

Institutional Operations Council (IOC)

Co-Chairs: Mohamed Seddiki, Executive Dean & CIO, Administrative & Learning Technologies

Sherry Hawn, Vice President Finance/CFO

Reports to: Dr. Edythe Abdullah, President & Cabinet

Mission:

The Institutional Operations Council (IOC) is established for the purpose of advising the President and Cabinet on operational matters that impact the institutional effectiveness of the College. This recommending body will propose policies and implementation strategies designed to enhance College operations based on its investigation and analysis of existing logistical and operational issues at ECC. IOC will suggest policies related to College operations and present these to the President and Cabinet for approval. Furthermore, the Council will develop survey instruments to assess the effectiveness of new policies. It will make recommendations concerning College policies related to institutional effectiveness. IOC will also be concerned with the development and administration of the budgetary and planning activities of the College related to institutional effectiveness and internal process improvement.

Goals:

- To improve and optimize College operations on the Newark and West Essex campuses and the Police Academy
- To improve and optimize human, financial, and technology resources
- To identify cost savings strategies
- To review and critique annual operating and capital budgets prior to submission to Cabinet
- To manage the allocation and usage of space across all campuses based on needs and program demands.
- To identify institutional shortcomings regarding utilization of physical space, service management, and sub-par processes; and then recommend plans of action to rectify the problems
- To advise and propose changes in existing operating policies and procedures in order to streamline workflows and function more effectively
- To critically examine the level and caliber of services provided to students and employees

Membership:

The IOC is comprised of thirteen (13) voting members from key administrative areas who understand the operational and functional aspects of the institution. For the 2011-2012 academic year, the members are:

- Mohamed Seddiki (Co-Chair), Executive Dean & CIO, Administrative & Learning Technologies
- Sherry Hawn(Co-Chair), Vice President Finance/CFO

- Karen Bridgett, Manager, Human Resources
- Mitra Choudhury, Director, Training, Inc.
- Mildred Cofer, Director, Financial Aid
- Joyce Harley, Executive Director, Administrative Services
- Zee Kassa, Assistant Dean of Student Affairs & Enrollment, Enrollment Services Express
- Michael King, Chairperson, Business Division
- Marva Mack, Assistant Dean, Office of Recruitment & Marketing
- Rocco Miscia, Director, Police Academy
- Nerur Satish, Dean, Workforce
- Jill Stein, Acting Dean of Liberal Arts & Sciences, Academic Affairs
- Adrienne Thomas, Director, Payroll
- Elvy Vieira, Associate Dean/WEC, West Essex Campus

This council will meet bi-weekly. A majority consensus will be required to push an item for presentation to the President and Cabinet, and to make decisions over minor procedural changes in functional areas.

On a strictly needs basis, the Council and Cabinet may call upon individuals to participate in meetings and IOC-related activities. These individuals were selected because of their expertise in the College areas in which they direct and manage. For the 2011-2012 academic year, these individuals are:

- Charlotte Attenborough, Assistant Dean of Auxiliary Services
- Elizabeth Barkley, Director of IT Operations, Information Technology
- Tony Cromartie, Director, Public Safety
- Darlene Miller, Director, Bursar's Office
- Marva Rudder, Director, Bookstore
- Jeff Shapiro, Director, Facilities Management