



Essex County College
Board of Trustees
PUBLIC MEETING MINUTES

April 20, 2021

4:30 pm

Via Zoom Webinar

In Attendance: M. Bolden; I. Cruz; J. Grimes; L. Guyton; C. Morales; B. Robinson; J. Wright; J. Zarra;
A. Boakye, Interim President; M. Townes, Board Counsel

Excused: A. Lewis

Call to Order/Roll Call

The meeting was called to order by the Chair, Trustee Bolden at 4:35 pm. Following roll call, a quorum, of eight trustees present, was declared for the meeting.

Open Public Meetings Act Announcement

Trustee Grimes then read the Open Public Meetings Act announcement as follows:

In compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this regular meeting of the Board of Trustees of Essex County College was provided in the following manner:

Advance written notice of this virtual meeting was filed on January 7, 2021 and written notice for this meeting was provided to the Essex County College Community, indicating that the meeting will be held in accordance with the Open Public Meetings Act, P.L. 1975 c 231 and the Governor of New Jersey's Executive Orders 102 and 104 regarding COVID 19 Emergency Actions. Notice of the meeting was also posted on the College website at www.essex.edu. According to records of Essex County College, we have not received written requests or prepayment from any parties for advance notice of meetings.

Moment of Silence

Madame Chair called on Dr. Boakye to lead a moment of silence. Dr. Boakye announced the passing, on yesterday, of one of our outstanding professors, Dr. Charles Reid. Dr. Reid served the College for over two decades in various capacities. He will truly be missed. A moment of silence was held in remembrance of our friend and colleague, Dr. Reid.

Trustee Bolden also extended condolences to Dr. Reid's family on behalf of the Board.

Minutes

Minutes of the March 23, 2021 meetings of the Board were moved for approval by Trustee Grimes. Trustee Cruz seconded the motion. **The motion carried unanimously.**

Minutes of the February 23, 2021 meetings of the Board were moved for approval by Trustee Zarra. Trustee Morales seconded the motion. **The motion carried unanimously.**

Communications

Trustee Grimes announced that no communications had been received.

Public Comments on Agenda Items

There were no comments on agenda items.

Finance Committee Report

Trustee Zarra reported that the Finance Committee met, vetted and recommended the approval of actions 3-1.1 through 3-2.1:

3-1.1/4-2021	Authorize the Award of a License Renewal for VMware Dell Computers, Round Rock, TX College Funded – Operating Expense	\$9,095.16
3-1.2/4-2021	Authorize the Award of a Purchase of F5 Network Transceivers – Degree Works SHI International Corporation, Somerset, NJ College Funded – Operating Expense	\$2,730.20
3-1.3/4-2021	Authorize the Award of an Amendment to Contract for Additional Architectural Services Arcari & Iovino Architects, PC, Little Ferry, NJ Chapter XII Funded – Capital Expense	\$7,900.00
3-1.4/4-2021	Authorize the Award of a License for Telephone Remote Access Johnston GP, Inc. DBA Johnston Communications (JCT Solutions), North Arlington, NJ CRRSAA Grant Funded – Operating Expense	\$6,576.00
3-1.5/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services Johnson Controls Fire Protection, LP, Rockaway, NJ College Funded – Operating Expense	\$72,306.68
3-1.6/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for HVAC Preventive Maintenance Services and General Repair Services McCloskey Mechanical Contractors, Inc., Blackwood, NJ College Funded – Operating Expense	\$63,336.00
3-1.7/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for Maintenance, Service, and Repairs for Elevators #1-11 Richmond Elevator Co., Staten Island, NY College Funded – Operating Expense	\$28,377.24
3-1.8/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for Heating Boilers Maintenance & Service Magic Touch Construction, Jersey City, NJ College Funded – Operating Expense	\$20,010.00
3-1.9/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for Pest Control Services E&G Exterminators, Inc., South Amboy, NJ College Funded – Operating Expense	\$14,716.00

3-1.10/4-2021	Authorize the Payment for Repairs to the Fire Alarm, Fire Suppression Systems Johnson Controls Fire Protection, LP, Rockaway, NJ College Funded – Operating Expense	\$5,031.00
3-1.11/4-2021	Authorize the Service for Repairs to the Police Headquarters and the Supervisors Office Area DeSesa Engineering Company, Inc., Livingston, NJ College Funded – Operating Expense	\$3,734.90
3-1.12/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for Stationery and Office Supplies WB Mason Co., Inc., Secaucus, NJ College Funded – Operating Expense	Amount not to Exceed \$65,000.00
3-1.13/4-2021	Authorize the Award of Second-Year of the Two-Year Proposal for Medical Services for Students and Employees Ironbound Medical Services, Newark, NJ College and Student Athletics Funded – Operating Expense	Amount not to Exceed \$121,015.00
3-1.14/4-2021	Authorize the Award of a Bid for Perkins Engineering Equipment CDW Government, LLC, Vernon Hills, IL Carl D. Perkins Funded – Operating Expense	\$36,759.00
3-1.15/4-2021	Authorize the Award of a Bid for Perkins Engineering Supplies/Software Pasco Scientific, Roseville, CA Carl D. Perkins Funded – Operating Expense	\$21,139.16
3-1.16/4-2021	Authorize the Award of Advertisement Services Irving Street Rep, Inc., Paterson, NJ New Jersey Educational Opportunity Fund (EOF) – Operating Expense	Amount not to Exceed \$14,000.00
3-1.17/4-2021	Authorize the Award of Additional Services for Audit of the College’s Financial Statements Clifton Larson Allen, LLP, Minneapolis, MN College Funded – Operating Expense	\$6,352.50
3-1.18/4-2021	Award of a Contract for Professional Consulting Services Ron Goldfarb, Prospect, CT College Funded – Operating Expense	\$5,500.00
3-1.19/4-2021	Authorize the Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense	\$2,445.00
3-1.20/4-2021	Authorize the Payment for Legal Services O’Toole Scrivo LLC., Cedar Grove, NJ College Funded – Operating Expense	\$3,560.00

3-1.21/4-2021	Authorize the Award of a procurement for E-Books and Periodicals Library Collection ProQuest, LLC., Ann Arbor, MI Minor Capital Funded (\$120,000) – Operating Expense College Funded (\$2,236.26) – Operating Expense	\$122,236.26
3-1.22/4-2021	Authorize the Award of a Service for Banner Student eTranscript Implementation Ellucian Company, L.P., Chicago, IL Cares II Institutional Funds – Operating Expense	\$10,528.00
3-2.1/4-2021	Write-Off of Outstanding Tuition Receivables	

Trustee Morales moved the recommendation of the Finance Committee for approval. Trustee Wright seconded the motion. **The motion carried unanimously.**

Mr. Townes, Board Counsel was called upon to present the action 3-2.2/4-2021 to authorize a contract for the Presidential Search. He read into the record the following:

RESOLUTION AUTHORIZING CONTRACT WITH THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES FOR EXECUTIVE SEARCH SERVICES

WHEREAS, Essex County College currently employs an Acting President and seeks to employ a full-time President; and

WHEREAS, in accordance with Board Policy, the Board of Trustees is seeking to retain a search firm to assist in the search for the College President; and

WHEREAS, it is prudent to contract with a search firm that will involve internal and external constituencies, assist the office of human resources, recruit candidates, screen applicants, identify top candidates to be interviewed, conduct exhaustive reference checks, organize an inclusive interview process; and

WHEREAS, the Association of Community College Trustees (“ACCT”) provides executive search services and has indicated a willingness to provide their services to the College; and

WHEREAS, a determination has been made that ACCT is qualified to provide such services to the College and that it is in the best interests of the College to retain ACCT in connection with the search for the College President; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Essex County College hereby authorizes the execution of a contract with the Association of Community College Trustees in a form similar to that attached hereto and for an amount not to exceed \$48,000.00.

BE IT FURTHER RESOLVED, that the Board Chair, Board Counsel, and General Counsel are directed to take such action as is necessary to effectuate the terms of the Agreement.

Trustee Zarra moved the action for approval. Trustee Morales seconded the motion. **The motion carried unanimously.**

Personnel Committee Report

Trustee Grimes reported that the Personnel Committee met and recommended for approval actions 4-1 through 4-9:

Appointments

- 4-1/4-2021 Samantha Brannigan
Assistant Director, Institutional Effectiveness
Institutional Effectiveness, Planning and Assessment
Salary: \$55,000
Effective May 10, 2021
- 4-2/4-2021 Carlos Vazquez
Administrative Assistant – Scheduling
Academic Affairs
Salary \$50,000
Effective May 3, 2021
- 4-3/4-2021 Dionna Calloway
Teacher Assistant
Child Development Center
Salary: \$23,500
Effective May 3, 2021

Granting of Tenure

- 4-4/4-2021 Mary Jenkins
Instructor – Social Work
Social Sciences Division
Salary: \$57,976
Effective January 1, 2022
- 4-5/4-2021 Kenneth Mailly
Instructor – Physical Therapy
Nursing and Health Sciences Division
Salary: \$62,715
Effective September 1, 2021

Re-Appointment Listing

4-6/4-2021	Effective Period	
Administrative Personnel	09/01/2021 – 09/31/2022	23
Administrative/Confidential Personnel	09/01/2021 – 08/31/2022	19
Tenure-Track and Non-Tenure Track Faculty	09/01/2021 – 08/31/2022	9
Professional Personnel	07/01/2021 – 06/30/2022	100
Professional/Confidential Personnel	07/01/2021 – 06/30/2022	22
	Total Employee Renewals	173

Retirements

- 4-7/4-2021 Stephen Keister
Librarian, Professor
Martin Luther King Library
Effective June 30, 2021

Mary Kyei
Security Officer
Public Safety
Effective May 31, 2021

Tommie Hugee
Security Officer
Public Safety
Effective May 31, 2021

George Murphy
Security Officer
Public Safety
Effective May 31, 2021

Carlos Chirino
Police Officer
Public Safety
Effective April 30, 2021

Resignations

4-8/4-2021 Syrion Jack
Deputy General Counsel / Chief Compliance Officer
Compliance
Effective March 26, 2021

Joy Tolliver
General Counsel
Legal Affairs
Effective April 9, 2021

Jeremy Alvarado
Security Officer
Public Safety
Effective March 12, 2021

Peter Denis
Police Officer
Public Safety
Effective March 14, 2021

Supplement

4-9/4-2021 Rosa Reyes
Additional Responsibilities – Purchasing
04/01/2021 – 06/30/2021
Amount: \$2,500

Trustee Cruz moved the Personnel Committee recommendations for approval. Trustee Zarra seconded her motion. **The motion carried unanimously.**

Educational Programs Committee Report

On behalf of Dr. Lewis, Trustee Zarra made the report for the Educational Programs Committee. He indicated that four actions are recommended for approval. Action 7-1.1 was presented for approval separately.

7-1.1/4-2021 Acceptance of Funds: Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant

Action 7-1-1 was moved for approval by Trustee Grimes. Trustee Morales seconded her motion. **The motion carried:** six (6) yeas, two (2) abstentions.

Actions 7-1.2 through 7-1.4 were then offered for approval by Trustee Zarra.

7-1.2/4-2021 Budget Modification: Strengthening Career & Technical Education for the 21st Century Act (Perkins V)

7-1.3/4-2021 Acceptance of Agreement and Acceptance of Funds: Southern New Jersey Perinatal Cooperative

7-1.4/4-2021 Acceptance of Funds: NJ Department of Children and Families

The actions were moved for approval by Trustee Morales. Trustee Robinson seconded the motion. **The motion carried unanimously.**

Site Facilities and Equipment Committee Report

Trustee Morales indicated that action 7-2.1 was recommended for Board approval.

7-2.1/4-2021 Conduct an Online Auction

The motion to approve was made by Trustee Cruz and seconded by Trustee Robinson. **The motion carried unanimously.**

Policy and Governance Committee Report

Trustee Cruz advised that the Committee did not meet; nor had they any items to present to the Board.

Community Relations Committee Report

Trustee Wright reported that there were no action items to present to the Board. The committee did meet and discussed: 1) the Gala which will be scheduled for sometime in 2022; 2) holding a golf outing in the fall to raise money; 3) the relationship with the Foundation Board; 4) scheduling a townhall meeting; 5) grant applications; and, 6) meeting with legislators. She also advised that short videos of current and former ECC students are being produced to assist in recruiting high school students.

Alumni Association Report

There was no report from the Alumni Association.

Student Government Association Report

The Student Government Association Report, prepared by Jessica Lopez, SGA Vice President is attached at Appendix A.

Faculty Association Report

Prof. Frank began his report expressing that the passing of Dr. Charles Reid was a great loss for the College and the students he served; and, that Dr. Reid will be missed by the entire college family. He stated that the ECC Faculty members, left, are truly members of a family and a loss of any one of the members is heart rendering. He noted that Dr. Boakye, Dr. Williams and Prof. Pernia visited with Dr. Reid last Saturday, which is what the ECC family does.

He further advised that the faculty do not forget retired brethren either. He noted that following the Board meeting, faculty were hosting a virtual gathering to celebrate the life of recently departed Dr. Charles Larkin, who served as President of the Faculty Association from 1984 to 2008. Dr. Larkin was a founding member of the College in 1968 and held the honor of Professor Emeritus. He continued to work with and for students for years after his retirement.

Prof Frank noted that Dr. Peter Myers of the Social Science Division will be remembered in a May celebration of life.

Prof Frank then talked about the coining of the phrase 'College Family' early in the College's history to reflect the unique connection with one and other. He then illustrated participation in the Shared Sacrifice as an example of what all members of the ECC family agreed to do when President Boakye asked; even though faculty nor staff had received raised in three years - because that is what a family does.

Prof. Frank then pointed out the retirement of Dr. Steven Keister, master librarian, stating that he is irreplaceable. He also expressed thanks for the two faculty members, Mary Jenkins and Kenneth Maily who received well deserved tenure appointments. Prof. Frank advised that after the loss of many faculty under the fiscal exigency of previous administrations, there are only three faculty members left to tenure and they are in the first year of their tenure track. He said the college will lose viability of faculty are not replaced – at last count, there are only about seventy full time teaching faculty, overworked and overwhelmed. He stated in the early years of the College there were three times that many faculty serving about the same number of students that we have now.

He then acknowledged that preparations for Middle States are proceeding in good form, but expressed concern that due to the pandemic we may not meet their standards. He said no one can say with any degree of certainty when substantial in person instruction will return and enrollment be increased. He noted that Academic Affairs is planning for in person instruction for the Fall semester.

Prof. Frank shared some good news: the efficacy of the vaccines and the federal rescue plan which should alleviate some of our fiscal concerns. He said the rescue plan provides compensation for loss of revenue due to declining enrollment.

He closed his report, stating that we are lucky to have such an outstanding president as Dr. Boakye and the academic leadership team of Dr. Williams and Prof. Emeritus Don Yee.

He asked for information regarding the makeup of the Presidential Search Committee.

President's Report

Dr. Augustine Boakye began his report by expressing thanks on behalf of the College and Dr. Reid's family for the support shown to Dr. Reid over the last few months, especially when he was in the hospital.

He then shared, expounding with comment, his written report which is attached at Appendix B.

New Business

The Board Chair called for new business; there was no response.

Public Comments

Public comments submitted by Prof. Mary Jenkins were read into the record and are attached at Appendix C.

Madame Chair responded to Prof. Frank's inquiry about the composition of the Search Committee. She advised that the Committee is constituted of nine individuals including faculty, staff, community leaders and trustees. She further stated that the due process is for a limited search. She hopes to get the search done expeditiously and was hopeful that the College would be reimbursed for the cost of the search. Trustee Bolden commented that she thinks all will be better served by going through the process to put in place a permanent college president as soon as we can.

Notice of Executive Session

Trustee Grimes was asked to read the Notice of Executive Session. She read as follows:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Essex County College shall hold, hold, following this meeting and prior to its next scheduled meeting on May 18, 2021 at 4:30 PM, an Executive Session to discuss the following topics, the general nature of which is limited to Collective Bargaining Agreements, Pending and Existing Contractual Negotiations, Litigation and Personnel Matters. The discussion of these said topics shall be disclosed to the public as soon as reasonable.

Adjournment

Madame Chair asked for a motion to adjourn. On a motion from Trustee Robinson, the meeting was adjourned at 5:19 pm by consensus.

Student Government Association Report

SPRING 2021

-Food Distribution

Student Government Association held another successful food pantry distribution event on April 16th. We've distributed about 220 pounds of food to 12 students in need. We've also distributed water, juice and toiletries. We have scheduled another distribution date for April 30th from 4-6pm. We are also planning 2 more distribution events in May.

-Volunteer Opportunities

We will partner with Jersey Cares to volunteer in the Newark area before the end of the semester and later in the summer as a Student Government Association kickoff for the next school year.

-Aunt Flow Project

We will continue to advocate for Essex County College's participation in the Aunt Flow program, whose mission is to provide free of charge menstrual products to students via dispensers in campus restrooms

-Credibility Project

Student Government Association Vice-President Jessica Vega will partner with the Essex County College Art, Communications and New Media Technology Department as a guest speaker to deliver the 2021 Virtual Art Showcase on April 23rd from 12pm-2pm.

-Student Life Virtual Cafe

Student Government Association Vice-President Jessica Vega, Treasure Nicholas Mendez, and Secretary Manuel Simo, were guest speakers on the April 6th episode of Essex County College's Virtual Cafe. They were representatives of the Student Government Association to highlight the accomplishments that the group had during the Winter/Spring 2021 Semester and spoke about the upcoming events that the Student Government Association had to offer

Submitted by

Jessica Lopez SGA Vice President

Memorandum

To: Dr. M. Bolden & the Board of Trustees
From: Dr. Augustine A. Boakye, Interim President, Essex County College
Date: April 20, 2021
Re: President's Report

General:

The College continues to implement precautions for preventing spread of COVID-19 pandemic.

- ❖ The number of cases reported at the College has reduced significantly over the last two months.
- ❖ We continue to encourage all employees and students to participate in the multiple free COVID-19 testing exercise as well as the vaccinations. ECC Gymnasium continues to be a site for COVID-19 vaccination.
- ❖ Staff are verbally reporting that they have either received or scheduled their vaccination.
- ❖ We continue to provide face shields and face masks to the staff as well as hand sanitizers.

The College through the Community, Continuing Education and Workforce Development, organized Yoga exercises as a way of bringing the community together and lower stress levels. We appreciate Professor Milena Rubinstein leading this program and sharing her practice with the staff.

Academics:

The spring semester is so far moving smoothly. The Summer and Fall semesters are open for registration. The College has purchased computers and secured Internet Access for students who may need the tools to successfully complete their coursework. We continue to encourage all students to check their emails and respond accordingly to communication on eligibility for the various funding sources available to them at this time. We are encouraged to continue informing our students that despite the pandemic, now is the best of time to receive support in achieving their education or employment goals **at no-cost or very little cost.**

Our English and Math faculty have carefully put together new paths for incoming students by redesigning the developmental courses and their sequences. This new approach simplifies and accelerates the students' preparedness as well as their ability to register for college level courses.

Our Academic Affairs, led by Dean Vieira and Professor Emeritus Don Yee, launched the College's first Electronic Catalog just in time for new student orientations for the next academic year. This was a large and very important project that is key to the College's mission since it guides our students in choosing their majors and certificate programs.

Led by the IT department, the staff are receiving training on Elevate and Banner 9 software. This will enhance the skills of the staff as well as improve the efficiency and automation of previous manual processes.

The RN Nursing students who took their NCLEX exam in the first quarter of this year achieved 100% passing score. We congratulate the students and applaud the work of the faculty for a job well done.

Finances

The Board of School Estimate (BOSE) met and approved the FY Chapter XII budget. The County also provided an additional of \$250,000 for the improvement of the Gymnasium.

The negotiations with the Collective Bargaining Units are in progress.

Projects:

The capital projects at the College are progressing nicely and additional future projects are under review and discussion.

Community Relations:

Dr. Boakye continues to participate in all NJ Presidents Council Meetings to advocate for funds and contribute to the success of our state colleges. He also participates in regular meetings with the County leaders to share key updates on the College.

Dr. Boakye participated in a meeting organized by Newark City Learning Collaboration (NCLC) where both Mayor Baraka and the local University Presidents discussed ways to team up and collaborate to support our community during and after the Covid period.

Dr. Boakye also had a successful meeting with local elected officials to discuss the current status of the College and to elicit their support.

Dr. Boakye is working with a group of ECC alumni to help rebuild a stronger and energized association.

Middle States:

As required by Middle States, the College conducted a successful Town Hall meeting to discuss the process and stages of the 2023 reaccreditation. The faculty members are participating in committees for discussion on the overall study and they are also receiving training on SPOL to capture supporting data.

Other Notes:

This year's Virtual Graduation/Commencement event is scheduled to be held on June 4. A committee is overseeing the overall process to ensure its success.

Madam Chair, this ends my report. Thank you.

I want to first thank God for allowing me to achieve this wonderful honor. I want to thank the Board of Trustees, President Boakye, Dr. Williams, and all of the administrative leaders for their confidence in my work and ability. I would like to thank Dr. Stein, Dr. Steplight-Johnson, the Counseling Department, the Graphic Department, especially Mr. Stephen, for their assistance. Also, my wonderful students for their support. I especially want to thank my exceptional-wonderful team-The Mighty Social Sciences Division. Thank you Dr. Davis, Dr. Tandoh, Dr. Khalfani, Dr. Pinderhughes, Dr. Carter, Professor Harvest, Patricia Seward and to the Social Sciences professors that have retired. I would not have gotten this far without your continuous support and encouragements. I would like to thank my family for their support. I would especially like to thank my awesome chairperson, Chair Bridgeforth, for her leadership, and guidance.

Lastly, I would like to thank Dr. Charles Reid. Dr. Reid and I were the coordinators for the Human and Social Services Program. He was my mentor and friend. I would have loved for him to have been here today to share this joyful event with me. Dr. Reid will be missed. I will never forget the legacy that he left behind.

Thanks again to everyone that helped me reach this stepping stone.

Prof. Mary Jenkins