



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

December 15, 2020 – 4:30 PM  
*A Virtual Meeting*  
Dial-In Number: **1 (520) 420-9132**

*If you would like to submit Comments on Agenda Actions or Public Comments, please do so before noon on Tuesday, December 15, 2020 as follows:*

*Comments on Agenda Actions to: [agendacomment@essex.edu](mailto:agendacomment@essex.edu)*

*Public Comments to: [publiccomments@essex.edu](mailto:publiccomments@essex.edu)*

|               |   |                 |
|---------------|---|-----------------|
| I.            | Call to Order/Roll Call .....   | Chair M. Bolden |
| II.           | Open Public Meetings Act Announcement.....  | Mrs. J. Grimes  |
| III.          | Minutes .....   | Mrs. J. Grimes  |
| IV.           | Communications .....  | Mrs. J. Grimes  |
| V.            | Public Comments on Agenda Items.....  | TBD             |
| VI.           | Finance Committee Report.....   | Mr. J. Zarra    |
| 3-1.1/12-2020 | Authorize the Award of Three (3) Maintenance Renewals for Barracuda<br>New Era Technology, Islandia, NY<br>College Funded – Operating Expense   | \$48,991.34     |
| 3-1.2/12-2020 | Authorize the Award of a Purchase of Furniture for the Center for<br>Learning & Teaching Excellence<br>Business Furniture Inc. (BFI) A Herman Miller, Inc., Parsippany, NJ<br>GoBond Project Funded – Capital Expense | \$13,289.58     |
| 3-1.3/12-2020 | Authorize the Award of a Purchase of Thermographic Camera<br>Johnston GP, Inc. DBA Johnston Communications (JCT Solutions), North<br>Arlington, NJ<br>COVID-19 Funded – Operating Expense                             | \$13,143.99     |
| 3-1.4/12-2020 | Authorize the Award of Two (2) License Renewals for the Academic<br>Computing Dell EqualLogic Server<br>Dell Computers, Round Rock, TX<br>College Funded – Operating Expense  | \$2,227.80      |
| 3-1.5/12-2020 | Authorize the Award for Universal Service Charge to Optimum Lightpath<br>Optimum Lightpath, Jericho, NY<br>College Funded – Operating Expense   | \$1,200.00      |

|               |  |            |
|---------------|--|------------|
| 3-1.6/12-2020 | Authorize the Award of Inspection of the Fire Suppression System<br>Deficiency Correction at the Clara Dasher Student Center<br>Johnson Controls Fire Protection, LP, Rockaway, NJ<br>College Funded – Operating Expense | \$1,752.44 |
| 3-1.7/12-2020 | Authorize the Payment for Legal Services<br>Genova Burns Attorneys-At-Law, Newark, NJ<br>College Funded – Operating Expense  | \$240.00   |
| 3-1.8/12-2020 | Authorize the Payment for Legal Services<br>O’Toole Scrivo, LLC, Cedar Grove, NJ<br>College Funded – Operating Expense   | \$2,320.00 |
| 3-1.9/12-2020 | Authorize the Payment for Legal Services<br>Schenck, Price, Smith & King, LLP, Florham Park, NJ<br>College Funded – Operating Expense  | \$518.00   |

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

Appointments

4-1 Administrative Confidential Alvin Williams  
 Executive Dean of Faculty and Academics  
 Academic Affairs  
 Effective - January 4, 2021  
 Salary - \$140,000

Granting of Tenure

4-3 Faculty Gennevieve Danville  
 Assistant Professor  
 Nursing  
 Effective - January 1, 2021  
 Salary - \$63,226.30

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

|               |  |
|---------------|--|
| 7-1.1/12-2020 | Acceptance of Funds: Essex County Div. of Training. & Employment   |
| 7-1.2/12-2020 | Acceptance of Funds: EOF Winter Grant  |
| 7-1.3/12-2020 | Acceptance of Funds: Strengthening Career & Technical Education for the 21 <sup>st</sup> Century Act (Perkins V) |
| 7-1.4/12-2020 | Acceptance of Funds: Victoria Foundation   |
| 7-1.5/12-2020 | Deactivation of Existing Programs  |

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

- X. Policy and Governance Committee Report .....Ms. I. Cruz
- XI. Community Relations Committee Report..... Ms. J. Wright
- XII. Alumni Association Report ..... TBD
- XIII. Student Government 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 Session .....Mrs. J. Grimes
- XIX. Adjournment..... Chair M. Bolden

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



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|   |   |
|---|---|
| Subject:  | Finance: Maintenance Agreement – New Era Technology<br><b>Small Business Enterprise (SBE)</b> |
| Contact:  | Mohamed Seddiki / Executive Dean/Administrative & Learning Technology/CIO                     |
| Meeting Date:   | December 15, 2020   |
| Agenda Item No.:  | 3-1.1/12-2020   |
| Resolution Authorizing the Award of Three (3) Maintenance Renewal for Barracuda |   |

**WHEREAS**, Essex County College has a need to renew three (3) maintenance agreements for Barracuda Web Filter in the total amount of **\$48,991.34** from **New Era Technology**, 2950 Express Drive South, Islandia, New York 11749, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) from February 7, 2021 through February 7, 2022, in which contract goods and services are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9(a). Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State by the Division of Purchase and Property. State of New Jersey, National Association of State Procurement Officials (NASPO) Value Point Contract #A88792; 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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a renewal with **SBE, New Era Technology**, 2950 Express Drive South, Islandia, New York 11749 in the total amount **\$48,991.34** for the following Barracuda Web Filter:

| <u>Description</u>   | <u>Period Time</u>    | <u>\$Amount</u> |
|----------------------|-----------------------|-----------------|
| SN# 706160 & 1057094 | 2/07/2021 – 2/06/2022 | \$17,355.76     |
| SN# 1401867          | 2/08/2021 – 2/07/2022 | \$15,817.79     |
| SN# 1383765          | 2/08/2021 – 2/07/2022 | \$15,817.79     |

2. These renewals are awarded without public bidding in accordance with the provision of County College Contracts Law 18A:64A-25.9(a). State of New Jersey, National Association of State Procurement Officials (NASPO) Value Point Contract #A88792;
3. The Determination of Value is placed on file with this resolution;
4. The specific line item against which these renewals are to be charged are as follows:  
10-6105-7511 Operating Expense \$17,355.76  
10-1723-7620 Operating Expense \$31,635.58  
FY 2020/2021

|  |                   |
|--|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020   |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                  |   |
|------------------|---|
| Subject:         | Finance: Purchase over \$36,400.00 – Business Furniture Inc. (BFI)<br><b>Woman Business Enterprise (WBE)</b>  |
| Contact:         | Mohamed Seddiki / Executive Dean/Administrative & Learning Technology/CIO                                     |
| Meeting Date:    | December 15, 2020   |
| Agenda Item No.: | 3-1.2/12-2020   |
|                  | Resolution Authorizing the Award of a Purchase of Furniture for the Center for Learning & Teaching Excellence |

**WHEREAS**, Essex County College needs to approve a purchase of **\$13,289.58** to **Business Furniture Inc. (BFI) A Herman Miller, Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054, vendor approved by the State of New Jersey under Woman Business Enterprise (**WBE**) for furniture for the Center for Learning & Teaching Excellence Atrium under the GoBond Project; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9(a). Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property Contract #A-81620; and

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

**WHEREAS**, The award of this purchase shall be made as “Fair and Open” pursuant to the provisions of N.J.S.A. 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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase to **WBE, Business Furniture Inc. (BFI) A Herman Miller, Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054 of **\$13,289.58** for furniture for the Center for Learning & Teaching Excellence Atrium under the GoBond Project;
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 18A:64A-25.5.9.(a). State of New Jersey Contract #A81620;
3. The Determination of Value memo is placed on file with this resolution;
4. The specific line item against which this purchase is to be charged is as follows:  
902103-02103-7902B GoBond Project  
FY 2020/2021

|  |  |
|--|--|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, Interim President |  |
| BOARD APPROVAL DATE<br>December 15, 2020   |  |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|  |   |
|--|---|
| Subject:   | Finance: Purchases over \$36,400.00 – Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)<br><b>Non-SBE/MBE/WBE</b> |
| Contact:   | Mohamed Seddiki / Executive Dean/Administrative & Learning Technology/CIO   |
| Meeting Date:  | December 15, 2020   |
| Agenda Item No.:   | 3-1.3/12-2020<br><b>COVID-19</b>  |
| Resolution Authorizing the Award of a Purchase of Thermographic Camera |   |

**WHEREAS**, Essex County College needs to approve a purchase of thermographic camera for the Public Safety Department of **\$13,143.99** 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 Corona Virus pandemic in Essex County; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.6(a) A written requisition for the performance of such work or the furnishing of materials or supplies, certified by the employee in charge of the building, facility or equipment where the emergency occurred, is filed with the contracting agent or his deputy in charge, describing the nature of the emergency, the time of its occurrence, and the need for invoking this section. The contracting agent, or his deputy in charge, being satisfied that the emergency exists, is hereby authorized to award a contract for safe work, materials or supplies; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase with **Non-SBE/MBE/WBE, Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)**, 322 Belleville Tpke., North Arlington, NJ 07031 of **\$13,143.99** for Thermographic Camera, considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.6(a);
3. Request for Emergency Purchase due to COVID-19 is placed on file with this resolution;
4. Specific line item against which this purchase is to be charged is as follows:  
10-7451-7795 Operating Expense  
FY 2020/2021

|  |                   |
|--|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020   |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                  |  |
|------------------|--|
| Subject:         | Finance: Pay to Play – Dell Computers<br><b>Non-SBE/MBE/WBE</b>  |
| Contact:         | Mohamed Seddiki / Executive Dean/Administrative & Learning Technology/CIO  |
| Meeting Date:    | December 15, 2020  |
| Agenda Item No.: | 3-1.4/12-2020<br>Resolution Authorizing the Award of Two (2) License Renewal for the Academic Computing Dell EqualLogic Server |

**WHEREAS**, Essex County College needs to renew a license in the total amount of **\$2,227.80** to **Non-SBE/MBE/WBE, Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 for PowerEdge-M630 and PE VRTX Plasma that supports all Academic Computing Labs and Academic Computing Teaching Classrooms from August 23, 2020 through November 3, 2021, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(19). Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals, and systems development of the hardware; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a renewal with **Non-SBE/MBE/WBE, Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 in the amount of **\$2,227.80** for the following:

| <u>Description</u>     | <u>Period Time</u>      | <u>\$Amount</u> |
|------------------------|-------------------------|-----------------|
| PowerEdge-M630         | 08/23/2020 – 11/03/2021 | \$1,414.40      |
| PE VRTX Plasma Upgrade | 08/24/2020 – 11/03/2021 | \$ 813.40       |

2. These renewals are without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
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 these renewals are to be charged are as follows:  
10-6105-7511  
FY 2020/2021

|  |                   |
|--|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020   |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                  |   |
|------------------|---|
| Subject:         | Finance: Purchases over \$36,400.00 – Optimum Lightpath<br><b>Non-SBE/MBE/WBE</b>                   |
| Contact:         | Mohamed Seddiki / Executive Dean/Administrative & Learning Technology/CIO                           |
| Meeting Date:    | December 15, 2020   |
| Agenda Item No.: | 3-1.5/12-2020<br>Resolution Authorizing the Award for Universal Service Charge to Optimum Lightpath |

**WHEREAS**, Essex County College has a need to approve the service of **\$1,200.00 to Non-SBE/MBE/WBE, Optimum Lightpath**, 200 Jericho Quadrangle, Jericho New York, 11753 for Universal Service Charge and Fees for a Point-to-Point Ethernet line of the Newark Campus for the period of July 1, 2020 through June 30, 2021, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(8), The supplying of any product or the rendering of any service by the public utility which is subject to jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged and exacted, filed with said board; 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, Optimum Lightpath** 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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a service with **Non-SBE/MBE/WBE, Optimum Lightpath**, 200 Jericho Quadrangle, Jericho, New York 11753 in the amount of **\$1,200.00** for Universal Service Charge and Fees for a Point-to-Point Ethernet line of the Newark Campus for the period of July 1, 2020 through June 30, 2021;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(8);
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 service is to be charged is as follows:  
10-1751-7401 Operating Expense  
FY 2020/2021

|  |                   |
|--|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020   |                   |





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                  |   |
|------------------|---|
| Subject:         | Finance: Purchases over \$36,400.00 – Johnson Controls Fire Protection, LP<br><b>Non-SBE/MBE/WBE</b>                                      |
| Contact:         | Mohamed Seddiki / Executive Dean/Administrative & Learning Technology/CIO   |
| Meeting Date:    | December 15, 2020   |
| Agenda Item No.: | 3-1.6/12-2020   |
|                  | Resolution Authorizing the Award of Inspection of the Fire Suppression System<br>Deficiency Correction at the Clara Dasher Student Center |

**WHEREAS**, Essex County College needs to approve the inspection of the Fire Sprinkler System at the Clara Dasher Student Center for **\$1,752.44** to **Non-SBE/MBE/WBE, Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 for the deficiencies found on the FDC and piping and the company has to perform the repairs, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9(a). Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State by the Division of Purchase and Property. State of New Jersey Contract #A83717; and

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

**WHEREAS**, The award of this purchase shall be made as “Fair and Open” pursuant to the provisions of N.J.S.A. 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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a repair with **Non-SBE/MBE/WBE, Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 for **\$1,752.44** for inspection of the Fire Sprinkler System at the Clara Dasher Student Center;
2. This repair is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.9(a);
3. The Determination of Value is placed on file with this resolution;
4. The specific line item against which this repair is to be charged is as follows:  
10-7251-7620 Operating Expense  
FY 2020/2021

|  |                   |
|--|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020   |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION-

|   |   |
|---|---|
| Subject:  | Finance: Legal Services – Genova Burns Attorneys-At-Law<br><b>Small Business Enterprise (SBE)</b> |
| Contact:  | Joy B. Tolliver, Esq. / General Counsel   |
| Meeting Date:   | December 15, 2020   |
| Agenda Item No.:                                      | 3-1.7/12-2020   |
| 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 October 2020; and

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payments to **SBE, Genova Burns Attorneys-At-Law**, 494 Broad Street, Newark, New Jersey 07102 for legal services rendered in the amount of **\$240.00** for the following invoice:
  - **#427326** for **\$190.00**, October 31, 2020 (Lisa Durden);
  - **#427332** for **\$50.00**, October 31, 2020 (ECC v. Gibson/Hasan counterclaim);
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<br>Dr. Augustine A. Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020   |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|   |   |
|---|---|
| Subject:  | Finance: Legal Services – O’Toole Scrivo, LLC<br><b>Small Business Enterprise (SBE)</b> |
| Contact:  | Joy B. Tolliver, Esq. / General Counsel   |
| Meeting Date:   | December 15, 2020   |
| Agenda Item No.:                                      | 3-1.8/12-2020   |
| 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 October 2020; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payments to **SBE, O’Toole Scrivo, LLC**, 14 Village Park Road, Cedar Grove, New Jersey 07009 for legal services rendered in the amount of **\$2,320.00** for the following invoice:
  - **#93743** for **\$2,320.00**, October 31, 2020 (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<br>Dr. Augustine A. Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020   |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|   |  |
|---|--|
| Subject:  | Finance: Legal Service – Schenck, Price, Smith & King, LLP<br><b>Small Business Enterprise (SBE)</b> |
| Contact:  | Joy B. Tolliver, Esq./General Counsel  |
| Meeting Date:   | December 15, 2020  |
| Agenda Item No.:                                      | 3-1.9/15-2020  |
| Resolution Authorizing the Payment for Legal Services |  |

**WHEREAS**, Essex County College required outside legal services. **Schenck, Price, Smith & King, LLP**, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) rendered services for October 2020; and

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

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts of which Schenck, Price, Smith & King, LLP was among at a rate of \$160.00 per hour; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a payment to **Schenck, Price, Smith & King, LLP** 220 Park Avenue, Florham Park, NJ 07932, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for legal services rendered in the amount of **\$518.00** for the following invoice:
  - **#1110971** for **\$29.75**, October 31, 2020 (Miscellaneous);
  - **#1110972** for **\$488.25**, October 31, 2020 (Ground Lease Estoppel & Recognition Agreement);
  
2. The specific line item against which this contract is to be charged is as follows:  
 10-1701-7827 Operating Expense  
 FY 2020/2021

|  |                   |
|--|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine A. Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020   |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                  |   |
|------------------|---|
| Subject:         | Personnel: Acting Appointment, Alvin Williams |
| Contact:         | Dr. Augustine Boakye, Interim President       |
| Meeting Date:    | December 15, 2020                             |
| Agenda Item No.: | 4-1/12-2020                                   |

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the acting appointment of Alvin Williams, to the position of Executive Dean of Faculty and Academics, in the Academic Affairs Area, effective December 16, 2020 until further notice. The recommended annual salary for the position is \$140,000.

**BACKGROUND AND RATIONALE:** The acting appointment of Executive Dean of Faculty and Academics is needed to ensure effective management of the day to day operations of the Academic Affairs Area.

**DEGREE/CERTIFICATION QUALIFICATIONS (MASTER'S DEGREE REQUIRED):**

| <u>Degree or Certification</u> | <u>Date<br/>Awarded</u> | <u>Institution Name, Location</u>                | <u>Major Area of Study</u>         |
|--------------------------------|-------------------------|--|------------------------------------|
| ● Doctor of Education          | 2003                    | New York University<br>New York, NY              | Higher Education<br>Administration |
| ● Master of Science            | 1989                    | New Jersey Institute of Technology<br>Newark, NJ | Applied Mathematics                |
| ● Bachelor of Arts             | 1983                    | Rutgers University<br>Newark, NJ                 | Mathematics                        |

**FISCAL NOTES:** The recommended salary of \$140,000 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the acting appointment of Alvin Williams, at the annual salary of \$140,000, to the position of Executive Dean of Faculty and Academics, in the Academic Affairs Area, effective December 16, 2020 until further notice.

|   |                   |
|---|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020  |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                  |   |
|------------------|---|
| Subject:         | Personnel: Granting of Tenure, Genevieve Danville |
| Contact:         | Dr. Augustine Boakye, Interim President           |
| Meeting Date:    | December 15, 2020                                 |
| Agenda Item No.: | 4-2/12-2020                                       |

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the granting of tenure of Genevieve Danville, to the academic rank of Assistant Professor, in the discipline of Nursing, for the Nursing and Health Sciences Division, effective January 1, 2021. The recommended annual salary for the position is \$63,226.30.

**BACKGROUND AND RATIONALE:** Genevieve Danville has served in the capacity of Assistant Professor of Nursing since January 2016 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> |
|--------------------------------|---------------------|---|----------------------------|
| ● Doctor of Nursing Practice   | 2014                | Rutgers University<br>Newark, NJ              | Nursing                    |
| ● Master of Science            | 2009                | Kean University<br>Union, NJ                  | Nursing                    |
| ● Bachelor of Science          | 2006                | New Jersey City University<br>Jersey City, NJ | Nursing                    |

**FISCAL NOTES:** The recommended salary of \$63,226.30 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the granting of tenure of Genevieve Danville, at the annual salary of \$63,226.30, to the academic rank of Assistant Professor, in the discipline of Nursing, for the Nursing and Health Sciences Division, effective January 1, 2021.

|   |                   |
|---|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020  |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                  |  |
|------------------|--|
| Subject:         | Acceptance of Funding from Essex County Div. of Tng. & Emp |
| Contact:         | Dr. Elvy M. Vieira, Dean, Comm, Cont. Ed & Workforce Dev.  |
| Meeting Date:    | December 15, 2020  |
| Agenda Item No.: | 7-1.1/12-2020  |

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept funding from the Essex County Division of Training and Employment to provide Vocation Skills Training to Welfare to Work clients in the amount of \$168,000 for the period beginning Sept., 2020 and ending June 30, 2021.

**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 accepts funding from the Essex County Division of Training and Employment to provide Vocation Skills Training to Welfare to Work clients in the amount of \$168,000 for the period beginning Sept., 2020 and ending June 30, 2021.

|   |                   |
|---|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020  |                   |



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

|                  |  |
|------------------|--|
| Subject:         | Acceptance of Funds - EOF Winter Grant   |
| Contact:         | Dr. Elvy Vieira, Dean of Community Continuing Education<br>& Workforce Development |
| Meeting Date:    | December 15, 2020  |
| Agenda Item No.: | 7-1.2/12-2020  |

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept the funding of **\$42,947** from the New Jersey Office of the Secretary of Higher Education, Educational Opportunity Program (NJ OSHE/EOF).

**BACKGROUND AND RATIONALE:** The Educational Opportunity Fund Program (EOF) is a State of New Jersey funded program of comprehensive support services for college students of a low-income background. This grant will support academic programs for some 85 students during the Winter Intersession.

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

**RESOLUTION:** The Board of Trustees of Essex County College accepts the funding from the New Jersey Office of the Secretary of Higher Education (NJ OSHE/EOF) of **\$42,947** to provide Winter Intersession academic services to EOF funded students.

|   |                   |
|---|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020  |                   |





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                  |  |
|------------------|--|
| Subject:         | Acceptance of Funds: Strengthening Career & Technical Education for the 21 <sup>st</sup> Century Act (Perkins V) |
| Contact:         | Yvette Jefferies, Director College Advancement & Foundation  |
| Meeting Date:    | December 15, 2020  |
| Agenda Item No.: | 7-1.3/12-2020  |

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accepts the Fiscal Year 2021 Strengthening Career & Technical Education for the 21<sup>st</sup> Century Act (Perkins V) grant allocation from the State of New Jersey Department of Education in the amount of \$764,171 for the period of July 1, 2020 – June 30, 2021 (FY21).

**BACKGROUND AND RATIONALE:** The Strengthening Career & Technical Education for the 21<sup>st</sup> Century (Perkins V) FY2021 Postsecondary Grant is distributed by the State of New Jersey Department of Education to support the College’s career and technical education programs through the procurement of equipment and supplies, mentoring and tutoring, the hiring of personnel, and professional development. These funds will be utilized in accordance with the approved Perkins Comprehensive Local Needs Assessment (CLNA) and FY21 spending strategy.

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

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Fiscal Year 2021 Strengthening Career & Technical Education for the 21<sup>st</sup> Century Act (Perkins V) grant allocation from the State of New Jersey Department of Education in the amount of \$764,171 for the period of July 1, 2020 – June 30, 2021 (FY21).

|   |                   |
|---|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020  |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                  |   |
|------------------|---|
| Subject:         | Acceptance of Funds: Victoria Foundation                  |
| Contact:         | Dr. Elvy M. Vieira, Dean, Comm. Cont. Ed & Workforce Dev. |
| Meeting Date:    | December 15, 2020   |
| Agenda Item No.: | 7-1.4/12-2020   |

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accepts funding from the Victoria Foundation for operational support for Training, Inc. in the amount of \$70,000 for the period beginning January, 2021 and ending December 31, 2021.

**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 accepts funding from the Victoria Foundation for operational support for Training, Inc. in the amount of \$70,000 for the period beginning January 2021 and ending December 31, 2021.

|   |                   |
|---|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020  |                   |



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

|                  |   |
|------------------|---|
| Subject:         | Deactivation of Existing Programs   |
| Contact:         | E. Vieira, Dean - Community, Continuing Education and Workforce Development |
| Meeting Date:    | December 15, 2020   |
| Agenda Item No.: | 7-1.5/12-2020   |

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the deactivation of the programs listed below.

**BACKGROUND AND RATIONALE:** The programs are phasing out and do not accept any new students, and no information regarding these programs is now available on the College website. Nevertheless, they are still listed as active on the official website of the Office of the Secretary of Higher Education. This will still remain on the state official inventory for a couple of years. It is with this in mind the Request for Termination is brought before the Board.

**FISCAL NOTES:** There is no fiscal impact to the College.

**RESOLUTION:** The Board of Trustees of Essex County College approves the deactivation of the following degree programs:

|   | Degree/<br>Award | Institutional Program Title |
|---|------------------|-----------------------------|
| 1 | AAS              | Business Administration     |
| 2 | AAS              | Accounting                  |

\* Deactivation is for **AAS degree**. The Division **maintains the AS degree** in Business Administration and Accounting.

|   |                   |
|---|-------------------|
| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION<br>Dr. Augustine Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE<br>December 15, 2020  |                   |