



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

February 22, 2022 – 4:30 PM

A Virtual Meeting

Please click the link below to join the webinar:

<https://essex-edu.zoom.us/j/99283989644>

Or One tap mobile :

US: +13126266799,,99283989644# or +16465588656,,99283989644#

Or Telephone:

1 646 558 8656 – Enter Webinar ID: 992 8398 9644

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

Actions – Recommended for Approval

3-1.1/2-2022	Authorize the Award of Consulting Services Related to Middle States Ronald C. Goldfarb, Prospect, CT College Funded – Operating Expense	Amount not to exceed \$42,000.00
3-1.2/2-2022	Authorize The Award for Recruitment Campaign Altice Media Solutions, LLC, Pittsburgh, PA College Funded – Operating Expense	Amount not to exceed \$20,000.00
3-1.3/2-2022	Authorize the Award for Applicant Tracking Subscription People Admin/PowerSchool Group, LLC, Los Angeles, CA College Funded – Operating Expense	\$28,694.99
3-1.4/2-2022	Authorize the Award of a Contract to Support Remote Learning Zoom Video Corporation, Inc., San Jose, CA Covid-19 Funded – Operating Expense	\$19,000.00
3-1.5/2-2022	Authorize the Additional Payment for the Collection of Amounts due on Student Loans University Accounting Services, Carol Stream, IL College Funded – Operating Expense	\$16,900.00 plus an amount not to exceed \$40,000.00

3-1.6/2-2022	Authorize the Payment for Legal Services	
	O'Toole Scrivo, LLC, Cedar Grove, NJ	\$13,780.00
	Genova Burns, LLC, Newark, NJ	2,777.28
	Fernandez Garcia, LLC, Morristown, NJ	8,115.00
	Lum Drasco & Positan, LLC, Roseland, NJ	1,152.44
	Schenck, Price, Smith & King, LLP, Florham Park, NJ	2,835.00
	College Funded – Operating Expense	Total <u>\$28,659.72</u>
3-1.7/2-2022	Authorize the Change Order for WEC Campus	
	Netta Architects, Mountainside, NJ	\$175,000.00
	Building Our Future Bond Funded – Capital Expense	
3-1.8/2-2022	Authorize the Award of Chief Financial Officer Consulting Services	Amount not
	Susan K. Perkins, Skillman, NJ	to exceed
	College Funded – Operating Expense	\$80,000.00
3-2.1/2-2022	Legal Service – Carmagnola & Ritardi, LLC	
3-2.2/2-2022	Settlement and General Release – Dr. Gale E. Gibson	

VII. Personnel Committee ReportMrs. J. Grimes

Actions – Recommended for Approval

Appointments

- 4-1/2-2022 **WITHDRAWN**

- 4-2/2-2022 Jefferson Calle, Computer Laboratory Coordinator
Information Technology
Salary \$43,500
Effective February 23, 2022

- 4-3/2-2022 Gretchen Soler, Administrative Assistant
Enrollment Services
Salary \$35,568
Effective February 23, 2022

- 4-4/2-2022 Sonya Rodriguez Jimenez, Office Assistant
Enrollment Services
Salary \$27,500
Effective February 23, 2022

- 4-5/2-2022 Ellena Hardy, Custodian
Custodial Services and Campus Events
Salary \$27,000
Effective February 23, 2022

4-6/2-2022 Maria Falcon, Administrative Assistant
Educational Opportunity Fund (EOF)
Salary \$35,900
Effective February 23, 2022

Retirements

4-7/2-2022 Brendan Doyle, Assistant Professor
Biology, Chemistry and Physics
Effective February 28, 2022

Ileana Rojas, Coordinator of Extension Programs
Non-Credit Enrollment Services and Extension Programs
Effective February 28, 2022

Resignations

4-8/2-2022 Dorothy Dugue, Compliance Officer / Title IX Coordinator
Compliance
Effective January 27, 2022

George Peterson, Chief Financial Officer (CFO)
Finance
Effective February 4, 2022

Kevin Maloney, Financial Aid Officer
Financial Aid
Effective January 28, 2022

Richard Ossai-Addo, Maintenance Technician
Facilities Management
Effective February 8, 2022

D’Andre Gillis, Security Officer
Public Safety
Effective January 31, 2022

Supplement

4-9/2-2022 Professional Level IV
Yelena Lyudmilova, Mentorship, Alignment, Preparedness, Support (MAPS) Director
Mentorship, Alignment, Preparedness, Support (MAPS) Grant
Supplement - \$3,333.33
Effective January 4, 2022

- VIII. Educational Programs Committee ReportDr. A. Lewis
- IX. Site Facilities and Equipment Committee Report Ms. C. Morales

- X. Policy and Governance Committee Report.....Ms. I. Cruz
Actions – Recommended for Approval
 - 7-3.1/2-2022 Revised Board Policy 3-9: Authorization of Signatures for Expenditures
 - 7-3.2/2-2022 New Board Policy 6-4: Institutional Review Board
- XI. Community Relations Committee Report..... Ms. J. Wright
7-4.1/2-2022 Naming the Physical Education Building
- XII. Alumni Association Report..... Mr. Nkuah Asare
- XIII. Student Government Association Report Ms. Yolanda Brown
- XIV. Faculty Association Report..... Prof. Michael Frank
- XV. President’s Report..... Dr. Augustine Boakye
President
- XVI. New Business TBD
- XVII. Public Comments TBD
- XVIII. Notice of Executive SessionMrs. J. Grimes
- XIX. Adjournment.....Chair M. Bolden

***Public meeting agenda subject to change**



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Ronald C. Goldfarb Small Business Enterprise (SBE)
Contact:	John Runfeldt / Executive Director, Instructional Effectiveness, Planning	
Meeting Date:		February 22, 2022
Agenda Item No.:		3-1.1/2-2022
	Resolution Authorizing An Amended Agreement for consulting services relating to Middle States	

WHEREAS, Essex County College needs to approve an additional amount of **\$25,000.00** for **Ronald C. Goldfarb**, Prospect, Connecticut to serve as a Middle States self-study expert, by drafting the reports, serving on the committees to ensure compliance. Contracts for 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(15), Professional consulting services; and

WHEREAS, On August 24, 2021 (3-1.12/08-2021); The Board of Trustees approved a consulting service in the amount of \$17,000 for the Middle States Self-Study Editorial Consultant; and

WHEREAS, The award of this purchase was made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 10:44A-20.4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

WHEREAS, Essex County College wishes to amend the contract to increase the do not exceed amount by \$25,000.00 to \$42,000.00 to account for additional services that are needed by the College; and

WHEREAS, The Chief Finance Officer (CFO) of Essex County College has determined and certified in writing that the funds are available for this purpose, and the Office of General Counsel reviewed and approved the contract attached;

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

1. The Essex County College is hereby authorized to execute an amended contract for consulting services with **Ronald C. Goldfarb** to increase the do not exceed amount by \$25,000.00 to **\$42,000.00** from July 1, 2021- June 30, 2022;
2. The consulting services were awarded without public bidding as a purchase through in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(15);
3. The specific line item against which this purchase is to be charged is as follows:
10-0217-7180 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Altice Media Solutions, LLC Small Business Enterprise (SBE)
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	February 22, 2022
Agenda Item No.:	3-1.2/2-2022
Resolution Authorizing the award for recruitment campaign	

WHEREAS, Essex County College needs to approve the proposal in the amount not to exceed **\$20,000.00** to **Altice Media Solutions, LLC**, P.O. Box 360111, Pittsburgh, PA 15251 for ongoing student recruitment campaign. In which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(20) personnel recruitment and advertising, including without limitation advertising seeking student recruitment; and

WHEREAS, The award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 10:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; 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-25.5.a(20); and

WHEREAS, The Chief Finance Officer (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 is hereby authorized and directed to approve student recruitment services to **Altice Media Solutions, LLC**, in the amount not to exceed **\$20,000.00** through June 30, 2022;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(20)
3. The specific line item against which these services are to be charged are as follows:
10-0216-7470 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: PeopleAdmin/PowerSchool Group, LLC Small Business Enterprise (SBE)
Contact:	Yvette Henry / Executive Director of Human Resources
Meeting Date:	February 22, 2022
Agenda Item No.:	3-1.3/2-2022
Resolution Authorizing the Award for applicant tracking subscription	

WHEREAS, Essex County College needs to approve a contract of **\$28,694.99** to **PeopleAdmin/PowerSchool Group, LLC**, PO Box 888408, Los Angeles, CA 90088-8408 for annual subscription of applicant tracking module for the recruitment of talent for the institution. The service includes posting and integration with HigherEdJobs.com, single sign-in access and onboarding. The contract is exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 and 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 award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 10:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; 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 Chief Finance Officer (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 the talent management subscription with **PeopleAdmin/PowerSchool Group, LLC**, of **\$28,694.99**;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(19)
3. The specific line item against which this purchase is to be charged is as follows:
0304-7511 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Zoom Video Communications, Inc	Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	COVID-19
Meeting Date:		February 22, 2022
Agenda Item No.:		3-1.4/2-2022
Resolution Authorizing the Award of a Contract to support remote learning		

WHEREAS, Essex County College needs to approve a contract of **\$19,000.00** to **Zoom Video Corporation, INC**, 55 Almaden Blvd, Suite 600, San Jose, California 95113. Zoom supports all remote learning and remote conferencing at Essex County College. This includes hosting services for one year, user licenses, cloud storage and support services; and

WHEREAS, The contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 and 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, 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 award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 10:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

WHEREAS, The Chief Finance Officer (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 is hereby authorized and directed to approve a contract with **Zoom Corporation INC** for **\$19,000.00** to supports all remote learning and remote conferencing from March 14, 2022 through March 14, 2023;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3 and 18A:64A-25.5.a(19);
3. Specific line item against which this proposal is to be charged is as follows:
29010-9010-7511 COVID
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: University Accounting Services, Inc. Small Business Enterprise (SBE)
Contact:	George Peterson / Chief Finance Officer
Meeting Date:	February 22, 2022
Agenda Item No.:	3-1.5/2-2022
Resolution Authorizing the additional payment for the collection of amounts due on student loans	

WHEREAS, Essex County College needs to approve an additional payment of **\$16,900.00** to **University Accounting Services.**, PO Box 5516, Carol Stream, IL 60197-5516 for loan conversion fee, the collection of amounts due on student loans with loan assignment packages and the monthly service fee at an amount not to exceed **\$40,000.00**. The contract services are exempt from bidding pursuant to the provisions of County College Contracts Law 18A:64A-25.5a(14) that the collection of amounts due on student loans, including without limitation loans guaranteed by or made with funds of the United States of America; and

WHEREAS, the vendor received payment of \$10,200.00 in October 2021 for the collection of amounts due on student loans; 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 award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 10:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

WHEREAS, The Chief Finance Officer (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 is hereby authorized and directed to approve an additional payment to **University Accounting Services** for **\$16,900.00** for collection of amounts due on student loans, and to approve an amount not to exceed **\$40,000.00** to assist with loan assignments, including the monthly service fee of \$600 for fiscal year 2022/2023 upon termination;
2. This additional work is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5a(14);
3. The specific line item against which this purchase is to be charged is as follows:
10-0302-7732 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Finance: Legal Service Small Business Enterprise (SBE)
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	February 22, 2022
Agenda Item No.:	3-1.6/2-2022
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Request for Qualification #FY20-RFQ1 for legal services was advertised in The Star-Ledger newspaper on January 28, 2020 with a bid opening date of February 12, 2020. There were sixteen (16) respondents; and

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts for rates between \$150.00 - \$350.00 per hour; 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 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 award of this purchase shall be made as “Fair and Open” pursuant to the provisions of N.J.S.A. 19:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

WHEREAS, The Chief Finance Officer (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 is as follows:

1. The Essex County College is hereby authorized and directed to approve a payment for legal services rendered for an amount not to exceed **\$28,659.72**:

O’Toole Scrivo, LLC	\$13,780.00
Genova Burns, LLC	\$2,777.28
Fernandez Garcia, LLC	\$8,115.00
Lum Drasco & Positan, LLC	\$1,152.44
Schenck, Price, Smith & King, LLP	\$2,835.00

2. The specific line item against which these payments are to be charged is as follows:
10-1701-7827 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Netta Architects Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:	February 22, 2022	
Agenda Item No.:	3-1.7/2-2022	
Resolution Authorizing the change order for WEC Campus		

WHEREAS, Essex County College needs to approve a Change Order for an additional payment of **\$175,000.00** to **Netta Architects**, 1084 Route 22 West, Mountainside, New Jersey 07092 for various unforeseen conditions, increase building size, environmental testing, monitoring, an additional demolition bid cycles; and method 6 analysis of stream and flood hazard permits relating to pre-construction of the West Essex Campus Restructuring; and

WHEREAS, FY19RFP-06 was advertised in the Star Ledger on November 27, 2018 and on January 22, 2019 (3-1.1/01-2019) the Board of Trustees approved Architectural/Engineerings Services for West Essex Campus Restructuring in the amount of \$812,500.00 to Netta Architects; and

WHEREAS, Essex County College awarded said contract 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 Chief Finance Officer (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 is hereby authorized and directed to approve a Change Order for an additional payment to **Netta Architects** for **\$175,000.00** for various unforeseen conditions relating to pre-construction of the West Essex Campus Restructuring Project.;

2. The specific line item against which this purchase is to be charged is as follows:
902104-02104-7952B Building Our Future Bond Fund
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Susan K. Perkins Women and Small Business Enterprise (WBE/SBE)
Contact:	Dr. Augustine A. Boakye, President
Meeting Date:	February 22, 2022
Agenda Item No.:	3-1.8/2-2022
Resolution Authorizing the Award of Chief Executive Officer consulting services	

WHEREAS, Essex County College needs to approve a contract for consulting services in an amount not to exceed **\$80,000.00** for **Susan K. Perkins**, Skillman, New Jersey to serve as a Chief Financial Officer consultant, to help the President achieve the financial goals of the institution. The Consultant offers a fresh perspective and an independent point of view, while guiding a process that fosters the growth and stability of the College. The 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 award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 10:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; 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 Deputy Chief Finance Officer 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 is hereby authorized and directed to approve consulting services of **Susan K Perkins** in an amount not to exceed **\$80,000.00** from February 16, 2022- August 15, 2022;
2. The consulting services are awarded without public bidding as a purchase through and in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(15);
3. The specific line item against which this purchase is to be charged is as follows:
 10-0300-7180 Operating Expense
 FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Carmagnola & Ritardi, LLC
Contact:	Christine A. Soto, Esq., General Counsel
Meeting Date:	February 22, 2022
Agenda Item No.:	3-2.1/2-2022
Resolution Authorizing the Payment of Legal Services	

WHEREAS, Essex County College has a need for outside legal services and Carmagnola & Ritardi LLC, proposes to provide services consistent with a retainer letter for conducting, legal services, and litigation in the matter of Richard Alston v. Essex County College; and

WHEREAS, Essex County College has determined and certified in writing that the value of the services exceed \$5,000 and the contract is being awarded pursuant to a non-open and non-fair process; and

WHEREAS, Carmagnola & Ritardi LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Carmagnola & Ritardi LLC has not made any reportable contributions to a political or candidate committee in the County of Essex in the previous year, and that the contract will prohibit (the firms) from making any reportable contributions through the term of the contract, anticipated to be no longer than February 22, 2022 through the resolution of the matter; and

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

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

1. The Board of Trustees of Essex County College ratifies retention of Carmagnola & Ritardi, LLC to provide legal services consistent with the terms of the retainer letter sent to Essex County College at a rate not to exceed \$175.00/hr. and for a maximum not to exceed \$80,000.
2. The Business Entity Disclosure Certification and Determination of Value be placed on file with this resolution.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Settlement and General Release – Dr. Gale E. Gibson
Contact:	Dr. Augustine Boakye, President
Meeting Date:	February 22, 2022
Agenda Item No.:	3-2.2/2-2022

WHEREAS, Plaintiff, Dr. Gale E. Gibson, filed a civil law suit against Essex County College, the Board of Trustees, Mohamed Seddiki, and Joyce Harley in a matter docketed as Docket No. ESX-L-2761-17; and

WHEREAS, the parties sought to resolve all outstanding claims and mitigate further costs and the uncertainties of litigation; and

WHEREAS, the parties resolved the matter via Settlement Agreement and General Release; and

NOW THEREFORE, BE IT RESOLVED by the Essex County College Board of Trustees, the Settlement Agreement and General Release, relative to Docket No. ESX-L-2761-17, is approved.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	
Contact:	
Meeting Date:	February 22, 2022
Agenda Item No.:	4-1/2-2022

Action Withdrawn

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Action Withdrawn
BOARD APPROVAL DATE February 22, 2022	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jefferson Calle
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	February 22, 2022
Agenda Item No.:	4-2/2-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Jefferson Calle, to the position of Computer Laboratory Coordinator, for the Information Technology Department, for the period February 23, 2022 through June 30, 2022. The recommended annual salary for the position is \$43,500.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of three (3) applications were reviewed and three (3) applicants were selected to be interviewed. Jefferson Calle is the recommended candidate.

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>
● Associate in Science	2018	Essex County College Newark, NJ	Computer Science

FISCAL NOTES: The recommended salary of \$43,500 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Jefferson Calle, at the annual salary of \$43,500, to the position of Computer Laboratory Coordinator, for the Information Technology Department, for the period February 23, 2022 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Gretchen Soler
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	February 22, 2022
Agenda Item No.:	4-3/2-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Gretchen Soler, to the position of Administrative Assistant, for the Enrollment Services Department, for the period February 23, 2022 through June 30, 2022. The recommended annual salary for the position is \$35,568.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 15 applications were reviewed and three (3) applicants were selected to be interviewed. Gretchen Soler is the recommended candidate.

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 Science	2020	Essex County College Newark, NJ	Business Administration

FISCAL NOTES: The recommended salary of \$35,568 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Gretchen Soler, at the annual salary of \$35,568, to the position of Administrative Assistant, for the Enrollment Services Department, for the period February 23, 2022 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Sonya Rodriguez Jimenez
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	February 22, 2022
Agenda Item No.:	4-4/2-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Sonya Rodriguez Jimenez, to the position of Office Assistant, for the Enrollment Services Department, for the period beginning February 23, 2022. The recommended annual salary for the position is \$27,500.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 15 applications were reviewed and three (3) applicants were selected to be interviewed. Sonya Rodriguez Jimenez is the recommended candidate.

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 Applied Science	2021	Essex County College Newark, NJ	Architectural Technology

FISCAL NOTES: The recommended salary of \$27,500 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Sonya Rodriguez Jimenez, at the annual salary of \$27,500, to the position of Office Assistant, for the Enrollment Services Department, for the period beginning February 23, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Appointment, Ellena Hardy
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	February 22, 2022
Agenda Item No.:	4-5/2-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Ellena Hardy, to the position of Custodian, for the Custodial Services and Campus Events Department, for the period beginning February 23, 2022. The recommended annual salary for the position is \$27,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of three (3) applications were reviewed and three (3) applicants were selected to be interviewed. Ellena Hardy is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$27,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Ellena Hardy, at the annual salary of \$27,000, to the position of Custodian, for the Custodial Services and Campus Events Department, for the period beginning February 23, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Appointment, Maria Falcon
Contact:	Elvira Vieira, Dean of Community, Continuing Education and Workforce Development
Meeting Date:	February 22, 2022
Agenda Item No.:	4-6/2-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Maria Falcon to the position of Administrative Assistant, for the Educational Opportunity Fund (EOF), for the period February 23, 2022 through June 30, 2022. The recommended annual salary for the position is \$35,900.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of nine (9) applications were reviewed and three (3) applicants were selected to be interviewed. Maria Falcon is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (ASSOCIATE’S DEGREE REQUIRED):

<u>Degree or Certification</u>	<u>Date Awar</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Associate in Science	2013	Essex County College Newark, NJ	Early Childhood Education

FISCAL NOTES: The recommended salary of \$35,900 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 \$35,900 to the position of Administrative Assistant, for the Educational Opportunity Fund (EOF), for the period February 23, 2022 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	February 22, 2022
Agenda Item No.:	4-7/2-2022

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</u> <u>Date</u>
Brendan Doyle	Assistant Professor Biology, Chemistry & Physics	Faculty	08/25/1969	02/28/2022
Ileana Rojas	Coordinator of Extension Programs Non-Credit Enrollment Services and Extension Programs	Professional Level II	01/03/1994	02/28/2022

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. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	February 22, 2022
Agenda Item No.:	4-8/2-2022

RECOMMENDATION: It is recommended that the Board of Trustees accept the resignation 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>
Dorothy Dugue	Compliance Officer / Title IX Coordinator Compliance	Administrative Confidential	07/06/2021	01/27/2022
George Peterson	Chief Financial Officer Finance	Administrative Confidential	01/12/2021	02/04/2022
Kevin Maloney	Financial Aid Officer Financial Aid	Professional Level II	03/30/2020	01/28/2022
Richard Ossai-Addo	Maintenance Technician Facilities Management	Support Staff	12/03/2018	02/08/2022
D'Andre Gillis	Security Officer Public Safety	Security	12/21/2016	01/31/2022

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

RESOLUTION: The Board of Trustees of Essex County College accepts the resignation of the individual(s) listed, effective on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Supplement
Contact:	Elvira Vieira, Dean of Community, Continuing Education and Workforce Development
Meeting Date:	February 22, 2022
Agenda Item No.:	4-9/2-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the payment of supplements.

BACKGROUND AND RATIONALE: Each semester faculty and staff are selected to complete duties in addition to the responsibilities of their full-time positions at the College. The following supplement is recommended for the individuals listed below:

FISCAL NOTES: The recommended supplement is included within the Departments’ annual budget.

<u>Name</u>	<u>Amount</u>	<u>Additional Responsibilities</u> <u>Effective and Expiration Dates</u>
Yelena Lyudmilova	\$3,333.33	Mentorship, Alignment, Preparedness, Support (MAPS) Director 01/04/2022 – 04/28/2022

RESOLUTION: The Board of Trustees of Essex County College approves the payment of supplements.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Revised Board Policy 3-9: Authorization of Signatures for Expenditures
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	February 22, 2022
Agenda Item No.:	7-3.1/2-2022

RESOLUTION: The Board of Trustees of Essex County College adopts a revised Board Policy 3-9 “Authorization of Signatures for Expenditures” as set forth below and effective immediately for the purpose of maintaining effective operations of the College.

ESSEX COUNTY COLLEGE

BOARD POLICY

BP 3-9 AUTHORIZATION OF SIGNATURES FOR EXPENDITURES

REFERENCE: N.J.S.A. 18A:64A-12

- a. The President and the Comptroller/CFO are authorized to jointly disburse payment of expenditures for all manual disbursements.
- b. In the absence of the President or the Comptroller/CFO, the authorized signatory is:
 - 1. For the President, the alternate is the Vice President.
 - 2. For the Comptroller/CFO, the alternate is the Director of Business Affairs/Deputy CFO.
- c. The Comptroller/CFO is authorized to obtain a facsimile plate of his signature or a Deputy Chief Financial Officer to be imprinted on all manual and computer-generated disbursements under three thousand dollars (\$3,000) by the College.

ATTACHMENTS: No

Approved: 7/9/79
 Revised: 11/2/81
 Revised: 9/ /97
 Revised: 5/5/05
 Revised: 12/17/2019
 Revised: 2/22/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	



BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	New Board Policy 6-4: Institutional Review Board
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	February 22, 2022
Agenda Item No.:	7-3.2/2-2022

RESOLUTION: The Board of Trustees of Essex County College adopts a new Board Policy 6-4 “Institutional Review Board” as set forth below and effective immediately for the purpose of maintaining effective operations of the College.

ESSEX COUNTY COLLEGE

BOARD POLICY

BP 6-4 Institutional Review Board

REFERENCE: 45 C.F.R Part 46; 21 C.F.R Part 50; 21 C.F.R Part 56; 34 C.F.R Part 97, 34 C.F.R. Part 98; 34 C.F.R. Part 99; 34 C.F.R. Part 350; 34 C.F.R. Part 356.

The President shall establish regulations and procedures for the establishment of an Institutional Review Board in accordance with applicable federal, state and local laws and regulations. The President shall also establish regulations and procedures assuring the protection of human subjects and the timely, orderly and accurate processing of applications submitted to the Institutional Review Board.

ATTACHMENTS: No

Approved: 2/22/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Naming the Physical Education Building
Contact:	Dr. Augustine A. Boakye, President
Meeting Date:	February 22, 2022
Agenda Item No.:	7-4.1/2-2022

WHEREAS, N.J.S.A. 18A:64A authorizes the Board of Trustees to name areas of the College after those individuals who have made significant and enduring contributions to Essex County College; and

WHEREAS, Cleo Hill, Sr. served as the Essex County College (ECC) Head Men’s Basketball Coach for more than 24 years from 1971-1995 and Director of Athletics from 1984–1995, where he was among the Top Ten Winningest Active Coaches in the National Junior College Athletic Association and New Jersey in Percentage; accomplished three Region XIX Coach-of-the-Year, two New Jersey College Basketball Coaches’ Association Coach-of-the-Year awards, and accomplished a Twenty-Five Year Coaching Record of 489 Wins, and 128 losses; and,

WHEREAS, As the ECC basketball coach, on January 19, 1974, his team accomplished Most Points Scored in a Collegiate Basketball Game . . . Essex (210) vs Englewood Cliffs (67); earned eleven Garden State Athletic Conference titles, three Region XIX Championships, two Inter-Regional Championships, three National Championship Participants, four Christmas Classic Championships, and one Undeclared Regular Season; and,

WHEREAS, Prior to coaching basketball, Cleo Hill, Sr. was the Number 1 Draft Choice of the St. Louis Hawks; set a St. Louis Hawks/National Basketball Association Record for Most Points (26) Scored by a Rookie Guard on Opening Day, and was named to the All-NBA Rookie Team; and,

WHEREAS, Cleo Hill, Sr. was inducted into several Halls of Fame, among them the South Side/Malcolm X Shabazz Sports Hall of Fame, Newark, NJ; Newark (NJ) Athletic Hall of Fame; Central Intercollegiate Athletic Association Hall of Fame, Hampton, VA; Holcombe Rucker Professionals Hall of Fame, Harlem, New York; The Brooklyn (NY) USA Athletic Association Basketball Hall of Fame; The Winston-Salem State University Sports Hall of Fame, Winston-Salem, NC; and, was featured in an ESPN documentary “Black Magic” and on the cover of the book, “The Salt Mine, Who Will Tell Your Story”; and,

WHEREAS, The Board of Trustees and the College community are desirous of a lasting tribute to Cleo Hill, Sr. which will distinguish his extraordinary leadership, accomplishments, contributions, and dedicated service; also to ensure his permanent imprint on the athletic landscape of Essex County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Essex County College does hereby endorse and authorize the naming of the Physical Education building at the main Newark campus in honor of Cleo Hill, Sr. and that a dedication ceremony be scheduled shortly thereafter to affirm this designation.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 22, 2022	