



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

December 17, 2019

Smith Hall

303 University Avenue, Newark NJ

I.	Call to Order/Roll Call	Ms. M. Bolden, Chair
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
3-1.1/12-2019	Authorize Award for Architectural Services for Newark Campus Police Interior Renovations Netta Architects, Mountainside, NJ Chapter XII Funded – Capital Expense	Amount not to exceed \$13,250.00
3-1.2/12-2019	Award of Maintenance Renewal for Oracle Premier Support for Systems Oracle America, Inc., Dallas, TX College Funded – Operating Expense	\$253.32
3-1.3/12-2019	Authorize Award of a Two-Year Bid for Power Washing Services Nemco, Inc., Hackensack, NJ College Funded – Operating Expense	Amount not to exceed \$26,000.00 per year
3-1.4/12-2019	Authorize Award of a Subscription Renewal of People Admin Talent Management System PeopleAdmin Corp, Dallas, TX College Funded – Operating Expense	\$24,050.12
3-1.5/12-2019	Authorize Award of a Contract for Advertisement Services Intersection, Secaucus, NJ Community College Opportunity Grant Funded – Operating Expense	\$19,387.50
3-1.6/12-2019	Authorize Additional Payment for PN Essential Complete Package Assessment Technology Institute, LLC (ATI), Leawood, KS College Funded – Operating Expense	\$14,166.75
3-1.7/12-2019	Authorize Award of a Purchase for Test of Essential Academic Skills Assessment Technology Institute, LLC (ATI), Leawood, KS College Funded – Operating Expense	\$6,500.00

3-1.8/12-2019	Authorize Payment for Annual Service Charge and Database at the MLK Library Vale/NJ Edge, Newark, NJ College Funded – Operating Expense	\$95,373.21
3-1.9/12-2019	Authorize the Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense	\$26,875.00
3-1.10/12-2019	Authorize Payment for Legal Services O'Toole Scrivo, LLC, Cedar Grove, NJ College Funded – Operating Expense	\$5,860.00
3-1.11/12-2019	Authorize Change Order for Restaurant Equipment Todd Devin Food Equipment, Inc., Yardley, PA Chapter XII Funded – Capital Expense	\$1,525.00

VII. Personnel Committee ReportMrs. J. Grimes

Appointments

4-1/12-2019	Gervida Constant, Instructor Nursing Salary \$70,628.00 Effective January 2, 2020
4-2/12-2019	Korena Stewart, Instructor Nursing Salary \$75,000.00 Effective January 2, 2020
4-3/12-2019	Donna Francis, Lecturer B Nursing Salary \$65,000.00 Effective January 2, 2019
4-4/12-2019	Choysten Hooker, Mailroom Clerk – Shipping and Receiving Mailroom Salary \$30,000.00 Effective December 18, 2019

Promotion

4-5/12-2019	Ledawn Hall, Director - Men and Women of Excellence Scholars Program Student Affairs Salary \$60,000.00 Effective January 1, 2020
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4-6/12-2019 Gail Abram, Coordinator – Information Commons
Program Development and Learning Resources
Salary \$63,000.00
Effective January 1, 2020

Merit Award

4-7/12-2019 Jonella Johnson, Technical Assistant
Training Inc.
Award of \$1,000.00
Effective 12/1/2019

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

7-1.1/12-2019 Revised Memorandum of Understanding: New Jersey City University – Alternate
Route Certification Program

7-1.2/12-2019 Project Agreement: College Readiness Now VI Project Agreement of the New Jersey
Council of Community Colleges

7-1.3/12-2019 Acceptance of Funds: EOF Grant

7-1.4/12-2019 Budget Amendment: Carl D. Perkins Vocational & Technical Education FY202
Postsecondary Grant Allocation

7-1.5/12-2019 Acceptance of Funds: Newark Workforce Development Board / NewarkWORKS

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

X. Policy and Governance Committee ReportMs. I. Cruz

7-3.1/12-2019 Revised Board Policy 1-1: Implementation of Open Public Meetings Act

7-3.2/12-2019 Revised Board Policy 1-5: Policy on Board of Trustees' Self Evaluation

7-3.3/12-2019 Revised Board Policy 1-6: Mosaics Diversity, Equity & Inclusion Policy

7-3.4/12-2019 Repeal Board Policy 2-8: Academic Rank and Non-Teaching Professionals

7-3.5/12-2019 Revised Board Policy 3-6: Approval of Trustee Expense Vouchers

7-3.6/12-2019 Revised Board Policy 3-9: Authorization of Signatures for Expenditures

7-3.7/12-2019 Revised Board Policy 3-12: Purchasing and College Contracts

7-3.8/12-2019 Revised Board Policy 5-1: Attendance Policy

XI. Alumni Report..... TBD

XII. Student Government ReportMs. Regina Smith

XIII. Faculty Association Report Prof. Michael Frank

XIV. President's Report Dr. Anthony E. Munroe
President

XV. New Business TBD

- XVI. Public Comments TBD
- XVII. Notice of Executive SessionMrs. J. Grimes
- XVIII. Adjournment..... Ms. M. Bolden

***Public meeting agenda subject to change**



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Services – Netta Architects
Contact:	Mohamed Seddiki / Executive Dean / CIO of Admin. & Learning Tech.
Meeting Date:	December 17, 2019
Agenda Item No.:	3-1.1/12-2019
Resolution Authorizing the Award for Architectural Services for Newark Campus Police Interior Renovations	

WHEREAS, Essex County College has a need to provide architectural services in the amount not to exceed **\$13,250.00** to **Netta Architects**, 1084 Route 22 West, Mountainside, New Jersey 07092 to design the College's Police Security Headquarters Renovation, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(1) Professional services; and

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

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

WHEREAS, The Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose and General Counsel Office reviewed and approved contract documents,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve the architectural services with **Netta Architects**, 1084 Route 22 West, Mountainside, New Jersey 07092 to design the College's Police Security Headquarters Renovation;
2. Five (5) proposals were received and are as follow:

<u>Vendor Name</u>	<u>\$Amount</u>
Netta Architects, LLC	\$13,250.00
Arcari & Iovino	\$19,500.00
LAN Associates	\$30,000.00
Clarke Caton Hintz	\$36,000.00
The Musial Group	\$39,298.00
3. The scope of services includes a Public Safety Dispatcher, Processing Holding Room, Locker Rooms, Restrooms, Office Area, Breakroom, and Dispatch area and ADA access.
4. This architectural service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(1);
5. This architectural service is awarded "Non-Fair and Open";
6. Specific line item against which this architectural service is to be charged is as follows:
901903-3126-7952 Chapter XII Bond Ordinance # 0-2019-00003
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Renewal – Oracle America, Inc.
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	December 17, 2019
Agenda Item No.:	3-1.2/12-2019
Resolution Authorizing the Award of a Maintenance renewal for Oracle Premier Support for Systems	

WHEREAS, Essex County College has a need to approve a maintenance renewal in the amount of **\$253.32** to **Oracle America, Inc.**, P.O. Box 203448, Dallas, Texas 75320 for 4GB FC Dual Port HBA for the period February 20, 2020 to February 19, 2021, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(19), Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware; and

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

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

WHEREAS, The Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a maintenance renewal with **Oracle America, Inc.**, P.O. Box 203448, Dallas, Texas 75320 in the amount of **\$253.32** for 4GB FC Dual Port HBA for the period February 20, 2020 to February 19, 2021;
2. This maintenance renewal is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(19);
3. Specific line item against which this maintenance renewal is to be charged is as follows:
10-1723-7620 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Nemco, Inc.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	December 17, 2019
Agenda Item No.:	3-1.3/12-2019
Resolution Authorizing the Award of a Two-Year Bid for Power Washing Services	

Recommendation: It is recommended that the Board of Trustees approve the award of a two-year bid in the total amount not to exceed **\$26,000.00** per year to **Nemco, Inc.**, 43 Elizabeth Street, Hackensack, New Jersey 07601 for Power Washing Services for the period of December 17, 2019 through June 30, 2021.

Bid #8056 was advertised in The Star-Ledger on September 17, 2019. There were sixteen (16) bids solicited. Five (5) responses were received, opened, and publicly read on October 10, 2019. This bid was rejected as the responsible bidders were not reasonable as to price.

Bid #8056-A was advertised in The Star-Ledger on October 22, 2019. There were ten (10) bids solicited. Three (3) responses were received, opened, and publicly read on November 13, 2019.

Nature of Bid: Essex County College – Power Washing Services

Bid Item # 1 & 3: The recommendation is for the lowest responsive and responsible bidder:

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

<u>Campus</u>	<u>Account #</u>	<u>\$Amount</u> <u>FY19-20</u>	<u>\$Amount</u> <u>FY20-21</u>
Newark	10-7202-7620	\$26,000.00	\$26,000.00

Resolution: The Board of Trustees of Essex County College approves the award of a two-year bid in the total amount not to exceed **\$26,000.00** per year to **Nemco, Inc.**, 43 Elizabeth Street, Hackensack, New Jersey 07601 for Power Washing Services for the period of December 17, 2019 through June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: License Renewal Agreement – PeopleAdmin, Inc.
Contact:	Karen Bridgett / Associate Director of Human Resources
Meeting Date:	December 17, 2019
Agenda Item No.:	3-1.4/12-2019
Resolution Authorizing the Award of a Subscription Renewal of PeopleAdmin Talent Management System	

WHEREAS, Essex County College has a need to approve a subscription in the amount of **\$24,050.12** to **PeopleAdmin Corporation**, P.O. Box 205748, Dallas Texas 78746 for the renewal of the Applicant Tracking Module, Onboard, LDAP Single Sign-In Access, Posting Integration with HigherEdJobs.com, and the Position Management Module for the period December 17, 2019 through December 16, 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(19), Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and systems development of the hardware; and

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

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

WHEREAS, The Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a subscription renewal with **PeopleAdmin, Inc.**, P.O. Box 205748, Dallas, Texas 78746 in the amount of **\$24,050.12** for the renewal of the Applicant Tracking Module, Onboard, LDAP Single Sign-In Access, Posting Integration with HigherEdJobs.com, and the Position Management Module for the period December 17, 2019 through December 16, 2020.
2. This subscription is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. Specific line item against which this subscription is to be charged as follows:
10-0304-7511 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Intersection
Contact:	Sanjay Ramdath / Executive Director of Enrollment Management
Meeting Date:	December 17, 2019
Agenda Item No.:	3-1.5/12-2019
Resolution Authorizing the Award of a Contract for Advertisement Services	

WHEREAS, Essex County College has a need to approve a contract in the amount of **\$19,387.50** to **Intersection**, One Harman Plaza, Secaucus, New Jersey 07094 which will serve to promote and highlight Essex County College for the period of December 16, 2019 through March 8, 2020, in which contracts for advertising are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.(20), Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

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

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

WHEREAS, The Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a contract with **Intersection**, One Harman Plaza, Secaucus, New Jersey 07094 in the amount of **19,387.50** which will serve to promote and highlight Essex County College for the period of December 16, 2019 through March 8, 2020;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5. (20);
3. In October 2018 (Addendum 7-4/10-2018) the College accepted funding from the Community College Opportunity Grant (CCOG) from The State of New Jersey Office of the Secretary of Higher Education for the FY 2020 in the amount of \$250,000.00;
4. Specific line item against which this contract is to be charged is as follows:
29414-9414-7470 Community College Opportunity Grant
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Assessment Technologies Institute, LLC (ATI)
Contact:	Dr. Gale Gage / Chairperson Nursing
Meeting Date:	December 17, 2019
Agenda Item No.:	3-1.6/12-2019
Resolution Authorizing an Additional Payment for PN Essential Complete Package	

WHEREAS, Essex County College has a need to approve an additional payment to **Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211 in the amount of **\$14,166.75** for online learning system to support students preparing for the NCLEX-PN licensure examinations from the Complete Partnership Program for the month of April 2019, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(17) Contracts employing funds created by student activities fees charged to students or otherwise raised by students, not under the direct control of the college and expended by student organizations; and

WHEREAS, On November 28, 2018 (3-1.7/11-2018) the Board of Trustees awarded the payment in the amount of \$11,600.00 for the Fiscal Year 2018/2019 for computer exams to Allied Health and Nursing Programs; and

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

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

WHEREAS, The Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an additional payment with **Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211 in the amount of **\$14,166.75** invoice# **B028032-002** for PN Essential Complete Package for the month of April 2019;
2. This payment is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(17);
3. Specific line item against which this payment is to be charged is as follows:
10-2207-7792 Operating Expense. There is no net impact on the operating budget; this is student-funded expenditure
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Assessment Technologies Institute, LLC (ATI)
Contact:	Dr. Keith Kirkland / Dean of Student Affairs
Meeting Date:	December 17, 2019
Agenda Item No.:	3-1.7/12-2019
Resolution Authorizing the Award of a Purchase for Test of Essential Academic Skills (TEAS)	

WHEREAS, Essex County College has a need to approve a purchase for Computer Exams to **Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211 in the amount of **\$6,500.00** for five (5) Health Programs (Registered Nurse, Licensed Practical Nurse, LPN to RN Articulation, Physical Therapy Assistant and Radiography), 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(17) Contracts employing funds created by student activities fees charged to students or otherwise raised by students, not under the direct control of the college and expended by student organizations; and

WHEREAS, On October 22, 2019 (3-1.6/10-2019) the Board of Trustees awarded the purchase in the amount of \$13,000.00 for the Fiscal Year 2019/2020 for Test of Essential Academic Skill (TEAS); and

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

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

WHEREAS, The Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a purchase with **Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211 in the amount of **\$6,500.00** for computer exams to five (5) Health Programs: Registered Nurse, Licensed Practical Nurse, LPN to RN Articulation, Physical Therapy Assistant and Radiography;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(17);
3. Specific line item against which this purchase is to be charged is as follows:
10-1155-7790A Operating Expense. There is no net impact on the operating budget; this is student-funded expenditure
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Vale/NJ Edge
Contact:	Dr. June Persaud /Associate Dean Program Development and Learning
Meeting Date:	December 17, 2019
Agenda Item No.:	3-1.8/12-2019
Resolution Authorizing the Payment for Annual Service Charge and Database at the MLK Library	

RECOMMENDATION: It is recommended that the Board of Trustees approves the subscription payment in the amount of **\$95,373.21** to **Vale/NJ EDge**, 625 Broad Street, Newark New Jersey 07102 for WEB services at the MLK Library for the fiscal year 2020.

BACKGROUND AND RATIONALE: Essex County College has a need to provide access to scholarly materials for use by the college students and faculty who need access to large databases. The Virtual Academic Library Environment (VALE) of New Jersey is a consortium of fifty (50) of New Jersey college and university libraries, Library LinkNJ (LLNJ), and the New Jersey State Library. The VALE Consortium was established in 1998 to develop inter-institutional information connectivity and collaborative library application projects among New Jersey academic libraries and to further excellence in learning and research through innovative and collaborative approaches to information resources and services. VALE's mission is to help institutions meet the demands of students and faculty for access to scholarly materials.

FISCAL NOTES: This action is funded by college operating funds, account #10-6000-7516.

RESOLUTION: The Board of Trustees of Essex County College approves the subscription payment in the amount of **\$95,373.21** to **Vale/NJ EDge**, 625 Broad Street, Newark New Jersey 07102 for WEB services at the MLK Library for the fiscal year 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – Genova Burns Attorneys-At-Law
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	December 17, 2019
Agenda Item No.:	3-1.9/12-2019
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College had a need for outside legal services. **Genova Burns Attorneys-At-Law** rendered services for the months of September and October 2019; and

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

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting February 27, 2018 approved the awarding of those twenty-two (22) contracts of which 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 Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **Genova Burns Attorneys-At-Law**, 494 Broad Street, Newark, New Jersey 07102 for legal services rendered in the total amount of **\$26,875.00** for the following invoices:
 - **#400302** for **\$10,290.00**, September 30, 2019 (Lisa Durden);
 - **#401914** for **\$13,985.00**, October 31, 2019 (Lisa Durden);
 - **#401921** for **\$2,600.00**, October 31, 2019 (Ecc v. Gibson/Hasan counterclaim); and
2. Specific line item against which these payments are to be charged are as follows:
10-1701-7827 – Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – O’Toole Scrivo, LLC
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	December 17, 2019
Agenda Item No.:	3-1.10/12-2019
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College had a need for outside legal services. **O’Toole Scrivo, LLC** rendered services for the month of October 2019; and

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

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting February 27, 2018 approved the awarding of those twenty-two (22) contracts of which 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 Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **O’Toole Scrivo, LLC**, 14 Village Park Road, Cedar Grove, New Jersey 07009 for legal services rendered for the following invoice:
 - **#83238** for **\$5,860.00**, October 31, 2019 (General Billing); and
2. Specific line item against which these payments are to be charged are as follows:
 - 10-1701-7827 – Operating Expense
 - FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Todd Devin Food Equipment, Inc.
Contact:	Nadiyah Samad / Director of Auxiliary Services
Meeting Date:	December 17, 2019
Agenda Item No.:	3-1.11/12-2019
Resolution Authorizing the Change Order for Restaurant Equipment	

WHEREAS, Essex County College has a need to approve the change order to **Todd Devin Food Equipment, Inc.**, 668 Stony Hill Road, Yardley, Pennsylvania 19067 in the amount of **\$1,525.00** for additional charge, 480 voltage upgrade on three pieces of equipment under bid# 8044 Restaurant Equipment, 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(7) Food supplies and services including food supplies and management contracts for student centers, dining rooms and cafeterias; and

WHEREAS, On September 24, 2019 (3-1.7/09-2019) the Board of Trustees awarded bid #8044 in the amount of \$95,025.00 for Restaurant Equipment. The change order is pertaining to the original bid for three items; Steamer, Tilt Kettle, and Skillet which require a voltage upgrade of 480. The Change Order will be for the amount of \$96,550.00; 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 Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose;

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a change order with **Todd Devin Food Equipment, Inc.**, 668 Stony Hill Road, Yardley, Pennsylvania 19067 in the amount of **\$1,525.00** for 480 voltage upgrade on three pieces of equipment under bid #8044 Restaurant Equipment;
2. This change order is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(7);
3. Specific line item against which this change order is to be charged is as follows:
901706-3115-7932 Chapter XII ordinance 0-2017-00006
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Acceptance of FY '19 Audit and Recommendations
Contact:	Julio Izquierdo, CFO
Meeting Date:	December 17, 2019
Agenda Item No.:	3-2/12-2019

WHEREAS, The Board of Trustees of Essex County College retained the accounting firm of Clifton Larson Allen LLP as independent auditors to conduct an audit of the College's Fiscal Year 2018-2019 financial statements; and

WHEREAS, Clifton Larson Allen LLP completed an audit of said financial statements and expressed an opinion on same; and

WHEREAS Clifton Larson Allen LLP has opined that the College's financial statements present fairly, in all material respects, the financial position of Essex County College as of June 30, 2019 in conformity with generally accepted accounting principles; and

WHEREAS, Clifton Larson Allen LLP issued the audit report and presented its findings and recommendations to the Finance Committee of the Board of Trustees.

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

1. The Board of Trustees of Essex County College accepts the findings, report and recommendations of the independent auditors and authorizes the release of the College's Fiscal Year 2018-2019 Audit.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Gervida Constant
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	December 17, 2019
Agenda Item No.:	4-1/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Gervida Constant, to the academic rank of Instructor, in the academic discipline of Nursing, for the Nursing Department, for the period January 2, 2020 through August 31, 2020. The recommended annual salary for the position is \$70,628.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of eight (8) applications were reviewed and five (5) applicants were selected to be interviewed. Gervida Constant 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 Science	2018	Walden University Minneapolis, MN	Nursing
• Bachelor of Science	2013	Felician University Lodi, NJ	Nursing
• Associate in Science	1996	Raritan Valley Community College Branchburg, NJ	Nursing

FISCAL NOTES: The recommended salary of \$70,628 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Gervida Constant, at the annual salary of \$70,628, to the academic rank of Instructor, in the academic discipline of Nursing, for the Nursing Department, for the period January 2, 2020 through August 31, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Korena Stewart
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	December 17, 2019
Agenda Item No.:	4-2/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Korena Stewart, to the academic rank of Instructor, in the academic discipline of Nursing, for the Nursing Department, for the period January 2, 2020 through August 31, 2020. The recommended annual salary for the position is \$75,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of eight (8) applications were reviewed and five (5) applicants were selected to be interviewed. Korena Stewart 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	2017	Princeton University Princeton, NJ	Christian Education
• Master of Science	2015	Kean University Union, NJ	Nursing
• Bachelor of Science	2012	Kean University Union, NJ	Nursing
• Associate in Applied Science	2009	Essex County College Newark, NJ	Nursing
• Associate in Science	2004	Union County College Union, NJ	Licensed Practical Nurse

FISCAL NOTES: The recommended salary of \$75,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Korena Stewart, at the annual salary of \$75,000, to the academic rank of Instructor, in the academic discipline of Nursing, for the Nursing Department, for the period January 2, 2020 through August 31, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Donna Francis
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	December 17, 2019
Agenda Item No.:	4-3/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Donna Francis, to the academic rank of Lecturer B (skills training), in the academic discipline of Nursing, for the Nursing Department, for the period January 2, 2020 through August 31, 2020. The recommended annual salary for the position is \$65,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of eight (8) applications were reviewed and five (5) applicants were selected to be interviewed. Donna Francis is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (BACHELOR'S DEGREE REQUIRED):

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Master of Science	2009	Walden University Minneapolis, MN	Nursing
• Bachelor of Science	2002	Seton Hall University South Orange, NJ	Nursing

FISCAL NOTES: The recommended salary of \$65,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Donna Francis, at the annual salary of \$65,000, to the academic rank of Lecturer B (skills training), in the academic discipline of Nursing, for the Nursing Department, for the period January 2, 2020 through August 31, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Choysten Hooker
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	December 17, 2019
Agenda Item No.:	4-4/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Choysten Hooker, to the position of Mailroom Clerk – Shipping and Receiving, for the Mailroom Department, for the period beginning December 18, 2019. The recommended annual salary for the position is \$30,000.

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

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$30,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Choysten Hooker, at the annual salary of \$30,000, to the position of Mailroom Clerk – Shipping and Receiving, for the Mailroom Department, for the period beginning December 18, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Ledawn Hall
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	December 17, 2019
Agenda Item No.:	4-5/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Ledawn Hall, from the position of Student Success Coach, to the position of Director, for the Men and Women of Excellence Scholars Program, for the Student Affairs Area, contingent upon grant funding, for the period January 1, 2020 through August 31, 2020. The recommended annual salary for the position is \$60,000.

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

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Master of Arts	2019	Montclair State University Montclair, NJ	Educational Leadership
• Bachelor of Arts	2001	Rutgers University Newark, NJ	Communication, Information and Library Studies

FISCAL NOTES: The recommended salary of \$60,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Ledawn Hall, at the annual salary of \$60,000, from the position of Student Success Coach, to the position of Director, for the Men and Women of Excellence Scholars Program, for the Student Affairs Area, contingent upon grant funding, for the period January 1, 2020 through August 31, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Gail Abram
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	December 17, 2019
Agenda Item No.:	4-6/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Gail Abram, from the position of Administrative Assistant, in the Program Development and Learning Resources Area, to the position of Coordinator, for the Information Commons Department, for the period January 1, 2020 through June 30, 2020. The recommended annual salary for the position is \$63,000.

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

DEGREE/CERTIFICATION QUALIFICATIONS (BACHELOR'S DEGREE REQUIRED):

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Bachelor of Science	2014	University of Phoenix Phoenix, AZ	Business Administration
• Associate in Science	1989	Essex County College Newark, NJ	Business Administration

FISCAL NOTES: The recommended salary of \$63,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Gail Abram, at the annual salary of \$63,000, from the position of Administrative Assistant, in the Program Development and Learning Resources Area, to the position of Coordinator, for the Information Commons Department, for the period January 1, 2020 through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Merit Award
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	December 17, 2019
Agenda Item No.:	4-7/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the merit award for the individual listed, in accordance with the Support Staff Association contract, for the lump sum payment of \$1,000, effect on the date indicated:

<u>Name</u>	<u>Title - Department</u>	<u>Effective Date</u>
Jonella Johnson	Technical Assistant Training, Inc.	12/01/2019

FISCAL NOTES: The recommended award of \$1,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the merit award for the individual listed, for the lump sum payment of \$1,000, in accordance with the Support Staff Association contract, effect on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Revised Memorandum of Understanding New Jersey City University – Alternate Route Certification Program
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	December 17, 2019
Agenda Item No.:	7-1.1/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept the **revised** Memorandum of Understanding between Essex County College and New Jersey City University for the Alternate Route Certification Program for Teachers from July 1, 2019 until June 30, 2020.

BACKGROUND AND RATIONALE: This program started in January 2004 and was revamped in January 2016. Approved by the New Jersey Department of Education (NJDOE), this is a statewide consortium with New Pathways to Teaching in New Jersey (NPTNJ) Program and Community Colleges, offering a post-baccalaureate program for qualified candidates. The College will provide a 400-hour post baccalaureate program for candidates who would like to enter the teaching profession. Candidates have the option to enroll for non-credit or credit towards a Master's degree

FISCAL NOTES: The College will receive a revenue split per student per semester according to the Revenue Share Model in Appendix D.

RESOLUTION: The Board of Trustees of Essex County College approves the **revised** Memorandum of Understanding between Essex County College and New Jersey City University for the Alternate Route Certification Program for Teachers, a post-baccalaureate program for qualified candidates from July 1, 2019 until June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	College Readiness Now VI Project Agreement of the New Jersey Council of Community Colleges
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	December 17, 2019
Agenda Item No.:	7-1.2/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the College Readiness Now VI Program Agreement between Essex County College, hereinafter referred to as “Essex” and the New Jersey Council of County Colleges, hereinafter referred to as “NJCCC” for the purpose of establishing a College Readiness Now VI Program in the amount of \$63,535 to be delivered by Essex to Newark High School students from July 1, 2019 to August 20, 2020.

BACKGROUND AND RATIONALE: For six years, The New Jersey Council of County Colleges (NJCCC) has partnered with the State of New Jersey Office of the Secretary of Higher Education (OSHE) and New Jersey’s 18 community colleges to increase college readiness of high school students prior to graduation. Essex’s College Readiness Now VI Program proposes to enroll 75-100 Newark High School 11th and 12th grade students in a six-week Summer Boot Camp aimed to not only prevent the “Summer Slide” which often happens to disadvantaged students during the summer months, but also, propel students, particularly those entering their senior year into a college-ready mindset.

FISCAL NOTES: There is no fiscal impact to Essex.

RESOLUTION: The Board of Trustees of Essex County College accepts the College Readiness Now VI Program Agreement between Essex County College and the New Jersey Council of Community Colleges for the purpose of establishing a College Readiness Now VI Program in the amount of \$63,535 to be delivered by Essex to Newark High School students from July 1, 2019 to August 20, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: EOF Grant
Contact:	Dr. Elvy Vieira, Dean of Community, Continuing Education & Workforce Development
Meeting Date:	December 17, 2019
Agenda Item No.:	7-1.3/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept funding for the Educational Opportunity Fund Program (EOF) from The State of New Jersey Office of the Secretary of Higher Education, Educational Opportunity Fund, of **\$73,780.00** for the FY 2020 Winter Intersession.

BACKGROUND AND RATIONALE: The Educational Opportunity Fund Program is a State of New Jersey funded program of comprehensive support services for low income college students. The program assists over 1,500 students per year with intensive counseling, advisement, tutoring and funds.

FISCAL NOTES: There is no impact on college funding.

RESOLUTION: The Board of Trustees of Essex County College accepts funding for the Educational Opportunity Fund Program, from The State of New Jersey Office of the Secretary of Higher Education, The Educational Opportunity Fund for the FY 2020 in the amount of **\$73,780.00** for the FY20 Winter Intersession.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Budget Amendment: Carl D. Perkins Vocational & Technical Education FY2020 Postsecondary Grant Allocation
Contact:	Yvette Jefferies, Director College Advancement & Foundation
Meeting Date:	December 17, 2019
Agenda Item No.:	7-1.4/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept the Carl D. Perkins Vocational & Technical Education Fiscal Year 2020 Budget Amendment to the State of New Jersey Department of Education in the amount of \$6,308 for the period of July 1, 2019 – June 30, 2020 (FY20). This increases the total grant amount to \$724,002.

BACKGROUND AND RATIONALE: Essex County College was eligible to receive additional Perkins grant funds as part of our current FY 2020 Postsecondary Perkins application in the amount of \$6,308. The funds 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. The additional funds will be utilized in accordance with the amended FY20 spending strategy.

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

RESOLUTION: The Board of Trustees of Essex County College accepts the Carl D. Perkins Vocational & Technical Education Fiscal Year 2020 Budget Amendment to the State of New Jersey Department of Education in the amount of \$6,308 for the period of July 1, 2019 – June 30, 2020 (FY20). This increases the total grant amount to \$724,002.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Newark Workforce Development Board, Newark Works
Contact:	Dr. Elvy Vieira, Dean of Community, Continuing Education & Workforce Development
Meeting Date:	December 17, 2019
Agenda Item No.:	7-1.5/12-2019

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept funding from the Newark Workforce Dev. Board and NewarkWORKS the amount of \$15,000 to provide Work Readiness Skills Training to fifty Newark Residents hired through the City of Newark, Dept. of Sanitation. for the period beginning January 2, 2020 and ending June 30, 2020.

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 twenty-six 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 Newark Workforce Dev. Board, and NewarkWORKS in the amount of \$15,000 to provide Work Readiness Skills Training to fifty Newark Residents hired through the City of Newark, Dept. of Sanitation for the period beginning January 2, 2020 and ending June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 1-1: Implementation of Open Public Meetings Act
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	December 17, 2019
Agenda Item No.:	7-3.1/12-2019

RESOLUTION: The Board of Trustees of Essex County College revises Board Policy 1-1 "Implementation of Open Public Meetings Act" as set forth below and effective immediately for the purpose of removing paragraph f which related to non-retention of audio/visual recordings.

ESSEX COUNTY COLLEGE

BOARD POLICY

BP 1-1 IMPLEMENTATION OF OPEN PUBLIC MEETINGS ACT

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

a. The Board of Trustees of Essex County College hereby directs the President of the College to carry out the following provisions for appropriate implementation of the Open Public Meetings Act : (Definition are stated in Chapter 10:41-8 if Act.)

1. For all meetings, notice must be given to at least two newspapers circulating in Essex County; be posted in prominent locations; be given to the Clerk of Essex County; be mailed to those persons who have requested such notice and prepaid a set fee of \$10; and contain the time, date, and place of the meetings.

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

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

4. For emergency meetings, notice must be telephoned, telegraphed, or hand delivered to the newspaper(s); be given as soon as possible after the calling of such a meeting; and contain an agenda and a statement of whether formal action will be taken at the meeting.

b. The Act provides for specific circumstances in which a session of the Board of Trustees may remain open or be closed.

c. The Board of Trustees further directs the Chairman to announce publicly at every meeting and cause to be entered into the official minutes an accurate statement as to the adequacy of

the notice of that meeting, or, in the case that adequate notice was not provided, reasons for this inadequacy in accordance with the appropriate law.

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

1. time, place, and date of meeting;
2. members present;
3. subjects considered;
4. actions taken;
5. vote of each member;
6. any additional information required by law.

e. The minutes must be promptly available to the public. Minutes that have not been adopted should be stamped "Not Yet Adopted and Subject to Change."

ATTACHMENTS: No

Approved: 2/7/76
Revised: 11/2/81
Revised: 4/ /95
Revised: 9/ /97
Revised: 5/5/05
Revised: 12/17/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 1-5: Policy on Board of Trustees' Self-Evaluation
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	December 17, 2019
Agenda Item No.:	7-3.2/12-2019

RESOLUTION: The Board of Trustees of Essex County College revises Board Policy 1-5 "Policy on Board of Trustees' Self-Evaluation" as set forth below and effective immediately for the purpose of removing the requirement for specific dates upon which the evaluation is to be completed and for which the Board retreat must be held.

POLICY ON BOARD OF TRUSTEES' SELF-EVALUATION

Reference: N.J.S.A. 18A:64A-12

The Board of Trustees of Essex County College acknowledges that they are the final authority for the institution, whose assets and operations they hold in trust. Cognizant of its fiduciary and fiscal responsibilities, the Board is committed to assessing its own performance on an annual basis, in order to identify areas of strength and improve its areas of weakness, as to better serve the College. To assess its performance, the Board has established the following criteria:

1. The Board will annually evaluate and assess its own performance, using the Trustee Evaluation Instrument and process as approved by the Board;
2. The instrument shall incorporate criteria contained in Board policies regarding operations, in addition to criteria defining board effectiveness, promulgated by recognized practitioners in the field;
3. All Trustees shall complete the annual evaluation instrument from which a summary shall be presented and discussed during a Board Retreat. During the Retreat, the Board of Trustees shall discuss and develop a plan based on the summary. Additionally, during the Retreat, the Board shall discuss and develop goals to be utilized in the assessment of the President of the College. The Board of Trustees shall vote on the plan developed at the retreat at the next regularly scheduled meeting following Retreat;
4. In addition to identifying specific issues, the discussion of the Board's roles and responsibilities can build communication and understanding among Board members of each other's values and strengths, and lead to a stronger, more cohesive working group; and
5. The President may also provide the Board with comments and perspectives about the performance and accomplishments of the Board during the previous year and may suggest goals for the following year.



ATTACHMENTS: No

Approved: 2/21/2017
Revised: 10/17/2017
Revised 12/17/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 1-6: "Mosaics" Diversity, Equity & Inclusion Policy
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	December 17, 2019
Agenda Item No.:	7-3.3/12-2019

RESOLUTION: The Board of Trustees of Essex County College revises Board Policy 1-6 "Diversity, Equity and Inclusion Policy" as set forth below and effective immediately for the purpose of adding the title "Mosaics" to the policy.

ESSEX COUNTY COLLEGE

BOARD POLICY

BP 1-6 "MOSAICS" DIVERSITY, EQUITY & INCLUSION POLICY

Purpose

The intent of this policy is to address diversity and assuring inclusive excellence by supporting College efforts to achieve the goal of attracting and retaining diverse students, faculty, staff and administrative leaders, fostering student completion, and implementing programs and strategies to establishing a welcoming environment for all.

Application

Essex County College is an open access community college that serves the diverse needs of students through comprehensive educational programs, training, and continuing education. In efforts to achieve this goal, the College strives to ensure that the student population we serve and the administrative staff and faculty we employ are representative of the diversity of our community.

Essex County College will develop strategic diversity and inclusion action plans that tangibly demonstrate its commitment to the principles of inclusive excellence as well as identify diversity, equity and inclusion as essential aspects of system and campus planning and as indispensable characteristics of academic excellence and the ongoing experience of every member of the Essex County College community.

Diversity and inclusiveness are integral components of the highest quality academic programs and the strongest campus climate. The College's mission makes clear its responsibility to provide the broadest possible access, fully representative of all segments of the community. The College will employ best practices to attract diverse students, faculty, staff and administrative leaders, including efforts to strengthen the pipeline of diverse individuals with advanced credentials; ensure that services are in place to support retention (of faculty and students) and foster student completion at a rate that closes existing achievement gaps; and implement programs and strategies to establish a welcoming environment for all.

ATTACHMENTS: No

Approved: 4/30/2019

Revised: 12/17/2019

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



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Repeal Board Policy 2-8: Academic Rank and Non-Teaching Professionals
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	December 17, 2019
Agenda Item No.:	7-3.4/12-2019

RESOLUTION: The Board of Trustees of Essex County College repeals Board Policy 2-8 “Academic Rank and Non-Teaching Professionals” in its entirety and effective immediately.

ESSEX COUNTY COLLEGE

BOARD POLICY

BP 2-8 ACADEMIC RANK AND NON-TEACHING PROFESSIONALS

Approved: 5/16/17

Repealed: 12/17/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 3-6: Approval of Trustee Expense Vouchers
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	December 17, 2019
Agenda Item No.:	7-3.5/12-2019

RESOLUTION: The Board of Trustees of Essex County College revises Board Policy 3-6 "Approval of Trustee Expense Vouchers" as set forth below and effective immediately for the purpose of clarifying that Trustees' two designated trips per academic year are subject to budget.

ESSEX COUNTY COLLEGE

BOARD POLICY

BP 3-6 APPROVAL OF TRUSTEE EXPENSE VOUCHERS

REFERENCE: N.J.S.A. 18A:64A-12(o)

- a. All expense vouchers presented by the President must be approved by the Finance Committee of the Board of Trustees.
- b. All College business expenditures personally incurred by Board members shall be presented to the Board Chairman for signature to authorize reimbursement.
- c. Each Board member will designate to the Chairperson of the Board up to two major conferences, conventions, meetings or workshop he/she wishes to attend during the academic year subject to budget.
- d. The only exception to the above limitation shall be when a Board member holds office in a duly recognized county, junior or community college organization and his/her attendance at meetings, conferences, etc., of such organization is required in the performance of his/her office therein. In this event, the Chairperson may approve attendance at additional meetings.
- e. All College day or overnight travel and related expenses incurred by Board members must be approved by the Finance Committee or the Board Chairman prior to reimbursement.

ATTACHMENTS: No

Revised: 9/83
Revised: 9/ /97
Revised: 5/5/05
Revised 12/17/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 3-9: Authorization of Signatures for Expenditures
Contact:	Board of Trustees: Policy and Governance
Meeting Date:	December 17, 2019
Agenda Item No.:	7-3.6/12-2019

RESOLUTION: The Board of Trustees of Essex County College revises Board Policy 3-9 "Authorization of Signatures for Expenditures" as set forth below and effective immediately for the purpose updating the titles of positions referenced in the policy.

ESSEX COUNTY COLLEGE

BOARD POLICY

BP 3-9 AUTHORIZATION OF SIGNATURES FOR EXPENDITURES

REFERENCE: N.J.S.A. 18A:64A-12

a. The President and the Chief Financial Officer or Deputy Chief Financial Officer are authorized to jointly disburse payment of expenditures for all manual disbursements.

b. In the absence of the President, the President may authorize in writing that the alternate signature is the Vice President of Academic Affairs.

c. The Chief Financial Officer is authorized to obtain a facsimile plate of his signature or a Deputy Chief Financial Officer to be imprinted on all manual and computer generated disbursements under three thousand dollars (\$3,000) by the College.

ATTACHMENTS: No

Approved: 7/9/79
Revised: 11/2/81
Revised: 9/ /97
Revised 5/5/05
Revised 12/17/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 3-12: Purchasing and College Contracts
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	December 17, 2019
Agenda Item No.:	7-3.7/10-2019

RESOLUTION: The Board of Trustees of Essex County College revises Board Policy 3-12 "Purchasing and College Contracts", as set forth below effective immediately for the purpose of clarifying that certain public utility bills do not require Board approval.

ESSEX COUNTY COLLEGE

BOARD POLICY

BP 3-12 PURCHASING AND COLLEGE CONTRACTS

REFERENCE: N.J.S.A. 18A:64A-12(l)

The Board of Trustees endorses the provisions of the "County College Contracts Law" and directs the President to develop appropriate regulations to ensure that the purchasing functions of the College are implemented in accordance with N.J.S.A. 18A:64A-25.1 et seq. and the directives set forth herein:

1. All purchases involving the acquisition of goods or services which exceed the threshold established by State law shall be subject to a formal bid process as required under the County College Contracts Law (N.J.S.A. 18A: 64A-25.1 et seq.), unless otherwise exempted by that law.
2. All Purchases with an aggregate amount/value equal to or greater than seventeen thousand five hundred dollars (\$17,500) but less than the statutory threshold requiring formal bidding shall be subject to a "Request for Proposals" or "Fair and Open" process to the extent required by New Jersey Play-To-Play Law (N.J.S.A. 19:44A-20.4 et seq.)
3. All purchases with an aggregate amount/value equal to or greater than seventeen thousand five hundred dollars (\$17,500) shall be submitted to the Board of Trustees for review and approval. The President shall have discretion to approve any purchase with an aggregate value/amount less than seventeen thousand five hundred dollars (\$17,500).
4. All payments for services exempt from advertising per N.J.S.A. 18A:64A-25.5 (8) including "the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities ..." shall not require Board of Trustees approval.

ATTACHMENTS: Yes

Approved: 3/15/83
Revised: 9/ /97
Revised: 5/5/05
Revised: 2/26/2019
Revised 12/17/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 5-1: Attendance Policy
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	December 17, 2019
Agenda Item No.:	7-3.8/12-2019

RESOLUTION: The Board of Trustees of Essex County College revises Board Policy 5-1 "Attendance Policy" as set forth below and effective immediately for the purpose of clarifying that the College is not an attendance-taking institution, except to the extent required by law.

ESSEX COUNTY COLLEGE

BOARD POLICY

BP 5-1 ATTENDANCE POLICY

REFERENCE: N.J.S.A. 18A:64A-12(o)

Attendance at classes by students is considered an integral and vital part of the learning process. Regulations will be developed to implement this policy.

ATTACHMENTS: No

Approved: 1/22/75
Revised: 9/ /97
Revised: 12/17/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 17, 2019	