



## **BOARD OF TRUSTEES**

### **Regular Meeting**

### **Minutes**

**November 6, 2025**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:46 p.m. on Thursday, November 6, 2025, immediately following the Reorganization Meeting, by Mr. Steven Zabarsky, 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. Jodi Heitmann in compliance with the Open Public Meetings Act of 1975. This meeting was announced on October 30, 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. Zabarsky, Mr. Lynn Canfield, Mr. Frank Dupignac, Ms. DiAnne Gove, Mr. Moshe Bender, Mr. Robert Fall, Dr. Theresa Kubiel, Mr. Stephan Leone, Ms. Susan Naples, Mr. Joseph Teichman, Mr. Hunter Mantz, Mr. Jack Sahradnik, Dr. Pamela Monaco, Executive Vice President Sara Winchester, Vice President Eileen Garcia, and Vice President Gerald Racioppi. Also in attendance was Commissioner Jennifer Bacchione. Attendance

The minutes of the October 9, 2025, Board of Trustees closed session and public meetings were unanimously approved by roll call vote. Minutes Approved

In response to concerns raised by students at the October 23, 2025, Conversation with the Trustees, Dr. Monaco introduced Ms. Heidi Sheridan, Executive and Artistic Director, Grunin Center, Mr. Jonathan Molinaro, Dean of the School of Humanities and Fine Arts, Ms. Karin Gargone, Part-Time Teacher of Fine Arts, and Mr. Brian Gilmore, Fine Arts College Lecturer, who addressed comments related to the renovated music practice rooms, the Bosendorfer piano room, and the availability of instruments for student use. The College offers nine practice rooms as of the Fall 2025 semester, up from two in 2018. The Bosendorfer room has been refreshed with sound panels and is available for student practice, lessons, recitals, performances, lectures, and meetings, and rental space and small receptions for the College and community. Many instruments are available for participants in Jazz Band, Concert Band, and the Music Club. The grand opening for the new Music Practice Suite will take place on December 1, 2025, at 4:00 p.m. Presentations

Dr. Monaco then introduced Ms. Brianna Cardinale, Director of Academic and Tutoring Support Services, who addressed concerns about the availability of tutoring support. She shared an overview of tutoring services for historically challenging high-impact courses, taking into consideration enrollment and student success data, while adhering to staffing capacity and budget sustainability. Ms. Cardinale shared the successful impact of tutoring on students in English 1, Accounting I, and Pre-Calculus I.

Upon a request for public comments by Mr. Zabarsky, there were no comments from the public at this time regarding the Board Committee Agendas. Public Comments

### Finance Committee

Mr. Dupignac presented the Finance Agenda, which was approved unanimously as amended upon roll call vote.

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|--|---|
| ➤ The statement of income and expenditures as of September 30, 2025, was accepted.   | Income/Expenditures Accepted            |
| ➤ Resolutions were adopted to award the following contracts:   | Resolutions Adopted for Contract Awards |
| ➤ A maximum of \$42,709.25 to Fisher Scientific, Inc., Hanover Park, Illinois, for the purchase of Leica microscopes for the microbiology lab in the William T. Hiering Science Building for use by the Science Department at Ocean County College.  |   |
| ➤ A maximum of \$57,110 to AZ Holdco, LLC, dba Aztec Software, LLC, Springfield, New Jersey, for the purchase of GED test preparation materials for Adult Education, Civics, and Workforce Preparations Program (AECWP) and Title II Grant participants through the office of Workforce Education through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) at Ocean County College. |   |
| ➤ A maximum of \$40,000 to the County of Ocean, Toms River, New Jersey, for a twelve-month agreement for street sweeping services from January 1, 2026, through December 31, 2026, at Ocean County College.  |   |
| ➤ A maximum of \$22,000 to Kaleidoscope Learning, Inc., New York, New York, for the purchase of textbooks, study guide materials, classroom seats, exams, exam retests, and instructor guides through the Work Readiness Assistance Program (WRAP), Adult Education, Civics, and Workforce Preparation Program (AECWP), and Title II Program at Ocean County College.  |   |
| ➤ A maximum of \$20,135 to Matrix New World Engineering, Land Surveying and Landscape Architecture, PC, Florham Park, New Jersey, for professional environmental services for the evaluation and analysis of soil associated with the new Administration Building project at Ocean County College.   |   |
| ➤ A maximum of \$35,000 to Colliers Engineering and Design, Inc., Holmdel, New Jersey, for professional construction inspection and materials testing services for the new Administration Building project at Ocean County College.  |   |

- The following qualified pool of vendors was identified for professional international and domestic support, travel, and consulting services for study abroad programs and overseas campus support from November 6, 2025, through November 5, 2026, to be used on an as-needed basis at Ocean County College:
    - 4 Winds Global, Inc., dba Fourwinds Tours, Syosset, New York
    - Edu Trips, Tappan, New York
    - Fellowship Travel International, Inc., Ashland, Virginia
  - The following contracts were amended: Contracts Amended
    - An additional \$10,000, for a maximum total of \$60,000, to Carrier Enterprise, Syracuse, New York, for additional heating, ventilation, and air conditioning (HVAC) supplies and materials as part of the first-year contract with a second-year contract option from February 28, 2025, through February 27, 2026, at Ocean County College (contract originally awarded at the February 27, 2025, Board meeting).
    - An additional \$11,500, for a maximum total of \$36,500, to Economic Modeling, LLC, dba Lightcast, Moscow, Idaho, to conduct an Economic Impact Study (EIS), which includes an Economic Impact Analysis and an Investment Analysis as part of the one-year renewal of the Lightcast Analyst Software License for Career Coach and Widget Builder from July 1, 2025, through June 30, 2026, through the New Jersey Council of County Colleges (NJCCC) Joint Purchase Consortium (JPC) at Ocean County College (contract originally awarded at the June 30, 2025, Board meeting).
    - An additional \$25,000, for a maximum total of \$165,000, to Waters & Sims Employment Services, Inc., Red Bank, New Jersey, for additional participants enrolled in the Work Readiness Assistance Program (WRAP), as part of the 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 (contract originally awarded at the July 24, 2025, Board meeting).
- The Board adopted a resolution stating its intent to enter into a public-private partnership agreement with a private developer for the purpose of implementing a solar energy project consisting of solar panels to be installed in Parking Lot 3 and Parking Lot 4 at the Toms River main campus at Ocean County College. Resolution Adopted to Enter Agreement

#### 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, which was unanimously approved upon roll call vote:

- The following 2025-2026 Ocean County College Advisory Committees were approved:
  - Addictions Counseling Advisory Committee
  - Business Advisory Committee
  - Computer Science Advisory Committee
  - Dental Hygiene 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 Training Program Advisory Committee
  - Law and Public Safety Advisory Committee
  - Nursing Advisory Committee
  - Social Work Advisory Committee

2025-2026  
Advisory  
Committees  
Approved
- The following items, as accepted by the College Senate at its meeting on October 16, 2025, were approved:
  - New Course

New Course

    - ENVI 142L, Industrial Hygiene Lab
  - Revised Course

Revised Course

    - CSIT 110, Introduction to Computers and Computer Applications
  - Revised Course with Name Change

Revised Course  
with Name Change

    - ENVI 142, Industrial Hygiene to Industrial Hygiene 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 new Administration Building, the Grunin Theatre Lobby, Allied Health Dental Hygiene and Radiology Programs, an update to the solar panel project in campus parking lots, which continues to be investigated, and the installation of Veteran's Parking spaces in all parking lots. The Buildings and Grounds Agenda was then unanimously accepted as submitted upon roll call vote.

Building/Grounds  
Committee Report  
Accepted

#### Personnel Committee

Mr. Leone, Chair, presented the Personnel Report, calling attention to four retirements of long-time employees, including Mrs. Dorothy LaPosa, President's Liaison. The Personnel Report was then unanimously approved as submitted.

Personnel Report  
Approved

Student Experience Committee

Dr. Racioppi shared the Student Experience Committee, including Mr. Mantz and Ms. Ellie Dowek, Student Government President, met and discussed topics that will be brought forward at a later date.

Student Experience  
Committee Report

Miscellaneous

The trustees adopted, upon unanimous roll call vote, a resolution to express their profound sorrow at the death on October 6, 2025, of Mr. Jerry J. Dasti, who served with distinction on the Ocean County College Board of Trustees for twenty-six years, paying tribute to his outstanding leadership and devotion to Ocean County College by recognizing him as a trustee emeritus.

Resolution Adopted  
for Mr. Jerry Dasti

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on December 11, 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  
December 11, 2025

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, December 11, 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 shared the following:

President's Report

- Ms. Mary Lancaster, Controller, and the entire Accounting team are commended for their efforts in achieving the laudable outcome of OCC being classified as Minimal Risk by the Office of the Secretary of Higher Education following its Fiscal Year 2024 financial assessment, risk monitoring, and financial responsibility evaluation.
- Dr. Monaco shared an email of appreciation by the New Jersey Registry of Interpreters where current and graduate students assisted at the Deaf's Biennial Conference this past weekend.
- OCC and Kean Ocean will celebrate Veteran's Day on Tuesday, November 11, 2025, at 12:00 p.m. on the campus mall. All are invited.
- Dr. Monaco recently met with a GED student who sent a handwritten letter about his positive experience with the program, which led to his interest in helping others like him who have learning disabilities.
- Congratulations to the Men's and Women's Soccer teams and Women's Volleyball team, who made it to the finals this season. The Women's Volleyball team is comprised of all freshman students, with one transfer sophomore student, and first-year Coach and Assistant Coach.
- Appreciation is expressed to the County of Ocean for selecting OCC as the site for emergency food distribution to SNAP recipients and furloughed Federal workers to be held on Tuesday, November 11, 2025, in Parking Lot 3.

Dr. Joseph Youngblood, III, Chancellor of Kean Global, Kean Ocean, and Strategic Global Initiatives, congratulated the Executive Board on their appointment. He then expressed sincere sympathy on behalf of Kean University on the passing of Mr. Dasti. Dr. Youngblood then provided the following Kean Ocean update:

- The “OCC to Kean Pathways” campaign, highlighting the joint admission program between OCC and Kean University will launch in January 2026, providing a seamless transition. Dr. Youngblood would be happy to accompany OCC staff on recruitment visits.
- Dr. Jessica Adams has accepted a new position at Kean University. Dr. Youngblood thanked Dr. Adams for her commitment to Kean Ocean and wished her well in her new role.
- An invitation has been extended to OCC Trustees, Dr. Monaco, and OCC’s administrative staff to attend Kean University’s Board of Trustees meeting scheduled on Saturday, December 6, 2025, at 11:00 a.m. in the Gateway Lecture Hall on the Toms River campus.

Dr. Monaco shared that former Phi Theta Kappa Tau Iota chapter President, Areeba Zulkarnain, a current Kean Ocean student, expressed her enthusiasm about the Kean Student Leadership Training session she recently attended.

Dr. Racioppi shared FY 26 enrollment is currently down 33 students (-0.34%) and up 784 credits (-0.73%). The number of dual credit high school students is currently up 152 students (+7.39%) as compared to last year and 991 credits (+7.38%). The return of the Winter session has enrolled 435 students with 1,766 credits to date. The high school class of 2025 enrolled for the Fall semester has a 22% yield, with an increase of 91 students as compared to last year.

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

- WPE held a Business and Industry Leadership Team meeting as part of the Strengthening Community College Training Grant, Health First New Jersey, sponsored by the Federal Department of Labor, providing information to healthcare employers in the county.
- The 2025 Fiscal Year Grant Writing Workshop funded by the Ocean County Department of Human Services for nonprofit organizations was completed, with 47 participants.
- The Ocean County Achievement Center through the Title II grant has 39 students registered for diploma preparation courses.

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

- The Foundation annual appeal will be mailed at the end of the month, highlighting efforts to inspire recipient donations.
- The Foundation’s annual audit is complete and will be reviewed at the next Foundation Board meeting. Mr. Malagiere thanked Ms. Mary Lancaster, Controller; Ms. Colleen Adams, Accountant; and Ms. Lisa Hussain, Foundation Advancement and Database Coordinator; for their efforts.
- The 23<sup>rd</sup> Annual Golf Classic raised over \$62,000 to benefit students at Ocean County College. Thanks to Ms. Julia Zipp, Associate Director of Advancement and Donor Engagement, for generating an 18% increase in revenue over last year.

The 2025-26 Blauvelt Speaker Series includes:

- Acclaimed Canadian novelist, poet, literary critic, and inventor Margaret Atwood, April 23, 2026, with tickets going on sale at noon on November 20, 2025.

Upcoming events include:

- The Foundation Concert Event, with Grammy-winning trumpeter and composer Chris Botti headlining on Wednesday, December 3, 2025.
- The Annual Miniature Golf Tournament in collaboration with the Community Medical Center Foundation on Friday, January 23, 2026, in the Student Center.

Upon a request for public comments, several students expressed concern regarding Engineering, Public Comments English, and Political Science courses not being offered due to low demand and asked the trustees and Administration to consider reinstatement. Mr. Zabarsky commended the students for taking the time to share their concerns and assured them that a response will be shared once the situation has been reviewed.

Mr. Zabarsky recognized Commissioner Virginia Haines and commended her long-standing support of Ocean County College.

With no further comments from the Board members or the public, the meeting adjourned at 5:05 p.m. Adjournment

Respectfully submitted,

DiAnne C. Gove  
Secretary

Jodi Heitmann  
Special Assistant, Operations  
Office of the President