



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

April 20, 2021
4:30 pm

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Webinar ID: 959 9758 8149

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

Actions – Recommended for Approval by the Board

3-1.1/4-2021	Authorize the Award of a License Renewal for VMware Dell Computers, Round Rock, TX College Funded – Operating Expense	\$9,095.16
3-1.2/4-2021	Authorize the Award of a Purchase of F5 Network Transceivers – Degree Works SHI International Corporation, Somerset, NJ College Funded – Operating Expense	\$2,730.20
3-1.3/4-2021	Authorize the Award of an Amendment to Contract for Additional Architectural Services Arcari & Iovino Architects, PC, Little Ferry, NJ Chapter XII Funded – Capital Expense	\$7,900.00
3-1.4/4-2021	Authorize the Award of a License for Telephone Remote Access Johnston GP, Inc. DBA Johnston Communications (JCT Solutions), North Arlington, NJ CRRSAA Grant Funded – Operating Expense	\$6,576.00

3-1.5/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services Johnson Controls Fire Protection, LP, Rockaway, NJ College Funded – Operating Expense	\$72,306.68
3-1.6/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for HVAC Preventive Maintenance Services and General Repair Services McCloskey Mechanical Contractors, Inc., Blackwood, NJ College Funded – Operating Expense	\$63,336.00
3-1.7/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for Maintenance, Service, and Repairs for Elevators #1-11 Richmond Elevator Co., Staten Island, NY College Funded – Operating Expense	\$28,377.24
3-1.8/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for Heating Boilers Maintenance & Service Magic Touch Construction, Jersey City, NJ College Funded – Operating Expense	\$20,010.00
3-1.9/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for Pest Control Services E&G Exterminators, Inc., South Amboy, NJ College Funded – Operating Expense	\$14,716.00
3-1.10/4-2021	Authorize the Payment for Repairs to the Fire Alarm, Fire Suppression Systems Johnson Controls Fire Protection, LP, Rockaway, NJ College Funded – Operating Expense	\$5,031.00
3-1.11/4-2021	Authorize the Service for Repairs to the Police Headquarters and the Supervisors Office Area DeSesa Engineering Company, Inc., Livingston, NJ College Funded – Operating Expense	\$3,734.90
3-1.12/4-2021	Authorize the Award of Second-Year of the Two-Year Bid for Stationery and Office Supplies WB Mason Co., Inc., Secaucus, NJ College Funded – Operating Expense	Amount not to Exceed \$65,000.00
3-1.13/4-2021	Authorize the Award of Second-Year of the Two-Year Proposal for Medical Services for Students and Employees Ironbound Medical Services, Newark, NJ College and Student Athletics Funded – Operating Expense	Amount not to Exceed \$121,015.00

3-1.14/4-2021	Authorize the Award of a Bid for Perkins Engineering Equipment CDW Government, LLC, Vernon Hills, IL Carl D. Perkins Funded – Operating Expense	\$36,759.00
3-1.15/4-2021	Authorize the Award of a Bid for Perkins Engineering Supplies/Software Pasco Scientific, Roseville, CA Carl D. Perkins Funded – Operating Expense	\$21,139.16
3-1.16/4-2021	Authorize the Award of Advertisement Services Irving Street Rep, Inc., Paterson, NJ New Jersey Educational Opportunity Fund (EOF) – Operating Expense	Amount not to Exceed \$14,000.00
3-1.17/4-2021	Authorize the Award of Additional Services for Audit of the College’s Financial Statements Clifton Larson Allen, LLP, Minneapolis, MN College Funded – Operating Expense	\$6,352.50
3-1.18/4-2021	Award of a Contract for Professional Consulting Services Ron Goldfarb, Prospect, CT College Funded – Operating Expense	\$5,500.00
3-1.19/4-2021	Authorize the Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense	\$2,445.00
3-1.20/4-2021	Authorize the Payment for Legal Services O’Toole Scrivo LLC., Cedar Grove, NJ College Funded – Operating Expense	\$3,560.00
3-1.21/4-2021	Authorize the Award of a procurement for E-Books and Periodicals Library Collection ProQuest, LLC., Ann Arbor, MI Minor Capital Funded (\$120,000) – Operating Expense College Funded (\$2,236.26) – Operating Expense	\$122,236.26
3-1.22/4-2021	Authorize the Award of a Service for Banner Student eTranscript Implementation Ellucian Company, L.P., Chicago, IL Cares II Institutional Funds – Operating Expense	\$10,528.00
3-2.1/4-2021	Write-Off of Outstanding Tuition Receivables	

VII. Personnel Committee ReportMrs. J. Grimes

Actions – Recommended for Approval by the Board

Appointments

- 4-1/4-2021 Samantha Brannigan
Assistant Director, Institutional Effectiveness
Institutional Effectiveness, Planning and Assessment
Salary: \$55,000
Effective May 10, 2021

- 4-2/4-2021 Carlos Vazquez
Administrative Assistant – Scheduling
Academic Affairs
Salary \$50,000
Effective May 3, 2021

- 4-3/4-2021 Dionna Calloway
Teacher Assistant
Child Development Center
Salary: \$23,500
Effective May 3, 2021

Granting of Tenure

- 4-4/4-2021 Mary Jenkins
Instructor – Social Work
Social Sciences Division
Salary: \$57,976
Effective January 1, 2022

- 4-5/4-2021 Kenneth Mailly
Instructor – Physical Therapy
Nursing and Health Sciences Division
Salary: \$62,715
Effective September 1, 2021

Re-Appointment Listing

4-6/4-2021	Effective Period	
Administrative Personnel	09/01/2021 – 09/31/2022	23
Administrative/Confidential Personnel	09/01/2021 – 08/31/2022	19
Tenure-Track and Non-Tenure Track Faculty	09/01/2021 – 08/31/2022	9
Professional Personnel	07/01/2021 – 06/30/2022	100
Professional/Confidential Personnel	07/01/2021 – 06/30/2022	22
	Total Employee Renewals	173

Retirements

4-7/4-2021 Stephen Keister
Librarian, Professor
Martin Luther King Library
Effective June 30, 2021

Mary Kyei
Security Officer
Public Safety
Effective May 31, 2021

Tommie Hugee
Security Officer
Public Safety
Effective May 31, 2021

George Murphy
Security Officer
Public Safety
Effective May 31, 2021

Carlos Chirino
Police Officer
Public Safety
Effective April 30, 2021

Resignations

4-8/4-2021 Syrion Jack
Deputy General Counsel / Chief Compliance Officer
Compliance
Effective March 26, 2021

Joy Tolliver
General Counsel
Legal Affairs
Effective April 9, 2021

Jeremy Alvarado
Security Officer
Public Safety
Effective March 12, 2021

Peter Denis
Police Officer
Public Safety
Effective March 14, 2021

Supplement

4-9/4-2021 Rosa Reyes
Additional Responsibilities – Purchasing
04/01/2021 – 06/30/2021
Amount: \$2,500

VIII. Educational Programs Committee ReportDr. A. Lewis

Actions – Recommended for Approval by the Board

7-1.1/4-2021 Acceptance of Funds: Consolidated Adult Basic Skills and Integrated English
Literacy and Civics Education Grant

7-1.2/4-2021 Budget Modification: Strengthening Career & Technical Education for the 21st
Century Act (Perkins V)

7-1.3/4-2021 Acceptance of Agreement and Acceptance of Funds: Southern New Jersey
Perinatal Cooperative

7-1.4/4-2021 Acceptance of Funds: NJ Department of Children and Families

IX. Site Facilities and Equipment Committee Report Ms. C. Morales

Action – Recommended for Approval by the Board

7-2.1/4-2021 Conduct an Online Auction

X. Policy and Governance Committee ReportMs. I. Cruz

XI. Community Relations Committee Report..... Ms. J. Wright

XII. Alumni Association Report TBD

XIII. Student Government Association Report..... Ms. Sapphire Rodriguez

XIV. Faculty Association Report Prof. Michael Frank

XV. President’s Report Dr. Augustine Boakye
Interim President

XVI. New Business TBD

XVII. Public Comments TBD

XVIII. Notice of Executive SessionMrs. J. Grimes

XIX. Adjournment.....Chair M. Bolden

***Public meeting agenda subject to change**



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Pay to Play – Dell Computers	Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:	April 20, 2021	
Agenda Item No.:	3-1.1/4-2021	
Resolution Authorizing the Award of a License Renewal for VMware		

WHEREAS, Essex County College needs to renew the VMware server infrastructure virtualization license in the total amount of **\$9,095.16** to **Non-SBE/MBE/WBE, Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 from March 9, 2021, through March 11, 2022, in which contracts 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-25.9(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property, NASPO Value Point Computer M-0003 State Contract Number VMW01 Contract #343395463; and

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a license renewal with **Non-SBE/MBE/WBE, Dell Computers** in the total amount of **\$9,095.16** for the following:

<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>
vSphere 6 Standard	03/09/2020 - 03/11/2022	\$3,593.16
vCenter Server 7 Standard	12/28/2020 - 03/11/2022	\$1,716.30
vSphere 7 Standard	12/28/2020 - 03/11/2022	\$2,154.30
VMware maintenance		\$1,631.40
2. These renewals are awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, and N.J.S.A.18A:64A-25.9(a);
3. Dell Computers is the authorized vendor for the National Association of State Procurement Officials (NASPO) Value Point Computer M-0003 State Contract Number VMW01 Contract #343395463;
4. The Determination of Value is placed on file with this resolution;
5. The specific line item against which these renewals are to be charged are as follows:
10-1723-7511 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Pay to Play – SHI International Corporation Minority Woman Business Enterprise (MWBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.2/4-2021
Resolution Authorizing the Award of a Purchase of F5 Network Transceivers – Degree Works	

WHEREAS, Essex County College needs to approve a purchase of F5 Network Transceivers to connect the new Degree Works system Load Balancer to the network infrastructure of **\$2,730.20** to **SHI International Corporation**, 290 Davidson Avenue, Somerset, New Jersey 08873, vendor approved by the State of New Jersey under Minority Woman Business Enterprise (**MWBE**) to increase capacity and reliability of Degree Works applications; in which contracts 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-25.9(a). Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State by the Division of Purchase and Property. State of New Jersey, National Association of State Procurement Officials (NASPO) Value Point Contract #AR615; and

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase with **MWBE, SHI International Corporation** of **\$2,730.20** for F5 Network Transceivers;
2. This purchase is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, and 18A:64A-25.5.9(a);
3. SHI International Corp. is the authorized vendor for the National Association of State Procurement Officials (NASPO) Value Point Contract #AR615;
4. The Determination of Value is placed on file with this resolution;
5. The specific line item against which this purchase is to be charged is as follows:
10-1723-7620 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Services – Arcari & Iovino Architects, PC Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.3/4-2021
Resolution Authorizing the Award of an Amendment to Contract for Additional Architectural Services	

WHEREAS, Essex County College needs to approve an additional service of **\$7,900.00** to **Arcari & Iovino Architects, PC**; 1 Katherine Street, Little Ferry, New Jersey 07643, vendor approved by the State of New Jersey under **Small Business Enterprise (SBE)** for mechanical and structural engineering services to complete the IT Renovation project, in which contracts goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(1), Professional services; and

WHEREAS, On October 20, 2020 (3-1.1/10-2020), the Board of Trustees approved the architectural services of **\$23,800.00** for the Information Technology Department’s renovation. The additional services of **\$7,900.00** are required to provide a mechanical system that will offer heating, cooling, and ventilation to the entire area. Amendment to the AIA contract is attached; and

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

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

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

WHEREAS, **Arcari & Iovino Architects, PC** has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; and

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve an amendment contract with **SBE, Arcari & Iovino Architects, PC** of **\$7,900.00** for additional architectural services for the Information Technology Department’s renovation;
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. The Business Disclosure Entity Certification, and the Determination of Value are placed on file with this resolution;
4. The specific line item against which this contract is to be charged is as follows:

901706-3117-7952A Chapter XII, Ordinance # 0-2017-00006
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – Johnston GP, Inc. DBA Johnston Communications (JCT Solutions) Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.4/4-2021 COVID-19
Resolution Authorizing the Award of a License for Telephone Remote Access	

WHEREAS, Essex County College needs to approve a license of **\$6,576.00** for hosted call center service to support the communication needs of employees to **Non-SBE/MBE/WBE, Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)**, 322 Belleville Tpke., North Arlington, New Jersey 07031, considering the matters relating to the Coronavirus pandemic (**COVID-19**) in Essex County; in which contracts 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-25.9(a). Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State by the Division of Purchase and Property. State of New Jersey Contract #T-1316; and

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a license with **Non-SBE/MBE/WBE, Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)** of **\$6,576.00** for hosted call center service, considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County;
2. This license is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, and N.J.S.A.18A:64A-25.9(a);
3. Johnston GP, Inc. is the authorized vendor for the State of New Jersey Contract #T-1316;
4. The Determination of Value memo is placed on file with this resolution;
5. The specific line item against which this purchase is to be charged is as follows:
29007-1723-7511 CRRSAA Grant Funds
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Johnson Controls Fire Protection, LP Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.5/4-2021
Resolution Authorizing the Award of Second-Year of the Two Year Bid for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services	

Recommendation: It is recommended that the Board of Trustees approve the award of the second year of the two-year bid to **Non-SBE/MBE/WBE, Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services of **\$72,306.68** from July 1, 2021, through June 30, 2022.

Bid #8079 was advertised in The Star-Ledger on March 31, 2020. There were eight (8) bids solicited. A Pre-Bid conference was held on April 14, 2020. One (1) response was received, opened, and publicly read on April 23, 2020.

Nature of Bid: Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services.

Bid Item #1-11: **The recommendation is for the lowest responsive and responsible bidder.**

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

<u>Campus</u>	<u>Account #</u>	<u>FY 21-22</u>
Newark & S. Housing	10-7251-7620L	\$55,947.00
Allowance	10-7251-7620L	\$ 9,500.00
West Essex	10-7252-7620L	\$ 5,359.68
Allowance	10-7252-7620L	<u>\$ 1,500.00</u>
		\$72,306.68

Resolution: The Board of Trustees of Essex County College approves the award of the second year of the two-year bid to **Non-SBE/MBE/WBE, Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services of **\$72,306.68** from July 1, 2021, through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – McCloskey Mechanical Contractors, Inc. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.6/4-2021
	Resolution Authorizing the Award of Second-Year of the Two Year Bid for HVAC Preventive Maintenance Services and General Repair Services

Recommendation: It is recommended that the Board of Trustees approve the award of the second year of the two-year bid to **McCloskey Mechanical Contractors, Inc.**, 445 Lower Landing Road, Blackwood, New Jersey 08012, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) for HVAC Preventive Maintenance Services and General Repair Services of **\$63,336.00** from July 1, 2021, through June 30, 2022.

Bid #8087 was advertised in The Star-Ledger on April 24, 2020. There were eight (8) bids solicited. A Pre-Bid conference was held on May 7, 2020. Two (2) responses were received, opened, and publicly read on May 19, 2020.

Nature of Bid: HVAC Preventive Maintenance Services and General Repair Services

The maintenance agreement is for the following Fiscal Year:

HVAC PM Services	General Repairs Services Allowances	Total Amount
\$53,336.00	\$10,000.00	\$63,336.00

Bid Item #1-3: **The recommendation is for the first lowest responsive and responsible bidder.**

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

Campus	Account #	FY 21-22
Newark	10-7351-7620J	\$47,578.00
West Essex	10-7252-7620J	\$15,758.00
		\$63,336.00

Resolution: The Board of Trustees of Essex County College approves the award of the second year of the two-year bid to **McCloskey Mechanical Contractors, Inc.**, 445 Lower Landing Road, Blackwood, New Jersey 08012, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) for HVAC Preventive Maintenance Services and General Repair Services of **\$63,336.00** from July 1, 2021, through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Pay to Play – Richmond Elevator Co. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.7/4-2021
Resolution Authorizing the Award of Second-Year of the Two Year Bid for Maintenance, Service, and Repairs for Elevators #1-11	

Recommendation: It is recommended that the Board of Trustees approve the award of the second year of the two-year bid to **Non-SBE/MBE/WBE, Richmond Elevator Co.**, 17 Rector Street, Staten Island, New York 10310 for Maintenance, Service, and Repairs for Elevators #1-11 of **\$28,377.24** from July 1, 2021, through June 30, 2022.

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

Bid #8085 was advertised on April 9, 2020. There were ten (10) bids solicited. A Pre-Bid conference was held on April 23, 2020. Four (4) responses were received, opened, and publicly read on May 5, 2020.

Nature of Bid: Maintenance, Service, and Repairs for Elevators #1-11

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

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

<u>Campus</u>	<u>Account #</u>	<u>FY 21-22</u>
Newark	10-7251-7622	\$28,377.24

Resolution: The Board of Trustees of Essex County College approves the award of the second year of the two-year bid to **Non-SBE/MBE/WBE, Richmond Elevator Co.**, 17 Rector Street, Staten Island, New York 10310 for Maintenance, Service, and Repairs for Elevators #1-11 of **\$28,377.24** from July 1, 2021, through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Pay to Play – Magic Touch Construction Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.8/4-2021
	Resolution Authorizing the Award of Second-Year of the Two Year Bid for Heating Boilers Maintenance & Service

Recommendation: It is recommended that the Board of Trustees approve the award of the second year of the two-year bid to **Magic Touch Construction**, 132 Mallory Avenue, Jersey City, New Jersey 07304, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Heating Boilers Maintenance & Service of **\$20,010.00** from July 1, 2021, through June 30, 2022.

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

Bid #8081 was advertised on April 28, 2020. There were eleven (11) bids solicited. Three (3) responses were received, opened, and publicly read on May 12, 2020.

Nature of Bid: Heating Boilers Maintenance & Service

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

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

<u>Campus</u>	<u>Account #</u>	<u>FY 21-22</u>
Newark	10-7351-7620	\$ 6,645.00
Allowance	10-7351-7620	\$ 8,000.00
West Essex	10-7252-7620B	\$ 2,865.00
Allowance	10-7252-7620B	<u>\$ 2,500.00</u>
		\$20,010.00

Resolution: The Board of Trustees of Essex County College approves the award of the second year of the two-year bid to **Magic Touch Construction**, 132 Mallory Avenue, Jersey City, New Jersey 07304, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Heating Boilers Maintenance & Service of **\$20,010.00** from July 1, 2021, through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Pay to Play – E&G Exterminators, Inc. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.9/4-2021
Resolution Authorizing the Award of Second-Year of the Two Year Bid for Pest Control Services	

Recommendation: It is recommended that the Board of Trustees approve the award of the second year of the two-year bid to **E&G Exterminators, Inc.**, 122 North Broadway, South Amboy, New Jersey 08879, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Pest Control Services of **\$14,716.00** from July 1, 2021, through June 30, 2022.

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

Bid #8083 was advertised on April 28, 2020. There were ten (10) bids solicited. Two (2) responses were received, opened, and publicly read on May 12, 2020.

Nature of Bid: Pest Control Services

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

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

<u>Campus</u>	<u>Account #</u>	<u>FY 21-22</u>
Newark	10-7202-7610	\$11,154.00
West Essex	10-7252-7610	\$ 3,562.00
		\$14,716.00

Resolution: The Board of Trustees of Essex County College approves the award of the second year of the two-year bid to **E&G Exterminators, Inc.**, 122 North Broadway, South Amboy, New Jersey 08879, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Pest Control Services of **\$14,716.00** from July 1, 2021, through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 - Johnson Controls Fire Protection, LP Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.10/4-2021 Resolution Authorizing the Payment for Repairs to the Fire Alarm, Fire Suppression Systems

WHEREAS, Essex County College needs to approve payment for repairs to the Fire Alarm, Fire Suppression Systems of **\$5,031.00** to **Non-SBE/MBE/WBE, Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 for July 2020, 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 June 16, 2020 (3-1.6/6-2020), the Board of Trustees awarded Bid #8079 in the total amount of \$72,306.68, Newark Campus of \$55,947.00 plus Allowances \$9,500.00, and West Essex Campus of \$5,359.68 plus Allowances \$1,500.00 for the Fiscal Year 2020/2021 for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services. The vendor provided some repairs, some of them requested by the Fire Inspector during construction of the Student Welcome Center, and the Center for Teaching & Learning Excellence projects, which they have submitted various invoices for the repairs of deficiencies, leaving a negative balance of \$5,031.00 on the allowance account; 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 County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment with **Non-SBE/MBE/WBE, Johnson Controls Fire Protection, LP** for repairs to the Fire Alarm, Fire Suppression System's allowances:

<u>Location</u>	<u>Invoice #</u>	<u>\$Amount</u>
Newark Campus	86973947	\$5,031.00

2. This payment 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 payment is to be charged is as follows:
10-7251-7620L Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – DeSesa Engineering Company, Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.11/4-2021
	Resolution Authorizing the Service for Repairs to the Police Headquarters and the Supervisors Office Area

WHEREAS, Essex County College needs to approve a repair of the 7.5 Ton Split System of **\$3,734.90** to **Non-SBE/MBE/WBE, DeSesa Engineering Company, Inc.**, 83 Dorsa Avenue, Livingston, New Jersey 07039 for the cooling system, and supplying air for the Police Headquarters and the Supervisors Office Area, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

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

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

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

WHEREAS, DeSesa Engineering Co., Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; and

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a service with **Non-SBE/MBE/WBE, DeSesa Engineering Company, Inc.**, of **\$3,734.90** to repair the 7.5 Ton Split System in the Headquarters and the Supervisors Office Area;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.a(9);
3. The Business Disclosure Entity Certification, Request for Emergency Purchase, and the Determination of Value are placed on file with this resolution;
4. The specific line item against which this service is to be charged is as follows:
10-1351-7620N Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – WB Mason Co., Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.12/4-2021
	Resolution Authorizing the Award of Second-Year of the Two-Year Bid for Stationery & Office Supplies

Recommendation: It is recommended that the Board of Trustees approve the award of the second year of the two-year bid to **Non-SBE/MBE/WBE, WB Mason Co., Inc.**, 535 Secaucus Road, Secaucus, New Jersey 07094 for Stationery & Office Supplies in the amount not to exceed **\$65,000.00** from July 1, 2021, through June 30, 2022.

Bid# 8080 was advertised in The Star-Ledger on April 28, 2020. There were nine (9) bids solicited. One (1) response was received, opened, and publicly read on May 12, 2020.

Nature of Bid: Stationery & Office Supplies

Bid Item #1-8: **The recommendation is for the lowest responsive and responsible bidder.**

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

<u>Department</u>	<u>Account #</u>	<u>FY 21-22</u>
Auxiliary Services	10-1701-7501A	\$65,000.00

Resolution: The Board of Trustees of Essex County College approves the award of the second year of the two-year bid to **Non-SBE/MBE/WBE, WB Mason Co., Inc.**, 535 Secaucus Road, Secaucus, New Jersey 07094 for Stationery & Office Supplies in the amount not to exceed **\$65,000.00** from July 1, 2021, through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Ironbound Medical Services Non-SBE/MBE/WBE
Contact:	Yvette Henry / Director of Human Resources
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.13/4-2021
Resolution Authorizing the Award of Second-Year of the Two Year Proposal for Medical Services for Students and Employees	

Recommendation: It is recommended that the Board of Trustees approve the award of the second year of the two-year proposal to **Non-SBE/MBE/WBE, Ironbound Medical Services**, 221 Chestnut Street, Newark, New Jersey 07105 for medical services for students and employees in the amount not to exceed **\$121,015.00** from July 1, 2021, through June 30, 2022.

Proposal # FY20RFP-05 was advertised in The Star-Ledger on May 15, 2020. There were two (2) proposals solicited. One (1) response was received, opened, and publicly read on June 2, 2020.

Nature of Bid: Medical Services for Students and Employees

Bid Item #1-18: **The recommendation is for the lowest responsive and responsible bidder.**
Ironbound Medical Services is a one-stop medical center.

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

<u>Department</u>	<u>Account #</u>	<u>FY 21-22</u>
Human Resources	10-1501-6242	\$101,515.00
Student Athletics	32-8215-6242	<u>\$ 19,500.00</u>
		\$121,015.00

Resolution: The Board of Trustees of Essex County College approves the award of the second year of the two-year proposal to **Non-SBE/MBE/WBE, Ironbound Medical Services**, 221 Chestnut Street, Newark, New Jersey 07105 for medical services for students and employees in the amount not to exceed **\$121,015.00** from July 1, 2021, through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – CDW Government, LLC Small Business Enterprise (SBE)
Contact:	Dr. Alvin Williams / Executive Dean of Faculty & Academics
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.14/4-2021
Resolution Authorizing the Award of a Bid for Perkins Engineering Equipment	

Recommendation: It is recommended that the Board of Trustees approves the award of two bids in the total amount of **\$36,759.00** to **CDW Government, LLC**, 230 N Milwaukee Avenue, Vernon Hills, Illinois 60061, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for EinScan-Pro 2X 3D Scanner and XPS Tower 8940 for the Center for Technology Department.

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

Bid# 8101-A was advertised in The Star-Ledger on March 9, 2021. There were six (6) bids solicited. Two (2) responses were received, opened, and publicly read on March 23, 2021.

Bid# 8102 was advertised in The Star-Ledger on March 2, 2021. There were five (5) bids solicited. One (1) response was received, opened, and publicly read on March 16, 2021.

Nature of Bid: 8101-A Essex County College – EinScan-Pro 2X 3D Scanner
8102 Essex County College – XPS Tower(s)

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

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

<u>Bid Number</u>	<u>Type of Funds</u>	<u>Account #</u>	<u>\$Amount</u>
8101-A	Carl D. Perkins	29152-9152-7325	\$ 9,650.00
8102	Carl D. Perkins	29152-9152-7325	\$27,109.00

Resolution: The Board of Trustees of Essex County College approves the award of two bids in the total amount of **\$36,759.00** to **CDW Government, LLC**, 230 N Milwaukee Avenue, Vernon Hills, Illinois 60061, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for EinScan-Pro 2X 3D Scanner and XPS Tower 8940 for the Center for Technology Department.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Pasco Scientific Non-SBE/MBE/WBE
Contact:	Dr. Alvin Williams / Executive Dean of Faculty & Academics
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.15/4-2021
Resolution Authorizing the Award of a Bid for Perkins Engineering Supplies/Software	

Recommendation: It is recommended that the Board of Trustees approves the award of a bid of **\$21,139.16 to Non-SBE/MBE/WBE Pasco Scientific**, 10101 Foothills Blvd, Roseville, California 95747 for Engineering Supplies/Software for the Center for Technology Department.

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

Bid# 8100-A was advertised in The Star-Ledger on March 9, 2021. There were three (3) bids solicited. One (1) response was received, opened, and publicly read on March 23, 2021.

Nature of Bid: 8100-A Essex County College – Engineering Supplies/Software

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

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

<u>Type of Funds</u>	<u>Account #</u>	<u>\$Amount</u>
Carl D. Perkins	29152-9152-7325	\$11,234.20
Carl D. Perkins	29152-9152-7501	\$ 8,927.85
Carl D. Perkins	29152-9152-7505	\$ 977.11

Resolution: The Board of Trustees of Essex County College approves the award of a bid of **\$21,139.16 to Non-SBE/MBE/WBE Pasco Scientific**, 10101 Foothills Blvd, Roseville, California 95747 for Engineering Supplies/Software for the Center for Technology Department.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Irving Street Rep, Inc. Minority Small Business Enterprise (MSBE)
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.16/4-2021
Resolution Authorizing the Award of Advertisement Services	

WHEREAS, Essex County College requires advertisement services of **Irving Street Rep, Inc.**, 620 Park Avenue, Paterson, New Jersey 07504, vendor approved by the State of New Jersey under Minority Small Business Enterprise (**MSBE**) who will serve to place media on radio stations and ads on Facebook, Instagram, and YouTube to promote awareness for Essex County College – EOF Spring 2021, in the amount not to exceed **\$14,000.00**, in which contracts 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(20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

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

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

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

WHEREAS, **Irving Street Rep, Inc.** has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; and

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a service with **MSBE, Irving Street Rep, Inc.**, 620 Park Avenue, Paterson, New Jersey 07504 in the amount not to exceed **\$14,000.00** to promote Essex County College – EOF Spring 2021 advertising campaign:

<u>Description</u>	<u>\$Amount</u>
Radio Ads	\$8,000.00
Social Media Ads	\$6,000.00

2. This service is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, and N.J.S.A.18A:64A-25.5.a(20);
3. The Business Disclosure Entity Certification and the Determination of Value are placed on file with this resolution;
4. The specific line items against which this service is to be charged is as follows:
29202-9202-7320 New Jersey Educational Opportunity Fund (EOF) FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Clifton Larson Allen, LLP. Small Business Enterprise (SBE)
Contact:	Evens Wagnac / Deputy CFO / Comptroller
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.17/4-2021
Resolution Authorizing the Award of an Additional Services for Audit of the College's Financial Statements	

WHEREAS, Essex County College needs to approve an additional professional service of **\$6,352.50** to **Clifton Larson Allen, LLP**, 220 South Sixth Street, Minneapolis, Minnesota 55402, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the College's Financial Statements for the year ended June 30, 2020, in which contracts goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(1), Professional Services; and

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a service with **SBE, Clifton Larson Allen, LLP**, for additional professional services of **\$6,352.50** for the College's Financial Statements for the year ended June 30, 2020;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(1);
3. The Determination of Value is placed on file with this resolution;
4. The specific line item against which this service is to be charged is as follows:
10-1701-7180 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Ron Goldfarb Small Business Enterprise (SBE)
Contact:	John Runfeldt / Institutional Effectiveness, Planning, & Assessment
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.18/4-2021
Resolution Authorizing the Award of a Contract for Professional Consulting Services	

WHEREAS, Essex County College needs to approve a contract of **\$5,500.00** to **Ron Goldfarb** 75 Cherry Circle, Prospect, Connecticut 06712, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for professional services from the date of award through June 30, 2021, in which contracts goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(15), Professional Consulting Services; and

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

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

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

WHEREAS, **Ron Goldfarb** has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; and

WHEREAS, The Chief Finance Officer (CFO) of Essex County College has determined and certified in writing that the funds are available for this purpose, and the Office of General Counsel reviewed and approved the contract,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a contract with **SBE, Clifton Larson Allen, LLP.** for Middle States Self-Study Editorial consultant of **\$5,500.00** from the date of award through June 30, 2021;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(15);
3. The Business Disclosure Entity Certification and the Determination of Value are placed on file with this resolution;
4. The specific line item against which this contract is to be charged is as follows:
10-0217-7180 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – Genova Burns Attorneys-At-Law Small Business Enterprise (SBE)
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.19/4-2021
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College required outside legal services. **Genova Burns Attorneys-At-Law**, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**), rendered services for February 2021; 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, Request for Qualification #FY20-RFQ1 was advertised in The Star-Ledger newspaper on January 28, 2020 and was opened and publicly announced on February 12, 2020. There were sixteen (16) respondents; and

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts of which Genova Burns Attorneys-At-Law was among at a rate of \$250.00 per hour; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a payment to **SBE, Genova Burns Attorneys-At-Law** for legal services rendered in the amount of **\$2,445.00** for the following invoice:
 - **#436457** for **\$2,445.00**, February 28, 2021 (Lisa Durden);
2. The specific line item against which these payments are to be charged are as follows:
10-1701-7827 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – O’Toole Scrivo, LLC Small Business Enterprise (SBE)
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.20/4-2021
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College required outside legal services. **O’Toole Scrivo Fernandez Weiner Van Lieu, LLC**, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**), rendered services for February 2021; 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, Request for Qualification #FY20-RFQ1 was advertised in The Star-Ledger newspaper on January 28, 2020 and was opened and publicly announced on February 12, 2020. There were sixteen (16) respondents; and

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts of which O’Toole Scrivo, LLC was among at a rate of \$200.00 per hour; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a payment to **SBE, O’Toole Scrivo, LLC**. for legal services rendered in the amount of **\$3,560.00** for the following invoice:
 - **#96959** for **\$3,560.00**, February 28, 2021 (General Billing);
2. The specific line item against which this payment is to be charged is as follows:
10-1701-7827 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Finance: Purchase over \$36,400.00 – ProQuest, LLC (Small Business Enterprise – SBE)
Contact:	Elvira Vieira / Dean of Community & Continuing Ed
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.21/4-2021
Resolution Authorizing the Award of a Procurement for E-Book and Periodicals Library Collection	

WHEREAS, Essex County College needs to approve a purchase of e-books and periodicals library collection in the total amount of **\$122,236.26** from **ProQuest, LLC**, 789 East Eisenhower Pkwy, Ann Arbor, Michigan 48108, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**); in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(6) Textbooks, copyrighted materials, student-produced publications, and services incidental thereto, library materials including without limitation books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials and specialized library services; and

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

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

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

WHEREAS, **ProQuest, LLC** has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; and

WHEREAS, The Chief Finance Officer (CFO) of Essex County College has determined and certified in writing that the funds are available for this purpose, and the Office of General Counsel reviewed and approved the contract,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase with (**SBE**), **ProQuest, LLC** in the total amount of **\$122,236.26** for E-Book and Periodicals Library Collection;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(6);
3. The Business Disclosure Entity Certification and the Determination of Value are placed on file with this resolution;
4. The specific line item against which this purchase is to be charged is as follows:

902013-3127-7911 Minor Capital \$120,000.00	
10-6000-7911 Operating Expense \$2,236.26	FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Ellucian Company, L.P. Small Business Enterprise (SBE)
Contact:	Dr. Keith Kirkland / Dean of Student Affairs
Meeting Date:	April 20, 2021
Agenda Item No.:	3-1.22/4-2021
Resolution Authorizing the Award of a Service for Banner Student eTranscript Implementation	

WHEREAS, Essex County College has a need to approve a professional service of **\$10,528.00** to **Ellucian Company, L.P.**, 14083 Collections Center Drive, Chicago, Illinois 60693, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Banner Student eTranscript Implementation, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.5.a(15), Professional consulting services; and

WHEREAS, On February 23, 2021 (7-1.3/2-2021), the Board of Trustees approved the Master Service Agreement and Statement of Work between the National Student Clearinghouse and ECC to provide Enrollment and Education Financial Industry Reporting, Course Exchange Information, Digital Signature Services, and Rights Management, Education Verification and Authentication Services, Student Tracker Colleges and Universities, and Student Electronic Transcript Exchange services from January 1, 2021 through December 30, 2021. The service of **\$10,528.00** is to implement with Clearinghouse to allow students to request transcripts through the Clearinghouse website; and

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

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

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

WHEREAS, **Ellucian Company, L.P.** has completed and submitted a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in Essex County in the previous one year and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract. Therefore, The Business Disclosure Entity Certification, and the Determination of Value are placed on file with this resolution; and

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a service with **SBE, Ellucian Company, L.P.**, of **\$10,528.00** for Banner Student eTranscript Implementation;
2. This service is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.5.a(15);
3. Specific line item against which this service is to be charged is as follows:

29010-9010-7180 CARES II Institutional Funds
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Finance: Write-Off of Outstanding Tuition Receivables
Contact:	Dr. Augustine A. Boakye, Interim President
Meeting Date:	April 20, 2021
Agenda Item No.:	3-2.1/4-2021

WHEREAS, The certified independent audit of the College for Fiscal Year 2020 indicates outstanding gross student tuition receivable of \$7,389,965; and

WHEREAS, The College has reviewed the current status for these receivables and determined that \$1,515,647.63 is deemed uncollectible; and

WHEREAS, The College has reserved fully this amount by charging fiscal year 2020 operations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Essex County College approves the Write-Off of Outstanding Student Tuition Receivables of \$1,515,647.63 pertaining to fiscal year 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Samantha Brannigan
Contact:	John Runfeldt, Executive Director, Institutional Effectiveness, Planning & Assessment
Meeting Date:	April 20, 2021
Agenda Item No.:	4-1/4-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Samantha Brannigan, to the position of Assistant Director of Institutional Effectiveness, for the Institutional Effectiveness, Planning & Assessment Department, for the period May 10, 2021 through June 30, 2021 and the reappointment from July 1, 2021 through June 30, 2022. The recommended annual salary for the position is \$55,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 14 applications were reviewed and three (3) applicants were selected to be interviewed. Samantha Brannigan 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	Anticipated May 2021	Montclair State University Montclair, NJ	Higher Education
• Bachelor of Arts	2019	Kean University Union, NJ	History and Psychology
• Associate in Science	2017	Middlesex County College Edison, NJ	Education

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

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Samantha Brannigan, at the annual salary of \$55,000, to the position of Assistant Director of Institutional Effectiveness, for the Institutional Effectiveness, Planning & Assessment Department, for the period May 10, 2021 through June 30, 2021 and the reappointment from July 1, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Carlos Vazquez
Contact:	Alvin Williams, Acting Executive Dean of Faculty & Academics
Meeting Date:	April 20, 2021
Agenda Item No.:	4-2/4-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Carlos Vazquez, to the position of Administrative Assistant - Scheduling, for the Academic Affairs Area, for the period May 3, 2021 through June 30, 2021 and the reappointment from July 1, 2021 through June 30, 2022. 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 seven (7) applications were reviewed and four (4) applicants were selected to be interviewed. Carlos Vazquez is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (ASSOCIATE’S DEGREE REQUIRED):

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Bachelor of Science	2019	Fairleigh Dickinson University Teaneck, NJ	Business Administration
• Bachelor of Science	2013	Universidad Mexicana Mexico City, Mexico	Marketing and Advertising

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 Carlos Vazquez, at the annual salary of \$50,000, to the position of Administrative Assistant - Scheduling, for the Academic Affairs Area, for the period May 3, 2021 through June 30, 2021 and the reappointment from July 1, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Appointment, Dionna Calloway
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	April 20, 2021
Agenda Item No.:	4-3/4-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Dionna Calloway, to the position of Teacher Assistant, for the Child Development Center, contingent upon grant funding, for the period beginning May 3, 2021. The recommended annual salary for the position is \$23,500.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of five (5) applications were reviewed and two (2) applicants were selected to be interviewed. Dionna Calloway is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED):

FISCAL NOTES: The recommended salary of \$23,500 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Dionna Calloway, at the annual salary of \$23,500, to the position of Teacher Assistant, for the Child Development Center, contingent upon grant funding, for the period beginning May 3, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Granting of Tenure, Mary Jenkins
Contact:	Alvin Williams, Executive Dean of Faculty & Academics
Meeting Date:	April 20, 2021
Agenda Item No.:	4-4/4-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the granting of tenure of Mary Jenkins, to the academic rank of Instructor, in the discipline of Social Work, for the Social Sciences Division, effective January 1, 2022. The recommended annual salary for the position is \$57,976.

BACKGROUND AND RATIONALE: Mary Jenkins has served in the capacity of Instructor of Social Work since January 2017 and has demonstrated clear and positive evidence of excellence in scholarship and classroom performance. She has made significant contributions to the College, its students, and the community.

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 Social Work	2007	Rutgers University Newark, NJ	Social Work
● Bachelor of Social Work	2005	Rutgers University Newark, NJ	Social Work

FISCAL NOTES: The recommended salary of \$57,976 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the granting of tenure of Mary Jenkins, at the annual salary of \$57,976, to the academic rank of Instructor, in the discipline of Social Work, for the Social Sciences Division, effective January 1, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Granting of Tenure, Kenneth Maily
Contact:	Alvin Williams, Executive Dean of Faculty & Academics
Meeting Date:	April 20, 2021
Agenda Item No.:	4-5/4-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the granting of tenure of Kenneth Maily, to the academic rank of Instructor, in the discipline of Physical Therapy, for the Nursing and Health Sciences Division, effective September 1, 2021. The recommended annual salary for the position is \$62,715.

BACKGROUND AND RATIONALE: Kenneth Maily has served in the capacity of Instructor of Physical Therapy since September 2016 and has demonstrated clear and positive evidence of excellence in scholarship and classroom performance. He has made significant contributions to the College, its students, and the community.

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 Public Administration	2010	Seton Hall University South Orange, NJ	Public Administration
● Bachelor of Science	1985	State University of New York Brooklyn, NY	Physical Therapy

FISCAL NOTES: The recommended salary of \$62,715 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the granting of tenure of Kenneth Maily, at the annual salary of \$62,715, to the academic rank of Instructor, in the discipline of Physical Therapy, for the Nursing and Health Sciences Division, effective September 1, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Re-Appointment Listing
Contact:	Dr. Augustine Boakye, Interim President
Meeting Date:	April 20, 2021
Agenda Item No.:	4-6/4-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the re-appointment of the administrative, professional, tenure-track and non-tenure track faculty employees identified on the attached Re-Appointment of Personnel listings for the periods indicated.

BACKGROUND AND RATIONALE: Consistent with the annual contract renewal process, employee listings by employment classification are submitted to the Board of Trustees for approval. Employee count by classification is as follows:

	Effective Period	
Administrative Personnel	09/01/2021- 08/31/2022	23
Administrative/Confidential Personnel	09/01/2021 - 08/31/2022	19
Tenure-Track and Non-Tenure Track Faculty	09/01/2021 - 08/31/2022	9
Professional Personnel	07/01/2021 - 06/30/2022	100
Professional/Confidential Personnel	07/01/2021 - 06/30/2022	22
TOTAL EMPLOYEE RENEWALS		173

FISCAL NOTES: Salaries of employees recommended for re-appointment are included in the College's 2021-2022 annual operating budget.

RESOLUTION: The Board of Trustees of Essex County College approves the re-appointment of the administrative, professional, tenure-track and non-tenure track faculty employees identified on the attached Re-Appointment of Personnel listings for the periods indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	April 20, 2021
Agenda Item No.:	4-7/4-2021

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Stephen Keister	Librarian, Professor Martin Luther King Library	Faculty	06/01/1986	06/30/2021
Mary Kyei	Security Officer Public Safety	Security	04/26/2004	05/31/2021
Tommie Hugee	Security Officer Public Safety	Security	01/18/1987	05/31/2021
George Murphy	Security Officer Public Safety	Security	09/18/1987	05/31/2021
Carlos Chirino	Police Officer Public Safety	Fraternal Order of Police	12/21/1998	04/30/2021

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	April 20, 2021
Agenda Item No.:	4-8/4-2021

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Syrion Jack	Deputy General Counsel / Chief Compliance Officer Compliance	Administrative Confidential	11/21/2016	03/26/2021
Joy Tolliver	General Counsel Legal Affairs	Administrative Confidential	10/11/2016	04/09/2021
Jeremy Alvarado	Security Officer Public Safety	Security	09/01/2011	03/12/2021
Peter Denis	Police Officer Public Safety	Fraternal Order of Police	02/26/2014	03/14/2021

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Supplement
Contact:	Evens Wagnac, Deputy Chief Financial Officer
Meeting Date:	April 20, 2021
Agenda Item No.:	4-9/4-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the payment of supplements.

BACKGROUND AND RATIONALE: Each semester faculty and staff are selected to complete duties in addition to the responsibilities of their full-time positions at the College. The following supplement is recommended for the individuals listed below:

<u>Name</u>	<u>Amount</u>	<u>Additional Responsibilities</u> <u>Effective and Expiration Dates</u>
Rosa Reyes	\$2,500	Additional Responsibilities – Purchasing 04/01/2021 – 06/30/2021

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant
Contact:	Dr. Elvira Vieira Dean, Community, Continuing Education and Workforce Development
Meeting Date:	April 20, 2021
Agenda Item No.:	7-1.1/4-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve 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 2022. 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
Total	\$1,931,092

RESOLUTION: 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.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Budget Modification: Strengthening Career & Technical Education for the 21 st Century Act (Perkins V)
Contact:	Yvette Jefferies, Director College Advancement & Foundation
Meeting Date:	April 20, 2021
Agenda Item No.:	7-1.2/4-2021

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept the Budget Modification submission for the Strengthening Career & Technical Education for the 21st Century Act (Perkins V) for the period of July 1, 2020 – June 30, 2021 (FY21).

BACKGROUND AND RATIONALE: Essex County College received an allocation of \$764,171 for FY21 based on a Comprehensive Local Needs Assessment (CLNA) related to career and technical education. The funds allocated are used for the College’s career and technical education programs through the procurement of equipment and supplies, mentoring and tutoring, the hiring of personnel, and professional development.

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

RESOLUTION: The Board of Trustees of Essex County College agrees to accept the Budget Modification submission for the Strengthening Career & Technical Education for the 21st Century Act (Perkins V) for the period of July 1, 2020 – June 30, 2021 (FY21).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Approval of Agreement and Acceptance of Funds – Southern New Jersey Perinatal Cooperative
Contact:	Dr. Elvy M. Vieira, Dean, Comm, Cont. Ed & Workforce Dev.
Meeting Date:	April 2021
Agenda Item No.:	7-1.3/4-2021

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the agreement between Southern New Jersey Perinatal Cooperative (SNJPC) and Essex County College to facilitate training opportunities for 42 incumbent participants in the Community Health Worker program. SNJPC agrees to provide additional funding in the amount of \$10,607.78 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 Southern New Jersey Perinatal Cooperative (SNJPC) and Essex County College to facilitate training opportunities for 42 incumbent participants in the Community Health Worker program. SNJPC agrees to provide additional funding in the amount of \$10,607.78 to be utilized to provide the above mentioned services.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: NJ Department of Children and Families
Contact:	Dr. Elvira Vieira, Dean – Community, Continuing Education and Workforce Development
Meeting Date:	April 20, 2021
Agenda Item No.:	7-1.4/4-2021

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept funding from the State of New Jersey, Department of Children and Families (DCF) in the amount of \$91,971 to provide parenting skills training to be offered by the Community, Continuing Education and Workforce Development Area for fiscal year 2022.

BACKGROUND AND RATIONALE: Parenting Skills Training Program provides information and training that help to prevent child abuse and to establish strong family bonds. It promotes learning about family values, child development, anger management, methods of discipline and effects of family violence for clients referred by the Department of Children and Families.

FISCAL NOTES: Community, Continuing and Workforce Development will utilize these funds to provide parenting skills training and formal observation of parent and child interaction for the State of New Jersey Department of Children and Families. The costs associated with the program are funded by the grant.

RESOLUTION: The Board of Trustees of Essex County College accepts funding from the State of New Jersey, Department of Children and Families (DCF) in the amount of \$91,971 to provide parenting skills training to be offered by the Community, Continuing Education and Workforce Development Area for fiscal year 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Site, Facilities & Equipment: Conduct an Online Auction
Contact:	Mohamed Seddiki, Executive Dean/CIO
Meeting Date:	April 20, 2021
Agenda Item No.:	7-2.1/4-2021
Resolution to Approve Auction of Unused Vehicles and Small Equipment	

WHEREAS, The Essex County College Facilities Department is requesting the Board of Trustees' approval to conduct an online auction to sell surplus College-owned vehicles and small equipment that the College has no use for and are stored in various locations in the College in accordance with Title 18A:64A-25.27.

WHEREAS, In accordance with the County College Contracts Law (N.J.S.A. 18A:64A-25.27 of NJ Statutes) items to be auctioned include vehicles no longer used by Essex County College as well as small equipment that no longer services the needs of the Institution.

WHEREAS, The online auction would generate additional revenue for the College in an amount to be determined by the results of the online auction.

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

1. Permits the Essex County College Purchasing Department to conduct an online auction to sell surplus College-owned vehicles and small equipment that the College has no use for and are stored in various locations in the College in accordance with Title 18A:64A-25.27.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE April 20, 2021	