



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

January 25, 2022 – 4:30 PM  
A Virtual Meeting

*Please click the link below to join the webinar:*

<https://essex-edu.zoom.us/j/91217188581>

*Or One tap mobile :*

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*Or Telephone:*

*Dial 1 646 558 8656, them enter Webinar ID: 912 1718 8581*

*Public comments on actions to be approved may be e-mailed to [agendacomment@essex.edu](mailto:agendacomment@essex.edu); general public comments may be e-mailed to [publiccomments@essex.edu](mailto:publiccomments@essex.edu). Written comments must be received prior to noon on the meeting date in order to be read into the record of the meeting. Please include your name and contact information. Comments will be entertained at the meeting in the following order: 1) written comments submitted by email; 2) Summarized duplicative written comments submitted by email; 3) In-person oral comments; and 4) Remote Oral Comments. Public comments, whether written or oral, are limited to three (3) minutes.*

- 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. J. Zarra

**Action – To be Ratified**

3-2.1/12-2021S	Legal Service Carmagnola & Ritardi, LLC, Morristown, NJ College Funded – Operating Expense	Amount not to exceed \$80,000
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**Actions – To be Approved**

3-1.1/1-2022	Authorize the Award of a One-Year Subscription for ProQuest Library Services ProQuest, LLC, Chicago, IL College Funded – Operating Expense	\$54,960.00
3-1.2/1-2022	Authorize an Additional Payment for Instructional Services for Summer Youth Program Black Rocket Productions, Freehold, NJ College Funded – Operating Expense	\$3,074.00

3-1.3/1-2022	Authorize the Award of an Emergency Repair – Damaged Exterior Wall Nehme Brothers, Inc., Edgewater, NJ College Funded – Operating Expense	\$54,700.00
3-1.4/1-2022	Authorize Additional Amount for Toilet Paper United Sales USA Corporation, Brooklyn, NY College Funded – Operating Expense	\$7,650.10
3-1.5/1-2022	Authorize an Additional Amount for Heat Exchanger Replacement McCloskey Mechanical Contractors, Inc., Blackwood, NJ College Funded – Operating Expense	\$11,705.50
3-1.6/1-2022	Authorize the Award of a Contract for WP Engine Hosting Provider Hubspire Corporation, Matawan, NJ College Funded – Operating Expense	\$42,000.00
3-1.7/1-2022	Authorize the Award of a Bid for Diagnostic Imaging Software & Equipment for Radiology Lab 626 AWI, LLC dba Walsh Imaging, Inc., Pompton Lakes, NJ Grant Funded – Operating Expense	\$42,550.00
3-1.8/1-2022	Authorize the Award of a Bid for New Academic Building at West Essex DMD Contracting, LLC., Wayne, NJ County of Essex Funded - \$9,745,000.00 Go Building Our Future Bond Funded - \$9,580,000.00 State of New Jersey Funded - \$10,000,000.00 Capital Expense	\$29,325,000.00
3-1.9/1-2022	Authorize the Award of a Contract for Owner Representative Services Jingoli Contractors Construction Manager, Lawrenceville, NJ County of Essex Funded – Capital Expense	\$255,000.00
3-1.10/1-2022	Authorize the Payment for Legal Services Fernandez Garcia, LLC., Morristown, NJ College Funded – Operating Expense	\$8,115.00
3-1.11/1-2022	Authorize the Award of a Proposal for Professional Services Keri Engineering, Union, NJ CRRSAA Grant Funded (Cares Act 2.0) – Operating Expense	\$94,540.00
3-1.12/1-2022	Authorize the Award for Installation and Configuration of an Access Control System for Eleven (11) Entrance Doors at the Newark Campus Johnston Communications, Springfield, NJ Chapter XII Funded – Capital Expense	\$89,073.49

3-1.13/1-2022	Authorize the Award of a Contract for Professional Services Arcari + Iovino Architects, PC., Little Ferry, NJ Chapter XII Funded – Capital Expense	\$64,000.00
3-1.14/1-2022	Authorize the Award of a Contract for Professional Consulting Financial Aid Services (FAS), Atlanta, GA College Funded – Operating Expense	Amount not to exceed \$51,500.00
3-2.1/1-2022	Operating Budget Request Fiscal Year 2022-2023	
3-2.2/1-2022	Chapter 12 Budget Request Fiscal Year 2022-2023	
3-2.3/1-2022	Resolution Fixing Date and Time for Board of School Estimate Public Hearing	

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

**Action to be Ratified**

**Contract Ratification**

4-1/12-2021S Essex County College Faculty Association

**Actions Recommended for Approval**

**Appointments**

- 4-1/1-2022 Alvin Williams, Executive Dean of Faculty and Academics  
Academic Affairs  
Salary - \$155,000.00  
Effective January 26, 2022
  
- 4-2/1-2022 Germaine Albuquerque, Chairperson  
Business  
Salary - \$90,524.64  
Effective January 26, 2022
  
- 4-3/1-2022 Andrew Hrechak, Chairperson  
Mathematics, Engineering Technologies and Computer Sciences  
Salary - \$90,500.00  
Effective January 26, 2022
  
- 4-4/1-2022 William Tooma, Chairperson  
Humanities and Bilingual Education  
Salary - \$90,500.00  
Effective January 26, 2022
  
- 4-5/1-2022 Sommer Flood, Human Resources Representative  
Human Resources  
Salary - \$40,000.00  
Effective January 26, 2022

**Promotion**

4-6/01-2022 Porsha Davis, Family Engagement and Assessment Coordinator  
Child Development Center  
Salary – From \$38,678.67 to \$42,957.00  
Effective February 1, 2022

**Resignations**

4-7/01-2022 Professional Level I Confidential  
Christina Cook, Administrative Assistant  
President’s Office  
Effective January 21, 2022  
Professional Level II Confidential  
Mohammad Iqbal, Operations Specialist  
Information Technology  
Effective December 23, 2021

- VIII. Educational Programs Committee Report .....Dr. A. Lewis
  - 7-1.1/1-2022 Budget Amendment: Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V)
  - 7-1.2/1-2022 County College Career and Technical Education Program Expansion – Securing Our Children’s Future Bond Act
  
- IX. Site Facilities and Equipment Committee Report..... Ms. C. Morales
  - 7-2.1/1-2022 Acceptance of Funds: PSEG Business Energy Saver Program Project
  
- X. Policy and Governance Committee Report.....Ms. I. Cruz
  - 7-3.1/1-2022 New Board Policy 4-14: Preventing the Spread of Infectious Diseases in the College
  
- XI. Community Relations Committee Report..... Ms. J. Wright
- XII. Alumni Association Report..... Ms. Allison James – Frison
- XIII. Student Government Report ..... Ms. Jessica Clark
- 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 Session .....Mrs. J. Grimes
- XIX. Adjournment .....Chair M. Bolden

**\*Public meeting agenda subject to change**



**BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

Subject: Contact: Meeting Date: Agenda Item No.:	Finance: Legal Service – Carmagnola & Ritardi, LLC Christine A. Soto, Esq., General Counsel December 21, 2021 3-2.1/12-2021S Resolution Authorizing the Payment of Legal Services
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**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 Michael Corbitt 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 January 25, 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 for 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	FINAL DISPOSITION
BOARD APPROVAL DATE December 21, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – ProQuest <b>Non-SBE/WBE/MBE</b>
Contact:	Dr. Elvy Vieira / Dean of Community, Continuing Education & Workforce Development
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.1/1-2022
Resolution Authorizing the Award of one-Year Subscription for ProQuest Library Services	

**WHEREAS**, Essex County College needs to approve a one-year subscription for the Martin Luther King Jr library in the total amount of **\$54,960.00** from **ProQuest, LLC**, 6216 Paysphere Circle, Chicago, Illinois 60674, for providing options for students and faculty in subject areas including Scientific Style & Format, Modern Language Association (MLA), American Psychological Association (APA) and American Medical Association (AMA) from October 1, 2021 – September 30, 2022. 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(6) Textbooks, copyrighted materials, student-produced publications, and services incidental thereto, library materials including without limitation books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials and specialized library 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**, **ProQuest, LLC** has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract.

**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 and directed to approve a one-year subscription with **ProQuest, LLC** in the total amount of **\$54,960.00** from October 1, 2021- September 30, 2022;
2. This subscription is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(6);
3. The specific line item against which this purchase is to be charged is as follows:  
10-6000-7516 Operating Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Instructional Services – Black Rocket Productions <b>Small Business Enterprise (SBE)</b>
Contact:	Dr. Elvy Vieira / Dean of Community, Continuing Education & Workforce Development
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.2/1-2022
	Resolution Authorizing the additional payment for Instructional Services for Summer Youth Program

**WHEREAS**, Essex County College needs to approve an additional amount for instructional services in the amount of **\$3,074.00** to **Black Rocket Productions**, P.O. Box 7494, Freehold, New Jersey 07728 for increasing the enrollment in the Summer Youth Program from July 6, 2021, through August 20, 2021. In which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(15), and N.J.S.A.18A:64A-25.5.a(16) Entertainment, including without limitation theatrical presentations, band and other concerts, movies, and other audiovisual productions; and

**WHEREAS**, On August 24, 2021 (3-1.10/08-2021) The Board of Trustees approved service in the amount of \$17,450; for the summer youth program from July 6, 2021, through August 20, 2021; 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 is hereby authorized and directed to approve the additional payment to **Black Rocket Productions**, in the amount of **\$3,074.00** for the Summer Youth Program for increased enrollment;
2. The consulting services are 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-25.3, N.J.S.A.18A:64A-25.5.a(15), and N.J.S.A.18A:64A-25.5.a(16);
3. The specific line item against which these services are to be charged are as follows:  
10-5104-7180 Operating Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Nehme Brothers, Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.3/1-2022
Resolution Authorizing the Award of an Emergency Repair – Damaged exterior wall	

**WHEREAS**, Essex County College needs to approve an emergency repair of **\$54,700.00** to **Nehme Brothers, Inc.**, 547 River Rd, Edgewater, New Jersey 07020. The exterior wall of the Center for Health Sciences was damaged by the impact of a vehicle on October 12, 2021, causing structural damage. Because of this damage, the college cannot use the classroom, the classroom is needed when school resumes on January 4, 2022. The college will seek payment from the driver of the vehicle insurance company. The contract is exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.6(a) Emergency purchase and contracts. When an emergency affecting the health, safety, or welfare of occupants of college property requires the immediate delivery of the materials or supplies or the performance of the work. A written requisition for the performance of such work or the furnishing of materials or supplies, certified by the employee in charge of the building, facility, or equipment where the emergency occurred, is filed with the contracting agent or his deputy in charge, describing the nature of the emergency, the time of its occurrence, and the need for invoking this section. The contracting agent, or his deputy in charge, being satisfied that the emergency exists, is hereby authorized to award a contract for safe work, materials, or supplies; and

The College has solicited and received proposals from the following vendors:

- Nehme Brothers, Inc.                      \$54,700.00
- M&M Construction Co., Inc.            \$71,800.00

**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 vendor has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the county of Essex the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract.

**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 an emergency repair with **Nehme Brothers, Inc.**, of **\$54,700.00** for structural damage to the exterior wall of the Center for Health Sciences;
2. The emergency repair is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.6(a);
3. The specific line item against which this purchase is to be charged is as follows:  
10-1851-7711 Operating Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: United Sales USA Corporation <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.4/1-2022
Resolution Authorizing the additional amount for toilet paper	

**WHEREAS**, Essex County College needs to approve an additional amount of **\$7,650.10** for 500 quantities of toilet paper to **United Sales USA Corporation**; 185 30<sup>th</sup> Street, Brooklyn, New York 11232. This will ensure the College essential needs while providing a clean and safe environment throughout the College; and

**WHEREAS**, On August 24, 2021 (3-1.11/08-2021) The Board of Trustees approved United Sales USA Corporation for Janitorial Industrial Supplies in the amount of \$21,784.60 through June 30, 2022. The bid (#8115) was advertised in The Star-Ledger on May 25, 2021; and

**WHEREAS**, The award was 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 vendor has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; 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 amount of \$7,650.10 for toilet paper to **United Sales USA Corporation**
2. The specific line item against which this purchase is to be charged is as follows:  
10-7201-7501C Operating Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$37,500.00 – McCloskey Mechanical Contractors, Inc <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.5/1-2022
Resolution Authorizing the additional amount for Heat Exchanger Replacement	

**WHEREAS**, Essex County College needs to approve an additional amount of **\$11,705.50** for the replacement of the Center for Health Science Heat Exchanger unit to **McCloskey Mechanical Contractors, Inc.**, 445 Lower Landing Road, Blackwood, New Jersey 08012. The Heat Exchanger has cracked and cannot be used; and

**WHEREAS**, On June 16, 2020 (3-1.7/06-2020) The Board of Trustees approved McCloskey Mechanical Contractors (Bid #8087) for HVAC Preventive Maintenance Services and General Repair Service in the amount of \$62,776; and

**WHEREAS**, The County College Law (N.J.A.18A:64A-25.19 of NJ statutes) requires the solicitation of quotes if practicable for all goods and services which are 20% of the bid threshold based on the lowest responsible quotations received which is most advantageous to the County College, price and other factors considered. Four (4) contractors provided quotes; and

The College has solicited and received proposals from the following vendors:

- Air System Maintenance	\$13,513.00
- Airlogix Commercial HVAC/R	\$20,045.71
- DeSesa Eng. Co. Inc	\$13,524.28
- <b>McCloskey Mechanical</b>	<b>\$11,705.50</b>

**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 vendor has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the county of Essex the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; 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 the additional payment for the Heat Exchanger replacement to **McCloskey Mechanical Contractors** for **\$11,705.00** for structural damage to the exterior wall of the Center for Health Sciences damaged by the impact of a vehicle;
2. The specific line item against which this purchase is to be charged is as follows:  
10-7351-7620 Operating Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$37,500.00 – Hubspire Corporation <b>Small Business Enterprise (SBE)</b>
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.6/1-2022
Resolution Authorizing the Award of a Contract for WP Engine Hosting Provider	

**WHEREAS**, Essex County College needs to approve a contract of **\$42,000.00** to **Hubspire Corporation**, 30 Winding Brook Drive, Matawan, New Jersey 07747. The vendor will provide post-implementation support, hosting, and maintenance of the [Essex.edu](http://Essex.edu) website from July 1, 2021, through June 30, 2022.

**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 vendor has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; 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 and directed to approve a contract with **Hubspire Corporation** for **\$42,000.00** for post-implementation support, hosting, and maintenance of [essex.edu](http://essex.edu);
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:  
10-0216-7470 Operating Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$37,500.00 – 626 AWI, LLC DBA Walsh Imaging, Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Dr. Alvin William / Executive Dean of Academic Affairs
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.7/1-2022 Resolution Authorizing the Award of a Bid for Diagnostic Imaging Software & Equipment for Radiology Lab

**Recommendation:** It is recommended that the Board of Trustees approve the award of a bid in the amount of **\$42,550.00** to **626 AWI, LLC DBA Walsh Imaging, Inc.**, 55 Cannonball Road, Pompton Lakes, New Jersey 07442, for Diagnostic Imaging Software & Equipment for Radiology Lab.

The award of this bid 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.

Bid # 8130 was advertised in The Star-Ledger on December 7, 2021. There were seven (7) bids solicited. Two (2) responses were received, opened, and publicly read on December 21, 2021. The other vendor was non-responsive.

**Nature of Bid:** Essex County College – Diagnostic Imaging Software & Equipment for Radiology Lab

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

**Source of Funding:** The Chief Finance Officer (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>
Nursing & Allied Health	Carl D. Perkins	29169-9169-7325	\$42,550.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a bid in the total amount of **\$42,550.00** to **626 AWI, LLC DBA Walsh Imaging, Inc.**, for Diagnostic Imaging Software & Equipment for Radiology Lab.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase Over \$37,500.00 – DMD Contracting, LLC <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.8/1-2022
Resolution Authorizing the Award of a Bid for New Academic Building at West Essex	

**Recommendation:** It is recommended that the Board of Trustees approves the award of a bid in the amount of **\$29,325,000.00** to **DMD Contracting, LLC.**, 15 Corporate Drive, Wayne, New Jersey 07470, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for New Academic Building at West Essex Campus.

The award of this bid 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.

Bid # 8125 was advertised in The Star-Ledger for three (3) days on September 28, 29, and 30, 2021. There were seventeen (17) bids solicited. Ten (10) responses were received, opened, and publicly read on November 3, 2021. In accordance with the provisions of N.J.S.A. 18A:64A-25.18, Essex County College hereby requested that any bidder who so chooses consent to the extension and holding of its bid price for 107 days from November 3, 2021. The following six vendors accepted the extension.

- Alna Construction Corp.
- Brockwell & Carrington Contractors, Inc.
- DMD Contracting, LLC
- Dobco, Inc.
- M&M Contracting Company, Inc.
- The Bennet Company, Inc.

**Nature of Bid:** Essex County College – New Academic Building at West Essex Campus

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

**Source of Funding:** The Chief Finance Officer (CFO) of Essex County College has determined and certified in writing that the following funds are available for this purpose. This action is funded by the following:

<u>Description</u>	<u>Account #</u>	<u>\$Amount</u>
Go Building Our Future Bond	902104-02104-7951	\$ 9,580,000.00
State of New Jersey	902106-02106-7951	\$10,000,000.00
County of Essex	902107-02107-7951	\$ 9,745,000.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a bid in the amount of **\$29,325,000.00** to **DMD Contracting, LLC** for the New Academic Building at West Essex Campus.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$37,500.00 – Jingoli Contractors Construction Manager <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.9/1-2022
Resolution Authorizing the Award of a Contract for Owner Representative Services	

**WHEREAS**, Essex County College needs to approve a contract of **\$255,000.00** to Jingoli Contractors Construction Manager, 100 Lenox Drive, Suite 100, Lawrenceville, New Jersey 08648 for the role of Owner Representative to provide consulting, oversight and coordination between contractors and architectural firm to ensure that the project is progressing on schedule and within the original budget. Six (6) contractors provided quotes; and

The College has solicited and received proposals from the following vendors:

- Anser Advisory \$449,250
- Gilbane 150 \$615,000
- Lehrer \$261,550
- M&M \$724,875
- Pinnacle \$210,000
- **Jingoli \$255,000**

**WHEREAS**, This is the largest construction undertaking by the College during the last 25 years. Considering the scale and complexity of the proposed project, as well as the remote location of the site, the decision was made to inquire consulting services of the Owner Representative; and

**WHEREAS**, This service 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(15) Professional consulting services; 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 vendor has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; 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 **Jingoli Contractors Construction Manager** for **\$255,000.00** for Owners Representative;
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(15);
3. Specific line item against which this proposal is to be charged is as follows:  
902107-02107-7953 County of Essex  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



**BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

Subject:	Finance: Legal Service – Fernandez Garcia, LLC. <b>Minority Small Business Enterprise (MSBE)</b>
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.10/1-2022
Resolution Authorizing the Payment for Legal Services	

**WHEREAS**, Essex County College required outside legal services. **Fernandez Garcia, LLC.**, vendor approved by the State of New Jersey under Minority Small Business Enterprise (**MSBE**) rendered services for November 30, 2021; and

**WHEREAS**, Request for Qualification #FY20-RFQ1 was advertised in The Star-Ledger newspaper on January 28, 2020. There were sixteen (16) respondents which they were received, opened, and publicly announced on February 12, 2020; 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 of which Fernandez Garcia, LLC. was among at a rate of \$150.00 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 to **Fernandez Garcia, LLC.** for legal services rendered for the following invoice:
  - **#740 for \$8,115.00**, November 30, 2021 (General Billing);
2. The specific line item against which this payment is to be charged is as follows:  
10-1701-7827 Operating Expense, General Counsel Office  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Engineering Services – Keri Engineering <b>Minority Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO <b>COVID-19</b>
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.11/1-2022
Resolution Authorizing the Award of a Proposal for Professional Services	

**WHEREAS**, Essex County College needs to approve a proposal of **\$94,540.00** to **Keri Engineering**, 911 Springfield Road, Suite2, Union, New Jersey 07083 for the design of an air filtration system of the Physical Plant. Since most of the mechanical equipment of the Physical Plant was installed about 45 years ago there is a need to replace it with modern units. 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

The College has solicited and received proposals from the following vendors:

- Premier Engineering Group \$181,800.00
- Keri Engineering PC \$ 94,540.00

**WHEREAS**, The evaluation committee consisted of Executive Dean Seddiki, Project Manager Dora Castro, Physical Plant Manager Frank Cabonilas, and Director of Facilities Jeff Shapiro; 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 vendor has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; 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 AIA 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 and directed to approve a professional service with **Keri Engineering** for **\$94,540.00** for the design of air filtration system;
2. This service 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(1);
3. The specific line item against which this service is to be charged is as follows:  
29010-1723-7952 CRRSAA Grant Funds – Cares Act 2.0  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Engineering Services – Johnston Communications <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.12/1-2022
Resolution Authorizing the Award for Installation and Configuration of an Access Control System of Eleven Entrance Doors at the Newark Campus	

**WHEREAS**, Essex County College needs to approve service of **\$89,073.49** to **Johnston Communications**. 36 Commerce Street, Springfield, New Jersey 07081 for the installation and configuration of an access control system for eleven entrance doors at the Newark campus. In which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9a; 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 of New Jersey Contract, T-1778/85152;

**WHEREAS**, The award of this purchase shall be made as “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 vendor has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; 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 service with **Johnston Communications** for **\$89,073.49**;
2. **Johnston Communications** is the authorized vendor for the State of New Jersey T-1778/85152
3. The specific line item against which this service is to be charged is as follows:  
901903-3126-7929A Chapter XII Funds, Ordinance 0-2019-00003  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Architectural Services – Arcari + Iovino Architects, PC. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.13/1-2022
Resolution Authorizing the Award of a Contract for Professional Services	

**WHEREAS**, Essex County College needs to approve a contract of **\$64,000.00** to **Arcari + Iovino Architects**. One Katherine Street, Little Ferry, New Jersey 07643 for architectural design services to bring the Physical Education Building up to standard. The proposed design will provide for a new acoustical ceiling, flooring, modern lighting in the main hallway and side corridors, the student locker room will have new finishes. 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

The College has solicited and received proposals from the following vendors:

- LAN Associates \$109,000.00
- Arcari + Iovino Architects \$ 64,000.00

**WHEREAS**, The evaluation committee consisted of Executive Dean Seddiki, Project Manager Dora Castro, Information Technology Project Leader Alexandra Vineque, and Director of Facilities Jeff Shapiro; 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 vendor has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; 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 AIA 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 and directed to approve a professional service with **Arcari + Iovino Architects** for **\$64,000.00** for architectural design services to bring the Physical Education Building up to standard;
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(1);
3. The specific line item against which this contract is to be charged is as follows:  
901903-3126-7952A Chapter XII Funds, Ordinance 0-2019-00003  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Consulting – Financial Aid Services <b>Small Business Enterprise (SBE)</b>
Contact:	George Peterson / Chief Finance Officer
Meeting Date:	January 25, 2022
Agenda Item No.:	3-1.14/1-2022
Resolution Authorizing the Award of a Contract for Professional Consulting	

**WHEREAS**, Essex County College needs to approve a contract of **\$31,500.00** for the assessment of financial aid department process, procedures, policies, workflow, and accounts, and an additional amount not to exceed **\$20,000.00** for the collection of amounts due on student loans, and to assist with loan assignment packages to **Financial Aid Services (FAS)**. 180 Interstate North Parkway, Suite 550, Atlanta, GA 30339; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.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 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 vendor has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; 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 term and conditions attached,

**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 service with **Financial Aid Services (FAS)** for professional consulting services in the total amount not to exceed **\$51,500**;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5a(14) and N.J.S.A.18A:64A-25.5.a(15);
3. The specific line item against which this service 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
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Operating Budget Request Fiscal Year 2022-2023
Contact:	Dr. Augustine Boakye, President
Meeting Date:	January 25, 2022
Agenda Item No.:	3-2.1/1-2022

**WHEREAS:** State Statute 18A-64A-16 requires the Administration of the College to adopt a balanced budget; and,

**WHEREAS:** The Budget Planning Committee developed a FY 2023 credit hour projection based on a linear trend line from the two most recent pre-pandemic fiscal years; and,

**WHEREAS:** Those considerations and other pertinent metrics were analyzed and utilized by the budget committee to present a balanced budget; and,

**WHEREAS:** The College’s operating budget is funded through tuition and fees, governmental appropriations, and other income sources.

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

1. The Essex County College Board of Trustees approves the College Operating Budget in the amount of \$53,641,279 for Fiscal Year 2022-2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Chapter 12 Budget Request Fiscal Year 2022-2023
Contact:	Dr. Augustine Boakye, President
Meeting Date:	January 25, 2022
Agenda Item No.:	3-2.2/1-2022

**WHEREAS:** The State of New Jersey provides funding for major capital renewal and replacement (CRR) programs known as Chapter 12 and Essex County College has received a minimum allocation of \$3,000,000; and

**WHEREAS:** Essex County College is requesting its full allocation of \$3,000,000 for the fiscal year 2022-2023 to commence on July 1, 2022; and

**WHEREAS:** The County is a funding partner and is required to share in 50% of the CRR cost approved by the State for the College and at this date, Chapter 12 capital funds are included in the Governor’s budget; and

**WHEREAS:** The County is expected to appropriate a minimum amount of \$1,500,000 for the College’s fiscal year 2022-2023 Chapter 12 request; and

**WHEREAS:** The College will use its fiscal year 2022-2023 Chapter 12 allocation to complete infrastructure projects as outlined in the College’s redeveloped facilities master plan; and

**WHEREAS:** The College’s Chapter 12 Capital Fund Budget request of a minimum allocation of \$3,000,000 will be submitted to the Board of School Estimate for approval at its next meeting; and

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

1. The Essex County College Board of Trustees hereby authorizes the College’s Chapter 12 Capital Funds request in a minimum amount of \$3,000,000 for the fiscal year 2022-2023 to commence on July 1, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Resolution Fixing Date and Time for Board of School Estimate Public Hearing
Contact:	Dr. Augustine Boakye, President
Meeting Date:	January 25, 2022
Agenda Item No.:	3-2.3/1-2022

**WHEREAS:** N.J.S.A. 18A:64A-17 requires Essex County College to prepare and deliver to each member of the Board of School Estimate an itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the ensuing year and that, at the same time, fix a date, place, and time for the holding of a public hearing by the Board of School Estimate with respect to said itemized statement; and

**WHEREAS:** The Board of Trustees of Essex County College has approved a budget including an itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the fiscal year ending 2023.

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

1. The President of Essex County College shall ensure that a copy of the itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the fiscal year ending 2023 be delivered to each member of the Board of School Estimate as soon as practicable;
2. The President of Essex County College shall ensure that appropriate notice of a public hearing by the Board of School Estimate be provided;
3. A copy of the itemized statement shall be placed on file and open to examination of the public on the College’s website: [www.essex.edu](http://www.essex.edu).
4. The Board of School Estimate shall hold a virtual public hearing with respect to the itemized statement on February 17, 2022 via Zoom in accordance with the Open Public Meetings Act, P.L. 2020 c. 11) and the Governor of New Jersey’s Executive Order 244) regarding COVID 19 Emergency Actions at 11:00 a.m.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Contract Ratification, Essex County College Faculty Association
Contact:	Dr. Augustine Boakye, President
Meeting Date:	December 21, 2021
Agenda Item No.:	4-1/12-2021S

**RECOMMENDATION:** It is recommended that the Board of Trustees ratify the Collective Bargaining Agreement between Essex County College and the Essex County College Faculty Association for the period September 1, 2018 through August 31, 2024.

**BACKGROUND AND RATIONALE:** The Essex County College Faculty Association is the recognized negotiating agent for the labor unit comprised of Faculty Association members. Essex County College and the Essex County College Faculty Association have engaged in negotiations for an agreement for the period commencing retroactively from September 1, 2018 through August 31, 2024. The Essex County College Faculty Association members ratified the attached Memorandum of Agreement (MOA) on December 17, 2021.

**FISCAL NOTES:** The negotiated settlements for the contract and the six years are included in the College's annual operating budgets.

**RESOLUTION:** The Board of Trustees ratifies the Collective Bargaining Agreement between Essex County College and the Essex County College Faculty Association for the period September 1, 2018 through August 31, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 21, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Alvin Williams
Contact:	Dr. Augustine Boakye, President
Meeting Date:	January 25, 2022
Agenda Item No.:	4-1/1-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Alvin Williams, to the position of Executive Dean of Faculty and Academics, for the Academic Affairs Area, for the period January 26, 2022 through August 31, 2022. The recommended annual salary for the position is \$155,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 16 applications were reviewed and three (3) applicants were selected to be interviewed. Alvin Williams is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (DOCTORATE DEGREE REQUIRED):**

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Doctor of Education	2003	New York University New York, NY	Higher Education Administration
● Master of Science	1989	New Jersey Institute of Technology Newark, NJ	Applied Mathematics
● Bachelor of Arts	1983	Rutgers University Newark, NJ	Mathematics

**FISCAL NOTES:** The recommended salary of \$155,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Alvin Williams, at the annual salary of \$155,000, to the position of Executive Dean of Faculty and Academics, for the Academic Affairs Area, for the period January 26, 2022 through August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Germaine Albuquerque
Contact:	Alvin Williams, Executive Dean of Faculty and Academics
Meeting Date:	January 25, 2022
Agenda Item No.:	4-2/1-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Germaine Albuquerque, to the position of Chairperson, for the Business Division, for the period January 26, 2022 through August 31, 2022. The recommended annual salary for the position is \$90,524.64.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 11 applications were reviewed and three (3) applicants were selected to be interviewed. Germaine Albuquerque is the recommended candidate.

**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 Administrative Science	May 2009	Fairleigh Dickinson University Teaneck, NJ	Administrative Science
● Master of Commerce	1986	University of Pune India (Evaluated by World Education Services)	Business Administration
● Bachelor of Commerce	1981	University of Pune India (Evaluated by World Education Services)	Business Administration

**FISCAL NOTES:** The recommended salary of \$90,524.64 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Germaine Albuquerque, at the annual salary of \$90,524.64, to the position of Chairperson, for the Business Division, for the period January 26, 2022 through August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Andrew Hrechak
Contact:	Alvin Williams, Executive Dean of Faculty and Academics
Meeting Date:	January 25, 2022
Agenda Item No.:	4-3/1-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Andrew Hrechak, to the position of Chairperson, for the Mathematics, Engineering Technologies and Computer Sciences Division, for the period January 26, 2022 through August 31, 2022. The recommended annual salary for the position is \$90,500.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 11 applications were reviewed and three (3) applicants were selected to be interviewed. Andrew Hrechak is the recommended candidate.

**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>
● Doctor of Philosophy		Rutgers University Newark, NJ	Management, Information Systems and Operations Management
● Master of Business Administration		Rutgers University Newark, NJ	Management, Information Systems and Operations Management
● Master of Science		New Jersey Institute of Technology Newark, NJ	Computer Science and Management
● Bachelor of Science		New Jersey Institute of Technology Newark, NJ	Computer Science and Industrial Engineering

**FISCAL NOTES:** The recommended salary of \$90,500 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Andrew Hrechak, at the annual salary of \$90,500, to the position of Chairperson, for the Mathematics, Engineering Technologies and Computer Sciences Division, for the period January 26, 2022 through August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, William Tooma
Contact:	Alvin Williams, Executive Dean of Faculty and Academics
Meeting Date:	January 25, 2022
Agenda Item No.:	4-4/1-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of William Tooma, to the position of Chairperson, for the Humanities and Bilingual Education Division, for the period January 26, 2022 through August 31, 2022. The recommended annual salary for the position is \$90,500.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 11 applications were reviewed and three (3) applicants were selected to be interviewed. William Tooma is the recommended candidate.

**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>
● Doctor of Letters	2017	Drew University Madison, NJ	Literary Studies
● Master of Arts	2009	William Paterson University Wayne, NJ	English
● Bachelor of Arts	2007	William Paterson University Wayne, NJ	English

**FISCAL NOTES:** The recommended salary of \$90,500 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of William Tooma, at the annual salary of \$90,500, to the position of Chairperson, for the Humanities and Bilingual Education Division, for the period January 26, 2022 through August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Sommer Flood
Contact:	Yvette Henry, Executive Director of Human Resources
Meeting Date:	January 25, 2022
Agenda Item No.:	4-5/1-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Sommer Flood, to the position of Human Resources Representative, for the Human Resources Department, for the period January 26, 2022 through June 30, 2022. The recommended annual salary for the position is \$40,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 32 applications were reviewed and three (3) applicants were selected to be interviewed. Sommer Flood is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (ASSOCIATE’S 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	2017	Rutgers University Newark, NJ	Public Administration

**FISCAL NOTES:** The recommended salary of \$40,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Sommer Flood, at the annual salary of \$40,000, to the position of Human Resources Representative, for the Human Resources Department, for the period January 26, 2022 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Porsha Davis
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	January 25, 2022
Agenda Item No.:	4-6/1-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the promotion of Porsha Davis, from the position of Group Teacher, to the position of Family Engagement and Assessment Coordinator, for the Child Development Center, for the period February 1, 2022 through June 30, 2022. The recommended annual salary for the position is \$42,957.

**BACKGROUND AND RATIONALE:** Porsha Davis is being recommended for promotion from Group Teacher to Family Engagement and Assessment Coordinator for the Child Development Center.

**DEGREE/CERTIFICATION QUALIFICATIONS (BACHELOR’S 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	2011	Rutgers University Newark, NJ	Psychology and Social Work

**FISCAL NOTES:** The recommended salary of \$42,957 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Porsha Davis, at the annual salary of \$42,957, from the position of Group Teacher, to the position of Family Engagement and Assessment Coordinator, for the Child Development Center, for the period February 1, 2022 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	January 25, 2022
Agenda Item No.:	4-7/1-2022

**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>
Christina Cook	Administrative Assistant Presidents Office	Professional Level I Confidential	01/02/2014	01/21/2022
Mohammed Iqbal	Operations Specialist Information Technology	Professional Level II Confidential	10/04/2018	12/23/2021

**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
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Budget Amendment: Strengthening Career and Technical Education for the 21 <sup>st</sup> Century Act (Perkins V)
Contact:	Yvette Jefferies, Director College Advancement & Foundation
Meeting Date:	January 25, 2022
Agenda Item No.:	7-1.1/1-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) Fiscal Year 2022 Budget Amendment to the State of New Jersey Department of Education for the period of July 1, 2021 – June 30, 2022 (FY22).

**BACKGROUND AND RATIONALE:** Essex County College received \$718,243 for the College’s career and technical education programs. The budget amendment was prepared for the purchase of additional materials and supplies, mentor and tutoring and virtual professional development workshops. All funds will be utilized in accordance with the amended FY22 spending strategy.

**FISCAL NOTES:** There will be no negative fiscal impact to the College. The additional funds will assist in achieving the grant purpose.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) Fiscal Year 2022 Budget Amendment to the State of New Jersey Department of Education for the period of July 1, 2021 – June 30, 2022 (FY22).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	County College Career and Technical Education Program Expansion – Securing Our Children’s Future Bond Act
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO) Information Technology and Operations
Meeting Date:	January 25, 2022
Agenda Item No.:	7-1.2/1-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Securing Our Children’s Future Bond Act, herein referred to as the “Bond Act”, \$4 million grant application from Essex County College hereinafter referred to as “Essex” to the New Jersey Office of the Secretary of Higher Education, hereinafter referred to as “OSHE” for the Career and Technical Education Program Expansion and Equipment Project located at 303 University Avenue in Newark, NJ.

The scope of work for this project aims to increase career and technical education (CTE) program capacity. The project will renovate the Center for Technology to adopt flexible classroom/laboratory design, and invest in CTE program equipment.

**BACKGROUND AND RATIONALE:** On November 6, 2018, voters approved a general obligation bond issuance of \$50 million for county college career and technical education (CTE) grants in association with the Bond Act, which Governor Murphy signed on August 27, 2018. The Fall 2021 cycle is the second cycle of competitive grants to be offered under this competitive grant program. The project must be designed and implemented in conformance with all applicable state regulations.

One purpose of the Bond Act is to provide New Jersey county colleges with financial resources to increase capacity to offer CTE programs through grants to construct and/or expand classrooms, laboratories, libraries, computer facilities, and other academic structures to increase CTE program capacity, which will provide direct benefit to students.

**FISCAL NOTES:** Essex must certify the availability and source of the matching funds which equal to 25 percent of the total bond request.

**RESOLUTION:** The Board of Trustees of Essex County College approves the Securing Our Children’s Future Bond Act’s \$4 million grant application from Essex to the New Jersey OSHE for the Career and Technical Education Program Expansion and Equipment Project located at 303 University Avenue in Newark, NJ.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: PSEG Business Energy Saver Program Project
Contact:	Dr. Augustine Boakye, President
Meeting Date:	January 25, 2022
Agenda Item No.:	7-2.1/1-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept funds from the PSE&G Business Energy Saver Program Project in the amount of \$402,000.00 with the additional amount of \$201,000 incentive. Award of the incentive is subject to program year incentive limitations, specifications, and requirements.

**BACKGROUND AND RATIONALE:** The PSE&G Business Energy Saver Prescriptive and Custom Program offers incentives for the installation of energy efficiency equipment while allowing flexibility for innovation in custom energy-saving projects. The program provides for a comprehensive solution for energy-efficient products with energy and peak demand savings. The program funds the upgrade of outdated equipment. Newer equipment uses less energy and reduces unplanned maintenance, saving money on monthly bills and on operational expenses. The College intends to use the award to upgrade lighting fixtures across the campus.

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

**RESOLUTION:** The Board of Trustees of Essex County College accepts funds from the PSE&G Business Energy Saver Program Project to upgrade lighting fixtures throughout the campus.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	

## **BOARD OF TRUSTEES**

### **REQUEST FOR BOARD ACTION**

Subject:	New Board Policy 4-14: Preventing the Spread of Infectious Diseases in the College
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	January 25, 2022
Agenda Item No.:	7-3.1/1-2022

**RESOLUTION:** The Board of Trustees of Essex County College adopts a new Board Policy 4-14 “Preventing the Spread of Infectious Diseases in the College” as set forth below and effective immediately for the purpose of maintaining effective operations of the College and to ensure the health and safety of its students, faculty, staff and visitors in an event or period of an infectious disease outbreak, such as but not limited to COVID-19.

#### **ESSEX COUNTY COLLEGE**

#### **BOARD POLICY**

#### **BP 4-14      PREVENTING THE SPREAD OF INFECTIOUS DISEASES IN THE COLLEGE**

In order for Essex County College to maintain effective operations and to ensure the health and safety of its students, faculty, staff and visitors in an event or period of an infectious disease outbreak, such as but not limited to COVID-19, the Board of Trustees authorizes the President of the College to implement the following safety measures. The Board of Trustees shall be advised as soon as practicable of all safety measures implemented pursuant to this policy.

**1. Vaccination Requirement:**

All eligible students, faculty, and staff shall be fully vaccinated against COVID-19 unless a medical or religious exemption is approved by the College. Proof of vaccination for students, faculty and staff is required by the College. All unvaccinated students, faculty and staff shall be subject to mandatory weekly COVID-19 testing and shall submit proof of Rapid or PCR testing to the College. Students shall adhere to all immunization requirements of the College.

**2. Masks/Face Covering Requirement:**

Essex County College requires all individuals on campus to wear a mask/face covering indoors regardless of vaccination status unless an accommodation or medical exemption has been approved by the College. Masks/Face coverings may be removed while students, faculty and staff are eating so long as social distancing is maintained to the greatest extent possible. Faculty and staff may also remove face coverings at their work stations while alone. Failure to adhere to the mask/face covering requirement will result in removal and/or denial of entry to the College campus.

3. The President may implement these and any additional safety measures and protocols mandated by local, state or federal law or executive order for any infectious disease outbreak or emergency situation.

4. **Exemptions:**

Any exemption approved by the College to the safety measures implemented pursuant to this policy will be processed consistent with the College's policies and procedures and in accordance with all relevant local, state and federal laws and guidance.

5. Failure to comply with the safety measures implemented pursuant to this policy shall result in discipline actions in accordance with this and other College's policies and procedures and where applicable, the corresponding collective bargaining agreements.

6. Safety measures will be lifted when the emergency has ended as determined by the President of the College.

**ATTACHMENTS: No**

Approved: 1/25/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 25, 2022	