



**Board of Trustees**  
**PUBLIC MEETING AGENDA**  
November 18, 2025 | 4:30 PM  
Smith Hall – Main Campus

- I. Call to Order/Roll Call ..... Chair M. Bolden
- II. Open Public Meetings Act Announcement ..... Mrs. J. Grimes
- III. Minutes ..... Mrs. J. Grimes
- IV. Communications..... Mrs. J. Grimes
- V. Public Comments on Agenda Items.....TBD
- VI. Annual Reorganization of the Board of Trustees ..... Mr. J. Zarra
- VII. Finance Committee Report..... Mr. J. Zarra

**Actions – Submitted for Recommendation for the Board’s Approval**

3-1.1/Nov-2025 Resolution Authorizing the Renewal of a One-Year Contract for Amount not to exceed  
 Mental Health Software \$21,408.00  
**Calm.com Inc**, Palo Alto, CA  
 College Funded – Operating Expense

- VIII. Personnel Committee Report..... Ms. B. Robinson

**Actions – Submitted for Recommendation for the Board’s Approval**

**A. Appointment**

4-1/Nov-2025 Sheena Everette  
 Student Advisement Specialist  
 Welcome Center  
 Effective Date: November 24, 2025  
 Salary \$42,000

4-2/Nov-2025 Bryan O’Connor  
 Police Officer  
 Public Safety  
 Effective Date: December 8, 2025  
 Salary \$45,000

**B. Retirement**

4-3/ Nov-2025 Adelaida Ramos-Lopez  
 Assistant – Computer Support  
 Training Inc  
 Effective Date: December 31, 2025

**C. Resignation**

4-4/ Nov-2025 Joyce Okoth  
 Instructor - Mathematics  
 Mathematics, Engineering Technologies and Computer Science Division  
 Effective Date: October 24, 2025

Torrone Khan  
 Police Officer  
 Public Safety  
 Effective Date: October 23, 2025

- IX. Educational Programs Committee Report.....Dr. A. Lewis

**Actions – Submitted for Recommendation for the Board’s Approval**

- 7-1.1/Nov-2025 George Brown College Distance Education Agreement (renewal)
- 7-1.2/Nov-2025 College Readiness Now XII Project Agreement of The New Jersey Council of Community Colleges (NJCCC)
- 7-1.3/Nov-2025 Transfer Articulation Agreement between William Paterson University and Essex County College

- X. Site, Facilities and Equipment Committee Report.....Ms. C. Martinez
- XI. Policy and Governance Committee Report.....Ms. I. Cruz
- XII. Community Relations Committee Report.....Ms. J. Wright
- XIII. Alumni Association Report.....Ms. S. Robinson
- XIV. Student Government Association Report.....Ms. C. Fancher
- XV. Faculty Association Report.....Prof. J. Alexandre
- XVI. President’s Report.....Dr. A. Boakye, President
- XVII. New Business.....TBD
- XVIII. Public Comments.....TBD
- XIX. Notice of Executive Session.....Mrs. J. Grimes
- XX. Adjournment.....Chair M. Bolden

***Note: Public meeting agenda is subject to change***



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

|   |  |                       |
|---|--|-----------------------|
| Subject:  |  | Finance: Calm.com Inc |
| Contact:  | Dr. Elvira Vieira/ Dean of Community, Continuing Education and Workforce |                       |
| Meeting Date:   |  | November 18, 2025     |
| Agenda Item No.:  |  | 3-1.1/Nov-2025        |
| Renewal of a One-Year Contract for Mental Health Software |  |                       |

**WHEREAS**, Essex County College needs the Board’s approval to renew a one-year contract for **\$21,408.00** to **Calm.com Inc**, 555 Bryant Street, Suite 262, Palo Alto CA 94301 for a mental health software from December 1, 2025 through November 30, 2026, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(19), Providing goods or services for the use, support, or maintenance of proprietary computer hardware, software peripherals, and systems development of the hardware; and N.J.S.A.18A:64A-25.3.(a), Purchases, contracts, and agreements not requiring advertising; and

**WHEREAS**, The Comptroller of Essex County College has done an assessment and indicated that money will be available for this purpose; and

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

1. The Essex County College Board of Trustees hereby approves the one-year contract renewal in the total amount not to exceed **21,408.00** to **Calm.com Inc**, from December 1, 2025 through November 30, 2026;
2. The specific line item against which this contract is to be charged is as follows:  
29202-9202-7511 EOF/Computer Software & Site Licenses  
FY 2026

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>November 18, 2025                                       |                   |



# BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                 |  |
|-----------------|--|
| Subject:        | Personnel: Appointment, Sheena Everette                |
| Contact:        | Shunda Williams, Executive Director of Human Resources |
| Meeting Date:   | November 18, 2025                                      |
| Agenda Item No. | 4-1/Nov-2025   |

**RECOMMENDATIONS:** It is recommended that the Board of Trustees approve the appointment of Sheena Everette to the position of Student Advisement Specialist, for the Welcome Center, for the period November 24, 2025, through June 30, 2026. The recommended annual salary for the position is \$42,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 20 applications were received, and 4 applicants were interviewed. Sheena Everette is the recommended candidate.

**DEGREE/CERTIFICATE QUALIFICATIONS: (BACHELOR’S DEGREE REQUIRED)**

| <u>Degree of Certification</u> | <u>Institution Name, Location</u> | <u>Major Area of Study</u> |
|--------------------------------|-----------------------------------|----------------------------|
| Bachelors                      | Rutgers University<br>Newark, NJ  | Social Work                |

**FISCAL NOTES:** The recommended salary of \$42,000 is included in the department’s annual budget. The salary will be prorated for employees hired after the beginning of the fiscal year.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Sheena Everette at the annual salary of \$42,000 to the position of Student Advisement Specialist, for the Welcome Center, for the period November 24, 2025 through June 30, 2026.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>November 18, 2025                                       |                   |



# BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                 |  |
|-----------------|--|
| Subject:        | Personnel: Appointment, Bryan O'Connor                 |
| Contact:        | Shunda Williams, Executive Director of Human Resources |
| Meeting Date:   | November 18, 2025                                      |
| Agenda Item No. | 4-2/Nov-2025   |

**RECOMMENDATIONS:** It is recommended that the Board of Trustees approve the appointment of Bryan O'Connor to the position of Police Officer, for Public Safety, for the period December 8, 2025 through June 30, 2026. The recommended annual salary for the position is \$45,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 8 applications were received, and 2 applicants were interviewed. Bryan O'Connor is the recommended candidate.

**DEGREE/CERTIFICATE QUALIFICATIONS: (NO DEGREE REQUIRED)**

| <u>Degree of Certification</u> | <u>Institution Name, Location</u>                                 | <u>Major Area of Study</u> |
|--------------------------------|---|----------------------------|
| Basic Course Police Officer    | Atlantic County Police Training Center<br>Egg Harbor Township, NJ | Police Officer             |

**FISCAL NOTES:** The recommended salary of \$45,000 is included in the department's annual budget. The salary will be prorated for employees hired after the beginning of the fiscal year.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Bryan O'Connor at the annual salary of \$45,000 to the position of Police Officer, for Public Safety, for the period December 8, 2025 through June 30, 2026.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>November 18, 2025                                       |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                 |  |
|-----------------|--|
| Subject:        | Personnel: Retirement                                  |
| Contact:        | Shunda Williams, Executive Director of Human Resources |
| Meeting Date:   | November 18, 2025                                      |
| Agenda Item No. | 4-3/Nov-2025   |

**RECOMMENDATION:** It is recommended that the Board of Trustees accept the retirement of the individual listed, effective on the date indicated:

| <u>Name</u>          | <u>Title</u><br><u>Department</u>                   | <u>Unit</u>  | <u>Hire Date</u> | <u>Effective Date</u> |
|----------------------|---|--------------|------------------|-----------------------|
| Adelaida Ramos-Lopez | Assistant – Computer<br>Support<br><br>Training Inc | Professional | 2/1/2000         | 12/31/2025            |

**FISCAL NOTES:** The impact of this recommendation is undetermined at this time.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the retirement of the individual listed, effective on the date indicated

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>November 18, 2025                                       |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                 |  |
|-----------------|--|
| Subject:        | Personnel: Resignation                                 |
| Contact:        | Shunda Williams, Executive Director of Human Resources |
| Meeting Date:   | November 18, 2025                                      |
| Agenda Item No. | 4-4/Nov-2025   |

**RECOMMENDATION:** It is recommended that the Board of Trustees accept the resignation of the individuals listed, effective on the date indicated:

| <u>Name</u>  | <u>Title</u><br><u>Department</u>   | <u>Unit</u>                     | <u>Hire Date</u> | <u>Effective</u><br><u>Date</u> |
|--------------|---|---------------------------------|------------------|---------------------------------|
| Joyce Okoth  | Instructor - Mathematics<br>Mathematics, Engineering<br>Technologies and Computer Science<br>Division | Faculty                         | 9/2/2025         | 10/24/2025                      |
| Torrone Khan | Police Officer<br>Public Safety   | Fraternal<br>Order of<br>Police | 10/28/2024       | 10/23/2025                      |

**FISCAL NOTES:** The impact of this recommendation is undetermined at this time.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the resignation of the individuals listed, effective on the date indicated.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>November 18, 2025                                       |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                 |   |
|-----------------|---|
| Subject:        | George Brown College Distance Education Agreement (renewal)             |
| Contact:        | Dr. Elvy Vieira, Dean, Community, Continuing Education & Workforce Dev. |
| Meeting Date:   | November 18, 2025   |
| Agenda Item No: | 7-1.1/Nov-2025  |

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approves the renewal of the Distance Education Certificate Programs Agreement between Essex County College, hereinafter referred to as “Essex” and George Brown College, hereinafter referred to as “GBC” for the purpose of establishing Electronics, Electromechanical, Automation, Robotics, Programmable Logic Controllers (PLC), PLC Technician II (PLC II), Electric Vehicle (EV), Wind Turbine (WT), Solar Energy Technician (ST) and Solar Panel Installer, distance education certificate programs from September 1, 2025 to August 30, 2027.

**BACKGROUND AND RATIONALE:** GBC located in Toronto, Canada is a fully accredited, post-secondary institution of education and one of the largest colleges in Canada, with 19,000 full-time and 60,000 part-time students. GBC has a history of success in delivering online technical training one-year (32-week) certificate programs which has resulted in a large enrollment base of students across Canada and throughout the U.S. GBC currently has over 6,000 students in the U.S. enrolled in distance education certificate programs, both directly through GBC and through a network of U.S. College and University partners. GBC also has a successful track record delivering training to over 200 Corporate Partners including Boeing Aerospace, GM, Amazon and Tesla.

Essex will leverage GBC’s success in delivering distance education certificate programs by partnering with GBC to offer Electronics, Electromechanical, Automation, Robotics, Programmable Logic Controllers (PLC), PLC Technician II (PLC II), and Electric Vehicle (EV) Wind Turbine (WT), Solar Energy Technician (ST) and Solar Panel Installer. Additionally, GBC’s partnership model is quite simple and requires minimal investment from Essex.

**FISCAL NOTES:** As detailed in the Agreement, tuition revenue will be shared among the parties as follows: Essex 35% and GBC 65%

**RESOLUTION:** The Board of Trustees of Essex County College accepts the renewal of the Distance Education Certificate Programs Agreement between Essex County College and George Brown College for the purpose of establishing Electronics, Electromechanical, Automation, Robotics, Programmable Logic Controllers (PLC), PLC Technician II (PLC II), and Electric Vehicle (EV) Wind Turbine (WT), Solar Energy Technician (ST) and Solar Panel Installer, distance education certificate programs from September 1, 2025 to August 30, 2027.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>November 18, 2025                            |                   |





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                 |   |
|-----------------|---|
| Subject:        | College Readiness Now XII Project Agreement of The New Jersey Council of Community Colleges |
| Contact:        | Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.                                 |
| Meeting Date:   | November 18, 2025   |
| Agenda Item No: | 7-1.2/Nov-2025  |

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approves the College Readiness Now XII Program Agreement between Essex County College, hereinafter referred to as “Essex” and the New Jersey Council of County Colleges, hereinafter referred to as “NJCCC” for the purpose of establishing a College Readiness Now XII Program in the amount of \$35,310 to be delivered by Essex to Newark High School students from July 1, 2025 to August 20, 2026.

**BACKGROUND AND RATIONALE:** For twelve years, The New Jersey Council of County Colleges (NJCCC) has partnered with the State of New Jersey Office of the Secretary of Higher Education (OSHE) and New Jersey’s 18 community colleges to increase college readiness of high school students prior to graduation. Essex’s College Readiness Now XII Program proposes to enroll 75-100 Newark High School 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students in a six-week Summer Boot Camp aimed to not only prevent the “Summer Slide” which often happens to disadvantaged students during the summer months, but also, propel students, particularly those entering their senior year into a college-ready mindset.

**FISCAL NOTES:** There is no fiscal impact to Essex.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the College Readiness Now XII Program Agreement between Essex County College and the New Jersey Council of Community Colleges for the purpose of establishing a College Readiness Now XII Program in the amount of \$35,310 to be delivered by Essex to Newark High School students from July 1, 2025 to August 20, 2026.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>November 18, 2025                            |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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|------------------|--|
| Subject:         | Transfer Articulation Agreement between William Paterson University and Essex County College |
| Contact:         | Dr. Hamin Shabazz, Vice President of Academic Affairs/Chief Academic Officer                 |
| Meeting Date:    | November 18, 2025  |
| Agenda Item No.: | 7-1.3/Nov-2025   |

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the Transfer Articulation Agreement between William Paterson University and Essex County College for the articulation of the Essex County College Associate of Applied Science in New Media Technology to the William Paterson University Bachelor of Arts in Art Studio.

**BACKGROUND AND RATIONALE:** Essex County College and William Paterson University have developed this transfer agreement to benefit Essex students enrolled in the Associate of Applied Science in New Media Technology program. This agreement provides students who seek to transfer into the William Paterson Bachelor of Arts in Art Studio a defined curriculum map that supports the efficient program-to-program transfer of their credits into the WPU Bachelor of Arts in Studio Art. The Agreement strengthens the strategic partnership shared by the two institutions and is effective in the first instance for three academic years from the date of signature by both parties.

**FISCAL NOTES:** There is no fiscal impact on the college.

**RESOLUTION:** The Board of Trustees approves the Transfer Articulation Agreement between William Paterson University and Essex County College for the articulation of the Essex County College Associate of Applied Science in New Media Technology to the William Paterson University Bachelor of Arts in Art Studio.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>November 18, 2025                                       |                   |