



BOARD OF TRUSTEES

Regular Meeting

Minutes

July 25, 2024

<p>The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:34 p.m. on Thursday, July 25, 2024, by Mr. Jerry Dasti, Chair, in room 102 of the Conference Center on the College campus and via Webex.</p>	Call to Order
<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 November 9, 2023, and July 22, 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.</p>	Public Meeting Announcement
<p>Mr. Sahradnik administered the trustee oath of office to Ms. Cheyenne Severin, who was selected by the Student Life Committee to serve as the student/alumni representative on the Board of Trustees from July 1, 2024, through June 30, 2025. The trustees welcomed Ms. Severin to the Board.</p>	Swearing-In of Ms. Cheyenne Severin
<p>Those in attendance were Mr. Dasti, Mrs. Linda Novak, Mr. Frank Dupignac, Mr. Stephan Leone, Mr. Robert Fall, Ms. DiAnne Gove, Mr. Steven Zabarsky, Ms. Cheyenne Severin, Mr. Jack Sahradnik, Dr. Pamela Monaco, Executive Vice President Sara Winchester, Vice President Eileen Garcia, Vice President Gerald Racioppi, Ms. Donna Rosinski-Kauz, Director of Library Services and College Senate Chair, and Mrs. Connie Bello.</p>	Attendance
<p>The minutes of the June 25, 2024, Board of Trustees closed session and public meetings were approved by roll call vote, with an abstention from Mr. Zabarsky.</p>	Minutes Approved
<p>Mr. Thomas Gialanella, Educational Partnerships Associate, provided a report on the activities with Ocean County High Schools and Superintendents. Together with Dr. Sheenah Hartigan, Assistant Vice President of Enrollment Services, and Dr. Meredith Riddle, Dean of Educational Resources, Mr. Gialanella informed the Trustees the College now speaks with K-12 partners with one voice. Mr. Gialanella also attends the Superintendents' Roundtable meetings and hosts County Curriculum monthly meetings. Outreach is underway with each of OCC's embedded high school programs in order to explain OCC's new leadership and processes.</p>	Presentations

Mr. Gialanella explained professional development offerings continue to be provided to our K-12 partners, which are tailored to the needs of each school. In addition, OCC hosts several events on campus, including an Advanced Placement Seminar for AP teachers, the Teacher of the Year full-day program for all county schools, county Guidance Counselor meetings, and a series of workshops on school policies and regulations.

The trustees thanked Mr. Gialanella for the update.

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 presented the Finance Agenda, which was approved unanimously as amended with the removal of Exhibit A-4, for automatic door maintenance, replacement, and repair services.

Income/Expenditures Accepted

➤ The statement of income and expenditures as of June 30, 2024, was accepted.

➤ The following contracts were awarded:

Contracts Awarded

➤ A maximum of \$200,000 to Marketsmith, Inc., Whippany, New Jersey, for an eleven-month contract with a second-year contract option for media placement agency services from August 1, 2024, through June 30, 2025, at Ocean County College.

➤ A maximum of \$131,070 to High Energy Electrical Testing, a RESA Power Company, Farmingdale, New Jersey, for labor and materials involved in performing inspections and testing of main switchgear and pad-mounted transformers of the primary electrical system at Ocean County College.

➤ A maximum of \$325,000 to Colliers Engineering and Design, Inc., Holmdel, New Jersey, for professional architectural and engineering consulting services for an update of the Ocean County College Facilities Master Plan.

➤ Resolutions were adopted to award the following contracts:

Resolutions Adopted for Contract Awards

➤ A maximum of \$44,840.92 to Pitt Bull Secure Technologies, Inc., Johnstown, Pennsylvania, for the purchase of the ViewSonic ViewBoard interactive displays and related equipment through the Monmouth-Ocean Educational Services Commission (MOESC) Cooperative Contract for the OCVTS Pre-Nursing program at Ocean County College.

- A maximum of \$230,000 to the following vendors for a one-year contract for offset printing and signage services from July 1, 2024, through June 30, 2025, at Ocean County College:
 - \$40,000 to Gangi Graphics, Brick, New Jersey
 - \$25,000 to Hawk Graphics, Inc., Mount Freedom, New Jersey
 - \$55,000 to PIP Printing, Brick, New Jersey
 - \$35,000 to Prism Color Corporation, Moorestown, New Jersey
 - \$75,000 to Roelynn Litho, Inc., Lakewood, New Jersey
- A maximum of \$49,696.78 to Hyland, LLC, Lenexa, Kansas, for a one-year contract for the maintenance license renewal of Document Imaging/Image Now software from October 1, 2024, through September 30, 2025, for use at Ocean County College.
- A maximum of \$38,552 to YSI, Inc., Yellow Springs, Ohio, for the purchase of environmental testing instruments and equipment for the existing water quality monitoring systems for use by the Barnegat Bay Partnership at Ocean County College.
- A maximum of \$75,000 to Geneva Worldwide, Inc., New York, New York, for a six-month contract for professional interpreting and captioning services for students with disabilities enrolled in the Fall 2024 semester on an as-needed basis from July 1, 2024, through December 31, 2024, at Ocean County College.
- A maximum of \$50,000 to Sign4U Interpreting Service, LLC, Glendora, New Jersey, for a six-month contract for professional interpreting and captioning services for students with disabilities enrolled in the Fall 2024 semester on an as-needed basis from July 1, 2024, through December 31, 2024, at Ocean County College.
- A maximum of \$20,606 to SHI International Corporation, Somerset, New Jersey, for a one-year contract for the renewal of AWS cloud services from July 1, 2024, through June 30, 2025, through the NJEdge Microsoft Consortium at Ocean County College.
- A maximum of \$53,160 to Bloomberg Finance, LP, New York, New York, for a one-year contract renewal of electronic trading services from July 1, 2024, through June 30, 2025, funded through the Carl D. Perkins Career and Technical Education Act Grant for use at Ocean County College.
- A maximum of \$51,021.05 to Bahr and Sons Electrical Contractors, Inc., Bayville, New Jersey, for professional electrician services for the Ocean County College Vocational Technical School (OCVTS) Pre-Nursing labs in the Russell Building through the Ocean County Cooperative Contract at Ocean County College.
- A maximum of \$25,000 to Jostens, Inc., Chicago, Illinois, for a one-year contract for the purchase of award certificates, diplomas, and tassels from July 1, 2024, through June 30, 2025, for students graduating winter 2024 and summer 2025 at Ocean County College.

- A maximum of \$22,947.84 to Bahr and Sons Electrical Contractors, Inc., Bayville, New Jersey, for the installation of surge protective devices to protect boilers and the Cooling, Heating, and Power Plant Building through the Ocean County Cooperative Contract at Ocean County College.
- A maximum of \$30,000 to NJEdge.NET, Newark, New Jersey, for an eleven-month contract for Virtual/Fractional Chief Information Security Officer Consultation Services at Ocean County College.
- The following qualified pool of vendors was identified for Ecological Engineering Related service providers for various projects at the Barnegat Bay Partnership from July 1, 2024, through June 30, 2025, to be used on an as-needed basis at Ocean County College:
 - ACT Engineers, Inc., Robbinsville, New Jersey
 - AKRF, Inc., New York, New York
 - Biohabitats, Inc., Baltimore, Maryland
 - Davey Resource Group, Inc., Kent, Ohio
 - Matrix New World Engineering, Land Surveying and Landscape Architecture, PC, Florham Park, New Jersey
 - Paulus, Sokolowski, and Sartor, LLC, Warren, New Jersey
 - Princeton Hydro, LLC, Trenton, New Jersey
 - Rippled Waters Engineering, LLC, Milford, New Jersey
 - Sovereign Consulting, Inc., Robbinsville, New Jersey
 - Taylor Engineering, Inc., Jacksonville, Florida
- The following contracts were amended: Contracts Amended
 - An additional \$18,889, for a maximum total of \$102,825, to Timothy Peters Plumbing and Heating Company, Inc., Toms River, New Jersey, for labor and materials for the installation of a new sink-related plumbing services for the Ocean County Vocational Technical School (OCVTS) Pre-Nursing program in the Russell Building at Ocean County College a part of the second-year contract option for professional plumbing services from July 1, 2024, through June 30, 2025 (contract originally awarded at the June 27, 2024, Board meeting).
 - An additional \$9,942.75, for a maximum total of \$64,220.12, to Marlee Contractors, LLC, Hammonton, New Jersey, for expenditures that were not reported against the blanket purchase order before the closeout of the fiscal year as part of the replacement of a chiller power supply as part of the second-year contract option for professional boiler burner maintenance services from July 1, 2023, through June 30, 2024, on an as-needed basis at Ocean County College (contract originally awarded at the March 16, 2023, Board meeting).
 - An additional \$947.38, for a maximum total of \$50,947.38, to Bahr and Sons Electrical Contractors, Inc., Bayville, New Jersey, for an emergency call involving a blown transformer in the Russell Building as part the professional electrician services from July 1, 2024, through June 30, 2025, on an as-needed basis through the Ocean County Cooperative Contract at Ocean County College (contract originally awarded at the June 27, 2024, Board meeting).

- An additional \$53,000, for a maximum total of \$60,000, to Atlas Elevator, Inc., Barnegat, New Jersey, for additional elevator repair and maintenance services for the rest of the fiscal year through the Ocean County Cooperative Contract at Ocean County College (initial contract was under threshold and did not require Board approval).
- The Board rejected the bids for snow removal services at Ocean County College, received on July 10, 2024, in accordance with New Jersey Statute 18:A 18A-22a, as the lowest bid substantially exceeds the cost estimates for goods or services. Bid Proposal Rejected
- The Board accepted a \$165,930 grant award from Delta Dental of New Jersey Foundation For the SMILE Workforce Grant to secure a significantly upgraded learning environment for Dental Assistant Certificate students for Fall 2024 and beyond to enhance and expand programming. Project Director: Mr. Christopher Brittain, Operations Manager, Workforce and Professional Education. Project Period: July 1, 2024, through June 30, 2027. Grant Accepted
- The Board accepted a \$94,020 grant award from the New Jersey Business and Industry Association (NJBIA) and New Jersey Manufacturing Extension Program, Inc., (NJMEP) for the New Jersey Manufacturing Skills Initiative and Industrial Hygiene/Hazardous Materials Management Program to provide funding to learners toward the Academic and Workforce Industrial Hygiene certificate (\$6,268 each for 15 students). Project Director: Mr. Lincoln Simmons, College Lecturer, Biology. Project Period: July 1, 2024, through June 30, 2025. Grant Accepted
- The Board accepted a \$50,000 grant award from the Lumina Foundation for the Instagram Challenge to support the execution of the College’s marketing and digital outreach strategy. Project Director: Ms. Maureen Conlon, Associate Director of Web Service. Project Period: July 1, 2024, through June 30, 2025. Grant Accepted
- The Board accepted a \$38,317.11 grant award from the National Aeronautics and Space Administration (NASA) for the 2023 Teams Engaging Affiliated Museums and Informal Institutions (TEAMIIANCHOR) for the Robert J. Novins Planetarium to implement Families on Campus Using Science (FOCUS) as a one-year project that will serve middle school students (grades 5-8) and their siblings across grades K-12 to increase their exposure to, and interest in, STEM subjects and to encourage traditionally underrepresented students to pursue STEM education and careers. Project Director: Ms. Cara Muscio, Associate Director of the Planetarium. Project Period: July 1, 2024, through May 31, 2026. Grant Accepted
- The Board accepted a \$2,800 grant award from the Performing Arts Global Exchange to fund Las Guaracheras visit to the Grunin Center at Ocean County College for three performances and two engagement activities over two days: one ticketed evening public performance, one “pop-up” performance in the Student Center, one school matinee performance with engagement activity, and one student workshop. Project Director: Ms. Jaclyn Wood, Assistant Director, Grunin Center, Education and Community Engagement. Project Period: February 25, 2025, through March 28, 2025. Grant Accepted

Bylaw, Policy, and Curriculum Committee

Dr. Garcia presented the Bylaw, Policy, and Curriculum Agenda, including a new 3+1 in Accounting with Stockton University, which was approved unanimously by roll call vote:

- The following items, as accepted by the College Senate at its meeting on July 18, 2024, were approved unanimously upon roll call vote:
 - New Program Options
 - Associate in Science Degree in Advanced and Continuous Studies – Option in Business – Accounting
 - Associate in Science Degree in Advanced and Continuous Studies – Option in Business Administration
 - Associate in Science Degree in Advanced and Continuous Studies – Option in Business Administration – Management
 - Associate in Science Degree in Advanced and Continuous Studies – Option in Business Administration – Marketing
 - Revised Program
 - Associate in Applied Science Degree in Computer Science/Informational Technology
 - Revised Program Option
 - Associate in Applied Science Degree in Computer Science/Informational Technology– Option in Cybersecurity
 - Revised Certificate of Completion
 - Certificate of Completion in Information Technology
 - New Courses
 - ACCT 340, Intermediate Accounting II: Computer Applications
 - ACCT 350, Cost Accounting with Computer Applications
 - BUSN 350, Introduction to Financial Management
 - BUSN 380, Advanced Operations Management
 - CSIT 212, Systems Analysis

Buildings and Grounds Committee

Mrs. Novak introduced Mr. James Calamia, Assistant Vice President, Facilities, who provided an update on several ongoing projects, including the Library Renovation, New Administration Building, Russell Building/VOTEC Renovation, Energy Savings Pilot Program, and the new Entrance Signage. The Buildings and Grounds Report for July 25, 2024, was then unanimously accepted upon roll call vote.

Building/Grounds
Committee Report
Accepted

Personnel Committee

Mr. Leone presented the Personnel Report, which includes the recommendation of a tentative remote work policy for full-time administrators, hourly employees, and College Lecturers, for one day per week, at the supervisor’s approval, provided all offices have adequate coverage. The policy will be reviewed at the end of the fall semester. Mr. Leone also commended Ms. Winchester on the negotiation of the 2024-2029 Adjunct Faculty Association Agreement.

Personnel Report
Approved

The Personnel Report was then approved upon roll call vote with an abstention by Mr. Leone on the Adjunct Faculty Association Agreement.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on August 22, 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
August 22, 2024

The following meetings were scheduled:

Meetings
Scheduled

Thursday, August 22, 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

Dr. Monaco introduced Dr. Racioppi, who presented the enrollment update, sharing that the Financial Aid office received word that FAFSA processing has begun with all 617 student records processed. Fall enrollment continues to lag, in part due to a drop of 299 students for non-payment yesterday. As of today, 98 of these students have re-registered.

Dr. Racioppi shared information on the national headlines dedicated to the decline in young men pursuing college degrees. Dr. Racioppi then shared the current enrollment to OCC by Ocean County high school. In response to Mr. Leone’s inquiry, Dr. Racioppi explained high school enrollments are showing larger declines while experiencing an increasing Hispanic population.

Dr. Sheenah Hartigan and Dr. Kathleen Mohr, Executive Director of Enrollment Services, provided an update on results of outreach by the Success Team, sharing how success coaching positively impact student achievement in terms of student persistence. Each semester the four success coaches combine to make, on average, 10,000 text messages, phone calls, and emails. Shared retention increased for the first time this fall 2.7% for full-time students and 3.9% for part-time students.

Ms. Donna Rosinski-Kauz, College Senate Chair, shared the Senate Bylaw Revision Committee currently meets twice a week revising Bylaws. The draft is being finalized in order to be shared with Trustees prior to seeking approval.

Ms. Patti Martino, Executive Secretary to the President, Kean Ocean, thanked Dr. Monaco and her team for meeting with members of Kean University to discuss improving collaboration in order to attract more students to the campus. She then provided the following Kean Ocean update:

- Mia Weiser and Mohamed Omar. OCC alumni, co-authored “Exploring Recess Policies and Practices in Middle Schools: A School Leadership Perspective,” in the Journal of Teaching in Physical Education, under the supervision of Kean Ocean faculty Dr. Edward Olsen and Dr. KT Kim.
- Amy Johnson, OCC alumna and current Kean Environmental Science student, has been selected to give an oral presentation at the American Shore and Beach Preservation Association’s National Coastal Conference, “Wrangling the Waves of Change: Adapting to Coastal Dynamics,” August 26 to 29, 2024, in Galveston, Texas, chosen from 170 abstracts.
- Five Camp Abilities coaches this year are OCC alumni: Michael Auriemma, Liana DeAngelis, Yasmin Espinosa, Michael Monetti, and Margaret Scheiderman.
- Kean Ocean will hold the next advisement/registration/orientation session on Tuesday, August 6, 2024, from 10:00 a.m. to 3:00 p.m. Kean Ocean Advisors continue to be provided with pertinent OCC scheduling information and welcome an OCC representative to these sessions.

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

- The Fall semester scholarship application period remains open through August 14, 2024. All returning and prospective Ocean County resident students with a minimum 2.0 GPA are encouraged to apply.
- The Foundation Art Collection was gifted an entire portfolio of photographer Francesco Scavullo, which includes original images taken of Cher, Sting, Dianna Ross, and Luciano Pavarotti. Mr. Malagiere thanked Rocco LiCalsi, Kean Ocean alum, for the gift.

Upcoming events include:

- Viking 5K and Fun Run, Sunday, September 8, 2024, on the Campus Mall
- Annual SUP the River, Saturday, September 14, 2024, at the Toms River Yacht Club
- 23rd Annual Golf Classic, Tuesday, October 15, 2024, at Pine Barrens Golf Club

Mr. Malagiere shared the Fall 2024 Blauvelt Lecture Series upcoming events, which include:

- Dan Buettner, September 17, 2024
- Stephanie Ramos, September 25, 2024
- Emiliana Simon-Thomas, October 9, 2024
- Viet Thanh Nguyen, November 6, 2024

President's Report

Dr. Monaco shared the following highlights from the President's Report:

President's Report

- Dr. Monaco met with Dr. David Stout, President of Brookdale Community College, to discuss various opportunities for OCC and Brookdale to work collaboratively.
- On Monday, July 29, 2024, Dr. Monaco will lead a team that includes Dr. Konopka, Dr. Garcia, Dr. Hartigan, Mr. Jonathan Molinaro, Dean of Humanities, Dr. Samantha Glassford, Assistant Dean of Humanities, and Ms. Veronica Guevara-Lovgren, Executive Director of Student Services, to learn about their efforts in serving a population of students whose first language is not English.
- Ms. Susan Naples has been appointed Interim Ocean County Superintendent; she will be sworn in at the August 22, 2024, Board meeting.
- Dr. Monaco commended Ms. Cara Muscio, Associate Director of the Planetarium, for her efforts to secure the NASA Team II Anchor Grant to provide STEM programming to underserved middle school students and their families and to enhance the Planetarium's reputation as a science hub in the community.
- Ms. Muscio recently met with NJ Space Grant and University constituents to discuss piloting a program to put Space Grant-funded college interns at planetariums to learn about informal education careers in astronomy and space science.
- The Nursing faculty selected the book, *The Spirit Catches You and You Fall Down: A Hmong Child, Her American Doctors, and the Collision of Two Cultures*, by Anne Fadiman as the summer read for Nursing students. This book focuses on the interactions between a Hmong family and the American healthcare system that clashes immensely with their cultural beliefs. The information presented in the book will be incorporated throughout the curriculum as students discuss nursing practice, professionalism, ethics, patient care, teamwork, and diversity and inclusion within the healthcare system.
- Dr. Monaco commended the Repertory Theatre Company's production of *All Shook Up*, which opened to rave reviews. A last-minute understudy was needed due to a cast illness last weekend, who stepped in performing wonderfully with two days of rehearsal.

Mr. Dasti commended the President's Report for its detail each month and invites all to read in full.

Upon a request for public comments, Ms. Heidi Sheridan, Executive and Artistic Director of the Grunin Center, shared tickets are on sale for the 2024-25 season at the Grunin Center and the Planetarium. Ms. Sheridan also commended Ms. Cara Muscio for her work on the NASA Grant. Public Comments

Mr. Zabarsky commended the continued partnership with Kean Ocean, which has offered his son wonderful opportunities since receiving his Associate Degree at Ocean County College.

With no further comments from the Board members or the public, the meeting adjourned at 4:47 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Special Assistant, Operations
Office of the President