



BOARD OF TRUSTEES

Regular Meeting

Minutes

May 30, 2024

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:33 p.m. on Thursday, May 30, 2024, by Mr. Jerry Dasti, 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. Connie Bello in compliance with the Open Public Meetings Act of 1975. This meeting was announced on November 9, 2023, and May 28, 2024, 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. Stephan Leone, Mr. Frank Dupignac, Mr. Robert Fall, Ms. DiAnne Gove, Mrs. Joanne Pehlivanian, Mr. Joseph Teichman, Mr. Steven Zabarsky, Mr. Jack Sahradnik, 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 Virginia Haines. Attendance

The minutes of the April 25, 2024, Board of Trustees closed session and public meetings were unanimously approved by roll call vote. Minutes Approved

Dr. Jonathan Molinaro, Dean, Arts and Humanities, introduced Ms. Lisa Cecere, Retired Assistant Professor of Fine Arts, who shared the results of her sabbatical leave project during the Fall 2023 semester to address how Ocean County College can best prepare Fine Arts students for portfolio reviews to ensure transferability to four-year institutions. Additionally, her project addressed a universal modular course curriculum for Two-Dimensional Design that will support student portfolio work. Presentations

Dr. Katherine Pandolpho, Director of Counseling, introduced Ms. Carmen Mora, Coordinator, Community and Displaced Homemaker Program, who introduced Georgina, who shared her emotional story that brought her to joining the program in 2023. Georgina and Ms. Mora then thanked Dr. Monaco and the Trustees for support of the program, which helps so many women. In turn, Dr. Monaco and the Trustees thanked Georgina for sharing her journey.

Ms. Carolyn Showalter, Assistant Dean of STEM, and Ms. Krystle Wilmot, Coordinator of Tutoring Services, shared how they were able to start the Peer Language Support Leaders program and hire eligible students through Federal Work Study funding to train and prepare them to work with students. The four Peer Language Support Leaders, Zara Barrios, Evelin Perez, Juan Guzman, and John Zamora, have assisted students by referring them to tutoring services. The Peer Leaders have also translated several announcements for the Tutoring Center, designed and developed Spanish fliers and materials to promote their services, and held a meet-and-greet event. Ms. Showalter and Ms. Wilmot thanked the Trustees and Dr. Monaco for support of this program.

Ms. Jan Kirsten, Executive Director of College Relations, shared the Instagram Reel that was created as a submission to the Lumina Foundation for consideration of a \$50,000 grant. The video features Cheyenne Severin sharing what's excellent about Ocean County College, making OCC an excellent choice for potential students. Ms. Kirsten also acknowledged Ms. Maureen Conlon, Associate Director of Web Services; Mr. Eric Gonnella, Website Coordinator; Mr. Michael Leon, Associate Director of Graphic Design; and Ms. Dori Londres, Marketing and Communications Writer/Editor, for their work on this project.

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

Public Comments

Finance Committee

Mr. Dupignac shared there have been no changes to the College portfolios since the last report. An update will be provided following the next Investment Committee meeting. He then presented the Finance Agenda, which was approved unanimously as amended.

- The statement of income and expenditures as of April 30, 2024, was accepted.
- The following contracts were awarded:
 - A maximum of \$58,308 to K Factor Insulation Services, LLC, Old Bridge, New Jersey, for the second-year contract option for HVAC duct insulation services from July 1, 2024, through June 30, 2025, at Ocean County College.
 - A maximum of \$69,500 to CliftonLarsonAllen, LLP, King of Prussia, Pennsylvania, for the first year with a second-year contract option for professional auditing services from July 1, 2024, through June 30, 2025, at Ocean County College.
 - A maximum of \$51,377.50 to GPC, Inc., Millburn, New Jersey, for the first year with a second-year contract option for maintenance and materials for painting services from July 1, 2024, through June 30, 2025, at Ocean County College.
 - A maximum of \$54,900 to SEEC, LLC, Wall, New Jersey, for the first year with a second-year contract option for professional boiler burner maintenance services from July 1, 2024, through June 30, 2025, on an as-needed basis at Ocean County College.

Income/Expenditures Accepted

Contracts Awarded

- A maximum of \$79,900 to Unitemp Mechanical Degrees, LLC, Somerset, New Jersey, for the first year with a second-year contract option for chiller maintenance services from July 1, 2024, through June 30, 2025, at Ocean County College.
- A maximum of \$62,000 to the following vendors for the first year with a second-year contract option for the operation and maintenance of the energy management system from July 1, 2024, through June 30, 2025, 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
- A maximum of \$75,448 to AVS Installations, LLC, Edison, New Jersey, for the purchase of audio and video equipment for the Library Modernization project at Ocean County College.
- Resolutions were adopted to award the following contracts:
 - A maximum of \$23,445 to LBJ Interior Solutions, Toms River, New Jersey, for the removal and replacement of flooring in the Russell Building through the Education Services Commission of New Jersey (ESCNJ) Cooperative Contract for the OCVTS Pre-Nursing project at Ocean County College.
 - A maximum of \$85,603.85 to SHI International Corporation, Somerset, New Jersey, for the purchase of self-checkout stations for the Library through the NJEdge Microsoft Licensing Consortium Contract as part of the Library Modernization project at Ocean County College.
 - A maximum of \$64,027 to DVL Group, Inc., Bristol, Pennsylvania, for a twenty-four month agreement for planned maintenance and inspection services for the climate control of Office Information Technology equipment from July 1, 2024, through June 30, 2026, at Ocean County College.
 - A maximum of \$24,000 to Nelnet Business Solutions, Inc., Lincoln, Nebraska, for a one-year agreement for the e-commerce annual volume fee for all online financial transactions from July 1, 2024, through June 30, 2025, through the New Jersey County College Joint Purchasing Consortium (JPC) at Ocean County College.
 - A maximum of \$110,000 to Honorlock, Inc., Boca Raton, Florida, for the second-year contract option for online proctoring services, from July 1, 2024, through June 30, 2025, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) at Ocean County College.
 - A maximum of \$33,000 to United Rentals, Wall, New Jersey, for the purchase of a towable electric boom lift through the E&I Cooperative Services Contract for use by the Facilities Department at Ocean County College.

Resolutions Adopted
for Contract Awards

- A maximum of \$50,000 to J. Swanton Fuel Oil Company, Inc., Atlantic Highlands, New Jersey, for a one-year contract for the purchase and delivery of unleaded gasoline and diesel fuel from July 1, 2024, through June 30, 2025, for use on an as-needed basis for the Facilities Department at Ocean County College.
- A maximum of \$53,550 to Ace Outdoor Power Equipment, Bayville, New Jersey, for the purchase of a Kubota Utility Vehicle through the Sourcewell Cooperative Purchasing Program for use by the Facilities Department at Ocean County College.
- A maximum of \$17,500 to Black Rocket Productions, Freehold, New Jersey, for educational services for STEM-based summer camps for kids through the Camps on Campus at Ocean County College.
- A maximum of \$17,500 to Mad Science of West New Jersey, Pennington, New Jersey, for educational services for science-based summer camps for kids through the Camps on Campus at Ocean County College.
- A maximum of \$173,796 to NJEdge.NET, Newark, New Jersey, for the annual dues and a one-year contract for campus-wide internet service through the NJEdge.NET Consortium from July 1, 2024, through June 30, 2025, for use at Ocean County College and OCC Manahawkin.
- A maximum of \$26,915.20 to ITC Systems, Maryland Heights, Missouri, for an upgrade of printing equipment used campus-wide by students at Ocean County College.
- A maximum of \$499,113 to Ellucian Company, LP, Fairfax, Virginia, for a one-year contract for the renewal of maintenance and support of the Colleague subscription software and cloud software from July 1, 2024, through June 30, 2025, at Ocean County College.
- A maximum of \$85,914.11 to SHI International Corporation, Somerset, New Jersey, for a one-year contract for CrowdStrike Cybersecurity Services from July 1, 2024, through June 30, 2025, through the NJEdge Microsoft Licensing Consortium for use by the Office of Information Technology at Ocean County College.
- A maximum of \$237,569.31 to Instructure, Salt Lake City, Utah, for the third-year contract for the Canvas Learning Management System from July 1, 2024, through June 30, 2025, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) for use at Ocean County College.
- A maximum of \$400,000 to DiaMedical USA, Farmington Hills, Michigan, for the purchase of medical equipment and supplies for the Ocean County Vocational Technical School (OCVTS) Pre-Nursing Program through the TIPS Cooperative Contract at Ocean County College.

- A maximum of \$20,000 to Castle Branch, Inc., Wilmington, North Carolina, for a one-year contract for background screening services of employees and students from July 1, 2024, through June 30, 2025, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) in the Workforce and Professional Education Allied Health Program at Ocean County College.
- A maximum of \$184,920 to Ellucian Company, L.P., Fairfax, Virginia, for a one-year contract for professional helpdesk support services from July 1, 2024, through June 30, 2025, for the Office of Information Technology at Ocean County College.
- A maximum of \$150,000 for the second-year contract option for the purchase of tests and study guide materials from July 1, 2024, through June 30, 2025, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC), for use by various departments at Ocean County College to the following vendors:
 - \$100,000 to Assessment Technologies Institute (ATI), LLC, Leawood, Kansas
 - \$50,000 to Hurst Review Services, Inc., Brookhaven, Mississippi
- The following qualified pool of professional American Sign Language Interpreting and Captioning service providers was identified to be used on an as-needed basis from July 1, 2024, through June 30, 2025, at Ocean County College:
 - Access Resource, LLC, Saint James, Minnesota
 - Budget Captioning, LLC, dba Classroom Captioning, Monument, Colorado
 - Geneva Worldwide, Inc., New York, New York
 - Karas Enterprises, Inc., dba Karasch and Associates, West Chester, Pennsylvania
 - Sign4U Interpreting Service, LLC, Glendora, New Jersey
 - SignGlasses, LLC, Salt Lake City, Utah
 - Verbit, Inc., New York, New York
- 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 July 1, 2024, through June 30, 2025, to be used on an as-needed basis at Ocean County College:
 - Explorica by Worldstrides, Charlottesville, Virginia
 - Newark Gateway Travel Services, Inc. dba Gateway Travel, West Caldwell, New Jersey
- A maximum of \$30,000, to KT's Office Services, LLC, Lanoka Harbor, New Jersey, for the purchase of power supplies and campus-wide printer services and maintenance from July 1, 2024, through June 30, 2025, through the National Cooperative Purchasing Alliance (NCPA) for the Office of Information Technology at Ocean County College.
- 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:

	Resolutions Adopted for NJCCC Purchasing Consortium Contract Awards
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- For a five-year contract from July 1, 2024, through June 30, 2029, for Learning Management System (LMS) Licensing to the following vendors:
 - Blackboard, Inc., Washington, District of Columbia
 - Instructure, Inc., Salt Lake City, Utah
- For the first year with a second-year contract option from July 1, 2024, through June 30, 2025, for testing exams and study guide materials to the following vendors:
 - Assessment Technologies Institute (ATI), LLC, Leawood, Kansas
 - Hurst Review Services, Inc., Brookhaven, Mississippi
- The following contracts were amended:
 - An additional \$9,500, for a maximum total of \$55,500, to Preferred Behavioral Health Group, Lakewood, New Jersey, for the services of a part-time therapist for the Counseling Center as part of behavioral health services for students and employees from July 1, 2023, through June 30, 2024, at Ocean County College (contract originally awarded at the August 24, 2023, Board meeting).
 - An additional \$9,494.82, for a maximum total of \$90,694.82, to Johnson Controls, Inc., Blackwood, New Jersey, for replacement of a chiller power supply as part of the two-year contract for chiller maintenance services from July 1, 2023, through June 30, 2024, at Ocean County College (contract originally awarded at the April 27, 2023, Board meeting).
 - An additional \$6,615.12, for a maximum total of \$32,923.17, to Vic Gerard Golf Cars, Farmingdale, New Jersey, for the purchase of an additional electric golf car for use by the Facilities Department through the Omnia Partners Cooperative Purchasing Program at Ocean County College (contract originally awarded at the August 24, 2023, Board meeting).
 - An additional \$40,000, for a maximum total of \$240,000, to Amazon Services, LLC, Seattle, Washington, for the purchase of additional online marketplace products from July 1, 2022, through June 30, 2024, for various departments through the Omnia Partners Cooperative Purchasing Program at Ocean County College (contract originally awarded at the April 28, 2022, Board meeting).
 - An additional \$15,000, for a maximum total of \$105,000, to Consolidus, LLC, Akron, Ohio, for the purchase of additional professional promotional items through the online storefront from July 1, 2023, through June 30, 2024, for the purchase of OCC-branded items through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) at Ocean County College (contract originally awarded at the April 27, 2023, Board meeting).

Contracts
Amended

- An additional \$19,361.32, for a maximum total of \$160,523.43, to Diversified Storage Solutions, Inc., Norristown, Pennsylvania, through the Spacesaver Corporation for the purchase and installation of additional furniture for the Library Modernization Project at Ocean County College (contract originally awarded at the January 25, 2024, Board meeting).
- An additional \$7,700, for a maximum total of \$1,008,643.27, to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of additional furniture for the Library Modernization Project at Ocean County College (contract originally awarded at the January 25, 2024, Board meeting).
- An additional \$15,000, for a maximum total of \$70,000, to Wawa, Inc., Wawa, Pennsylvania, for additional prepared food for the remainder of the fiscal year at Ocean County College (contract originally awarded at the November 9, 2023, Board meeting).
- The Board adopted a resolution to apply 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 to provide 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. Project period: July 1, 2024, through June 30, 2025. Award amount: \$669,642. Project director: Ms. Gina Opauski, Director of Community and Workforce Development. Resolution Adopted to Apply for Grant
- The Board approved a lease agreement with Ocean County PIC for the use of a room in the Continuing Learning Center at Ocean County College for the purpose of offering services, including academic, career, and financial programs, as part of the Youth Career Opportunity Plan/Ocean County Achievement Center for the period of July 1, 2024, through June 30, 2025. Lease Agreement Approved

Bylaw, Policy, and Curriculum Committee

Following a question by Mr. Leone, Dr. Garcia shared a committee has been formed to address how the College can use Artificial Intelligence both as a teaching tool and to combat plagiarism. Dr. Garcia then presented the Bylaw, Policy, and Curriculum Agenda, as recommended by the Bylaw, Policy, and Curriculum Committee:

- The following items, as accepted by the College Senate at its meetings on May 2, and 16, 2024, were approved unanimously upon roll call vote: College Senate Items Approved
 - Revised Programs Revised Programs
 - Associate in Applied Science in Computer Science/Information Technology
 - Associate in Applied Science in Health Science – Option in Medical Laboratory Technology (with Mercer County College)
 - Associate in Applied Science in Technical Studies – Option in Industrial/Technical
 - Associate in Arts in Fine Arts
 - Associate in Science in Criminal Justice

- Revised Certificates of Completion Revised Certificates of Completion
 - Certificate of Completion in Advanced Manufacturing and Mechatronics
 - Certificate of Completion in Video Production
- Revised Certificate of Proficiency Revised Certificate of Proficiency
 - Certificate of Proficiency in Information Technology
- Inactivated Certificate of Proficiency Inactivated Certificate of Proficiency
 - Certificate of Proficiency in Middle Eastern Studies
- New Course New Course
 - HEHP 184, Exploration of the U.S. Healthcare System and Healthcare Professions
- Inactivated Courses Inactivated Courses
 - ARTS 170, Ceramics I
 - ARTS 270, Ceramics II
 - ARTS 271, Ceramics III
 - ARTS 272, Ceramics IV
 - BIOL 264, General Microbiology
 - COMM 290, Communications Internship I
 - COMM 291, Communications Internship II
 - ENVI 159, Natural Resources Conservation
 - FIRE 162, Principles of Emergency Services
 - FIRE 163, Principles of Fire and Emergency Service Administration
 - FIRE 165, Building Construction for Fire Protection
 - FIRE 166, Fire Behavior and Combustion
 - FIRE 168, Occupational Safety and Health for Emergency Services
 - FIRE 169, Strategy and Tactics
 - FIRE 261, Principals of Fire and Emergency Services Safety and Survival
 - FIRE 263, Fire Investigation I
 - FIRE 264, Fire Investigation II
 - FIRE 266, Fire Prevention
 - FIRE 268, Fire Protection Systems
 - HEHP 210, Karate I
 - HIST 299, Special Topics – World of the Maya: History Travel Seminar in Mexico
 - MATH 181, Introduction to Probability
 - RELG 293, Religious Experiences
 - SCIE 140, Food Science
 - SCIE 145, History of Science
 - STSC 160, Student Success Seminar for Engineering Majors

Buildings and Grounds Committee

Mrs. Novak provided an update on several ongoing projects, including the Grunin Center Lobby Extension and Library Renovation. The Buildings and Grounds Report for May 30, 2024, was then unanimously accepted upon roll call vote.

Building/Grounds Committee Report Accepted

The trustees adopted a resolution upon unanimous roll call vote to recognize Dr. William J. Rickert for his exceptional dedication to OCC by designating the OCC Tutoring Center as the William J. Rickert Tutoring Center.

Resolution Adopted Designating William J. Rickert Tutoring Center

Personnel Committee

Mr. Leone presented the Personnel Report, which includes increases for non-affiliated administrators and College Lecturers, which was unanimously approved as presented upon roll call vote.

Personnel Report Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on June 27, 2024, 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 June 27, 2024

The following meetings were scheduled, noting a change in Committee meeting times:

Meetings Scheduled

Thursday, June 27, 2024	1:30 p.m.	Finance Committee
	1:30 p.m.	Bylaw, Policy, and Curriculum Committee (As Needed)
	2:00 p.m.	Buildings and Grounds 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 highlights from the President's Report:

President's Report

- OCC Music students ended the year with many wonderful events, including the OCC Concert Band Spring Concert, OCC Jazz Band, and the last Afternoon recital of the series with acclaimed pianist Awadagin Pratt.
- Dr. Monaco thanked Kean Ocean's Dr. Jessica Adams, Dean, and Ms. Patti Martino, Executive Secretary, for their hospitality at Kean University's Commencement ceremony.
- An update to the number of students served through the Helping Hands Food Pantry, which increased from 2,054 students served in FY23 to 5,029 in FY24.
- Greeting Cards developed by Ms. Renate Pustiak, College Lecturer II, Humanities and Fine Arts, highlighting student artwork, will be given to all attending the Scholarship Celebration on June 28, 2024.
- Ms. Jan Kirsten shared the First Gen Logo, which was selected from various student submissions.

- The Viking 5K and Fun Run, sponsored by the OCC Foundation and Ocean County College Athletics will take place on Sunday, September 8, 2024. The Couch to 5K Running Club will meet outside of the Administration Building on the campus mall on Wednesdays at 5:00 p.m.
- Copies of the EOF newsletter, Ocean Views Winter/Spring 2024 edition, and Seascape were distributed to the Trustees.
- Ms. Calleigh Kearns, Enrollment Advisor for Partnerships and Outreach, was commended for developing an MOU between OCC and Embrella, an organization that assists in college transition for students aging out of the foster care system.

Dr. Racioppi presented the enrollment update, sharing FY 2024 enrollment is currently ahead 1% in headcount and unduplicated students and 2% in credits registered. Summer 2024 enrollment is ahead by 10% for students and 12% for credits. Fall 2024 enrollment has begun and continues to lag in both students and credits, likely due to the FAFSA delays. The Trustees commended Dr. Racioppi and team and asked for a report detailing the number of students enrolled by high school.

For the Workforce and Professional Development update, Dr. Konopka shared there will be 19 graduates receiving their high school equivalency diploma at the Ocean County Achievement Center on June 19, 2024. There also has been great interest in the Work Place Literacy program, particularly with Artificial Intelligence. Meetings have begun with Bright Harbor Healthcare to discuss a partnership program, including an ESL component. The College is waiting the response from the State on application for the Alternate Route Program.

Dr. Monaco introduced Dr. Jessica Adams, Dean of Kean Ocean, who thanked Dr. Monaco for attending Kean University's Commencement Ceremony. The Kean Ocean students appreciated Dr. Monaco's support. Dr. Adams and the Kean Ocean staff congratulated OCC faculty, staff, and students who participated in OCC Commencement on May 23, 2024.

Dr. Adams shared Camp Abilities, the educational sports camp, returns this summer to the New Jersey Field of Dreams in Toms River. Faculty, staff, and student volunteers are still needed to help join this wonderful event.

Lastly, Dr. Adams reported 30 Kean Ocean students were referred back to OCC to complete OCC requirements this summer.

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

- The Fall semester scholarship application period opened May 30, 2024, and will remain open through August 14, 2024.
- The Foundation's Fund Distribution Committee met to review all applications and moved nearly \$600,000 of requests for full board consideration at their June 12, 2024, meeting.
- The Perry-Applegate Decoy Collection was installed in the main lobby of the Conference Center earlier this month as part of the Foundation Art Collection. An original piece by American Abstract Artist, Steven Crohn, has been selected to be installed in the Hovnanian Health Science Building.
- This year's Annual Summer Scholarship Celebration will be held on Friday, June 28, 2024, and has currently raised \$123,000. Honorees will be the Citta Foundation, Ms. Ilene Cohen, Executive Director of Athletics, and Mr. Lincoln Simmons.

- The New Jersey Symphony will visit OCC on Tuesday, June 25, 2024, for the annual Concert under the Stars.
- Planning continues on both the Grunin Center Lobby expansion and the Novins Planetarium gathering space and science center.

With no further comments from the Board members or the public, the meeting adjourned at 5:07 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant, Operations
Office of the President