



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

October 22, 2019

Smith Hall

303 University Avenue, Newark NJ

- I. Call to Order/Roll Call .....Chair T. McDermott
- II. Open Public Meetings Act Announcement.....Mrs. J. Grimes
- III. Minutes .....Mrs. J. Grimes
- IV. Communications .....Mrs. J. Grimes
- V. Public Comments on Agenda Items ..... TBD
- VI. Finance Committee Report..... Rev. Dr. L. Guyton
  - 3-1.1/10-2019 Authorize Award of a Purchase for Maintenance Support for Equipment under the FIT Project  
Johnston Communications Voice & Data, North Arlington, NJ \$33,900.08  
FIT Grant Funded – Capital Expense
  - 3-1.2/10-2019 Authorize Award of a Three (3) Year Bid for Snow Removal  
Recchia Paving, Inc., Bridgewater, NJ \$726,060.00  
College Funded – Operating Expense
  - 3-1.3/10-2019 Authorize Award of a Bid for Waterproofing and Masonry Wall Restoration  
Spartan Construction, Inc., South Amboy, NJ \$55,000.00  
Chapter XII Funded – Capital Expense
  - 3-1.4/10-2019 Authorize Award of a Blanket Order for Utility Services Amount not to Exceed  
PSE&G \$448,174.47  
Direct Energy Business 236,097.78  
College Funded – Operating Expense Total: \$684,272.25
  - 3-1.5/10-2019 Authorize Award of Fire Suppression Standpipe System Test and Inspection  
Johnson Controls Fire Protection, LP, Rockaway, NJ \$2,500.00  
College Funded – Operating Expense
  - 3-1.6/10-2019 Authorize Award of a Purchase for Test of Essential Academic Skills  
Assessment Technology Institute, LLC., Leawood, KS \$13,000.00  
College Funded – Operating Expense
  - 3-1.7/10-2019 Authorize Payment for additional services for Class of 2019  
Commencement Exercise  
Devils Arena Entertainment, LLC., Newark, NJ \$5,981.63  
College Funded – Operating Expense

3-1.8/10-2019	Authorize Award of a Purchase of Furniture for the Training, Inc. Department Business Furniture Inc. (BFI) A Herman Miller Inc., Parsippany, NJ Hyde & Watson Grant – Capital Expense	Amount not to exceed \$10,000.00
3-1.9/10-2019	Authorize Payment for Medical Supplies for the Training, Inc. Department Pocket Nurse Enterprises, Inc. dba Pocket Nurse, Monaca, PA TAACCCT Healthcare Grant Funded – Operating Expense	\$1,343.30
3-1.10/10-2019	Authorize Award of a Purchase for Nursing Program and License Assessment Technology Institute, LLC., Leawood, KS Perkins Grant Funded – Operating Expense	\$112,062.60
3-1.11/10-2019	Authorize Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense	\$6,140.80
3-1.12/10-2019	Authorize Payment for Legal Services O'Toole Scrivo Fernandez Weiner Van Lieu, LLC, Cedar Grove, NJ College Funded Operating Expense	\$1,860.00
3-1.13/10-2019	Authorize Payment for Legal Services DeCotiis Fitzpatrick Cole & Giblin, LLP, Teaneck, NJ College Funded – Operating Expense	\$760.50
3-1.14/10-2019	Authorize Award for Repair Service of Fan Motor in Air Handler Binsky and Snyder Service, LLC., Piscataway, NJ College Funded – Operating Expense	\$7,043.00
3-1.15/10-2019	Authorize Purchase of six (6) Precision 5820 Towers Dell Computers, Round Rock, TX College Funded – Capital Expense	\$12,951.00
3-1.16/10-2019	Authorize Award of a Bid for Center for Learning and Teaching Excellence APS Contracting, Inc., Paterson, NJ Go Bond Funded – Capital Expense	\$681,000.00

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

Appointments

4-1/10-2019	Jazlyn Johnson, Office Assistant Nursing Salary - \$27,000.00 Effective October 23, 2019
4-2/10-2019	Miriam Aguirre, Teacher Assistant Child Development Center Salary - \$23,500 Effective October 23, 2019

Supplement

4-3/10-2019 Mary Ellen Carpenter – Additional Duties  
July 8, 2019 to August 15, 2019  
\$3,262.50

Retirement

4-4/10-2019 Ruth Gonzalez, Office Assistant  
Mathematics, Engineering Technologies and Computer Sciences  
Effective December 31, 2019

Tommie Smith, Mailroom Clerk  
Shipping and Receiving  
Effective October 1, 2019

Resignation

4-5/10-2019 Christopher Dillon, Security Officer  
Public Safety  
Effective September 16, 2019

VIII.	Educational Programs Committee Report.....	Dr. A. Lewis
	7-1.1/10-2019 Partner Agreement – Early Head Start/Child Care	
	7-1.2/10-2019 Acceptance of Funds: Scaling Apprenticeships through Sector Based Strategies Grant (Health Works)	
	7-1.3/10-2019 Memorandum of Understanding: Office of the Secretary of Higher Education	
IX.	Site Facilities and Equipment Committee Report.....	Ms. C. Morales
X.	Policy and Governance Committee Report .....	Ms. I. Cruz
XI.	Alumni Report.....	TBD
XII.	Student Government Report .....	Ms. Regina Smith
XIII.	Faculty Association Report .....	Prof. Michael Frank
XIV.	President’s Report .....	Dr. Anthony E. Munroe President
XV.	New Business .....	TBD
XVI.	Public Comments .....	TBD
XVII.	Notice of Executive Session .....	Mrs. J. Grimes
XVIII.	Adjournment.....	Chair T. McDermott

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Johnston Communications Voice & Data
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.1/10-2019
Resolution Authorizing the Award of a Purchase for Maintenance Support for Equipment under FIT Project	

**WHEREAS**, Essex County College has a need to approve a purchase in the amount of **\$33,900.08** to **Johnston Communications Voice & Data**, 322 Belleville Turnpike, North Arlington, New Jersey 07031 for maintenance support of equipment purchased under Foundation for Instructional Technology (FIT) grant, 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 M-7000 contract #87722; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a purchase with **Johnston Communications Voice & Data**, 322 Belleville Turnpike, North Arlington, New Jersey 07031 in the amount of **\$33,900.08** for maintenance support for equipment purchased under Foundation for Instructional Technology (FIT);
2. This purchase is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.(a);
3. Johnston Communications Voice & Data is the authorized vendor for the New Jersey State contract M-7000 Data Communication Equipment contract #87722;
4. Specific line item against which this purchase is to be charged is as follows:  
902105-02105-7952 Foundation for Instructional Technology (FIT)  
FY 2019/2020

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Recchia Paving, Inc.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.2/10-2019
Resolution Authorizing the Award of a Three-Year Bid for Snow Removal Services	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a three-year bid in the total amount of **\$726,060.00** to Recchia Paving, Inc., 101 Billian Street, Bridgewater, New Jersey 08807 for Snow Removal Services for the period of October 22, 2019 through June 30, 2022.

Bid # 8045 was advertised in The Star-Ledger on July 30, 2019. There were six (6) bids solicited. One (1) response was received, opened, and publicly read on August 27, 2019. This bid was rejected for over-budget.

Bid # 8045-A was advertised in The Star-Ledger on September 3, 2019. There were seven (7) bids solicited. Three (3) responses were received, opened, and publicly read on September 25, 2019.

**Nature of Bid:** Essex County College – Snow Removal Services

**Bid Item # 1 & 9:** The recommendation is for the lowest responsive and responsible bidder:

<u>Vendor</u>	<u>FY19-20</u>	<u>FY20-21</u>	<u>FY21-22</u>
Recchia Paving, Inc.	\$225,800.00	\$225,800.00	\$274,460.00

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

<u>Campus</u>	<u>Account #</u>	<u>\$Amount</u> <u>FY19-20</u>	<u>\$Amount</u> <u>FY20-21</u>	<u>\$Amount</u> <u>FY21-22</u>
Newark	10-7202-7637	\$170,500.00	\$170,500.00	\$195,700.00
West Essex	10-7252-7637	\$ 55,300.00	\$ 55,300.00	\$ 78,760.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a three-year bid in the total amount of **\$726,060.00** to Recchia Paving, Inc., 101 Billian Street, Bridgewater, New Jersey 08807 for Snow Removal Services for the period of October 22, 2019 through June 30, 2022.

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Spartan Construction, Inc.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.3/10-2019
Resolution Authorizing the Award of a Bid for Waterproofing and Masonry Wall Restoration	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a bid in the amount of **\$55,000.00** to **Spartan Construction, Inc.**, 399 Oak Street, South Amboy, New Jersey 08879 for Waterproofing and Masonry Wall Restoration at the Newark Campus.

Bid # 8052 was advertised in The Star-Ledger on August 20, 2019. There were twenty-six (26) bids solicited. Four (4) responses were received, opened, and publicly read on September 12, 2019.

**Nature of Bid:** Essex County College – Waterproofing and Masonry Wall Restoration.

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

**Source of Funding:** The Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the following funds are available for this purpose. This action is funded by Chapter XII ordinance 0-2014-00003:

<u>Campus</u>	<u>Account #</u>	<u>\$Amount</u>
Newark	901403-3109-7921	\$55,000.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a bid in the amount of **\$55,000.00** to **Spartan Construction, Inc.**, 399 Oak Street, South Amboy, New Jersey 08879 for Waterproofing and Masonry Wall Restoration at the Newark Campus.

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Utility Services – Electric & Gas
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.4/10-2019
Resolution Authorizing the Award of a Blanket Order for Utility Services	

**WHEREAS,** Essex County College has a need to approve a blanket order in the total amount of **\$684,272.25** to the below listed companies which will provide Electric and Gas for the fiscal year 2020 for 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,** Facilities Department processes numerous PSE&G accounts for the Newark Campus locations and the West Essex Campus. The utility bills are paid directly on a check request which requires various approvals before issuing payment; which can result in a delay on payment and late charges accrue at times. To avoid any delays and late fees and countless check request documents; the college is requesting a blanket purchase order to the listed companies in the total amount not to exceed **\$684,272.25**;

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

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

- The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a blanket order in the amount not to exceed **\$684,272.25** for Electric and Gas services for the fiscal year 2020 to the Newark Campus, West Essex Campus, and Student Housing;

<u>Company Name</u>	<u>Newark Acc#10-7351-7640</u>	<u>WEC Acc#10-7252-7640</u>	<u>\$Amount</u>
PSE&G	\$406,600.36	\$41,574.11	\$448,174.47
Direct Energy Bus.	\$144,691.80	\$91,405.98	\$236,097.78

- 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);
- Specific line item against which these blanket orders are to be charged are as follows:  
10-7351-7640 Newark and Student Housing \$551,292.16  
10-7252-7640 West Essex Campus \$132,980.09  
FY 2019/2020

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Johnson Controls Fire Protection, LP
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.5/10-2019
Resolution Authorizing the award of Fire Suppression Standpipe System Test and Inspection	

**WHEREAS**, Essex County College has a need to approve a service for test and inspection of the Fire Suppression Standpipe System in the amount of **\$2,500.00** to **Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 as per the attached scope of service for the period of August 1, 2019 through July 31, 2020, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

**WHEREAS**, On November 20, 2018 (3-1.1/11-2018) the Board of Trustees awarded proposal #FY19RFP-03 in the amount of \$73,857.08 for the Fiscal Year 2018/2019 and \$76,371.44 for the Fiscal Year 2019/2020 for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services. However, this scope of service is for test and inspection of fire sprinkler devices that are connected to the fire sprinkler system; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute the award to **Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 in the amount of **\$2,500.00** for test and inspection of the Fire Suppression Standpipe System for the period August 1, 2019 through July 31, 2020;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(9);
3. Specific line item against which this service is to be charged is as follows:  
10-7251-7620 Operating Expense  
FY 2019/2020

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



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Assessment Technologies Institute, LLC (ATI)
Contact:	Dr. Keith Kirkland / Dean of Student Affairs
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.6/10-2018
Resolution Authorizing the Award of a Purchase for Test of Essential Academic Skills	

**WHEREAS**, Essex County College has a need to approve a purchase for Computer Exams to Allied Health and Nursing programs to **Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211 in the total amount of **\$13,000.00**, 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**, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a purchase with **Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211 in the total amount of **\$13,000.00** for computer exams to Allied Health and Nursing programs;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(17);
3. Specific line item against which this purchase is to be charged is as follows:  
10-1155-7790A Operating Expense. There is no net impact on the operating budget;  
this is student-funded expenditure  
FY 2019/2020

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Devils Arena Entertainment
Contact:	Dr. Keith Kirkland/Dean of Student Affairs
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.7/10-2019
Resolution Authorizing the Payment for additional services for Class of 2019 Commencement Exercise	

**RECOMMENDATION:** It is recommended that the Board of Trustee approve the payment for additional services with the **Devils Arena Entertainment, LLC**. 165 Mulberry Street, Newark, NJ 07102, Newark, New Jersey 07102 in the amount of \$5,981.63 for the rental of the Prudential Center for the Class of 2019 Commencement Exercise held on May 31, 2019.

**BACKGROUND AND RATIONALE:** Essex County College has rented the Prudential Center for Commencement for the past eight years. By all accounts, the Prudential Center Staff has provided excellent service and the facility affords sufficient space for the increasing number of graduates and their families.

The Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose, and contract documents approved by the Legal Department are attached.

**FISCAL NOTES:** This action is funded by the college operating funds account #10-1154-7800

**RESOLUTION:** The Board of Trustee of Essex County College approves the payment for additional services with the **Devils Arena Entertainment, LLC**. 165 Mulberry Street, Newark, NJ 07102, Newark, New Jersey 07102 in the amount of \$5,981.63 for the rental of the Prudential Center for the Class of 2019 Commencement Exercise held on May 31, 2019.

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Business Furniture Inc. (BFI) A Herman Miller Inc.
Contact:	Elvira Vieira / Dean Community & Continuing Education
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.8/10-2019
Resolution Authorizing the Award of a Purchase of Furniture for the Training, Inc. Department	

**WHEREAS**, Essex County College is required and there is a need to replace the furniture in computer labs at Training, Inc. using the State of New Contract to **Business Furniture Inc. (BFI) A Herman Miller Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054 in the amount not to exceed **\$10,000.00**, 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 therefore, 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 Purchases and Property, State of New Jersey Contracts #A81613, A81618, A81620, A81635, and A81721; and

**WHEREAS**, On June 18, 2019 (7-1.3/6-2019) the Board of Trustees accepted the funds in the amount of \$10,000.00 from Hyde and Watson Foundation to replace the furniture in computer labs at Training, Inc.

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a purchase with **Business Furniture Inc. (BFI) A Herman Miller Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054 in the amount not to exceed **\$10,000.00** to replace the furniture in computer labs at Training, Inc.;
2. This purchase is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.9.(a). State of New Jersey Contracts #A81613, A81618, A81620, A81635, and A81721;
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:  
29793-9793-7325 The Hyde & Watson Grant  
FY 2019/2020

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Pocket Nurse Enterprises, Inc.
Contact:	Elvira Vieira / Dean Community & Continuing Education
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.9/10-2019
Resolution Authorizing the Payment for Medical Supplies for the Training, Inc. Department	

**RECOMMENDATION:** It is recommended that the Board of Trustees approve a payment in the amount of **\$1,343.30** to **Pocket Nurse Enterprises, Inc. dba: Pocket Nurse**, 610 Frankford Road, Monaca, Pennsylvania 15061 for medical supplies for the month of February 2019.

**BACKGROUND AND RATIONALE:** Essex County College, Training, Inc. Department has a need to pay duplicate orders for the purchase of medical supplies for the month of February 2019.

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

**FISCAL NOTES:** This action is funded by Trade Adjustment Assistance Community College and Career Training (TAACCCT) Healthcare Grant, account #29798-9798-7501.  
FY 2018/2019

**RESOLUTION:** The Board of Trustees of Essex County College approves the payment in the amount of **\$1,343.30** to **Pocket Nurse Enterprises, Inc. dba: Pocket Nurse**, 610 Frankford Road, Monaca, Pennsylvania 15061 for medical supplies for the month of February 2019.

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 Assessment Technologies Institute, LLC (ATI)
Contact:	Dr. Jill Stein / Dean of STEM & Health Science
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.10/10-2019
Resolution Authorizing the Award of a Purchase for Nursing Program and License	

**WHEREAS**, Essex County College has a need to approve a purchase in the total amount not to exceed **\$112,062.60** to **Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211 to provide an online learning system to support students preparing for the NCLEX-RN and NCLEX-PN licensure examinations from the Complete Partnership Program. The Nursing & Allied Health Department was awarded grant funds through the Carl. D. Perkins Grant to procure the program to enhance student pass rates for the RN and PN examinations, 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-25.5.a(3) Materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a purchase with **Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211 in the total amount not to exceed **\$112,062.60** for NCLEX-RN and NCLEX-PN licensure examinations from the Complete Partnership Program;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(3);
3. Specific line item against which this contract is to be charged is as follows:  
29152-9152-7184 Funded by the Perkins Grant funds  
FY 2019/2020

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – Genova Burns Attorneys-At-Law
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.11/10-2019
Resolution Authorizing the Payment for Legal Services	

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

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

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting February 27, 2018 approved the awarding of those twenty-twos (22) contracts of which Genova Burns Attorneys-At-Law was among at a rate of \$250.00 per hour; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **Genova Burns Attorneys-At-Law**, 494 Broad Street, Newark, New Jersey 07102 for legal services rendered in the total amount of **\$6,140.80** for the following invoices:
  - **#396867** for **\$655.00**, July 31, 2019 (Lisa Durden);
  - **#396873** for **\$5,485.80**, July 31, 2019 (Ecc v. Gibson/Hasan counterclaim); and
2. Specific line item against which these payments are to be charged are as follows:  
 10-1701-7827 – Operating Expense  
 FY 2019/2020

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – O’Toole Scrivo Fernandez Weiner Van Lieu, LLC
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.12/10-2019
Resolution Authorizing the Payment for Legal Services	

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

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

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting February 27, 2018 approved the awarding of those twenty-two (22) contracts of which O’Toole Scrivo Fernandez Weiner Van Lieu, LLC was among at a rate of \$200.00 per hour; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **O’Toole Scrivo Fernandez Weiner Van Lieu, LLC**, 14 Village Park Road, Cedar Grove, New Jersey 07009 for legal services rendered in the amount of **\$1,860.00** for the following invoice:
  - **#80939** for **\$1,860.00**, August 31, 2019 (General Billing); and
2. Specific line item against which these payments are to be charged are as follows:  
10-1701-7827 – Operating Expense  
FY 2019/2020

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



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – DeCotiis Fitzpatrick Cole & Giblin, LLP
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.13/10-2019
Resolution Authorizing the Payment for Legal Services	

**WHEREAS**, Essex County College had a need for outside legal services. **DeCotiis, Fitzpatrick, Cole and Giblin, LLP** rendered services for the months of April 2019 and August 2019; and

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

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting February 27, 2018 approved the awarding of those twenty-two (22) contracts of which DeCotiis Fitzpatrick Cole & Giblin, LLP were among at a rate of \$195.00 per hour; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **DeCotiis, Fitzpatrick, Cole and Giblin, LLP** 500 Frank W. Burr Blvd. Road, Teaneck, New Jersey 07666 for legal services rendered in the amount of **\$760.50** for the following invoice:
  - **#214360** for **\$136.50**, April 30, 2019 (Income Tax Investigation);
  - **#219650** for **\$624.00**, August 31, 2019 (Income Tax Investigation); and
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. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 22 , 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Binsky and Snyder Service, LLC.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.14/10-2019
Resolution Authorizing the Award for Repair Service of Fan Motor in Air Handler	

**WHEREAS**, Essex County College has a need to approve a service in the amount of **\$7,043.00** to **Binsky and Snyder Service, LLC.**, 281 Centennial Avenue, Piscataway, New Jersey 08854 for a repair service of 60 HP supply fan motor of the air handler located at the Center for Technology building of the Main Campus, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

**WHEREAS**, On September 24, 2019 (3-1.10/8-2019) the Board of Trustees ratified a payment in the total amount of \$9,522.06 for urgent repair services of HVAC Roof Top Unit-1 at the West Essex Campus and Circuit 1 High-Pressure Alarm in the months of March and May 2019. The 60-HP Supply Fan Motor in Air Handler for the Center for Technology Building (CFT) has shorted motor winding and does not function; however, it will need to be replaced to maintain the temperature setpoint for the CFT classrooms; 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 Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a service in the amount of **\$7,043.00** to **Binsky and Snyder Service, LLC.**, 281 Centennial Avenue, Piscataway, New Jersey 08854 for a repair service of 60 HP supply fan motor of the air handler located at the Center for Technology building of the Main Campus;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(9);
3. Specific line item against which this service is to be charged is as follows:  
10-7351-7620 Operating Expense  
FY 2019/2020

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Dell Computers
Contact:	John Runfeldt / Executive Director – Inst. Effectiveness, Planning, and Assessment
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.15/10-2019
Resolution Authorizing the Purchase of six (6) Precision 5820 Tower	

**WHEREAS**, Essex County College has a need to procure a Precision 5820 Tower in the amount of **\$12,951.00 to 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; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a purchase with **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 in the amount of **\$12,951.00** for six (6) Precision 5820 Tower;
2. These 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. Specific line item against which these purchases are to be charged are as follows:  
90-0208-7903 Capital Expense  
FY 2019/2020

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – APS Contracting, Inc.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	October 22, 2019
Agenda Item No.:	3-1.16/10-2019
Resolution Authorizing the Award of a Bid for Center for Learning and Teaching Excellence	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a bid in the amount of **\$681,000.00** to **APS Contracting, Inc.**, 155-161 Pennsylvania Avenue, Paterson, New Jersey 07503 for Center for Learning and Teaching Excellence.

Bid # 8055 was advertised in The Star-Ledger on September 10, 2019. There were twelve (12) bids solicited. A Pre-Bid conference was held on September 24, 2019. Five (5) responses were received, opened, and publicly read on October 3, 2019.

The Architectural/Engineering firm, Arcari + Iovino Architects reviewed all submitted bids and offered a letter of recommendation for **APS Contracting, Inc.** (see attached).

**Nature of Bid:** Essex County College – Center for Learning and Teaching Excellence.

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

**Source of Funding:** The Vice-President of Business Operations/CFO of Essex County College has determined and certified in writing that the following funds are available for this purpose. This action is funded by the State of New Jersey Go Building Our Future Bond Act (GO) Fund, account:

<u>Campus</u>	<u>Account #</u>	<u>\$Amount</u>
Newark	902103-02103-7951	\$681,000.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a bid in the amount of **\$681,000.00** to **APS Contracting, Inc.**, 155-161 Pennsylvania Avenue, Paterson, New Jersey 07503 for Center for Learning and Teaching Excellence.

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jazlyn Johnson
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	October 22, 2019
Agenda Item No.:	4-1/10-2019

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Jazlyn Johnson, to the position of Office Assistant, for the Nursing Department, for the period beginning October 23, 2019. The recommended annual salary for the position is \$27,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of six (6) applications were reviewed and five (5) applicants were selected to be interviewed. Jazlyn Johnson is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED):**

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Bachelor of Science	2016	Berkley College Newark, NJ	Business Administration
• Associate in Science	2014	Essex County College Newark, NJ	Business Administration

**FISCAL NOTES:** The recommended salary of \$27,000 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Jazlyn Johnson, at the annual salary of \$27,000, to the position of Office Assistant, for the Nursing Department, for the period beginning October 23, 2019.

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Miriam Aguirre
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	October 22, 2019
Agenda Item No.:	4-2/10-2019

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Miriam Aguirre, to the position of Teacher Assistant, for the Child Development Center, contingent upon grant funding, for the period beginning October 23, 2019. The recommended annual salary for the position is \$23,500.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of six (6) applications were reviewed and four (4) applicants were selected to be interviewed. Miriam Aguirre is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED):**

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Miriam Aguirre, at the annual salary of \$23,500, to the position of Teacher Assistant, for the Child Development Center, contingent upon grant funding, for the period beginning October 23, 2019.

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Supplement
Contact:	Jeffrey Lee, Vice President of Academic Affairs / Chief Academic Officer
Meeting Date:	October 22, 2019
Agenda Item No.:	4-3/10-2019

**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>
Mary Ellen Carpenter	\$3,262.50	Clinical Coordinator, Radiography 07/08/2019 – 08/15/2019

**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. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 22, 2019	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	October 22, 2019
Agenda Item No.:	4-4/10-2019

**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>
Ruth Gonzalez	Office Assistant Mathematics, Engineering Technologies and Computer Sciences	Support Staff	10/18/1993	12/31/2019
Tommie Smith	Mailroom Clerk Shipping and Receiving	Support Staff	07/01/2002	10/01/2019

**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. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 22, 2019	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	October 22, 2019
Agenda Item No.:	4-5/10-2019

**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>
Christopher Dillon	Security Officer Public Safety	Security	12/18/2013	09/16/2019

**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. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 22, 2019	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Partner Agreement: Early Head Start/Child Care
Contact:	Dr. Keith Kirkland, Dean of Student Affairs
Meeting Date:	October 2019
Agenda Item No.:	7-1.1/10-2019

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve funding, not to exceed an amount of \$60,160.00, for a partner agreement between Union Township Community Action Organization, Inc. and Essex County College to provide Head Start Child Care services under the United States Department of Health and Human Services Early Head Start/Child Care Partnership grant for the period July 1, 2019 to August 31, 2020.

**BACKGROUND AND RATIONALE:** Essex County College has been providing child care services to students and the community for over twenty years. This request represents the fourth year of participation in this five-year grant. This partnership allows our college to continue to expand child care services to head start eligible parents and offset operating costs at our Child Care Center.

**FISCAL NOTES:** There is no fiscal impact on the college.

**RESOLUTION:** The Board of Trustees of Essex County College approves funding, not to exceed an amount of \$60,160.00, for a partner agreement between Union Township Community Action Organization, Inc. and Essex County College to provide Head Start Child Care services under the United States Department of Health and Human Services Early Head Start/Child Care Partnership grant for the period July 1, 2019 to August 31, 2020.

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



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds – Scaling Apprenticeships through Sector Based Strategies Grant (Health Works)
Contact:	Dr. Elvy M. Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	October 22, 2019
Agenda Item No.:	7-1.2/10-2019

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the agreement between Bergen Community College and Essex County College to enable the parties to facilitate training and apprenticeship opportunities in health professions for fiscal year September 2019 to September 2020. It is also recommended that the Board of Trustees of Essex County College accept, as a member of the consortium, the grant in the amount of \$155,860 for the first year.

**BACKGROUND AND RATIONALE:** The Training, Inc. program will be partnering with Bergen Community College to provide vocational training in Allied Health Careers to individuals that qualify under the US Department of Labor *Scaling Apprenticeship through Sector Based Strategies Grant project* grant program guidelines. This four-year grant, in the amount of \$12 million, renewable annually (up to three renewals or extensions) was awarded by the USDOL to the New Jersey Health Professions Pathways to Regional Excellence Project (NJ-Prep) consortium which consists of 13 Community Colleges. As a member of the consortium, Essex County College was awarded \$155,860 for the first year; if renewed annually an additional three (3) years a total of \$623,440 for four (4) years. Bergen Community College is the lead agency for this grant.

**FISCAL NOTES:** The costs associated with the program are funded by the grant.

**RESOLUTION:** The Board of Trustees of Essex County College:

1. approves the agreement between Bergen Community College and Essex County College to enable the parties to facilitate training and apprenticeship opportunities in health professions for fiscal year September 2019 to September 2023; and, as part of the consortium
2. accepts the grant in the amount of \$155,860 for the first year.

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



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Memorandum of Understanding: Office of the Secretary of Higher Ed.
Contact:	Sanjay Ramdath – Executive Director of Enrollment Management
Meeting Date:	October 22, 2019
Agenda Item No.:	7-1.3/10-2019

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the Memorandum of Understanding between Essex County College (ECC) and the Office of the Secretary of Higher Education (OSHE) for the implementation of the “Community College Opportunity Grant (CCOG)” planning project. CCOG is the state’s free community college initiative that will provide last dollar awards to New Jersey community college students with adjusted gross income (AGI) under \$65,000.

**BACKGROUND AND RATIONALE:** The purpose of the partnership between OSHE and Institution is to build capacity and increase matriculation for the expansion of the CCOG for students in New Jersey. Pursuant to this memorandum, OSHE will provide funding to implement goals and strategies for capacity building and increasing enrollment, improving student completion, and reducing financial burdens on students.

**FISCAL NOTES:** The Essex County College budget for grant activities for State fiscal year 2020 is \$265,000. Any funds received under this grant will not be used to supplant funds normally budgeted for programs or service of the same or similar type.

**RESOLUTION:** The Board of Trustees of Essex County College approves the Memorandum of Understanding between Essex County College (ECC) and the Office of the Secretary of Higher Education (OSHE) for the implementation of the “Community College Opportunity Grant (CCOG)” planning project.

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