



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

May 19, 2020 – 4:30 PM

Via Virtual Meeting – Dial-In Number: **1 (520) 420-9132**

Before noon on Tuesday, May 19th submit

Comments on Actions to be Approved to: agendacomment@essex.edu

General Public Comments to: publiccomment@essex.edu

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

Action Approved by the Executive Committee on May 6, 2020 – Presented for Ratification

3-1.1/5-2020	Authorize the Award of a Contract for Advertisement Services iHeart Media, New York, NY College Funded – Operating Expense	\$12,000.00
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Actions Recommended for Approval May 19, 2020

3-1.1/5-2020	Authorize the Award of Three (3) Renewals for Maintenance Agreements Oracle America, Inc., Dallas, TX College Funded – Operating Expense	\$112,727.71
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3-1.2/5-2020	Authorize the Award of Renewal for Support & Maintenance of Enterprise Content Management (ECM) System Hyland LLC., Olathe, KS College Funded – Operating Expense	\$61,184.63
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3-1.3/5-2020	Authorize the Award of a Proposal for Furniture for the Wellness Center Business Furniture Inc. (BFI) A Herman Miller Inc., Parsippany, NJ Chapter XII – Operating Expense	\$54,880.38
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3-1.4/5-2020	Authorize the Award of Six (6) Renewals for Maintenance Agreements Dell Computers, Round Rock, TX College Funded – Operating Expense	\$51,184.54
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3-1.5/5-2020	Authorize the Award of Renewal for Upgrade Software TouchNet Information Systems, Lenexa, KS College Funded – Operating Expense	\$22,840.00
3-1.6/5-2020	Authorize the Award for License of Zoom Webinar Service Zoom Video Communications, Inc., San Jose, CA College Funded – Operating Expense	\$2,523.84
3-1.7/5-2020	Authorize the Award of a Three (3) Year Contract for Industrial Uniforms Rental and Laundering Services American Wear, East Orange, NJ College Funded – Operating Expense	\$28,360.80
3-1.8/5-2020	Authorize the Award of Five (5) Payments for Repair Services A Speedy Sewer Drain Service, Bloomfield, NJ McCloskey Mechanical Contractors, Blackwood, NJ CJ Vanderbeck & Son, Inc., Paterson, NJ Binsky and Snyder Services, LLC, Piscataway, NJ D&B Service Group, LLC, Bloomfield, NJ College Funded – Operating Expense	\$8,488.84 15,162.81 12,539.55 9,362.78 <u>710.00</u> Total - \$46,263.98
3-1.9/5-2020	Authorize the Award of a Contract and Payment of Outstanding Invoices for Advertisement Services Altice Media Solutions, Oakland, NJ College Funded – Operating Expense	\$22,150.00
3-1.10/5-2020	Authorize the Award of a Two (2) Year Purchase for Smarthinking Tutoring Service NCS Pearson, Inc., Chicago, IL EOF Funded – Operating Expense	\$17,600.00
3-1.11/5-2020	Authorize Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense	\$7,141.35
3-1.12/5-2020	Authorize Payment for Legal Services Scarinci Hollenbeck, Lyndhurst, NJ College Funded – Operating Expense	\$14,325.40
3-1.13/5-2020	Authorize the Award of Service for 2019 Tax Exempt Returns and State Filings Clifton Larson Allen LLP, Plymouth Meeting, PA College Funded – Operating Expense	\$10,000.00
3-1.14/5-2020	Authorize the Award of a Quote for Construction of the Third-Floor Lounge TGE, LLC., Edgewater, NJ GO Bond Funded – Capital Expense	\$36,100.00

- VII. Personnel Committee ReportMrs. J. Grimes
- Appointment
- 4-1/5-2020 Jennifer Maria Hernandez, Student Support Specialist
Men and Women of Excellence Scholars Program
Salary – \$40,000.00
Effective May 20, 2020
- VIII. Educational Programs Committee Report.....Dr. A. Lewis
- 7-1.1/5-2020 Budget Amendment: Carl D. Perkins Vocational & Technical Education FY2020
Postsecondary Grant Allocation
- IX. Site Facilities and Equipment Committee Report..... Ms. C. Morales
- X. Policy and Governance Committee ReportMs. I. Cruz
- XI. Community Relations Committee Report..... Ms. J. Wright
- XII. Alumni Report..... TBD
- XIII. Student Government ReportMs. Regina Smith
- XIV. Faculty Association Report Prof. Michael Frank
- XV. President’s Report Dr. Anthony E. Munroe
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: Contract Agreement – iHeart Media
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	May 6, 2020
Agenda Item No.:	3-1.1/5-2020
Resolution Authorizing the Award of a Contract for Advertisement Services	

WHEREAS, Essex County College has a need to approve a contract for **\$12,000.00** to iHeart Media, 32 Avenue of the Americas, New York, New York 10013 for ECC digital, streaming and radio advertising to market Summer I, Summer II, and Fall 2020 for the period of May 1, 2020 through May 31, 2020, in which contracts for advertising are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

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

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

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an agreement for **\$12,000.00** to **iHeart Media**, 32 Avenue of the Americas, New York, New York 10013 for ECC digital, streaming and radio advertising to market Summer I, Summer II, and Fall 2020 for the period of May 1, 2020 through May 31, 2020.
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(20);
3. This contract is being awarded “Non-Fair and Open”;
4. Specific line item against which this contract is to be charged is as follow:
10-0216-7470 – Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 6, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Renewal Maintenance – Oracle America, Inc.
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.1/5-2020
Resolution Authorizing the Award of Three (3) renewals for Maintenance Agreement	

WHEREAS, Essex County College has a need to renew three (3) maintenances in the total amount of **\$112,727.71** to **Oracle America, Inc.**, P.O. Box 203448, Dallas, Texas 75320 for premier support services of SPARC T5-8 for the period of August 13, 2020 to August 12, 2021 and Brocade 300 Switch for the period of August 17, 2020 to August 16, 2021, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(19), Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware; and

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

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

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve renewal maintenance with **Oracle America, Inc.**, P.O. Box 203448, Dallas, Texas 75320 in the total amount of **\$112,727.71** for the following:

<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>
Software Update & Support	06/30/2020 - 06/29/29/2021	\$71,742.92
SPARC T5-8 servers	08/13/2020 - 08/12/2021	\$37,146.82
Brocade 300 Switch	08/17/2020 - 08/16/2021	\$ 3,837.97

2. These contracts are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. These contracts are being awarded "Non-Fair and Open"
4. Specific line item against which these contracts are to be charged are as follows:
10-1723-7620 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Renewal Maintenance – Hyland Software, Inc.
Contact:	Mohamed Seddiki / Executive Dean / CIO of Admin. & Learning Tech.
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.2/5-2020
Resolution Authorizing the Award of renewal for Support & Maintenance of Enterprise Content Management (ECM) System	

WHEREAS, Essex County College has a need to renew the annual support and maintenance contract for the College's Enterprise Content Management (ECM) system in the amount of **\$61,184.63** to **Hyland LLC.**, 18103 West 106th Street, Suite 200, Olathe, Kansas 66061 for the period of July 1, 2020 to June 30, 2021; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(19), Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware; and

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

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve renewal maintenance with **Hyland LLC.**, 18103 West 106th Street, Suite 200, Olathe, Kansas 66061 in the amount of **\$61,184.63** for the Enterprise Content Management (ECM) system for the period of July 1, 2020 through June 30, 2021;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. This contract is being awarded "Non-Fair and Open";
4. Specific line item against which this contract is to be charged is as follows:
10-1723-7620 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Business Furniture Inc. (BFI) A Herman Miller Inc.
Contact:	Mohammed Seddiki /Executive Dean/CIO of Administrative and Learning Tech.
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.3/6-2020
	Resolution Authorizing the Award of a Proposal for Furniture of the Wellness Center

WHEREAS, Renovations to the Wellness Center is required and there is a need to purchase furniture using the State of New Contract to **Business Furniture Inc. (BFI) A Herman Miller Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054 in the amount not to exceed **\$54,880.38**, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a), Any County College, without advertising for bids, or after having rejected all bids obtained pursuant to advertising, therefore, 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 Purchases and Property, State of New Jersey Contracts #A81721, A81635, and A81620; and

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

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

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a proposal with **Business Furniture Inc. (BFI) A Herman Miller Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054 in the amount not to exceed **\$54,880.38** for furniture of the Wellness Center;
2. This contract is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.9.(a). State of New Jersey Contracts # A81721, A81635, and A81620;
3. This contract is being awarded "Non-Fair and Open"
4. Specific line item against which this contract is to be charged is as follows:
901808-3123-7902 Chapter XII Bond Ordinance #0-2018-00008
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Dell Computers
Contact:	Mohamed Seddiki / Executive Dean/CIO of Admin. & Learning Tech.
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.4/5-2020
Resolution Authorizing the Award of Six (6) Renewals for Maintenance Agreement	

WHEREAS, Essex County College has a need to renew the maintenance agreement to host the user authentication, Banner, and web application services in the total amount of **\$51,184.54 to Dell Computers**, 1 Dell Way, Round Rock, Texas 78682; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property, NASPO Value Point Computer M-0483 State Contract Number WN23AGW Contract #MNWNC-108/89967; and

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

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

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve renewal maintenance with **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 in the total amount of **\$51,184.54** for EqualLogic, XC Series, and PowerEdge:

Description	Period Time	\$Amount
EqualLogic XC630	5/16/2020 - 5/15/2021	\$13,946.62
XC Series APOS	5/16/2020 - 5/15/2021	\$12,739.20
EqualLogic XC630	7/14/2020 - 7/13/2021	\$ 9,668.60
XC Series APOS	5/16/2020 - 5/15/2021	\$ 7,688.80
PowerEdge R720	7/14/2020 - 8/03/2021	\$ 4,046.72
PowerEdge R730	7/02/2020 - 9/18/2021	\$ 3,094.60

2. These maintenance renewals are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.(a). NASPO Value Point Computer M-0483 State Contract Number WN23AGW Contract # MNWNC-108/89967;
3. Specific line item against which these maintenance renewals are to be charged are as follows:
10-1723-7620 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Renewal Maintenance – TouchNet Information Systems
Contact:	Mohamed Seddiki/ Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.5/5-2020
Resolution Authorizing the Award of renewal for Upgrade Software	

WHEREAS, Essex County College needs to renew the annual support and maintenance for Upgrade Software, an electronic payment solution that allows students to pay their tuition bill online in the amount of **\$22,840.00** for the period of July 1, 2020 through June 30, 2021 to **TouchNet Information Systems**, 15520 College Blvd., Lenexa, Kansas 66219, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(19), Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and systems development of the hardware; and

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

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

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve renewal maintenance with **TouchNet Information Systems**, 15520 College Blvd., Lenexa, Kansas 66219 in the amount of **\$22,840.00** for annual support and maintenance for Upgrade Software and move all future transactions with Essex County College into data center at TouchNet for a hosted solution and one-time implementation fee.
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a (19).
3. Specific line item against which this contract is to be charged is as follows:
10-1723-7620 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: License Agreement – Zoom Video Communications, Inc.
Contact:	Mohamed Seddiki / Executive Dean/CIO of Admin. & Learning Tech.
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.6/5-2020
COVID-19	
Resolution Authorizing the Award for License of Zoom Webinar Service	

WHEREAS, Essex County College has a need to approve an amending of an existing license and services to conduct online meetings and presentations considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County to **Zoom Video Communications, Inc.**, 55 Almaden Boulevard, San Jose, California 95113 in the amount of **\$2,523.84**, in which contracts for Educational Supplies are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5(19), Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and systems development of the hardware; and

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

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

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve license with **Zoom Video Communications, Inc.**, 55 Almaden Boulevard, San Jose, California 95113 in the amount of **\$2,523.84** for Zoom webinar service 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 18A:64A-25.5(19);
3. Specific line item against which this license is to be charged is as follows:
10-1701-7511 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – American Wear
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.7/5-2020
Resolution Authorizing the Award of Three (3) Year contract for Industrial Uniforms Rental and Laundering Services	

Recommendation: It is recommended that the Board of Trustees approves the award of a three-year contract to **American Wear**, 261 North 18th Street, East Orange, New Jersey 07017 for Industrial Uniforms Rental and Laundering Services in the total amount of **\$28,360.80** for the period of July 1, 2020 through June 30, 2023.

Bid #8092 was mailed on April 2, 2020. There were seven (7) bids solicited. One (1) response was received, opened, and publicly read on April 16, 2020.

Nature of Bid: Industrial Uniforms Rental and Laundering Services

The maintenance agreement is for the following Fiscal Year:

<u>Fiscal Year</u>	<u>\$Amount</u>
2020-2021	\$9,453.60
2021-2022	\$9,453.60
2022-2023	\$9,453.60

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

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

<u>Season</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>\$ Total (3-Years)</u>
Fall/Winter	\$6,037.20	\$6,037.20	\$6,037.20	\$18,111.60
Spring/Summer	\$3,416.40	\$3,416.40	\$3,416.40	\$10,249.20
	\$9,453.60	\$9,453.60	\$9,453.60	\$28,360.80

Resolution: The Board of Trustees of Essex County College approves the award of a three-year contract to **American Wear**, 261 North 18th Street, East Orange, New Jersey 07017 for Industrial Uniforms Rental and Laundering Services in the total amount of **\$28,360.80** for the period of July 1, 2020 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Facilities Repair Services
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.8/5-2020
Resolution Authorizing the Award of Five (5) Payments for Repair Services	

WHEREAS, Essex County College has a need to approve five (5) payments to the below-listed companies in the total amount not exceed **\$46,263.98** for repair services at the Newark Campus and West Essex Campus, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.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, Essex County College wishes to award a said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq., and the provisions of N.J.S.A.19:44A-20, 4 et seq.; and

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payments in the total amount not to exceed **\$46,263.98** for repair services at the Newark Campus and West Essex Campus:

<u>Company Name</u>	<u>Description</u>	<u>Newark</u>	<u>West Caldwell</u>
A Speedy Sewer Drain Service	Sewage Ejector Pump	\$ 8,488.84	
McCloskey Mechanical Contractors	RTU 1-3 Repairs		\$15,162.81
CJ Vanderbeck & Son, Inc.	Heating Boilers	\$12,539.55	
Binsky and Snyder Services, LLC.	HVAC systems repairs	\$ 9,362.78	
D&B Service Group, LLC	Chiller repairs	\$ 710.00	
		\$31,101.17	\$15,162.81

2. These services are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(9);
3. Specific line item against which these services are to be charged are as follows:
10-7202-7620 Operating Expense – Newark Campus \$8,488.84
10-7252-7620 Operating Expense – West Essex Campus \$15,162.81
10-7351-7620 Operating Expense – Newark Campus \$22,612.33
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Contract Agreement – Altice Media Solutions
Contact:	Sanjay Ramdath / Executive Director of Enrollment Management
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.9/5-2020
Resolution Authorizing the Award a Contract and Payment of Outstanding Invoices for Advertisement Services	

WHEREAS, Essex County College has a need to approve a contract and payment for outstanding invoices to **Altice Media Solutions**, 40 Potash Road, Oakland, New Jersey 07436 in the total amount of **\$22,150.00** for advertising services for the Fiscal Year 2018-2019 and Fiscal Year 2019-2020, in which contracts for advertising are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.(20), Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

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

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

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an Agreement and approve outstanding invoices with **Altice Media Solutions**, 40 Potash Road, Oakland, New Jersey 07436 in the total amount of **\$22,150.00** for the fiscal year 2018-2019 and fiscal year 2019-2020:

<u>Fiscal Year</u>	<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>
FY18-19	Cable Media	5/27/19-6/30/19	\$2,760.00
FY19-20	Cable Media	8/26/19-9/29/19	\$4,995.00
FY19-20	Cable Media	9/30/19-10/27/19	\$4,725.00
FY19-20	Cable Media	10/28/19-11/24/19	\$3,670.00
FY19-20	Cable Media	5/21/20 – 8 weeks	\$6,000.00

2. This contract and outstanding invoices are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.(20).
3. Specific line item against which this contract and outstanding invoices are to be charged are as follows:
10-1158-7470 Operating Expense \$16,150.00
10-0216-7470 Operating Expense \$6,000.00
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: NCS Pearson, Inc.
Contact:	Elvira Vieira / Dean of Community Continuing Education & Workforce Dev.
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.10/5-2020
COVID-19	
Resolution Authorizing the Award of Two (2) Year Purchase for Smarthinking Tutoring Service	

WHEREAS, Essex County College has a need to approve a two-year purchase for online tutoring service to **NCS Pearson, Inc.**, 13036 Collection Center Drive, Chicago, Illinois 60693 in the total amount of **\$17,600.00** for the period of July 1, 2020 through June 30, 2022, in which contracts for Educational Supplies are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.(19) Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and systems development of the hardware; and

WHEREAS, The County College 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. Due to the remote learning restrictions stemming from the **COVID-19** in Essex County, EOF posit that this service will be particularly useful to the students; and

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

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

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose, and General Counsel's Office reviewed and approved contract documents,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase with **NCS Pearson, Inc.**, 13036 Collection Center Drive, Chicago, Illinois 60693 in the total amount of **\$17,600.00** for the period of July 1, 2020 through June 30, 2022 for online tutoring service considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.(19).
3. This purchase is being awarded "Non-Fair and Open"
4. Specific line item against which this contract is to be charged is as follows:
29202-9202-7184 Operating Expense. FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – Genova Burns Attorneys-At-Law
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.11/5-2020
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College required outside legal services. **Genova Burns Attorneys-At-Law** rendered services for March 2020; and

WHEREAS, Request for Qualification #FY20-RFQ1 was advertised in The Star-Ledger newspaper on January 28, 2020 and was opened and publicly announced on February 12, 2020. There were sixteen (16) respondents; and

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts 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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payments to **Genova Burns Attorneys-At-Law**, 494 Broad Street, Newark, New Jersey 07102 for legal services rendered in the total amount of **\$7,141.35** for the following invoices:
 - **#414778** for **\$6,716.35**, March 31, 2020 (Lisa Durden);
 - **#414784** for **\$ 425.00**, March 31, 2020 (Ecc v. Gibson/Hasan counterclaim);
2. Specific line item against which these payments are to be charged are as follows:
10-1701-7827 – Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Scarinci Hollenbeck
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.12/5-2020
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College required outside legal services. **Scarinci Hollenbeck** rendered services for February 29, 2020 and March 31, 2020; and

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

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting February 27, 2018 approved the awarding of those twenty-twos (22) contracts of which Scarinci Hollenbeck was among at a rate of \$150.00 per hour; and

WHEREAS, Request for Qualification #FY20-RFQ1 was advertised in The Star-Ledger newspaper on January 28, 2020 and was opened and publicly announced on February 12, 2020. There were sixteen (16) respondents; and

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts of which Scarinci Hollenbeck was among at a rate of \$150.00 per hour; and

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **Scarinci Hollenbeck**, 1100 Valley Brook Avenue, Lyndhurst, New Jersey 07071 for legal services rendered in the total amount of **\$14,325.40** for the following invoice:
 - **#229334** for **\$3,585.00**, February 29, 2020 (Labor and Employment Counsel);
 - **#229335** for **\$3,990.40**, February 29, 2020 (Faculty Ass. Contract Negotiations);
 - **#229336** for **\$ 150.00**, February 29, 2020 (Adm. Ass. Contract Negotiations);
 - **#229983** for **\$4,365.00**, March 31, 2020 (Labor and Employment Counsel);
 - **#229984** for **\$ 810.00**, March 31, 2020 (Faculty Ass. Contract Negotiations);
 - **#229985** for **\$ 825.00**, March 31, 2020 (Adm. Ass. Contract Negotiations);
 - **#229986** for **\$ 210.00**, March 31, 2020 (Professional Ass. Contract Negotiations);
 - **#229987** for **\$ 390.00**, March 31, 2020 (Karen Brown (o.b.o. Joyce Harley) v. ECC Government Records Council Complaint);
2. Specific line item against which these payments are to be charged are as follows:
10-1701-7827 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Consulting Services – Clifton Larson Allen LLP
Contact:	Evens Wagnac / Deputy CFO/Comptroller
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.13/5-2020
Resolution Authorizing the Award of Service for 2019 Tax Exempt Returns and State Filings	

WHEREAS, Essex County College has to provide professional consulting services in the amount not to exceed **\$10,000.00** to **Clifton Larson Allen LLP**, 610 West Germantown Pike, Plymouth Meeting, Pennsylvania 19462 for services rendered to prepare the College's Federal Form 990 and State of New Jersey Form NJCRI-300R for the year ended June 30, 2019, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(15) Professional Services; and

WHEREAS, Clifton Larson Allen LLP, also covers tax consulting services such as tax law, tax regulations, and other tax authorities for which the College seeks (Engagement Letter attached);

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

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

WHEREAS, The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a professional consulting service with **Clifton Larson Allen LLP**, 610 West Germantown Pike, Plymouth Meeting, Pennsylvania 19462 in the amount not to exceed **\$10,000.00** for services rendered to prepare College's Federal Form 990, State of New Jersey Form NJCRI-300R for the year ended June 30, 2019, and other tax consulting services;
2. This professional consulting service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(15);
3. Specific line item against which this professional consulting service is to be charged is as follows:
10-1701-7180 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – TGE, LLC.
Contact:	Mohamed Seddiki, Executive Dean/CIO of Admin. & Learning Tech.
Meeting Date:	May 19, 2020
Agenda Item No.:	3-1.14/5-2020
Resolution Authorizing the Award of a Quote for Construction of the Third-Floor Lounge area adjacent to the Center for Learning & Teaching Excellence	

RECOMMENDATION: It is recommended that the Board of Trustees approve the award of a quote for the construction of the third-floor lounge area adjacent to the Center for Learning & Teaching Excellence in the amount not to exceed **\$36,100.00** to **TGE, LLC.**, 547 River Road, Edgewater, New Jersey 07020.

BACKGROUND AND RATIONALE: Essex County College requires the construction services from a qualified vendor to complete the renovations of the Third-Floor Lounge area adjacent to the Center for Learning & Teaching Excellence. Space will provide the college with a modern and comfortable sitting space.

Three quotes were received and are as follow:

<u>Vendor Name</u>	<u>Location</u>	<u>\$Amount</u>
APS Contracting Inc.	Harrison, New Jersey	\$52,601.00
John O'Hara Company, Inc.	Kearny, New Jersey	\$53,954.00
TGE, LLC.	Edgewater, New Jersey	\$36,100.00

The recommendation is for the lowest responsive and responsible proposer.

The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose, and this quote is being awarded "Non-Fair and Open".

FISCAL NOTES: This action is funded by the State of New Jersey Go Building Our Future Bond Act (GO) Fund, account # 902103-02103-7951

RESOLUTION: The Board of Trustees of Essex County College approve the award of a quote for the construction of the third-floor lounge area adjacent to the Center for Learning & Teaching Excellence in the amount not to exceed **\$36,100.00** to **TGE, LLC.**, 547 River Road, Edgewater, New Jersey 07020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jennifer Maria-Hernandez
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	May 19, 2020
Agenda Item No.:	4-1/5-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Jennifer Maria-Hernandez, to the position of Student Support Specialist, for the Men and Women of Excellence Scholars Program, for the Student Affairs Area, contingent upon grant funding, for the period May 20, 2020 through June 30, 2020 and the reappointment for the period July 1, 2020 to June 30, 2021. The recommended annual salary for the position is \$40,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of six (6) applications were reviewed and two (2) applicants were selected to be interviewed. Jennifer Maria-Hernandez 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>
• Associate in Science	2017	Essex County College Newark, NJ	General 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 Jennifer Maria-Hernandez, at the annual salary of \$40,000, to the position of Student Support Specialist, for the Men and Women of Excellence Scholars Program, for the Student Affairs Area, contingent upon grant funding, for the period May 20, 2020 through June 30, 2020 and the reappointment for the period July 1, 2020 to June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Budget Amendment: Carl D. Perkins Vocational & Technical Education FY2020 Postsecondary Grant Allocation
Contact:	Yvette Jefferies, Director College Advancement & Foundation
Meeting Date:	May 19, 2020
Agenda Item No.:	7-1.1/5-2020

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept the Carl D. Perkins Vocational & Technical Education Fiscal Year 2020 Budget Amendment to the State of New Jersey Department of Education for the period of July 1, 2019 – June 30, 2020 (FY20).

BACKGROUND AND RATIONALE: Essex County College received \$724,002 for the College's career and technical education programs. The budget amendment was prepared for the purchase of additional materials and supplies, software and virtual professional development workshops. All funds will be utilized in accordance with the amended FY20 spending strategy.

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

RESOLUTION: The Board of Trustees of Essex County College accepts the Carl D. Perkins Vocational & Technical Education Fiscal Year 2020 Budget Amendment to the State of New Jersey Department of Education for the period of July 1, 2019 – June 30, 2020 (FY20).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 19, 2020	