Psychology, with a terminal sabbatical. The trustees thanked Professor Lavender for his 45 years of dedicated service to OCC.

The Personnel Report was then unanimously approved as submitted.

Personnel Report  
Approved

Student Experience Committee

Ms. Jennifer Fazio, Executive Director, Student Engagement, shared the Student Experience Committee, including Mr. Hunter Mantz, met and discussed a proposal to offer designated veteran parking spaces in all campus parking lots. The item will be brought to Mr. James Calamia for discussion and consideration. The trustees thanked Mr. Mantz for this contribution.

Student Experience  
Committee Report

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on September 4, 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  
September 4, 2025

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, September 4, 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

President's Report

Dr. Monaco introduced Ms. Jan Kirsten, Executive Director of College Relations, who shared the video that was submitted to the Lumina Foundation that resulted in OCC's award of a \$50,000 grant to start the Viking Influencer Program. Ms. Maureen Conlon, Associate Director of Web Services, thanked Ms. Kayci Clayton, Executive Director of Grants Administration, and Ms. Maria Tchaplygin, Manager of Grants and Post-Award Compliance, for identifying the grant and help in securing the funding.

President's Report

Ms. Sara Nusbaum, Social Media Coordinator, shared an overview of the Viking Influencer Program, including the benefits and achievements since its inception. Viking Influencer Keeley Ploumitssakos shared her experience as an Influencer and Ms. Nusbaum shared testimony from Influencer Anne Waga.

Dr. Monaco commended the influencers for the work they've done through the year and the growth of the program.

Dr. Monaco shared the following:

- Mr. Jim Campbell, Program Manager, FIPSE Grant, and Dr. Kate Mohr, Executive Director of Enrollment, offered Poverty Simulation training to faculty and staff, placing participants into the life of a real person who experiences basic needs insecurity.
- Dr. Justin Pfeiffer, College Lecturer II, History, and Ms. Kristen Stout, College Lecturer II, English, led a group of twenty students through Paris from June 26, through July 3, 2025, visiting historic landmarks, destinations, and museums, touring Paris and Normandy Beach.
- Dr. Monaco introduced Ms. Gina Opauski, Director of Community and Workforce Development, and the staff of the Ocean County Achievement Center, which has been funded by the Title II Grants for High School Equivalency Exam and English as a Second Language programs. Dr. Monaco commended the instructors who continue serving students as Title II funding remains in jeopardy.

In the absence of Dr. Racioppi, Dr. Sheenah Hartigan, Assistant Vice President, Enrollment Services, reported Summer 2025 Enrollment is currently ahead 205 students and 1,029 credits as compared to 2024 (+4.4%). Fall Enrollment is currently down 233 students (-4.98%), and 1,541 credits (-3.32%). Dr. Hartigan explained we are ahead on nine partner schools, highlighting Jackson Township High School (the post-merge of Jackson Liberty and Memorial High Schools) which has 29 more students than last year. Following Mr. Leone's question about early college matriculation last month, Institutional Research identified 24% of students who take early college classes enroll at OCC as degree-seeking students. Dr. Hartigan commended Mr. Thomas Gialanella, Educational Partnerships Associate, who has been integral with the high school partnerships. She then shared participation in several recruitment events by the Enrollment on Wheels van, including Lakewood Blue Claws, Downtown Toms River Farmers Market, and Ocean County Mall Expo.

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

- Met with Marquis Consulting to discuss program opportunities for their employees in Ocean County and nationwide.
- Tracy Walsh reconnected WPE with Community Medical Center to explore a partnership focused on language training and healthcare career pathways for current employees.
- The new Director of Career Services developed Canvas-based resources to support WPE students with interview preparation, including professional attire guidance.
- Resumed discussions with Seeds of Service regarding potential joint programming.
- Reengaged with the statewide Chamber of Commerce to explore collaborative opportunities.

Dr. Monaco then shared Marquis Consulting offered to donate screens as part of a larger TV Studio set donation following a campus-wide tour.

Ms. Donna Rosinski-Kauz, College Senate Chair, and Kean Ocean had no updates this month.

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

- The Fall Scholarship application period will remain open through August 13, 2025.
- The upcoming issue of the Life & Legacy Newsletter will feature Hirair and Anna Hovnanian, founders of the Hovnanian Foundation.

The 2025-26 Blauvelt Speaker Series includes:

- 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
- Acclaimed Canadian novelist, poet, literary critic, and inventor Margaret Atwood

Upcoming Fall events include:

- Viking 5K, with Kean Ocean on Sunday, September 7, 2025
- SUP the River Paddle Board Race, Saturday, September 13, 2025
- 24<sup>th</sup> Annual Golf Classic at Pine Barrens Golf Club, Tuesday, October 14, 2025
- The Foundation Concert Event, with Grammy-winning trumpeter and composer Chris Botti headlining on Wednesday, December 3, 2025

Upon a request for public comments, Ms. Pamela Bogdan, College Lecturer II, Engineering, and Public Comments representative of the Lecturer Association of Ocean County College, introduced students from her PHYS 281 class, several of whom shared why they chose OCC. The trustees thanked the students for taking the time to come forward.

With no further comments from the Board members or the public, the meeting adjourned at 4:39 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Special Assistant, Operations  
Office of the President