



Essex County College
Board of Trustees
PUBLIC MEETING AGENDA

November 16, 2020 – 4:30 PM
Smith Hall, 303 University Avenue, Newark, NJ
or
Virtually via Zoom

Please click the link below to join the webinar:

<https://essex-edu.zoom.us/j/95562529246>

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Dial 1 646 558 8656, then Enter Webinar ID: 955 6252 9246

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

I.	Call to Order/Roll Call	Chair M. Bolden
II.	Open Public Meetings Act Announcement.....	Mrs. J. Grimes
III.	Minutes	Mrs. J. Grimes
IV.	Communications	Mrs. J. Grimes
V.	Public Comments on Agenda Items	TBD
VI.	Annual Organization of the Board of Trustees	Mr. J. Zarra
VII.	Finance Committee Report.....	Mr. J. Zarra
	3-1.1/11-2021	
	Authorize the Award of Two-Year Bid for Maintenance Agreement for HVAC Equipment, Lighting Controls, Siemens DDC & Pneumatic Controls Equipment	
	Siemens Industry, Inc., Florham Park, NJ	\$204,920.00
	College Funded – Operating Expense	
	3-1.2/11-2021	
	Authorize the Award of an Additional Payment for Utility Services	
	PSE&G Co., New Brunswick, NJ	\$124,476.61
	College Funded – Operating Expense	

3-1.3/11-2021	Authorize the Change Order for Center for Learning and Teaching Excellence APS Contracting, Inc., Paterson, NJ GO ¹ Funded – Capital Expense	\$36,639.23
3-1.4/11-2021	Authorize the Award of the Contracts for Ellucian Elevate License/Annual Subscription and Professional Service for Banner Groovy and Grails Training Ellucian Company, L.P., Chicago, IL CRRSAA ² Grant Funds: Cares Act 2.0 – Operating Expense	\$57,750.00
3-1.5/11-2021	Authorize the Award of Maintenance Renewals for Telephone System and Call Accounting Software Johnston GP., Inc. DBA Johnston Communications (JCT Solutions), Springfield, NJ College Funded – Operating Expense	\$25,768.00
3-1.6/11-2021	Authorize the Award of an Invoice of Equipment for the Print Shop Department Ricoh USA, Inc., Philadelphia, PA College Funded – Operating Expense	\$5,330.07
3-1.7/11-2021	Authorize the Award of a Quote for Advertisement Services Intersection Media, LLC., New York, NY M.A.P.S. ³ Grant Funded – Operating Expense	\$44,802.50
3-1.8/11-2021	Authorize the Award of a Blanket Order for NJ Transit Bus Tickets New Jersey Transit, Newark, NJ M.A.P.S. ³ Grant Funded – Operating Expense	\$29,520.00
3-1.9/11-2021	Authorize the Award of a Purchase of Computer Equipment Dell Computers, Round Rock, TX CDW-G, Vernon Hills, IL M.A.P.S. ³ Grant Funded – Operating Expense	\$9,229.62 <u>7,370.60</u> Total - \$16,600.22
3-1.10/11-2021	Authorize the Payment for Legal Services Fernandez Garcia, LLC., Morristown, NJ College Funded – Operating Expense	\$10,182.50
3-1.11/11-2021	Authorize the Payment of Postmaster Services for the Carrier Route of Spring 2022 CCE Non-Credit Brochure United States Postal Service College Funded – Operating Expense	\$19,562.06
3-1.12/11-2021	Authorize the Award of a Payment of Emergency Repair – Child Development Center Mold Remediation Work NEJME Bros, Inc., Edgewater, NJ College Funded – Capital Expense	\$114,500.00

3-2.1/11-2021	Legal Service Jackson Lewis P.C., Berkeley Heights, NJ College Funded – Operating Expense	Amount not to exceed \$80,000
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3-2.2/11-2021	Chapter XII Reallocation for West Essex Campus Project
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3-2.3/11-2021	Resolution to Fix Date for Essex County College Board of School Estimate Public Hearing
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¹ State of New Jersey Go Building Our Future Bond Act Fund

² Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (Higher Education Emergency Relief Fund II)

³ Mentoring, Alignment, Preparedness, Support Grant

VIII. Personnel Committee ReportMrs. J. Grimes

Appointments

4-1/11-2021	Denise Williams, Director Purchasing Purchasing Department Salary - \$105,000.00 Effective December 6, 2021
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4-2/11-2021	Michelle Mercado, Legal Assistant / Paralegal Legal Affairs Department Salary \$44,000.00 Effective November 17, 2021
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4-3/11-2021	Choysten Hooker, Mailroom Clerk – Shipping and Receiving Mailroom Department Salary - \$35,000.00 Effective November 17, 2021
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4-4/11-2021	Le’Ander Walker, Security Officer Public Safety Department Salary - \$24,960.00 Effective November 17, 2021
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Promotion

4-5/11-2021	Rosa Reyes, Associate Director Purchasing Salary - \$80,000.00 Effective November 17, 2021
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Merit Awards

4-6/11-2021	Patricia Henriquez, Accounts Payable Clerk Accounts Payable Award Amount - \$1,000.00 Effective December 1, 2021
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4-6/11-2021	Maria Matos, Testing Technician Enrollment Services Award Amount - \$1,000.00 Effective December 1, 2021
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Retirements

4-7/11-2021

Milania Martinez, Secretary
Enrollment Services
Effective December 31, 2021

Donna Netram, Coordinator
Media, Production and Technology (MPT)
Effective December 31, 2021

Ruth Caldwell, Senior Dispatcher
Public Safety
Effective December 31, 2021

Resignation

4-8/11-2021

Korena Stewart, Instructor
Nursing
Effective November 30, 2021

Supplements

4-9/11-2021

Yassar Kabakibi, Faculty Mentor Lead
Mentoring, Alignment, Preparedness, Support (MAPT) Grant
Effective November 1, 2021 – October 31, 2022
Amount - \$4,500.00

Samuel Lumbsden, Faculty Mentor Lead
Mentoring, Alignment, Preparedness, Support (MAPT) Grant
Effective November 1, 2021 – October 31, 2022
Amount - \$4,500.00

Appointment

4-10/11-2021

Dr. Augustine A. Boakye, 9th President of Essex County College

- IX. Educational Programs Committee ReportDr. A. Lewis
 - 7-1.1/11-2021 Acceptance of Funds: EOF Grant
 - 7-1.2/11-2021 Memorandum of Understanding: Caldwell University and Saint George’s University LTD
 - 7-1.3/11-2021 Transfer Agreement: Pillar College
- X. Site Facilities and Equipment Committee Report..... Ms. C. Morales
 - 7-2.1/11-2021 Resolution to Approve Auction of Damaged College Furniture
- XI. Policy and Governance Committee Report.....Ms. I. Cruz
- XII. Community Relations Committee Report..... Ms. J. Wright
- XIII. Alumni Association Report..... Ms. Allison James – Frison
- XIV. Student Government Report Ms. Jessica Clark

- XV. Faculty Association Report..... Prof. Michael Frank
- XVI. President’s Report..... Dr. Augustine Boakye
President
- XVII. New Business TBD
- XVIII. Public Comments TBD
- XIX. Notice of Executive Session Mrs. J. Grimes
- XX. Adjournment.....Chair M. Bolden

***Public meeting agenda subject to change**



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$37,500.00 – Siemens Industry Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	November 16, 2021
Agenda Item No.:	3-1.1/11-2021
Resolution Authorizing the Award of a Two-Year Bid for Maintenance Agreement for HVAC Equipment, Lighting Controls, Siemens DDC & Pneumatic Controls Equipment	

Recommendation: It is recommended that the Board of Trustees approve the award of a two-year bid in the total amount of **\$204,920.00** to **Siemens Industry, Inc.**, 8 Fernwood Road, Florham Park, New Jersey 07932, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Maintenance Agreement for HVAC Equipment, Lighting Controls, Siemens DDC & Pneumatic Controls Equipment from the day of the award through June 30, 2023.

The award of this bid shall be made as “Fair and Open” pursuant to the provisions of N.J.S.A. 19:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00.

Bid # 8121 was advertised in The Star-Ledger on August 3, 2021. There were ten (10) bids solicited. A Pre-Bid conference was held on August 18, 2021. One (1) response was received, opened, and publicly read on August 31, 2021. The bid was rejected for being over budget.

Bid # 8121-A was advertised in The Star-Ledger on September 7, 2021. There were twelve (12) bids solicited. A Pre-Bid conference was held on September 21, 2021. One (1) response was received, opened, and publicly read on October 5, 2021.

Nature of Bid: Essex County College – Maintenance Agreement for HVAC Equipment, Lighting Controls, Siemens DDC & Pneumatic Controls Equipment.

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

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

<u>Fiscal Year</u>	<u>Account #</u>	<u>\$Amount</u>
2021 - 2022	10-7351-7620A	\$101,020.00
2022 - 2023	10-7351-7620A	<u>\$103,900.00</u>
		\$204,920.00

Resolution: The Board of Trustees of Essex County College approves the award of a two-year bid in the total amount of **\$204,920.00** to **Siemens Industry, Inc.** for Maintenance Agreement for HVAC Equipment, Lighting Controls, Siemens DDC & Pneumatic Controls Equipment from the day of the award through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – PSE&G Co. (Non-SBE/MBE/WBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	November 16, 2021
Agenda Item No.:	3-1.2/11-2021
Resolution Authorizing the Award of an Additional Payment for Utility Services	

WHEREAS, Essex County College needs to approve an additional payment in the total amount of **\$124,476.61** to **Non-SBE/MBE/WBE, PSE&G Co.**, PO Box 14106, New Brunswick, New Jersey 08906 which provided Utility Services from February to June 2021 at the Newark Campus, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and 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 the said board; and

WHEREAS, On August 18, 2020 (3-1.10/8-2020), the Board of Trustees approved a Blanket Order for Utility Services to PSE&G of \$750,000.00 for the fiscal year 2020-2021 at the Newark Campus. The Facilities Department received invoices from February to June of \$124,476.61, which purchase order issued in the fiscal year 2021 was exhausted for the additional payment; 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 Chief Finance Officer (CFO) of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College is hereby authorized and directed to approve an additional payment with **PSE&G Co.** in the total amount of **\$124,476.61** for utility services from February to June 2021 at the Newark Campus;
2. The additional payment is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and 18A:64A-25.5.(8);
3. The Determination of Value memo is placed on file with this resolution;
4. Specific line item against which the additional payment is to be charged is as follows:
10-7351-7640 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$37,500.00 – APS Contracting, Inc. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	November 16, 2021
Agenda Item No.:	3-1.3/11-2021
Resolution Authorizing the Change Order for Center for Learning and Teaching Excellence	

WHEREAS, Essex County College needs to approve a change order to **APS Contracting, Inc.**, 155-161 Pennsylvania Avenue, Paterson New Jersey 07503, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) in the total amount of **\$36,639.23** for bid# 8055, Center for Learning and Teaching Excellence project, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.5.a(10) specialized machinery or equipment of a technical nature which will not reasonably permit the drawing of specifications, and the procurement thereof without advertising is in the public interest; and

WHEREAS, On October 22, 2019 (3-1.17/10-2019) the Board of Trustees awarded Bid #8055 of \$681,000.00 for Center for Learning and Teaching Excellence. The change orders are on the original bid for the following items; remove the ramp in front of the existing door, install fire rated door frame with lite at door 301B, new work in Classroom A, patch floor ramp down from 1 ½"-0 at Hallway, furnish & install signage, and additional piping/labor to install heat recovery system components; 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 award of this purchase shall be made as "Fair and Open" pursuant to the provisions of N.J.S.A. 19:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

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

1. The Essex County College is hereby authorized and directed to approve a change order with **APS Contracting, Inc.**, in the total amount of **\$36,639.23** for additional work to the Center for Learning and Teaching Excellence project;
2. This change order is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.a(10);
3. The Determination of Value memo is placed on file with this resolution;
4. The specific line item against which this change order is to be charged is as follows:
902103-02103-7951 State of New Jersey Go Building Our Future Bond Act (GO) Fund
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$37,500.00 – Ellucian Company, L.P. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	November 16, 2021
Agenda Item No.:	3-1.4/11-2021 COVID-19
Resolution Authorizing the Award of the Contracts for Ellucian Elevate License/Annual Subscription and Professional Service for Banner Groovy & Grails Training	

WHEREAS, Essex County College needs to approve contracts in the total amount of **\$57,750.00** to **Ellucian Company, L.P.**, 14083 Collections Center Drive, Chicago, Illinois 60693, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Cloud Software License and Subscription from July 1, 2021 through June 30, 2022, considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County, and professional service for Banner Groovy & Grails Training that is needed for Information Technology Staff to learn how to modify or build new Banner 9 Web pages and migrate the Banner 8 Oracle Forms that were developed in-house to Banner 9, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), N.J.S.A.18A:64A-25.5.a(19), and N.J.S.A.18A:64A-25.5.a(15), Professional consulting services; and

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

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

WHEREAS, The award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 19:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

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

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

1. The Essex County College is hereby authorized and directed to approve contracts with **Ellucian Company, L.P.** in the total amount of **\$57,750.00** for the following:

<u>Description</u>	<u>\$Amount</u>
Elevate CE/WFD Pro Plus License/ Annual Subscription Fee	\$42,600.00
Banner Groovy and Grails Training	\$15,150.00

2. These contracts are awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), N.J.S.A.18A:64A-25.a(19), and N.J.S.A.18A:64A-25.a(15);
3. The specific line item against which these contracts are to be charged are as follows:
29010-1723-7511 CRRSAA Grant Funds – Cares Act 2.0
10-1723-7184 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$37,500.00 – Johnston GP, Inc. DBA Johnston Communications (JCT Solutions) Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	November 16, 2021
Agenda Item No.:	3-1.5/16-2021
Resolution Authorizing the Award of Maintenance Renewals for Telephone System and Call Accounting Software	

WHEREAS, Essex County College needs to approve the yearly maintenance renewals in the total amount of **\$25,768.00** to **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)**, 36 Commerce Street, Springfield, New Jersey 07081, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for telephone system from October 1, 2021, through September 30, 2022, and call accounting software from September 16, 2021, through September 15, 2022, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State of New Jersey Contract T-1316 contract #80802; 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 award of this purchase shall be made as “Fair and Open” pursuant to the provisions of N.J.S.A. 19:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

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

1. The Essex County College is hereby authorized and directed to approve yearly maintenance renewals with **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)** in the total amount of **\$25,768.00** for the following:

<u>Description</u>	<u>\$Amount</u>
PBX Telephone System	\$17,200.00
Infotel Cloud – Call Accounting Software	\$ 8,568.00

2. These renewals are awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.9(a);
3. Johnston GP, Inc. DBA Johnston Communications (JCT Solutions) is the authorized vendor for the State of New Jersey Contract T-1316 contract #80802.
4. The Determination of Value memo is placed on file with this resolution;
5. The specific line item against which these renewals are to be charged are as follows:
10-1751-7401 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Ricoh USA, Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	November 16, 2021
Agenda Item No.:	3-1.6/11-2021 Resolution Authorizing the Award of an Invoice of equipment for the Print Shop Department

WHEREAS, Essex County College needs to approve a payment in the total amount of **\$5,330.07** to **Non-SBE/MBE/WBE, Ricoh USA, Inc.**, PO Box 41564, Philadelphia, Pennsylvania 19101 for invoices of August and September for the copier machine Pro 8110s and PROC7110s for the Print Shop Department, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.5.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State of New Jersey Contract G-2075 #A-40467; and

WHEREAS, On May 17, 2016 (3-2.10/5-2016), the Board of Trustees approved a five-year lease contract for \$95,702.40 annually to Ricoh USA, Inc. replacing old and obsolete Print Shop equipment from April 1, 2016, through April 30, 2021. On June 22, 2021 (3-1.5/6-2021), the Board of Trustees approved a new five-year lease of two new machines in the total amount of \$344,940.16 from July 1, 2021, through June 30, 2026. These two machines were delivered on September 22, 2021; therefore, the College needs to pay the August and September invoices of the previous lease agreement above mentioned until the new machines were ready for use; 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 award of this purchase shall be made as “Fair and Open” pursuant to the provisions of N.J.S.A. 19:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

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

1. The Essex County College is hereby authorized and directed to approve payment with **Ricoh USA, Inc.** for invoices of August and September for the copier machine Pro 8110s and PROC7110s for the Print Shop Department of **\$5,330.07**;
2. This payment is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.9(a);
3. Ricoh USA, Inc. is the authorized vendor for the State of New Jersey Contract G-2075 #A-40467.
4. The Determination of Value memo is placed on file with this resolution;
5. The specific line item against which this payment is to be charged is as follows:
10-1765-7620 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Intersection Media, LLC. Non-SBE/MBE/WBE
Contact:	Dr. Elvy M. Vieira / Dean of Community, Continuing Education, and Workforce Development
Meeting Date:	November 16, 2021
Agenda Item No.:	3-1.7/11-2021
Resolution Authorizing the Award of a Quote for Advertisement Services	

WHEREAS, Essex County College needs to approve a quote for **\$44,802.50 to Non-SBE/MBE/WBE, Intersection Media, LLC.**, 10 Hudson Yards, New York, New York 10001 for N.J. Transit Bus ads from N.J.T. Orange Garage, routes 29, 27, 21, and 97 for 20 weeks to create awareness of Essex County College and specifically new and dual enrollment students who will benefit from mentoring support. The College was awarded grant funds through the Office of the Secretary of Higher Education – Opportunity Meets Innovations Challenge (OMIC) named Mentoring, Alignment, Preparedness, Support (M.A.P.S.) from July 1, 2021, through July 1, 2023, in the amount of \$1,000,000.00 that the Board of Trustees accepted funds on August 24, 2021, resolution #7-1.3/8-2021, in which contracts for advertising are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.5.a(20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

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

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

WHEREAS, The award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 19:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

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

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

1. The Essex County College is hereby authorized and directed to approve a quote to **Intersection Media, LLC.** for **\$44,802.50** for outdoor advertising (Bus - New Jersey) for 20 weeks;
2. This quote is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.5.a(20);
3. Specific line item against which this quote is to be charged is as follow:
29125-9125-7470 Funded by the Mentoring, Alignment, Preparedness, Support (M.A.P.S.) Grant
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Finance – New Jersey Transit	
Contact:	Dr. Elvy M. Vieira / Dean of Community, Continuing Education, and Workforce Development	
Meeting Date:		Non-SBE/MBE/WBE November 16, 2021
Agenda Item No.:		3-1.8/11-2021
Resolution Authorizing the Award of a Blanket Order for NJ Transit Bus Tickets		

WHEREAS, Essex County College needs to approve a blanket order of **\$29,520.00 to Non-SBE/MBE/WBE, New Jersey Transit**, 1 Penn Plaza, Newark, New Jersey 07105 for NJ Transit 1 zone pass tickets as needed for M.A.P.S students. The College was awarded grant funds through the Office of the Secretary of Higher Education – Opportunity Meets Innovations Challenge (OMIC) named Mentoring, Alignment, Preparedness, Support (M.A.P.S.) from July 1, 2021, through July 1, 2023, in the amount of \$1,000,000.00 that the Board of Trustees accepted funds on August 24, 2021, resolution #7-1.3/8-2021, in which contracts for advertising are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, N.J.S.A.18A:64A-25.5.a(20), and N.J.S.A.18A:64A-25.9(c) Whenever a purchase is made, the county college shall place its order with the vendor offering the lowest price, including delivery charges, that best meets the requirements of the county college. Before placing such an order, the county college shall document with specificity that the materials, supplies, goods, services, or equipment selected best meet the requirement of the county college; 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 award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 19:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

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

1. The Essex County College is hereby authorized and directed to approve a blanket order to **New Jersey Transit** for **\$29,520.00** for NJ Transit 1 zone pass tickets as needed for M.A.P.S students;
2. This blanket order is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, N.J.S.A.18A:64A-25.5.a(20), and N.J.S.A.18A:64A-25.9(c);
3. Specific line item against which this blanket order is to be charged is as follow:
29125-9125-7310 Funded by the Mentoring, Alignment, Preparedness, Support (M.A.P.S.) Grant
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – M.A.P.S. Equipment
Contact:	Dr. Elvy M. Vieira / Dean of Community, Continuing Education, and Workforce Development
Meeting Date:	Non-SBE/MBE/WBE November 16, 2021
Agenda Item No.:	3-1.9/11-2021
Resolution Authorizing the Award of a Purchase of Computer Equipment	

WHEREAS, Essex County College needs to provide computer equipment for the M.A.P.S students in the total amount of **\$16,600.22** from the below-listed vendors. The College was awarded grant funds through the Office of the Secretary of Higher Education – Opportunity Meets Innovations Challenge (OMIC) named Mentoring, Alignment, Preparedness, Support (M.A.P.S.) from July 1, 2021, through July 1, 2023, in the amount of \$1,000,000.00 that the Board of Trustees accepted funds on August 24, 2021, resolution #7-1.3/8-2021, in which contracts for advertising are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.5.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State of New Jersey Contract M0483/19TELE00656 and E&I CNR01439; 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 a said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase with the listed vendors in the total amount of **\$16,600.22** for the following:

<u>Company Name</u>	<u>Description</u>	<u>\$Amount</u>
Dell Computers (Non-SBE/MBE/WBE)	Laptops Latitude 3560	\$9,229.62
CDW-G (SBE)	Chromebooks	\$7,370.60
2. The purchases are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.5.9.(a);
3. Dell Computers is the authorized vendor for the State of New Jersey Contract #M0483/19TELE00656 and CDW-G is the authorized vendor for the E&I, contract #CNR01439;
4. The Determination of Value memo is placed on file with this resolution;
5. The specific line item against which these purchases are to be charged are as follows:
29125-9125-7325 Funded by the Mentoring, Alignment, Preparedness, Support (M.A.P.S.) Grant FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Fernandez Garcia, LLC. Minority Small Business Enterprise (MSBE)
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	November 16, 2021
Agenda Item No.:	3-1.10/11-2021
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College required outside legal services. **Fernandez Garcia, LLC.**, vendor approved by the State of New Jersey under Minority Small Business Enterprise (**MSBE**) rendered services for September 30, 2021; and

WHEREAS, Request for Qualification #FY20-RFQ1 was advertised in The Star-Ledger newspaper on January 28, 2020. There were sixteen (16) respondents which they were received, opened, and publicly announced on February 12, 2020; 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 Fernandez Garcia, LLC. was among at a rate of \$150.00 per hour; 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 authorize payment for services rendered without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq., and the provisions of N.J.S.A.19:44A-20, 4 et seq.; and

WHEREAS, The award of this purchase shall be made as “Fair and Open” pursuant to the provisions of N.J.S.A. 19:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

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

1. The Essex County College is hereby authorized and directed to approve a payment to **Fernandez Garcia, LLC.** for legal services rendered for the following invoice:
 - #694 for **\$10,182.50**, September 30, 2021 (General Billing);
2. The specific line item against which this payment is to be charged is as follows:
 - 10-1701-7827 Operating Expense
 - FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: United States Postal Service Non-SBE/MBE/WBE
Contact:	Dr. Elvira Vieira / Dean Community & Continuing Education
Meeting Date:	November 16, 2021
Agenda Item No.:	3-1.11/11-2021
Resolution Authorizing the Payment of Postmaster Services for the Carrier Route of Spring 2022 CCE Non-Credit Brochure	

WHEREAS, Essex County College needs to approve a service for **\$19,562.06** to **Non-SBE/MBE/WBE, United States Postal Service** for the carrier route of Spring 2022 CCE Non-Credit Brochure for continuing education courses and customized training. The mailing process is an essential part of the external distribution of the brochures throughout 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-25.3, N.J.S.A.18A:64A-25.5.a(2), and 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 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 a said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a payment to **United States Postal Service** of **\$19,562.06** the carrier route of Spring 2022 CCE Non-Credit Brochure;
2. The payment is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.5(8);
3. The Determination of Value memo is placed on file with this resolution;
4. The specific line item against which this payment is to be charged is as follows:
10-0211-7410 Operating Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$37,500.00 – NEHME Bros, Inc. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean Administrative & Learning Technology/CIO
Meeting Date:	November 16, 2021
Agenda Item No.:	3-1.12/11-2021
Resolution Authorizing the Award of a Payment of Emergency Repair – Child Development Center Mold Remediation Work	

WHEREAS, Essex County College needs to approve payment for emergency repair of **\$114,500.00** to **NEHME Bros, Inc.**, 547 River Road, Edgewater, New Jersey 07020, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for significant damage to the Child Development Center, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.6(a) A written requisition for the performance of such work or the furnishing of materials or supplies, certified by the employee in charge of the building, facility or equipment where the emergency occurred, is filed with the contracting agent or his deputy in charge, describing the nature of the emergency, the time of its occurrence, and the need for invoking this section. The contracting agent, or his deputy in charge, being satisfied that the emergency exists, is hereby authorized to award a contract for safe work, materials, or supplies; and

WHEREAS, During the recent hurricane Ida on September 1, 2021, the Physical Education Building was flooded and the Child Development Center had sustained water damage as well, the carpet floors and some of the sheetrock walls displayed the signs of mold. After confirming the presence of the mold, the Facilities Department had requested the environmental laboratory to conduct the testing which results confirmed that the elevated level of mold was found in the carpet and walls. Subsequently, the matters, the Child Development Center were canceled and on the same day, the emergency remediation work had begun. The Insurance company has inspected the Center and approved the remediation plan, which consists of the demolition of the existing carpet, removal of the damaged sheetrock, installation of the new VCT flooring, and painting throughout the area. The emergency work was completed on October 31, 2021, and a day after the CDC was inspected by the Health Department and was approved to resume the classes; and

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

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment for emergency repair with **NEHME Bros, Inc.**, of **\$114,500.00** for significant damage to the Child Development Center, located on the lower level of the Physical Education Building;
2. The payment is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.6(a);
3. The specific line item against which this payment is to be charged is as follows:

90-9210-7951 Capital Expense
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Finance: Legal Service – Jackson Lewis P.C.
Contact:	Christine A. Soto, Esq., General Counsel
Meeting Date:	November 16, 2021
Agenda Item No.:	3-2.1/11-2021

WHEREAS, Essex County College has a need for outside legal services and Jackson Lewis P.C., proposes to provide services consistent with a retainer letter for conducting, legal services, and litigation in the matter of Richard Esposito v. Essex County College; 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, Jackson Lewis P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that Jackson Lewis P.C. 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 (the firms) from making any reportable contributions through the term of the contract, anticipated to be no longer than November 16, 2021 through the termination of the matter; 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 Jackson Lewis P.C. to provide legal services consistent with the terms of the retainer letter sent to Essex County College at a rate not to exceed \$250.00/hr. and for a maximum not to exceed \$80,000.
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, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Chapter XII Reallocation for West Essex Campus Project
Contact:	Dr. Augustine A. Boakye, President
Meeting Date:	November 16, 2021
Agenda Item No.:	3-2.2/11-2021

RECOMMENDATION: It is recommended that the Board of Trustees authorize the administration to request that funds, in the amount of \$6,000,000, from several Chapter XII Bond Ordinances allocated to various projects, i.e., West Essex Renovations, West Essex Campus Parking Lot, projects which came in under budget, etc., be reallocated to the West Essex Campus project.

BACKGROUND AND RATIONALE: The College appropriated \$30,000,000 for construction of the West Essex campus. Following bidding, additional capital funds of approximately \$6,000,000 are needed due to the increased cost of building materials, supply chain challenges, as well as a shortage of skilled employees brought on by the Covid-19 pandemic.

FISCAL NOTES: The amount to be reassigned is \$6,000,000 and will be reallocated from designated Chapter XII Bond Ordinances.

RESOLUTION: The Board of Trustees of Essex County College authorizes the administration to request that funds, in the amount of \$6,000,000, from several Chapter XII Bond Ordinances allocated to various projects, i.e., West Essex Renovations, West Essex Campus Parking Lot, projects which came in under budget, etc., be reallocated to the West Essex Campus project.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	

**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Resolution to Fix Date for Essex County College Board of School Estimate Public Hearing
Contact:	Dr. Augustine Boakye, President
Meeting Date:	November 16, 2021
Agenda Item No.:	3-2.3/11-2021

WHEREAS: N.J.S.A. 18A:64A-17 requires Essex County College to prepare and deliver to each member of the Board of School Estimate an itemized statement of the amount of money estimated to be necessary for capital outlay expenses and at the same time, fix a date, place, and time for the holding of a public hearing by the Board of School Estimate with respect to said itemized statement; and

WHEREAS: The Board of Trustees of Essex County College has approved a reallocation of Chapter XII funds, in the amount of \$6,000,000, estimated to be necessary in addition to the \$30,000,000 capital outlay expenses approved for construction of the West Essex campus;

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

1. The President of Essex County College shall ensure that a copy of the request to reallocate \$6,000,000 from outstanding capital ordinances, necessary in addition to the approved capital outlay of \$30,000,000 for construction of the new West Essex Campus building, be delivered to each member of the Board of School Estimate as soon as practicable; and
2. The President of Essex County College shall ensure that appropriate notice of a public hearing by the Board of School Estimate be provided; and
3. A copy of the request to reallocate funds shall be placed on file and open to examination of the public on the College’s website: www.essex.edu; and,
4. The Board of School Estimate shall hold a virtual public hearing with respect to the reallocation of available funds on Tuesday, November 30, 2021 at 11:30 am via Zoom in accordance with the Open Public Meetings Act, P.L. 2020 c. 11) and the Governor of New Jersey’s Executive Order 244, and N.J.A.C. 5:39-1 Emergency Regulations: Remote Public Meetings held During a Declared Emergency) regarding COVID 19 Emergency).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Denise Williams
Contact:	George Peterson, Chief Financial Officer (CFO)
Meeting Date:	November 16, 2021
Agenda Item No.:	4-1/11-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Denise Williams, to the position of Director of Purchasing, for the Purchasing Department, for the period December 6, 2021 through August 31, 2022. The recommended annual salary for the position is \$105,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of eight (8) applications were reviewed and three (3) applicants were selected to be interviewed. Denise Williams 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 Business Administration	2007	Saint Peters University Jersey City, NJ	Business Administration
• Master of Accountancy	2007	Saint Peters University Jersey City, NJ	Accountancy
• Bachelor of Science	2001	Rutgers University Newark, NJ	Finance

FISCAL NOTES: The recommended salary of \$105,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Denise Williams, at the annual salary of \$105,000, to the position of Director of Purchasing, for the Purchasing Department, for the period December 6, 2021 through August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Michelle Mercado
Contact:	Christine Soto, General Counsel
Meeting Date:	November 16, 2021
Agenda Item No.:	4-2/11-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Michelle Mercado, to the position of Legal Assistant / Paralegal, for the Legal Affairs Department, for the period November 17, 2021 through June 30, 2022. The recommended annual salary for the position is \$44,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of five (5) applications were reviewed and three (3) applicants were selected to be interviewed. Michelle Mercado is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Associate in Science	2017	Essex County College Newark, NJ	Criminal Justice

FISCAL NOTES: The recommended salary of \$44,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Michelle Mercado, at the annual salary of \$44,000, to the position of Legal Assistant / Paralegal, for the Legal Affairs Department, for the period November 17, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Choysten Hooker
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	November 16, 2021
Agenda Item No.:	4-3/11-2021

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 November 17, 2021. The recommended annual salary for the position is \$35,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. One (1) application was received and reviewed. Choysten Hooker is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$35,000 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 \$35,000, to the position of Mailroom Clerk – Shipping and Receiving, for the Mailroom Department, for the period beginning November 17, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Appointment, Le'Ander Walker
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	November 16, 2021
Agenda Item No.:	4-4/11-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Le'Ander Walker, to the position of Security Officer, for the Public Safety Department, for the period beginning November 17, 2021. The recommended annual salary for the position is \$24,960.

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

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$24,960 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Le'Ander Walker, at the annual salary of \$24,960, to the position of Security Officer, for the Public Safety Department, for the period beginning November 17, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Rosa Reyes
Contact:	George Peterson, Chief Financial Officer (CFO)
Meeting Date:	November 16, 2021
Agenda Item No.:	4-5/11-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Rosa Reyes, from the position of Assistant Director, to the position of Associate Director of Purchasing, for the Purchasing Department, for the period November 17, 2021 through August 31, 2022. The recommended annual salary for the position is \$80,000.

BACKGROUND AND RATIONALE: Rosa Reyes is being recommended for promotion from Assistant Director to Associate Director of Purchasing.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Master of Administrative Science	2019	Fairleigh Dickinson University Teaneck, NJ	Administrative Science
• Bachelor of Science	2006	New Jersey City University Jersey City, NJ	Accounting
• Associate in Science	2003	Essex County College Newark, NJ	Accounting

FISCAL NOTES: The recommended salary of \$80,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Rosa Reyes, at the annual salary of \$80,000, from the position of Assistant Director, to the position of Associate Director of Purchasing, for the Purchasing Department, for the period November 17, 2021 through August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Merit Award
Contact:	Dr. Augustine Boakye, President
Meeting Date:	November 16, 2021
Agenda Item No.:	4-6/11-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the merit award for the individuals listed, in accordance with the Support Staff Association contract, for the amount listed, lump sum bonus, effect on the date indicated:

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Effective Date</u>	<u>Amount</u>
Patricia Henriquez	Accounts Payable Clerk Accounts Payable	12/01/2021	\$1,000
Maria Matos	Testing Technician Enrollment Services	12/01/2021	\$1,000

FISCAL NOTES: The recommended awards are included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the merit award for the individuals listed, in accordance with the Support Staff Association contract, for the amount listed, lump sum bonus, effect on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	November 16, 2021
Agenda Item No.:	4-7/11-2021

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Milania Martinez	Secretary Enrollment Services	Support Staff	10/02/1989	12/31/2021
Donna Netram	Coordinator Media, Production and Technology (MPT)	Professional Level II	03/05/1979	12/31/2021
Ruth Caldwell	Senior Dispatcher	Security Association	12/31/1983	12/31/2021

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	November 16, 2021
Agenda Item No.:	4-8/11-2021

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Korena Stewart	Instructor Nursing	Faculty	01/02/2020	11/30/2021

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Supplements
Contact:	Alvin Williams, Acting Dean of Faculty and Academics
Meeting Date:	November 16, 2021
Agenda Item No.:	4-9/11-2021

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

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

<u>Name</u>	<u>Amount</u>	<u>Additional Responsibilities</u> <u>Effective and Expiration Dates</u>
Yassar Kabakibi	\$4,500	Faculty Mentor Lead Mentoring, Alignment, Preparedness, Support (MAPS) Grant 11/01/2021 – 10/31/2022
Samuel Lumbsden	\$4,500	Faculty Mentor Lead Mentoring, Alignment, Preparedness, Support (MAPS) Grant 11/01/2021 – 10/31/2022

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Dr. Augustine A. Boakye
Contact:	Dr. Marion Bolden, Chair, Essex County College Board of Trustees
Meeting Date:	November 16, 2021
Agenda Item No.:	4-10/11-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Dr. Augustine A. Boakye to President of Essex County College.

BACKGROUND AND RATIONALE: The Board of Trustees has conducted a search for a new President of Essex County College; and Dr. Augustine A. Boakye has excellent academic and administrative credentials and has met the criteria established by the Board of Trustees in its search; and after a fair and thorough search process, Dr. Augustine A. Boakye was selected unanimously by the Board of Trustees; and the Board of Trustees is desirous of employing Dr. Augustine A. Boakye, effective November 1, 2021, as the ninth President of Essex County College; and Dr. Augustine A. Boakye has expressed his willingness to be the President of Essex County College.

DEGREE/CERTIFICATION QUALIFICATIONS (DOCTORATE 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	2008	University of Dundee United Kingdom (Transcripts evaluated by International Research Foundations, Inc.)	Economics
• Master of Arts	2004	Brunel University United Kingdom (Transcripts evaluated by International Research Foundations, Inc.)	Education
• Bachelor of Education	1999	University of Cape Coast Ghana (Transcripts evaluated by International Research Foundations, Inc.)	Social Science

FISCAL NOTES: The recommended salary is included in the College’s annual salary budget.

RESOLUTION: NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Essex County College does hereby appoint Dr. Augustine A. Boakye to the position of President of Essex County College, effective November 1, 2021. The Board further authorizes execution of a contract for employment between the Essex County College Board of Trustees and Dr. Augustine A. Boakye.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Marion A. Bolden, Chair Essex County College Board of Trustees	FINAL DISPOSITION <b style="color: red;">Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



**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:	November 16, 2021
Agenda Item No.:	7-1.1/11-2021

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept the funding of \$61,460 from the New Jersey Office of the Secretary of Higher Education, Educational Opportunity Fund Program (NJ OSHE/EOF).

Special Program Initiative – “EOF Thrives - 2022!

To provide enhanced counseling and workshops to low-income students in the areas of STEM career education, technical assistance, mental health awareness and finance.

BACKGROUND AND RATIONALE: The Educational Opportunity Fund Program (EOF) 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 the funding from the New Jersey Office of the Secretary of Higher Education, Educational Opportunity Fund Program (NJ OSHE/EOF) of \$61,460 to provide additional support services to low-income college students.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Memorandum of Understanding: Caldwell University and Saint George’s University LTD
Contact:	Dr. Alvin Williams, Dean of Faculty and Academics
Meeting Date:	November 16, 2021
Agenda Item No.:	7-1.2/11-2021

RECOMMENDATION: It is recommended that the Board of Trustees reaffirm the Memorandum of Understanding between Essex County College, Caldwell University and Saint George’s University LTD to offer Biology Associate of Science graduates the opportunity to pursue a career in medicine at Saint George’s University – Grenada, commencing June 1, 2021.

BACKGROUND AND RATIONALE: This joint admissions agreement was originally approved by the Trustees at its May 18 2021 meeting as agenda item 7-1.8/5-2021. However, subsequent changes were made to the agreement by the parties as follows:

- Article 6: Students that are accepted in the 2+1+4 Program will each receive a \$10,000 scholarship awarded by SGU for attendance at SGU
- The signatory for Caldwell University changed to Dr. Peter Ubertaccio, VP of Academic Affairs

The joint admissions agreement between Essex County College, Caldwell University and Saint Georges University Limited, proposed to commence on June 1, 2021 through June 1, 2024, promises to provide qualified graduates of the Essex Biology A.S. program with admission to Caldwell University for one year, and then subsequent admission to Saint George University in Grenada allowing students to obtain AS, BS, and MD degrees (2+1+4). This initiative is a better option than the previous AS/MD option (2+5) since students can get a BS degree from Caldwell University. In addition, it reduces the cost of tuition since students spend their third year at Caldwell University instead of Saint Georges University.

FISCAL NOTES: The costs of this program are realized within the College's operating budget.

RESOLUTION: The Board of Trustees of Essex County College reaffirms the Joint Admissions Agreement between Essex County College, Caldwell University and Saint George’s University LTD to offer Biology Associate of Science graduates the opportunity to pursue a career in medicine at Saint George’s University – Grenada, commencing June 1, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Transfer Agreement: Pillar College
Contact:	Dr. Alvin Williams, Dean of Faculty and Academics
Meeting Date:	November 16, 2021
Agenda Item No.:	7-1.3/11-2021

RECOMMENDATION: It is recommended that the Board of Trustees approve the Guaranteed Admissions Transfer Agreement between Essex County College and Pillar College to provide opportunity for our Human and Social Services A.A.S. Degree graduates at Essex County College to transfer with full junior standing into Pillar College’s Psychology and Counseling Accelerated Bachelor of Arts program.

BACKGROUND AND RATIONALE: Under the Lampitt Bill (2007) students with A.A. degrees and A.S. degrees are guaranteed transfer of their coursework into a four-year program of study. However, graduates with an A.A.S. degree have no such guarantee, which makes this agreement with Pillar desirable to provide upward educational mobility to our Human and Social Services A.A.S. graduates.

FISCAL NOTES: The costs of this program are realized within the College's operating budget.

RESOLUTION: The Board of Trustees of Essex County College approves the Guaranteed Admissions Transfer Agreement between Essex County College and Pillar College to provide opportunity for our Human and Social Services A.A.S. Degree graduates at Essex County College to transfer with full junior standing into Pillar College’s Psychology and Counseling Accelerated Bachelor of Arts program.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Site, Facilities & Equipment: Conduct an Online Auction
Contact:	Jeff Shapiro, Director of Facilities Management & Planning
Meeting Date:	November 16, 2021
Agenda Item No.:	7-2.1/11-2021
Resolution to Approve Auction of Damaged College Furniture	

WHEREAS, in accordance with N.J.S.A. 18A:64A:25.27, the Essex County College Facilities Management & Planning Department is requesting the Board of Trustees’ approval to conduct a public sale via an online auction to sell property with an estimated fair value in excess of \$25,000 that the College has no use for and is stored in various locations in the College; and

WHEREAS, the items to be sold at public sale to the highest bidder includes damaged desks, chairs, bookshelves, tables, and couches no longer used by Essex County College; and

WHEREAS, notice of the date, time and place of the public sale, together with a description of the items to be sold will be published in a legal newspaper; and

WHEREAS, the public sale will be held between the seventh and fourteenth day after the publication of the required notice.

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

1. Approves the Essex County College Purchasing Department’s request to conduct a public sale via an online auction in accordance with N.J.S.A. 18A:64A-25.27 to sell damaged, College-owned office furniture that the College has no use for and that is stored in various locations in the College.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE November 16, 2021	