BOARD OF TRUSTEES

Regular Meeting

Minutes

September 24, 2026

Call to Order

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:31 p.m. on Thursday, September 24, 2026, by Mr. Steven Zabarsky, Chair, in room 102 of the Conference Center on the College campus and via Webex. The Pledge of Allegiance was recited by all present.

Public Meeting Announcement

The announcement of public meeting was made by Mrs. Connie Bello in compliance with the amended New Jersey Open Public Meetings Act by posting a notice on the OCC Public Notices webpage and sharing the link with the Secretary of State on September 21, 2026. The notice, which included information to join by Webex, was also distributed and posted on campus.

Attendance

Those in attendance were Mr. Zabarsky, Mr. Lynn Canfield, Mr. Frank Dupignac, Mr. Moshe Bender, Dr. Theresa Kubiel, Mr. Carmen Memoli, Mr. Terrance Turnbach, Ms. Annellie Lopez, Mr. Jack Sahradnik, Dr. Pamela Monaco, Executive Vice President Sara Winchester, Mr. Robert Marchie, College Lecturer of History and College Senate Chair, and Mrs. Connie Bello. Also in attendance was Commissioner Jennifer Bacchione.

Mr. Zabarsky shared a history of the founding of Ocean County College as the first county college in the State of New Jersey.

Minutes Approved

The minutes of the August 28, 2026, Board of Trustees closed session and public meetings were unanimously approved by roll call vote.

Presentations

Dr. Monaco welcomed Mr. Robert Marchie, newly elected Chair of the College Senate, who begins a two-year term, replacing Dr. Jennifer Dellner, Professor of English and Literature. Also introduced was Mr. Ted Ishler, Assistant Vice President of Marketing and Communications. Dr. Monaco then wished Ms. Patti Martino, Executive Assistant to the President, Kean Ocean, a happy birthday.

Dr. Monaco introduced Dr. Justin Pfeifer, College Lecturer II, History, and Director of the Voices Center for Genocide, Human Rights, and Justice, who introduced the Center's mission and shared planned use of the new space, Instructional Building Room 125, first-year programming, student engagement initiatives, community partnerships, and invited everyone to the grand opening on December 9, 2026.

Dr. Monaco introduced Ms. Mary Granahan, Television Production Director, who was invited by Paramount Studios to tour the set of Cupertino, a new television series, while filming in Kearny, New Jersey. Ms. Granahan shared information of the visit and then introduced Kayla Judson, TV Studio Intern and Kean Ocean student, who shared her experience. Ms. Granahan then read a statement prepared by Aubrey Scarponi, current OCC student and Viking Video Club member and student liaison for the Media Program Advisory Board.

Upon a request for public comments by Mr. Zabarsky, there were no comments from the public prior to the committee reports. Public Comments

Finance Committee

Mr. Dupignac presented the Finance Agenda, which was unanimously approved as submitted.

- The statement of income and expenditures as of August 31, 2026, was accepted. Income/Expenditures Accepted
- The following contracts were awarded: Contracts Awarded
  - A maximum of $77,600 to Automatics Unlimited, Inc., Farmingdale, New Jersey, for a nine-month contract with a second-year contract option for automatic door maintenance, replacement, and repair services on an as-needed basis from September 24, 2026, through June 30, 2027, at Ocean County College.
  - A maximum of $42,340 to Digitalis Education Solutions, Inc., Bremerton, Washington, for the purchase, delivery, setup, training and warranty of a complete portable digital planetarium system for use by the Planetarium at Ocean County College.
- Resolutions were adopted to award the following contracts: Resolutions Adopted for Contract Awards
  - A maximum of $30,000 to Burlington English, Inc., Boca Raton, Florida, for reusable seats as needed for the Burlington English online program for English as a Second Language (ESL) instruction for students enrolled in the AECWP/Title II Grant and participants of the Ocean County Achievement Center from September 24, 2026, through June 30, 2027, through the Office of Workforce and Professional Education at Ocean County College.
  - A maximum of $31,748 to Green Furniture Concept, Watertown, Massachusetts, for the purchase and installation of two Ascent Rise modular benches for the new Art Gallery through the TIPS Cooperative Contract as part of the Grunin Lobby Expansion Project at Ocean County College.
  - A maximum of $30,000 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 at Ocean County College.
  - A maximum of $35,000 to Turnitin, LLC, Oakland, California, for a one-year contract renewal for the TurnItIn Plagiarism and Writing Software license from October 1, 2026, through September 30, 2027, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) at Ocean County College.

- A maximum of $64,508.51 to Henry Schein, Inc., Melville, New York, for the purchase and installation of a radiography machine and a one-year labor warranty through the Sourcewell Cooperative Purchasing Program as part of the Dental and Radiography Program Renovation Project at Ocean County College.

- A maximum of $434,254.37 to SHI International Corporation, Somerset, New Jersey, for the purchase of data storage array, a centralized, high-speed data storage system, with five years of support services, through the NJEdge Consortium Contract for the Office of Information Technology at Ocean County College.

- A maximum of $271,475.12 to SHI International Corporation, Somerset, New Jersey, for the purchase of four datacenter servers, with five years of support services, through the NJEdge Consortium Contract for the Office of Information Technology at Ocean County College.

- A maximum of $25,000 to Sam Tell and Son, Inc., Farmingdale, New York, for the purchase and installation of pantry equipment through the Education Services Commission of New Jersey (ESCNJ) Cooperative Contract as part of the Grunin Lobby Expansion Project at Ocean County College.

- The following qualified pool of Ecological Engineering Related Services providers for various projects at the Barnegat Bay Partnership was approved to be used on an as-needed basis from July 1, 2026, through June 30, 2027, at Ocean County College:

  - ACT Engineers, Inc., Robbinsville, New Jersey
  - Biohabitats, Inc., Baltimore, Maryland
  - Colliers Engineering and Design, Inc., Holmdel, New Jersey
  - Davey Resource Group, Inc., Kent, Ohio
  - EA Engineering, Science, and Technology, Inc., PBC, Warwick, Rhode Island
  - Groundwater and Environmental Services, Inc, Eaton, Pennsylvania
  - Matrix New World Engineering, Land Surveying and Landscape Architecture, PC, Florham Park, New Jersey
  - Remington and Vernick Engineers II, LLC, Cherry Hill, New Jersey
  - Taylor Engineering, Inc., Jacksonville, Florida
  - WSP USA, Inc., New York, New York

- The Board authorized the Executive Vice President of Finance and Administration to execute a contract for a term of up to two years, beginning August 1, 2027, on behalf of Ocean County College as the lead agency for the County College Energy Consortium (CCEC) for the procurement of electric supply services.

- The following contracts were amended: Contracts Amended

  - An additional $12,618.54, for a maximum total of $99,339.30, to GovernmentJobs.com d/b/a Neogov, El Segundo, California, for the setup fee to integrate background check services from new vendor Accusource as part of the one-year contract renewal of the integrated Human Resources Information System to manage onboarding/offboarding, performance, learning and talent from August 30, 2026, through August 29, 2027, at Ocean County College (contract originally awarded at the May 28, 2026, Board meeting).

- An additional $11,500, for a maximum total of $27,250, to AAMPED, Inc., McKinney, Texas, for the purchase of financial literacy educational services through the U.S. Department of Education TRIO Student Support Services grant, for students at Ocean County College (initial contract was under threshold and did not require Board approval).

- The Board rescinded the second-year contract option awarded at the March 26, 2026, Board meeting to Miner, Ltd., San Antonio, Texas, for a one-year contract with a second-year contract option to provide all materials, equipment, and labor necessary for automatic door maintenance, repair, and replacement services as needed due to the vendor's failure to fulfill in a timely and proper manner their obligations under the contract. — Rescission of Contract Award

- The Board accepted a $500,000 Youth Employment Activities grant award from the Ocean County Department of Human Services in partnership with Waters and Sims Supported Employment Services to provide exceptional programming through the Work Readiness Assistance Program (WRAP) by creating opportunities for career exploration, education services, skills development, and training opportunities for youth and young adults to improve their economic position. Project Director: Ms. Gina Opauski, Director of Ocean County Achievement Center. Project Period: October 1, 2026, through September 30, 2027. — Grant Accepted

- The Board accepted a $71,768 Inspire! Grants for Small Museums, Office of Museum Services award from the Institute of Museum and Library Services, for the OCC Planetarium to install six space-related exhibits that enable people of all ages to engage in experiential learning activities that enhance knowledge and align with the planetarium's plans to become a science center hub for the region. Activities include purchasing and installing the exhibits, creating the Launch Lab space, and developing curriculum and interpretive displays for the new offerings. Project Director: Ms. Cara Muscio, Director of the Planetarium. Project Period: September 1, 2026, through September 30, 2028. — Grant Accepted

<u>Bylaw, Policy, and Curriculum Committee</u>

In the absence of Ms. Gove, Chair of the Bylaw, Policy, and Curriculum Committee, Ms. Catherine Mancuso, Assistant Vice President of Academic Affairs Processes and Faculty Development, provided a detailed explanation of the items included in the agenda this month. In addition to Ms. Mancuso, the Bylaw, Policy, and Curriculum Committee met with Senate representative Mr. James Marshall, Executive Director of Curriculum, to review the committee agenda, which was unanimously approved as submitted:

- Ocean County College Academic Calendars: — Academic Calendars Approved
  - 2027-2028 Academic Calendar
  - 2028-2029 Academic Calendar

- The following revised 2026-2027 Ocean County College Advisory Committee was approved: — 2026-2027 Revised Advisory Committee Approved
  - Dental Hygiene

- Revised Policy — Revised Policy Approved
  - Policy #6130, Community Relations, College and Community Groups, Use of Facilities and Equipment, General

- Rescinded Policies — Rescinded Policies Approved
  - Policy #3028, Personnel, All Employees, Health Care
  - Policy #6130.1, Community Relations, College and Community Groups, Use of Facilities and Equipment, Charges and Fees
  - Policy #6131, Community Relations, College and Community Groups, Use of Equipment, Tennis Courts

- The following items, as accepted by the College Senate at its meeting on September 17, 2026, were approved: — College Senate Items Approved
  - New Courses — New Courses
    - ESOL 011, English Language Foundations
    - ESOL 012, Foundations Speaking
    - ESOL 022, Beginner Speaking
    - ESOL 032, High Beginner Speaking
    - ESOL 042, Intermediate Speaking
    - ESOL 043, Intermediate Writing
    - ESOL 052, Advanced Speaking
    - ESOL 053, Advanced Writing
  - Revised Course — Revised Course
    - ESOL 021, Beginner English Language
  - Revised Course Codes — Revised Course Codes
    - ESOL 020 to ESOL 031, High-Beginner English Language
    - ESOL 030 to ESOL 041, Intermediate English Language
    - ESOL 040 to ESOL 051, Advanced English Language

- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Grand Opening of the new Grunin Center Lobby and Wintrode Art Gallery Ribbon Cutting Ceremony and VIP Reception on Wednesday, December 9, 2026, in the Grunin Center for the Arts from 6:00 p.m. to 10:00 p.m. — Policy #8600 Suspended

<u>Buildings and Grounds Committee</u>

Mr. Canfield, Chair, introduced Mr. Jim Calamia, Assistant Vice President of Facilities, who provided an update on several ongoing projects, including the status of the Grunin Center Lobby Expansion, Helping Hands Pantry, and EV Charging Stations. The Buildings and Grounds Agenda was then unanimously accepted as submitted upon roll call vote. — Buildings/Grounds Committee Report Accepted

Personnel Committee

Dr. Kubiel, Chair, introduced Ms. Winchester, who shared today's agenda includes the first Lecturer Association Agreement, sharing negotiations were cordial, collaborative, and productive, resulting in a mutually beneficial contract. Dr. Kubiel then presented the Personnel Report, which was unanimously approved as amended upon roll call vote.

Personnel Report Approved

Student Experience Committee

In the absence of Ms. Naples, Chair, Ms. Jennifer Kane, Executive Director, Student Engagement, reported the committee met with Student Government Vice President Aiden Soto, to provide a review of the start of the semester activities.

Student Experience Committee Report

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on October 15, 2026, at 12:00 p.m., for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted for a Closed Meeting October 15, 2026

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on November 5, 2026, 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 November 5, 2026

The following meetings were scheduled:

Meetings Scheduled

Thursday, October 15, 2026	12:30 p.m.	Board Retreat
Thursday, October 22, 2026	12:00 p.m.	Conversation with the Trustees
Thursday, November 5, 2026	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.	Annual Reorganization Meeting
	Immediately following	Regular Public Monthly Meeting

President's Report

Dr. Monaco shared the following highlights, in addition to the information included in the September President's Report:

President's Report

- OCC's Phlebotomy Technician/Phlebotomist program has been determined eligible to receive students supported by Workforce Pell federal financial aid funds by the New Jersey Office of Research and Information. OCC is the second community college in the State to be approved. Mr. Sergio Torrico Saniz, Assistant Director of Workforce Education, is commended for providing the necessary data to pursue the eligibility of the program.

- Ms. Winchester has been appointed to the Board of Trustees of the School Alliance Insurance Fund (SAIF), a New Jersey joint insurance fund that enables school districts and educational organizations to work collaboratively to manage risk, control insurance costs, and provide comprehensive coverage programs, representing the interests of participating educational entities and contribute to the ongoing organization that serves institutions throughout New Jersey.

- Ms. Winchester was also appointed co-chair of the New Jersey Council of Community Colleges' Health Insurance Task Force for State Health Benefit Program solutions and options, working to evaluate opportunities, challenges, and potential alternatives within the program.

- Students were welcomed back to campus last week for the Fall semester by members of the President's Cabinet, Student Services staff, and other administrators and faculty. Prior to the start of the semester, students took advantage of orientation sessions by Student Life and the Student Success team, and a two-day retreat was held to offer development and growth opportunities for students to consider assuming leadership roles on campus.

- A letter received by Ms. Adrienne Gold, Director of Secondary Curriculum, Toms River Regional School District, regarding professional development workshops offered to county high school districts, commended Mr. Tom Gialanella, Educational Partnerships Associate, and Dr. Sheenah Hartigan, Assistant Vice President, Enrollment Services, following workshops that were provided for the school district this week.

- Dementia Man, a one-man performance by Samuel Simon, who talked about experiences facing an Alzheimer's diagnosis, was presented to nursing students, employees of Community Medical Center, Ocean County Senior Services, and members of the community. It was a moving experience which provided a space for meaningful conversation.

- The Monmouth-Ocean Development Council met on the OCC campus for the third time, with Ms. Kellie Doucette, the first Chief Operating Officer of the State of New Jersey in attendance. The meetings are a great way to bring people to see our campus.

Dr. Joseph Youngblood, III, Chancellor of Kean Global, Kean Ocean, and Strategic Global Initiatives, shared excitement about the continued partnership between Ocean County College and Kean University, celebrating the partnership's 20th anniversary. Dr. Youngblood shared plans to schedule meetings to continue streamlining academic pathways and new programs and mentioned the joint Accounting Club for OCC and Kean Ocean students.

Mr. Robert Marchie, College Lecturer in History and College Senate Chair, shared the newly appointed members of the College Senate met on September 17, 2026, with no updates to report.

Dr. Monaco introduced Dr. Sheenah Hartigan, Assistant Vice President, Enrollment Services, who provided the following enrollment update:

- Fall 2026 enrollment has currently enrolled 6,178 unique students (-.11%) and 60,944 credits (-3.07%), sharing populations that are ahead are first-time, non-traditional and non-degree seeking student populations and decreases to continuing degree-seeking students.

- While there were 136 less county high school graduates in 2026, there are currently 21.6% of the graduating class registered for the Fall 2026 semester, an increase of 1.3% as compared to last year.
- The Winter Session has currently registered 83 unique students taking 320 credits.
- Early College is at 776 unique students taking 4,937 credits.

Current campaigns include:

- Late Fall registration
- Winter and Early College
- Fall Events
- Financial Aid collaboration
- Continued student support and success initiatives

Ms. Kimberly Malony, Director of Advancement and Community Impact, OCC Foundation, reported the following:

- Nearly $300,000 has been awarded in scholarships for the Fall 2026 semester, with anticipation of awarding an additional $400,000, including $150,000 contributed from the College, in Workforce and Professional Education grants and Early College scholarships. Thanks are extended to the Scholarship Review Committee and Ms. Lisa Hussain, Foundation Advancement and Database Coordinator.
- The Foundation's annual audit is currently underway, with the final report scheduled for presentation to the Foundation Board at the November meeting. Thanks to Ms. Hussain, Ms. Colleen Adams, Accountant, and Ms. Mary Lancaster, Controller, for preparing the materials to support the auditors throughout the process.
- The Foundation is strengthening focus on donor stewardship, community engagement, and strategic communications through enhanced email outreach, social media engagement, and impact storytelling.
- The next edition of the Life and Legacy Newsletter is currently in development and will feature a tribute to Robert J. Novins, founding member of the Ocean County College Board of Trustees.

Upcoming Foundation events include:

- Viking 5K and Fun Run, in partnership with Kean Ocean and Viking Athletics on October 4, 2026, with registration available at OCCFoundation.org
- 25th Annual Golf Classic on October 13, 2026, at Pine Barrens Golf Club, with golfer and reception attendee tickets available at OCCFoundation.org/golf
- Travis Mills, retired U.S. Army Staff Sergeant, quadruple amputee and motivational speaker, as part of the Blauvelt Lecture Series on November 9, 2026

Public Comments

Upon a request for public comments, Mr. Daniel Ward, College Lecturer in Chemistry and Lecturer Association President, thanked the Trustees for approval today of the Lecturer Association Contract, and looks forward to continued collaboration. Mr. Zabarsky thanked Mr. Ward, the College Lecturers, and College Administration, including the negotiation team which consisted of Ms. Winchester, Ms. Cara Dubitsky, Executive Director of Human Resources, Ms. Catherine Mancuso, and Mr. Matthew Giacobbe, the College's Labor Attorney.

Commissioner Bacchione shared she was invited by Dr. Lily Laux, Commissioner of the New Jersey Department of Education, and Ms. Susan Naples, Interim County Superintendent, to an event at Point Pleasant Beach High School and explained most of these students complete an Associate Degree before graduating high school.

Finally, Mr. Zabarsky recognized Mr. Timothy Landers, Interim Dean of Business and Social Science, Mr. Jonathan Molinaro, Dean of Arts and Humanities, and Dr. Vandana Saini, Dean of STEM.

With no further comments from the Board members or the public, the meeting adjourned at 4:35 p.m. Adjournment

Respectfully submitted,

DiAnne C. Gove
Secretary

Jodi Heitmann
Special Assistant, Operations
Office of the President