



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

November 19, 2019

Smith Hall

303 University Avenue, Newark NJ

- I. Call to Order/Roll Call .....Chair T. McDermott
- 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. Annual Organization of the Board of Trustees
- VII. Finance Committee Report ..... Rev. Dr. L. Guyton

3-1.1/11-2019	Authorize Award of a Bid for Janitorial Industrial Supplies	
	American Paper Towel Co., LLC, Carlstadt, NJ	\$16,830.50
	Central Poly-Bag Corp, Linden, NJ	15,480.00
	Imperial Bag & Paper Co., LLC, Jersey City NJ	28,021.86
	Interboro Packaging Corp, Montgomery, NY	747.00
	NorthEast Janitorial Supply, Inc., Pompton Lakes, NJ	23,740.00
	United Sales USA Corp, Brooklyn, NJ	3,420.00
	W.B. Mason Co., Inc. Secaucus, NJ	<u>4,122.28</u>
	Total Amount	\$92,361.34

College Funded – Operating Expense

3-1.2/11-2019	Authorize Payment for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services	
	Johnson Controls Fire Protection, LP, Rockaway, NJ	\$3,904.15
	College Funded – Operating Expense	

3-1.3/11-2019	Authorize Award of a Blanket Order for Bookstore Supplies	Amount not
	Follett Higher Education Group, Chicago, IL	to Exceed
	College Funded – Operating Expense	\$25,000.00

3-1.4/11-2019	Authorize Award of a Bid for Biology Lab Supplies	
	Carolina Biological Supply Company, Burlington, NC	\$11,824.51
	Fischer Scientific Company, LLC, Hanover Park, IL	511.48
	J&H Berge, Inc., South Plainfield, NJ	2,014.35
	School Specialty Inc. DBA Frey Scientific, Lancaster, PA	930.94
	Worldwide Medical products, Inc., Bristol, PA 19007	1,360.35
	VWR International, LLC, Rochester, NY	<u>6,114.87</u>
	Total Amount	\$22,756.50

College Funded – Operating Expense

3-1.5/11-2019	Authorize Award of a Bid for Radiography Equipment Jefferson Medical & Imaging, Inc., Oak Ridge, NJ Salus Medical Products, LLC., Indianapolis, IN	\$12,774.50 <u>9,695.00</u>
	Perkins Grant Funded – Operating Expense	Total Amount \$22,469.50
3-1.6/11-2019	Authorize Payment for Legal Services Schenck, Price, Smith & King, LLP College Funded – Operating Expense	\$2,865.38
3-1.7/11-2019	Authorize Award of a Contract for OSHA Safety Inspection, Report & Gap Analysis Lancaster Safety Consulting, Inc., Wexford, PA College Funded – Operating Expense	\$2,500.00
3-1.8/11-2019	Authorize Award of a Bid for Student Welcome Center Construction Contractors of NY Corp., Hackensack, N J Chapter XII Funded – Capital Expense	\$322,000.00
3-1.9/11-2019	Authorize Award of a Purchase for Access Control System and Classroom Wireless Locks Johnston GP, Inc. DBA Johnston Communications (JCT Solutions), N. Arlington, NJ Chapter XII/ Foundation for Instructional Technology (FIT) Funded – Capital Expense	\$307,184.48
3-1.10/11-2019	Authorize Award of a Contract for Professional Services under FIT Project Ellucian Company, L.P., Reston, VA Foundation for Instructional Technology (FIT) – Operating Expense	\$45,254.00
3-1.11/11-2019	Authorize Award of a Purchase of Furniture for the Center for Learning & Teaching Excellence Business Furniture Inc. (BFI) A Herman Miller, Inc., Parsippany, NJ GoBond Project Funded – Capital Expense	\$117,249.50

VIII. Personnel Committee Report .....Mrs. J. Grimes

Appointments

4-1/11-2019	Jayson Hull, Marketing Assistant Institutional Advancement Salary - \$40,000.00 Effective November 25, 2019
4-2/11-2019	Richard Perdomo, Maintenance Technician Facilities Management Salary - \$31,500.00 Effective November 20, 2019

## Resignation

4-3/11-2019 Yvette Henry, Executive Director  
Human Resources  
Effective November 1, 2019

Julio Izquierdo, Vice President of Business Operations and Chief Financial Officer  
Controller's Office  
Effective November 15, 2019

Bianca Toliver, Senior Compliance Associate  
Office of Compliance  
Effective November 8, 2019

- IX. Educational Programs Committee Report.....Dr. A. Lewis
- 7-1.1/11-2019 Contract for Services – Newark Day Center
- 7-1.2/11-2019 Memorandum of Understanding – West Orange High School: High School Initiative
- 7-1.3/11-2019 Memorandum of Understanding: Office of the Secretary of Higher Education
- X. Site Facilities and Equipment Committee Report..... Ms. C. Morales
- XI. Policy and Governance Committee Report .....Ms. I. Cruz
- XII. Alumni Report..... TBD
- XIII. Student Government Report .....Ms. 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 Session .....Mrs. J. Grimes
- XIX. Adjournment.....Board Chair

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



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Janitorial Industrial Supplies
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	November 19, 2019
Agenda Item No.:	3-1.1/11-2019
Resolution Authorizing the Award of a Bid for Janitorial Industrial Supplies	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a bid to the following bidders: **American Paper Towel Co., LLC** 10 Industrial Road, Carlstadt, NJ 07072; **Central Poly-Bag Corp.**, 2400 Bedle Place, Linden, NJ 07036; **Imperial Bag & Paper Co., LLC**, 255 Route 1&9, Jersey City, NJ 07306; **Interboro Packaging Corp.**, 114 Bracken Road, Montgomery, NY 12549; **NorthEast Janitorial Supply, Inc.**, P.O. Box 455, Pompton Lakes, NJ 07442; **United Sales USA Corp.**, 185 30<sup>th</sup> Street, Brooklyn, NY 11232, and **W.B. Mason Co., Inc.**, 535 Secaucus, NJ 07094, in the total amount of **\$92,361.34** for Janitorial Industrial Supplies from the date of award through June 30, 2020.

Bid #8049 was advertised in The Star Ledger August 20, 2019. There were twenty-two (22) bids solicited. Eight (8) responses were received, opened, and publicly read on September 5, 2019.

**Nature of Bid:** Essex County College – Janitorial Industrial Supplies

**Bid Item #1-57:** The recommendation is for the lowest responsive and responsible bidder.

<u>Vendor</u>	<u>\$Amount</u>
American Paper Towel Co., LLC	\$16,830.50
Central Poly-Bag Corp.	\$15,480.00
Imperial Bag & Paper Co., LLC	\$28,021.86
Interboro Packaging Corp.	\$ 747.00
NorthEast Janitorial Supply, Inc.	\$23,740.00
United Sales USA Corp.	\$ 3,420.00
W.B. Mason Co., Inc.	\$ 4,122.28

**Source of Funding:** The Vice-President of Business Operations/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>
Facilities	Operational	10-7201-7501	\$92,361.34

**Resolution:** The Board of Trustees of Essex County College approves the award of a bid in the total amount of **\$92,361.34** to the above listed vendors for Janitorial Industrial from the date of award through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 - Johnson Controls Fire Protection, LP
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	November 19, 2019
Agenda Item No.:	3-1.2/11-2019
Resolution Authorizing the Payment for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services	

**WHEREAS**, Essex County College has a need to approve a payment for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services in the total amount of **\$3,904.15** to **Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 for the months of May and June 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(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

**WHEREAS**, On November 20, 2018 (3-1.1/11-2018) the Board of Trustees awarded proposal #FY19RFP-03 in the amount of \$73,857.08 for the Fiscal Year 2018/2019 and \$76,371.44 for the Fiscal Year 2019/2020 for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services; and

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

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

**WHEREAS**, The Vice-President of Business Operations/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 enter into and execute the award of a payment to **Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 for the following:

<u>Location</u>	<u>Invoice #</u>	<u>\$Amount</u>
Main Campus	85887109	\$1,236.75
Student Center	85977107	\$2,667.40

2. This service is 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 this service is to be charged is as follows:  
10-7251-7620 Operating Expense  
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Follett Higher Education Group
Contact:	Nadiyah Samad / Director of Auxiliary Services
Meeting Date:	November 19, 2019
Agenda Item No.:	3-1.3/11-2019
Resolution Authorizing the Award of a Blanket Order for Bookstore Supplies	

**WHEREAS**, Essex County College has a need to approve a blanket order in the total amount not to exceed **\$25,000.00 to Follett Higher Education Group**, 3146 Solutions Center, Chicago, IL 60677, for the fiscal year 2019-2020 for College supplies, 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(21), Educational supplies, books, articles of clothing and other miscellaneous articles purchased by a county college bookstore, or by a service or management company under contract with county college to operate a county college bookstore for resale to college students and employees; and

**WHEREAS**, On February 26, 2019 (3-1.1/2-2019) the Board of Trustees awarded proposal # FY19RFP-05 to Follett Higher Education Group for Bookstore Operation and management Services from FY 2018-2019 through FY 2023-2024 in which the College receives 20% discount on all purchases. In addition, a prior blanket order in the total amount of \$10,000.00 has been processed for College supplies; 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 Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose; and

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a blanket order to **Follett Higher Education Group**, 3146 Solutions Center, Chicago, IL 60677 in the amount not to exceed **\$25,000.00** for the fiscal year 2019-2020 for bookstore supplies for the College;
2. This blanket order is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a (21);
3. Specific line item against which this blanket order is to be charged is as follows:  
10-1701-7501B Operational Expense  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Biology Lab Supplies
Contact:	Dr. Jill Stein / Dean of STEM & Health Science
Meeting Date:	November 19, 2019
Agenda Item No.:	3-1.4/11-2019
Resolution Authorizing the award of a Bid for Biology Lab Supplies	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a bid in the total amount of **\$22,756.50** to the following companies: **Carolina Biological Supply Company**, 2700 York Road, Burlington, NC 27215; **Fisher Scientific Company, LLC**, 4500Turnberry Drive, Hanover Park, IL 60133; **J&H Berge, Inc.**, 41111 South Clinton Avenue, South Plainfield, NJ 07080; **School Specialty Inc. DBA Frey Scientific**, 140 Marble Drive, Lancaster, PA 17601; **Worldwide Medical Products, Inc.**, 128 Wharton Road, Bristol, PA 19007; and **VWR International, LLC**, 5100 West Henrietta Road, Rochester, NY 14692 for Biology Lab Supplies for FY 2019-2020.

Bid # 8054 was advertised in The Star-Ledger on September 17, 2019. There were fourteen (14) bids solicited. Six (6) response were received, opened, and publicly read on October 1, 2019.

**Nature of Bid:** Essex County College – Biology Lab Equipment.

**Bid Item # 1 & 80:** The recommendation is for the lowest responsive and responsible bidder.

<u>Company Name</u>	<u>\$ Amount</u>
Carolina Biological Supply Company	\$11,824.51
Fisher Scientific Company, LLC	\$ 511.48
J&H Berge, Inc.	\$ 2,014.35
School Specialty Inc., DBA Frey Scientific	\$ 930.94
Worldwide Medical Products, Inc.	\$ 1,360.35
VWR International, LLC	\$ 6,114.87

**Source of Funding:** The Vice-President of Business Operations/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>
Biology	Operational	10-2205-7505	\$22,756.50

**Resolution:** The Board of Trustees of Essex County College approves the award of a bid in the total amount of **\$22,756.50** to **Carolina Biological Supply Company**, 2700 York Road, Burlington, NC 27215; **Fisher Scientific Company, LLC**, 4500Turnberry Drive, Hanover Park, IL 60133; **J&H Berge, Inc.**, 41111 South Clinton Avenue, South Plainfield, NJ 07080; **School Specialty Inc. DBA Frey Scientific**, 140 Marble Drive, Lancaster, PA 17601; **Worldwide Medical Products, Inc.**, 128 Wharton Road, Bristol, PA 19007; and **VWR International, LLC**, 5100 West Henrietta Road, Rochester, NY 14692 for Biology Lab Supplies for FY 2019-2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Radiography Equipment
Contact:	Dr. Jill Stein / Dean of STEM & Health Science
Meeting Date:	November 19, 2019
Agenda Item No.:	3-1.5/11-2019
Resolution Authorizing the award of a Bid for Radiography Equipment	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a bid in the total amount of **\$22,469.50** to **Jefferson Medical & Imaging, Inc.**, 5470 Berkshire Valley Road, Oak Ridge, NJ 07438 and **Salus Medical Products, LLC.**, 8123 Castleton Road, Indianapolis, IN 46250 for Radiography Equipment.

Bid # 8057 was advertised in The Star-Ledger on September 17, 2019. There were thirteen (13) bids solicited. Three (3) response were received, opened, and publicly read on October 1, 2019.

**Nature of Bid:** Essex County College – Radiography Equipment.

**Bid Item # 1 & 2:** The recommendation is for the lowest responsive and responsible bidder.

**Source of Funding:** The Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the following funds are available for this purpose:

Company Name	Type of Funds	Account #	\$ Amount
Jefferson Medical & Imaging, Inc.	Perkins Grant	29169-9169-7325	\$12,774.50
Salus Medical Products, LLC	Perkins Grant	29169-9169-7325	\$ 9,695.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a bid in the total amount of **\$22,469.50** to **Jefferson Medical & Imaging, Inc.**, 5470 Berkshire Valley Road, Oak Ridge, NJ 07438 and **Salus Medical Products, LLC.**, 8123 Castleton Road, Indianapolis, IN 46250 for Radiography Equipment.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Schenck, Price, Smith & King, LLP
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	November 19, 2019
Agenda Item No.:	3-1.6/11-2019
Resolution Authorizing the Payment for Legal Services	

**WHEREAS**, Essex County College had a need for outside legal services. **Schenck, Price, Smith & King, LLP** rendered services for the months of July and August 2019; and

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

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting February 27, 2018 approved the awarding of those twenty-two (22) contracts of which Schenck, Price, Smith & King, LLP were among at a rate of \$200.00 per hour; and

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

**WHEREAS**, The Vice-President of Business Operations/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 to **Schenck, Price, Smith & King, LLP** 220 Park Avenue, Florham Park, NJ 07932 for legal services rendered in the total amount of **\$2,865.38** for the following invoice:
  - **#1071530** for **\$2,141.44**, July 31, 2019 (Miscellaneous);
  - **#1076093** for **\$723.94**, August 31, 2019 (Miscellaneous); and
2. Specific line item against which this contract is to be charged is as follows:  
10-1701-7827 Operating Expense  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Lancaster Safety Consulting, Inc.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	November 19, 2019
Agenda Item No.:	3-1.7/11-2019
Resolution Authorizing the Award of a Contract for OSHA Safety Inspection, Report, & Gap Analysis	

**WHEREAS**, Essex County College has a need to approve a contract in the amount of **\$2,500.00** to **Lancaster Safety Consulting, Inc.**, 100 Bradford Road, Suite 100, Wexford, PA 15090; for a comprehensive OSHA Safety Inspection, Report, & Gap Analysis, with indemnification clause; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a.(1), Professional services; and

**WHEREAS**, 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 Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose; and Legal Department reviewed and approved contract documents; and

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a contract in the amount of **\$2,500.00** to **Lancaster Safety Consulting, Inc.**, 100 Bradford Road, Suite 100, Wexford, PA 15090; for a comprehensive OSHA Safety Inspection, Report, & Gap Analysis; with indenmnification clause;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a.(1);
3. Specific line item against which this blanket order is to be charged is as follows:  
10-0221-7461 Operational Expense  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Construction Contractors of NY Corp.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	November 19, 2019
Agenda Item No.:	3-1.8/11-2019
Resolution Authorizing the Award of a Bid for Student Welcome Center	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a bid in the amount of **\$322,000.00** to **Construction Contractors of NY Corp.**, 208 Russell Place, Hackensack, New Jersey 07601 for Student Welcome Center.

Bid # 8021 was advertised in The Star-Ledger on April 2, 2019. There were eight (8) bids solicited. A Pre-Bid conference was held on April 16, 2019. One (1) response was received, opened, and publicly read on May 2, 2019. This bid was rejected as non-responsive.

Bid # 8021-A was advertised in The Star-Ledger on June 4, 2019. There were five (5) bids solicited. A Pre-Bid conference was held on June 20, 2019. Three (3) responses were received, opened, and publicly read on July 16, 2019. This bid was rejected as non-responsible (Payment Bond do not provided) and the other responsible bidders were not reasonable as to price.

Bid # 8021-B was advertised in The Star-Ledger on September 3, 2019. There were seven (7) bids solicited. A Pre-Bid conference was held on September 17, 2019. Four (4) responses were received, opened, and publicly read on September 25, 2019. This bid was rejected because the college has determine that the bidders were not reasobale as to price (NJSA 18A:64A.25.5(24)c(ii)). Therefore, Essex County College enter into the negotiation with the bidders. The participants were advised to submit the Best and Final Offer bid.

Negotiation Letter was submitted to all bidders on October 2, 2019. There were Four (4) best and final offer solicited. Two (2) responses were received, opened, and publicly read on October 7, 2019. This negotiation was rejected as non-responsive.

Bid # 8060 was advertised in The Star-Ledger on October 15, 2019. There were six (6) bids solicited. A Pre-Bid conference was held on October 29, 2019. Four (4) responses were received, opened, and publicly read on November 6, 2019.

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

**Nature of Bid:** Essex County College – Student Welcome Center.

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

**Source of Funding:** The Vice-President of Business Operations/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 0-2018-00008:

<u>Campus</u>	<u>Account #</u>	<u>\$Amount</u>
Newark	901808-3107-7951	\$322,000.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a bid in the amount of **\$322,000.00** to **Construction Contractors of NY Corp.**, 208 Russell Place, Hackensack, New Jersey 07601 for Student Welcome Center.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	November 19, 2019
Agenda Item No.:	3-1.9/11-2019
Resolution Authorizing the Award of a Purchase for Access Control System and Classroom Wireless Locks	

**WHEREAS**, Essex County College has a need to approve a purchase in the total amount of **\$307,184.48** to **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)**, 322 Belleville Tpke., North Arlington, New Jersey 07031; for access control systems for the Megastructure, Center for Technology, Physical Education, and Center for Health Science Buildings under Chapter XII Funds and Classroom Wireless Locks in Information Commons under the Foundation for Instructional Technology (FIT) Project; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.9.(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 Contract # T-316 / A-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**, 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 Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose; and

**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 purchase in the total amount of **\$307,184.48** to **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)**, 322 Belleville Tpke., North Arlington, NJ 07031 for access control systems for the Megastructure, Center for Technology, Physical Education, and Center for Health Science Buildings under Chapter XII Funds and Classroom Wireless Locks in Information Commons under the Foundation for Instructional Technology (FIT) Project;
2. These purchases are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.9.(a);
3. Specific line item against which these purchases are to be charged are as follows:

<u>Account #</u>	<u>Description</u>	<u>\$ Amount</u>
901113-3104-7929A	Chapter XII (Ordinance # 0-2011-00013)	\$249,147.05
901109-3104-7929A	Chapter XII (Ordinance # 0-2011-00009)	\$ 16,927.95
902103-02103-7929	FIT Project	\$ 41,109.48

FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Ellucian Company, L.P.
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	November 19, 2019
Agenda Item No.:	3-1.10/11-2019
Resolution Authorizing the Award of a Contract for Professional Services under FIT Project	

**WHEREAS**, Essex County College has a need to approve a contract in the amount of **\$45,254.00** to **Ellucian Company L.P.**, 2003 Edmund Halley Drive, Suite 500, Reston, Virginia 20191 for Professional Services for remote administration of Banner System Upgrade under Foundation for Instructional Technology (FIT) Project; 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 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 Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose and Legal Department reviewed and approved contract documents; and

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a contract in the amount of **\$45,254.00** to **Ellucian Company L.P.**, 2003 Edmund Halley Drive, Suite 500, Reston, Virginia 20191; for Professional Services for remote administration of Banner System Upgrade under Foundation for Instructional Technology (FIT) Project;
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:  
902105-02105-7982 Foundation for Instructional Technology (FIT)  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Business Furniture Inc. (BFI) A Herman Miller, Inc.
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	November 19, 2019
Agenda Item No.:	3-1.11/11-2019
Resolution Authorizing the Award of a Purchase of Furniture for the Center for Learning & Teaching Excellence	

**WHEREAS**, Essex County College has a need to approve a purchase contract in the total amount of **\$117,249.50** to **Business Furniture Inc. (BFI) A Herman Miller, Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054 for furniture for the Center for Learning & Teaching Excellence under the GoBond Project; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.9.(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 Contract # A-81720, A81711, A81620, A81635, and A81721; 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 Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this; and

**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 purchase in the total amount of **\$117,249.50** to **Business Furniture Inc. (BFI) A Herman Miller, Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054 for furniture for the Center for Learning & Teaching Excellence under the GoBond Project;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.9.(a);
3. Specific line item against which this contract is to be charged is as follows:  
902103-02103-7902 GoBond Project  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jayson Hull
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	November 19, 2019
Agenda Item No.:	4-1/11-2019

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Jayson Hull, to the position of Marketing Assistant, for the Institutional Advancement Department, for the period from November 25, 2019 to June 30, 2019. 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. Three (3) applications were reviewed and one (1) was selected to be interviewed. Jayson Hull 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 Arts	2013	Essex County College Newark, NJ	Liberal Arts: Communications

**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 Jayson Hull, at the annual salary of \$40,000, to the position of Marketing Assistant, for the Institutional Advancement Department, for the period from November 25, 2019 to June 30, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Richard Perdomo
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	November 19, 2019
Agenda Item No.:	4-2/11-2019

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Richard Perdomo, to the position of Maintenance Technician, for the Facilities Management Department, for the period beginning November 20, 2019. The recommended annual salary for the position is \$31,500.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 10 applications were reviewed and selected to be interviewed. Richard Perdomo is the recommended candidate.

#### **DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)**

**FISCAL NOTES:** The recommended salary of \$31,500 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Richard Perdomo, at the annual salary of \$31,500, to the position of Maintenance Technician, for the Facilities Management Department, for the period beginning November 20, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	November 19, 2019
Agenda Item No.:	4-3/11-2019

**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>
Yvette Henry	Executive Director Human Resources	Administrative Confidential	03/06/2017	11/01/2019
Julio Izquierdo	Vice President of Business Operations and Chief Financial Officer	Administrative Confidential	03/04/2019	11/15/2019
Bianca Toliver	Senior Compliance Associate Office of Compliance	Administrative Confidential	12/09/2013	11/08/2019

**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. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Contract for Services-Newark Day Center
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	November 19, 2019
Agenda Item No.:	7-1.1/2019

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the contract with Newark Day Center to provide child services to residents of the City of Newark, New Jersey under the Abbott Program for the period of September 1, 2019 through June 30, 2020.

**BACKGROUND AND RATIONALE:** Essex County College has worked cooperatively with the Newark Day Center since 2005 and has offered child service under the Abbott Program through Newark Public Schools for children between the ages of three and four years of age. Through the Abbott Program our college will receive instructional and indirect costs for three classrooms of fifteen pre-school children per class for residents from the city of Newark, New Jersey. This service agreement allows for the continuation of these services to this agency and extends our outreach to the community.

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

**RESOLUTION:** The Board of Trustees approves the contract with Newark Day Center to provide child services to residents of the City of Newark, New Jersey under the Abbott Program for the period of September 1, 2019 through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Memorandum of Understanding: West Orange High School: High School Initiative
Contact:	Dr. Leigh Bello-de Castro, Associate Dean – Online Education and West Essex Campus
Meeting Date:	November 19 2019
Agenda Item No.:	7-1.2 / 11-2019

**RECOMMENDATION:** It is recommended that the Board of Trustees approve an agreement between Essex County College and West Orange High School for the purpose of creating the High School Initiatives for West Orange High School students.

**BACKGROUND AND RATIONALE:** The students of West Orange High School will be provided the opportunity to register for College level courses through the West Essex Campus beginning January 1, 2020 through June 30, 2020 to earn College credits. All courses will be held at West Orange High School after the school day is completed. West Orange High School has been a partner since 2014. Approximately 30 Seniors have applied to this program through the High School. West Orange High School will be invoiced to pay for the Adjunct Faculty to deliver these courses. ECC is able to count the credit hours towards our overall head count and FTE.

**FISCAL NOTES:** The College will be paid for services and text books by West Orange School District.

**RESOLUTION:** The Board of Trustees approves the agreement with West Orange High School to create the High School Initiatives for West Orange High School students.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 22, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Memorandum of Understanding: Office of the Secretary of Higher Education
Contact:	John Runfeldt, Executive Director of Institutional Effectiveness, Planning and Assessment
Meeting Date:	November 19, 2019
Agenda Item No.:	7-1.3/11-2019

**RECOMMENDATION:** This action constitutes a recommendation to the Board of Trustees to approve the signing of a memorandum of understanding (MOU) regarding the “Data sharing agreement between the New Jersey Office of the Secretary of Higher Education (OSHE) and Essex County College” and to continue the existing compliance agreement with the State reporting requirements known as NJ SURE (New Jersey Student Unit Record Enrollment).

**BACKGROUND AND RATIONALE:** The aforementioned data sharing agreement is a long-standing agreement between the State of New Jersey and higher education institutions dating back to 1986. Under this agreement, institutions submit a series of six annual student unit record enrollment (SURE) files to OSHE via a secure ftp server. OSHE uses SURE files to pre-populate a portion of Federal Integrated Postsecondary Education Data System (IPEDS) Surveys on behalf of the institutions. This ensures that State and Federal reporting are aligned, and cuts down on our Federal reporting burden of each institution. In addition, OSHE uses data derived from SURE files to create publicly available statistics that are available on the State website. OSHE was contacted regarding this MOU and it was confirmed that there are no changes to the existing agreement. The collection of signed MOU’s is part of a process to update OSHE’s recordkeeping since this paperwork has not been updated since prior to the turnover in State administration.

**FISCAL NOTES:** There is no fiscal impact pertaining to this agreement.

**RESOLUTION:** The Board of Trustees approves the signing of the “Data sharing agreement between the New Jersey Office of the Secretary of Higher Education (OSHE) and Essex County College”.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 19, 2019	