

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

April 30, 2019 – 4:30 p.m.

Smith Hall

303 University Avenue, Newark, NJ

I.	Call to Order	Chair T. McDermott
	- Roll Call	
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.	Finance Committee Report	Rev. Dr. L. Guyton
3-1.1/4-2019	Award of a Two-Year Contract for Consulting Services (Guided Pathways) National Center for Inquiry and Improvement, LLC, Southbury, CT College Funded – Operating Expense	\$140,000.00
3-1.2/4-2019	Award of a Five-Year Contract for Institutional Copier Machines Ricoh Americas Corporation, West Caldwell, NJ College Funded – Operating Expense	\$220,183.20
3-1.3/4-2019	Award of Five (5) Vendors for Biology Lab Supplies Carolina Biological Supply, Burlington, NC J&H Berge, Inc., South Plainfield, NJ Fray Scientific, LLC, Lancaster, PA Parco Scientific Company, Westland, MI Ward’s Scientific DBA VWR International, Rochester, NY	\$5,262.27 848.50 160.80 1,013.00 <u>6,640.50</u>
	Total	\$13,925.07
	College Funded – Operating Expense	
3-1.4/4-2019	Award of a Five-Year Contract for an Assessment Software Platform Strategic Planning Online (SPOL) College Funded – Operating Expense	\$50,500.00
3-1.5/4-2019	Authorize Additional Contract for Licensure Examinations National Healthcareer Associates (NHA), Chicago, IL Grant Funded – Operating Expense	Amount not to exceed \$15,000.00
3-1.6/4-2019	Authorize Additional Service to Proposal – Fire Alarm, First Suppression and Burglar Alarm System Testing, Maintenance and Technical Services Johnson Controls Fire Protection, LP, Rockaway, NJ College Funded – Operating Expense	\$3,919.50

3-1.7/4-2019	Authorize the Award of a Purchase to Dell Computers Dell Computers, Round Rock, TX College Funded – Capital Expense	\$4,420.84
3-1.8/4-2019	Authorize Payment for Ethernet Line from the Newark Campus to the Police Academy Cablevision Lightpath, Inc., Pittsburgh, PA College Funded – Operating Expense	Amount not to exceed \$4,596.00
3-1.9/4-2019	Authorize Award for Renewal Maintenance – Support of Enterprise Content Management (CM) System Hyland Software, Inc., Olathe, KS College Funded – Operating Expense	\$13,874.07
3-1.10/4-2019	Authorize Award for Renewal Maintenance – Upgrade Software TouchNet Information Systems, Lenexa, KS College Funded – Operating Expense	\$21,959.00
3-1.11/4-2019	Authorize Award of Three (3) Renewal Maintenance – EqualLogic, PowerEdge, Dell Networking Dell Computers, Round Rock, TX College Funded – Operating Expense	\$9,896.39
3-1.12/4-2019	Authorize Award for Renewal Maintenance – SmartNet New Era Technology, Little Falls, NJ College Funded – Operating Expense	\$2,437.71
3-1.13/4-2019	Authorize Award of Three (3) Contracts for Advertisement Services JCDecaux Airport, New York, NY JCDecaux, New York, NY IHeart Media, Boston, MA National Cinemedia, CO	\$17,500.00 1,956.40 14,625.00 <u>7,000.00</u>
	Total	\$41,081.40
	CCOG Grant Funded – Operating Expense	
3-1.14/4-2019	Award of a Contract for Billboard Advertisement and Installation Billboard Connection, Staten Island, NY CCOG Grant Funded – Operating Expense	\$29,230.00
3-1.15/4-2019	Authorize Payment for Professional Services (Audit Services) Clifton Larson Allen LLP, Plymouth Meeting, PA College Funded – Operating Expense	\$19,000.00
3-1.16/4-2019	Authorize Award of a Contract for Consultant Services (Radiography Program) Merryl N. Fulmer, Huntingdon Valley, PA College Funded – Operating Expense	\$8,000.00
3-1.17/4-2019	Authorize Payment for Board and Presidential Evaluation and Membership Dues for the Fiscal Year 2019-2020 Association of Community College Trustees, Washington, DC College Funded – Operating Expense	\$9,381.00

3-1.18/4-2019	Authorize the Final Payment of a Contract for the 50 th Anniversary Gala Crystal Plaza Group, Inc., Livingston, NJ College Funded – Operating Expense	\$25,910.00
3-1.19/4-2019	Authorize Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense	\$2,188.40
3-1.20/4-2019	Authorize Payment for Legal Services DeCotiis, Fitzpatrick & Cole, LLP, Teaneck, NJ College Funded - Operating Expense	\$2,347.20

VII. Personnel Committee Report Mrs. J. Grimes

Appointments

4-1/4-2019	Kayla Camara, Assistant Director – Career Services Student Development & Counseling Salary \$50,000.00 Effective May 1, 2019 through June 30, 2019 and reappointment July 1, 2019 through June 30, 2020
4-2/4-2019	Maria Falcon, Office Assistant – Student Eligibility Educational Opportunity Fund (EOF) Salary \$31,000.00 - Grant Funded Effective May 1, 2019
4-3/4-2019	Jamilah Williams, Technical Assistant Student Development & Counseling Salary \$29,204.00 Effective May 1, 2019
4-4/4-2019	Rasheed McKenith, Maintenance Technician Facilities Management Salary \$38,480.00 Effective May 1, 2019
4-5/4-2019	Khadija Boumehdi, Security Officer Public Safety Salary \$24,600.00 Effective May 1, 2019
4-6/4-2019	Aaron Butisingh, Security Officer Public Safety Salary \$24,600.00 Effective May 1, 2019
4-7/4-2019	Martha Puca, Security Officer Public Safety Salary \$24,600.00 Effective May 1, 2019

Promotions

- 4-8/4-2019 Mary Ellen Carpenter, Assistant Professor
Radiography
Salary \$84,765.65
Effective September 1, 2019
- 4-9/4-2019 Shalynn Hunt, Student Services Representative – Graduation
Enrollment Services
Salary \$32,000.00
Retroactive to April 15, 2019 through June 30, 2019 and reappointment July 1, 2019 through June 30, 2020
- 4-10/4-2019 Mirian Ochoa, Student Services Representative – Admission
Enrollment Services
Salary \$35,362.22
Effective May 1, 2019 through June 30, 2019 and reappointment July 1, 2019 through June 30, 2020

Granting of Tenure

- 4-11/4-2019 Myrna Scott, Instructor
Nursing
Salary \$53,527.00
Effective September 1, 2019
- 4-12/4-2019 Darlyn Warner, Instructor
Radiography
Salary \$60,280.00
Effective January 1, 2020

Reinstatement

- 4-13/4-2019 Yelena Pirtskhalava, Program Coordinator – Continuing Education Student Success
Community and Continuing Education
Salary \$50,040,21 – Grant Funded
Effective May 1, 2019 through June 30, 2019 and reappointment July 1, 2019 through June 30, 2020

Diane B. Allen Act – Change in Salary

- 4-14/4-2019 Diane B. Allen Act
Effective July 1, 2018

Re-Appointment Listing

4-15/4-2019	Administrative	29
	Administrative/Confidential	30
	Faculty Tenure Track	4
	Faculty Non-Tenure Track	6
	Professional	104
	Professional/Confidential	<u>24</u>
	Total Employee Renewals	197

Effective as per Bargaining Unit Contracts

Retirement

4-16/4-1029 Maria Alvarez, Custodian
Facilities management
Effective June 30, 2019

- VIII. Educational Programs Committee Report Dr. A. Lewis
- 7-1.1/4-2019 Budget Amendment: Carl D. Perkins Vocational & Technical Education FY2019 Postsecondary Grant Allocation
 - 7-1.2/4-2019 Application Submittal: Carl D. Perkins Vocational & Technical Education FY2020 Postsecondary Grand Application
 - 7-1.3/4-2019 Contracts for Services: FOCUS Hispanic Center for Community Development, Inc. and Ironbound Community Corporation Extension Centers
 - 7-1.4/4-2019 Acceptance of funding: Essex County Division of Training & Employment
 - 7-1.5/4-2019 Joint Admissions Agreement: Kean University
 - 7-1.6/4-2019 Clinical Affiliation Agreement: Kean University
 - 7-1.7/4-2019 MDRC Agreement
 - 7-1.8/4-2019 Agreement for Army SROTC for Cross-Town Essex County College
 - 7-1.9/4-2019 Acceptance of Funds: Newark Public School District – Dual Enrollment Program
- IX. Site Facilities and Equipment Committee Report Ms. C. Morales
- 7-2.1/4-2019 Ratification: Lease of Lot 1, Block 204
- X. Policy and Governance Committee Report..... Ms. I. Cruz
- 7-3.1/4-2019 Adoption of Board Policy 1-6: Diversity, Equity and Inclusion Policy
 - 7-3.2/4-2019 Revision of Board Policy 3-7: Reimbursement and Electronic Disbursements
 - 7-3.3/4-2019 Adoption of Resolution Recognizing April as Community College Month
- XI. Alumni ReportTBD
- XII. Student Government Report Nelson Ejezie
- XIII. Faculty Association Report.....Prof. Michael Frank
- XIV. President’s Report.....Dr. Anthony E. Munroe
President
- XV. New BusinessTBD
- XVI. Public CommentsTBD
- XVII. Notice of Executive Session Mrs. J. Grimes
- XVIII. Adjournment Chair T. McDermott

***Public meeting agenda subject to change**



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$35,300.00 – National Center for Inquiry & Improvement LLC
Contact:	Sanjay Ramdath / Executive Director of Enrollment Management
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.1/4-2019
Resolution Authorizing the Award of a two-year Contract for Consulting Services	

Recommendation: It is recommended that the Board of Trustees approve the award of a two-year contract in the total amount **\$140,000.00** to **National Center for Inquiry & Improvement, LLC**, 4 Independence Circle, Southbury, Connecticut 06488 for Consulting Services to Guided Pathways from the date of award through April 30, 2021.

RFP #FY19RFP-10 was advertised in The Star Ledger on March 19, 2019. There were Four (4) proposals solicited. One (1) response was received, opened, and publicly read on April 2, 2019.

Nature of Proposal: Essex County College – Consulting Services to Guided Pathways.

Proposal Item #1: The recommendation is for the lowest responsive and responsible bidder.

Source of Funding: The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the following funds are available for this purpose:

<u>Department</u>	<u>Type of Funds</u>	<u>Account</u>	<u>\$Amount</u>
Vice-President’s Office	Operating	10-0203-7180	\$140,000.00

Resolution: The Board of Trustees of Essex County College approves the award of a two-year contract in the total amount **\$140,000.00** to **National Center for Inquiry & Improvement, LLC**, 4 Independence Circle, Southbury, Connecticut 06488 for Consulting Services to Guided Pathways from the date of award through April 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$35,300.00 – Ricoh Americas Corporation
Contact:	Nadiyah Samad / Director of Auxiliary Services
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.2/4-2019
Resolution Authorizing the Award of a five-year Contract for Institutional Copier Machines	

Recommendation: It is recommended that the Board of Trustees approve the award of a five-year contract in the total amount **\$220,183.20** to **Ricoh Americas Corporation**, 5 Dedrick Place, West Caldwell, New Jersey 07006 for Institutional Copier Machines, Maintenance, Consumable Supplies, and Removal of Existing Copiers from the date of award through June 30, 2024.

Quote #12212018 was mailed on December 21, 2018. There were Seven (7) quotes solicited. Four (4) responses were received, opened, and publicly read on January 15, 2019.

An evaluation committee consisting of Ms. Nadiyah Samad, Director of Auxiliary Services and Mr. Marvin Smith, Director of Purchasing held during the months of March and April, 2019. This recommendation is to the most qualified bidder with the experience in copiers as described in the scope of services section of the Quote and within the budget. The committee’s recommendation is to the second lowest bidder Ricoh Americas Corp. (see attached justification memo).

Nature of Proposal: Essex County College – Institutional Copier Machines, Maintenance, Consumable Supplies, and Removal of Existing Copiers.

Proposal Item #1: **The recommendation is for the second lowest responsive and responsible bidder.**

Source of Funding: The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the following funds are available for this purpose:

<u>Fiscal Year</u>	<u>Type of Funds</u>	<u>Account</u>	<u>\$Amount</u>
2019 – 2020	Operating	10-1765-7620	\$44,036.64
2020 – 2021	Operating	10-1765-7620	\$44,036.64
2021 – 2022	Operating	10-1765-7620	\$44,036.64
2022 – 2023	Operating	10-1765-7620	\$44,036.64
2023 – 2024	Operating	10-1765-7620	\$44,036.64

Resolution: The Board of Trustees of Essex County College approves the award of a five-year contract in the total amount **\$220,183.20** to **Ricoh Americas Corporation**, 5 Dedrick Place, West Caldwell, New Jersey 07006 for Institutional Copier Machines, Maintenance, Consumable Supplies, and Removal of Existing Copiers from the date of award through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Biology Lab Supplies
Contact:	Jill Stein / Dean of STEM & Health Science
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.3/4-2019
Resolution Authorizing the Award of five (5) Vendors for Biology Lab Supplies	

Recommendation: It is recommended that the Board of Trustees approve the award of five (5) contracts in the total amount of **\$13,925.07** to the following companies: **Carolina Biological Supply Co.**, 2700 York Drive, Burlington, North Carolina 27215; **J&H Berge, Inc.**, 4111 South Clinton Avenue, South Plainfield, New Jersey 07080; **Parco Scientific Company**, P.O. Box 851559, Westland, MI 48185; **Frey Scientific, LLC**, 140 Marble Drive, Lancaster, PA 17601; and **Ward’s Scientific DBA VWR International LLC**, 5100 W. Henrietta Road, Rochester, New York 14692 for Biology Lab Supplies from the date of award through June 30, 2019.

Bid # 8023 was advertised in The Star Ledger on March 19, 2019. There were fifteen (15) bids solicited. Six (6) responses were received, opened, and publicly read on April 3, 2019.

Nature of Bid: Essex County College – Biology Lab Supplies.

Bid Item # 1 & 2: The recommendation is for the lowest responsive and responsible bidder.

<u>Vendor</u>	<u>Amount</u>
Carolina Biological Supply	\$5,262.27
J&H Berge, Inc.	\$ 848.50
Fray Scientific, LLC	\$ 160.80
Parco Scientific Company	\$1,013.00
VWR International	\$6,640.50

Source of Funding: The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the following funds are available for this purpose:

<u>Department</u>	<u>Type of Funds</u>	<u>Account #</u>	<u>\$ Amount</u>
Biology	Operational	10-2206-7505	\$13,925.07

Resolution: The Board of Trustees of Essex County College approves the award of five (5) contracts in the total amount of **\$13,925.07** to the following companies: **Carolina Biological Supply Co.**, 2700 York Drive, Burlington, North Carolina 27215; **J&H Berge, Inc.**, 4111 South Clinton Avenue, South Plainfield, New Jersey 07080; **Parco Scientific Company**, P.O. Box 851559, Westland, MI 48185; **Frey Scientific, LLC**, 140 Marble Drive, Lancaster, PA 17601; and **Ward’s Scientific DBA VWR International LLC**, 5100 W. Henrietta Road, Rochester, New York 14692 for Biology Lab Supplies from the date of award through June 30, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$35,300.00 – Strategic Planning Online (SPOL)
Contact:	John Runfeldt / Executive Director, Institutional Effectiveness, Planning & Assessment
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.4/4-2019
Resolution Authorizing the Award of a five-year Contract for an Assessment Software Platform	

WHEREAS, Essex County College has a need to approve a five-year contract in the total amount of **\$50,500.00** to **Strategic Planning Online (SPOL)**, 5411 N University Avenue, Coral Springs, Florida 33067 for an Assessment Software Platform to provide an electronic evidence repository needed to efficiently archive and report assessment activity, campus-wide in order to satisfy accreditation standards with the Middle States Commission on Higher Education (MSCHE) for the period of March 31, 2019 through March 31, 2024, 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

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award a said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose, and Legal Department reviewed and approved contract documents,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an agreement with **Strategic Planning Online (SPOL)**, 5411 N University Avenue, Coral Springs, Florida 33067 in the total amount of **\$50,500.00** for an Assessment Software Platform for the period of March 31, 2019 through March 31, 2024;
2. The start date on the five-year contract is dated March 31, 2019 to avoid price increase by the vendor and lock into a lower price point for the duration of the contract;
3. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
4. This contract is being awarded “Non Fair and Open”
5. Specific line item against which this contract is to be charged as follows:
10-0219-7511 Operating Expense
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject: Contact: Meeting Date: Agenda Item No.:	Finance: National Healthcareer Associates Mitra Choudhury / Director of Training, Inc. April 30, 2019 3-1.5/4-2019
Resolution Authorizing Additional Contract for Licensure Examinations	

WHEREAS, Essex County College has a need to approve an additional contract in the total amount not to exceed **\$15,000.00** to **National Healthcareer Associates (NHA), a division of "Assessment Technologies Institute, LLC"**, 62280 Collection Center Drive, Chicago, Illinois, 60693 for on-line learning system to support students preparing for the Certified Clinical Medical Assistant (CCMA); Certified EKG Technician (CET); and Certified Phlebotomy Technician (CPT) licensure examinations for the period February 1, 2019 through June 30, 2019, 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.(a3) Materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted; and

WHEREAS, On September 18, 2018 (3-1.13/9-2018) the Board of Trustees awarded a contract in the amount not to exceed \$10,000.00 for licensure examinations.

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an additional agreement with **National Healthcareer Associates (NHA), a division of Assessment Technologies Institute, LLC**, 62280 Collection Center Drive, Chicago, Illinois, 60693 in the amount not to exceed **\$15,000.00** for licensure examinations for the period of February 1, 2019 through June 30, 2019;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.(a3);
3. This contract is being awarded "Non Fair and Open"
4. Specific line item against which this contract is to be charged as follows:
 Grant funded, Trade Adjustment Assistance Community College and Career Training (TAACCCT) Healthcare Grant, account #29798-9798-7792
 FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Johnson Controls Fire Protection, LP
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.6/4-2019
Resolution Authorizing Additional Service to Proposal – Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services	

WHEREAS, Essex County College has a need to approve an additional service in the amount of **\$3,919.50** to **Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 for the installation of new remote pull station line, nozzles, fittings, corner pulleys of the Fire Suppression in the Cafeteria, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.7 Contracts not to be divided. No purchase, contract or agreement which is single in character or which necessarily or by reason of the quantities required to effectuate the purpose of the purchase, contract or agreement includes the furnishing of additional services or equipment or buying materials or supplies of the doing of additional work, shall be subdivided so as to bring it or any of the parts thereof under the maximum price or cost limitation set forth in section 3 of P.L.1982, c.189 (C.18A:4A-25.3); and

WHEREAS, On November 20, 2018 (3-1.1/11-2018) the Board of Trustees awarded a Request for Proposal (FY19RFP-03) in the total amount of \$150,228.52 for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services from the date of award through June 30, 2020. This additional services is pertaining to original proposal for unforeseen event occurred in the Cafeteria.

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an additional services contract with **Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 in the amount of **\$3,919.50** for unforeseen event in the Cafeteria;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.7;
3. Specific line item against which this contract is to be charged as follows:
10-7251-7620N Operating Expense
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Dell Computers
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.	
Meeting Date:		April 30, 2019
Agenda Item No.:		3-1.7/4-2019
Resolution Authorizing the Award of a Purchase to Dell Computers		

WHEREAS, Essex County College has a need to purchase Mobile Precision 5530 in the amount of **\$4,420.84** to **Dell Computers**, 1 Dell Way, Round Rock, TX 78682, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State by the Division of Purchase and Property, NASPO Value Point Computer M-0483 State Contract Number WN23AGW Contract # MNWNC-108/89967; and

WHEREAS, The County College Law (N.J.A.18A:64A of NJ statues) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an agreement with **Dell Computers**, 1 Dell Way, Round Rock, TX 78682 in the amount of **\$4,420.84** for Mobile Precision 5530;
2. This contract is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.9.(a). NASPO Value Point Computer M-0483 State Contract Number WN23AGW Contract # MNWNC-108/89967;
3. Specific line item against which this contract is to be charged is as follows:
90-0300-7903 Capital Expense
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Cablevision Lightpath, Inc.
Contact:	Mohamed Seddiki/ Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.8/4-2019
Resolution Authorizing a payment for Ethernet Line from the Newark Campus to the Police Academy.	

WHEREAS, Essex County College has a need to approve a payment in the amount not to exceed **\$4,596.00** to **Cablevision Lightpath, Inc.** PO Box 360111, Pittsburgh, Pennsylvania 15251 for a point-to-point Ethernet Line from the Newark Campus to the Police Academy for the month of December 2018 and the months of March through April 2019, 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

WHEREAS, On February 26, 2019 (3-1.5/2-2018) the Board of Trustees awarded a payment in the total amount not to exceed \$6,128.00 for a point-to-point Ethernet Line from the Newark Campus to the Police Academy for the months of August 2018, November 2018, January through February 2019.

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award a said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a payment with **Cablevision Lightpath, Inc.**, PO Box 360111, Pittsburgh, Pennsylvania 15251 in the amount not to exceed **\$4,596.00** for a point-to-point Ethernet Line from the Newark Campus to the Police Academy:

<u>Invoice #</u>	<u>Invoice Date</u>	<u>\$Amount</u>
100019811	12/01/2018-12/31/2018	\$1,532.00
100072873	03/01/2019-03/31/2019	\$1,532.00
100086597	04/01/2019-04/30/2019	\$1,532.00

2. These contracts are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. Specific line item against which these contracts are to be charged as follows:
10-1751-7401 Operating Expense
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – Hyland Software, Inc.
Contact:	Mohamed Seddiki/ Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.9/4-2019
Resolution Authorizing the Award for Renewal Maintenance – Support of Enterprise Content Management (ECM) System	

WHEREAS, Essex County College has a need to renew the annual support and maintenance contract for the College’s Enterprise Content Management (ECM) system in the total amount of **\$13,874.07** to **Hyland Software, Inc.**, 18103 West 106th Street, Olathe, Kansas 66061 for the period of 4/01/2019 through June 30, 2019, 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

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an Agreement with **Hyland Software, Inc.**, 18103 West 106th Street, Olathe, Kansas 66061 in the amount of **\$13,874.07** for the Enterprise Content Management (ECM) system for the following:

<u>Fiscal Year</u>	<u>Period Time</u>	<u>\$Amount</u>
FY 2018 – 2019	4/01/2019 – 6/30/2019	\$13,874.07

2. These contracts are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a (19); and
3. Specific line item against which these contracts are to be charged is as follows:
10-1723-7620 Operating Expense
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Finance: Maintenance Agreement – TouchNet Information Systems
Contact:	Mohamed Seddiki/ Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.10/4-2019
	Resolution Authorizing the Award for Renewal Maintenance – Upgrade Software

WHEREAS, Essex County College has a need to renew the annual support and maintenance contract to Upgrade Software, an electronic payment solution that allows students to pay their tuition bill online in the amount of **\$21,959.00** for the period of July 1, 2019 through June 30, 2020 to **TouchNet Information Systems**, 15520 College Blvd., Lenexa, Kansas 66219, 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

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an Agreement with **TouchNet Information Systems**, 15520 College Blvd., Lenexa, Kansas 66219 in the amount of **\$21,959.00** for maintenance service to Upgrade TouchNet Software and move all future transactions with Essex County College into data center at TouchNet for a hosted solution and one-time implementation fee.
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a (19).
3. Specific line item against which this contract is to be charged is as follows:
10-1723-7511 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – Dell Computers
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.11/4-2019
	Resolution Authorizing the Award of Three (3) Renewal Maintenance – EqualLogic, PowerEdge, and Dell Networking

WHEREAS, Essex County College has a need to approve a contract in the total amount of **\$9,896.39** to **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 for maintenance agreements of EqualLogic PS4100X, PowerEdge-R610 for the period of May 15, 2019 through May 22, 2021 and Dell Networking for the period of May 6, 2019 through May 6, 2020; 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

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an agreement with **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 in the total amount of **\$9,896.39** for the following:

<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>
EqualLogic PS4100X	5/15/2019 – 5/22/2021	\$4,758.50
PowerEdge-R610	5/15/2019 – 5/22/2021	\$4,542.24
Dell Networking N4000	5/06/2019 – 5/06/2020	\$ 595.65

2. These contracts are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. Specific line item against which these contracts are to be charged as follows:
10-1723-7620 Operating Expense
FY 2018/2019
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – New Era Technology
Contact:	Mohamed Seddiki/ Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.12/4-2019
Resolution Authorizing the Award for Renewal Maintenance – SmartNet	

WHEREAS, Essex County College has a need to renew the maintenance agreement for SmartNet, ASR1001 in the total amount of **\$2,437.71** from **New Era Technology**, 535 US Highway 46, Little Falls, New Jersey 07424 for the period of April 14, 2019 through June 30, 2020, in which contract goods and services are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State by the Division of Purchase and Property, State of New Jersey, National Association of State Procurement Officials (NASPO) Value Point Contract #A87720; and

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an Agreement with **New Era Technology**, 535 US Highway 46, Little Falls, New Jersey 07424 in the total amount **\$2,437.71** for a SmartNet maintenance agreement for the following:

<u>Fiscal Year</u>	<u>Period Time</u>	<u>\$Amount</u>
FY 2018 – 2019	4/14/2019 – 6/30/2019	\$ 429.21
FY 2019 – 2020	7/01/2019 – 6/30/2020	\$2,008.50

2. These contracts are awarded without public bidding as a purchase by the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.9(a). State of New Jersey, National Association of State Procurement Officials (NASPO) Value Point Contract #A87720.
3. Specific line item against which these contracts are to be charged as follows:
10-1723-7620 Operating Expense
FY 2018/2019
FY 2019/202

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Contract Agreement – Advertisement Services
Contact:	Sanjay Ramdath / Executive Director of Enrollment Management
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.13/4-2019
Resolution Authorizing the Award of Three (3) Contracts for Advertisement Services	

WHEREAS, Essex County College has a need to approve the award of three (3) contracts in the total amount of **\$41,081.40** to the below listed companies which will serve to promote and highlight Essex County College, in which contracts for advertising are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.(20), Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose, and Legal Department reviewed and approved contract documents,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an Agreement with the following companies in the total amount of **\$41,081.40** for the fiscal year 2018-2019 to the following companies:

<u>Company Name and Address</u>	<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>
JCDecaux Airport, NY, NY 10016	EWR	05/13/19-07/07/19	\$17,500.00
JCDecaux, NY, NY 10118	Print Production	05/13/19	\$ 1,956.40
iHeart Media, Boston, MA 02241	Radio	04/29/19-08/08/19	\$14,625.00
National Cinemedia, CO 80112	Movie Network	06/07/19-08/29/19	\$ 7,000.00

2. These contracts are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.(20).
3. In October 2018 (Addendum 7-4/10-2018) the College accepted funding from the Community College Opportunity Grant (CCOG) from The State of New Jersey Office of the Secretary of Higher Education for the FY 2019 in the amount of \$250,000.00,
4. Specific line item against which these contracts are to be charged as follows:
29414-9414-7470 Community College Opportunity Grant
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Contract Agreement – Billboard Connection
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.14/4-2019
Resolution Authorizing the Award of a Contract for Billboard Advertisement and Installation	

WHEREAS, Essex County College has a need to approve a contract in the amount of **\$29,230.00 Billboard Connection**, 90 Richmond Hill Road, Staten Island, New York 10314 for a series of billboards promoting Fall 2019 registration for the period of May 20, 2019 through August 12, 2019; in which contracts for advertising are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.(20), Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose, and Legal Department reviewed and approved contract documents,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an Agreement with **Billboard Connection**, 90 Richmond Hill Road, Staten Island, New York 10314 in the amount of **\$29,230.00** for billboard advertising and installation for the period of May 20, 2019 through August 12, 2019;
2. These contracts are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.(20).
3. In October 2018 (Addendum 7-4/10-2018) the College accepted funding from the Community College Opportunity Grant (CCOG) from The State of New Jersey Office of the Secretary of Higher Education for the FY 2019 in the amount of \$250,000.00,
4. This contract is being awarded "Non Fair and Open"
5. Specific line item against which these contracts are to be charged as follows:
29414-9414-7470 Community College Opportunity Grant
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Service – Clifton Larson Allen
Contact:	Evens Wagnac / Deputy Chief Finance Officer
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.15/4-2019
Resolution Authorizing the Payment for Professional Services	

WHEREAS, Essex County College has a need for professional services rendered to **Clifton Larson Allen LLP**, 610 West Germantown Pike, Plymouth Meeting, Pennsylvania 19462 in the amount not to exceed **\$19,000.00**, 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(1) Professional services; and

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an Agreement with **Clifton Larson Allen LLP**, 610 West Germantown Pike, Plymouth Meeting, Pennsylvania 19462 in the amount not to exceed **\$19,000.00** for professional services rendered in connection with the College’s financial statements for the year ended June 30, 2018;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(1);
3. Specific line item against which this contract is to be charged is as follows:
10-1701-7828 Operating Expenses
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Services – Meryll N. Fulmer
Contact:	Dr. Elvira Vieira – Dean Community, Continuing Ed. & Workforce Development
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.16/4-2019
Resolution Authorizing the Award of a Contract for Consultant Services	

WHEREAS, Meryll N. Fulmer has been approved by the American Society of Radiologic Technologists (ASRT) to provide didactic training in Mammography. Ms. Fulmer previously provided consultant services for faculty training in the Radiography Department. This training will provide additional credentials for Essex County College’s Radiography students and practicing Radiographers with additional certification to enhance their employability.

WHEREAS, Essex County College has a need for consultant services of **Meryll N. Fulmer**, who will be providing didactic training for the Initial Training in Mammography Program offered through the On-Campus Continuing Education Department in the amount of **\$8,000.00** for the period of May 11, 2019 through June 15, 2019, 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(15) Professional Consulting Services; and

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose and Legal Department reviewed and approved contract documents,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a contract in the amount of **\$8,000.00** for consultant services to **Meryll N. Fulmer**, 1166 Mettler Road, Huntingdon Valley, Pennsylvania 19006 for the period May 11, 2019 to June 15, 2019.

Payments will be made in accordance with the following dates:

- May 13, 2019 \$4,000.00
- June 17, 2019 \$4,000.00

2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(15).
3. Specific line item against which this contract is to be charged are as follows:
10-5103-7180 Operating Expense (Services will be paid through revenue generated from student tuition)
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Institutional Assessment – Association of Community College Trustees
Contact:	Dr. Anthony E. Munroe / President
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.17/4-2019
Resolution Authorizing the Payment for Board and Presidential Evaluations and Membership Dues for the Fiscal Year 2019-2020	

WHEREAS, Essex County College has a need to approve a payment in the total amount of **\$9,381.00** to **Association of Community College Trustees (ACCT)**, Department 6061, Washington, District of Columbia 20042 for 2019 Board self-assessment process and membership dues for the period of July 1, 2019 through June 30, 2020, 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(1) Professional services; or

WHEREAS, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

WHEREAS, On August 22, 2018 (3-1.26/8-2018) the Board of Trustees awarded a payment in the amount of \$17,500.00 to ACCT for 2nd half of the fee to provide a comprehensive Board Leadership program for the Essex county College Board of Trustees.

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment with **Association of Community College Trustees (ACCT)**, Department 6061, Washington, District of Columbia 20042 in the total amount of **\$9,381.00** for 2019 Board self-assessment process and membership dues for the period of July 1, 2019 through June 30, 2020;
2. These contracts are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(1);
3. Specific line item against which these contracts are to be charged are as follows:

Operating Expense: 10-0101-7184	\$2,500.00
10-1701-7470	\$6,881.00

FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	
BOARD APPROVAL DATE April 30 , 2019	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Finance: Institutional Contract – Crystal Plaza Group, Inc.
Contact:	Dr. Leigh M. Bello-de Castro / Associate Dean West Essex Campus and Online Education
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.18/4-2019
	Resolution Authorizing the Final payment of a Contract for the 50 th Anniversary Gala

RECOMMENDATION: It is recommended that the Board of Trustees approve the final payment of a contract in the total amount of \$25,910.00 excluding additional guests outside our contract to **Crystal Plaza Group, Inc.**, 305 West Northfield Road, Livingston, New Jersey 07039 for the 50th Anniversary Gala to be held on May 2, 2019.

BACKGROUND AND RATIONALE: On October 16, 2018 (3-1.10/10-2018) the Board of Trustees approved the award for the facilities services of Crystal Plaza for the 50th Anniversary Gala of the College on May 2, 2019. Two (2) deposits were required before the event. The first deposit was paid by October 31, 2018 for the amount of \$8,500.00, and the second deposit was paid by February 15, 2019 for the amount of \$15,000.00 to secure the venue. Final deposit is due 10 days prior to event for the amount of \$25,910.00.

The Essex County College Foundation Board will reimburse the College the total cost of the venue after the event has concluded and all payments have been secured.

FISCAL NOTES: This action is funded by operating funds, account #10-1705-7315

RESOLUTION: The Board of Trustees of Essex County College approves the final payment of a contract in the total amount of \$25,910.00 excluding additional guests outside our contract to **Crystal Plaza Group, Inc.**, 305 West Northfield Road, Livingston, New Jersey 07039 for the 50th Anniversary Gala to be held on May 2, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Genova Burns Attorneys-At-Law
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.19/4-2019
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College had a need to ratify a payment for outside legal services. **Genova Burns Attorneys-At-Law** was selected by the College’s Insurance carrier, and rendered services for the months of February 2019; and

WHEREAS, Request for Qualification #FY18-RFQ1 was advertised in The Star Ledger newspaper November 15, 2017 and was opened and publicly announced on November 30, 2017. There were twenty-three (23) respondents of which one (1) was disqualified; and

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting February 27, 2018 approved the awarding of those twenty-two (22) contracts of which Genova Burns Attorneys-At-Law were among at a rate of \$250.00 per hour; and

WHEREAS, Essex County College wishes to authorize payment for services rendered without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq;

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **Genova Burns Attorneys-At-Law**, 494 Broad Street, Newark, New Jersey 07102 for legal services rendered in the total amount of **\$2,188.40**, invoices:
 - # **388804** for **\$1,763.40**, February 28, 2019 (Lisa Durden);
 - # **388813** for **\$425.00**, February 28, 2019 (ECC v. Gibson/Hasan counterclaim); and

2. Specific line item against which these contracts are to be charged as follows:
 10-1701-7827 Operating Expense
 FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30 , 2019	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Finance: Legal Service – DeCotiis, Fitzpatrick & Cole, LLP
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	April 30, 2019
Agenda Item No.:	3-1.20/4-2019
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College had a need to ratify a payment for outside legal services. **DeCotiis, Fitzpatrick & Cole, LLP** rendered services for the months of July 31 through August 31, 2018 and February 29, 2019; and

WHEREAS, Request for Qualification #FY18-RFQ1 was advertised in The Star Ledger newspaper November 15, 2017 and was opened and publicly announced on November 30, 2017. There were twenty-three (23) respondents of which one (1) was disqualified; and

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting February 27, 2018 approved the awarding of those twenty-two (22) contracts of which DeCotiis, Fitzpatrick & Cole, LLP were among at a rate of \$195.00 per hour; and

WHEREAS, Essex County College wishes to authorize payment for services rendered without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq;

WHEREAS, The Vice-President of Business Operation/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **DeCotiis, Fitzpatrick & Cole, LLP**, 500 Frank W. Burr Blvd., Teaneck, New Jersey 07666 for legal services rendered in the total amount of **\$2,347.20** for the following invoices:
 - **#203159** for **\$1,976.70** July 31, 2018 (Income Tax Investigation);
 - **#204787** for **\$156.00** August 31, 2018 (Income Tax Investigation);
 - **#211751** for **\$214.50** February 28, 2019 (Income Tax Investigation); and

2. Specific line item against which these contracts are to be charged are as follows:
10-1701-7827 Operating Expense
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Appointment, Kayla Camara
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-1/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Kayla Camara, to the position of Assistant Director of Career Services, for the Student Development and Counseling Department, for the period May 1, 2019 through June 30, 2019 and reappointment July 1, 2019 through June 30, 2020. The recommended annual salary for the position is \$50,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. Sixty (60) applications were received and five (5) applicants were interviewed. Kayla Camara is the recommended candidate.

DEGREE DEGREE/CERTIFICATION QUALIFICATIONS (MASTERS DEGREE REQUIRED)

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Bachelor of Arts	2015	William Paterson University Wayne, NJ	Political Science and Criminal Justice

FISCAL NOTES: The recommended salary of \$50,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Kayla Camara, at the annual salary of \$50,000, to the position of Assistant Director of Career Services, for the Student Development and Counseling Department, for the period May 1, 2019 through June 30, 2019 and reappointment July 1, 2019 through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Maria Falcon
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-2/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Maria Falcon, to the position of Office Assistant – Student Eligibility, for the Educational Opportunity Fund (EOF) Department, contingent upon grant funding, for the period beginning May 1, 2019. The recommended annual salary for the position is \$31,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. Eight (8) applications were received and two (2) applicants were interviewed. Maria Falcon is the recommended candidate.

DEGREE DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Associate in Science	2004	Essex County College Newark, NJ	Early Childhood Education

FISCAL NOTES: The recommended salary of \$31,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Maria Falcon, at the annual salary of \$31,000, to the position of Office Assistant – Student Eligibility, for the Educational Opportunity Fund (EOF) Department, contingent upon grant funding, for the period beginning May 1, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jamilah Williams
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-3/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Jamilah Williams, to the position of Technical Assistant, for the Student Development and Counseling Department, for the period beginning May 1, 2019. The recommended annual salary for the position is \$29,204.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. Ten (10) applications were received and six (6) applicants were interviewed. Jamilah Williams is the recommended candidate.

DEGREE DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$29,204 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Jamilah Williams, at the annual salary of \$29,204, to the position of Technical Assistant, for the Student Development and Counseling Department, for the period beginning May 1, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Appointment, Rasheed McKeith
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-4/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Rasheed McKeith, to the position of Maintenance Technician, for the Facilities Management Department, for the period beginning May 1, 2019. The recommended annual salary for the position is \$38,480.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. Ten (10) applications were received and six (6) applicants were interviewed. Rasheed McKeith is the recommended candidate.

DEGREE DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$38,480 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Rasheed McKeith, at the annual salary of \$38,480, to the position of Maintenance Technician, for the Facilities Management Department, for the period beginning May 1, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Khadija Boumehdi
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-5/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Khadija Boumehdi, to the position of Security Officer, for the Public Safety Department, for the period beginning May 1, 2019. The recommended annual salary for the position is \$24,600.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. Ten (10) applications were received and six (6) applicants were interviewed. Khadija Boumehdi is the recommended candidate.

DEGREE DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$24,600 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Khadija Boumehdi, at the annual salary of \$24,600, to the position of Security Officer, for the Public Safety Department, for the period beginning May 1, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Appointment, Aaron Butisingh
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-6/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Aaron Butisingh, to the position of Security Officer, for the Public Safety Department, for the period beginning May 1, 2019. The recommended annual salary for the position is \$24,600.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. Ten (10) applications were received and six (6) applicants were interviewed. Aaron Butisingh is the recommended candidate.

DEGREE DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$24,600 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Aaron Butisingh, at the annual salary of \$24,600, to the position of Security Officer, for the Public Safety Department, for the period beginning May 1, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Appointment, Martha Puca
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-7/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Martha Puca, to the position of Security Officer, for the Public Safety Department, for the period beginning May 1, 2019. The recommended annual salary for the position is \$24,600.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. Ten (10) applications were received and six (6) applicants were interviewed. Martha Puca is the recommended candidate.

DEGREE DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$24,600 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Martha Puca, at the annual salary of \$24,600, to the position of Security Officer, for the Public Safety Department, for the period beginning May 1, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion in Academic Rank, Mary Ellen Carpenter
Contact:	Jeffery Lee, Vice President of Academic Affairs/Chief Academic Officer (CAO)
Meeting Date:	April 30, 2019
Agenda Item No.:	4-8/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve promotion in academic rank for the individual(s) listed, effective September 1, 2019, in accordance with the terms and conditions of the Faculty Association Collective Bargaining Agreement.

BACKGROUND AND RATIONALE: Promotion in academic rank is reserved for individual(s) who have established reputations in their fields and whose contributions to their profession and the College's mission are exemplary. The following member has met the requirements and is recommended for promotion in academic rank:

<u>From</u>	<u>To</u>	<u>Name</u>	<u>Discipline</u>	<u>Degree and Major</u>
Instructor	Assistant Professor	Mary Ellen Carpenter	Radiography	MA – Health Education BS – Allied Health Services AS – Radiography

FISCAL NOTES: The recommended salary of \$84,765.65 is included in the College's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves promotion in academic rank for the individual(s) listed, effective September 1, 2019, in accordance with the terms and conditions of the Faculty Association Collective Bargaining Agreement.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Shalynn Hunt
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-9/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Shalynn Hunt, from the position of Cashier, for the Bookstore, to the position of Student Services Representative - Graduation, for the Enrollment Services Department, for the period retroactive to April 15, 2019 through June 30, 2019 and reappointment July 1, 2019 through June 30, 2020. The recommended annual salary for the position is \$32,000.

BACKGROUND AND RATIONALE: Shalynn Hunt is being recommended for promotion due to her experience in student services and knowledge of College operations.

DEGREE/CERTIFICATION QUALIFICATIONS (ASSOCIATES DEGREE REQUIRED)

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Associate in Arts	2007	Essex County College Newark, NJ	Liberal Arts

FISCAL NOTES: The recommended salary of \$32,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Shalynn Hunt, at the annual salary of \$32,000, from the position of Cashier, for the Bookstore, to the position of Student Services Representative - Graduation, for the Enrollment Services Department, for the period retroactive to April 15, 2019 through June 30, 2018 and reappointment July 1, 2019 through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Mirian Ochoa
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-10/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Mirian Ochoa, from the position of Office Assistant, to the position of Student Services Representative - Admission, for the Enrollment Services Department, for the period May 1, 2019 through June 30, 2019 and reappointment July 1, 2019 through June 30, 2020. The recommended annual salary for the position is \$35,362.22.

BACKGROUND AND RATIONALE: Mirian Ochoa is being recommended for promotion due to her experience in the Registrar's office and contributions to the College.

DEGREE/CERTIFICATION QUALIFICATIONS (ASSOCIATES DEGREE REQUIRED)

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Bachelor of Science	2006	Technical University of Loja Ecuador	Business Administration
• Associate in Science	2011	Essex County College Newark, NJ	Business Administration
• Associate in Science	2010	Essex County College Newark, NJ	Accounting

FISCAL NOTES: The recommended salary of \$35,362.22 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Mirian Ochoa, at the annual salary of \$35,362.22, from the position of Office Assistant, to the position of Student Services Representative - Admission, for the Enrollment Services Department, for the period May 1, 2019 through June 30, 2019 and reappointment July 1, 2019 through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Granting of Tenure, Myrna Scott
Contact:	Jeffery Lee, Vice President of Academic Affairs/Chief Academic Officer (CAO)
Meeting Date:	April 30, 2019
Agenda Item No.:	4-11/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the granting of tenure of Myrna Scott, to the academic rank of Instructor, in the discipline of Nursing, for the Nursing Department, effective September 1, 2019. The recommended annual salary for the position is \$53,527.

BACKGROUND AND RATIONALE: Myrna Scott has served in the capacity of Instructor of Nursing since September 2014 and has demonstrated clear and positive evidence of excellence in scholarship and classroom performance. She has made significant contributions to the College, its students, and the community.

DEGREE/CERTIFICATION QUALIFICATIONS (MASTER'S DEGREE REQUIRED)

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Master of Science	2011	Felician University Lodi, NJ	Nursing
• Bachelor of Arts	2008	Felician University Lodi, NJ	Nursing

FISCAL NOTES: The recommended salary of \$53,527 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the granting of tenure of Myrna Scott, at the annual salary of \$53,527, to the academic rank of Instructor, in the discipline of Nursing, for the Nursing Department, effective September 1, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Granting of Tenure, Darlyn Warner
Contact:	Jeffery Lee, Vice President of Academic Affairs/Chief Academic Officer (CAO)
Meeting Date:	April 30, 2019
Agenda Item No.:	4-12/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the granting of tenure of Darlyn Warner, to the academic rank of Instructor, in the discipline of Radiography, for the Health Sciences Department, effective January 1, 2020. The recommended annual salary for the position is \$60,280.

BACKGROUND AND RATIONALE: Darlyn Warner has served in the capacity of Instructor of Radiography since January 2015 and has demonstrated clear and positive evidence of excellence in scholarship and classroom performance. She has made significant contributions to the College, its students, and the community.

DEGREE/CERTIFICATION QUALIFICATIONS (MASTER’S DEGREE REQUIRED)

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Master of Science	2013	Midwestern State University Wichita Falls, TX	Radiologic Sciences
• Bachelor of Science	2013	Florida Hospital College of Health Sciences Orlando, FL	Radiologic Sciences
• Associate in Applied Science	2007	Passaic County Community College Paterson, NJ	Radiography

FISCAL NOTES: The recommended salary of \$60,280 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the granting of tenure of Darlyn Warner, at the annual salary of \$60,280, to the academic rank of Instructor, in the discipline of Radiography, for the Health Sciences Department, effective January 1, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Reinstatement to College, Yelena Pirtskhalava
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-13/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the reinstatement to the College of Yelena Pirtskhalava, to the position of Program Coordinator of Continuing Education Student Success, for the Community and Continuing Education Department, contingent upon grant funding, for the period May 1, 2019 through June 30, 2019 and reappointment July 1, 2019 through June 30, 2020. The recommended annual salary for the position is \$50,040.21

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. One (1) application was received and reviewed. Yelena Pirtskhalava is the recommended candidate

DEGREE DEGREE/CERTIFICATION QUALIFICATIONS (BACHELORS DEGREE REQUIRED)

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Master of Science	1990	Moscow Institute of Textile Technology Russia	Computer Engineering
• Bachelor of Science	1987	Moscow Institute of Textile Technology Russia	Textile Engineering

FISCAL NOTES: The recommended salary of \$50,040.21 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the reinstatement to the College of Yelena Pirtskhalava, the annual salary of \$50,040.21, to the position of Program Coordinator of Continuing Education Student Success, for the Community and Continuing Education Department, contingent upon grant funding, for the period May 1, 2019 through June 30, 2019 and reappointment July 1, 2019 through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Change in Salary
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	April 30, 2019
Agenda Item No.:	4-14/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the change in salary of the individual(s) listed, effective July 1, 2018, in accordance with the Diane B. Allen Equal Pay Act.

<u>Employee ID</u>	<u>Adjusted Amount</u>
*****170	\$1,072.90
*****531	\$580.36
*****623	\$8,156.22
*****221	\$7,489.52
*****055	\$3,790.68
*****495	\$607.98
*****707	\$6,772.69
*****679	\$8,821.65
*****677	\$4,458.80
*****209	\$108.24
*****369	\$2,565.52

BACKGROUND AND RATIONALE: The change in salary is recommended to meet the requirements mandated by the Diane B. Allen Act.

FISCAL NOTES: The recommended salaries are pending final review by Finance and will be included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the change in salary of the individual(s) listed, effective July 1, 2018, in accordance with the Diane B. Allen Equal Pay Act.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Re-Appointment Listing
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-15/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the re-appointment of the administrative, professional, tenure-track and non-tenure track faculty employees identified on the attached Re-Appointment of Personnel listings for the periods indicated.

BACKGROUND AND RATIONALE: Consistent with the annual contract renewal process, employee listings by employment classification are submitted to the Board of Trustees for approval. Employee count by classification is as follows:

	Effective Period	
Administrative Personnel	09/01/2019 - 08/31/2020	29
Administrative/Confidential Personnel	09/01/2019 - 08/31/2020	30
Tenure-Track and Non-Tenure Track Faculty	09/01/2019 - 08/31/2020	10
Professional Personnel	07/01/2019 - 06/30/2020	104
Professional/Confidential Personnel	07/01/2019 - 06/30/2020	24
TOTAL EMPLOYEE RENEWALS		197

FISCAL NOTES: Salaries of employees recommended for re-appointment are included in the College's 2019-20 annual operating budget.

RESOLUTION: The Board of Trustees of Essex County College approves the re-appointment of the administrative, professional, tenure-track and non-tenure track faculty employees identified on the attached Re-Appointment of Personnel listings for the periods indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	April 30, 2019
Agenda Item No.:	4-16/4-2019

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Maria Alvarez	Custodian Facilities Management	Support Staff Facilities	10/20/2003	06/30/2019

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(s) listed, effective on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Budget Amendment: Carl D. Perkins Vocational & Technical Education FY2019 Postsecondary Grant Allocation
Contact:	Yvette Jefferies, Director College Advancement & Foundation
Meeting Date:	April 30, 2019
Agenda Item No.:	7-1.1/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept the Carl D. Perkins Vocational & Technical Education Fiscal Year 2019 Budget Amendment to the State of New Jersey Department of Education in the amount of \$7,056 for the period of July 1, 2018 – June 30, 2019 (FY19). This increases the total grant amount to \$768,929.

BACKGROUND AND RATIONALE: Essex County College was eligible to receive additional Perkins grant funds as part of our current FY 2019 Postsecondary Perkins application in the amount of \$7,056. The funds are used for the College’s career and technical education programs through the procurement of equipment and supplies, mentoring and tutoring, the hiring of personnel, and professional development. The additional funds will be utilized in accordance with the amended FY19 spending strategy.

FISCAL NOTES: There will be no negative fiscal impact to the College. The additional funds will support areas throughout the College to achieve the grant purpose.

RESOLUTION: The Board of Trustees of Essex County College accepts the Carl D. Perkins Vocational & Technical Education Fiscal Year 2019 Budget Amendment to the State of New Jersey Department of Education in the amount of \$7,056 for the period of July 1, 2018 – June 30, 2019 (FY19). This increases the total grant amount to \$768,929.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Application submittal for: Carl D. Perkins Vocational & Technical Education FY2020 Postsecondary Grant Application
Contact:	Yvette Jefferies, Director College Advancement & Foundation
Meeting Date:	April 30, 2019
Agenda Item No.:	7-1.2/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College agree to submit an application for funding for the Carl D. Perkins Vocational & Technical Education Fiscal Year 2020 Postsecondary Grant from the State of New Jersey Department of Education for the period of July 1, 2019 – June 30, 2020 (FY20).

BACKGROUND AND RATIONALE: The Carl D. Perkins Vocational & Technical Education FY2020 Postsecondary Grant is distributed by the State of New Jersey Department of Education with the purpose to support the academic and career and technical skills of students who elect to enroll in Career and Technical Education (CTE). The grant accomplishes this by developing and assisting students in meeting high standards, integrating academic and career and technical instruction, collecting and disseminating research and information on best practices, providing technical assistance and professional development, supporting partnerships among diverse stakeholders, and providing individuals with the knowledge and skills to keep our country competitive.

FISCAL NOTES: There will be no negative fiscal impact to the College. The funds will support areas throughout the College to achieve the grant purpose.

RESOLUTION: The Board of Trustees of Essex County College agrees to submit an application for funding for the Carl D. Perkins Vocational & Technical Education Fiscal Year 2020 Postsecondary Grant from the State of New Jersey Department of Education for the period of July 1, 2019 – June 30, 2020 (FY20).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Contracts for Services: FOCUS Hispanic Center for Community Development, Inc. and Ironbound Community Corporation Extension Centers
Contact:	Dr. Elvira Vieira, Dean – Community, Continuing Education and Workforce Development
Meeting Date:	April 30, 2019
Agenda Item No.:	7-1.3/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the contracts for services with FOCUS Hispanic Center for Community Development, Inc. and Ironbound Community Corporation extension centers in the amount of \$45,000.00 each to provide off-campus educational and community outreach services.

BACKGROUND AND RATIONALE: Essex County College has worked cooperatively with FOCUS Hispanic for Center Community Development Inc. and Ironbound Community Corporation for nearly forty years and has successfully provided credit, non-credit, ESL, and Civics courses, and other off-campus educational and community outreach services for a predominantly Hispanic population in the City of Newark, New Jersey. Recent data for these two extension centers reveals the following information on student enrollment, fundable hours, students that transferred to the main or West Essex campus and students who graduated:

FOCUS Hispanic Center for Community Development Inc.

Year	Enrollment	Fundable Hours
2016-2017	524	1,780.5
2017-2018	496	1,678.5
2018-2019	393	1,732.5

Ironbound Community Corporation

Year	Enrollment	Fundable Hours
2016-2017	389	1,364.0
2017-2018	308	1,056.5
2018-2019	277	1,114.0

FOCUS and Ironbound Extension Centers

Year	Unduplicated Headcount	Number of Students Transferred to Main Campus or WEC	Number of Graduates
2016-2017	364	124	96
2017-2018	327	108	89
2018-2019	310	106	*

* In progress

FISCAL NOTES: The total amount of these contracts for the educational and community outreach services is \$90,000.00 for FY 2020 to be made in equal payments as described in the attached service agreements.

RESOLUTION: The Board of Trustees approves the contracts for services with FOCUS Hispanic Center for Community Development, Inc. and Ironbound Community Corporation extension centers in the amount of \$45,000.00 each to provide off-campus educational and community outreach services at these centers for the period of July 1, 2019 through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of funding: Essex County Division of Training & Employment
Contact:	Dr. Elvy M. Vieira, Dean of Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 30, 2019
Agenda Item No.:	7-1.4/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept funding in the amount of \$41,909 from the Essex County Division of Training and Employment to provide worksites for 80 youths as part of the Summer Youth Employment Pilot Program beginning June 1, 2019 and ending August 23, 2019.

BACKGROUND AND RATIONALE: The Training, Inc. program has a long history of soliciting and securing funding from various foundations and public agencies. Training, Inc., utilizing the standards and practices of the business world, provides a wide variety of job training services at no cost to individuals, in business as well as allied health careers, to seeking initial entry, reentry or upward mobility in the workforce. The Training, Inc. program has operated successfully for the past twenty-six years, attaining a 75% completion rate and an 80% graduate job placement rate.

FISCAL NOTES: The costs associated with the program are funded by the grant.

RESOLUTION: The Board of Trustees of Essex County College accepts funding in the amount of \$41,909 from the Essex County Division of Training and Employment to provide worksites for 80 youths as part of the Summer Youth Employment Pilot Program beginning June 1, 2019 and ending August 23, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Joint Admissions Agreement: Kean University
Contact:	Dr. Jeffrey Lee, Vice President Academic Affairs, Chief Academic Officer
Meeting Date:	April 30, 2019
Agenda Item No.:	7-1.5/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the Joint Admissions Agreement between Essex County College (the College) and Kean University.

BACKGROUND AND RATIONALE: This Agreement is designed to strengthen the academic and student support partnership between these two institutions. This non-exclusive Agreement seeks to improve student access across the two higher education sectors and to provide priority transfer opportunities for qualified students enrolled at Essex County College. This Agreement will also enhance the value of articulation agreements between the collaborating institutions.

FISCAL NOTES: The costs of this program are comprehended within the College’s operating budget.

RESOLUTION: The Board of Trustees of Essex County College approves the Joint Admissions Agreement between Essex County College (the College) and Kean University.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION <p style="text-align: center;">Dr. Anthony E. Munroe, President</p>	FINAL DISPOSITION
BOARD APPROVAL DATE <p style="text-align: center;">April 30, 2019</p>	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Clinical Affiliation Agreement: Kean University
Contact:	Dr. Keith Kirkland, Dean – Student Affairs
Meeting Date:	April 30, 2019
Agenda Item No.:	7-1.6/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve a clinical affiliation agreement between Essex County College and Kean University for the clinical internship experience of Kean students in student wellness.

BACKGROUND AND RATIONALE: Students in Kean’s mental health counseling, masters counseling, social work and doctoral psychology programs are required to complete clinical experiences at an approved clinical site to earn their degrees. Essex will provide, in our student wellness services department, such an official site for these experiences.

Under the supervision of clinically appropriate, licensed professional(s), Kean students will receive hands-on clinical training.

FISCAL NOTES: The costs of this program are comprehended within the College’s operating budget.

RESOLUTION: The Board of Trustees of Essex County College approves the clinical affiliation agreement between Essex County College and Kean University for the clinical internship experience of Kean students in student wellness.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Memorandum of Understanding: MRDC
Contact:	Sanjay Ramdath – Executive Director of Enrollment Management
Meeting Date:	April 30, 2019
Agenda Item No.:	7-1.7/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the Memorandum of Understanding between Essex County College (ECC) and MRDC which provides for ECC to create a SUCCESS program at our institution and to study the impact of that program. The goal of SUCCESS is to increase low-income community college students' graduation rates and reduce achievement gaps.

BACKGROUND AND RATIONALE: This is a MOU for Essex County College to build financially viable, highly effective programs which dramatically increase three-year graduation rates. MDRC has designed the SUCCESS model to combine the most effective elements from interventions proven effective in past rigorous research. MDRC and ECC will partner to design a program based on this model that works for our student population and college resources, with a goal of creating a program that improves academic outcomes and is financially viable.

FISCAL NOTES: MDRC will pass through \$120,000 in philanthropic funding during the first two years of the project. The costs of this program are comprehended within the College's operating budget.

RESOLUTION: The Board of Trustees of Essex County College approves the Memorandum of Understanding between Essex County College (ECC) and MDRC which provides for ECC to create a SUCCESS program at our institution and to study the impact of that program.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Agreement for Army SROTC for Cross-Town Essex County College
Contact:	Dr. Keith Kirkland, Dean – Student Affairs
Meeting Date:	April 30, 2019
Agenda Item No.:	7-1.8/4-2019

RECOMMENDATION: It is recommended that the Board of Trustee approve the Agreement for Army SROTC for Cross-Town Essex County College to provide for enrollment opportunities for students from the cross-town institution Essex County College in the host institution Seton Hall University Army Senior Reserve Officers' Training Corps (SROTC) Program.

BACKGROUND AND RATIONALE: The Secretary of the Army has approved the application for the establishment of an Army Senior Reserve Officers' Training Corps Program at Seton Hall University which serves at the regional training site. Essex County College has served as a cross-town institution for over ten years providing the opportunity for our students to participate in Seton Hall University's Army Senior Officer's Training Corps program. Seton Hall University's Army SROTC program will provide SROTC instruction and training for qualified students enrolled from Essex County College on the same basis as for students enrolled in SROTC at Seton Hall University. Essex County College agrees to authorize its students to enroll in and attend Army SROTC classes offered at the Seton Hall University.

FISCAL NOTES: No fiscal impact on our college.

RESOLUTION: The Board of Trustee approves the Agreement for Army SROTC for Cross-Town Essex County College to provide for enrollment opportunities for students from the cross-town institution Essex County College in the host institution Seton Hall University Army Senior Reserve Officers' Training Corps (SROTC) Program.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Acceptance of Funds: Newark Public School District - DUAL ENROLLMENT PROGRAM
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 30, 2019
Agenda Item No.:	7-1.9/4-2019

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept the contract for payment in the amount of \$297,427.54 from the Newark Public School District (NPSD) for Newark Public High School (NPHS) student enrollment in Essex County College’s Dual Enrollment program from July 1, 2018 to June 30, 2019.

BACKGROUND AND RATIONALE: The Dual Enrollment Program provides NPSD students an opportunity to complete their developmental sequence, earn additional college credit, and/or complete an associate degree while in high school.

FISCAL NOTES: Dual Enrollment Program costs per NPHS enrollment:

HIGH SCHOOL	TOTAL Per High School
American History High School	\$18,625
Central High School	\$64,106
East Side High School	\$181,448
Science High School	\$17,100
Technology High School	\$14,347
University High School	\$1,800
TOTAL	\$297,427

RESOLUTION: The Board of Trustees of Essex County College accepts \$297,427.54 from the Newark Public School District (NPSD) for Newark Public High School (NPHS) student enrollment in Essex County College’s Dual Enrollment Program from July 1, 2018 to June 30, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Ratification: Lease of Lot 1, Block 204
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	April 30, 2019
Agenda Item No.:	7-2.1/4-2019

WHEREAS, Essex County College (“College”) owns real property known as lot 1, block 204 on the tax maps of the City of Newark (the “Property”) which is currently being utilized by the County of Essex as a parking lot; and

WHEREAS, the College desires to permit the County of Essex to construct and operate on the Property, a 900 automobile parking garage; and maintain and operate a surface lot containing 115 parking spaces;

WHEREAS, the Executive Committee of the Board of Trustees of Essex County College acted on March 27, 2019 to authorize the President of Essex County College to execute a lease with tenant County of Essex for a term of five years commencing on April 1, 2019;

WHEREAS, the County of Essex, in consideration of the Lease, will pay the College one dollar and provide the College the right to utilize the parking garage and surface lot on the property as parking for College’s employees, visitors and students between the hours of 4pm and 6am Monday through Friday, and from 4pm Friday through 6am Monday.

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

1. The March 27, 2019 action of the Executive Committee of the Board of Trustees of Essex County College to approve the Lease Agreement between the College and the County of Essex for the Property for a five-year term commencing April 1, 2019 is hereby ratified.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Adoption of Board Policy 1-6
Contact:	Policy and Governance Committee - Board of Trustees
Meeting Date:	April 30, 2019
Agenda Item No.:	7-3.1/4-2019

RESOLUTION: The Board of Trustees of Essex County College adopts Board Policy 1-6 Diversity, Equity, & Inclusion, as set forth below effective immediately.

ESSEX COUNTY COLLEGE

BOARD POLICY

BP 1-6 DIVERSITY, EQUITY & INCLUSION POLICY

Purpose

The intent of this policy is to address diversity and assuring inclusive excellence by supporting College efforts to achieve the goal of attracting and retaining diverse students, faculty, staff and administrative leaders, fostering student completion, and implementing programs and strategies to establishing a welcoming environment for all.

Application

Essex County College is an open access community college that serves the diverse needs of students through comprehensive educational programs, training, and continuing education. In efforts to achieve this goal, the College strives to ensure that the student population we serve and the administrative staff and faculty we employ are representative of the diversity of our community.

Essex County College will develop strategic diversity and inclusion action plans that tangibly demonstrate its commitment to the principles of inclusive excellence as well as identify diversity, equity and inclusion as essential aspects of system and campus planning and as indispensable characteristics of academic excellence and the ongoing experience of every member of the Essex County College community.

Diversity and inclusiveness are integral components of the highest quality academic programs and the strongest campus climate. The College’s mission makes clear its responsibility to provide the broadest possible access, fully representative of all segments of the community. The College will employ best practices to attract diverse students, faculty, staff and administrative leaders, including efforts to strengthen the pipeline of diverse individuals with advanced credentials; ensure that services are in place to support retention (of faculty and students) and foster student completion at a rate that closes existing achievement gaps; and implement programs and strategies to establish a welcoming environment for all.

ATTACHMENTS: No

Approved: 4/30/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Revision of Board Policy 3-7
Contact:	Policy and Governance Committee – Board of Trustees
Meeting Date:	April 30, 2019
Agenda Item No.:	7-3.2/4-2019

RESOLUTION: The Board of Trustees of Essex County College revises Board Policy 3-7 Credit Card Limitation, as set forth below effective immediately. For the purpose of authorizing the use of electronic disbursements, including purchasing cards, by College employees.

ESSEX COUNTY COLLEGE

BOARD POLICY

BP 3-7

REIMBURSEMENT AND ELECTRONIC DISBURSEMENTS

REFERENCE: N.J.S.A. 18A:64A-12(p), N.J.A.C. 5:30-9A

- a. The voucher system shall generally be used to control and reimburse personnel for expenses authorized and incurred while serving as an agent of the College.
- b. The President shall implement Procurement Card program (hereinafter “P-Card”) which may be issued to the Director of Purchasing and/or the Chief Financial Officer, or other persons as permitted by N.J.A.C 5:30-9A.7.
- c. The aforementioned persons are further authorized to use “standard electronic funds transfer technologies” for “electronic funds transfers” as those terms are defined by the Local Finance Board regulations.
- d. The President shall develop a College Regulation setting forth the procedure for use of the P-Card or any standard electronic funds transfer technologies for authorized College expenditures. Such regulation(s) shall implement the internal controls set forth in New Jersey Administrative Code Title 5, Chapter 30, Subchapter 9A (“Subchapter 9A”). Subchapter 9A is incorporated in this Policy as if set forth at length herein.

ATTACHMENTS: YES

Approved: 11/7/77
 Revised: 11/2/81
 Revised: 9/ /97
 Revised: 5/5/05
 Revised 04/30/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Adoption of Resolution to Recognize April as Community College Month
Contact:	Policy and Governance Committee – Board of Trustees
Meeting Date:	April 30, 2019
Agenda Item No.:	7-3.3/4-2019

**RESOLUTION RECOGNIZING APRIL AS
COMMUNITY COLLEGE MONTH**

WHEREAS, the more than thirteen hundred Community and Technical colleges, public and private, in the United States have contributed enormously to the richness and accessibility of American higher education. Nearly half of all undergraduate college students in the Nation today are enrolled in community colleges; and

WHEREAS, by providing educational opportunities at costs and locations accessible to all who are qualified, community and technical colleges have greatly enhanced the opportunity for every ambitious student, young or old, to enter a postsecondary school program. As community-based institutions, our schools provide varied programs and offer specialized training for more than one thousand occupations; and

WHEREAS, Essex County College (the “College”) is accredited by the Middle States Commission on Higher Education (“MSCHE”); and

WHEREAS, this community is served well by Essex County College, and for the past 50 years has, and continues to be, an important educational and community resource for all residents of Essex County; and

WHEREAS, the College operates campuses in Newark and West Caldwell, ensuring that all county residents have convenient access to quality education; and

WHEREAS, Essex County College offers more than 50 Associate degree and Certificate programs that prepare students to either transfer as juniors to four year colleges and universities, or go directly into their chosen career paths; and

WHEREAS, the College also provides short term training in such Workforce Development fields as medical and computer training for residents to enhance their marketable skills; and

WHEREAS, Essex County College has produced 17 Jack Kent Cooke Foundation Transfer Scholarship recipients, the most among all two year colleges in New Jersey and New York; and

WHEREAS, Essex County College’s Phi Theta Kappa Honor Society Alpha Theta Theta Chapter has been recognized as a top chapter both at the regional and national levels; and



WHEREAS, Essex County College’s Educational Opportunity Fund (EOF), also celebrating fifty (50) years of service, is the largest community college EOF in New Jersey with more than 1,200 students; and

WHEREAS, Essex County College’s wide spectrum of programs provide students with a true global educational experience; and

WHEREAS, the College’s Africana Institute celebrated Community College Month with the presentation of the one-woman show, *Zora Returns to Harlem*, attended by high school and college students, faculty, staff and members of the Essex community; and

WHEREAS, the College has had 24 student-athletes compete in the past three Summer Olympics, with nine medals won; and

WHEREAS, the Essex County Board of Chosen Freeholders honored the College with a special proclamation for its fifty (50) years of dedicated service at its April 10, 2019 meeting; and

WHEREAS, in recognition of the important contribution of community and technical colleges to our total educational system, in 1985 the Congress authorized and requested then President Ronald Reagan to issue Proclamation 5418 establishing a National Community College Month.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Essex County College that the month of April 2019 be recognized as Essex County College Month.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 30, 2019	