



Essex County College

Board of Trustees

PUBLIC MEETING NOTES

January 24, 2023 – 4:30 PM

A Virtual Meeting

In attendance:

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

Call to Order/Roll Call:

The meeting was called to order at 4:33 pm by the Board Chair, Trustee Bolden.

Open Public Meetings Act Announcement:

The Open Public Meetings Act was read into the record of the meeting by Trustee Grimes. 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 meeting was filed on January 6, 2023 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 Board Policy 1-1.) 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 that the minutes to be approved for the December 2022 Board meeting. Trustee Robinson seconded. ***The minutes were approved unanimously.***

Communications:

Trustee Grimes stated that there were no communications.

Public Comments on Agenda Items:

The following public comments on the agenda were read into the record:

Hello, everyone,

Happy 2023! Hope you all had a nice vacation. Here are my comments on agenda items.

(1) We are using an enormous amount of money in one go, so to say. That is, 3-1.4/1-2023 and 3-1.8/1-2023. That is \$1.6 million dollars right there. I understand we need Utility

Services and Cafeteria Renovations. I have not seen us spend this kind of money since 2016-17, when the faculty revolted against Bibi Taylor, then-board chair.

(2) Nice to see we are getting a Director of Financial Aid. Lately we have been seeing many directors come and go. Here is hoping this one will be here a long time.

(3) 4-3/1-2023. I would like to pay tribute to Dr. Michael Frank, Professor of Biology, and Dr. Herbert Schlager, Professor of Humanities. Both have been here since 1968. Dr. Schlager was my English 102 Professor in Spring 1991 semester. I still have a paper I wrote in his class.

I would like to pay my respects and tribute to these two remarkable educators. Fifty-five years is a long time. They have taught generations of students. We must give these two fine professors recognition and awards.

Thank you so much, Dr. Frank and Dr. Schlager, for all your hard work and dedication. The college is the poorer without your presence. Please keep in touch with us. May you have long life and a blessed retirement.

Lev D. Zilbermints, '93

Finance Committee Report:

Trustee Zarra advised that the Finance Committee met during the previous week. Trustee Zarra read the following actions that were recommended for approval by the Board:

3-1.1/1-2023	Authorize the Award of a Purchase for Dell Laptops Dell, Round Rock, TX Grant Funded – Operating Expense	Amount not to exceed \$162,252.00
3-1.2/1-2023	Authorize the Award of a Purchase for PC Wall Mount Equipment CDW-G, Chicago, IL Minor Capital Funded – Operating Expense	\$18,490.50
3-1.3/1-2023	Authorize the Award to Increase Service for Roof Repairs at the Newark Campus U.S.A. General Contractors Corp., Manalapan, NJ College Funded – Operating Expense	Amount not to exceed \$12,400.00
3-1.4/1-2023	Authorize the Award of an Additional Five (5) Blanket Orders for Utility Services City of Newark/Water (5 accounts) Township of West Caldwell (1 account) Direct Energy Marketing (23 accounts) PSE&G Co (32 Accounts) Constellation New Energy (24 accounts) College Funded – Operating Expense	Amount not to exceed \$750,000.00
3-1.5/1-2023	Authorize the Award of an additional Blanket Order for the College CDW-G, Chicago, IL College Funded – Operating Expense	Amount not to exceed \$50,000.00

3-1.6/1-2023	Authorize the Award of a Blanket Order of Caps & Gowns for the Class of 2023 Commencement Oak Hall, Salem, VA College Funded – Operating Expense	Amount not to exceed \$40,000.00
3-1.7/1-2023	Authorize the Award of a Two-Year Contract for Janitorial Industrial Supplies Imperial Bag & Paper United Sales USA Central Poly Corp College Funded – Operating Expense	Amount not to exceed \$250,000.00
3-1.8/1-2023	Authorize the Award for the Cafeteria Renovations APS Contracting, Inc., Paterson, NJ Chapter XII Funded – Capital Expense	Amount not to exceed \$850,000.00
3-2.1/1-2023	Operating Budget Request Fiscal Year 2023-2024	
3-2.2/1-2023	Chapter XII Budget Request Fiscal Year 2023-2024	
3-2.3/1-2023	Acceptance of Funds from the County of Essex	
3-2.4/1-2023	Resolution Fixing Date for Board of School Estimate Public Hearing	
3-2.5/1-2023	Authorize the Payment of Services: Maplewood Country Club	

The actions were moved for approval Trustee Bolden and seconded by Trustee Grimes. ***The motion carried unanimously.***

Personnel Committee Report:

Trustee Robinson stated that the Personnel Committee met during the previous week. She read the following actions that were recommended for approval by the Board:

Appointments

4-1/1-2023 Administrative
 Patty Howard
 Director, Financial Aid
 Effective January 25, 2023
 Salary \$93,000

4-2/1-2023 Professional Level II
Chad Andrade
Laboratory Specialist - Biology, Chemistry and Physics
Effective January 25, 2023
Salary \$45,000

Separation Agreements

4-3/1-2023 Faculty
Michael Frank
Professor, Biology
Effective May 31, 2023

Faculty
Herbert Schlager
Professor, Humanities
Effective March 31, 2023

Retirement

4-4/1-2023 Professional Level I
Zoya Shapiro
Administrative Assistant, Print Shop
Effective April 30, 2023

Resignations

4-5/1-2023 Administrative Confidential
Yvette Henry
Executive Director, Human Resources
Effective January 20, 2023

Professional Level II
Alexandra Vineque
Project Leader, Information Technology
Effective January 20, 2023

Faculty
Ivonne De Pascual
Lecturer F, Educational Opportunity Fund (EOF)
Effective January 13, 2023

Professional Level I
Madeline Mendez
Student Support Services Representative, Welcome Center
Effective January 6, 2023

Trustee Cruz moved the actions for approval. Trustee Wright provided the second. ***The motion carried unanimously.***

Educational Programs Committee Report:

Trustee Lewis stated that the Educational Programs Committee met during the previous week. He read the following actions that were recommended for approval by the Board:

- 7-1.1/1-2023 Acceptance of Funds: The NJ Department of Children and Families/Workforce Registry
- 7-1.2/1-2023 Budget Amendment: Strengthening Career and Technical Education for the 21st Century Act (Perkins V)
- 7-1.3/1-2023 Dual Enrollment Program: Montclair Board of Education
- 7-1.4/1-2023 Uniform Construction Code Tuition Remission: State of NJ Department of Community Affairs

The actions were moved for approval by Trustee Zarra and seconded by Trustee Robinson. ***The motion carried unanimously.***

Site, Facilities and Equipment Committee Report:

Trustee Rev. Guyton stated that the Site, Facilities and Equipment Committee met during the previous week, but there were no action items for this month.

Policy and Governance Committee Report:

Ms. I. Cruz stated that the Policy and Governance Committee met during the previous week. He read the following actions that were recommended for approval by the Board:

- 7-3.1/1-2023 Revision to Board Policy 6-3: Advisory Committees
- 7-3.2/1-2023 Revision to Board Policy 6-6: Establishment of Branch Campuses or Extension Centers

The actions were moved for approval Trustee Robinson and seconded by Trustee Wright. ***The motion carried unanimously.***

Community Relations Committee Report:

Trustee Wright stated that the Community Relations Committee met during the previous week, but there were no action items for this month. They discussed the upcoming grand opening of the West Essex Campus and the Athletic Hall of Fame.

Alumni Association Report:

Ms. Carter submitted the Alumni Association report to the Board of Trustees. It was read into the record of the meeting and is attached at Appendix A.

Student Government Association Report:

Ms. Y. Rosales submitted the report for the Student Government Association. The report is attached at Appendix B.

Faculty Association Report:

The Faculty Association report submitted to the Board of Trustees was read into the record of the meeting by Professor J. Alexandre. The report is attached at Appendix C.

President's Report:

The President's report submitted to the Board of Trustees was read into the record of the meeting by Dr. A. Boakye. The report is attached at Appendix D.

New Business:

There was no new business.

Public Comments

Public comments submitted by Lev Zilbermints were read into the record of the meeting as follows:

Hello,

These are my public comments. So here we go.

(1) I would like to see students have more of a role in Advisory Committees. Where is the Student Representative to the Board of Trustees? I have not seen one in a while.

(2) Are you going to have some sort of celebration of the 55th anniversary of classes starting at ECC in 1968? In my opinion, this would be a good way to attract good publicity and potential students. You could have an exposition of old objects from years ago in the Gallery leading to Smith Hall. How about an ECC History 101 course? It could be taught by someone who has been here for at least 40 years or more.

(3) Where are the minutes to the past year's Board meetings?

(4) Lastly, my thanks to Yvette Henry. She was an asset to the ECC community. Best wishes in her professional career.

Best wishes to all retiring or resigning Essex County College. Thank you for your hard work and dedication.

Lev D. Zilbermints, '93

Trustee Bolden responded to Lev's comments. She said that we do have a student representative for the Board of Trustees. Dr. Boakye stated that she was unable to join the meeting for this month.

Trustee Bolden thanked Professors Frank and Schlager for their service to the college. She said that the College appreciates what they have done. She acknowledged Dr. Boakye for his hard work and said that the Board is supportive of his efforts. Trustee Bolden said that they will do whatever they can to move Essex County College forward and increase enrollment.

Notice of Executive Session:

Trustee Grimes read the Notice of Executive Session into the record. It read as follows:

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 February 21, 2023, 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

The meeting was adjourned at 5:23 pm by acclamation.

**Essex County College Alumni Association
Report to the Board of Trustees
Tuesday, January 24, 2023**

Good Evening Madam Chair, Board Members and fellow ECC Alumni,

My name is Stephenie Carter, and I am the ECC Alumni Association Vice President. It is my pleasure to join you all this evening and provide another update on behalf of the Executive Alumni Association Board.

- ❖ The Executive Board would like to say Happy New Year. We are excited for the Spring Semester as students will be returning to campus. We are currently working to put together our calendar of events to continue engaging with our Alumni population. Please save the Date for Saturday February 11, 2023, for Alumni Game Day as we cheer on our Basketball team in their final game.
- ❖ December Reporting: The Alumni Association was able to successfully assist with the **Can Food Drive: Hunger & Homelessness awareness Week**. The event was very successfully as we assisted with collecting items for the Thanksgiving Food Drive. We would like to say Thank you to the entire ECC Community for the donations you all provided to make this event successful.
- ❖ December Reporting: The Alumni Association was able to co-sponsor the **Thanksgiving Food Giveaway** with the Student Food Pantry at the Claire E. Dasher Student Center on Nov. 22nd from 11:00 am to 3:00 pm. We were able to donate 24 Turkeys to this event and assist with handing out over 50 plus grocery bags of food to the ECC Community that attended the program. The ECC Student Food Pantry provides food for students who are facing food insecurity, especially during the holiday season, one of the most stressful times of the year.
- ❖ The Alumni Association was able to bring back our time-honored tradition known as “The Angel Tree” where we received donations to help provide families in need in time for Christmas. I would like to thank **Bertheleau Ngakam** (our Advisor) and **Ernest Dimbo** (Alumni Liaison) for their assistance in making this event a huge success. The Donations were delivered to families in time for Christmas as well.

In addition, the Angel Tree was so successful that we have additional donations to still give. The Alumni Association is currently planning the next steps for a future donation delivery.

- ❖ Lastly, The Alumni Association was able to secure a donation from Trader Joe’s for the Food Pantry on Campus. Thank you for allowing me time to speak tonight. Please email the Alumni Association at (Alumni@essex.edu) for any questions, concerns, or collaborations for upcoming programs and projects.

Report by Stephenie Carter, ECC Alumni Vice President.

STUDENT GOVERNMENT ASSOCIATION SPRING 2023 (JANUARY) REPORT

Good afternoon to all Board of Trustees, Dr. Boakye, Faculty, and Administration.

MEETING WITH SGA EXECUTIVE BOARD & SENATORS

On January 14th, 2023, all SGA officers held a zoom meeting to discuss plans for the semester. We addressed new goals for the academic committee, including plans to streamline the process of class sections being canceled abruptly. We then discussed plans for the disbursement of the \$6,000 given to us as club money and reached a fair conclusion. Under the new plan \$2,000 will be given equally to all active clubs as a discretionary fund, \$3,250 will be set aside for specific items through the proposal process, and \$750 will be kept for an SGA budget/emergency fund.

ICC MEETING WITH OTHER CLUBS & ASSOCIATIONS

On January 19th, 2023, the SGA had an ICC meeting with other clubs in preparation for the club fair and each club's plans for the semester. The Film Club will start working and filming with outside institutions like NJIT and RU. Music Club & LGBTQ+ Club planned to hold competitions and work with local community centers on various activities. All ICC attendees were also invited to the next student forum in order to provide a more diverse slate of topics to discuss.

SGA ACCOMPLISHMENTS FOR THE MONTH OF JANUARY & DECEMBER

We appointed a new senator-at-large, Kate Bontia. We interviewed and appointed a student that is interested in being an assistant treasurer in replacement of our graduating treasurer, Paula Moore. We now have a finance committee that consists of the Senator of Non-Academic Affairs, Rayuanna Benjamin, and assistant treasurer, Metishia Monroe. The new senator and assistant treasurer have already started working on their committee assignments and supporting SGA initiatives. SGA also participated in the Middle States town hall from December.

SGA HOLIDAY SHOW

At the end of the Fall semester we hosted a holiday show for the school. We invited 7 clubs to participate with around 60 club members from all clubs together. It was a massive success with around 100 people attending. The Music club performed multiple holiday songs, the Step and Dance club danced to a variety of songs, the Cheer team gave a wonderful taste of ECC pride, the African/Black Student Association informed us about Kwanzaa, the Essex TaeKwonDo club showed off their skills and a thrilling rendition of a prop knife fight, Gaming Anime club hosted a jeopardy match based on video games and anime, and Phi Theta Kappa provided volunteers as ushers. SGA additionally handed out several raffle prizes and prizes for answering holiday trivia.

INITIATIVES FOR THE REST OF JANUARY AND ONWARD

- Fundraiser: Valentine's Day bake sale
- Student forums on January 31st, February 21st, and March 28th
- Increased action of the senate through club audits and departmental interviews
- Meeting with the NJCC
- Middle States Town Hall on January 24th

We look forward to enacting our initiatives and we appreciate any support the board may give us.

Respectfully submitted,
SGA Executive Board
Essex County College - Student Government Association

**Essex County College
ECCFA Report to the Board of Trustees
January 24, 2023**

First of all, on behalf of the ECCFA, I would like to wish each and every member of the Board of Trustees happy new year 2023. We have been very happy to work with you and we believe that we will continue to work together along with Dr. Boakye Administration and cabinet to keep the great reputation of ECC.

ECC faculty members are happy to be back on campus to help our students succeed in their academic journey. They have been actively helping students registering. The tenured track faculty members are putting their binder together before the February deadline.

Professor Martin Asobayire, respected biology professor is the new president of the ECCFA after the resignation of Dr Michael Pekarofski. We thank Dr. Pekarofski for his service to the ECCFA executive Board. We welcome Professor Asobayire and wish him all the success in service the faculty members.

I would like to thank professor Mike Frank for his service to the college not only as a professor and more importantly as a representative to ECC Board of trustees. Thank you for your service and your mentorship. I am still learning how to fill these big shoes you have left.

I would like to thank Professor Herbert Schlager for his exceptional service to the college community as a humanities professor. Professor Herbert Schlager ECCFA will miss you dearly

I would like to thank Ivonne De Pascual Lecturer F, Educational Opportunity Fund (EOF) Effective January 13, 2023

On December 07, 2022, Dr. Nidhal Marashi, held an information session to recruit ECC talented students for the NASA program.

Dr Jeffrey Lee and Professor Yasser Kabakibi attended the Middle State conference along with other administrators of the college from Dec 07 to December 9, 2022. They were actively participating in the accreditation self-study report.

Dr. Akil Khalfani was awarded the Lifetime Service Award by the West Orange African Heritage Organization in December 2022.

On Friday, December 16, 2022, Nursing instructor, professor Gervida G. Constant, MSN, RNC-MNN, CLC held a Christmas event for the daycare students. She was supported by her students from her class.

Today, January 24, 2023 Essex County College Africana Institute organized the King Memorial Lecture with the participation of a delegation of African diplomats, Essex County College administrators and local officials. It was a well-organized and well attended event.

Finally, faculty members in the Business Division are working diligently to prepare the 2023 financial literacy conference that will be held on April 13, 2023 from 10 am to 2:30 PM. You are all invited and we need your support to make the 2023 financial literacy conference.

Thank you kindly

Memorandum

To: Ms. M. Bolden & the Board of Trustees

From: Dr. Augustine A. Boakye, President, Essex County College

Date: January 24, 2023

Re: President's Monthly Report

General:

We continue to monitor Covid-19 cases on campus and remain vigilant following CDC guidelines and local regulations.

Academics/Enrollment/Student Support:

- The Spring 2023 semester started on January 9, and so far, instructions and learning activities are moving smoothly.
- The Office of Student Affairs, SGA and the Alumni continued to support students and their families during the Christmas break. Through their Angel Tree Program, the Alumni Association collected holiday gifts which were donated to children in Apostles' House - Newark, and the Turning Point Community Services – Irvington.
- Following data gleaned from its Student Needs Assessment surveys, the Office of Student Cares is providing targeted support to students using college and county services for food, SNAP, mental health, transportation and disability services.

Congratulations to Mr. Chinanu Edward Igbokwe on his full-time job in a NASA Aerospace Engineering Company and to Ms. Perez Yelitza, NCAS -2019 Alumnus, who also got a job at a NASA partnering company.

The President's December/January Engagements have included:

- Welcoming the ABET accreditation team to ECC for an onsite visit.
- Championing the Annual Employee Recognition Event where 46 employees were honored and received certificates of appreciation for meeting 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of service. Professor Allen J. Singleton and Dr. Ned Wilson were recognized with Professor Emeritus status.
- Financially supporting over a hundred ECC students with Presidential scholarships to overcome their outstanding bills and create a path for them to register for the Spring 2023 semester.
- Participated in the LPN Pinning Ceremony on January 20, 2023.

Finances:

Our FY (Fiscal Year) 22 Audit is underway. The College continues to work on initiatives to bring funds to the College through grants and scholarships.

Projects:

Capital projects at the College are progressing well and future projects are under review and discussion.

The West Essex campus construction project is on schedule to be completed in June 2023. Both the construction of the classroom block and the parking deck are progressing well.

The fencing of the Student's Deck – Newark campus was successfully completed on January 19, 2023.

Community Relations:

I continue to participate in all NJ Presidents Council Meetings to advocate for funds and contribute to the success of our state colleges/universities.

On December 15, 2022, I gave a presentation on ECC to the Human Services Advisory Council (HSAC) at their meeting in Bloomfield – organized by Bishop Jethro James.

On December 16, 2022, I paid a courtesy visit to President Chris Reber and his team at Hudson County Community College (HCCC) to discuss and share common topics of interest and best practices.

On January 3, 2023, Trustee Zara, Trustee Cruz and I witnessed the Swearing-in ceremony of County Executive, Hon. Joe DiVincenzo, Jr. Gov. P. Murphy and other dignitaries were also in attendance.

On January 6, 2023, ECC hosted the Three Kings Day celebration led by Councilman L. Quintana. I welcomed the participants to our college and encouraged them to continue to focus on their education.

On January 10, 2023, I hosted Ms. Simone Gagneron – CEO of NCC to discuss how ECC and NCC can partner to serve our community better.

On January 11, 2023, I attended the County of Essex's Annual Budget Reading.

On January 12, 2023, Superintendent Jonathan Pond and his team from the Montclair Board of Education visited ECC to discuss Dual Enrollment and Workforce Developments opportunities.

On January 16, 2023, I attended the MLK Jr. Annual Event at Newark Symphony Hall organized by Hon. Ras Baraka, Mayor of Newark.

Acknowledgments:

The College Community thanks all its retirees for their many years of dedicated service. We wish them well.

Save the dates – Upcoming Events.

The Middle States Accreditation Full-team Site Visit is scheduled for March 19-22, 2023.

FYI: The Governor of NJ, Hon. P. Murphy, has announced a few upcoming bills that will require colleges to publish additional financial reports for public review and also call for additional training for Trustees on Financial Oversight.

Madam Chair, this ends my report. Thank you.