



**Essex County College
Board of Trustees
PUBLIC MEETING MINUTES**

April 19, 2022 – 4:30 PM

A Virtual Meeting

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

Excused M. Bolden; C. Morales

Call to Order/Roll Call

In the absence of the Chair, the Vice Chair, Trustee Lewis, called the meeting to order at 4:35 pm. A quorum was achieved with the presence of seven trustees.

Open Public Meetings Act Announcement

Trustee Grimes was asked to read the Open Public Meeting Act Announcement. She read 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 4, 2022 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. 2020 c. 11, and the Governor of New Jersey's Executive Order 244, and N.J.A.C. 5:39-1 Emergency Regulations: Remote Public Meetings held During a Declared Emergency) 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.

Minutes

Trustee Grimes moved the approval of minutes from the meetings held on March 22nd. Her motion was seconded by Trustee Robinson. *The motion carried unanimously.*

Communications

Trustee Grimes indicated that no communications to the Board had been received.

Public Comments on Agenda Items

The following Public Comments received from Mr. Lev D. Zilbermints, Class of 1993, were read into the record of the meeting:

Hello, everyone,

This is Lev D. Zilbermints, Class of 1993. Let me address the following points.

3.1.5/4-2022 : Half a million dollars is one of the largest allocations I have seen around here. How does this designing the parking deck and integrated campus plan at West Essex Campus work?

3-2.4/4 - 2022: Where can I get copies of the FY '21 Audit and recommendations?

4-3/4-2022: What kind of role will Mark Hosein play with the alumni association? What are his responsibilities?

IX. Site Facilities and Equipment Committee Report: Trustee Morales, can you tell us when the repairs to the front of the Clara Dasher Center will be completed?

Sincerely,

Lev D. Zilbermints, '93

Finance Committee Report

Trustee Zarra was called upon to make the report for the Finance Committee. He reported that the Committee recommended approval of all actions and he noted that actions 3-2.1 and 3-2.2 needed to be amended. He asked that actions 3-1.1 through 3-1.5 be moved for approval:

3-1.1/4-2022	Authorize the Purchase of Computers Dell, Inc., Round Rock, TX Mentoring, Alignment, Preparedness Support (M.A.P.S.) Grant Funded – Operating Expense	\$67,634.00
3-1.2/4-2022	Authorize the Award of a Blanket Order for Miscellaneous Items for the Physical Plant Grainger, Inc., Palatine, IL College Funded – Operating Expense	Amount not to Exceed \$45,000.00
3-1.3/4-2022	Authorize the Purchase of GYMGUARD and Associated Products for the Protection of the Gymnasium Floor DC Humphrys Co./Humphry’s Textile Products, Philadelphia, PA Chapter XII Funded – Operating Expense	\$29,398.40
3-1.4/4-2022	Authorize the Award of a Blanket Order of Caps and Gowns for the Class of 2022 Commencement Oak Hall Cap & Gown Co., Salem, VA College Funded – Operating Expense	Amount not to Exceed \$40,000.00
3-1.5/4-2022	Resolution Authorizing the Award of a Contract for Design Services – Designing the Parking Deck & Integrated Campus Plan at the West Essex Campus Comito Associates PC, Newark, NJ Chapter XII Funded – Capital Expense	\$500,000.00

Trustee Grimes moved the actions for approval, Trustee Lewis seconded her motion. *The motion carried unanimously.*

Trustee Zarra then presented the amendment to item 3-2.1 to correct the year listed in the effective dates of the resolution to “commencing on or after July 1, 2022 and July 1, 2023” respectively:

3-2.1/4-2022 Tuition and Fee Schedule for FY23 and FY24

NOW THEREFORE, BE IT RESOLVED by the Essex County College Board of Trustees as follows:

1. The tuition rate at Essex County College for fiscal year 2023, applicable to semesters commencing on or after July 1, 2022, is increased from \$129.03 per credit hour to \$131.61 per credit hour for in county students, and from \$258.06 per credit hour to \$263.22 per credit hour for out of county students; and, the recommended general fee is increased from \$33.15 per credit hour to \$33.81 per credit hour.
2. The tuition rate at Essex County College for fiscal year 2024, applicable to semesters commencing on or after July 1, 2023, is increased from \$131.61 per credit hour to \$134.24 per credit hour for in county students, and from \$263.22 per credit hour to \$268.49 per credit hour for out of county students; and, the recommended general fee is increased from \$33.81 per credit hour to \$34.49 per credit hour.

Trustee Cruz moved and Trustee Grimes seconded the motion to amend the resolution. *The motion carried unanimously.*

Amended action 3-2.1 was then moved for approval by Trustee Lewis and the second of Trustee Grimes. *The motion carried unanimously.*

Trustee Lewis addressed action 3-2.2 by reading the resolution into the record of the meeting. He read as follows:

3-2.2/4-2022 Legal Service – Jackson Lewis, P.C.

WHEREAS, Essex County College has a need for outside legal services and Jackson Lewis, P.C. proposes to provide legal services consistent with the retainer letter; and

WHEREAS, Essex County College has determined and certified in writing that the value of the services exceed \$17,500 and the contract is being awarded pursuant to a non-open and non-fair process; and

WHEREAS, Jackson Lewis P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that Jackson Lewis P.C. has not made any reportable contributions to a political or candidate committee in the County of Essex in the previous year, and that the contract will prohibit the Firm from making any reportable contributions through the term of the contract, anticipated to be no longer than June 30, 2022; and

WHEREAS, Essex County College has determined that the funds are available for this purpose;

NOW THEREFORE, BE IT RESOLVED: by the Board of Trustees of Essex County College Board as follows:

1. The Board of Trustees of Essex County College ratifies retention of the firm to provide legal services consistent with the terms of the retainer letter sent to Essex County College at a rate not to exceed \$345.00/hr. and for a maximum not to exceed \$80,000.
2. The Business Entity Disclosure Certification and Determination of Value be placed on file with this resolution.

Trustee Zarra moved Board Action 3-2.2/4-2022 for approval. Trustee Cruz seconded the motion. *The motion carried unanimously.*

At 4:50 pm, Trustee Guyton was excused from the remainder of the meeting.

Trustee Zarra presented the final finance actions, 3-2.3 and 3-2.4 for approval:

3-2.3/4-2022 Chapter XII Reallocation for West Essex Campus Project

3-2.4/4-2022 Acceptance of FY '21 Audit and Recommendations

Trustee Lewis moved the actions for approval. Trustee Grimes provided the second. *The motion carried unanimously.*

Personnel Committee Report

Trustee Grimes advised that the Personnel Committee met and recommended the approval of the following appointments, reappointments, and retirements:

Appointments

- 4-1/4-2022 Kiswendsida Josiane Sonia Kaprou
Senior Comptroller, Finance
Salary \$125,000
Effective April 25, 2022
- 4-2/4-2022 Adedeji Adigun
Operations Specialist, Information Technology
Salary \$46,327.50
Effective April 20, 2022
- 4-3/4-2022 Mark Hosein
Alumni Liaison Officer, Institutional Advancement
Salary \$45,000
Effective April 20, 2022

Reappointment Listing

4-4/4-2022	Administrative:	23
	Administrative Confidential:	23
	Tenure Track Faculty:	10
	Non-Tenure Track Faculty:	7
	Professional:	114
	Professional Confidential:	<u>22</u>
	Total Employees:	199

Retirements

- 4-5/4-2022 Faculty
Richard Alston
Associate Professor, Music
Effective April 30, 2022
- Faculty
Kenneth Maily
Instructor, Physical Therapy
Effective August 31, 2022

Trustee Zarra moved for approval of the personnel actions. Trustee Cruz seconded the motion. *The motion carried unanimously.*

Educational Programs Committee Report

Trustee Lewis, as Chair of the Educational Programs Committee presented the following actions for approval:

- 7-1.1/4-2022 Acceptance of Funds – NJ Department of Children and Families (DCF)
- 7-1.2/4-2022 Approval of Agreement and Acceptance of Funds – Central New Jersey Maternal and Child Health Consortium, Inc.
- 7-1.3/4-2022 Dual Enrollment Program – Belleville Board of Education
- 7-1.4/4-2022 Dual Enrollment Program – East Orange Board of Education
- 7-1.5/4-2022 Dual Enrollment Program – Irvington Public Schools Board of Education
- 7-1.6/4-2022 Dual Enrollment Program - Newark Public Schools Board of Education
- 7-1.7/4-2022 Dual Enrollment Program – Essex County Schools of Technology: Newark Technology HS, Donald Payne, West Caldwell
- 7-1.8/4-2022 Dual Enrollment Program - Orange Public Schools Board of Education
- 7-1.9/4-2022 Dual Enrollment Program - Peoples Preparatory Charter School District Board of Education
- 7-1.10/4-2022 Memorandum of Understanding – Valley Education, LLC, dba NJ Cannabis Certified

Actions 7-1.1 through 7-1.3 were moved for approval by Trustee Zarra. His motion was seconded by Trustee Robinson. *The motion carried unanimously.*

Action 7-1.4 was moved for approval by Trustee Zarra and seconded by Trustee Wright. *The motion was approved by a vote of 5-yeyes, 1 abstention.*

Actions 7-1.5 through 7-1.10 were moved for approval by Trustee Robinson, seconded by Trustee Zarra. *The motion carried unanimously.*

Site Facilities and Equipment Committee Report

Trustee Lewis announced that the committee did not meet this month and that the President would address developments in the College's infrastructure in his report.

Policy and Governance Committee Report

Trustee Cruz presented for the approval of the Board the following action:

- 7-3.1/4-2022 Board Policy 1-3 – Formal Adoption of the College's Mission, Vision and Values Statement

On a motion made by Trustee Robinson, seconded by Trustee Zarra, *the motion carried unanimously.*

Community Relations Committee Report

Trustee Wright reported that the Committee had no actions to present for approval. She also informed the Board that the Committee had a very lively and upbeat discussion about the May 5, 2022 inauguration of Dr. Augustine Boakye and Scholarship Gala. She encouraged everyone to attend both.

The committee, advised Trustee Wright, also talked about the Hall of Fame, planned for the fall and the ribbon cutting on May 27th to name the Physical Education building after Mr. Cleo Hill, Sr.

Alumni Association Report

Ms. Congleton announced that the alumni association had not submitted a report.

Student Government Association (SGA) Report

The report submitted by the SGA President, Ms. Yolanda Brown, was read into the record of the meeting. The report is attached at Appendix A. Following the reading of the report, Trustee Lewis expressed thanks for the SGA's leadership, active and engaged agenda, and collaborations with the Office of the President.

Faculty Association Report

Professor Frank began his report again this month by referencing the horrific events occurring in the Ukraine. He commented that the Russian invasion has been more egregious than imagined especially with regard to the offenses against civilians and war crimes. He noted that what is occurring in the Ukraine and with inflation in this country will affect the College; inflation has the likelihood of affecting enrollment which is the lifeblood of the College's financial health. He further shared some factors such as the cost of food (food insecurity), adjusting the number of courses they take, and the need to work additional hours as student issues that can affect enrollment.

Other matters offered by Prof. Frank were:

- academic success has been achieved for the spring semester
- the College's faculty heartily endorse Board Action 7-3.1 wherein the Board is formally adopting the Colleges Mission, Vision and Values statements.
- Consideration of the Board to reverse a prior administration's declaration of fiscal exigency which he expressed was an unnecessary act. He then elucidated his request for consideration.
- his requests that the College employ a part-time health professional to aid the Covid-19 taskforce. Prof. Frank expressed that it was evident that the Board did not support the recommendation although the position would be an asset to the College as we navigate living with Covid-19.
- enthusiasm looking forward to the inaugural events in May.

Prof. Frank concluded his remarks with an offer to further discuss fiscal exigency with the Board; stating that he would be happy to share with them information necessary to make a decision if they so desire.

President's Report

Dr. Boakye's April report to the Board of Trustees was read into the record of the meeting. It is attached at Appendix B.

New Business

Vice Chair Lewis called for any new business. There was none.

Public Comments

Public Comments submitted by Lev D. Zilbermintz were read into the meeting's record as follows:

Greetings,

My public comments are as follows.

(1) Congratulations on the appointments of new employees here. We are sure they will be a welcome addition to the ECC community and family.

(2) Best wishes to Professor Richard Alston and Instructor Kenneth Mally on their retirement. We would like to wish them a long life, happiness, prosperity and good health. Thank you for everything you did for the school.

(3) Reappointments: It says you have 10 tenure-track faculty. Question is, does this school need more tenured faculty?

(4) Dual Enrollment Programs look good. Now, if you could get graduating high school seniors to enroll at ECC. From there, freshmen should be encouraged to get involved in clubs and SGA. This would increase the number of students interested in student government and clubs/organizations.

(5) When is the college cafeteria going to open fully?

Keep in touch.

Lev D. Zilbermints

Class of 1993

Notice of Executive Session

The Board Secretary, Trustee Grimes, was called on to read the following Notice of Executive Session:

WHEREAS, The Open Public Meetings Act, 1975 (N.J. Law Chapter 231) permits a public body to exclude the public from that portion of a meeting at which certain topics are discussed:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Essex County College shall hold, following this meeting and prior to its next scheduled meeting on May 24, 2022 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.

On a motion made by Trustee Cruz, seconded by Trustee Wright, the notice of Executive Session was moved for adoption. *The motion carried unanimously.*

Adjournment

At 5:21 p.m., the Vice Chair Lewis moved that the meeting be adjourned. Trustee Wright provided the second. The meeting was adjourned per acclamation and with thanks to all attending.

Student Government Association March 2022 BOT Report

Good afternoon, members of the Board of Trustees, Dr. Boakye, Faculty and Staff

NJ COMMUNITY COLLEGE SGA FORUM

The NJ Community College SGA Forum did not meet for the month of March 2022, the next meeting is scheduled for April 22, 2022.

Essex County College Reopening Plan/ SGA Care for Covid Initiative

We continue advising students on the rules and regulations of the College re-opening plan. Advising students on the CDC guidelines, mask mandates, and Covid-19 vaccination requirements for vaccinated and non-vaccinated students. We have also advised students on the procedure of how to upload their vaccination cards through the student portal.

Essex County College ICC Club Meeting / Update on SGA Executive Board

On March 31, 2022, the Executive Board meet with President Boakye and Dean Kirkland. SGA Executive Board thanked President Boakye and Dean Kirkland for the funding that was given to SGA to be distributed to the 22 clubs on campus to help support them with their future activities and events. We also discussed our experiences with online learning versus in person learning and which worked best for us as students. We also confirmed our attendance at the Presidential Ice Cream social which will be hosted by SGA President Yolanda Brown. We also addressed concerns that we still have about the cafeteria still not serving a better variety of food for students. ICC did not meet this month due to scheduling conflicts.

Food Pantry

SGA hosted a food distribution event on March 10, 2022, in the Dasher Center from 10:00 a.m. until 2:00 p.m. We were able to give food bags to 71 students and thanks to BOT Chairperson Mrs. Bolden we gave out \$25.00-dollar Shoprite gift cards to eight lucky students. SGA was grateful to apart of such a wonderful event and the chance to give back the students at Essex County College.

Destress Event

SGA in collaboration with the Gaming and Anime Club held a Destress event to help students relax and recharge after taking their mid-term exams. We ordered pizza, chicken, and had a variety of different snacks and drinks to feed to the students while they played games on the gaming systems in our club room and games that we had setup outside on various tables. The students enjoyed themselves and that was the main goal.

Open House- On March 19, 2022, SGA participate in the Open House at Essex County College. It was an honor to be the face for the current students at Essex County College and share with prospective students all the wonderful experiences that we have had while being students and being a part of the Student Government Association.

SGA Spring Semester initiatives

- Clothing Drive
- End of Semester Celebration
- SGA National Volunteer Day at ECC
- Ice Cream Social with the President

Respectfully Submitted

Yolanda Brown
Student Government Association Interim President

Memorandum

To: Dr. M. Bolden & the Board of Trustees
From: Dr. Augustine A. Boakye, President, Essex County College
Date: April 19, 2022
Re: President's Report

General:

I am pleased to announce that Covid-19 cases have significantly dropped on our campus. It is our hope that this is the beginning of the end of the Covid-19 pandemic. Even though, we have relaxed the vaccination and face covering requirements, we encourage everyone to remain cautious and keep practicing safety measures. The College will continue to monitor the situation and implement appropriate measures when necessary.

It must also be noted that the County is still offering free COVID-19 vaccination and testing at 84 W. Market St., Newark, NJ (adjacent to our Gym). Additionally, the College continues to maintain its partnership with Diligent Urgent Care to offer COVID-19 Testing on the main campus - 4th Floor Multipurpose Room on Tuesdays and Thursdays.

We appreciate the cooperation of everyone in the fight against Covid-19.

Academics:

The Spring 2022 semester is coming to an end in the next two weeks. We have opened the Summer I semester for registration and providing advisement to guide the students in the process.

Dr. Boakye had a special meeting with the instructors of the First Year Experience (FYE) to discuss the progress of the program and also used the opportunity to discuss teaching & learning best practices.

Finances

The College has successfully completed its Financial Audit for the FY21. We are also, pleased to welcome Ms. Kiswendsida Josiane Sonia Kaprou to the ECC family as our new Senior Comptroller.

The Finance Council, established by the President a few months ago, is engaged in identifying challenges and enhancing internal controls.

Projects:

Capital projects at the College are progressing well and future projects are under review and discussion. The construction phase of the West Essex project is in progress and is expected to be completed by June 2023. We are currently renovating the Main Campus entrance doors, and the bridge in front of the Clara Dasher building. With the support of the County Executive, Joseph DiVincenzo, we have completed the renovation of the gym hallway and affixed Mr. Cleo Hill Sr's name on the Physical Education Building. The re-pavement of the front space of the gym is also underway.

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. Recent topics of discussion have focused on post-Covid-19 strategies to enhance higher ed, as well as financial opportunities.

Dr. Boakye also participates in regular meetings with the County leadership to share key updates on the College. He represented ECC at Newark Anchor Collaborative (NAC), Newark City Learning Collaborative (NCLC) and other affiliated organizations.

In order to increase our enrollment, the Welcome Center, under Student Affairs, is organizing in-person Open House events. The plan is to run this on a monthly basis to provide college information and instant admissions to potential students. We are happy to welcome Ms. Aylin Brandon as our new Executive Director of Enrollment Management to lead this area.

The Foundation Board met on April 5th, to discuss strategies to help raise funds for the College. Ms. Lessette Morales was elected as the new vice president of the Foundation Board.

Dr. Boakye participated in the ECC alumni quarterly meeting where the new Liaison officer, Mark Hosein, was introduced.

On March, 30th, the cabinet had our annual retreat to strengthen our team in leading the College. On separate dates, Dr. Boakye met with Ms. Shane Harris (VP from Prudential) and Mayor Raz Baraka, to discuss future projects that will benefit both parties.

On April 7th, ECC Academic Affairs had a Diversity and Inclusion workshop titled “*Making Your Campus More Inclusive*” as part of the Perkins V activities for the college community. This event was facilitated by Dr. Oscar Holmes IV, Dean for Undergraduate Programs, Rutgers University - Camden.

The Hispanic Bar Association NJ/Women’s Empowerment Legacy and the Law organized their annual conference at ECC on April 9th. Dr. Boakye gave the opening remarks.

Save the dates – Upcoming Events.

The launching of the Business Division **Bloomberg Terminal** will be held on **Tuesday, April 26th 2022** in the Learning Center, Main Campus.

The **Presidential Inauguration** is scheduled for **Thursday, May 5th, 2022** in the Physical Education Building followed by a Scholarship Gala at Crystal Plaza, Livingston, NJ.

The **Cleo Hill, Sr.** naming ceremony is scheduled for **Friday, May 27th, 2022** in the Physical Education Building.

The **2022 Commencement** is scheduled for **Friday, June 3, 2022** at the Prudential Center.

The Middle States **Accreditation Site Visit** is set for **March 19-22, 2023**.