



**Essex County College  
Board of Trustees**

**SPECIAL PUBLIC MEETING AGENDA**

August 18, 2020 – 11:00 AM

Via Virtual Meeting – Dial-In Number: **1 (520) 420-9132**

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

**Actions Recommended for Approval**

3-1.1/8-2020	Authorize the Award of a Three-Year Contract for Maintenance Agreement – Line from Main Campus to WEC Campus Cablevision Lightpath, Inc., Jericho, NY College Funded – Operating Expense	\$34,200.00 per year
3-1.2/8-2020	Authorize the Award of Two (2) Instant Replacement Subscriptions for Barracuda New Era Technology, East Hanover, NJ College Funded – Operating Expense	\$28,559.64
3-1.3/8-2020	Authorize the Award of a License Renewal for Mobile Platform Edition Ellucian Support, Inc., Chicago, IL College Funded – Operating Expense	\$23,861.00
3-1.4/8-2020	Authorize the Award of Three (3) Renewals for Maintenance Agreement, Microsoft Campus License, Purchase of 4K USB-C Monitor and Dell Storage Dell Computers, Roundrock, TX College/Chapter XII/Foundation for Instructional Technology Capital Grant Project Funded – Operating Expense	\$37,514.81
3-1.5/8-2020	Authorize the Award of a Renewal for Maintenance Agreement Oracle America, Inc., Dallas, TX College Funded – Operating Expense	\$11,476.31
3-1.6/8-2020	Authorize the Award of a License Renewal for Virtual Apps and Desktops Citrix Systems, Inc., Fort Lauderdale, FL College Funded – Operating Expense	\$10,196.71

3-1.7/8-2020	Authorize the Award of an Additional Fee for Architectural and Engineering Services for the College’s Center for Teaching and Learning Arcari & Iovino Architects, PC, Little Ferry, NJ GOBond Project Funded – Capital Expense	\$1,174.78
3-1.8/8-2020	Authorize the Award of Three (3) Year Bid for Landscaping & Ground Maintenance Custom Care Services, Inc., Wall, NJ College Funded – Operating Expense	\$43,420.00 per year
3-1.9/8-2020	Authorize the Award of Two (2)-Year Bid for Roofing Repair Services Northeast Roof Maintenance, Inc., Wall, NJ College Funded – Operating Expense	\$30,000.00 per year
3-1.10/8-2020	Authorize the Award of Five (5) Blanket Orders for Utility Services PSE&G Co Constellation New Energy, Inc. Direct Energy Business City of Newark / Water Township of West Caldwell / Water College Funded – Operating Expense	\$790,000.00 390,000.00 120,000.00 110,000.00 14,000.00 <hr/> Total \$1,424,000.00
3-1.11/8-2020	Authorize Payment for Insurance Policy Renewal IMAC Insurance Agency, LLC., Belleville, NJ College/Grant Funded – Operating Expense	\$74,022.01
3-1.12/8-2020	Authorize the Payment for Workers Compensation New Jersey Community College Insurance Pool College Funded – Operating Expense	\$202,920.00
3-1.13/8-2020	Authorize the Payment for Council and JPC Assessment New Jersey Council and JPC Assessment College Funded – Operating Expense	\$57,531.00
3-1.14/8-2020	Authorize the Award of Five-Year Contract for Subscription Services Softdocs, Inc., Columbia, SC College Funded – Operating Expense	\$625,538.00
3-1.15/8-2020	Authorize Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense	\$750.92
3-1.16/8-2020	Authorize Payment for Legal Services O’Toole Scrivo, LLC, Cedar Grove, NJ College Funded – Operating Expense	\$3,860.00

3-1.17/8-2020	Authorize Payment for Legal Services Scarinci Hollenbeck, Lyndhurst, NJ College Funded – Operating Expense	\$8,790.00
3-1.18/2020	Authorize Payment for Legal Services Schenck, Price, Smith & King, LLP, Florham Park, NJ College Funded – Operating Expense	\$1,496.25
3-1.19/8-2020	Authorize the Award of an Additional Payment for Consulting Services Ronald C. Goldfarb, Prospect, CT College Funded – Operating Expense	\$11,712.25
3-1.20/8-2020	Authorize an Additional payment for PN Essential Complete Package Assessment Technology Institute, LLC., Leawood, KS Student Fee Funded – Operating Expense	\$15,866.76
3-1.21/8-2020	Authorize the Award of a Purchase for Turnitin Plagiarism Checking System Turnitin, LLC., Oakland, CA College Funded – Operating Expense	\$22,005.30
3-1.22/8-2020	Authorize the Award of a Purchase of Sanitization Industrial Equipment Bio-Shine, Spotswood, NJ Imperial Bag & Paper, Bayonne, NJ College Funded – Operating Expense	\$15,649.26 5,298.00 Total <u>\$20,565.26</u>
3-2.1/8-2020	Adoption of the Tuition and Fee Schedule	
3-2.2/8-2020	Retention of Legal Services Porzio Bromberg and Newman, Morristown, NJ College Funded – Operating Expense	Amount not to exceed \$100,000
3-2.3/8-2020	Amendment to May 16, 2019 Agreement with Follett	

VI. Personnel .....Mrs. J. Grimes

Acting Appointments

4-1/8-2020	Germaine Albuquerque, Acting Chairperson Business Division Effective July 23, 2020 until further notice Salary - \$85,000
4-2/8-2020	Brooke Orosz, Acting Chairperson Mathematics, Engineering Technologies, and Computer Sciences Division Effective August 31, 2020 until further notice Salary - \$85,000

Retirements

4-3/8-2020 Robert Leone, Instructor  
Engineering  
Effective August 31, 2020

Rabia Rashed, Student Services Representative  
Enrollment Services  
Effective August 31, 2020

Ernestina Mensah, Custodian  
Facilities Management  
Effective July 1, 2020

Resignations

4-4/8-2020 Bettina Eulie, Lecturer  
Nursing  
Effective August 19, 2020

Richard Perdomo, Maintenance Technician  
Facilities Management  
Effective August 5, 2020

Kayla Stepinac, Assistant Director  
Student Development  
Effective July 3, 2020

- VII. New Business ..... TBD
- VIII. Public Comments ..... TBD
- IX. Notice of Executive Session .....Mrs. J. Grimes
- X. Adjournment.....Chair M. Bolden

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



# BOARD OF TRUSTEES

## REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Cablevision Lightpath, Inc. <b>(Non-SBE/MBE/WBE)</b>
Contact:	Mohamed Seddiki / Acting Vice President of Operations/CIO
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.1/8-2020
Resolution Authorizing the Award of Three-Year Contract for Maintenance Agreement Line from Main Campus to WEC Campus	

**WHEREAS**, Essex County College has a need to approve the award of a three-year contract in the amount not to exceed **\$34,200.00** per year to **Non-SBE/MBE/WBE, Cablevision Lightpath, Inc.**, 200 Jericho Quadrangle, Jericho New York, 11753 for a Point-to-Point Ethernet line from the Newark Campus to the West Caldwell Campus for the period of July 1, 2020 through June 30, 2023, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.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 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, Educational Service Commission of New Jersey (ESCNJ) Bid #RFP #ESCNJ 18/19-46 from 7/01/2019 - 6/30/22; 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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose and contract documents is approved by General Counsel Office,

**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 agreement with **Non-SBE/MBE/WBE, Cablevision Lightpath, Inc.**, 200 Jericho Quadrangle, Jericho, New York 11753 in the amount not to exceed **\$34,200.00** per year for a Point-to-Point Ethernet line from the Newark Campus to the West Caldwell Campus for the period of July 1, 2020 through June 30, 2023;

<u>Fiscal Year</u>	<u>\$Amount</u>
2020-2021	\$34,200.00
2021-2022	\$34,200.00
2022-2023	\$34,200.00

2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(8) and N.J.S.A. 18A:64A-25.9(a);
3. Specific line item against which this contract is to be charged is as follows:  
10-1751-7401 Operating Expense

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



FY 2020/2021

## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – New Era Technology <b>(Small Business Enterprise – SBE)</b>
Contact:	Mohamed Seddiki / Acting Vice President of Operations/CIO
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.2/8-2020
Resolution Authorizing the Award of Two (2) Instant Replacement Subscriptions for Barracuda	

**WHEREAS**, Essex County College needs to replace two (2) Barracuda Web Security Gateway Appliances in the total amount of **\$28,559.64** from **New Era Technology**, 11 Melanie Lane, East Hanover, New Jersey 07936, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) from February 8, 2019 through February 7, 2021, 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**, 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 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 two (2) instant replacement subscriptions with **New Era Technology**, 11 Melanie Lane, East Hanover, New Jersey 07936, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) in the total amount **\$28,559.64** for Barracuda;
2. The following instant replacement subscriptions are as follows:

<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>
Web Sec. Gateway 910; S/N 693616	2/08/2019 - 2/07/2021	\$14,279.82
Web Sec. Gateway 910; S/N 695099	2/08/2019 - 2/07/2021	\$14,279.82
3. These subscriptions are awarded without public bidding as a purchase by the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.9(a). State of New Jersey, National Association of State Procurement Officials (NASPO) Value Point Contract #A88792;
4. This contract is being awarded “Non-Fair and Open”
5. Specific line item against which these subscriptions are to be charged are as follows:  
10-1723-7620 Operating Expense

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



FY 2020/2021

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: License Renewal – Ellucian Support, Inc. <b>(Small Business Enterprise – SBE)</b>
Contact:	Mohamed Seddiki / Acting Vice President of Operations/CIO
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.3/8-2020
Resolution Authorizing the Award of a License Renewal for Mobile Platform Edition	

**WHEREAS**, Essex County College has a need to renew a license of **\$23,861.00** to **Ellucian Support, Inc.**, 14083 Collections Center Drive, Chicago, Illinois 60693, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for a maintenance agreement of Mobile Software Platform Edition 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(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 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 enter into and execute a license renewal with **Ellucian Support, Inc.**, 14083 Collections Center Drive, Chicago, Illinois 60693, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) of **\$23,861.00** for Mobile Software Platform Edition from July 1, 2020 through June 30, 2021;
2. This license is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. This contract is being awarded “Non-Fair and Open”
4. Specific line items against which this license is to be charged is as follows:  
10-1723-7511 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Dell Computers <b>(Non-SBE/MBE/WBE)</b>
Contact:	Mohamed Seddiki / Acting Vice President of Operations/CIO
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.4/8-2020
Resolution Authorizing the Award of Three (3) Renewals for Maintenance Agreement, Microsoft Campus License, Purchase of 4k USB-C Monitor, and Dell Storage	

**WHEREAS**, Essex County College has a need to renew the maintenance agreement in the total amount of **\$12,577.30** and purchase of a Microsoft License, USB-C Monitor, and Dell Storage in the total amount of **\$24,937.51** to **Non-SBE/MBE/WBE Dell Computers**, 1 Dell Way, Round Rock, Texas 78682; 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, NASPO Value Point Computer M-0483 State Contract Number WN23AGW Contract #MNWNC-108/89967;

**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 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 renewal maintenance and purchase to **Non-SBE/MBE/WBE Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 in the total amount of **\$37,514.81** for the following:

<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>	<u>Account #</u>
PowerEdge R620	9/18/2020 - 10/01/2021	\$ 7,815.44	10-6105-7511
VMWare	7/18/2020 - 7/17/2021	\$ 4,412.43	10-1723-7620
Networking 4000	6/11/2020 - 7/17/2021	\$ 349.43	10-1723-7620
USB-C Monitor		\$ 1,511.98	901403-3104-7905
EMC ME4024 Storage Array		\$23,425.53	902105-02105-7904

2. These maintenance renewals and purchases are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.(a). NASPO Value Point Computer M-0483 State Contract Number WN23AGW Contract # MNWNC-108/89967;
3. This contract is being awarded “Non-Fair and Open”
4. Specific line item against which these maintenance renewals and purchase are to be charged are as follows: FY 2020/2021  
10-6105-7511 and 10-1723-7620 Operating Expense  
901403-3104-7905 Chapter XII Bond Ordinance #0-2014-00003  
902105-02105-7904 Funded by the Foundation for Instructional Technology (FIT) Capital Grant Project

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Renewal Maintenance – Oracle America, Inc. <b>(Non-SBE/MBE/WBE)</b>
Contact:	Mohamed Seddiki / Acting Vice President of Operations/CIO
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.5/8-2020
Resolution Authorizing the Award of a Renewal for Maintenance Agreement	

**WHEREAS**, Essex County College needs to renew maintenance for **\$11,476.31** to **Non-SBE/MBE/WBE Oracle America, Inc.**, P.O. Box 203448, Dallas, Texas 75320 for Storage Tek LTO for the period of August 18, 2020 through August 17, 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 statues) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

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

**WHEREAS**, The 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 renewal maintenance with **Non-SBE/MBE/WBE Oracle America, Inc.**, P.O. Box 203448, Dallas, Texas 75320 for **\$11,476.31** for Storage Tek LTO for August 18, 2020 through August 17, 2021;
2. This maintenance renewal is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. This maintenance renewal is being awarded “Non-Fair and Open”
4. Specific line item against which this renewal is to be charged is as follows:  
10-1723-7620 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: License Renewal – Citrix Systems, Inc. <b>(Small Business Enterprise – SBE)</b>
Contact:	Mohamed Seddiki / Acting Vice President of Operations/CIO
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.6/8-2020
Resolution Authorizing the Award of a License Renewal for Virtual Apps and Desktops	

**WHEREAS**, Essex County College needs to renew a license for **\$10,196.71** to **Citrix Systems, Inc.**, 851 West Cypress Creek Road, Fort Lauderdale, Florida 33309, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for a maintenance agreement of Virtual Apps and Desktops Premium Edition from July 7, 2020 through July 7, 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 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 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 enter into and execute a license renewal with **Citrix Systems, Inc.**, 851 West Cypress Creek Road, Fort Lauderdale, Florida 33309, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) in the amount of **\$10,196.71** for Virtual Apps and Desktops Premium Edition from July 7, 2020 through July 7, 2021;
2. This license is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. This contract is being awarded “Non-Fair and Open”
4. Specific line items against which this license is to be charged is as follows:  
10-1723-7511 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Services – Arcari & Iovino Architects, PC <b>(Small Business Enterprise – SBE)</b>
Contact:	Mohamed Seddiki / Acting Vice President of Operations/CIO
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.7/8-2020
Resolution Authorizing the Award of an Additional Fee for Architectural and Engineering Services for the College’s Center for Teaching and Learning	

**WHEREAS**, Essex County College needs to approve an additional fee of **\$1,174.78** to **Arcari & Iovino Architects, PC**. One Katherine Street, Little Ferry, New Jersey 07643, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) to the design to increase the size and sitting capacity of Classroom A at the Center for Teaching and Learning under the GoBond Project, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(1) Professional services; or

**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 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 an additional service with **Arcari & Iovino Architects, PC**. One Katherine Street, Little Ferry, New Jersey 07643, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for **\$1,174.78** to the design to increase the size and sitting capacity of Classroom A at the Center for Teaching and Learning under the GoBond Project;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(1);
3. This contract is being awarded “Non-Fair and Open”.
4. Specific line item against which this service is to be charged is as follows:  
902103-02103-7952 GoBond Project  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Custom Care Services, Inc. <b>(Small Business Enterprise – SBE)</b>
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.8/8-2020
	Resolution Authorizing the Award of Three (3) Year Bid for Landscaping & Ground Maintenance

**Recommendation:** It is recommended that the Board of Trustees approve the award of a three-year bid to **Custom Care Services, Inc.**, 2817 Williamsburg Drive, Wall, New Jersey 07719, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Landscaping & Ground Maintenance in the amount of **\$43,420.00** per year from July 1, 2020 through June 30, 2023.

Bid #8078 was advertised on March 27, 2020. There were seven (7) bids solicited. A Pre-Bid conference was held on April 9, 2020. One (1) response was received, opened, and publicly read on April 21, 2020.

**Nature of Bid:** Landscaping & Ground Maintenance

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

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

<u>Campus</u>	<u>Account #</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>\$ Total (3-Years)</u>
Newark	10-7202-7637	\$31,625.00	\$31,625.00	\$31,625.00	\$ 94,875.00
West Essex	10-7252-7637	<u>\$11,795.00</u>	<u>\$11,795.00</u>	<u>\$11,795.00</u>	<u>\$ 35,385.00</u>
		\$43,420.00	\$43,420.00	\$43,420.00	\$130,260.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a three-year bid to **Custom Care Services, Inc.**, 2817 Williamsburg Drive, Wall, New Jersey 07719, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Landscaping & Ground Maintenance in the amount of **\$43,420.00** per year from July 1, 2020 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Northeast Roof Maintenance, Inc. <b>(Small Business Enterprise – SBE)</b>
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.9/8-2020
Resolution Authorizing the Award of Two (2) Year Bid for Roofing Repair Services	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a two-year bid to **Northeast Roof Maintenance, Inc.**, 2817 Williamsburg Drive, Wall, New Jersey 07719, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Roofing Repair Services in the amount of **\$30,000.00** per year from July 1, 2020 through June 30, 2022.

Bid #8086 was advertised on April 9, 2020. There were seven (7) bids solicited. A Pre-Bid conference was held on April 23, 2020. Three (3) responses were received, opened, and publicly read on May 5, 2020.

**Nature of Bid:** Roofing Repair Services

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

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

<u>Campus</u>	<u>Account #</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>\$ Total (2-Years)</u>
Newark	10-7351-7620F	\$20,000.00	\$20,000.00	\$40,000.00
West Essex	10-7252-7620F	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$20,000.00</u>
		\$30,000.00	\$30,000.00	\$60,000.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a two-year bid to **Northeast Roof Maintenance, Inc.**, 2817 Williamsburg Drive, Wall, New Jersey 07719, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Roofing Repair Services in the total amount of **\$30,000.00** per year from July 1, 2020 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Utility Services <b>(Non-SBE/MBE/WBE)</b>
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.10/8-2020
Resolution Authorizing the Award of Five (5) Blanket Orders for Utility Services	

**WHEREAS**, Essex County College has a need to approve a blanket order in the total amount of **\$1,424,000.00** to **Non-SBE/MBE/WBE**, below-listed companies which will provide Utility Services from July 1, 2020 through June 30, 2021 at the Newark Campus, West Essex Campus, and Student Housing, 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(8), 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, 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 statues) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

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

**WHEREAS**, The 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 blanket orders in the total amount of **\$1,424,000.00** for utility services for the fiscal year 2020-2021 at the Newark Campus, West Essex Campus, and Student Housing:

<u>Company Name</u>	<u>Newark Campus</u>	<u>WEC Campus</u>	<u>\$Amount</u>
PSE&G Co.	\$ 750,000.00	\$ 40,000.00	\$ 790,000.00
Constellation New Energy, Inc.	\$ 350,000.00	\$ 40,000.00	\$ 390,000.00
Direct Energy Business	\$ 80,000.00	\$ 40,000.00	\$ 120,000.00
City of Newark/Water	\$ 110,000.00		\$ 110,000.00
Township of West Caldwell	\$ 110,000.00	\$ 14,000.00	\$ 14,000.00
	\$1,290,000.00	\$134,000.00	\$1,424,000.00

2. These blanket orders are awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.(8);
3. Specific line item against which these blanket orders are to be charged are as follows:
  - 10-7351-7640 Operating Expense – Newark and Student Housing \$1,180,000.00
  - 10-7351-7660 Operating Expense – Newark and Student Housing \$110,000.00
  - 10-7252-7640 Operating Expense – West Essex Campus \$120,000.00
  - 10-7252-7660 Operating Expense – West Essex Campus \$14,000.00
 FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



# BOARD OF TRUSTEES

## REQUEST FOR BOARD ACTION

Subject:	Finance: Institutional Insurance – IMAC Insurance Agency, LLC. <b>(Small Business Enterprise – SBE)</b>
Contact:	Evens Wagnac / Deputy CFO/Comptroller
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.11/8-2020
Resolution Authorizing the Payment for Insurance Policy Renewal	

**WHEREAS**, Essex County College has a need to provide a payment in the total amount of **\$74,022.01** to **IMAC Insurance Agency LLC**, 540 Mill Street, Belleville, New Jersey 07109, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the fiscal year 2020-2021 for Insurance Policy Renewal, in which contracts for Insurance are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A. 18A:64A-25.5.(11), Insurance, including the purchase of insurance coverage and consulting services which exceptions shall be in accordance with the requirements for extraordinary unspecifiable services; and

**WHEREAS**, The 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 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 **IMAC Insurance Agency LLC**, 540 Mill Street, Belleville, New Jersey 07109, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Insurance Policy Renewal for the fiscal year 2020-2021 in the total amount of **\$74,022.01**. The premium is as follows:

<u>Description</u>	<u>\$Amount</u>
Athletic Policy	\$73,373.00
Day Care Accident	\$ 375.00
Excess Liability	\$ 274.01

2. These payments are awarded without public bidding in accordance with the provisions of the County College Contract Law 18A:64A-25.5.(11).
3. Specific line item against which these payments are to be charged are as follows:  
 Operating Expense Account:  
 10-1851-7715 for \$73,373.00  
 29210-9210-7715 for \$375.00  
 10-1851-7711 for \$274.01  
 FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Institutional Assessment – New Jersey Community College Insurance Pool <b>(Non-SBE/MBE/WBE)</b>
Contact:	Evens Wagnac / Deputy CFO/Comptroller
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.12/8-2020
Resolution Authorizing the Payment for Workers Compensation	

**WHEREAS**, Essex County College has a need to provide the premium and the continuation of Essex County College as a member of the **Non-SBE/MBE/WBE, New Jersey Community College Insurance Pool**, PO Box B, Trenton, New Jersey 08690 for **\$202,920.00** for workers compensation for the fiscal year 2020-2021, in which contracts for Insurance are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A. 18A:64A-25.5.(11), Insurance, including the purchase of insurance coverage and consulting services which exceptions shall be in accordance with the requirements for extraordinary unspecifiable services; and

**WHEREAS**, The New Jersey Community College Insurance Pool pursuant to Title 18A: 64A-25.33 offered an alternative that has resulted in substantial premium reductions and safeguards against extraordinary claims as compared to purchasing traditional coverage through a carrier. The College has been a member since July 1, 1987. The pool provides currently two discount rates of 10.05% and 47% to be applied to the premium. Each member has its own Experience Rate Modifier (ERM) for the fiscal year 2020-2021.

**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 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 the premium to **Non-SBE/MBE/WBE, New Jersey Community College Insurance Pool**, PO Box B, Trenton, New Jersey 08690 for Workers Compensation for the fiscal year 2020-2021 in the amount of **\$202,920.00**;
2. This premium is awarded without public bidding in accordance with the provisions of the County College Contract Law 18A:64A-25.5.(11).
3. Specific line item against which this premium is to be charged is as follows:  
10-1851-7712 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	
BOARD APPROVAL DATE August 18, 2020	





**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Finance: Institutional Assessment – New Jersey Council of Community Colleges <b>(Non-SBE/MBE/WBE)</b>
Contact:	Dr. Augustine A. Boakye / Acting President
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.13/8-2020
Resolution Authorizing the Payment for Council and JPC Assessment	

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the payment of **\$57,531.00** to the **Non-SBE/MBE/WBE, New Jersey Council of County Colleges (NJCCC)**, 330 West State Street, Trenton, New Jersey 08618 for Essex County College’s FY2021 assessment.

**BACKGROUND AND RATIONALE:** Each year the New Jersey Council of County Colleges approves the Council’s budget and each County College is assessed a fee based on enrollment. The annual assessed fee for Essex County College is \$57,531.00

**FISCAL NOTES:** This action is funded by college operating funds, account # 10-1701-7460.

<u>Description</u>	<u>\$Amount</u>
Council Assessment	\$56,667.00
Joint Purchasing Consortium Assessment (JPC)	<u>\$ 864.00</u>
<b>TOTAL</b>	<b>\$57,531.00</b>

**RESOLUTION:** The Board of Trustees of Essex County College approves the payment of **\$57,531.00** to the **Non-SBE/MBE/WBE, New Jersey Council of County Colleges (NJCCC)**, 330 West State Street, Trenton, New Jersey 08618 for Essex County College’s FY2021 assessment.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Softdocs, Inc. <b>(Non-SBE/MBE/WBE)</b>
Contact:	Sanjay Ramdath / Executive Director of Enrollment Management
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.14/8-2020 <b>COVID-19</b>
Resolution Authorizing the Award of Five-Year Contract for Subscription Services	

**WHEREAS**, Essex County College has a need to approve a contract of five-year subscription for Imaging Software to **Non-SBE/MBE/WBE, Softdocs**, Inc. 807 Bluff Road, South Carolina 29201 in the amount not to exceed **\$625,538.00** from July 1, 2020 to June 30, 2025, considering the matters related to Coronavirus pandemic (**COVID-19**) 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-25.5.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-25.19) requires that if the contracting agent deems it impractical to solicit competitive quotations or having sought such quotations determines that the award should not be based on the lowest quotation received, the contracting agent shall file a statement of explanation of the reason or reasons therefor. Therefore, the Purchasing Department keeps on file a statement of explanation provided by the Executive Director of Enrollment Management to said contract;

**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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose and contract document was reviewed and approved by the General Counsel Office,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a contract to **Non-SBE/MBE/WBE, Softdocs**, 807 Bluff Road, South Carolina 29201 in the amount not to exceed **\$625,538.00** for Imaging Software from July 1, 2020 to June 30, 2025, considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County;
2. The pricing below is based around software and services costs may vary based upon final agreed to software plus services and contract length. The Subscription Term Annual Subscription Rate schedule is as follows:

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



<u>Period Term</u>	<u>\$Amount</u>
2020-2021	\$95,000.00 + \$63,000.00 = \$158,000.00 (Negotiated, special exception increase)
2021-2022	\$105,000.00 (Negotiated, special exception increase)
2022-2023	\$115,000.00 (Negotiated, special exception increase)
2023-2024	\$120,750.00 (5% increase)
2024-2025	\$126,788.00 (5% increase)

3. Three quotes were received and are as follows:

<u>Vendor Name</u>	<u>Location</u>	<u>\$Amount</u>
Accelerated Info. System/Laserfiche	Hicksville, NY	\$ 75,379.50
Hyland Software, Inc./Onbase	Westlake, OH	\$129,000.00
SoftDocs, Inc.	Columbia, SC	\$625,538.00

4. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
5. This contract is being awarded "Non-Fair and Open"
6. Specific line item against which this contract is to be charged is as follows:  
10-1723-7795 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – Genova Burns Attorneys-At-Law <b>(Small Business Enterprise – SBE)</b>
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	August 18, 2020
Agenda Item	3-1.15/8-2020
No.:	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 May and June 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 **Genova Burns Attorneys-At-Law**, 494 Broad Street, Newark, New Jersey 07102, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for legal services rendered in the total amount of **\$750.92** for the following invoices:
  - **#418913** for **\$500.92**, May 31, 2020 (ECC v/Gibson/Hasan counterclaim);
  - **#420302** for **\$250.00**, June 30, 2020 (ECC v/Gibson/Hasan counterclaim);
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. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – O’Toole Scrivo, LLC <b>(Small Business Enterprise – SBE)</b>
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	August 18, 2020
Agenda Item	3-1.16/8-2020
No.:	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 May 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 **O’Toole Scrivo, LLC**, 14 Village Park Road, Cedar Grove, New Jersey 07009, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for legal services rendered in the total amount of **\$3,860** for the following invoice:
  - **#89260** for **\$3,860.00**, May 31, 2020 (General Billing)
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. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Scarinci Hollenbeck <b>(Small Business Enterprise – SBE)</b>
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.17/8-2020
Resolution Authorizing the Payment for Legal Services	

**WHEREAS**, Essex County College required outside legal services. **Scarinci Hollenbeck**, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) rendered services for May 31, 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 Scarinci Hollenbeck was among at a rate of \$150.00 per hour; 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 **Scarinci Hollenbeck**, 1100 Valley Brook Avenue, Lyndhurst, New Jersey 07071, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for legal services rendered in the total amount of **\$8,790.00** for the following invoices:
  - **#232863** for **\$300.00**, May 31, 2020 (Labor and Employment Counsel);
  - **#232864** for **\$5,955.00**, May 31, 2020 (Administrative Ass. Contract Negotiations);
  - **#232865** for **\$2,535.00**, May 31, 2020 (Negotiations w/Adjunct Faculty Federation for Successor Agreement w/College);
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. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



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

Subject:	Finance: Legal Service – Schenck, Price, Smith & King, LLP <b>(Small Business Enterprise – SBE)</b>
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.18/8-2020
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 June 30, 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 **\$1,496.25** for the following invoice:
  - **#1100822** for **\$1,496.25**, June 30, 2020 (Ground Lease Estoppel & Recognition Agreement);
2. Specific line item against which this contract is to be charged is as follows:  
 10-1701-7827 Operating Expense  
 FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Consulting Services – Ronald C. Goldfarb <b>(Small Business Enterprise – SBE)</b>
Contact:	John Runfeldt/Executive Director of Institutional Effectiveness, Planning, & Assess.
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.19/8-2020
Resolution Authorizing the Award of an Additional Payment for Consulting Services	

**WHEREAS**, Essex County College has a need to provide additional payment for consulting services for **\$11,712.25 to Ronald C. Goldfarb**, 75 Cherry Circle, Prospect, Connecticut 06712, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) from May 11, 2020 to June 30, 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(15) Professional Consulting Services; and

**WHEREAS**, On September 24, 2019 (3-2/9-2019) the Board of Trustees awarded a contract in the amount not to exceed \$18,500 until June 30, 2020 for consulting services relating to the Strategic Plan 2019-2024, Middle States pre-self-study and Mid-point peer review and other matters. The additional service assigned by the President during the COVID-19 pandemic is included in the memo attached; and

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

**WHEREAS**, 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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose and contract documents approved by General Counsel Office are attached,

**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 additional payment with **Ronald C. Goldfarb**, 75 Cherry Circle, Prospect, Connecticut 06712, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for **\$11,712.25** from May 11, 2020 through June 30, 2020;
2. This payment is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(15);
3. Specific line item against which this payment is to be charged is as follows:  
10-0217-7180 Operating Expense  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	





# BOARD OF TRUSTEES

## REQUEST FOR BOARD ACTION

Subject:	Finance: Assessment Technologies Institute, LLC (ATI) <b>(Small Business Enterprise – SBE)</b>
Contact:	Dr. Gale Gage / Chairperson Nursing
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.20/8-2020
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, vendor approved by the State of New Jersey under Small Business Enterprise **(SBE)** of **\$15,866.76** for an online learning system to support students preparing for the NCLEX-PN licensure examinations from the Complete Partnership Program for April 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(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 December 17, 2019 (3-1.6/12-2019) the Board of Trustees awarded the \$14,166.75 payment for the Fiscal Year 2019/2020 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 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 enter into and execute an additional payment with **Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211, vendor approved by the State of New Jersey under Small Business Enterprise **(SBE)** of **\$15,866.76** invoice# **B030334-003** for PN Essential Complete Package for April 20;
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 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:		Finance: Turnitin, LLC <b>(Small Business Enterprise – SBE)</b>
Contact:	Dr. Leigh Bello-de Castro / Associate Dean of West Essex and Online Education	
Meeting Date:	August 18, 2020	
Agenda Item No.:	3-1.21/8-2020	
	Resolution Authorizing the Award of a Purchase for Turnitin Plagiarism Checking System	

**WHEREAS**, Essex County College needs to provide a plagiarism checking system from **Turnitin, LLC** 2101 Webster Street, Oakland, California 94612, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for **\$22,005.30** for the period October 9, 2020 through October 8, 2021. Turnitin is a platform used to detect plagiarism in not only the online courses but also the traditional classes whose instructors use it through the LMS. All faculty have access to use the software for essays, research papers, etc. and ask that their students use the LMS to submit such documents, in which contracts for Educational Supplies 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 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 enter into and execute an agreement with **Turnitin, LLC** 2101 Webster Street, Oakland, California 9461 for **\$22,005.30**, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for plagiarism checking system for the period October 9, 2020 through October 8, 2021;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. This purchase is being awarded “Non-Fair and Open”;
4. Specific line item against which this purchase is to be charged is as follows:  
10-2606-7187 – Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – PPE Equipment <b>(Non-SBE/MBE/WBE)</b>
Contact:	Mohamed Seddiki / Acting Vice President of Operations/CIO
Meeting Date:	August 18, 2020
Agenda Item No.:	3-1.22/8-2020 <b>COVID-19</b>
Resolution Authorizing the Award of a Purchase of Sanitization Industrial Equipment	

**WHEREAS**, Essex County College has a need to approve two purchases of Sanitization Industrial Equipment considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County, in the total amount of **\$20,565.26** to below-listed companies, 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(10), Specialized machinery or equipment of a technical nature which will not reasonably permit the drawing of specifications, and the procurement thereof without advertising is in the public interest; and

**WHEREAS**, 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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose and contract document was reviewed and approved by the General Counsel Office,

**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 in the amount of **\$20,565.26** Sanitization Industrial Equipment considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County:

<u>Vendor</u>	<u>Location</u>	<u>Vendor Status</u>	<u>\$Amount</u>
Bio-Shine	Spotswood, NJ	Small Business Enterprise	\$15,649.26
Imperial Bag & Paper	Bayonne, NJ	Small Business Enterprise	\$ 5,298.00

2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(10);
3. This contract is being awarded “Non-Fair and Open”
4. Specific line item against which this contract is to be charged is as follows:  
10-7101-7795 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Tuition and Fee Schedule
Contact:	Dr. Augustine Boakye, Acting President
Meeting Date:	August 18, 2020
Agenda Item No.:	3-2.1/8-18.2020

**WHEREAS:** The Board of Trustees of Essex County College has declared Fiscal Exigency; and the College has decided not to increase the Tuition and Fees rate; and

**WHEREAS:** Pursuant to NJSA 18A-64A-12(h) the Board of Trustees has the power to fix and determine tuition rates and other fees to be paid by students; and

**WHEREAS:** The current tuition rate paid by in County and out of County students is \$126.50 and \$253.00 per credit hour respectively; and

**WHEREAS:** COVID-19 created disruptions in the methods by which services and instruction are delivered to students; and

**WHEREAS:** The current course, laboratory, and administrative fees paid by students at Essex County College have been found to be lower than those paid by students at comparable County Colleges in New Jersey,

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

1. The tuition rate at Essex County College shall be \$126.50 per credit hour for in County students and \$253.00 per credit hour for out of County students for the 2020-2021 Academic Year.
2. The technology fee shall be reduced from two hundred dollars (\$200.00) per course to one hundred dollars (\$100.00) per course and shall be charged to all students for the 2020-2021 Academic Year.
3. All other course laboratory, and administrative fees at Essex County College shall be unchanged for the 2020-2021 Academic Year in accordance with the attached Schedule.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Porzio Bromberg and Newman
Contact:	Joy B. Tolliver, Esq., General Counsel
Meeting Date:	August 18, 2020
Agenda Item No.:	3-2.2/8-2020

**WHEREAS**, Essex County College has a need for outside legal services and Porzio Bromberg & Newman, P.C. (“Porzio”) proposes to provide services consistent with a retainer letter from Porzio for conducting an investigation; and

**WHEREAS**, Essex County College has determined and certified in writing that the value of the services exceed \$17,500 and the contract is being awarded pursuant to a non-open and non-fair process; and

**WHEREAS**, Porzio has completed and submitted a Business Entity Disclosure Certification which certifies that Porzio has not made any reportable contributions to a political or candidate committee in the County of Essex in the previous year, and that the contract will prohibit Porzio from making any reportable contributions through the term of the contract, anticipated to be no longer than two (2) years; and

**WHEREAS**, Essex County College has determined that the funds are available for this purpose;

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

1. The Board of Trustees of Essex County College ratifies retention of Porzio (as authorized by the Executive Committee on August 11, 2020) to provide legal services for conducting an investigation consistent with the terms of the retainer letter sent to Essex County College at a rate not to exceed \$250/hr and a total amount not to exceed \$100,000; and
2. the Business Entity Disclosure Certification and Determination of Value be placed on file with this resolution.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Acting/Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Finance: Amendment to May 16, 2019 Agreement with Follett
Contact:	Dr. Augustine Boakye, Acting President
Meeting Date:	August 18, 2020
Agenda Item No.:	3-2.3/8-2020

**WHEREAS:** Essex County College and Follett are parties to a certain Agreement dated May 16, 2019 (“Agreement”); and

**WHEREAS:** The parties desire for Essex County College to participate in Follett’s ACCESS program, hereinafter referred to as “Program” or “Follett Access Program”; and

**WHEREAS:** The parties desire to amend the Agreement in certain respects as described more specifically herein;

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

1. Essex County College and Follett agree, effective August 1, 2020: Section 12\_of the Agreement is amended by **deleting in its entirety and inserting** in its place the following:  
12. Follett All Access
2. 12.1 - Essex County College has agreed that Follett ACCESS will be delivering all Course Materials for the Program for the Academic Terms and Cohorts detailed in the Amendment and attached Schedules.
3. Follett has taken the following steps to provide a valuable service to the campus:  
Analyzed historical adoptions and adoption trends to predict the cost of adopted materials for the terms in the attached Schedules and develop custom pricing for Essex County College.
4. Negotiated pricing with publishers.
5. Developed systems and processes to provision both print and digital materials to students.
6. 12.2 The Schedules attached to the Amendment will be executed annually over the term of the Agreement. The Schedules contain details on scope, pricing, enrollment, deadlines, and course materials adoptions guidelines that are required to deliver the program. This information will be updated and executed annually.
7. 12.3 The mutually agreed upon Pricing between Essex County College and Follett will be updated in the Schedules attached to the Amendment for each academic year of the program.
8. 12.4 Follett will deliver course materials in the format and manner described in the Schedules. Adoption processes and deadlines will be managed by the Course Materials Adoption Committee (Committee) as described in the Schedules.

9. 12.5 If the program includes rental course material the following applies:  
Students are responsible for picking up, taking good care of, and returning their textbooks to the bookstore each term. Textbooks must be checked-in by a specific date each term. Books that are brought back to the store in a damaged state shall not be accepted back. Such damages shall include, but are not limited to: Any water damage, torn and missing pages or covers, and defacement of pictures, graphs, charts or text. Store management is the final arbiter of the damage to a textbook. Reasonable highlighting and taking of notes in the book margins shall not be considered defacement. Books refused as damaged will result in the application of additional charges as defined below.
10. If the textbook is distributed with defects such as missing pages, water damage, or torn covers the student must exchange the book within three (3) days of the date received. After that time, the student assumes the liability for the textbook's condition.
11. If the textbooks are lost or stolen, Essex County College is still liable for the replacement cost.
12. Failure by the student to check-in Program books by the published due date shall result in the application of additional charges as defined below. If the student drops a course, they must return the book immediately. If the student is taking a continuation course that requires the same book, if they are repeating a course, or if they have an incomplete to finish, they must still return the book to the store by the due date of the semester for the original course or Essex County College will be charged for the book. All parts of any textbook packages must be returned with the textbook. This includes CDs, supplemental reading, etc.
13. Additional charges shall consist solely of the retail used selling price of the textbook that is either lost or damaged or not checked-in. These charges shall not deduct any portion of the Program Fees that were paid. Prior to the last day to check-in books, the student may pay the replacement costs of their lost or damaged book to Follett who will then note the student's book as 'checked-in' in the rental computer system. After the last day to check-in books, payment to the store shall be the responsibility of Essex County College, who shall then hold sole responsibility for collecting said fees from the student.
14. 12.6 Essex County College will successfully implement ConnectOnce, in partnership with Follett, by Summer 2020. ConnectOnce is Follett's solution to obtain student and course enrollment information from the SIS. This information is used to provision course materials to students.
15. 12.7 Essex County College agrees to provide grades, retention, & graduation data to Follett at or before the dates detailed in the attached Schedules. Format and scope of Student Success Data to be mutually agreed upon between Follett and Essex County College.
16. 12.8 Marketing and communicating the Program to stakeholders is very important. Follett will provide communication best practices, marketing materials, and templates for Essex County College to communicate the Program to students and faculty.

17. 12.9 Follett will, to the best of its ability, invoice Essex County College on or before the Invoice Deadline Date listed in the attached Schedules. Essex County College will submit payment to Follett on or before the Payment Deadline Date listed in the attached Schedules. For every day Follett submits the invoice to Essex County College after the Invoice Deadline, Essex County College will have an additional day added to the Payment Deadline Date.
  
18. Follett will invoice Essex County College for Program fees in accordance with the Pricing section above. The Estimated Invoice Amount in the attached Schedules is only for informational or planning purposes but is not a final number. The Estimated Invoice Amount is based on assumptions of enrolled students (or credit hours) and the amount rental non-returns.
  
19. 12.10 Based on Federal Regulations (U.S. Department of Education Regulations in 34 C.F.R. § 668.164) Follett advises that Essex County College provides an opt-out option for the Students in the Program. If Essex County College determines that an opt-out option is not needed, Follett is not responsible for ramifications that might arise from Essex County College not implementing an opt-out for the Students in the Program.
  
20. 12.11 If Essex County College does not provide a tax exemption certificate to Follett, Follett ACCESS Pricing is deemed subject to sales tax or similar tax, and School shall be responsible for such taxes and tax collection.
  
21. 12.12 Follett ACCESS Program materials will be included as part of any inventory that Essex County College must purchase, or require a third party to purchase, on termination of the Agreement.
  
22. 12.13 Follett will include All Access recognized revenue generated through this program as commissionable sales as outlined in Section 10.1 of the base agreement.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Acting President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18 , 2020	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Acting Appointment, Germaine Albuquerque
Contact:	Dr. Jeffrey Lee, Vice President of Academic Affairs / Chief Academic Officer
Meeting Date:	August 18, 2020
Agenda Item No.:	4-1/8-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the acting appointment of Germaine Albuquerque, to the position of Acting Chairperson, for the Business Division, for the period retroactive to July 23, 2020 until further notice. The recommended annual salary for the position is \$85,000.

**BACKGROUND AND RATIONALE:** The acting appointment of a Chairperson is needed to ensure effective management of the day to day operations of the Business Division.

**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 Administrative Science	May 2009	Fairleigh Dickinson University Teaneck, NJ	Administrative Science
● Master of Commerce	1986	University of Pune India (Evaluated by World Education Services)	Business Administration
● Bachelor of Commerce	1981	University of Pune India (Evaluated by World Education Services)	Business Administration

**FISCAL NOTES:** The recommended salary of \$85,000 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the acting appointment of Germaine Albuquerque, at the annual salary of \$85,000, for the Business Division, for the period retroactive to July 23, 2020 until further notice.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Acting / Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Acting Appointment, Brooke Orosz
Contact:	Dr. Jeffrey Lee, Vice President of Academic Affairs / Chief Academic Officer
Meeting Date:	August 18, 2020
Agenda Item No.:	4-2/8-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the acting appointment of Brooke Orosz, to the position of Acting Chairperson, for the Mathematics, Engineering Technologies, and Computer Sciences Division, for the period August 31, 2020 until further notice. The recommended annual salary for the position is \$85,000.

**BACKGROUND AND RATIONALE:** The acting appointment of a Chairperson is needed to ensure effective management of the day to day operations of the Mathematics, Engineering Technologies, and Computer Sciences Division.

**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 Philosophy	2009	The Graduate Center at the City University of New York New York, NY	Mathematics
● Bachelor of Science	2002	Stony Brook University Stony Brook, NY	Mathematics

**FISCAL NOTES:** The recommended salary of \$85,000 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the acting appointment of Brooke Orosz, at the annual salary of \$85,000, for the Mathematics, Engineering Technologies, and Computer Sciences Division, for the period August 31, 2020 until further notice.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Acting / Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	August 18, 2020
Agenda Item No.:	4-3/8-2020

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Robert Leone	Instructor Engineering	Faculty	09/01/2013	08/31/2020
Rabia Rashed	Student Services Representative Enrollment Services	Professional	12/20/1989	08/31/2020
Ernestina Mensah	Custodian Facilities Management	Support Staff	11/01/1991	07/01/2020

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Acting / Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	August 18, 2020
Agenda Item No.:	4-4/8-2020

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Bettina Eulie	Lecturer Nursing	Faculty	09/04/2018	08/19/2020
Richard Perdomo	Maintenance Technician Facilities Management	Support Staff	11/21/2019	08/05/2020
Kayla Stepinac	Assistant Director Student Development	Professional	06/03/2019	07/03/2020

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Acting / Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE August 18, 2020	