



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

October 20, 2020 – 4:30 PM

A Virtual Meeting

Dial-In Number: **1 (520) 420-9132**

I.	Call to Order/Roll Call	Chair M. Bolden
II.	Open Public Meetings Act Announcement.....	Mrs. J. Grimes
III.	Minutes	Mrs. J. Grimes
IV.	Communications	Mrs. J. Grimes
V.	Public Comments on Agenda Items	TBD
VI.	Finance Committee Report	Mr. J. Zarra
3-1.1/10-2020	Authorize the Award of a Contract for Architectural Services Arcari & Iovino Architects, PC, Little Ferry, NJ Chapter XII Funded – Capital Expense	\$23,800.00
3-1.2/10-2020	Authorize the Award of a Bid for Concrete Sidewalk Repair Pharos Enterprises, LLC, South Amboy, NJ Chapter XII Funded – Capital Expense	\$237,000.00
3-1.3/10-2020	Authorize the Approval of a Payment for Emergency Installation of Glass Barriers and Partitions N.C.F. Glazing & Erecting, Inc., Kearny, NJ COVID 19 Funded - Operating Expense	\$16,045.00
3-1.4/10-2020	Authorize the Approval of a Change Order for Additional Work at the Student Welcome Center Construction Contractors of NY Corp., Hackensack, NJ Chapter XII Funded – Capital Expense	\$4,709.73
3-1.5/10-2020	Authorize the Award of a Purchase for Equipment for Sanitization and Supplies for Reopening American Paper Towel Co., LLC, Carlstadt, NJ Bio-Shine, Inc., Spotswood, NJ Imperial Bag & Paper Co., LLC, Bayonne, NJ Scoles Floorshine, Ind., Farmingdale, NJ COVID-19 Funded – Operating Expense	\$3,816.00 23,666.26 14,341.00 12,700.00 <hr/> \$54,523.26
3-1.6/10-2020	Authorize the Award of a Purchase for Laptops Dell Computers, Pittsburgh, PA Department of Labor ABE Grant – Operating Expense	\$8,268.48

	3-1.7/10-2020	Authorize the Award of a Payment of Outstanding invoices for Advertisement Services iHeart Media, Boston, MA College Funded – Operating Expense	\$10,000.00
	3-1.8/10-2020	Authorize Payment for Legal Services O'Toole Scrivo LLC., Cedar Grove, NJ College Funded – Operating Expense	\$25,945.00
	3-1.9/10-2020	Authorize Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense	\$1,075.00
VII.	Personnel Committee ReportMrs. J. Grimes		
	4-1/10-2020	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Administrative Association	
	4-2/10-2020	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Faculty Association	
	4-3/10-2020	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Professional Association	
	4-4/10-2020	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Security Association	
	4-5/10-2020	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Support Staff Association	
VIII.	Educational Programs Committee ReportDr. A. Lewis		
	7-1.1/10-2020	Acceptance of Funds: Essex County Division of Training & Employment	
	7-1.2/10-2020	Dual Enrollment: Irvington Board of Education	
	7-1.3/10-2020	Updated Memorandum of Understanding: New Jersey City University – Alternate Route Certificate	
IX.	Site Facilities and Equipment Committee Report..... Ms. C. Morales		
X.	Policy and Governance Committee ReportMs. I. Cruz		
XI.	Community Relations Committee Report..... Ms. J. Wright		
XII.	Alumni Report..... TBD		
XIII.	Student Government Report Ms. Sapphire Rodriguez		
XIV.	Faculty Association Report Prof. Michael Frank		

- XV. President's Report Dr. Augustine Boakye
Interim President
- XVI. New Business TBD
- XVII. Public Comments TBD
- XVIII. Notice of Executive SessionMrs. J. Grimes
- XIX. Adjournment.....Chair M. Bolden

***Public meeting agenda subject to change**



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Services – Arcari & Iovino Architects, PC Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean / Chief Information Officer (CIO)
Meeting Date:	October 20, 2020
Agenda Item No.:	3-1.1/10-2020
Resolution Authorizing the Award of a Contract for Architectural Services	

WHEREAS, Essex County College has a needs to approve a contract in the amount of **\$23,800.00** to **Arcari & Iovino Architects, PC**; 1 Katherine Street, Little Ferry, New Jersey 07643, vendor approved by the State of New Jersey under **Small Business Enterprise (SBE)** for architectural services for the renovation of the Information Technology Department, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(1), Professional services; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a contract in the amount of **\$23,800.00** to **SBE, Arcari & Iovino Architects, PC**; 151 Garfield Avenue, Kearny, New Jersey 07032 for architectural services for the renovation of the Information Technology Department;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(1);
3. This contract is being awarded “Non-Fair and Open”;
4. Specific line item against which this contract is to be charged is as follows:
901706-3117-7952 Chapter XII, Ordinance # 0-2017-00006
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION-

Subject:	Finance: Purchases over \$36,400.00 – Concrete Sidewalk Repair (Small Women Business Enterprise – SWBE)
Contact:	Mohamed Seddiki / Executive Dean / Chief Information Officer (CIO)
Meeting Date:	October 20, 2020
Agenda Item	3-1.2/10-2020
No.:	Resolution Authorizing the Award of Bid for Concrete Sidewalk Repair

Recommendation: It is recommended that the Board of Trustees approve the award of a Bid in the amount of **\$237,000.00** to **Pharos Enterprises, LLC**; 879 Upper Main Street, South Amboy, New Jersey 08879; vendor approved by the State of New Jersey under **Small Women Business Enterprise (SWBE)** for Concrete Sidewalk Repair at the main campus.

Bid # 8096 was advertised in The Star Ledger from August 25-27, 31, 2020 and September 1, 2020. There were eight (8) bids solicited. Five (5) responses were received, opened, and publicly read on September 29, 2020.

Nature of Bid: Essex County College – Concrete Sidewalk Repair.

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

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

<u>Department</u>	<u>Type of Funds</u>	<u>Account #</u>	<u>\$Amount</u>
Facilities Management	Chapter XII Bond Ordinance # 0-2017-00006	901706-3116-7951	\$237,000.00

Resolution: The Board of Trustees of Essex County College approve the award of a bid in the amount of **\$237,000.00** to **Pharos Enterprises, LLC**; 879 Upper Main Street, South Amboy, New Jersey 08879; vendor approved by the State of New Jersey under Small Women Business Enterprise (**SWBE**) for Concrete Sidewalk Repair at the main campus.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: N.C.F. Glazing & Erecting, Inc. Women Business Enterprise (WBE)
Contact:	Mohamed Seddiki / Executive Dean / Chief Information Officer (CIO)
Meeting Date:	October 20, 2020
Agenda Item No.:	3-1.3/10-2020 COVID-19
Resolution Authorizing a Payment for the Emergency Services Rendered due to COVID-19	

WHEREAS, It is recommended that the Board of Trustees approve a payment for the emergency services rendered on August 25, 2020 due to COVID-19 in the amount of **\$16,045.00** to **N.C.F. Glazing & Erecting, Inc.**; 151 Garfield Avenue, Kearny, New Jersey 07032, vendor approved by the State of New Jersey under **Women Business Enterprise (WBE)**, for installation of glass barriers and partitions throughout Newark campus to be in compliance with the latest CDC Guidelines in order to prevent and minimize the spread of the Coronavirus between students and staff, 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 filled 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;

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a payment with **WBE, N.C.F. Glazing & Erecting, Inc.**; 151 Garfield Avenue, Kearny, New Jersey 07032 in the amount of **\$16,045.00** for emergency services rendered on August 25, 2020 due to COVID-19;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.6(a);
3. Specific line item against which this purchase is to be charged is as follows:
10-1701-7795 Operating Expense, COVID-19
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Construction Contractors of NY Corp. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean / Chief Information Officer (CIO)
Meeting Date:	October 20, 2020
Agenda Item No.:	3-1.4/10-2020
Resolution Authorizing the Approval of a Change Order for the Additional Work at the Student Welcome Center	

WHEREAS, Essex County College has a need to approve a change order for additional work due to asbestos abatement, firestop existing penetration in demising wall, crack suppression and fill, installation of wallpaper, and additional signage not included in original plans at the Student Welcome Center to **Construction Contractors of NY Corp.**, 208 Russell Place, Hackensack, New Jersey 07601, vendor approved by the State of New Jersey under **Small Business Enterprise (SBE)**, in the total amount of **\$4,709.73**, and in which contract services 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 19, 2019 (3-1.8/11-2019) the Board of Trustees awarded Bid # 8060 in the amount of \$322,000.00 for the construction of Student Welcome Center to Construction Contractors of NY Corp. Reference attached AIA contracts; 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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a change order with **SBE, Construction Contractors of NY Corp.**, 208 Russell Place, Hackensack, New Jersey 07601 in the total amount of **\$4,709.73** for the additional work due to asbestos abatement, firestop existing penetration in demising wall, crack suppression and fill, installation of wallpaper, and additional signage not included in original plans at the Student Welcome Center;
2. This change order is awarded without public bidding in accordance with the provisions of the County College Contract Law 18A:64A-25.5.a.(9);
3. Specific line item against which this change order is to be charged is as follows:
901808-3122-7951 Chapter XII Ordinance 0-2018-00008
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – COVID Supplies and Equipment Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean / Chief Information Officer (CIO)
Meeting Date:	October 20, 2020
Agenda Item No.:	3-1.5/10-2020 COVID-19
Resolution Authorizing the Award of a Purchase for Equipment for Sanitization and Supplies for Reopening	

WHEREAS, It is recommended that the Board of Trustees approve the award of a purchase in the total amount of **\$54,523.26** to below-listed vendors approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Equipment for Sanitization and Supplies for Reopening, considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County and to comply with the latest CDC Guidelines in order to prevent and minimize the spread of the Coronavirus between students and staff, 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 filled 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;

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase with the following listed vendors approved by the State of New Jersey under Small Business Enterprise (**SBE**) in the total amount of **\$54,523.26** for Equipment for Sanitization and Supplies for Reopening:

<u>Company Name</u>	<u>City and State</u>	<u>\$Amount</u>
American Paper Towel Co., LLC.	Carsdtadt, New Jersey	\$3,816.00
Bio-Shine, Inc.	Spotswood, New Jersey	\$23,666.26
Imperial Bag & Paper Co., LLC.	Bayonne, New Jersey	\$14,341.00
Scoles Floorshine, Ind.	Farmingdale, New Jersey	\$12,700.00

2. These purchases are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.6(a);
3. Specific line item against which this purchase is to be charged is as follows:
10-7101-7795 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Dell Computers Non-SBE/MBE/WBE
Contact:	Vieira Elvira / Dean of Community & Continuing Ed.
Meeting Date:	October 20, 2020
Agenda Item No.:	3-1.6/10-2020
Resolution Authorizing the Award of a Purchase for Laptops	

WHEREAS, Essex County College has a need to procure laptops for Adult Basic Skills Education and Literacy Programs staff to work remotely considering the matters related to Coronavirus pandemic in the amount of **\$8,268.48** to **Dell Computers**, P.O. Box 643561, Pittsburgh, Pennsylvania 15264, vendor approved by the State of New Jersey under **Non-SBE/MBE/WBE**. The Adult Learning Center was awarded grant funds through the Department of Labor to help individuals with low literacy skills and become self-sufficient by acquiring skills and knowledge necessary for employment, in which contract services are exempt from bidding pursuant to the provisions of County College Contracts law 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 by the Division of Purchase and Property, State Contract number A81247/T0483; 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 Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve with **Non-SBE/MBE/WBE, Dell Computers**, P.O. Box 643561, Pittsburgh, Pennsylvania 15264 in the amount of **\$8,268.48** for the purchase of laptops for adult basic skills education and literacy programs staff to work remotely due to Coronavirus pandemic;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contract Law 18A:64A-25.5.9.(a), State Contract number A81247/T0483;
3. Specific line item against which this purchase is to be charged is as follows:
29404-9404-7511 Department of Labor ABE Grant Level I & II
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: iHeart Media Small Business Enterprise (SBE)
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	October 20, 2020
Agenda Item No.:	3-1.7/10-2020
Resolution Authorizing the Award of a Payment of Outstanding Invoices for Advertisement Services	

WHEREAS, Essex County College has a need to approve a payment for outstanding invoices to **iHeart Media**, P.O. Box 419499, Boston, Massachusetts 02241 in the total amount of **\$10,000.00** for advertising services during the months of January and February 2020, in which contracts for advertising are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.(20), Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment with **SBE, iHeart Media**, P.O. Box 419499, Boston, Massachusetts 02241 for outstanding invoices in the total amount of **\$10,000.00** for the months of January and February:

<u>Month</u>	<u>Description</u>	<u>Time Period</u>	<u>\$Amount</u>
January	Commercial	1/27/20 - 2/23/20	\$7,500.00
February	Commercial	2/24/20 - 3/01/20	\$2,500.00

2. These outstanding invoices are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.(20).
3. Specific line item against which these invoices are to be charged is as follows:
10-0216-7470 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – O’Toole Scrivo, LLC (Small Business Enterprise – SBE)
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	October 20, 2020
Agenda Item	3-1.8/10-2020
No.:	Resolution Authorizing the Payment for Legal Services

WHEREAS, Essex County College required outside legal services. **O’Toole Scrivo Fernandez Weiner Van Lieu, LLC**, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) rendered services for January, February, July, and August 2020; and

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

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts of which O’Toole Scrivo, LLC was among at a rate of \$200.00 per hour; and

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payments to **O’Toole Scrivo, LLC**, 14 Village Park Road, Cedar Grove, New Jersey 07009, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for legal services rendered in the total amount of **\$25,945.00** for the following invoices:
 - # **86028** for **\$3,980.00**, January 31, 2020 (General Billing).
 - # **86459** for **\$5,000.00**, February 29, 2020 (General Billing).
 - # **90814** for **\$13,480.00**, July 31, 2020 (General Billing).
 - # **91932** for **\$3,485.00**, August 31, 2020 (General Billing).
2. Specific line item against which these payments are to be charged are as follows:
10-1701-7827 Operating Expense
FY 2019/2020 and FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION-

Subject:	Finance: Legal Services – Genova Burns Attorneys-At-Law (Small Business Enterprise – SBE)
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	October 20, 2020
Agenda Item	3-1.9/10-2020
No.:	Resolution Authorizing the Payment for Legal Services

WHEREAS, Essex County College required outside legal services. **Genova Burns Attorneys-At-Law**, vendor approved by the State of New Jersey under **Small Business Enterprise (SBE)** rendered services for August 2020; and

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payments to **Genova Burns Attorneys-At-Law**, 494 Broad Street, Newark, New Jersey 07102, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for legal services rendered in the amount of **\$1,075.00** for the following invoice:
 - # **425414** for **\$1,075.00**, August 31, 2020 (Lisa Durden);
2. Specific line item against which this payment is to be charged is as follows:
10-1701-7827 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Administrative Association
Contact:	President Augustine Boakye
Meeting Date:	October 20, 2020
Agenda Item No.:	4-1/10-2020

WHEREAS, in March 2017, the Board of Trustees of Essex County College declared a State of Fiscal Exigency; and

WHEREAS, the College remains in a State of Fiscal Exigency; and

WHEREAS, the College's fiscal state has continued to decline due to the impact of COVID-19 on enrollment, retention, and County and State appropriations; and

WHEREAS, President Boakye, in consultation with College employees and Union leadership, seeks to implement a plan to repair the College's financial state by shared financial sacrifice.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Essex County College, that the MOU with the Administrative Association, dated October 16, 2020, is hereby accepted.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Faculty Association
Contact:	President Augustine Boakye
Meeting Date:	October 20, 2020
Agenda Item No.:	4-2/10-2020

WHEREAS, in March 2017, the Board of Trustees of Essex County College declared a State of Fiscal Exigency; and

WHEREAS, the College remains in a State of Fiscal Exigency; and

WHEREAS, the College's fiscal state has continued to decline due to the impact of COVID-19 on enrollment, retention, and County and State appropriations; and

WHEREAS, President Boakye, in consultation with College employees and Union leadership, seek to implement a plan to repair the College's financial state by shared financial sacrifice.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Essex County College, that the MOU with the Faculty Association, dated October 16, 2020, is hereby accepted.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Professional Association
Contact:	President Augustine Boakye
Meeting Date:	October 16, 2020
Agenda Item No.:	4-3/10-2020

WHEREAS, in March 2017, the Board of Trustees of Essex County College declared a State of Fiscal Exigency; and

WHEREAS, the College remains in a State of Fiscal Exigency; and

WHEREAS, the College's fiscal state has continued to decline due to the impact of COVID-19 on enrollment, retention, and County and State appropriations; and

WHEREAS, President Boakye, in consultation with College employees and Union leadership, seeks to implement a plan to repair the College's financial state by shared financial sacrifice.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Essex County College, that the MOU with the Professional Association, dated October 16, 2020, is hereby accepted.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Security Association
Contact:	President Augustine Boakye
Meeting Date:	October 16, 2020
Agenda Item No.:	4-4/10-2020

WHEREAS, in March 2017, the Board of Trustees of Essex County College declared a State of Fiscal Exigency; and

WHEREAS, the College remains in a State of Fiscal Exigency; and

WHEREAS, the College's fiscal state has continued to decline due to the impact of COVID-19 on enrollment, retention, and County and State appropriations; and

WHEREAS, President Boakye, in consultation with College employees and Union leadership, seeks to implement a plan to repair the College's financial state by shared financial sacrifice.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Essex County College, that the MOU with the Security Association, dated October 16, 2020, is hereby accepted.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Shared Sacrifice – Furlough or Pay Reduction for College Employees – MOU with Support Staff Association
Contact:	President Augustine Boakye
Meeting Date:	October 20, 2020
Agenda Item No.:	4-5/10-2020

WHEREAS, in March 2017, the Board of Trustees of Essex County College declared a State of Fiscal Exigency; and

WHEREAS, the College remains in a State of Fiscal Exigency; and

WHEREAS, the College's fiscal state has continued to decline due to the impact of COVID-19 on enrollment, retention, and County and State appropriations; and

WHEREAS, President Boakye, in consultation with College employees and Union leadership, seeks to implement a plan to repair the College's financial state by shared financial sacrifice.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Essex County College, that the MOU with the Support Staff Association, dated October 16, 2020, is hereby accepted.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Essex County Division of Training & Employment
Contact:	Dr. Elvy M. Vieira, Dean, Community, Continuing Ed and Workforce Dev.
Meeting Date:	October 20, 2020
Agenda Item No.:	7-1.1/10-2020

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept funding from the Essex County Division of Training and Employment to provide Basic Skills/HSE Prep to 25 Out of School clients in the amount of \$28,323.50 for the period beginning September 28, 2020 and ending June 30, 2021.

BACKGROUND AND RATIONALE: The Training, Inc. program has a long history of soliciting and securing funding from various foundations and public agencies. Training, Inc., utilizing the standards and practices of the business world, provides a wide variety of job training services at no cost to individuals, in business as well as allied health careers, to seeking initial entry, reentry or upward mobility in the workforce. The Training, Inc. program has operated successfully for the past twenty-six years, attaining a 75% completion rate and an 80% graduate job placement rate.

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

RESOLUTION: The Board of Trustees of Essex County College accepts funding from the Essex County Division of Training and Employment to provide to provide Basic Skills/HSE Prep to 25 Out of School clients in the amount of \$28,323.50 for the period beginning September 28, 2020 and ending June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Irvington Public Schools Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	October 20, 2020
Agenda Item No.:	7-1.2/10-2020

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the Irvington Public Schools Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Irvington High School, hereinafter after referred to “IHS” from September 1, 2020 to June 30, 2021.

BACKGROUND AND RATIONALE: The Essex Dual Enrollment Program was developed in 2004 in response to the State’s initiative to increase the first year success rates of recent high school students. The Dual Enrollment Program will provide IHS students an opportunity to complete their developmental sequence and thus be certified as college ready in the State of NJ. Additionally, IHS students will be offered the opportunity to earn substantial college credits towards an Associate degree.

FISCAL NOTES: IHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$766 - \$800 per credit with an additional 10% added to contribute to fringe/cost of benefits). IHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, IHS will pay a \$900 administrative fee per course.

RESOLUTION: The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Irvington Public Schools Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Irvington High School from September 1, 2020 to June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Updated Memorandum of Understanding New Jersey City University – Alternate Route Certification Program
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	October 20, 2020
Agenda Item No.:	7-1.3/10-2020

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept the revised Memorandum of Understanding between Essex County College and New Jersey City University for the Alternate Route Certification Program for Teachers from July 1, 2020 until June 30, 2022.

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

FISCAL NOTES: The College will receive a revenue split per student per semester according to distribution table in Appendix D.

RESOLUTION: The Board of Trustees of Essex County College approves the revised Memorandum of Understanding between Essex County College and New Jersey City University for the Alternate Route Certification Program for Teachers, a post-baccalaureate program for qualified candidates from July 1, 2020 until June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 20, 2020	