



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

February 18, 2020

Smith Hall

303 University Avenue, Newark NJ

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

3-1.1/2-2020	Authorize the Award of Two (2) Maintenance Renewals for Barracuda/Cisco New Era Technology, East Hanover, NJ College Funded – Operating Expense	\$18,588.03
3-1.2/2-2020	Authorize Award of Three (3) Maintenance Renewals for PowerEdge and KEMP Dell Computers, Round Rock, TX College Funded – Operating Expense	\$8,971.90
3-1.3/2-2020	Authorize Award of Two (2) Maintenance Renewals for Oracle Premier Support for Systems Oracle America, Inc., Dallas, TX College Funded - Operating Expense	\$7,036.78
3-1.4/2-2020	Authorize the Award of a two-year Bid for Maintenance Agreement for Gillette and Kohler Emergency Generators GMH Associates of America, Inc., Trenton, NJ College Funded – Operating Expense	\$43,183.59
3-1.5/2-2020	Authorize Additional Audit Services CliftonLarsonAllen LLP, Plymouth Meeting, PA College Funded – Operating Expense	\$24,281.25
3-1.6/2-2020	Authorize the Award of Three (3) Blanket Orders for Online Learning Custom Publication Products Pearson Education, Atlanta, GA McGraw-Hill Companies, Philadelphia, PA WW Norton & Company, Inc., New York, NY College Funded – Operating Expense	Amount Not to Exceed \$200,000.00 75,000.00 <u>20,000.00</u> Total - \$295,000.00
3-1.7/2-2020	Authorize the Award of Maintenance for Nursing Simulation Laboratory Equipment Laerdal Medical Corp., Wappingers Falls, NY Perkins Grant Funded – Operating Expense	\$24,792.50

3-1.8/2-2020	Authorize an Additional Payment for PN Essential Complete Package Assessment Technology Institute, LLC (ATI), Leawood, KS Student Fee Funded – Operating Expense	\$14,166.50
3-1.9/2-2020	Authorize the Award of a Contract for 1095-C and 1094-C Forms CliftonLarsonAllen, LLP, Phoenix, AZ College Funded – Operating Expense	\$3,780.00
3-1.10/2-2020	Authorize the Payment for Legal Services DeCotiis, Fitzpatrick, Cole and Giblin, LLP, Paramus, NJ College Funded – Operating Expense	\$26,263.04
3-1.11/2-2020	Authorize the Payment for Legal Services O’Toole Scrivo, LLC, Cedar Grove, NJ College Funded – Operating Expense	\$14,560.00
3-1.12/2-2020	Authorize the Payment for Legal Services Scarinci Hollenbeck, Lyndhurst, NJ College Funded – Operating Expense	\$9,270.00
3-1.13/2-2020	Authorize Award of a Bid for Epson Computer Controlled Robot Epson Robots, Carson, CA Perkins Grant Funded – Operating Expense	\$26,539.55

VII. Personnel Committee Report..... Mrs. J. Grimes

Change in Salary

4-1/2-2020 Fair Labor Standards Act (FLSA) New Overtime Rule

VIII.	Educational Programs Committee Report	Dr. A. Lewis
IX.	Site Facilities and Equipment Committee Report	Ms. C. Morales
X.	Policy and Governance Committee Report	Ms. I. Cruz
XI.	Alumni Report	TBD
XII.	Student Government Report.....	Ms. Regina Smith
XIII.	Faculty Association Report.....	Prof. Michael Frank
XIV.	President’s Report.....	Dr. Anthony E. Munroe President
XV.	New Business.....	TBD
XVI.	Public Comments.....	TBD
XVII.	Notice of Executive Session.....	Mrs. J. Grimes
XVIII.	Adjournment	Chair M. Bolden

***Public meeting agenda subject to change**



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:	February 18, 2020
Agenda Item No.:	3-1.1/2-2020
Resolution Authorizing the Award of Two (2) Maintenance Renewal for Barracuda/Cisco	

WHEREAS, Essex County College has a need to renew two (2) maintenance agreements for Barracuda/Cisco in the total amount of **\$18,588.03** from **New Era Technology**, 11 Melanie Lane, East Hanover, New Jersey 07936 for the period of February 7, 2020 through February 6, 2021, 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 #A88792 and #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 Deputy CFO/Comptroller 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 maintenance renewal with **New Era Technology**, 11 Melanie Lane, East Hanover, New Jersey 07936 in the total amount **\$18,588.03** for Barracuda/Cisco;
2. The following maintenance renewals are as follows:

Description	Period Time	\$Amount
Barracuda: Web Sec GTW 910	2/07/2020 – 2/06/2021	\$15,609.58
Cisco	2/07/2020 – 2/06/2021	\$ 2,978.45
3. These maintenance renewals 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 #A88792 and #A87720;
4. Specific line item against which these maintenance renewals are to be charged are as follows:
10-1723-7620 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Renewal Agreement – Dell Computers
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.2/2-2020
Resolution Authorizing the Award of Three (3) Maintenance Renewal for PowerEdge and KEMP	

WHEREAS, Essex County College has a need to renew three (3) maintenance agreement in the total amount of **\$8,971.90** to **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 for PowerEdge-M630, KEMP Premium Support, and PowerEdge R730 for the period of February 22, 2020 through March 24, 2021; 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 Deputy CFO/Comptroller 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 maintenance renewal with **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 in the total amount of **\$8,971.90** for the following:

<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>
PowerEdge-M630	02/26/2020 – 02/26/2021	\$5,697.42
KEMP Premium Support	03/24/2020 – 03/24/2021	\$1,891.28
PowerEdge-R730	03/05/2020 – 03/04/2021	\$1,383.20

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Renewal – Oracle America, Inc.
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.3/2-2020
Resolution Authorizing the Award of Two (2) Maintenance Renewal for Oracle Premier Support for Systems	

WHEREAS, Essex County College has a need for Oracle Premier Support for software, peripherals, and hardware equipment used for the College's Banner System in the total amount of **\$7,036.78** to **Oracle America, Inc.**, P.O. Box 203448, Dallas, Texas 75320 for the period of March 7, 2020 through April 3, 2021, 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 system development for 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 Deputy CFO/Comptroller 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 maintenance renewal with **Oracle America, Inc.**, PO Box 203448, Dallas, Texas 75320 in the total amount **\$7,036.78** for software, peripherals, and hardware equipment used for the College's Banner System;
2. The following maintenance renewals are as follows:

<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>
Sun ZFS Storage 7120 ATO BOM	4/17/20 – 4/16/21	\$6,994.92
Storage TER FC Cable	3/15/20 – 3/14/21	\$ 41.86
3. These maintenance renewals are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
4. These maintenance renewals are being awarded "Non-Fair and Open"
5. Specific line item against which these maintenance renewals are to be charged are as follows:
10-1723-7620 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – GMH Associates of America, Inc.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.4/2-2020
Resolution Authorizing the Award of a two-year Bid for Maintenance Agreement for Gillette and Kohler Emergency Generators	

Recommendation: It is recommended that the Board of Trustees approve the award of a two-year bid in the total amount of **\$43,183.59 to GMH Associates of America, Inc.**, 5 Cheltenham Way, Trenton, New Jersey 08638 to provide Maintenance Agreement for Gillette and Kohler Emergency Generators for the period of February 18, 2020 through June 30, 2021.

Bid #8058 was advertised on October 1, 2019. There were eight (8) bids solicited. A Pre-Bid conference was held on October 16, 2019. This bid was re-advertised for Non-responses on December 17, 2019.

Bid #8058-A was advertised on December 17, 2019. There were eight (8) bids solicited. A Pre-Bid conference was held on January 9, 2020. One (1) response was received, opened, and publicly read on January 21, 2020.

Nature of Bid: Maintenance Agreement for Gillette and Kohler Emergency Generators.

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

Source of Funding: The Deputy CFO/Comptroller of Essex County College has determined and certified in writing the college operating funds, account 10-7251-7620.

<u>Fiscal Year 19-20</u>	<u>Fiscal Year 21-22</u>	<u>Total Amount</u>
\$21,065.35	\$22,118.24	\$43,183.59

Resolution: The Board of Trustees of Essex County College approves the award of a two-year bid in the total amount of **\$43,183.59 to GMH Associates of America, Inc.**, 5 Cheltenham Way, Trenton, New Jersey 08638 to provide Maintenance Agreement for Gillette and Kohler Emergency Generators for the period of February 18, 2020 through June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Services – Clifton Larson Allen LLP
Contact:	Evens Wagnac / Deputy CFO/Comptroller
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.5/2-2020
Resolution Authorizing an additional service for Audit Services	

WHEREAS, Essex County College has a need to approve an additional service to **Clifton Larson Allen LLP**, 610 West Germantown Pike, Plymouth Meeting, Pennsylvania 19462 in the total amount not to exceed **\$24,281.25** for services rendered in connection with College's financial statements for the year ended 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(1) Professional Services; and

WHEREAS, On May 15, 2018 (3-1.11/5-2018) the Board of Trustees awarded a Proposal #FY18RFP-04 in the amount of \$76,615.00 per year for the Fiscal Year 2018 and Fiscal Year 2019 for Audit Services, and on April 30, 2019 (3-1.15/4-2019) the Board of Trustees awarded an additional payment for professional services rendered in connection with the College's financial statements for the year ended June 30, 2018 in the amount of \$19,000.00;

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 Deputy CFO/Comptroller 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 service with **Clifton Larson Allen LLP**, 610 West Germantown Pike, Plymouth Meeting, Pennsylvania 19462 in the total amount not to exceed **\$24,281.25** for services rendered in connection with College's financial statements for the year ended June 30, 2019;
2. This additional service 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 additional service is to be charged is as follows:
10-1701-7828 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Online Learning Custom Publication Products
Contact:	Dr. Leigh Bello-de Castro /Dean West Essex Campus and Online Education
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.6/2-2020
Resolution Authorizing the Award of Three (3) Blanket Orders for Online Learning Custom Publication Products	

WHEREAS, Essex County College has a need to procure Online Learning Custom Publications Products to **Pearson Education**, PO Box 409479, Atlanta, Georgia 30384, **McGraw-Hill Companies**, PO Box 786167, Philadelphia, Pennsylvania 19178, and **WW Norton & Company, Inc.**, 500 Fifth Avenue, New York, New York 10110 in the total amount not to exceed **\$295,000.00** for the period of July 1, 2019 through June 30, 2020, in which contracts for Educational Supplies are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.(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 Deputy CFO/Comptroller 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 Blanket Order for online learning custom publication products in the total amount not to exceed **\$295,000.00** for the period of July 1, 2019 through June 30, 2020. The following vendors are as follows:

<u>Name</u>	<u>\$Amount per Student</u>	<u>\$Amount not to exceed</u>
Pearson Education	\$125.00	\$200,000.00
McGraw-Hill Global	\$ 75.00	\$ 75,000.00
WW Norton & Company	\$ 32.50	\$ 20,000.00

2. These blanket orders are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.(19).
3. These blanket orders are being awarded "Non-Fair and Open"
4. Specific line item against which these blanket orders are to be charged are as follows:
10-2606-7187 Operating Expense recovered through student course technology fees.
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Renewal - Laerdal Medical Corp.
Contact:	Jill Stein / Dean of STEM & Health Science
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.7/2-2020
Resolution Authorizing the Award of a Maintenance for Nursing Simulation Laboratory Equipment	

WHEREAS, Essex County College has a need for preventative maintenance of **Laerdal Medical Corp.**, 167 Myers Corners Road, Wappingers Falls, New York 12590 for Nursing simulation laboratory equipment's warranties in the amount of **\$24,792.50**. The Nursing & Allied Health Department was awarded grant funds through the Carl. D. Perkins Grant to provide students with opportunities for hands-on deliberate practice, development of decision-making skills, ultimately improving communications, collaboration and patient care simulators, 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-25.5.a(19) Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for 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 Deputy Comptroller 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 maintenance renewal with **Laerdal Medical Corp.**, 167 Myers Corners Road, Wappingers Falls, New York 12590 in the amount of **\$24,792.50** for Nursing simulation laboratory equipment's warranties.
2. This maintenance renewal 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 N.J.S.A.18A:64A-25.5.a(19);
3. This maintenance renewal is being awarded "Non-Fair and Open"
4. Specific lines item against which this maintenance renewal is to be charged is as follows:
29152-9152-7620 Funded by the Carl D. Perkins Grant
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Assessment Technologies Institute, LLC (ATI)
Contact:	Jill Stein / Dean of STEM & Health Science
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.8/2-2020
Resolution Authorizing an Additional Payment for PN Essential Complete Package	

WHEREAS, Essex County College has a need to approve an additional payment to **Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211 in the amount of **\$14,166.50** for online learning system to support students preparing for the NCLEX-PN licensure examinations from the Complete Partnership Program for the month of December 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(17) Contracts employing funds created by student activities fees charged to students or otherwise raised by students, not under the direct control of the college and expended by student organizations; and

WHEREAS, On December 17, 2019 (3-1.6/12-2019) the Board of Trustees awarded the payment in the amount of \$14,166.75 for the Fiscal Year 2018/2019 for computer exams to Allied Health and Nursing Programs; 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 Deputy CFO/Comptroller 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 payment with **Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211 in the amount of **\$14,166.50** invoice# **B028032-003** for PN Essential Complete Package for the month of December 2019;
2. This payment is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(17);
3. Specific line item against which this payment is to be charged is as follows:
10-2207-7792 Operating Expense. There is no net impact on the operating budget; this is student-funded expenditure
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Services – CliftonLarsonAllen, LLP
Contact:	Cynthia Lewis – Human Resources Department
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.9/2-2020
Resolution Authorizing the Award of a Contract for 1095-C and 1094-C Forms	

WHEREAS, Essex County College has a need to provide professional consulting services in the amount of **\$3,780.00** to **CliftonLarsonAllen, LLP**, 20 East Thomas Road, Phoenix, Arizona 85268 for the ACA reporting, preparing forms 1095C and 1094C in accordance with the applicable Income Tax Laws, 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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose and contract documents approved by General Counsel Office are attached;

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 contract with **CliftonLarsonAllen, LLP**, 20 East Thomas Road, Phoenix, Arizona 85268 for professional consulting services in the amount of **\$3,780.00** for the ACA Reporting and preparation of forms 1095-C and 1094C;
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 is as follows:
10-1701-7180 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – DeCotiis Fitzpatrick Cole & Giblin, LLP
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.10/2-2020
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College had a need for outside legal services. **DeCotiis, Fitzpatrick, Cole and Giblin, LLP** rendered services for the months of April 2019 through November 2019; and

WHEREAS, Request for Qualification #FY18-RFQ1 was advertised in The Star-Ledger newspaper on 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 & Giblin, LLP were among at a rate of \$195.00 per hour; and

WHEREAS, DeCotiis, Fitzpatrick & Cole is a firm that AIG has designated as panel counsel. In April 2019, the Office of the General Counsel upon consultation with the Board of Trustees selected DeCottis to defend the College in a lawsuit filed by Eman Aboelnega. Therefore, the honorarium rate is \$290.00 per hour for partners, \$220.00 per hour for associates (see letter attached); 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; and

WHEREAS, The Deputy CFO/Comptroller 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 and Giblin, LLP** 61 South Paramus Road, Paramus, New Jersey 07652 for legal services rendered in the total amount of **\$26,263.04** for the following invoice:

Case #5958349205 - Aboelnega, Eman v ECC BOT Discrimination

- **#214741** for **\$30.12**, April 30, 2019;
- **#216310** for **\$2,040.00**, May 31, 2019;
- **#217266** for **\$859.60**, June 30, 2019;
- **#218797** for **\$1,742.00**, July 31, 2019;
- **#219702** for **\$1,801.00**, August 31, 2019;
- **#220546** for **\$3,925.00**, September 30, 2019;
- **#221819** for **\$9,688.32**, October 31, 2019;
- **#222979** for **\$5,945.00**, November 30, 2019;
- **#224307** for **\$232.00**, December 31, 2019; and

2. Specific line item against which this contract is to be charged is as follows:
10-1701-7827 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – O’Toole Scrivo, LLC
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.11/2-2020
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College has a need for outside legal services. **O’Toole Scrivo, LLC** rendered services for the months of September 2019, November 2019 through December 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 O’Toole Scrivo, LLC were among at a rate of \$200.00 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 Deputy CFO/Comptroller 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 **O’Toole Scrivo, LLC**, 14 Village Park Road, Cedar Grove, New Jersey 07009 for legal services rendered in the total amount of **\$14,560.00** for the following invoice:

General Billing

- **#82327** for **\$2,140.00**, September 30, 2019;
- **#83999** for **\$5,160.00**, November 30, 2019;
- **#84554** for **\$7,260.00**, December 31, 2019; and

2. Specific line item against which this contract is to be charged is as follows:
10-1701-7827 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Scarinci Hollenbeck
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.12/2-2020
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College had a need for outside legal services. **Scarinci Hollenbeck** rendered services for the month of November 30, 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 Scarinci Hollenbeck was among at a rate of \$150.00 per hour; and

WHEREAS, The Deputy CFO/Comptroller 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 **Scarinci Hollenbeck**, 1100 Valley Brook Avenue, Lyndhurst, New Jersey 07071 for legal services rendered in the total amount of **\$9,270.00** for the following invoice:
 - **#225592** for **\$4,530.00.00**, November 30, 2019 (Labor and Employment Counsel);
 - **#225593** for **\$2,745.00.00**, November 30, 2019 (Faculty Ass. Contract Negotiation);
 - **#225594** for **\$1,020.00.00**, November 30, 2019 (Adm. Ass. Contract Negotiation);
 - **#225595** for **\$975.00**, November 30, 2019 (Karen Brown (o.b.o. Joyce Harly) v ECC Government Records Council Complaint
2. Specific line item against which this contract is to be charged is as follows:
10-1701-7827 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Epson Robots
Contact:	Jill Stein / Dean of STEM & Health Science
Meeting Date:	February 18, 2020
Agenda Item No.:	3-1.13/2-2020
Resolution Authorizing the Award of a Bid for Epson Computer Controlled Robot	

Recommendation: It is recommended that the Board of Trustees approve the award of a bid for the department of Engineering Technology and Computer Science to **Epson Robots**, 1650 Glenn Curtiss Street, Carson, California 90746 in the amount of **\$26,539.55** for Epson Computer-Controlled Robot.

The Engineering Technology & Computer Science Department was awarded grant funds through the Carl. D. Perkins Grant to obtain robots for students with real-world hands-on experience that is desired by industry.

Bid #8068 was advertised in The Star-Ledger on January 22, 2020. There were three (3) bids solicited. One (1) response was received, opened, and publicly read on February 4, 2020.

Nature of Quote: Essex County College – Epson Computer-Controller Robot.

Quote Item #1: The recommendation is for the responsive and responsible vendor.

Source of Funding: The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the following funds are available for this purpose:

<u>Type of Funds</u>	<u>Account #</u>	<u>\$Amount</u>
Perkins Grant	29163-9163-7325	\$24,858.25
	29163-9163-7501	\$ 1,681.30

Resolution: The Board of Trustees of Essex County College approves the award of a bid for the department of Engineering Technology and Computer Science to **Epson Robots**, 1650 Glenn Curtiss Street, Carson, California 90746 in the amount of **\$26,539.55** for Epson Computer-Controlled.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18 , 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Change in Salary
Contact:	Dr. Anthony E. Munroe
Meeting Date:	February 18, 2020
Agenda Item No.:	4-1/2-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the change in salary of the individual(s) listed by the last three digits of the employee ID number, effective January 1, 2020, in accordance with the Fair Labor Standards Act (FLSA) New Overtime Rule (29 CFR Part 541).

BACKGROUND AND RATIONALE: The change in salary is recommended to meet the annual salary requirements of \$35,568 mandated by the FLSA New Overtime Rule.

<u>Employee ID</u>	<u>Adjusted Annualized Amount</u>
*****307	\$288.41
*****388	\$288.41
*****795	\$3,668.00
*****398	\$288.41
*****766	\$568.00
*****365	\$2,541.01
*****613	\$180.17
*****187	\$1,729.21
*****990	\$3,568.00
*****088	\$3,030.00
*****180	\$3,668.00
*****754	\$205.78
*****920	\$568.00
*****209	\$180.17
Total:	\$20,771.57

FISCAL NOTES: The recommended salaries have been reviewed by Finance and allocated into the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the change in salary of the individual(s) listed by the last three digits of the employee ID number, effective January 1, 2020, in accordance with the Fair Labor Standards Act (FLSA) New Overtime Rule (29 CFR Part 541).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE February 18, 2020	