



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

May 24, 2022 – 4:30 PM

*A Virtual Meeting*

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

*<https://essex-edu.zoom.us/j/99359855442>*

*Or Telephone:*

*Dial 1 646 558 8656, then enter Webinar ID: 993 5985 5442 when prompted*

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

I.	Call to Order/Roll Call .....	Chair M. Bolden
II.	Open Public Meetings Act Announcement.....	Mrs. J. Grimes
III.	Minutes.....	Mrs. J. Grimes
IV.	Communications.....	Mrs. J. Grimes
V.	Public Comments on Agenda Items.....	TBD
VI.	Finance Committee Report.....	Mr. J. Zarra
	3-1.1/5-2022      Authorize the Award of a Purchase of Equipment for the Print Shop Department Quadient Inc., King of Prussia, PA Minor Capital and College Funded – Operating Expense	\$26,933.00
	3-1.2/5-2022      Authorize the Award of a Renewal for Preventive Maintenance Agreement for Printing Equipment Mark Andy, Inc., Chesterfield, MO College Funded – Operating Expense	\$26,927.00
	3-1.3/5-2022      Authorize the Award of License Renewal for Support Services and Time and Attendance System Kronos, Lowell, MA College Funded – Operating Expense	\$21,202.07
	3-1.4/5-2022      Authorize the Award of an Additional Payment for Learning Management System (LMS) License Learning Technologies Group, Inc. dba: Moodlerooms, Raleigh, NC College Funded – Operating Expense	\$42,200.00

3-1.5/5-2022	Authorize the Award of a Change Order for a Bid of the Exterior Doors Replacement Northeastern Interior Services, LLC., Little Falls, NJ Chapter XII Funded – Capital Expense	\$7,304.00
3-1.6/5-2022	Authorize the Award of a Two-Year Contract for Dental Insurance Services Delta Dental Plan of NJ, Inc., Parsippany, NJ College Funded – Operating Expense	\$515,505.00
3-1.7/5-2022	Authorize Award for Additional Blanket Order for Testing Materials National Healthcareer Association., Chicago, IL Newark One Stop and Pace Grant (NJDOL) Funded – Operating Expense	Amount not to Exceed \$40,000.00
3-1.8/5-2022	Authorize the Payment for Legal Services Fernandez Garcia, LLC., Morristown, NJ O’Toole Scrivo, LLC., Cedar Grove, NJ College Funded – Operating Expense	\$25,530.00 \$4,980.00
3-2.1/5-2022	Acceptance of Funds from the County of Essex and Setting the Date and Time for a Board of School Estimate Meeting	
3-2.2/5-2022	Amendment to February 25, 2022 Construction Contract with DMD	
3-2.3/5-2022	Authorize the Payment for Services Crystal Plaza, Livingston, NJ Self-Funded – Fundraising Expense	\$31,087.13
3-2.4/5-2022	Settlement Agreement – Stanley Mendelson	
3-2.5/5-2022	Settlement and General Release – Dr. Rashidah Hasan	

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

**Appointments**

- 4-1/5-2022 Michael Cresci  
 EOF Program Manager, Educational Opportunity Fund (EOF)  
 Salary \$56,000  
 Effective May 25, 2022
- 4-2/5-2022 Michael Ferris  
 Coordinator – Circulation and Library Information Services, Martin Luther King Jr. Library  
 Salary \$50,000  
 Effective May 25, 2022

4-3/5-2022 Ana Lilia Cazares  
Administrative Assistant, Non-Credit Program and Extension Centers  
Salary \$35,900  
Effective May 25, 2022

4-4/5-2022 Tayannah Clark  
Teacher Assistant, Child Development Center  
Salary \$23,660  
Effective May 25, 2022

4-5/5-2022 Jashawn Cherry  
Maintenance Technician, Facilities Management  
Salary \$40,500  
Effective May 25, 2022

4-6/5-2022 Calvin Wilson  
Police Officer, Public Safety  
Salary \$42,000  
Effective May 25, 2022

**Change in Title**

4-7/5-2022 Evens Wagnac  
Comptroller, Finance  
Salary \$120,000  
Effective June 1, 2022

**Resignations**

4-8/5-2022 Victor Colon  
Graphic Designer, Graphics  
Effective April 22, 2022

Zoltan Nagy  
Testing Center Coordinator, Testing  
Effective May 13, 2022

Joyce Alexander  
Teacher Assistant, Child Development Center  
Effective April 4, 2022

VIII. Educational Programs Committee Report .....Dr. A. Lewis

- 7-1.1/5-2022 Acceptance of Funds: Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant
- 7-1.2/5-2022 Acceptance of Funds: State of New Jersey Department of Human Services Division of Family Development – NJ ARP Stabilization Grant
- 7-1.3/5-2022 Approval of Agreement and Acceptance of Funds: Central New Jersey Maternal and Child Health Consortium, Inc.

- 7-1.4/5-2022 Application Submittal for: The Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) Grant Application
- 7-1.5/5-2022 Contract for Services: FOCUS Contract
- 7-1.6/5-2022 Joint Admissions Agreement: New Jersey Institute of Technology
- 7-1.7/5-2022 Memorandum of Agreement: Essex County Schools of Technology – West Caldwell High School Partnership
- 7-1.8/5-2022 Memorandum of Understanding: Program for Parents
- 7-1.9/5-2022 Service Agreement: Diligent Urgent Care, LLC and Essex County College
- 7-1.10/5-2022 Transfer Articulation Agreement Amendment: Montclair State University
- 7-1.11/5-2022 Honorary Degree, Associate in Liberal Arts – Assemblywoman Britnee N. Timberlake, 34<sup>th</sup> Legislative District

- IX. Site Facilities and Equipment Committee Report..... Ms. C. Morales
- X. Policy and Governance Committee Report.....Ms. I. Cruz
  - 7-3.1/5-2022 Revision to Board Policy 1-1: Implementation of Open Public Meetings Act
- XI. Community Relations Committee Report..... Ms. J. Wright
- XII. Alumni Association Report..... Mr. Nkuah Asare
- XIII. Student Government Association Report ..... Ms. Yolanda Brown
- XIV. Faculty Association Report..... Prof. Michael Frank
- XV. President’s Report..... Dr. Augustine Boakye  
President
- XVI. New Business ..... TBD
- XVII. Public Comments ..... TBD
- XVIII. Notice of Executive Session .....Mrs. J. Grimes
- XIX. Adjournment.....Chair M. Bolden

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



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Finance: Quadient, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	May 24, 2022
Agenda Item No.:	3-1.1/5-2022
	Resolution Authorizing the Award of a Purchase of an Equipment for the Print Shop Department

**WHEREAS**, Essex County College needs to procure new equipment from **Non-SBE/MBE/WBE, Quadient, Inc.**, 3100 Horizon Drive, King of Prussia, Pennsylvania 19404 in the amount of **\$20,621.00** for the Turnkey heavy-duty envelope printer, additional annual maintenance for the second year in the amount of **\$3,312.00**, and a Blanket Order of **\$3,000.00** for toners for the Print Shop Department, 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 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 T-0200/A-4126; and

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

**WHEREAS**, The award of this purchase shall be made as “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 Deputy Chief Finance Officer (DCFO) of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College is hereby authorized and directed to approve a purchase with **Quadient, Inc.** for new equipment, installation, training, initial supplies, 12 months warranty on all parts and labor of the Turnkey Printer System, additional annual maintenance for the second year, and a blanket order for toners in the total amount of **\$26,933.00** for the following:

<u>Description</u>	<u>FY22-23</u>	<u>FY23-24</u>
Turnkey Envelope Printer	\$20,621.00	
Annual Maintenance	Included	\$3,312.00
Toners	\$3,000.00	

2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3 and N.J.S.A.18A:64A-25.9(a);
3. Quadient, Inc. is the authorized vendor for the State of New Jersey Contract T-0200/A-4126.
4. The specific line item against which this purchase is to be charged is as follows:  
902013-3127-7901 Minor Capital Expense for \$20,621.00  
10-1765-7620 Operating Expense \$6,312.00  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – Mark Andy, Inc.	<b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:	May 24, 2022	
Agenda Item No.:	3-1.2/5-2022	
	Resolution Authorizing the Award of a Renewal for Preventive Maintenance Agreement for Printing Equipment	

**WHEREAS**, Essex County College needs to approve a renewal to **Non-SBE/MBE/WBE, Mark Andy, Inc.**, 18081 Chesterfield Airport Road, Chesterfield, Missouri 63005 for preventive maintenance for printing equipment located in the Print Shop of **\$26,927.00** from July 1, 2022, to 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 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**, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq., and the provisions of N.J.S.A.19:44A-20, 4 et seq.; and

**WHEREAS**, The award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 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 Deputy Chief Finance Officer (DCFO) of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College is hereby authorized and directed to approve a renewal to **Mark Andy, Inc.**, of **\$26,927.00** for a preventive maintenance agreement for printing equipment located in the Print Shop from July 1, 2022 to June 30, 2023. Subject to the availability of funds;
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 and N.J.S.A.18A:64A-25.5.a(9);
3. The specific line item against which this renewal is to be charged is as follows:  
10-1765-7620 Operating Expense  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: License Renewal – Kronos <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	May 24, 2022
Agenda Item No.:	3-1.3/5-2022
Resolution Authorizing the Award of License Renewal for Support Services and Time and Attendance System	

**WHEREAS**, Essex County College has a need to renew the annual support service in the total amount of **\$21,202.07** to **Non-SBE/MBE/WBE, Kronos**, 900 Chelmsford Street, Lowell, Massachusetts 01851 for the license of Software and Equipment Support, and Educational Services from July 1, 2022, to June 30, 2023, and Instructor Lead Educational Services; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.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**, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

**WHEREAS**, The award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 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 Deputy Chief Finance Officer (DCFO) of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College is hereby authorized and directed to approve a license renewal to **Kronos** for **\$21,202.77** from July 1, 2022 to June 30, 2023;
2. The Support Services and are as follow:

<u>Description</u>	<u>\$Amount</u>
Software Support Services	\$12,138.91
Equipment Support Services	\$ 6,481.54
Educational Services	\$ 2,582.32
3. This license is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
4. The specific line item against which this license is to be charged is as follows:  
10-1723-7511 Operating Expense  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Learning Technologies Group, Inc. dba: Moodlerooms <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Alvin Williams / Executive Dean of Academic Affairs <b>COVID-19</b>
Meeting Date:	May 24, 2022
Agenda Item No.:	3-1.4/5-2022
Resolution Authorizing the Award of an Additional Payment for Learning Management System (LMS) License	

**WHEREAS**, Essex County College needs to provide an additional payment of **\$42,200.00** from **Non-SBE/MBE/WBE, Learning Technologies Group, Inc. dba: Moodlerooms**, 434 Fayetteville Street, Raleigh, North Carolina, 27601 for the Learning Management System (LMS) license agreement for the period of 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-25.5.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**, On May 21, 2019 (3-1.3/5-2019), the Board of Trustees awarded a three-year contract of \$36,000.00 per year from July 1, 2019, through June 30, 2022, for the license agreement of the LSM Platform. The additional payment is for using services beyond the original contract quantity because of the pandemic. Due to the virtual learning needs of the institution, the College went over the allotted user count and storage as per the memo attached.

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

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

**WHEREAS**, The Deputy Chief Finance Officer (DCFO) of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College is hereby authorized and directed to approve an additional payment with **Learning Technologies Group, Inc. dba: Moodlerooms** of **\$42,200.00** for the Learning Management System (LMS) license agreement for the period of July 1, 2021, to June 30, 2022. Subject to the availability of funds;
2. The additional payment is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(19);
3. The specific line item against which this additional payment is to be charged is as follows:  
29010-9010-7511 CRRSAA Grant Funds – Cares Act 2.0  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Northeastern Interior Services, LLC. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	May 24, 2022
Agenda Item No.:	3-1.5/5-2022
Resolution Authorizing the Award of a Change Order for a Bid of the Exterior Doors Replacement	

**WHEREAS**, Essex County College needs to approve a change order of **\$7,304.00** 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 additional material and labor of the Exterior Doors Replacement to create a functional, touch-free, easily accessible ADA access, 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, and N.J.S.A.18A:64A-25.5.a(10) specialized machinery or equipment of a technical nature which will not reasonably permit the drawing of specifications, and the procurement thereof without advertising is in the public interest; and

**WHEREAS**, On June 22, 2021 (3-1.1/6-2021) the Board of Trustees awarded the Best and Final Offer Bid #8098-A of \$554,000.00 for Exterior Doors Replacement. The change order is on the original bid for the following items; moving of 7 ADA buttons, furnishing and installing aluminum posts, extending wires to the posts and installing the ADA buttons on six (6) locations, re-run wire, and installing the ADA button on the existing frame; and

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

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

**WHEREAS**, The Deputy Chief Finance Officer (DCFO) of Essex County College has determined and certified in writing that the funds are available for this purpose;

**NOW THEREFORE, BE IT RESOLVED** by 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 change order to **Northeastern Interior Services, LLC.** for **\$7,304.00** for additional material for the Exterior Doors Replacement. Subject to the availability of funds;
2. This change order is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, and 18A:64A-25.5.a(10);
3. The specific line item against which this contract is to be charged is as follows:  
90-0808-7951 Capital Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Delta Dental Plan of NJ, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Yvette Henry / Executive Director of Human Resources
Meeting Date:	May 24, 2022
Agenda Item No.:	3-1.6/5-2022
Resolution Authorizing the Award of a Two-Year Contract for Dental Insurance Services	

**WHEREAS**, Essex County College requires to approve the award of a two-year contract to **Non-SBE/MBE/WBE, Delta Dental Plan of NJ, Inc.**, PO Box 600, Parsippany, New Jersey 07054 to provide Dental Insurance to Essex County College employees in the total amount not to exceed **\$515,505.00** per year from July 1, 2022, through June 30, 2024; 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(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 College’s broker, IMAC Insurance Agency was requested to solicit proposals for dental coverage for eligible employees. Delta Dental of New Jersey is offering a reduction of 3.0% two-year renewal (see attached letter); and

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

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

**WHEREAS**, The Deputy Chief Finance Officer (DCFO) of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a contract with **Delta Dental Plan of NJ, Inc.**, in the total amount not to exceed **\$515,505.00** to provide Dental Insurance to Essex County College employees from July 1, 2022, through June 30, 2024. Subject to the availability of funds;
2. IMAC recommended that the College remain with Delta Dental because of services of extensive network of providers and track record for excellent customer service:
 

- Single Premier and Advantage @ \$53.76 for two-year rate x 55 employees	\$ 35,481.60
- Family Premier and Advantage @ \$124.40 for two-year rate x 125 employees	\$186,600.00
- Single PPO @ \$49.67 for two-year rate x 85 employees	\$ 50,663.40
- Family PPO @ \$115.60 for two-year rate x 175 employees	\$242,760.00
3. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.a(11);
4. The specific line item against which this contract is to be charged is as follows:  
10-000-2491 Operating Expense  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance – National Healthcareer Association <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Elvy M. Vieira / Dean of Community, Continuing Education, and Workforce Development
Meeting Date:	May 24, 2022
Agenda Item No.:	3-1.7/5-2022
Resolution Authorizing Award for Additional Blanket Order for Testing Materials	

**WHEREAS**, Essex County College needs to approve an additional blanket order for the purchase of certification tests for Allied Health Vocational Training under the Essex County Division of Training & Employment, the Newark One-Stop, and the PACE Grant funds in the total amount not to exceed **\$40,000.00** to **Non-SBE/MBE/WBE, National Healthcareer Association.**, 62280 Collection Center Drive, Chicago, IL 60693-0622 from May 2022 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 and N.J.S.A.18A:64A-25.5.a(6) Textbooks, copyrighted materials, student-produced publications, and services incidental thereto, library materials including without limitation books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials and specialized library services; and

**WHEREAS**, On March 22, 2022 (3-1.7/3-2022) the Board of Trustees approved the award of \$10,000.00 for testing materials for the Training, Inc. Department’s students, and the additional \$10,000.00 is to provide more certification test for students of the Training Inc. department until June 30, 2022; 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 award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 10:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

**WHEREAS**, The Deputy Chief Finance Officer (DCFO) of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College is hereby authorized and directed to approve an additional blanket order for the purchase of certification tests with **National Healthcareer Association**, in the total amount not to exceed **\$40,000.00**. Subject to the availability of funds;

<u>Description</u>	<u>FY21-22</u>	<u>FY22-23</u>
Blanket Order	\$10,000.00	\$30,000.00

2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts N.J.S.A.18A:64A-25.3 and N.J.S.A.18A:64A-25.5.a(6);
3. The specific line item against which this contract is to be charged is as follows:  
29798-9798-7792 Newark One Stop and PACE Grant (NJDOL)  
FY 2021/2022  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services
	<b>Minority Small Business Enterprise (MSBE) &amp; Small Business Enterprise (SBE)</b>
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	May 24, 2022
Agenda Item No.:	3-1.8/5-2022
Resolution Authorizing the Payment for Legal Services	

**WHEREAS**, Essex County College required outside legal services. **MSBE, Fernandez Garcia, LLC., and SBE, O’Toole Scrivo, LLC.** rendered services for January through March 2022; and

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

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting on March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts for rates between \$150.00 to \$350.00 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 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 Deputy Chief Finance Officer (DCFO) of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College is hereby authorized and directed to approve a payment to the following firms:
  - Fernandez Garcia, LLC. in the total amount of \$25,530.00:
    - **#799** for **\$6,075.00**, January 31, 2022 (General Billing);
    - **#826** for **\$9,465.00**, February 28, 2022 (General Billing);
    - **#860** for **\$9,990.00**, March 31, 2022 (General Billing);
  - O’Toole Scrivo, LLC. in the total amount of \$4,980.00:
    - **#107990** for **\$2,220.00**, February 28, 2022 (General Billing);
    - **#108999** for **\$2,760.00**, March 31, 2022 (General Billing);
2. The specific line item against which this payment is to be charged is as follows:  
10-1701-7827 Operating Expense, General Counsel Office  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Acceptance of Funds from the County of Essex and Setting the Date and Time for a Board of School Estimate Meeting
Contract:	Dr. Augustine Boakye, President
Meeting Date:	May 24, 2022
Agenda Item No:	3.2.1/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept additional funding from the County of Essex in the amount of six million dollars (\$6,000,000) for capital outlay dedicated to construction of a new parking deck at the West Essex Campus and other College pragmatic projects.

**BACKGROUND AND RATIONALE:** The county of Essex, led by the County Executive, offered to the College additional money to dedicate to the construction of a new parking deck at the West Essex Campus, including but not limited to other College pragmatic projects.

**FISCAL NOTES:** The funding will increase the College’s capital budget.

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

1. The Board of Trustees of Essex County College accepts additional funding from the County of Essex in the amount of six million dollars (\$6,000,000) in Fiscal Year 2022, exclusive of authorized Chapter 12 funds, for capital outlay dedicated to construction of a new parking deck at the West Essex Campus and other College pragmatic projects.
2. The President of Essex County College shall ensure that a copy of the statement of the said amount of money estimated to be necessary for all capital outlay expenses for the fiscal year ending 2022 be delivered to each member of the board of school estimate as soon as practicable;
3. The President of Essex County College shall ensure that appropriate notice of a public hearing by the Essex County College Board of School Estimate be provided;
4. A copy of the itemized statement be on file and open to examination of the public: 1) on the Essex County College website at [www.essex.edu](http://www.essex.edu); and 2) at the Office of Administration and Finance, Essex County College, Room 6116, 303 University Avenue, Newark, NJ 07102.
5. The Board of School Estimate shall hold a virtual public hearing with respect to the itemized statement on **June 23, 2022 at 10:00 am via Zoom** in accordance with the Open Public Meetings Act and the Governor’s Executive Order No. 107

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Finance: Amendment to February 25, 2022 Construction Contract with DMD Contracting, LLC <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	May 24, 2022
Agenda Item No:	3-2.2/5-2022

**WHEREAS:** Essex County College and DMD Contracting, LLC are parties to a certain Construction Contract dated February 25, 2022 (“Construction Contract”); and

**WHEREAS:** The parties agree to AMENDMENT No. 1, dated as of April 29, 2022, to the Construction Contract as follows subject to all terms and conditions set forth below, and

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

1. Certain terms and phrases generally those whose first letters are capitalized) that are defined in the Construction Contract shall retain their definitions set forth in the Construction Contract, except to the extend that may be deleted or modified in this Amendment.
2. Article 14.7 of the Construction Contract is amended by adding the following sentence at the end thereof: “Notwithstanding anything to the contrary in this Article 14.7, it shall be permissible for the “all risk” or equivalent policy form to provide Flood Coverage with a \$25,000,000 limit and Earthquake Coverage with a \$25,000,000 limit.”
3. This Amendment shall be binding upon the parties hereto and their respective successions and assigns.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Authorize the Payment of Services: Crystal Plaza
Contact:	Dr. Leigh M. Bello-de Castro, Associate Dean – Student Affairs/Special Projects
Meeting Date:	May 24, 2022
Agenda Item No.:	3-2.3/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve payment to the Crystal Plaza, Livingston, NJ, in the amount of \$31,087.13 as the final payment to the venue for the balance owed for the Presidential Scholarship Gala held on May 5, 2022.

**BACKGROUND AND RATIONALE:** The Presidential Scholarship Gala was held on May 5, 2022 at the Crystal Plaza in Livingston NJ. A deposit in the amount of \$27,500.00 was issued to the venue originally for the gala planned for May 7, 2020. Due to the Covid-19 pandemic the 2020 gala was postponed. The deposit has been applied to the full amount due of 58,587.13 leaving a balance of \$31,087.13 for the May 5, 2022 event. The College will be reimbursed the total cost from the sale of scholarship fundraiser tickets.

**FISCAL NOTES:** A budget is set aside for the Gala. The funds are available for Fiscal Year 2022. The specific line item against which this expense is to be charged is 29915-9915-7315.

**RESOLUTION:** The Board of Trustees of Essex County College approves the payment to the Crystal Plaza, Livingston, NJ, in the amount of \$31,087.13 as the payment to the venue for the balance owed for the Presidential Scholarship Gala held on May 5, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



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

Subject:	Settlement Agreement – Stanley Mendelson
Contact:	Dr. Augustine Boakye, President
Meeting Date:	May 24, 2022
Agenda Item No.:	3-2.4/5-2022

**WHEREAS**, Essex County College has provided Mr. Mendelson with certain Early Retirement Incentives (“ERI”) benefits, including reimbursement for COBRA and the premiums paid by Mr. Mendelson for Medicare Parts “B” and “D” coverage;

**WHEREAS**, in or around June 2021, Essex County College stopped making the Medicare Parts “B” and “D” reimbursements to Mr. Mendelson;

**WHEREAS**, the Parties seek to resolve all outstanding claims and mitigate further costs and the uncertainties of pursuing litigation; and

**WHEREAS**, the Parties resolved the matter via Settlement Agreement; and

**NOW THEREFORE, BE IT RESOLVED:** by the Essex County College Board of Trustees, the Settlement Agreement, relative to the reimbursement of Medicare “B” coverage, is approved.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Settlement and General Release – Dr. Rashidah Hasan
Contact:	Dr. Augustine Boakye, President
Meeting Date:	May 24, 2022
Agenda Item No.:	3-2.5/5-2022

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

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

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Michael Cresci
Contact:	Elvira Vieira, Dean of Community, Continuing Education and Workforce Development
Meeting Date:	May 24, 2022
Agenda Item No.:	4-1/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Michael Cresci, to the position of EOF Program Manager, for the Educational Opportunity Fund (EOF) Department, contingent upon grant funding, for the period May 25, 2022 through June 30, 2022 and the reappointment period July 1, 2022 through June 30, 2023. The recommended annual salary for the position is \$56,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 13 applications were reviewed and three (3) applicants were selected to be interviewed. Michael Cresci 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 Arts	2019	Montclair State University Montclair, NJ	English
● Bachelor of Arts	2011	Marist College Poughkeepsie, NY	English

**FISCAL NOTES:** The recommended salary of \$56,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Michael Cresci, at the annual salary of \$56,000, to the position of EOF Program Manager, for the Educational Opportunity Fund (EOF) Department, contingent upon grant funding, for the period May 25, 2022 through June 30, 2022 and the reappointment period July 1, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Michael Ferris
Contact:	Alvin Williams, Executive Dean of Faculty and Academics
Meeting Date:	May 24, 2022
Agenda Item No.:	4-2/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Michael Ferris, to the position of Coordinator of Circulation and Library Information Services, for the Martin Luther King Jr. Library, for the period May 25, 2022 through June 30, 2022 and the reappointment period July 1, 2022 through June 30, 2023. The recommended annual salary for the position is \$50,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 15 applications were reviewed and four (4) applicants were selected to be interviewed. Michael Ferris 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 Arts	2004	Kean University Union, NJ	History

**FISCAL NOTES:** The recommended salary of \$50,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Michael Ferris, at the annual salary of \$50,000, to the position of Coordinator of Circulation and Library Information Services, for the Martin Luther King Jr. Library, for the period May 25, 2022 through June 30, 2022 and the reappointment period July 1, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Ana Cazares
Contact:	Elvira Vieira, Dean of Community, Continuing Education and Workforce Development
Meeting Date:	May 24, 2022
Agenda Item No.:	4-3/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Ana Cazares, to the position of Administrative Assistant, for the Non-Credit Extensions Program, for the period May 25, 2022 through June 30, 2022 and the reappointment period July 1, 2022 through June 30, 2023. The recommended annual salary for the position is \$35,900.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of nine (9) applications were reviewed and three (3) applicants were selected to be interviewed. Ana Cazares 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 Applied Science	2009	Essex County College Newark, NJ	Accounting

**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 Ana Cazares, at the annual salary of \$35,900, to the position of Administrative Assistant, for the Non-Credit Extensions Program, for the period May 25, 2022 through June 30, 2022 and the reappointment period July 1, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Appointment, Tayannah Clark
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	May 24, 2022
Agenda Item No.:	4-4/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Tayannah Clark, to the position of Teacher Assistant, for the Child Development Center, for the period beginning May 25, 2022. The recommended annual salary for the position is \$23,660.

**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. Tayannah Clark is the recommended candidate.

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

**FISCAL NOTES:** The recommended salary of \$23,660 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Tayannah Clark, at the annual salary of \$23,660, to the position of Teacher Assistant, for the Child Development Center, for the period beginning May 25, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



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

Subject:	Personnel: Appointment, Jashawn Cherry
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	May 24, 2022
Agenda Item No.:	4-5/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Jashawn Cherry, to the position of Maintenance Technician, for the Facilities Management Department, for the period beginning May 25, 2022. The recommended annual salary for the position is \$40,500.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of eight (8) applications were reviewed and three (3) applicants were selected to be interviewed. Jashawn Cherry is the recommended candidate.

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

**FISCAL NOTES:** The recommended salary of \$40,500 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Jashawn Cherry, at the annual salary of \$40,500, to the position of Maintenance Technician, for the Facilities Management Department, for the period beginning May 25, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Calvin Wilson	
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)	
Meeting Date:		May 24, 2022
Agenda Item No.:		4-6/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Calvin Wilson, to the position of Police Officer, for the Public Safety Department, for the period beginning May 25, 2022. The recommended annual salary for the position is \$42,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of eight (8) applications were reviewed and three (3) applicants were selected to be interviewed. Calvin Wilson is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (NJ Police Training Commission (PTC) Certification):**

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Police Training Certification	2020	State of New Jersey Police Training Commission	

**FISCAL NOTES:** The recommended salary of \$42,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Calvin Wilson, at the annual salary of \$42,000, to the position of Police Officer, for the Public Safety Department, for the period beginning May 25, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Change in Title, Evens Wagnac
Contact:	Dr. Augustine Boakye, President
Meeting Date:	May 24, 2022
Agenda Item No.:	4-7/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the change in title of Evens Wagnac, from the title of Deputy Chief Financial Officer, to the title of Comptroller, for the Finance Area, for the period June 1, 2022 through August 31, 2022 and the reappointment period September 1, 2022 through August 31, 2023. The recommended annual salary for the position is \$120,000.

**BACKGROUND AND RATIONALE:** Evens Wagnac is being recommended for a change in title, due to the change in organizational structure.

**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	2014	University of Phoenix Miami, FL	Accounting
• Bachelor of Science	2004	University of Massachusetts Boston, MA	Economics

**FISCAL NOTES:** The recommended salary of \$120,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Evens Wagnac, at the annual salary of \$120,000, from the title of Deputy Chief Financial Officer, to the title of Comptroller, for the Finance Area, for the period June 1, 2022 through August 31, 2022 and the reappointment period September 1, 2022 through August 31, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	





**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	May 24, 2022
Agenda Item No.:	4-8/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees accept the resignations 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>
Victor Colon	Graphic Designer Graphics	Professional Level II	07/01/2014	04/22/2022
Zoltan Nagy	Coordinator Testing	Professional Level II	08/14/2017	05/13/2022
Joyce Alexander	Teacher Assistant Child Development Center	Support Staff Grade 4	01/04/2022	04/04/2022

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## 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:	May 24, 2022
Agenda Item No.:	7-1.1/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approves the application to re-apply for \$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 2023. The amount allocated per consortium partner is:

Consortium Partner	Agency
Essex County College (Lead Agency)	\$533,000
Jewish Vocational Services	\$285,000
East Orange Board of Education/ Fresh Start Academy High School	\$79,500
Essex County Vocational Technical High School	\$115,500
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
<b>Total</b>	<b>\$1,931,092</b>

**RESOLUTION:** The Board of Trustees approves the application to re-apply for \$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, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Acceptance of Funds: State of New Jersey Department of Human Services Division of Family Development-NJ ARP Stabilization Grant
Contact:	Ms. Virginia Flanigan, Director-Child Development Center
Meeting Date:	May 24, 2022
Agenda Item No.:	7-1.2/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees accepts funding from State of New Jersey Department of Human Services Division of Family Development - New Jersey American Rescue Plan (ARP) Stabilization Grant in the amount of \$120,000 for repairs, training, and upgrade of Child Development Center facilities.

**BACKGROUND AND RATIONALE:**

The from State of New Jersey Department of Human Services Division of Family Development issued a request for NJ ARP Stabilization grant (FR-003342) applications to eligible licensed childcare centers and registered family childcare providers. This grant provides \$150,000.00 for providers to use for wages and benefits, insurance, rent, mortgage, utilities, cleaning and sanitizing, professional development related to health and safety, mental health services, and other operational expenses to remain open and operating. Our Child Development Center submitted a grant application and was notified of the acceptance and approval of our application.

**FISCAL NOTES:**

Our Child Development will be awarded \$120,000.00 under this grant. There is no fiscal impact on the college.

**RESOLUTION:** The Board of Trustees of Essex County College accepts funding from State of New Jersey Department of Human Services Division of Family Develop- New Jersey American Rescue Plan (ARP) Stabilization Grant in the amount of \$120,000 for repairs, training, and upgrade of Child Development Center facilities.

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



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Approval of Agreement and Acceptance of Funds – Central New Jersey Maternal and Child Health Consortium, Inc.
Contact:	Dr. Elvy M. Vieira, Dean, Comm, Cont. Ed & Workforce Dev.
Meeting Date:	May 24, 2022
Agenda Item No.:	7-1.3/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the agreement between Central New Jersey Maternal and Child Health Consortium Inc. (CJFHC) and Essex County College to facilitate training opportunities for 40 incumbent participants in the Community Health Worker program. CJFHC agrees to provide funding in the amount of \$55,686 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 agreement between Central New Jersey Maternal and Child Health Consortium Inc. (CJFHC) and Essex County College to facilitate training opportunities for 40 incumbent participants in the Community Health Worker program. CJFHC agrees to provide funding in the amount of \$55,686 to be utilized to provide the above-mentioned services.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Application submittal for: The Strengthening Career and Technical Education for the 21 <sup>st</sup> Century Act (Perkins V) Grant Application
Contact:	Alvin Williams, Executive Dean, Academic Affairs
Meeting Date:	May 24, 2022
Agenda Item No.:	7-1.4/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College agree to apply for funding designed for the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) Fiscal Year 2023 Postsecondary Grant from the State of New Jersey Department of Education for the period of July 1, 2022 – June 30, 2023 (FY23).

**BACKGROUND AND RATIONALE:** The Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) FY 2023 Postsecondary Grant is distributed by the State of New Jersey Department of Education with the purpose to support the academic and career and technical skills of students who elect to enroll in Career and Technical Education (CTE) by expanding access to high-quality CTE programs for all students and removing existing barriers. The grant accomplishes this by developing and assisting students in meeting high standards, integrating academic and career and technical instruction, collecting and disseminating research and information on best practices, providing technical assistance and professional development, supporting partnerships among diverse stakeholders, and providing individuals with the knowledge and skills to keep our country competitive.

**FISCAL NOTES:** There will be no negative fiscal impact to the College. The funds will support CTE programs throughout the College to achieve the grant purpose.

**RESOLUTION:** The Board of Trustees of Essex County College agree to apply for funding designed for the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) Fiscal Year 2023 Postsecondary Grant from the State of New Jersey Department of Education for the period of July 1, 2022 – June 30, 2023 (FY23).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Contract for Services: FOCUS Contract
Contact:	Dr. Elvy Vieira, Dean, Community, Continuing Education & Workforce Development
Meeting Date:	May 24, 2022
Agenda Item No.:	7-1.5/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Contract for Services between Essex County College, hereinafter referred to as “Essex”, and FOCUS, a non-profit community services organization located in Newark, NJ, for the purpose of providing off-campus delivery of postsecondary education courses at FOCUS in the amount of \$55,000 from July 1, 2022 to June 30, 2023.

**BACKGROUND AND RATIONALE:** For over 50 years FOCUS has provided a myriad of services and educational programming to Newark’s Hispanic/Latino community. FOCUS has been a long-standing community education partner of Essex and has served as an Extension Center for over 30 years. Furthermore, Essex is designated as U.S. Department of Education Hispanic Serving Institution so the continued partnership demonstrates Essex’s commitment to serve the educational and workforce training needs of Newark’s Hispanic/Latino community.

**FISCAL NOTES:** The contract for services is from July 1, 2022 through June 30, 2023 in the amount of \$55,000.00. Refer to Schule B (Payment Schedule).

**RESOLUTION:** The Board of Trustees of Essex County College approves the Contract for Services between Essex County College and FOCUS, a non-profit community services organization located in Newark, NJ, for the purpose of providing off-campus delivery of postsecondary education courses at FOCUS in the amount of \$55,000 from July 1, 2022 to June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Joint Admissions Agreement – New Jersey Institute of Technology
Contact:	Dr. Alvin Williams, Dean of Faculty and Academics
Meeting Date:	May 24, 2022
Agenda Item No.:	7-1.6/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the Joint Admissions Agreement between Essex County College and the New Jersey Institute of Technology to provide priority transfer opportunities for qualified students enrolled at Essex County College and to enhance the value of articulation agreements between the collaborating institutions that apply to qualified high school students at the Essex County Schools of Technology, commencing September 1, 2022.

**BACKGROUND AND RATIONALE:** Under the terms of this Agreement, Essex County College students in good standing (2.5 or higher GPA and other program-specific requirements) enrolled in designated programs for which the institutions have articulated program agreements will be guaranteed admission into NJIT after completing at least thirty (30) college-level academic credits at Essex County College. Essex County College and NJIT have adopted and/or will adopt specific program-to-program articulation agreements for all Baccalaureate Degrees offered under the Joint Admissions Program and will update and/or supplement these articulation agreements as needed. An addendum to this Joint Admissions Agreement defines the procedures for students from Essex County Schools of Technology (ECST) to participate in the NJIT-ECC Joint Admissions Program.

**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 Joint Admissions Agreement between Essex County College and the New Jersey Institute of Technology to provide priority transfer opportunities for qualified students enrolled at Essex County College and to enhance the value of articulation agreements between the collaborating institutions that apply to qualified high school students at the Essex County Schools of Technology, commencing September 1, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Memorandum of Agreement: Essex County Schools of Technology – West Caldwell High School Partnership
Contact:	Dr. Elvy Vieira, Dean of Community, Continuing Education and Workforce Dev.
Meeting Date:	May 24, 2022
Agenda Item No.:	7-1.7/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the agreement between Essex County College, hereinafter referred to as “the College” and the Essex County Schools of Technology, hereinafter referred to as “ECST” for the purpose of utilizing office and classroom space at ECTS from July 1, 2022 to June 30, 2023.

**BACKGROUND AND RATIONALE:** The College’s West Essex Campus located in West Caldwell is undergoing construction of a new branch campus building during FY23. The College seeks to continue the partnership with ECST-West Caldwell High School, a County high school facility, to provide office and classroom space for instruction and serve as a College extension site for the duration of the construction period.

**FISCAL NOTES:** This partnership will allow the College to continue to serve the academic needs of the County’s West Essex community. The College will benefit fiscally from the additional college enrollment. The usage fee is included in the College operating budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the Essex County Schools of Technology – West Caldwell High School partnership Essex County College and the Essex County Schools of Technology for the purpose of utilizing office and classroom space at ECTS from July 1, 2022 to June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Memorandum of Understanding – Program for Parents
Contact:	Dr. Alvin Williams, Dean of Faculty and Academics
Meeting Date:	May 24, 2022
Agenda Item No.:	7-1.8/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the Memorandum of Understanding with Program for Parents (P4P) to offer academic credits to students that have attained the non-credit Child Development Associate credential (CDA) through courses with P4P.

**BACKGROUND AND RATIONALE:** Students who have successfully completed the non-credit CDA course requirements through courses taken at P4P, obtained their CDA Credential, are admitted into ECC Education Program, and successfully pass three prescribed credit-based courses, will be awarded nine additional college credits that can be applied to the Education A.A. degree program. Such an agreement provides a non-credit to credit pathway that allows students to acquire a stackable credential with upward mobility in the education field.

**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 Memorandum of Understanding with Program for Parents (P4P) to offer academic credits to students that have attained the non-credit Child Development Associate Credential (CDA) through courses with P4P.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Service Agreement: Diligent Urgent Care, LLC and Essex County College
Contact:	Dr. Keith Kirkland, Dean of Student Affairs
Meeting Date:	May 24, 2022
Agenda Item No.:	7-1.9/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the amendment to the service agreement between Essex County College and Diligent Urgent Care, LLC wherein extending the agreement to provide COVID-19 testing on campus for an additional term of June 1, 2022 through June 30, 2023.

**WHEREAS:** The ongoing Coronavirus pandemic has necessitated the need to implement safeguards to prevent the spread of the COVID-19 virus among our students and staff.

**WHEREAS:** As part of our college’s updated Coronavirus 2021-2022 Academic Restart Plan, we will continue to engage Diligent Urgent Care, LLC to provide COVID-19 testing on-campus for 200 students and staff as well as telemedicine screenings on a weekly basis during the period of June 1, 2022 to June 30, 2022.

**WHEREAS:** Upon the express written consent of the individual student, faculty or staff member, Diligent Urgent Care, LLC staff will perform regularly scheduled rapid and polymerase chain reaction (PCR) COVID-19 tests on-campus and provide the individual and designated college administrators with same day test results to assist with mitigating the spread of the COVID-19 virus on campus and throughout our community.

**RESOLUTION:** The Board of Trustees of Essex County College approves the amendment to the service agreement between Essex County College and Diligent Urgent Care, LLC wherein extending the agreement to provide COVID-19 testing on campus for an additional term of June 1, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Transfer Articulation Agreement Amendment: Montclair State University
Contact:	Dr. Alvin Williams, Dean of Faculty and Academics
Meeting Date:	May 24, 2022
Agenda Item No.:	7-1.10/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the Amendment to the Transfer Articulation Agreement between Essex County College and Montclair State University to facilitate transfer of graduates of the Associate in Applied Science (AAS) Nursing Degree Program, commencing in the Spring of 2022.

**BACKGROUND AND RATIONALE:** Under the terms of the Amendment to the Transfer Articulation Agreement last executed on July 25, 2018, Essex County College graduates of the Nursing Program will continue to be accepted into the Montclair State University Bachelor of Science in Nursing Degree Program. The 2018 Agreement is hereby updated to incorporate the new FIRST AMMENDMENT TO AGREEMENT and its Exhibits A and B that define transfer eligibility, application procedure, admissions process, and delineates specific program-to-program course transfer. The terms of the Agreement incorporating this amendment are for five years and will automatically renew annually unless terminated by either party.

**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 Amendment to the Transfer Articulation Agreement between Essex County College and Montclair State University to facilitate transfer of graduates of the Associate in Applied Science (AAS) Nursing Degree Program, commencing in the Spring of 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Honorary Degree, Associate in Liberal Arts – Assemblywoman Britnee N. Timberlake,
Contact:	34th Legislative District Dr. Augustine A. Boakye, President
Meeting Date:	May 24, 2022
Agenda Item No.:	7-1.11/5-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College grant the Honorary Degree of Associate in Liberal Arts to Assemblywoman Britnee N. Timberlake, 34th Legislative District and approve Britnee N. Timberlake as the keynote speaker at the 53rd annual commencement of Essex County College on Friday, June 3, 2022.

**BACKGROUND AND RATIONALE:** Britnee N. Timberlake has been a member of the New Jersey General Assembly, representing the 34th Legislative District, comprised of Clifton, East Orange, Orange, and Montclair. She serves as Vice-Chair of the Community Development and Affairs Committee and a member of the Housing Committee. Timberlake is the youngest state legislator in both the New Jersey Senate and Assembly.

Assemblywoman Timberlake has sponsored numerous bills to improve the quality of life for all. She was the first elected official (as President of the formerly named Essex County Freeholder Board) in New Jersey to pass a resolution in support of raising the minimum wage to \$15 an hour, which will occur state-wide in 2024.

Assemblywoman Timberlake is the founder of the Essex Community Land Trust, a nonprofit organization that provides permanent, affordable housing and financial empowerment opportunities for working class families throughout Essex County. She previously served as an AmeriCorps Member in Union County and housing chair of the Montclair NAACP.

The Honorary Degree of Associate in Arts recognizes Assemblywoman Britnee N. Timberlake, 34th Legislative District exemplary career and acknowledges the accomplishments of a famed native of Essex County.

**FISCAL NOTES:** There is no impact on college funding.

**RESOLUTION:** The Board of Trustees of Essex County College authorizes the granting of a Honorary Degree of Associate in Liberal Arts to Assemblywoman Britnee N. Timberlake, 34th Legislative District and approves Britnee N. Timberlake as the keynote speaker at the 53rd annual commencement of Essex County College on Friday, June 3, 2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE: May 24, 2022	



## **BOARD OF TRUSTEES**

### **REQUEST FOR BOARD ACTION**

Subject:	Revised Board Policy 1-1: Implementation of Open Public Meetings Act
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	May 24, 2022
Agenda Item No.:	7-3.1/5-2022

**RESOLUTION:** The Board of Trustees of Essex County College revises Board Policy 1-1 “Implementation of Open Public Meetings Act” as set forth below and effective immediately for the purpose of complying with N.J.A.C. 5:39-1.1 *et seq.*

## **ESSEX COUNTY COLLEGE**

### **BOARD POLICY**

#### **BP 1-1 IMPLEMENTATION OF OPEN PUBLIC MEETINGS ACT**

**REFERENCE:** N.J.S.A. 10:4-6 *et seq.*  
N.J.A.C. 5:39-1.1

#### **BP 1-1 IMPLEMENTATION OF OPEN PUBLIC MEETINGS ACT**

**REFERENCE:** N.J.S.A. 10:4-6

N.J.A.C. 5:39-1.1 *et seq.*

The Board of Trustees of Essex County College hereby directs the President of the College to carry out the following provisions for appropriate implementation of the Open Public Meetings Act (“Act”): (Definitions are stated in N.J.S.A. 10:4-8) and the regulations for Emergency Remote Meeting Protocol for Local Public Bodies per N.J.A.C. 5:39-1 *et. seq.* (Definitions are stated N.J.A.C. 5:39-1.2)

#### **1. Notice for Board of Trustee Meetings:**

a. For all meetings, adequate notice must be given to at least two newspapers circulating in Essex County; be posted in a public location; be given to the Clerk of Essex County; be mailed to those persons who have requested such notice and prepaid a set fee of \$10.00 to the Board liaison; and contain the time, date, and place of the meetings.

b. For regular meetings, adequate notice must be mailed and posted within seven (7) days after adoption of the annual schedule; and be maintained throughout the year as a valid schedule.

c. For special meetings, adequate notice must be sent at least forty-eight (48) hours in advance; and contain an agenda and a statement as to whether formal action will be taken at the meeting.

d. Upon the affirmative vote of three quarters of members of the Board of Trustees present, the Board of Trustees may hold an emergency meeting without adequate notice. As soon as possible after calling such meeting, notice must be posted in a public location and

telephoned, telegraphed, or hand delivered to two newspaper(s); and contain an agenda and a statement of whether formal action will be taken at the meeting.

e. In addition to the notice requirements of the Act, electronic notice may be provided through the Internet at least forty-eight hours in advance of the meeting, giving the time, date, location and to the extent known, the agenda of any regular, special or rescheduled meeting, and a statement of whether formal action will be taken at the meeting.

f. The Board of Trustees further directs the Chairman or his/her designee to announce publicly at every meeting and cause to be entered into the official minutes an accurate statement as to the adequacy of the notice of that meeting, or, in the case that adequate notice was not provided, reasons for this inadequacy in accordance with the appropriate law.

**2. Executive Session:** The Act provides for specific circumstances in which a session of the Board of Trustees may be closed to the public.

**3. Electronic Participation in Board of Trustee Meetings:** The Board of Trustees authorizes the Chairperson of the Board to allow Board of Trustees to participate electronically in a Board meeting if there is good cause why the Trustee cannot attend in person and the request is received sufficiently in advance to allow a good quality electronic connection to be set up. Trustees who participate in a Board of Trustee Meeting through electronic means may be counted in the quorum. The location of the electronic connection must be in the same location as the meeting to allow the public to adequately monitor the meeting.

**4. Public Participation at Board of Trustee Meetings:** Each member of the public shall state their first and last name and each statement made by a participant shall be limited to three (3) minutes duration during the public session of the meeting. The presiding officer of the meeting may:

- a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
- b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
- c. Request any person to leave the meeting when that person does not observe reasonable decorum;
- d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
- e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and
- f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

**5.** The Board of Trustees further directs the Secretary of the Board to keep accurate minutes in a reasonably comprehensive manner. The minutes must contain:

- a. time, place, and date of meeting;

- b. members present;
- c. subjects considered;
- d. actions taken;
- e. vote of each member;
- f. any additional information required by law.

6. The minutes must be promptly available to the public. Minutes that have not been adopted should be stamped "Not Yet Adopted and Subject to Change." Any audio/visual recordings of a public session shall be maintained by the College for a period not to exceed 30 days after the adoption of minutes governing said public session.

**7. Remote Public Board of Trustee Meetings:** The Board of Trustees may hold a remote Board of Trustee meeting as may be permitted under the Act.

**8. Remote Public Board of Trustee Meeting During a Declared Emergency:** The Board of Trustees may hold a remote Board of Trustee meeting during a declared emergency in accordance with N.J.A.C. 5:39-1.1.

- a. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.
- b. In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting.
- c. If the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.
- d. Remote Board of Trustee meetings may be held by means including, but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio, and Internet-accessible technology, such as live-streaming.
- e. The Board of Trustees shall provide the public with similar access to a remote public meeting as Trustees, staff of the Board, and any individuals seeking one or more approvals from the Board.
  - (1) If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting in both audio and video capacities. This shall not prohibit the Board from holding the remote public meeting through means which are audio only.



(2) If the Board meeting held in-person the Board shall not prohibit members of the public from attending in-person.

f. The Board of Trustees may broadcast the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions. Public participation in remote or hybrid or in-person public meetings shall be in accordance with paragraph 4 of this Board Policy. However, in advance of the remote public meeting, public comments to be submitted to the Board Liaison by electronic mail and in written letter form by a reasonable deadline to be read at the Board meeting. Each statement submitted by a member of the public shall include their first and last name and contact details of the commenter. Each statement shall be limited to three minutes. No anonymous comments will be accepted.

g. When entering into an executive or closed session, the Board shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.

**ATTACHMENTS: No**

Approved: 2/7/76  
Revised: 11/2/81  
Revised: 4/ /95  
Revised: 9/ /97  
Revised: 5/5/05  
Revised: 12/17/19  
Revised: 10/19/21  
Revised: 5/24/22

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 24, 2022	