

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

June 22, 2021

4:30 pm

Please click the link below to join the webinar:

<https://essex-edu.zoom.us/j/95527053134>

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*If you would like to submit Comments on Agenda Actions or Public Comments, please do so
before noon on Tuesday, June 22, 2021 as follows:*

Comments on Agenda Actions to: agendacommentes@essex.edu

Public Comments to: publiccommentes@essex.edu

- | | | |
|------|--|-----------------|
| 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 |

Actions – Recommended for Approval by the Board

3-1.1/6-2021	Authorize the Award of a Bid for Exterior Doors Replacement Northeastern Interior Services, LLC., Little Falls, NJ Chapter XII Funded – Capital Expense	\$554,000.00
3-1.2/6-2021	Authorize the Award of a Two (2) Year Bid for Maintenance Agreement for Tecogen Chillers Tecogen, Inc., Waltham, MA College Funded – Operating Expense	\$100,264.87
3-1.3/6-2021	Authorize the Award of a Two (2) Year Bid for Maintenance Agreement for McQuay Chillers D&B Services Group, LLC., Bloomfield, NJ College Funded – Operating Expense	\$24,774.00

3-1.4/6-2021	<p>Authorize the Award of a Bid for Print Shop Paper Products</p> <p>Paper Mart, Inc., East Hanover, NJ</p> <p>Paterson Card & Paper Company DBA Paterson Paper, Paterson, NJ</p> <p>W.B. Mason Co., Inc., Secaucus, NJ</p> <p>College Funded – Operating Expense</p>	<p>\$17,754.90</p> <p>46,342.70</p> <p>2,955.70</p> <p>Total \$67,053.30</p>
3-1.5/6-2021	<p>Authorize the Award of a Five (5) Year Lease for Support/Maintenance of the Print Shop Copiers</p> <p>Ricoh USA, Inc., Philadelphia, PA</p> <p>College Funded – Operating Expense</p>	<p>\$344,940.16</p>
3-1.6/6-2021	<p>Authorize the Award of a Purchase of Furniture for the Information Technology Department</p> <p>Business Furniture, Inc. (BFI) A Herman Miller, Inc., Parsippany, NJ</p> <p>Chapter XII Funded – Capital Expense</p>	<p>\$159,889.73</p>
3-1.7/6-2021	<p>Authorize the Award of a Maintenance Renewal for Network Infrastructure Equipment</p> <p>Johnston GP, Inc. DBA Johnston Communications (JCT Solutions), Springfield, NJ</p> <p>College Funded – Operating Expense</p>	<p>\$33,900.00</p>
3-1.8/6-2021	<p>Authorize the Award of a Three-Year License of Interactive Queuing System for Students</p> <p>QLess, Inc., Pasadena, CA</p> <p>CRRSAA Grant Funds – Cares Act 2.0 Funded – Operating Expense</p>	<p>\$21,001.50</p>
3-1.9/6-2021	<p>Authorize the Award of a Renewal for Preventive Maintenance</p> <p>Mark Andy, Inc., Chesterfield, MO</p> <p>College Funded – Operating Expense</p>	<p>\$26,789.75</p>
3-1.10/6-2021	<p>Authorize the Additional Payment for Snow Removal Services</p> <p>Recchia Paving, Inc., Bridgewater, NJ</p> <p>College Funded – Operating Expense</p>	<p>\$11,025.00</p>
3-1.11/6-2021	<p>Authorize the Additional Repair of HVAC to the Police Headquarters</p> <p>DeSesa Engineering Company, Inc., Livingston, NJ</p> <p>College Funded – Operating Expense</p>	<p>\$1,930.87</p>
3-1.12/6-2021	<p>Authorize the Payment of Inspection of the Fire Suppression System Deficiency Correction at the MLK Jr. Library</p> <p>Johnson Controls Fire Protection, LP, Rockaway, NJ</p> <p>GO Building Bond Funded – Capital Expense</p>	<p>\$1,400.00</p>
3-1.13/6-2021	<p>Authorize the Award of a Professional Service for DegreeWorks Consulting</p> <p>Ellucian Company, LP, Chicago, IL</p> <p>Community College Opportunity Grant (CCOG) – Operating Expense</p>	<p>Amount not to exceed \$21,730.00</p>

3-1.14/6-2021	Authorize the Award of a Proposal for Web Redesign and Restructure Services Hubspire Corporation, Matawan, NJ College Funded – Operating Expense	\$56,375.00
3-1.15/6-2021	Authorize the Award of a Purchase for Workbenches Leading Engineering Technologies, LLC., Brielle, NJ Carl D. Perkins Grant Funded – Operating Expense	\$26,368.10
3-1.16/6-2021	Authorize Payment for Workers Compensation New Jersey Community College Insurance Pool, Skillman, NJ College Funded – Operating Expense	\$203,000.00
3-1.17/6-2021	Award of a Two-Year Renewal for Subscription Services DocuSign, Inc., San Francisco, CA CRRSAA Grant Funds – Cares Act 2.0 – Operating Expense	Amount not to exceed \$65,000.00
3-1.18/6-2021	Authorize the Award of an Additional Payment for Auditing Services Clifton Larson Allen, LLP., Minneapolis, MN College Funded – Operating Expense (\$20,909.70) CRRSAA Grant Funds – Cares Act 2.0 – Operating Expense (\$9,591.75)	\$30,501.45
3-1.19/6-2021	Authorize the Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense	\$12,795.00
3-1.20/6-2021	Authorize the Payment for Legal Services O'Toole Scrivo, LLC., Cedar Grove, NJ College Funded – Operating Expense	\$3,660.00
3-1.21/6-2021	Authorize the Payment for Legal Services DeCotiis, FitzPatrick, Cole & Giblin, LLP., Teaneck, NJ College Funded – Operating Expense	\$1,521.00
3-1.22/6-2021	Authorize the Payment for Legal Services Porzio Bromberg & Newman PC, Morristown, NJ College Funded – Operating Expense	\$21,702.02
3-1.23/6-2021	Authorize Award of a Bid for West Essex Campus Demolition Two Brothers Contracting, Inc., Totowa, NJ Go Building Bond Funded – Capital Expense	\$1,122,200.00
3-1.24/6-2021	Authorize Award of a Bid for Information Technology Department Alterations & Renovations Brahma Construction Corp., Wayne, NJ Chapter XII Funded – Capital Expense	\$718,000.00
3-1.25/6-2021	Authorize Award of a Bid for Printing Services of Non-Credit Brochures Graphic Image, Inc., Milford, CT College Funded – Operating Expense	\$22,266.15

3-1.26/6-2021	Authorize Award of Repairs and Refinishing Floors in the Physical Education Building – Gymnasium Classic Floor Finishing, Inc., West Berlin, NJ County of Essex Funded – Capital Expense	\$47,938.81
3-1.27/6-2021	Authorize the Payment for Insurance Policy Renewal IMAC Insurance Agency, LLC., Belleville, NJ College Funded – Operating Expense (\$782,966.00) Daycare Funded – Operating Expense (375.00)	Amount not to exceed \$783,341.00
3-1.28/6-2021	Authorize the Award of a Renewal for Millennium Maintenance Software at the MLK Jr. Library Innovative Interfaces, Inc., Emeryville, CA College Funded – Operating Expense	\$66,266.48
3-1.29/6-2021	Authorize the Award of a Two-Year Subscription for West Proflex Thomson Reuters (WestLaw), Carol Stream, IL College Funded – Operating Expense	Amount not to exceed \$33,990.00

VII. Personnel Committee ReportMrs. J. Grimes

ACTIONS TO BE RATIFIED – Approved by the Executive Committee June 11, 2021

4-1/6-2021S	Shared Sacrifice: Furlough or Pay Reduction for College Employees – MOU with Administrative Association
4-2/6-2021S	Shared Sacrifice: Furlough or Pay Reduction for College Employees – MOU with Faculty Association
4-3/6-2021S	Shared Sacrifice: Furlough or Pay Reduction for College Employees – MOU with Professional Association
4-4/6-2021S	Shared Sacrifice: Furlough or Pay Reduction for College Employees – MOU with Security Association
4-5/6-2021S	Shared Sacrifice: Furlough or Pay Reduction for College Employees – MOU with Support Staff Association

Actions – Recommended for Approval by the Board

Appointments

4-1/6-2021	Christine Ann Soto General Counsel Legal Affairs Salary - \$145,000.00 Effective July 6, 2021
4-2/6-2021	Dorothy Dugue Compliance Officer / Title IX Coordinator Compliance Salary - \$80,000.00 Effective July 6, 2021

4-3/6-2021	Pavi Jalloh Special Assistant to the President President's Office Salary \$75,000.00 Effective July 6, 2021
4-4/6-2021	Karin Roslund Librarian, Instructor, Library Science Martin Luther King Jr. Library Salary - \$54,598.00 Effective July 6, 2021
4-5/6-2021	Ruth Ware Librarian, Instructor, Library Science Martin Luther King Jr. Library Salary - \$62,716.00 Effective July 6, 2021
4-6/6-2021	Laura Byrd Human Resources Generalist Human Resources Salary - \$55,000.00 Effective July 6, 2021
4-7/6-2021	Roy Harte Student Support Services Representative Welcome Center Salary - \$35,900.00 Effective July 6, 2021
4-8/6-2021	Madeline Mendez Student Support Services Representative Welcome Center Salary - \$35,900.00 Effective July 6, 2021
4-9/6-2021	Samantha Nieve-Silva Student Support Services Representative Welcome Center Salary - \$35,900.00 Effective July 6, 2021
4-10/6-2021	Andy Clitus Student Services Representative Enrollment Services Salary - \$35,568.00 Effective July 6, 2021
4-11/6-2021	Hossam Gharib Technical Support Specialist Information Technology Salary - \$45,000.00 Effective July 6, 2021

4-12/6-2021 Mark Hosein
Student Support Specialist
Men & Women of Excellence Scholars Program
Student Affairs
Salary \$40,000.00 (grant funded)
Effective July 6, 2021

4-13/6-2021 Ricky Quinn
Student Services Representative
Enrollment Services
Salary \$35,568.00
Effective July 6, 2021

Promotions

4-14/6-2021 Stacy Tolliver
Senior Security Officer
Public Safety
Salary - \$37,222.96
Effective June 23, 2021

4-15/6-2021 Treacy Watson-Rogers
Senior Dispatcher
Security
Salary \$45,127.01
Effective June 23, 2021

Retirement

4-16/6-2021 Rose Brown
Technical Assistant
Martin Luther King Jr. Library
Effective August 31, 2021

Resignation

4-17/6-2021 Faith Plummer
Teacher Assistant
Child Development Center
Effective June 17, 2021

Supplements

4-18/6-2021 Mary Jenkins, Course Developer
Community Health Worker Grant
Instructor, Social Work
Social Sciences
Effective October 1, 2020 through June 30, 2021
Supplement - \$4,500.00 (grant funded)

Carmen Pichardo, Online Coordinator
Community Health Worker Grant
Training Inc.
Effective October 1, 2020 through June 30, 2021
Supplement - \$4,500.00 (grant funded)

Rosa Reyes, Assistant Director
 Additional Responsibilities
 Purchasing
 Effective July 1, 2021 – September 30, 2021
 Supplement \$2,500.00

- VIII. Educational Programs Committee ReportDr. A. Lewis
- Actions – Recommended for Approval by the Board**
- 7-1.1/6-2021 Acceptance of Funds: Consolidated Adult Basic Skills and Integrated English Literary and Civics Education Grant
- 7-1.2/6-2021 Acceptance of Funds: New Jersey Office of the Secretary of Higher Educational, Educational Opportunity Program (NJ OSHE/EOF)
- 7-1.3/6-2021 Acceptance of Funds: Strengthening Career & Technical Education for the 21st Century Act (Perkins V)
- 7-1.4/6-2021 Acceptance of Funds – Scaling Apprenticeships through Sector Based Strategies Grant (NJ Health Works)
- 7-1.5/6-2021 Memorandum of Understanding: Urban League of Essex County
- 7-1.6/6-2021 Transfer Agreement: Pillar College
- IX. Site Facilities and Equipment Committee Report Ms. C. Morales
- Action – Recommended for Approval**
- 7-2.1/6-2021 Hire a Company to Perform Furniture and Equipment Auction
- X. Policy and Governance Committee ReportMs. I. Cruz
- XI. Community Relations Committee Report..... Ms. J. Wright
- XII. Alumni Association Report TBD
- XIII. Student Government Association Report..... Ms. Sapphire Rodriguez
- XIV. Faculty Association Report Prof. Michael Frank
- XV. President’s Report Dr. Augustine Boakye
Interim 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: Purchase over \$36,400.00 – Northeastern Interior Services, LLC. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.1/6-2021
Resolution Authorizing the Award of a Bid for Exterior Doors Replacement	

Recommendation: It is recommended that the Board of Trustees approves the award of a bid for **\$554,000.00** to **Northeastern Interior Services, LLC.**, 5 Fairfield Avenue, Little Falls, New Jersey 07424, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Exterior Doors Replacement.

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 # 8098 was advertised in The Star-Ledger on December 21, 2020. There were ten (10) bids solicited. A Pre-Bid conference was held on January 12, 2021. One (1) response was received, opened, and publicly read on February 4, 2019. This bid was rejected for over budget.

Bid # 8098-A was advertised in The Star-Ledger on March 2, 2021. There were seven (7) bids solicited. A Pre-Bid conference was held on March 16, 2021. Three (3) responses were received, opened, and publicly read on March 25, 2021. This bid was rejected because the College has determined that the bidders were not reasonable as to price N.J.S.A. 18A:64A.25.5(24)c. Therefore, Essex County College went into negotiations with the Bidders. The participants were advised to submit the Best and Final Offer bid.

The negotiation Letter was submitted to all bidders on March 30, 2021. There were three (3) best and final offers solicited. One (1) response was received, opened, and publicly read on April 15, 2021.

The Architectural/Engineering firm, Netta Architects reviewed the submitted bid and offered a letter of recommendation with the lowest responsive and responsible bidder **Northeastern Interior Services, LLC.** (see attached).

Nature of Bid: Essex County College – Exterior Doors Replacement.

Bid Item # 1: **The recommendation is for the first 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 Chapter XII ordinance 0-2019-00003:

<u>Campus</u>	<u>Account #</u>	<u>\$Amount</u>
Newark	901903-3126-7951A	\$554,000.00

Resolution: The Board of Trustees of Essex County College approves the award of a bid for **\$554,000.00** to **SBE, Northeastern Interior Services, LLC.** for Exterior Doors Replacement.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Tecogen, Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.2/6-2021
Resolution Authorizing the Award of a Two (2) Year Bid for Maintenance Agreement for Tecogen Chillers	

Recommendation: It is recommended that the Board of Trustees approves the award of a two (2) year bid in the total amount of **\$100,264.87** to **Non-SBE/MBE/WBE, Tecogen, Inc.**, 45 First Avenue, Waltham, Massachusetts 02451 for Maintenance Agreement for Tecogen Chillers from July 1, 2021, through June 30, 2023.

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 # 8109 was advertised in The Star-Ledger on April 20, 2021. There were thirteen (13) bids solicited. A Pre-Bid conference was held on May 4, 2021. One (1) response was received, opened, and publicly read on May 13, 2021.

Nature of Bid: Essex County College – Maintenance Agreement for Tecogen Chillers.

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>Fiscal Year</u>	<u>Account #</u>	<u>\$Amount</u>
2021 - 2022	10-7351-7620N	\$ 48,909.69
2022 - 2023	10-7351-7620N	\$ <u>51,355.18</u>
		\$100,264.87

Resolution: The Board of Trustees of Essex County College approves the award of a two (2) year bid in the total amount of **\$100,264.87** to **Non-SBE/MBE/WBE, Tecogen, Inc.** for Maintenance Agreement for Tecogen Chillers from July 1, 2021 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – D&B Services Group, LLC. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.3/6-2021
	Resolution Authorizing the Award of a Two (2) Year Bid for Maintenance Agreement for McQuay Chillers

Recommendation: It is recommended that the Board of Trustees approves the award of a two (2) year bid in the total amount of **\$24,774.00** to **Non-SBE/MBE/WBE, D&B Services Group, LLC.**, 444 John F. Kennedy Drive, Bloomfield, New Jersey 07003 for Maintenance Agreement for McQuay Chillers from July 1, 2021, through June 30, 2023.

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 # 8110 was advertised in The Star-Ledger on April 20, 2021. There were nine (9) bids solicited. A Pre-Bid conference was held on May 4, 2021. Two (2) responses were received, opened, and publicly read on May 13, 2021.

Nature of Bid: Essex County College – Maintenance Agreement for McQuay Chillers.

Bid Item # 1: **The recommendation is for the first 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>Fiscal Year</u>	<u>Account #</u>	<u>\$Amount</u>
2021 - 2022	10-7351-7620N	\$12,204.00
2022 - 2023	10-7351-7620N	<u>\$12,570.00</u>
		\$24,774.00

Resolution: The Board of Trustees of Essex County College approves the award of a two (2) year bid in the total amount of **\$24,774.00** to **Non-SBE/MBE/WBE, D&B Services Group, LLC.** for Maintenance Agreement for McQuay Chillers from July 1, 2021, through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Print Shop Paper Products Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.4/6-2021
Resolution Authorizing the Award of a Bid for Print Shop Paper Products	

Recommendation: It is recommended that the Board of Trustees approves the award of three (3) bids in the total amount of **\$67,053.30** to the following **Non-SBE/MBE/WBE** Companies: **Paper Mart, Inc.**, 151 Ridgedale Avenue, East Hanover, New Jersey 07936, **Paterson Card & Paper Company DBA Paterson Paper**, 730 Madison Avenue, Paterson, New Jersey 07509, and **W.B. Mason Co., Inc.**, 535 Secaucus Road, Secaucus, New Jersey 07094 for Print Shop Paper Products for the fiscal year July 1, 2021, through June 30, 2022.

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 # 8111 was advertised in The Star-Ledger on April 20, 2021. There were seven (7) bids solicited. Three (3) responses were received, opened, and publicly read on May 4, 2021.

Nature of Bid: Essex County College – Print Shop Paper Products

Bid Item #1-35: **The recommendation is for the lowest responsive and responsible bidder.**

<u>Vendor</u>	<u>Amount</u>
Paper Mart, Inc.	\$17,754.90
Paterson Card & Paper Company	\$46,342.70
W.B. Mason Co., Inc.	<u>\$ 2,955.70</u>
	\$67,053.30

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>
Print Shop	Operating	10-1765-7501	\$67,053.30

Resolution: The Board of Trustees of Essex County College approves the award of three (3) bids in the total amount of **\$67,053.30** to the following **Non-SBE/MBE/WBE** Companies: **Paper Mart, Inc.**, 151 Ridgedale Avenue, East Hanover, New Jersey 07936, **Paterson Card & Paper Company DBA Paterson Paper**, 730 Madison Avenue, Paterson, New Jersey 07509, and **W.B. Mason Co., Inc.**, 535 Secaucus Road, Secaucus, New Jersey 07094 for Print Shop Paper Products for the fiscal year July 1, 2021, through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Lease Agreement – Ricoh USA, Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.5/6-2021
Resolution Authorizing the Award of a Five (5) year Lease for Support/Maintenance of the Print Shop Copiers	

WHEREAS, Essex County College needs to approve a five (5) year leasing agreement to provide support/maintenance and upgraded color and black & white copiers for the College's Print Shop to provide Faculty, Staff, and relevant Departments with copying and printing needs, in the total amount of **\$344,940.16** to **Non-SBE/MBE/WBE, Ricoh USA, Inc., in care of Wells Fargo Vendor Financial Services**, PO Box 41564, Philadelphia, Pennsylvania 19101 from July 1, 2021, through June 30, 2026, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.5.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey Contract G-2075 #A-40467; and

WHEREAS, The County College Law (N.J.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, 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, 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 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 a lease with **Non-SBE/MBE/WBE, Ricoh USA, Inc. in care of Wells Fargo Vendor Financial Services** for support/maintenance of the Print Shop copiers from July 1, 2021, through June 30, 2026, in the total amount of **\$344,940.16** for the following:

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Pro C7210S	\$16,910.20	\$16,910.20	\$16,910.20	\$16,910.20	\$16,910.20
Pro 8310S	\$10,994.40	\$10,994.40	\$10,994.40	\$10,994.40	\$10,994.40
Add. Workflow Tools	\$ 6,022.32	\$ 6,022.32	\$ 6,022.32	\$ 6,022.32	\$ 6,022.32
Color 36,600/mo	\$15,942.96	\$15,942.96	\$15,942.96	\$15,942.96	\$15,942.96
B&W 193,300/mo	\$ 8,814.48	\$ 8,814.48	\$ 8,814.48	\$ 8,814.48	\$ 8,814.48
Annual RSA (3%)	Included	\$12,304.72	\$12,673.86	\$13,054.08	\$13,445.70

2. This purchase is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.9(a);
3. Ricoh USA, Inc. is the authorized vendor for the State of New Jersey Contract G-2075 #A-40467.
4. The Determination of Value memo is placed on file with this resolution;
5. The specific line item against which this purchase is to be charged is as follows:
10-1765-7730 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Business Furniture Inc. (BFI) Women Business Enterprise (WBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.6/6-2021
	Resolution Authorizing the Award of a Purchase of Furniture for the Information Technology Department

WHEREAS, Essex County College needs to approve a purchase of **\$159,889.73** to **Business Furniture Inc. (BFI) A Herman Miller, Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054, vendor approved by the State of New Jersey under Women Business Enterprise (**WBE**) for Workstation Furniture to the Information Technology Department under the Chapter XII funds; 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-25.5.2, and N.J.S.A.18A:64A-25.5.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property Contract #A-81711, and A-81620; and

WHEREAS, The County College Law (N.J.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, 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, 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 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 a purchase with **WBE, Business Furniture Inc. (BFI) A Herman Miller, Inc.**, of **\$159,889.73** for Workstation Furniture to the Information Technology Department under Chapter XII funds;
2. This purchase is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.9(a);
3. BFI is the authorized vendor for the State of New Jersey Contract #A-81711 and A-81620.
4. The Determination of Value memo is placed on file with this resolution;
5. The specific line item against which this purchase is to be charged is as follows:
901903-3126-7902A Chapter XII Funds, Ordinance 0-2019-00003
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement - Johnston GP, Inc. DBA Johnston Communications (JCT Solutions) Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.7/6-2021
Resolution Authorizing the Award of a Maintenance Renewal for Network Infrastructure Equipment	

WHEREAS, Essex County College has a need to approve a renewal in the amount of **\$33,900.00** to **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)**, 36 Commerce Street, Springfield, New Jersey 07081, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Network Infrastructure Equipment, 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-25.5.2, and N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State of New Jersey Contract T-1316 #80802; and

WHEREAS, The County College Law (N.J.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, 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, 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 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 a maintenance renewal with **SBE, Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)** in the amount of **\$33,900.00** for Network Infrastructure Equipment;
2. This renewal is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.9(a);
3. Johnston GP, Inc. DBA Johnston Communications (JCT Solutions) is the authorized vendor for the State of New Jersey Contract T-1316 #80802.
4. The Determination of Value memo is placed on file with this resolution;
5. The specific line item against which this renewal is to be charged is as follows:
10-1723-7620 Operating Expense.
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – QLess, Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.8/6-2021 COVID-19
Resolution Authorizing the Award of a Three-Year License of Interactive Queuing System for Students	

WHEREAS, Essex County College needs to purchase a license for **\$21,001.50** to **Non-SBE/MBE/WBE, QLess, Inc.** 150 S Los Robles Avenue, Pasadena, California 91101, for improving customer services for students and efficient time management solutions for the institution, which it will reduce the waiting time for students while also providing social distancing for the COVID-19 crisis and post-crisis. The system will offer to call back queues for meeting that can be completed virtually, as well as remote joint and flex appointments so that students can request meeting times with staff at the College without having to wait online for services; 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-25.5.1, and N.J.S.A.18A:64A-25.5.2 Extraordinary unspecifiable services and products which cannot reasonably be described by written specifications, subject, however, to procedures consistent with open public bidding whenever possible; 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, The award of this purchase shall be made as “Non-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, 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. Therefore, The Business Disclosure Entity Certification, and the Determination of Value are placed on file with this resolution; 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 a license with **Non-SBE/MBE/WBE, QLess, Inc.** of **\$21,001.50** for Interactive Queuing System for Students considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County;
2. This license is awarded without public bidding 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-25.5.1, and N.J.S.A.18A:64A-25.5.2;
3. The Business Disclosure Entity Certification and Determination of Value memo are placed on file with this resolution;
4. The specific line item against which this license is to be charged is as follows:
29010-1729-7511 CRRSAA Grant Funds – Cares Act 2.0
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – Mark Andy, Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.9/6-2021
Resolution Authorizing the Award of a Renewal for Preventive Maintenance	

WHEREAS, Essex County College needs to approve a renewal to **Non-SBE/MBE/WBE, Mark Andy, Inc.**, 18081 Chesterfield Airport Road, Chesterfield, Missouri for preventive maintenance for printing equipment located in the Print Shop of **\$26,789.75** from July 1, 2021, to June 30, 2022, 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(2), and N.J.S.A.18A:64A-25.5.a(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

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

WHEREAS, The award of this purchase shall be made as “Non-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, 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. Therefore, The Business Disclosure Entity Certification, and the Determination of Value memo are placed on file with this resolution; 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 a renewal to **Non-SBE/MBE/WBE, Mark Andy, Inc.**, of **\$26,789.75** for preventive maintenance agreement for printing equipment located in the Print Shop from July 1, 2021 to June 30, 2022;
2. This renewal is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.5.a(9);
3. The specific line item against which this renewal is to be charged as follows:
10-1765-7620 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 - Recchia Paving, Inc. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.10/6-2021
Resolution Authorizing the Additional Payment for Snow Removal Services	

WHEREAS, Essex County College needs to approve an additional payment for snow removal services of **\$11,025.00** to **Recchia Paving, Inc.**, 101 Billian Street, Bridgewater, New Jersey 08807, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**), in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.4 Contracts and agreements requiring advertising; and

WHEREAS, On October 22, 2019 (3-1.2/10-2019), the Board of Trustees awarded a three-year Bid #8045 in the total amount of \$225,800.00 for FY-20, \$225,800.00 for FY-21, \$274,460.00 for FY-22. Due to the extreme winter season of 2021, the Facilities Department had exhausted the initially allocated funds of the purchase order for snow removal service, which as a result, the additionally required snow plowing, salting, etc. provided during February 2021 had exceeded the Purchase Order in the amount of \$225,800, and the request to authorize the additional \$11,025.00 payment to Recchia for this work competed; 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 County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

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

WHEREAS, The 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 payment with **SBE, Recchia Paving, Inc.** for additional snow removal services of **\$11,025.00** for the fiscal year 2020-2021;
2. This payment is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.4;
3. The Determination of Value memo is placed on file with this resolution;
4. The specific line item against which this payment is to be charged is as follows:
10-7202-7637 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – DeSesa Engineering Company, Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.11/6-2021
Resolution Authorizing the Additional Repair of HVAC to the Police Headquarters	

WHEREAS, Essex County College needs to approve an additional repair of **\$1,930.87** to **Non-SBE/MBE/WBE, DeSesa Engineering Company, Inc.**, 83 Dorsa Avenue, Livingston, New Jersey 07039 for the condenser fan motor and the low ambient controller damaged at the Police Headquarters, 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(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

WHEREAS, The County College Law (N.J.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, The award of this purchase shall be made as “Non-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, 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. Therefore, The Business Disclosure Entity Certification, and the Determination of Value are placed on file with this resolution; 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 a service with **Non-SBE/MBE/WBE, DeSesa Engineering Company, Inc.**, of **\$1,930.87** to repair the condenser fan motor and the low ambient controller damaged at the Police Headquarters;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.a(9);
3. The specific line item against which this service is to be charged is as follows:
10-7351-7620N Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Johnson Controls Fire Protection, LP Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.12/6-2021
	Resolution Authorizing the Payment of Inspection of the Fire Suppression System Deficiency Correction at the MLK Jr. Library

WHEREAS, Essex County College needs to approve the payment of **\$1,400.00** to **Non-SBE/MBE/WBE, Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 for the deficiencies found on the fire strobes in the existing library that did not work in sync with the newly installed strobes in the Center for Teaching and Learning Excellence new area located on the third level; 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(2), and N.J.S.A.18A:64A-25.9(a). Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State by the Division of Purchase and Property. State of New Jersey Contract #A83717; and

WHEREAS, The County College Law (N.J.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, 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, 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 payment with **Non-SBE/MBE/WBE, Johnson Controls Fire Protection, LP** for **\$1,400.00** for inspection of the Fire Sprinkler System at the MLK Jr. Library;
2. This payment is awarded without public bidding 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(2), and N.J.S.A.18A:64A-25.9(a);
3. The Determination of Value memo is placed on file with this resolution;
4. The specific line item against which this payment is to be charged is as follows:
902103-02103-7951B Go Building Bond
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Ellucian Company, LP. Small Business Enterprise (SBE)
Contact:	Dr. Keith Kirkland / Dean of Student Affairs
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.13/6-2021
Resolution Authorizing the Award of a Professional Service for DegreeWorks Consulting	

WHEREAS, Essex County College needs to approve a professional service in the amount not to exceed **\$21,730.00** to **Ellucian Company, LP.** 14083 Collections Center Drive, Chicago, Illinois 60693, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the purchase of DegreeWorks consulting, custom scribing, and project management assistance that will help to complete the DegreeWorks project under the Community College Opportunity Grant (CCOG) program, 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(2), and N.J.S.A.18A:64A-25.5.a(15), Professional consulting services; and

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

WHEREAS, The award of this purchase shall be made as “Non-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, 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. Therefore, The Business Disclosure Entity Certification, and the Determination of Value are placed on file with this resolution; 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 Board of Trustees is hereby authorized and directed to approve a professional service with **SBE, Ellucian Company, L.P.**, in the amount not to exceed **\$21,730.00** for DegreeWorks consulting, custom scribing, and project management assistance that will help to complete the DegreeWorks project;
2. This service is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.5.a(15);
3. The specific line item against which this contract is to be charged is as follows:
29416-9416-7180 Community College Opportunity Grant (CCOG)
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Hubspire Corporation Minority Small Business Enterprise (MSBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.14/6-2021
Resolution Authorizing the Award of a Proposal for Web Redesign and Restructure Services	

Recommendation: It is recommended that the Board of Trustees approves the award of a proposal to **Hubspire Corporation**, 30 Winding Brook Drive, Matawan, New Jersey 07747, vendor approved by the State of New Jersey under Minority Small Business Enterprise (**MSBE**) for Web Redesign and Restructure Services.

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.

RFP# FY21RFP-01 was advertised in The Star-Ledger on May 04, 2021. There were sixteen (16) bids solicited. One (1) response was received, opened, and publicly read on May 26, 2021.

An evaluation committee consisting of Mr. Alfred Bundy, Executive Director of Institutional Advancement, Mr. Jayson Hull, Webmaster, and Mrs. Rosa M Reyes, Assistant Director held on May 26, 2021.

This recommendation is to the qualified bidder with the most experience in Web Design Services for Community Colleges in the State of New Jersey as described in the scope of services section of the Proposal and within the budget. The committee’s recommendation is to **Hubspire Corporation**.

Nature of Proposal: Essex County College – Web Redesign and Restructure Services

Bid Item #1: **The recommendation is for the 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>
Institutional Advancement	Operating	10-0216-7470	\$56,375.00

Resolution: The Board of Trustees of Essex County College approves the award of a proposal to **Hubspire Corporation**, 30 Winding Brook Drive, Matawan, New Jersey 07747, vendor approved by the State of New Jersey under Minority Small Business Enterprise (**MSBE**) for Web Redesign and Restructure Services.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Pay to Play – Leading Engineering Technologies, LLC. Small Business Enterprise (SBE)
Contact:	Dr. Alvin Williams / Executive Dean of Faculty & Academics
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.15/6-2021
Resolution Authorizing the Award of a Purchase for Workbenches	

Recommendation: It is recommended that the Board of Trustees approves the award of purchase for **\$26,368.10** to **Leading Engineering Technologies, LLC**, 619 Oceanview Road, Brielle, New Jersey 08730, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Workbenches for the Division of Mathematics, Engineering Technologies & Computer Sciences.

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.

Bid # 8104 was advertised in The Star-Ledger on March 19, 2021. There were six (6) bids solicited. One (1) response was received, opened, and publicly read on April 1, 2021. This bid was rejected for over budget.

Bid # 8104-A was advertised in The Star-Ledger on April 19, 2021. There were six (6) bids solicited. Non-responses were received on May 4, 2021.

The College has advertised for bids pursuant to section 4 of P.L. 1982, c.189 (C.18A:64A-25.4) on two occasions and (i) has received no bids on both occasions in response to its advertisement. Therefore, the Purchasing Department determined to acquire a price quote offering the lowest price from the lowest responsive and responsible offeror, Leading Engineering Technologies for Perkins Workbenches.

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. Therefore, The Business Disclosure Entity Certification, and the Determination of Value memo are placed on file with this resolution.

Nature of Quote: Essex County College – Workbenches.

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>
MET&CS	Carl D. Perkins	29163-9163-7325	\$26,368.10

Resolution: The Board of Trustees of Essex County College approves the award of purchase for **\$26,368.10** to **SBE, Leading Engineering Technologies, LLC.** for Workbenches for the Division of Mathematics, Engineering Technologies & Computer Sciences.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Institutional Assessment – New Jersey Community College Insurance Pool (Non-SBE/MBE/WBE)
Contact:	Evens Wagnac / Deputy CFO/Comptroller
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.16/6-2021
Resolution Authorizing the Payment for Workers Compensation	

WHEREAS, Essex County College has a need to provide the premium and the continuation of Essex County College as a member of the **Non-SBE/MBE/WBE, New Jersey Community College Insurance Pool**, 9 Dogwood Lane, Skillman, New Jersey 08558 for **\$203,000.00** for workers compensation for the fiscal year 2021-2022, in which contracts for Insurance are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A. 18A:64A-25.5.(11), Insurance, including the purchase of insurance coverage and consulting services which exceptions shall be in accordance with the requirements for extraordinary unspecifiable services; and

WHEREAS, The New Jersey Community College Insurance Pool pursuant to Title 18A: 64A-25.33 offered an alternative that has resulted in substantial premium reductions and safeguards against extraordinary claims as compared to purchasing traditional coverage through a carrier. The College has been a member since July 1, 1987.

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

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

WHEREAS, The 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 premium to **Non-SBE/MBE/WBE, New Jersey Community College Insurance Pool** for Workers Compensation for the fiscal year 2021-2022 in the amount of **\$203,000.00**;
2. This premium is awarded without public bidding in accordance with the provisions of the County College Contract Law 18A:64A-25.5.(11).
3. Specific line item against which this premium is to be charged is as follows:
10-1851-7712 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – DocuSign, Inc. Non-SBE/MBE/WBE
Contact:	Evans Wagnac / Deputy CFO/Comptroller
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.17/6-2021 COVID-19
Resolution Authorizing the Award of a Two-Year Renewal for Subscription Services	

WHEREAS, Essex County College needs to approve a two-year subscription to **Non-SBE/MBE/WBE, DocuSign**, 221 Main Street, San Francisco, California 94105 in the total amount not to exceed **\$65,000.00** for eSignature Business Pro- Edition and Premier Support from July 1, 2021 to June 30, 2023, considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(19), Providing goods or services for the use, support, or maintenance of proprietary computer hardware, software peripherals, and systems development of the hardware; and

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

WHEREAS, The award of this purchase shall be made as “Non-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, 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 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. Therefore, The Business Disclosure Entity Certification, and the Determination of Value memo are placed on file with this resolution; 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,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a two-year subscription to **Non-SBE/MBE/WBE, DocuSign, Inc.** in the total amount not to exceed **\$65,000.00** for eSignature Business Pro-Edition and Premier Support from July 1, 2021 to June 30, 2023, considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County;
2. This subscription is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. The specific line item against which this subscription is to be charged is as follows:
29010-1701-7511 CRRSAA Grant Funds – Cares Act 2.0 FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Clifton Larson Allen, LLP. Small Business Enterprise (SBE)
Contact:	Evens Wagnac / Deputy CFO / Comptroller
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.18/6-2021
Resolution Authorizing the Award of an Additional Payment for Auditing Services	

WHEREAS, Essex County College needs to approve an additional payment of **\$30,501.45** to **Clifton Larson Allen, LLP**, 220 South Sixth Street, Minneapolis, Minnesota 55402, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for professional service rendered in connection with the audit of the CARES Act program, in which contracts goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(1), Professional Services; and

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

WHEREAS, 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, 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 an additional payment with **SBE, Clifton Larson Allen, LLP**, of **\$30,501.45** for professional service rendered in connection with the audit of the CARES Act program;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(1);
3. The Determination of Value memo is placed on file with this resolution;
4. The specific line item against which this service is to be charged is as follows:
10-1701-7180 Operating Expense \$20,909.70
29010-1701-7180 CRRSAA Grant Funds – Cares Act 2.0 \$9,591.75
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – Genova Burns Attorneys-At-Law Small Business Enterprise (SBE)
Contact:	Juan Fernandez / General Counsel
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.19/6-2021
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College required outside legal services. **Genova Burns Attorneys-At-Law**, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**), rendered services for April 2021; 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, 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 Genova Burns Attorneys-At-Law was among at a rate of \$250.00 per hour; and

WHEREAS, Essex County College wishes to authorize payment for services rendered without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq., and the provisions of N.J.S.A.19:44A-20, 4 et seq.; 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 Board of Trustees is hereby authorized and directed to approve a payment to **SBE, Genova Burns Attorneys-At-Law** for legal services rendered in the total amount of **\$12,795.00** for the following invoice:
 - **#440855** for **\$2,375.00**, April 30, 2021 (Lisa Durden);
 - **#440858** for **\$2,125.00**, April 30, 2021 (Chapter 88 Review);
 - **#440859** for **\$4,360.00**, April 30, 2021 (Sharron Green Arbitration Appeal);
 - **#440860** for **\$100.00**, April 30, 2021 (General Advice);
 - **#440861** for **\$3,835.00**, April 30, 2021 (FOP Lodge 99/Appeal from Arbitrators Award);
2. The specific line item against which these payments are to be charged are as follows:
10-1701-7827 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – O’Toole Scrivo, LLC Small Business Enterprise (SBE)
Contact:	Juan Fernandez / General Counsel
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.20/6-2021
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College required outside legal services. **O’Toole Scrivo Fernandez Weiner Van Lieu, LLC**, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**), rendered services for March 2021; 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, 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 O’Toole Scrivo, LLC was among at a rate of \$200.00 per hour; and

WHEREAS, Essex County College wishes to authorize payment for services rendered without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq., and the provisions of N.J.S.A.19:44A-20, 4 et seq.; 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 Board of Trustees is hereby authorized and directed to approve a payment to **SBE, O’Toole Scrivo, LLC**. for legal services rendered in the amount of **\$3,660.00** for the following invoice:
 - **#98880** for **\$3,660.00**, April 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
 - FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – DeCotiis, FitzPatrick, Cole & Giblin, LLP Small Business Enterprise (SBE)
Contact:	Juan Fernandez / General Counsel
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.21/6-2021
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College required outside legal services. **DeCotiis, FitzPatrick, Cole & Giblin, LLP**, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**), rendered services for March 2019; 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 DeCotiis, FitzPatrick, Cole & Giblin, LLP was among at a rate of \$195.00 per hour; and

WHEREAS, Essex County College wishes to authorize payment for services rendered without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq., and the provisions of N.J.S.A.19:44A-20, 4 et seq.; 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 Board of Trustees is hereby authorized and directed to approve a payment to **SBE, DeCotiis, Fitzpatrick, Cole and Giblin, LLP** for legal services rendered in the amount of **\$1,521.00** for the following invoice:
 - **#213180** for **\$1,521.00**, March 31, 2019 (Income Tax Investigation – US Internal Revenue Service);
2. The specific line item against which this payment is to be charged is as follows:
10-1701-7827 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – Porzio Bromberg & Newman PC Small Business Enterprise (SBE)
Contact:	Juan Fernandez / General Counsel
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.22/6-2021
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College required outside legal services. **Porzio Bromberg & Newman PC**, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**), rendered services for December 2020; 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 Porzio Bromberg & Newman PC was among at a rate of \$250.00 per hour; and

WHEREAS, Essex County College wishes to authorize payment for services rendered without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq., and the provisions of N.J.S.A.19:44A-20, 4 et seq.; 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 Board of Trustees is hereby authorized and directed to approve a payment to **SBE, Porzio Bromberg & Newman PC** for legal services rendered in the amount of **\$21,702.02** for the following invoice:
 - **#3257719** for **\$21,702.02**, December 31, 2020 (Investigation of Allegations by President Munroe);
2. The specific line item against which this payment is to be charged is as follows:
10-1701-7827 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Two Brothers Contracting, Inc. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.23/6-2021
Resolution Authorizing the Award of a Bid for West Essex Campus Demolition	

Recommendation: It is recommended that the Board of Trustees approves the award of a bid of **\$1,122,200.00** to **Two Brothers Contracting, Inc.**, 11 Vreeland Avenue, Totowa, New Jersey 07512, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for West Essex Campus Demolition.

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 # 8113 was advertised in The Star-Ledger on May 12, 2021. There were ten (10) bids solicited. A Pre-Bid conference was held on May 25, 2021. Four (4) responses were received, opened, and publicly read on June 8, 2021.

The first-lowest bidder, FR Beinke Wrecking, Inc. of \$1,015,000.00 does not have the DPMC – Notice of Classification, a form required by the State of New Jersey, and they yet to register to get the DPMC; therefore, FR Beinke Wrecking, Inc. is disqualified as a non-responsive bidder.

The Architectural/Engineering firm, Netta Architects reviewed the submitted bid and offered a letter of recommendation with the lowest responsive and responsible bidder **Two Brothers Contracting, Inc.** (see attached).

Nature of Bid: Essex County College – West Essex Campus Demolition.

Bid Item # 1: **The recommendation is for the second-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 Go Building Bond Project:

<u>Campus</u>	<u>Account #</u>	<u>\$Amount</u>
Newark	902104-02104-7951B	\$1,122,200.00

Resolution: The Board of Trustees of Essex County College approves the award of a bid of **\$1,122,200.00** to **SBE, Two Brothers Contracting, Inc.** for West Essex Campus Demolition.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 - Brahma Construction, Corp. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.24/6-2021
Resolution Authorizing the Award of a Bid for Information Technology Department Alterations & Renovations	

Recommendation: It is recommended that the Board of Trustees approves the award of a bid of **\$718,000.00** to **Brahma Construction, Corp.**, 1360 Route 23, Wayne, New Jersey 07470, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Information Technology Department Alterations & Renovations.

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 # 8114 was advertised in The Star-Ledger on May 14, 2021. There were six (6) bids solicited. A Pre-Bid conference was held on May 27, 2021. Two (2) responses were received, opened, and publicly read on June 8, 2021.

The Architectural/Engineering firm, Arcari + Iovino Architects reviewed the submitted bid and offered a letter of recommendation with the lowest responsive and responsible bidder **Brahma Construction, Corp.** (see attached).

Nature of Bid: Essex County College – Information Technology Department Alterations & Renovations.

Bid Item # 1: **The recommendation is for the first-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 Chapter XII ordinance 0-2017-00006, and 0-2020-00010:

<u>Department</u>	<u>Account #</u>	<u>\$Amount</u>
Information Technology	901706-3117-7951A	\$236,200.00
Information Technology	902010-3117-7951A	\$481,800.00

Resolution: The Board of Trustees of Essex County College approves the award of a bid of **\$718,000.00** to **SBE, Brahma Construction, Corp.**, for Information Technology Department Alterations & Renovations.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Graphic Image, Inc. Small Business Enterprise (SBE)
Contact:	Elvira Vieira / Dean Community & Continuing Education
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.25/6-2019
Resolution Authorizing the Award of a Bid for Printing Services of Non-Credit Brochures	

Recommendation: It is recommended that the Board of Trustees approves the award of a bid of **\$22,266.15 to Graphic Image, Inc.**, 561 Boston Post Road, Milford, Connecticut 06460, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Printing Services of Non-Credit Brochures from July 1, 2021, through June 30, 2022.

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 # 8117 was advertised in The Star-Ledger on May 25, 2021. There were seven (7) bids solicited. Three (3) responses were received, opened, and publicly read on June 8, 2021.

The first-lowest bidder, Trumbull Printing of \$20,864.00 does not have the mandatory Equal Employment Opportunity (EEO) form; therefore, Trumbull Printing. is disqualified as a non-responsive bidder according to NJSA 10:5-31 (PL 1975, c.127) and NJAC 17:27-1 et seq.

Nature of Bid: Essex County College – Printing Services of Non-Credit Brochures

Bid Item #1-4: **The recommendation is for the second-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>
Extension Programs	Operating	10-0211-7410	\$22,266.15

Resolution: The Board of Trustees of Essex County College approves the award of a bid of **\$22,266.15 to SBE, Graphic Image, Inc.** for Printing Services of Non-Credit Brochures for the period of July 1, 2021, through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Classic Floor Finishing, Inc. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.26/6-2021
Resolution Authorizing the Award of a Repairs and Refinishing Floors in the Physical Education Building - Gymnasium	

WHEREAS, Essex County College needs to approve a repair of **\$47,938.81** to **Classic Floor Finishing, Inc.**, 150 Cooper Road, West Berlin, New Jersey 08091, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the hardwood floor damaged during the COVID-19 vaccine site to the county residents. The Gymnasium Floors Repairs & Refinishing in the Physical Education Building is under the Capital Project funded by the County of Essex; 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-25.11a, County College authorized to participate in Cooperative Pricing System. State of New Jersey Co-Op Member #65MCECCPS, Bid# MRESC 18/19-62; and

WHEREAS, The County College Law (N.J.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, 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, 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 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. Therefore, The Business Disclosure Entity Certification, and the Determination of Value memo are placed on file with this resolution; 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 a repair with **SBE, Classic Floor Finishing, Inc.**, of **\$47,938.81** for hardwood floor damaged during the COVID-19 vaccine site to the county residents;
2. This repair is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, and N.J.S.A.18A:64A-25.11a;
3. Classic Sport Floors is the authorized vendor for the State of New Jersey Co-Op# 65MCECCPS.
4. The specific line item against which this repair is to be charged is as follows:
90-8215-7921 Capital Project Funded by the Essex County FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Institutional Insurance – IMAC Insurance Agency, LLC Small Business Enterprise (SBE)
Contact:	Evans Wagnac / Deputy CFO/Comptroller
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.27/6-2021
Resolution Authorizing the Payment for Insurance Policy Renewal	

WHEREAS, Essex County College has a need to provide a payment in the total amount not to exceed **\$783,341.00** to **IMAC Insurance Agency LLC**, 540 Mill Street, Belleville, New Jersey 07109, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) for the fiscal year 2021-2022 for Insurance Policy Renewal, in which contracts for Insurance are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A. 18A:64A-25.5.(11), Insurance, including the purchase of insurance coverage and consulting services which exceptions shall be in accordance with the requirements for extraordinary unspendable services; and

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

WHEREAS, The award of this purchase shall be made as "Non-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, 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 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. Therefore, The Business Disclosure Entity Certification, and the Determination of Value memo are placed on file with this resolution; 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 a payment to **SBE, IMAC Insurance Agency LLC**. for Insurance Policy Renewal for the fiscal year 2021-2022 in the total amount not to exceed **\$783,341.00**.
2. This payment is awarded without public bidding in accordance with the provisions of the County College Contract Law 18A:64A-25.5.(11);
3. The specific line item against which the are payment are to be charged are as follows:
 Operating Expense: 10-1851-7711 \$782,966.00
 29210-9210-7715 \$375.00
 FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – Innovative Interfaces, Inc. Non-SBE/MBE/WBE
Contact:	Elvira Vieira / Dean Community & Continuing Education
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.28/6-2021
Resolution Authorizing the Award of a Renewal for Millennium Maintenance Software at the MLK Jr. Library	

WHEREAS, Essex County College has a need to renew the annual maintenance for millennium software for the Martin Luther King Jr. Library in the amount of **\$66,266.48** to **Non-SBE/MBE/WBE, Innovative Interfaces, Inc.**, 5850 Shellmound Way, Emeryville, California 94608 from July 1, 2021 through June 30, 2022; 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-25.5a(2), 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 systems development of the hardware; and

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

WHEREAS, The award of this purchase shall be made as “Non-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, 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 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. Therefore, The Business Disclosure Entity Certification, and the Determination of Value memo are placed on file with this resolution; 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 a renewal to **Non-SBE/MBE/WBE, Innovative Interfaces, Inc.**, of **\$66,266.48** for millennium software for the Martin Luther King Jr. Library from July 1, 2021 to June 30, 2022;
2. This renewal is awarded without public bidding 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-25.5a(2), and N.J.S.A.18A:64A-25.5.a(19);
3. The specific line item against which this renewal is to be charged is as follows:
10-6000-7516 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Thomson Reuters (West Law) Non-SBE/MBE/WBE
Contact:	Juan Fernandez / General Counsel
Meeting Date:	June 22, 2021
Agenda Item No.:	3-1.29/6-2021
Resolution Authorizing the Award of Two (2) Year Subscription for West Proflex	

WHEREAS, Essex County College needs to approve a two-year subscription in the total amount not to exceed **\$33,990.00** to **Non-SBE/MBE/WBE, Thomson Reuters (West Law)**, PO Box 6292, Carol Stream, Illinois 60197 for West Proflex from July 1, 2021, through June 30, 2023, 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-25.5a(2), and N.J.S.A.18A:64A-25.5.a(1), Professional Services; and

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

WHEREAS, The award of this purchase shall be made as “Non-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, 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. Therefore, The Business Disclosure Entity Certification, and the Determination of Value memo are placed on file with this resolution; 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 a subscription with **Non-SBE/MBE/WBE, Thomson Reuters-West**, in the total amount not to exceed **\$33,990.00** for West Proflex for the period of July 1, 2021, through June 30, 2023:

<u>Fiscal Year</u>	<u>\$Amount</u>
2021 – 2022	\$16,500.00
2022 – 2023	<u>\$17,490.00</u>
	\$33,990.00

2. This subscription is awarded without public bidding 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-25.5a(2), and N.J.S.A.18A:64A-25.5.a(1);
3. The specific line item against which this subscription is to be charged is as follows:
10-0215-7511 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Administrative Association
Contact:	President Augustine Boakye
Meeting Date:	June 11, 2021
Agenda Item No.:	4-1/6-2021S

WHEREAS, in March 2017, the Board of Trustees of Essex County College declared a State of Fiscal Exigency; and

WHEREAS, the College remains in a State of Fiscal Exigency; and

WHEREAS, the College's fiscal state has continued to decline due to the impact of COVID-19 on enrollment, retention, and County and State appropriations; and

WHEREAS, President Boakye, in consultation with College employees and Union leadership, seeks to implement a plan to repair the College's financial state by shared financial sacrifice.

WHEREAS, the College and the Administrative Association entered in to on October 16, 2020 a Memorandum of Understanding where members agreed to a 5% pay reduction from November 1, 2020 until June 30, 2021

WHEREAS, as it now appears that the College is in a position to reimburse the unit for the Shared Sacrifice as agreed in the MOU entered into by the parties on October 16, 2020

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Essex County College, that the MOU with the Administrative Association, dated Jun 22, 2021, is hereby accepted.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 11, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Faculty Association
Contact:	President Augustine Boakye
Meeting Date:	June 11, 2021
Agenda Item No.:	4-2/6-2021S

WHEREAS, in March 2017, the Board of Trustees of Essex County College declared a State of Fiscal Exigency; and

WHEREAS, the College remains in a State of Fiscal Exigency; and

WHEREAS, the College's fiscal state has continued to decline due to the impact of COVID-19 on enrollment, retention, and County and State appropriations; and

WHEREAS, President Boakye, in consultation with College employees and Union leadership, seeks to implement a plan to repair the College's financial state by shared financial sacrifice.

WHEREAS, the College and the Faculty Association entered in to on October 16, 2020 a Memorandum of Understanding where members agreed to a 5% pay reduction from November 1, 2020 until June 30, 2021

WHEREAS, as it now appears that the College is in a position to reimburse the unit for the Shared Sacrifice as agreed in the MOU entered into by the parties on October 16, 2020

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Essex County College, that the MOU with the Faculty Association, dated Jun 22, 2021, is hereby accepted.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 11, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Professional Association
Contact:	President Augustine Boakye
Meeting Date:	June 11, 2021
Agenda Item No.:	4-3/6-2021S

WHEREAS, in March 2017, the Board of Trustees of Essex County College declared a State of Fiscal Exigency; and

WHEREAS, the College remains in a State of Fiscal Exigency; and

WHEREAS, the College’s fiscal state has continued to decline due to the impact of COVID-19 on enrollment, retention, and County and State appropriations; and

WHEREAS, President Boakye, in consultation with College employees and Union leadership, seeks to implement a plan to repair the College’s financial state by shared financial sacrifice.

WHEREAS, the College and the Professional Association entered in to on October 16, 2020 a Memorandum of Understanding where members agreed to a 5% pay reduction from November 1, 2020 until June 30, 2021

WHEREAS, as it now appears that the College is in a position to reimburse the unit for the Shared Sacrifice as agreed in the MOU entered into by the parties on October 16, 2020

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Essex County College, that the MOU with the Professional Association, dated Jun 22, 2021, is hereby accepted.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 11, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Security Association
Contact:	President Augustine Boakye
Meeting Date:	June 11, 2021
Agenda Item No.:	4-4/6-2021S

WHEREAS, in March 2017, the Board of Trustees of Essex County College declared a State of Fiscal Exigency; and

WHEREAS, the College remains in a State of Fiscal Exigency; and

WHEREAS, the College's fiscal state has continued to decline due to the impact of COVID-19 on enrollment, retention, and County and State appropriations; and

WHEREAS, President Boakye, in consultation with College employees and Union leadership, seeks to implement a plan to repair the College's financial state by shared financial sacrifice.

WHEREAS, the College and the Security Association entered in to on October 16, 2020 a Memorandum of Understanding where members agreed to a 5% pay reduction from November 1, 2020 until June 30, 2021

WHEREAS, as it now appears that the College is in a position to reimburse the unit for the Shared Sacrifice as agreed in the MOU entered into by the parties on October 16, 2020

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Essex County College, that the MOU with the Security Association, dated Jun 22, 2021, is hereby accepted.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 11, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Support Staff Association
Contact:	President Augustine Boakye
Meeting Date:	June 11, 2021
Agenda Item No.:	4-5/6-2021S

WHEREAS, in March 2017, the Board of Trustees of Essex County College declared a State of Fiscal Exigency; and

WHEREAS, the College remains in a State of Fiscal Exigency; and

WHEREAS, the College’s fiscal state has continued to decline due to the impact of COVID-19 on enrollment, retention, and County and State appropriations; and

WHEREAS, President Boakye, in consultation with College employees and Union leadership, seeks to implement a plan to repair the College’s financial state by shared financial sacrifice.

WHEREAS, the College and the Support Staff Association entered in to on October 16, 2020 a Memorandum of Understanding where members agreed to a 5% pay reduction from November 1, 2020 until June 30, 2021

WHEREAS, as it now appears that the College is in a position to reimburse the unit for the Shared Sacrifice as agreed in the MOU entered into by the parties on October 16, 2020

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Essex County College, that the MOU with the Support Staff Association Administrative Association, dated Jun 22, 2021, is hereby accepted.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 11, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Christine Ann Soto
Contact:	Dr. Augustine Boakye, Interim President
Meeting Date:	June 22, 2021
Agenda Item No.:	4-1/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Christine Ann Soto, to the position of General Counsel, for the Legal Affairs Department, for the period July 6, 2021 through August 31, 2021 and the reappointment from September 1, 2021 to August 31, 2022. The recommended annual salary for the position is \$145,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 26 applications were reviewed and four (4) applicants were selected to be interviewed. Christine Ann Soto 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>
• Juris Doctor	1992	New York University New York, NY	Law
• Bachelor of Arts	1989	University of Pennsylvania Philadelphia, PA	English

FISCAL NOTES: The recommended salary of \$145,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Christine Ann Soto, at the annual salary of \$145,000, to the position of General Counsel, for the Legal Affairs Department, for the period July 6, 2021 through August 31, 2021 and the reappointment from September 1, 2021 to August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Dorothy Dugue
Contact:	Dr. Augustine Boakye, Interim President
Meeting Date:	June 22, 2021
Agenda Item No.:	4-2/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Dorothy Dugue, to the position of Compliance Officer / Title IX Coordinator, for the Compliance Department, for the period July 6, 2021 through August 31, 2021 and the reappointment from September 1, 2021 to August 31, 2022. The recommended annual salary for the position is \$80,000.

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 four (4) applicants were selected to be interviewed. Dorothy Dugue 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>
• Juris Doctor	2019	Rutgers University Camden, NJ	Law
• Bachelor of Arts	2014	Rutgers University Camden, NJ	Criminal Justice & Sociology

FISCAL NOTES: The recommended salary of \$80,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Dorothy Dugue, at the annual salary of \$80,000, to the position of Compliance Officer / Title IX Coordinator, for the Compliance Department, for the period July 6, 2021 through August 31, 2021 and the reappointment from September 1, 2021 to August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Pavi Jalloh
Contact:	Dr. Augustine Boakye, Interim President
Meeting Date:	June 22, 2021
Agenda Item No.:	4-3/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Pavi Jalloh, to the position of Special Assistant to the President, for the President's Office, for the period July 6, 2021 through August 31, 2021 and the reappointment from September 1, 2021 to August 31, 2022. The recommended annual salary for the position is \$75,000.

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. Pavi Jalloh 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>
• Masters in Labor and Employment Relations	2012	Rutgers University New Brunswick, NJ	Labor and Employment Relations
• Bachelor of Science	2008	Oklahoma State University Stillwater, OK	Economics
• Associate in Science	1987	Northern Oklahoma College Tonkawa, OK	Business Administration

FISCAL NOTES: The recommended salary of \$75,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Pavi Jalloh, at the annual salary of \$75,000, to the position of Special Assistant to the President, for the President's Office, for the period July 6, 2021 through August 31, 2021 and the reappointment from September 1, 2021 to August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Karin Roslund
Contact:	Alvin Williams, Acting Executive Dean of Faculty & Academics
Meeting Date:	June 22, 2021
Agenda Item No.:	4-4/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Karin Roslund, to the position of Librarian, to the academic rank of Instructor, in the academic discipline of Library Science, for the Martin Luther King Jr. Library, for the period July 6, 2021 through August 31, 2021 and the reappointment from September 1, 2021 to August 31, 2022. The recommended annual salary for the position is \$54,598.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 23 applications were reviewed and five (5) applicants were selected to be interviewed. Karin Roslund 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 Science	2021	Pratt Institute Brooklyn, NY	Library and Information Science
• Bachelor of Arts	2018	Bard College Annandale-on-Hudson, NY	Literature

FISCAL NOTES: The recommended salary of \$54,598 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Karin Roslund, at the annual salary of \$54,598, to the position of Librarian, to the academic rank of Instructor, in the academic discipline of Library Science, for the Martin Luther King Jr. Library, for the period July 6, 2021 through August 31, 2021 and the reappointment from September 1, 2021 to August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Ruth Ware
Contact:	Alvin Williams, Acting Executive Dean of Faculty & Academics
Meeting Date:	June 22, 2021
Agenda Item No.:	4-5/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Ruth Ware, to the position of Librarian, to the academic rank of Instructor, in the academic discipline of Library Science, for the Martin Luther King Jr. Library, for the period July 6, 2021 through August 31, 2021 and the reappointment from September 1, 2021 to August 31, 2022. The recommended annual salary for the position is \$62,716.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 23 applications were reviewed and five (5) applicants were selected to be interviewed. Ruth Ware 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 Library and Information Scienc	2017	Rutgers University New Brunswick, NJ	Library and Information Science
• Bachelor of Arts	2004	New York University New York, NY	History

FISCAL NOTES: The recommended salary of \$62,716 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Ruth Ware, at the annual salary of \$62,716, to the position of Librarian, to the academic rank of Instructor, in the academic discipline of Library Science, for the Martin Luther King Jr. Library, for the period July 6, 2021 through August 31, 2021 and the reappointment from September 1, 2021 to August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Laura Byrd
Contact:	Yvette Henry, Executive Director of Human Resources
Meeting Date:	June 22, 2021
Agenda Item No.:	4-6/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Laura Byrd, to the position of Human Resources Generalist, for the Human Resources Department, for the period July 6, 2021 through June 30, 2022. The recommended annual salary for the position is \$55,000.

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 two (2) applicants were selected to be interviewed. Laura Byrd is the recommended candidate.

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 Science	2014	Berkley College Newark, NJ	Human Resources Management
● Associate in Science	2008	Essex County College Newark, NJ	Business Administration

FISCAL NOTES: The recommended salary of \$55,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Laura Byrd, at the annual salary of \$55,000, to the position of Human Resources Generalist, for the Human Resources Department, for the period July 6, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Roy Harte
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	June 22, 2021
Agenda Item No.:	4-7/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Roy Harte, to the position of Student Support Services Representative, for the Welcome Center, for the period July 6, 2021 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 10 applications were received and five (5) applicants were selected to be interviewed. Roy Harte is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (ASSOCIATE 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	2019	Essex County College Newark, NJ	Social Sciences

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 Roy Harte, at the annual salary of \$35,900, to the position of Student Support Services Representative, for the Welcome Center, for the period July 6, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Madeline Mendez
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	June 22, 2021
Agenda Item No.:	4-8/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Madeline Mendez, to the position of Student Support Services Representative, for the Welcome Center, for the period July 6, 2021 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 10 applications were received and five (5) applicants were selected to be interviewed. Madeline Mendez is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (ASSOCIATE 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	Supply Chain Management

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 Madeline Mendez, at the annual salary of \$35,900, to the position of Student Support Services Representative, for the Welcome Center, for the period July 6, 2021 through June 30, 2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Samantha Nieve-Silva
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	June 22, 2021
Agenda Item No.:	4-9/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Samantha Nieve-Silva, to the position of Student Support Services Representative, for the Welcome Center, for the period July 6, 2021 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 10 applications were received and five (5) applicants were selected to be interviewed. Samantha Nieve-Silva is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (ASSOCIATE 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	2018	LaSalle University Philadelphia, PA	Digital Arts and Multimedia Design

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 Samantha Nieve-Silva, at the annual salary of \$35,900, to the position of Student Support Services Representative, for the Welcome Center, for the period July 6, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Andy Clitus
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	June 22, 2021
Agenda Item No.:	4-10/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Andy Clitus, to the position of Student Services Representative, for the Enrollment Services Department, for the period July 6, 2021 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 nine (9) applications were received and four (4) applicants were selected to be interviewed. Andy Clitus 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 Science	2015	Kean University Union, NJ	Management
• Associate in Science	2020	Essex County College Newark, NJ	Paralegal Studies
• Associate in Science	2008	Essex County College Newark, NJ	Computer Information Systems

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 Andy Clitus, at the annual salary of \$35,568, to the position of Student Services Representative, for the Enrollment Services Department, for the period July 6, 2021 through June 30, 2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Hossam Gharib
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	June 22, 2021
Agenda Item No.:	4-11/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Hossam Gharib, to the position of Technical Support Specialist, for the Information Technology Department, for the period July 6, 2021 through June 30, 2022. The recommended annual salary for the position is \$45,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of seven (7) applications were received and three (3) applicants were selected to be interviewed. Hossam Gharib 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	Bloomfield College Bloomfield, NJ	Expanded Media

FISCAL NOTES: The recommended salary of \$45,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Hossam Gharib, at the annual salary of \$45,000, to the position of Technical Support Specialist, for the Information Technology Department, for the period July 6, 2021 through June 30, 2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Mark Hosein
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	June 22, 2021
Agenda Item No.:	4-12/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Mark Hosein, to the position of Student Support Specialist, for the Men & Women of Excellence Scholars Program, in the Student Affairs Area, contingent upon grant funding, for the period July 6, 2021 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 four (4) applications were received and all four (4) applicants were selected to be interviewed. Mark Hosein 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 Science	2019	New York City College of Technology Brooklyn, NY	Computer Science

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 Mark Hosein at the annual salary of \$40,000, to the position of Student Support Specialist, for the Men & Women of Excellence Scholars Program, in the Student Affairs Area, contingent upon grant funding, for the period July 6, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Ricky Quinn
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	June 22, 2021
Agenda Item No.:	4-13/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Ricky Quinn, to the position of Student Services Representative, for the Enrollment Services Department, for the period July 6, 2021 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 nine (9) applications were received and four (4) applicants were selected to be interviewed. Ricky Quinn 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	2021	Kean University Union, NJ	Communications
• Associate in Science	2016	Essex County College Newark, NJ	Music

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 Ricky Quinn, at the annual salary of \$35,568, to the position of Student Services Representative, for the Enrollment Services Department, for the period July 6, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Stacy Tolliver
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	June 22, 2021
Agenda Item No.:	4-14/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Stacy Tolliver, from the position of Security Officer, to the position of Senior Security Officer, for the Public Safety Department, for the period beginning June 23, 2021. The recommended annual salary for the position is \$37,222.96.

BACKGROUND AND RATIONALE: Stacy Tolliver has been with the college February 2014. He has had outstanding performance and is being recommended for promotion.

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$37,222.96 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Stacy Tolliver, at the annual salary of \$37,222.96, from the position of Security Officer, to the position of Senior Security Officer, for the Public Safety Department, for the period beginning June 23, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Treacy Watson-Rogers
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	June 22, 2021
Agenda Item No.:	4-15/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Treacy Watson-Rogers, from the position of Security Officer, to the position of Senior Dispatcher, for the Public Safety Department, for the period beginning June 23, 2021. The recommended annual salary for the position is \$45,127.01.

BACKGROUND AND RATIONALE: Treacy Watson-Rogers has been with the college March 1995. She has had outstanding performance and is being recommended for promotion.

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$45,127.01 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Treacy Watson-Rogers, at the annual salary of \$45,127.01, from the position of Security Officer, to the position of Senior Dispatcher, for the Public Safety Department, for the period beginning June 23, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	June 22, 2021
Agenda Item No.:	4-16/6-2021

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Rose Brown	Technical Assistant Martin Luther King Jr. Library	Support Staff Grade 6	10/22/1979	08/31/2021

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, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	June 22, 2021
Agenda Item No.:	4-17/6-2021

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>
Faith Plummer	Teacher Assistant Child Development Center	Support Staff Grade 4	01/22/2020	06/17/2021

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, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Supplement
Contact:	Alvin Williams, Acting Executive Dean of Faculty & Academics
Meeting Date:	June 22, 2021
Agenda Item No.:	4-18/6-2021

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:

<u>Name</u>	<u>Amount</u>	<u>Additional Responsibilities</u> <u>Effective and Expiration Date</u>
Mary Jenkins	\$4,500	Course Developer, Community Health Worker Grant Instructor, Social Work Social Sciences 10/01/2020 - 06/30/2021
Carmen Pichardo	\$4,500	Online Coordinator, Community Health Worker Grant Training, Inc. 10/01/2020 - 06/30/2021
Rosa Reyes	\$2,500	Additional Responsibilities Assistant Director Purchasing 07/01/2021 – 09/30/2021

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant
Contact:	Dr. Elvira Vieira Dean, Community, Continuing Education and Workforce Development
Meeting Date:	June 22, 2021
Agenda Item No.:	7-1.1/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees accept the Fiscal Year 2022 award of \$1,931,092 from the New Jersey Department of Labor and Workforce Development for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant to provide adult basic education and literacy programs to the residents of Essex County.

BACKGROUND AND RATIONALE: Essex County College's Adult Learning Center responded to a Notice of Grant Opportunity from the New Jersey Department of Labor and Workforce Development to submit a continuation proposal to provide adult basic skills education and literacy programs to the residents of Essex County. The Adult Learning Center has served as the lead agency for its eight (8) partners: Jewish Vocational Service Metro West, East Orange Board of Education/ Fresh Start Academy High School, Essex County Vocational Technical High School, FOCUS Hispanic Center, La Casa de Don Pedro, Literacy Volunteers of America, New Community Corporation, and 1199 SEIU Training and Employment Funds for the past ten years providing adult basic education and literacy programs to our county residents. Acceptance of this grant would allow for the continuance of delivery of these educational services.

FISCAL NOTES: The grant amount is \$\$1,931,092 for FY 2022. The amount allocated per consortium partner is:

Consortium Partner	Agency
Essex County College (Lead Agency)	\$545,000
Jewish Vocational Services	\$285,000
East Orange Board of Education/ Fresh Start Academy High School	\$79,500
Essex County Vocational Technical High School	\$103,500
FOCUS Hispanic Center for Comm. Development	\$159,500
La Casa de Don Pedro	\$169,500
Literacy Volunteers of America	\$138,500
New Community Corporation	\$291,000
1199 SEIU Training and Employment Funds	\$108,500
Professional Development Costs	\$18,252
Lead Agency Fees	\$32,840
Total	\$1,931,092

RESOLUTION: It is recommended that the Board of Trustees accept the Fiscal Year 2022 award of \$1,931,092 from the New Jersey Department of Labor and Workforce Development for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant to provide adult basic education and literacy programs to the residents of Essex County.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: New Jersey Office of the Secretary of Higher Educational, Educational Opportunity Program (NJ OSHE/EOF)
Contact:	Dr. Elvy Vieira, Dean of Community, Continuing Education & Workforce Development
Meeting Date:	June 22, 2021
Agenda Item No.:	7-1.2/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept the total funding of \$2,090,594 from the New Jersey Office of the Secretary of Higher Education, Educational Opportunity Program (NJ OSHE/EOF).

- \$ 75,964.00 for Summer Programs 2021, Article III Program Support and Cost of Education for New and Returning students
- \$ 787,430.00 for F/Y 22 Program funding, Article IV.
- \$1,227,200.00 for F/Y 22 – 2021 Student Undergraduate Grants Funding (Article III)

BACKGROUND AND RATIONALE: The Educational Opportunity Fund Program (EOF) is a State of New Jersey funded program of comprehensive support services for low income college students. The program assists over 1,500 students per year with intensive counseling, advisement, tutoring and funds.

FISCAL NOTES: There is no impact on college funding.

RESOLUTION: The Board of Trustees of Essex County College accepts the funding from the New Jersey Office of the Secretary of Higher Education (NJ OSHE/EOF) of \$2,090,594 to provide the college's EOF summer programs, the academic year EOF college support program and student grants.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Strengthening Career & Technical Education for the 21 st Century Act (Perkins V)
Contact:	Yvette Jefferies, Director College Advancement & Foundation
Meeting Date:	June 22, 2021
Agenda Item No.:	7-1.3/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accepts the Fiscal Year 2022 Strengthening Career & Technical Education for the 21st Century Act (Perkins V) preliminary grant allocation from the State of New Jersey Department of Education in the amount of \$718,243 for the period of July 1, 2021 – June 30, 2022 (FY22).

BACKGROUND AND RATIONALE: The Strengthening Career & Technical Education for the 21st Century (Perkins V) FY2022 Postsecondary Grant is distributed by the State of New Jersey Department of Education to support the College's career and technical education programs through the procurement of equipment and supplies, mentoring and tutoring, the hiring of personnel, and professional development. These funds will be utilized in accordance with the approved Perkins Comprehensive Local Needs Assessment (CLNA) and FY22 spending strategy.

FISCAL NOTES: There should be no fiscal impact to the College.

RESOLUTION: The Board of Trustees of Essex County College accepts the Fiscal Year 2022 Strengthening Career & Technical Education for the 21st Century Act (Perkins V) grant allocation from the State of New Jersey Department of Education in the amount of \$718,243 for the period of July 1, 2021 – June 30, 2022 (FY22).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds – Scaling Apprenticeships through Sector Based Strategies Grant (NJ Health Works)
Contact:	Dr. Elvy M. Vieira, Dean, Comm, Cont. Ed & Workforce Dev.
Meeting Date:	June 22, 2021
Agenda Item No.:	7-1.4/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the agreement between Bergen Community College and Essex County College to enable the parties to facilitate training and apprenticeship opportunities in health professions for fiscal year July 15, 2021 to July 14, 2022. It is also recommended that the Board of Trustees of Essex County College accept the grant in the amount of \$468,624 for Year 3 received as part of the consortium for the grant to be utilized to provide the above-mentioned services.

BACKGROUND AND RATIONALE: The Training, Inc. program will be partnering with Bergen Community College in providing vocational training in the Allied Health Careers to individuals that qualify under the USDOL grant guidelines. This is a four-year grant which was awarded by the US Dept. of Labor to the Scaling Apprenticeship through Sector Based Strategies Grant project with New Jersey Health Professions Pathways to Regional Excellence Project (NJ-Prep) which consists of 13 Community Colleges. Bergen Community College is the lead agency for this grant. Essex County College was awarded a total of \$623,440 for 4 years.

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

RESOLUTION: The Board of Trustees of Essex County College approves the agreement between Bergen Community College and Essex County College to enable the parties to facilitate training and apprenticeship opportunities in health professions for fiscal year July 15, 2021 to July 14, 2022. The Board of Trustees of Essex County College also accepts the grant in the amount of \$468,624 for Year 3 received as part of the consortium for the grant to be utilized to provide the above-mentioned services.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Memorandum of Understanding: Urban League of Essex County
Contact:	Dr. Elvy M. Vieira, Dean, Comm, Cont. Ed & Workforce Dev.
Meeting Date:	June 2021
Agenda Item No.:	7-1.5/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Memorandum of agreement between Urban League of Essex County and Essex County College to facilitate training opportunities for up to 20 individuals in the Supply Chain Management Program. Urban League agrees to provide additional funding in the amount of \$34, 875 to be utilized to provide the above-mentioned services.

BACKGROUND AND RATIONALE: The Training, Inc. program has a long history of soliciting and securing funding from various foundations and public agencies. Training, Inc., utilizing the standards and practices of the business world, provides a wide variety of job training services at no cost to individuals, in business as well as allied health careers, to seeking initial entry, reentry or upward mobility in the workforce. The Training, Inc. program has operated successfully for the past 36 years, attaining a 75% completion rate and an 80% graduate job placement rate.

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

RESOLUTION: The Board of Trustees of Essex County College approves the Memorandum of agreement between Urban League of Essex County and Essex County College to facilitate training opportunities for up to 20 individuals in the Supply Chain Management Program. Urban League agrees to provide additional funding in the amount of \$34, 875 to be utilized to provide the above mentioned services.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Transfer Agreement – Pillar College
Contact:	Dr. Alvin Williams, Dean of Faculty and Academics
Meeting Date:	June 22, 2021
Agenda Item No.:	7-1.6/6-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the Transfer Agreement between Essex County College and Pillar College to provide opportunity for our Human and Social Services A.A.S. Degree with Clergy Counseling Option graduates at Essex County College to transfer with full junior standing into Pillar College's Psychology and Counseling Accelerated Bachelor of Arts program.

BACKGROUND AND RATIONALE: Under the Lampitt Bill (2007) students with A.A. degrees and A.S. degrees are guaranteed transfer of their coursework into a four-year program of study. However, graduates with an A.A.S. degree have no such guarantee, which makes this agreement with Pillar desirable to provide upward educational mobility to our Human and Social Services A.A.S. graduates.

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

RESOLUTION: The Board of Trustees of Essex County College approves the Transfer Agreement between Essex County College and Pillar College to provide opportunity for our Human and Social Services A.A.S. Degree with Clergy Counseling Option graduates at Essex County College to transfer with full junior standing into Pillar College's Psychology and Counseling Accelerated Bachelor of Arts program.

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

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Site, Facilities & Equipment: Hire a Company to perform Furniture and Equipment Auction
Contact:	Mohamed Seddiki, Executive Dean/ CIO
Meeting Date:	June 22, 2021
Agenda Item No.:	7-2.1/6-2021
Resolution to Approve Hiring of a Company to Auction Furniture and Equipment of the West Essex Campus	

WHEREAS, the Essex County College Purchasing Department is requesting the Board of Trustees' approval to hire a company to conduct an auction for surplus of furniture and equipment of the West Essex Campus in preparation for demolition in accordance with Title 18A:64A-25.27.

WHEREAS, in accordance with the County College Contracts Law (N.J.S.A. 18A:64A-25.27 of NJ Statutes). Items to be auctioned include furniture and equipment.

WHEREAS, the auction would generate additional revenue for the College. Amount to be determined by the results of the auction.

NOW THEREFORE, BE IT RESOLVED, that the Essex County College Board of Trustees permits the Essex County College Purchasing Department to hire a company that will conduct an auction for surplus of furniture and equipment of the West Essex Campus in preparation for demolition in accordance with Title 18A:64A-25.27.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE June 22, 2021	