



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**September 26, 2024**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 3:30 p.m. on Thursday, September 26, 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 September 19, 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. Frank Dupignac, Ms. DiAnne Gove, Ms. Susan Naples, Mr. Joseph Teichman, Ms. Cheyenne Severin, 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. Attendance

The minutes of the August 22, 2024, Board of Trustees closed session and public meetings were unanimously approved by roll call vote. Minutes Approved

Upon a request for public comments by Mr. Dasti, Dr. Ali Botein-Furrevig, Director of the Center for Holocaust, Genocide, and Human Rights Education, discussed programs offered by the center for the Fall and Spring semesters, beginning with Kristallnacht Observance in November, Degenerate Art in December, a book discussion in January, Hitler's other victims – the 5 million non-Jewish groups targeted by the Nazis, an interfaith panel discussion in February, a Yiddish film festival in March. Public Comments

Dr. David Bordelon, Professor of English and FAOCC President, shared the FAOCC feels strongly that, in order to teach at the College, a full master's degree in the subject area is needed.

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. Ms. Winchester discussed revisions to the FY 25 Budget, which are based on the reduction of \$2.5 million in State aid and Fall enrollment not meeting original projections. In order to have a balanced budget, open position vacancies will not be filled unless necessary, and all expenses will be reviewed for the remainder of the year. The Finance Agenda was then approved unanimously as submitted upon roll call vote.

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| ➤ The statement of income and expenditures as of August 24, 2024, was accepted.  | Income/Expenditures Accepted                                      |
| ➤ The revised Ocean County College FY 2025 Budget was approved.  | OCC FY 2025 Revised Budget Approved                               |
| ➤ A resolution was adopted authorizing the president to execute the operating agreement with the Ocean County Vocational Technical School and any and all other documents necessary to effectuate the partnership to house the OCVTS Pre-Nursing program on the OCC campus.  | Resolution Adopted Authorizing the President to Execute Agreement |
| ➤ The following contracts were awarded:  | Contracts Awarded   |
| ➤ A maximum of \$45,000 to Berry, Sahradnik, Kotzas and Benson, P.C., Toms River, New Jersey, for the first year of a two-year contract for legal services at Ocean County College.  |   |
| ➤ A maximum of \$249,000 to Matrix New World Engineering, Land Surveying and Landscape Architecture, PC, Eatontown, New Jersey, for professional ecological engineering services for phase 2 of the Nellie Bennett Marsh Restoration Planning project administered by the Barnegat Bay Partnership (BPP) at Ocean County College.            |   |
| ➤ A maximum of \$67,359 to Suburban Trails, Inc, New Brunswick, New Jersey, for the first year with a second-year contract option for transportation services for OCC athletic teams for sporting events at various locations, various Student Life trips at Ocean County College, and various college activities, performances, and events. |   |
| ➤ Resolutions were adopted to award the following contracts:   | Resolutions Adopted for Contract Awards                           |
| ➤ A maximum of \$22,745 to The Computing Technology Industry Association, Inc., Downers Grove, Illinois, for the purchase of access keys and vouchers for students enrolled in cybersecurity courses at Ocean County College.  |   |
| ➤ A maximum of \$95,000 to Fellowship Travel International, Inc., Ashland, Virginia, for travel services from September 26, 2024, through September 25, 2025, for the OCC Study Abroad Seminar in France.  |   |

- A maximum of \$75,000 to Able Ford of New Jersey, Inc. dba All American Ford, Subaru and Isuzu, Old Bridge, New Jersey, for the purchase of a Ford F-250 utility vehicle for use by the Facilities Department at Ocean County College.
- The following contracts were amended: Contracts Amended
  - An additional \$5,100, for a maximum total of \$30,100, to Success Advertising, Inc., Whippany, New Jersey, for a billboard rental to advertise OCC Manahawkin (contract originally awarded at the April 27, 2023, Board meeting).
  - An additional \$25,000, for a maximum total of \$40,000, to Jay Hill Repairs, Fairfield, New Jersey, for anticipated appliance repairs for the remainder of the fiscal year as part of the repair, maintenance, and installation of various kitchen appliances through the Hunterdon County Educational Services Commission (HCESC) Cooperative Contract at Ocean County College (initial contract was under threshold and did not require Board approval).
  - An additional \$15,000, for a maximum total of \$115,694.82, to Johnson Controls, Inc., Blackwood, New Jersey, for repairs to the Conference Center system as part of the chiller maintenance services at Ocean County College (contract originally awarded at the April 27, 2023, Board meeting).
  - An additional \$15,000, for a maximum total of \$45,000, to KT's Office Services, LLC, Lanoka Harbor, New Jersey, for battery replacements in the Data Center as part of the contract for power supplies and campus-wide printer maintenance services through the National Cooperative Purchasing Alliance (NCPA) at Ocean County College (contract originally awarded at the May 30, 2024, Board meeting).
  - An additional \$2,000, for a maximum total of \$97,490, to SSP Architects, Somerville, New Jersey, for updated drawings and specifications for bidding based on results from environmental testing performed in Building #11 as part of the Grunin Music Room Renovation Project at Ocean County College (contract originally awarded at the July 28, 2022, Board meeting).
- The contract awarded at the June 27, 2024, Board meeting to Harring Fire Protection, LLC, Folsom, New Jersey, for Fire Equipment Inspection Services was rescinded, as the College has determined that Harring Fire Protection, LLC, does not directly hold the required certifications to perform the contracted work. Rescission of Contract Award
- The Board approved the scheduling of a sale of surplus Facilities/Warehouse items no longer needed by the College. Sale of Surplus Items Approved
- The Board authorized Ocean County College to enter into the Educational Cooperative Pricing System, a cooperative pricing agreement with the Educational Services Commission of Morris County serving as the lead agency, for the purchases of school supplies, equipment, and other related goods. Resolution Adopted

- The Board accepted a \$202,570 grant award from the Office of the Secretary of Higher Education (OSHE) to transition the Center for Adult Transitions to an on-campus program to enhance programmatic support for adults with intellectual and developmental disabilities to transition into the most independent living possible, aligned with their achievement level. Project Manager: Ms. Eileen Schilling, Executive Director, Workforce Initiatives. Project Period: July 1, 2024, through June 30, 2025.

Grant Accepted
- The Board accepted a \$345,000 OCWDB Youth Employment Activities grant from the Ocean County Department of Human Services and the Ocean County Board of Commissioners for the purpose of allowing Ocean County College to continue providing free services to out-of-school young adults between the ages of 16 to 24, offering participants workforce skill development, career guidance, on-the-job shadowing, mentoring, and financial literacy. Project Manager: Ms. Gina Opauski, Director, Community and Workforce Development. Project Period: October 1, 2024, through September 30, 2025.

Grant Accepted
- The Board accepted an \$850,000 Barnegat Bay Partnership Implementation grant from the U.S. Environmental Protection Agency. This cooperative agreement with USEPA Region 2 provides base funding for the implementation of BBP's 2012 Comprehensive Conservation and Management Plan, which has four priorities: water quality, water supplies, living resources (habitats, fish and wildlife), and land use. The agreement provides funding for BBP staff to work with its management conference, that is, the BBP partners whose efforts contribute significantly to the protection and restoration of, and education regarding the Barnegat Bay. Project Director: Dr. Stan Hales, Director, Barnegat Bay Partnership. Project Period: July 1, 2025, through June 30, 2028.

Grant Accepted
- The Board accepted a \$909,800 Barnegat Bay Partnership Bipartisan Infrastructure Law (BIL) FY23 Implementation grant from the U.S. Environmental Protection Agency. This Bipartisan Infrastructure Law (BIL) cooperative agreement provides significant funding to advance all BBP CCMP priorities. Thus, funds are committed to projects and activities regarding water quality, water supplies, habitat protection and restoration, and land use. In addition, 40% of all BIL funds are committed to advancing Justice40 requirements to benefit underserved communities (i.e. overburdened communities, as defined by New Jersey's Environmental Law). Project Director: Dr. Stan Hales, Director, Barnegat Bay Partnership. Project Period: October 1, 2022, through March 31, 2029.

Grant Accepted

#### Bylaw, Policy, and Curriculum Committee

Dr. Garcia discussed the memorandum of understanding signed today by OCC and Stockton University that expands the Transfer Pathways agreement to include a 3+1 pathway partnership agreement for majors in Accounting, Marketing and Business Administration, and a 2+2 pathway for Social Work. Dr. Garcia then presented the Bylaw, Policy, and Curriculum Agenda, which was approved unanimously by roll call vote:

- Policy #3111C, Personnel, Academic Staff and Faculty, General, Qualifications for Embedded Adjunct Instructors, was rescinded.

Policy Rescinded
- The following items, as accepted by the College Senate at its meeting on September 19, 2024, were approved unanimously upon roll call vote:

College Senate Items Approved

- New Program Option New Program Option
  - Associate in Science Advanced and Continuous Studies – Option in Hospitality, Tourism, and Event Management
- New Course New Course
  - PSYC 161, Introduction to Applied Behavior Analysis
- Revised Courses Revised Courses
  - CRIM 253, Ethics in Criminal Justice
  - ENGR 221, Engineering Statics
  - LAAW 201, Legal Research and Writing for Paralegals

#### Buildings and Grounds Committee

Mrs. Novak provided an update on several ongoing projects, including the new Entrance Sign, Library Renovation, Grunin Center Lighting Upgrade, and the Grunin Center Lobby Extension. The Buildings and Grounds Report for September 26, 2024, was then unanimously accepted upon roll call vote. Building/Grounds Committee Report Accepted

#### Student Experience Committee

Dr. Racioppi shared he and Ms. Severin met and discussed how the newly formed Student Experience Committee will function. The Student Government Association President will be invited to address the Trustees at each meeting, with scheduled presentations by students and the Student Affairs division. Student Experience Committee Report

#### Personnel Committee

In the absence of Mr. Leone, Ms. Winchester presented the Personnel Report, which was unanimously accepted as submitted 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 November 7, 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 November 7, 2024

The following meetings were scheduled:

<b>Thursday, November 7, 2024</b>	1:30 p.m.	Finance Committee	<span style="float: right;">Meetings Scheduled</span>
	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 Regular Public Monthly Meeting  
following

Dr. Monaco introduced a recommendation to adopt a resolution proclaiming September 15, to October 15, 2024, as Hispanic Heritage Month at Ocean County College, which was adopted upon unanimous roll call vote.

Resolution Adopted to Proclaim Hispanic Heritage Month at OCC

Dr. Monaco introduced Dr. Racioppi who presented the enrollment update, sharing 2024 Fall enrollment is currently down 125 students and 3.45% in credits as compared to Fall 2023. Dr. Racioppi compared demographic details for gender, race/ethnicity, and age, as well as student type (continuing students – retention, new students – recruitment, stop out students – returning students).

Dr. Racioppi also shared 22.49% of the 2024 Ocean County High School graduation population has registered for Fall classes, resulting in a 2.78% - 112 student decrease as compared to 2023.

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

- The receipt of a \$67,000 grant to build out programs in Project Management.
- Discussions with Community Medical Center regarding a Patient Care Technician program are underway.
- Receipt of a \$202,570 grant from the Office of the Secretary Higher Education for the Center for Adult Transition to allow students with intellectual and developmental disability to continue their education at the college level.
- The ESL program continues to grow, serving 412 students this semester, which is an increase of 130 students with the possibility of two additional cohorts, tripling the capacity at the College. Mr. Thomas Gialanella, Educational Partnerships Associate, and Mr. Shawn Zakar, Executive Director of Workforce Education, are working towards providing ESL services to K-12 partners, following a meeting with Mr. Kevin Smith, Foundation member.
- Dr. Konopka thanked Mr. Ken Malagiere, Executive Director of the OCC Foundation, for providing 22 scholarships worth \$45,000 to WPE students. Unlike credit students, non-credit students do not have access to aid and are not eligible for student loans. In addition, applications for several grant opportunities have been submitted to offer financial support to these students.

Dr. Monaco shared Toms River Schools hosts an Adult English as a Second Language night program and OCC has been asked to assist with instruction. Mr. Gialanella also has set up an opportunity with Brick Township schools and Seeds of Service. Language needs in the community are not limited to Spanish, but also include French, Turkish, and Ukrainian.

Ms. Donna Rosinski-Kauz, College Senate Chair, shared the Senate Bylaw Revision Committee has completed the draft Bylaw revisions. The committee will meet with Dr. Monaco on Monday, September 30, 2024. Next steps will include public hearings, similar to Cabinet Connections, to provide comments and ask questions regarding the document. Dr. Monaco commended the leadership of Ms. Rosinski-Kauz on this project.

Dr. Monaco introduced Dr. Jessica Adams, Dean of Kean Ocean, who shared OCC students are invited to attend all Kean Ocean activities. Kean Ocean Spring 2025 registration sessions begin November 15, 2024. Former OCC/Kean Ocean student Brandon Goodwin is commended for completing a Doctor of Osteopathic Medicine.

Lastly, Dr. Adams reported 64 students were referred back to OCC to complete 348 credits as part of their OCC requirements.

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

- The Foundation has awarded over \$300,000 in scholarship support this Fall semester, not including Jump Start and Academy awards, representing a 62% increase in applications.
- The annual audit of the Foundation is complete and the full report will be presented at the Foundation's November full board meeting. Mr. Malagiere thanked Ms. Lisa Hussain, OCC Foundation Advancement and Database Coordinator; Ms. Colleen Adams, Accountant; and Ms. Mary Lancaster, Controller; for all they did in preparation for and hosting the auditors.
- Annual Endowment Reports are scheduled to be completed this Fall. Thanks to all College teams who assist in this process.
- The Viking 5K and Fun Run, was held on Sunday, September 8, 2024, on the Campus Mall, with Dr. Monaco finishing with a Silver medal.
- The Annual SUP the River, was held on Saturday, September 14, 2024, at the Toms River Yacht Club, with Dr. Jessica Adams finishing first place overall in the 2 Mile Stand up Paddle Board Race.

Upcoming events include:

- 23<sup>rd</sup> 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:

- Emiliana Simon-Thomas, October 9, 2024
- Viet Thanh Nguyen, November 6, 2024

Dr. Monaco commended Mr. Malagiere for attending and emceeding many evening events.

### President's Report

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

President's Report

- The Tutoring Center will be dedicated on Tuesday, October 1, 2024, as the Dr. William J. Rickert Academic Support Center, for playing a significant role in ensuring the excellence of Ocean County College and his dedication to students.
- Ms. Stephanie Kroeger, College Lecturer in Accounting, announced that the School of Business and Social Sciences will open a Volunteer Income Tax Assistance site on OCC's campus for the Spring semester. The site has been approved by the Internal Revenue Service. Students can volunteer for various roles and gain hands-on experience in tax preparation, receive IRS certifications, and include volunteer work on their resumes.

- Adjunct Assistant Professor of Flute Beomjae Kim has joined the symphonic orchestra of the New York Pops, the largest independent pops orchestra in the United States. She will perform in its 41<sup>st</sup> season at Carnegie Hall.
- At the Fall Colloquium, the three recipients of the Outstanding Teaching Award were announced:
  - Full-time faculty member: Nat Bard, Studio Arts Professor and Fine Arts Program Chair
  - College Lecturer: Dr. Sharon Scrofine, School of Nursing
  - Adjunct faculty member: Melissa Mocarski, School of Business and Social Sciences

The three recipients have joined the President’s Cabinet for the academic year. Dr. Monaco commended Ms. Winchester, who put together a comprehensive training for the recipients as an introduction to the Cabinet.

- Princeton University has asked to partner with OCC on its Transfer Scholars Initiative, an immersive, 8-week summer program for community college students to take two for-credit Princeton courses at no cost.

Upon a request for public comments, it was noted that the College community is happy with the new food service provider. Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 4:30 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Special Assistant, Operations  
Office of the President