



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

October 19, 2021 at 4:30 pm  
Smith Hall, 303 University Avenue, Newark, NJ  
or  
Virtually via Zoom

Please click the link below to join the webinar:

<https://essex-edu.zoom.us/j/93391112711>

Or One tap mobile :

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Webinar ID: 933 9111 2711

International numbers available: <https://essex-edu.zoom.us/j/93391112711>

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

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

**Actions – Submitted for Board Approval**

3-1.1/10-2021	Authorize the Award of a Proposal for Architectural/Engineering Services for Parking Deck Comito Associates PC Architecture, Newark, NJ Chapter XII Funded – Capital Expense	\$28,500.00
3-1.2/10-2021	Authorize the Award of a Purchase of Extreme Network Wireless Solution Johnston GP, Inc. DBA Johnston Communications (JCT Solutions), Springfield, NJ CRRSAA Grant – Cares Act 2.0 Funded – Capital Expense	\$198,339.03

3-1.3/10-2021	Authorize the Award of an Additional Purchase of Furniture for the Information Technology Department Business Furniture Inc. (BFI) A Herman Miller, Inc., Parsippany, NJ Chapter XII Funded – Capital Expense	\$48,205.99
3-1.4/10-2021	Authorize the Award of a Professional Service for Degree Works Software Upgrade, and Professional Service for Banner Page Builder Training Ellucian Company, LP, Chicago, IL CRRSAA Grant – Cares Act 2.0 Funded (\$34,860.00)/College Funded (\$5,320.00) - Operating Expense	\$40,180.00
3-1.5/10-2021	Authorize the Award of a Purchase for a Server for Wireless System Dell Computers, Round Rock, TX CRRSAA Grant – Cares Act 2.0 Funded – Operating Expense	\$6,476.23
3-1.6/10-2021	Authorize the Award of a Purchase for Nursing Program and License Assessment Technology Institute, LLC (ATI), Leawood, KS Carl D. Perkins Grant Funded – Operating Expense	\$162,673.75
3-1.7/10-2021	Authorize the Award of a Second Year Contract for two Educational License Subscriptions to the Bloomberg Professional Services and Bloomberg for Education Bloomberg Finance, L.P., New York, NY Carl D. Perkins Grant Funded – Operating Expense	\$50,880.00
3-1.8/10-2021	Authorize the Award of a Purchase of Certification Training CompTIA, Downers Grove, IL Johnson Control Grant Funded – Operating Expense	\$18,570.00
3-1.9/10-2021	Authorize the Award of a Contract for a Subscription for West Proflex Thomson Reuters (West Law), Carol Stream, IL College Funded – Operating Expense	\$17,999.98
3-1.10/10-2021	Authorize the Payment for Legal Services Fernandez Garcia, LLC., Morristown, NJ College Funded – Operating Expense	\$14,430.00
3-1.11/10-2021	Authorize the Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ CRRSAA Grant Funded – CARES Act 2.0/Operating Expense	\$12,237.50
3-1.12/10-2021	Authorize the Outstanding and Additional Payment for Insurance Policy Renewal IMAC Insurance Agency LLC., Belleville, NJ College Funded – Operating Expense	\$11,202.76

3-1.13/10-2021	Authorize the Award of a Contract for Professional Services Clifton Larson Allen, LLP, Plymouth Meeting, PA College Funded – Operating Expense	\$14,125.00
3-1.14/10-2021	Authorize the Award of a Three-Year Contract for a Mobile Software – Ready Ed Campus App Ready Education, Inc., Montreal, Canada CRRSAA Grant Funded – CARES Act 2.0/Operating Expense	Not to exceed \$37,000.00 per year
3-1.15/10-2021	Authorize the Award of a Floor Repair in the Physical Education Building – Gymnasium Classic Floor Finishing, Inc., West Berlin, NJ Chapter XII Funded (\$362,133.76)/Essex County Funded (\$24,641.24) – Capital Expense	\$386,775.00
3-2.1/10-2021	Resolution to Revise Agenda item 3-2.2/9-2021 to Provide a Statement and Fix Date for Essex County College Board of School Estimate Public Hearing	

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

**Actions – Submitted for Board Approval**

**A. Appointments**

- 4-1/10-2021    Cassandra Johnson, Instructor, Counseling  
                   Student Development and Counseling  
                   Salary - \$60,280.00  
                   Effective November 1, 2021 through August 31, 2022
- 4-2/10-2021    Aaron Ocasio, coordinator of Community Offerings and Non-Credit Enrollment Services  
                   On-Campus Continuing Education  
                   Salary - \$50,000.00  
                   Effective October 25, 2021 through June 30, 2022
- 4-3/10-2021    Erica Cando, Workforce Program Assistant  
                   Training, Inc  
                   Salary - \$43,500.00  
                   Effective November 1, 2021 through June 30, 2022
- 4-4/10-2021    Juanita Jones, Administrative Assistant  
                   Humanities and Bilingual Studies  
                   Salary - \$35,900.00  
                   Effective October 20, 2021 through June 30, 2022
- 4-5/10-2021    Melva Cueva, Teacher Assistant  
                   Child Development Center  
                   Salary - \$23,500.00 (contingent upon grant funding)  
                   Effective October 20, 2021

## **B. Merit Awards**

4-6/10-2021 Administrative Association

Judith Celestin, Director  
Adult Learning Center  
Amount - \$6,000.00

Jinsoo Park, Director  
Institutional Research  
Amount - \$6,000.00

4-7/10-2021 Professional Association

Claudia Rodriguez, Administrative Assistant  
Financial Aid  
Amount - \$4,000.00

Tanya Wright, Assistant Director  
Training Inc  
Amount - \$4,000.00

4-8/10-2021 Support Staff Association

Lillian Kirk, Technical Assistant  
Martin Luther King Jr. Library  
Amount - \$1,000.00

Evelyn La-Salle Hernandez, Technical Assistant  
Retention and Academic Advisement  
Amount - \$1,000.00

## **C. Retirement**

4-9/10-2021 Patricia Slade, Associate Dean  
Student Life and Development  
Effective December 31, 2021

## **D. Supplements**

4-10/10-2021 Karen Bridgett – Deputy Title IX Coordinator  
Additional Responsibilities July 1, 2021 through June 30, 2022  
Amount - \$5,000.00

Judith Celestin – Director, Consolidated Adult Basic Skills and Integrated English Literacy and  
Civics Education Grant  
Additional Responsibilities September 13, 2021 through December 23, 2021  
Amount - \$4,500.00

Sanghmitra Choudhury – Director, Johnson Controls Grant  
Additional Responsibilities September 13, 2021 through June 30, 2022  
Amount - \$4,500.00

Yelena Lyudmilova – Director, Mentorship, Alignment, Preparedness, Support (MAPS) Grant  
Additional Responsibilities September 13, 2021 through December 23, 2021  
Amount - \$3,333.33

Angel McKinney – Director, Non-Credit Enrollment Services and Extension Programs  
Additional Responsibilities September 20, 2021 through December 23, 2021  
Amount - \$4,500.00

Patricia Slade – Deputy Title IX Coordinator  
Additional Responsibilities July 1, 2021 through December 31, 2021  
Amount - \$2,500.00

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

**Actions - Submitted for Board Approval**

7-1.1/10-2021 Dual Enrollment Program: Peoples Preparatory Charter School District Board of Education

7-1.2/10-2021 Service Agreement: Diligent Urgent Care, LLC

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

X. Policy and Governance Committee Report.....Ms. I. Cruz

**Actions – Submitted for Board Approval**

7-3.1/10-2021 Revision to BP 1-1 Implementation of Open Public Meetings Act

7-3.2/10-2021 Revision to BP 1-2 Trustee Appointment

7-3.3/10-2021 New BP 1-3 President as Executive Officer of Essex County College

XI. Community Relations Committee Report..... Ms. J. Wright

XII. Alumni Association Report..... Mr. Nkuah Asare

XIII. Student Government Association Report ..... Ms. Jessica Clark

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 Session .....Mrs. J. Grimes

XIX. Adjournment.....Chair M. Bolden

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Pay to Play - Comito Associates PC Architecture <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.1/10-2021
	Resolution Authorizing the Award of a Proposal for Architectural/Engineering Services for Parking Deck

**Recommendation:** It is recommended that the Board of Trustees approve the award of a contract for **\$28,500.00** to **Comito Associates PC Architecture**, 23 Warren Street, Newark, New Jersey 07102, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) for Architectural/Engineering Services for Parking Deck.

FY22RFP-01 was advertised in The Star-Ledger on August 10, 2021. There were twenty-seven (27) proposals solicited. A Pre-Proposal conference was held on August 19, 2021. Four (4) responses were received, opened, and publicly read on September 2, 2021, of which one responded as “No RFP”.

**Nature of Proposal:** Essex County College – Architectural/Engineering Services for Parking Deck.

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

**Source of Funding:** The Chief Finance Officer (CFO) of Essex County College has determined and certified in writing that the following funds are available for this purpose. This action is funded by Chapter XII, Ordinance # 0-2014-00003:

<u>Campus</u>	<u>Account #</u>	<u>\$Amount</u>
Newark	901403-3109-7952A	\$28,500.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a contract for **\$28,500.00** to **Comito Associates PC Architecture**, 23 Warren Street, Newark, New Jersey 07102 for Architectural/Engineering Services for Parking Deck.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$37,500.00 – Johnston GP, Inc. DBA Johnston Communications (JCT Solutions) <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.2/10-2021 <b>COVID-19</b>
Resolution Authorizing the Award of a Purchase of Extreme Network Wireless Solution	

**WHEREAS**, Essex County College has a need to approve a purchase of hardware in the total amount of **\$198,339.03** to **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)**, 36 Commerce Street, Springfield, New Jersey 07081, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Extreme Network Wireless Solution, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State of New Jersey Contract NASPO M7000/87722; and

**WHEREAS**, Considering the matters related to the Coronavirus pandemic (**COVID-19**) in Essex County, and due to the increase in online and hybrid classes, the College has created a tremendous demand on the aging wireless network and a need to provide an updated network to better support our educational and office needs. The solution will provide expanded network capacity and bandwidth which will increase speeds by four times per device, compared to the current solution. The proposed network solution will increase student satisfaction, facilitate innovations, and provide global access to any device in any location on campus; and

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a purchase with **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)** in the amount of **\$198,339.03** for Extreme Network Wireless Solution;
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 N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.9(a);
3. Johnston GP, Inc. DBA Johnston Communications (JCT Solutions) is the authorized vendor for the State of New Jersey Contract NASPO M7000/87722.
4. The Determination of Value memo is placed on file with this resolution;
5. The specific line item against which this purchase is to be charged is as follows:  
29010-1723-7904 CRRSAA Grant Funds – Cares Act 2.0  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Business Furniture Inc. (BFI) <b>Women Business Enterprise (WBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.3/10-2021 Resolution Authorizing the Award of an Additional Purchase of Furniture for the Information Technology Department

**WHEREAS**, Essex County College needs to approve an additional purchase of furniture in the total amount of **\$48,205.99** to **Business Furniture Inc. (BFI) A Herman Miller, Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054, vendor approved by the State of New Jersey under Women Business Enterprise (**WBE**) for the breakout rooms and administrative office space to the Information Technology Department under the Chapter XII funds; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.5.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property Contract #A-81711, A-81718, and A-81620; and

**WHEREAS**, On June 22, 2021 (3-1.6/6/2021), the Board of Trustees approved the purchase of \$159,889.73 for workstation furniture for the Information Technology Department. The additional procurement of \$48,205.99 is to complete the breakout rooms and administrative office space for occupancy. The furniture will contribute to the collaboration of IT and College staff, as well as provide comfortable and secure meeting spaces; and

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve an additional purchase with **Business Furniture Inc. (BFI) A Herman Miller, Inc.**, in the total amount of **\$48,205.99** for the breakout rooms and administrative office space under Chapter XII funds;
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 N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.9(a);
3. BFI is the authorized vendor for the State of New Jersey Contract #A-81711, A-81718, and A-81620.
4. The Determination of Value memo is placed on file with this resolution;
5. The specific line item against which this additional purchase is to be charged is as follows:  
901903-3126-7902A Chapter XII Funds, Ordinance 0-2019-00003  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Ellucian Company, LP. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.4/10-2021 <b>COVID-19</b>
Resolution Authorizing the Award of a Professional Service for Degree Work Software Upgrade, and Professional Service for Banner Page Builder Training	

**WHEREAS**, Essex County College needs to approve a professional service in the total amount of **\$40,180.00** to **Ellucian Company, LP.** 14083 Collections Center Drive, Chicago, Illinois 60693, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the upgrade of Degree Works from version 5.0.1 to 5.0.6, which will upgrade JAVA, GCC Compiler, Perl, Apache Tomcat, Apache FOP, and Rabbit MQ versions that are needed to support the college needs, and professional service for Banner Page Builder Training that is needed for Information Technology Staff to learn how to build new Banner Self Service pages which support the college needs to add a business process that does not exist in Banner currently, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A. 18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.5.a(15), Professional consulting services; and

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

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a consulting service with **Ellucian Company, L.P.**, in the total amount of **\$40,180.00** for the following:

<u>Description</u>	<u>\$Amount</u>	<u>Type of Funds</u>
Degree Works Software Upgrade	\$34,860.00	CRRSAA Grant Funds (COVID-19)
Banner Page Builder Training	\$ 5,320.00	Operating Expense

2. The consulting services are awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.5.a(15);

3. The specific line item against which these services are to be charged are as follows:  
29010-0205-7184 \$34,860.00 CRRSAA Grant Funds – Cares Act 2.0  
10-1723-7184 \$5,320.00 Operating Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Dell Corporation <b>(Non-SBE/MBE/WBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.5/10-202 <b>COVID-19</b>
Resolution Authorizing the Award of a Purchase for a Server for Wireless System	

**WHEREAS**, Essex County College needs to approve a purchase of a server of **\$6,476.23** to **Non-SBE/MBE/WBE Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 for Wireless System. The procurement of the server will manage wireless devices and user’s authentication services, considering the matters related to the Coronavirus pandemic (**COVID-19**) in Essex County and to comply with the latest CDC Guidelines 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-25.3, N.J.S.A.18A:64A-25.5.a.(2), and N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey Contract NASPO, 70256-WSCA;

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

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

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

1. The Essex County College is hereby authorized and directed to approve a purchase of a server to **Dell Computers**, of **\$6,476.23** for Wireless System, considering the matters related to the Coronavirus pandemic (**COVID-19**) in Essex County and to comply with the latest CDC Guidelines to prevent and minimize the spread of the Coronavirus between students and staff;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a.(2), and N.J.S.A.18A:64A-25.9.(a);
3. Dell Corporation is the authorized vendor for the State of New Jersey Contract NASPO, 70256-WSCA;
4. The specific line item against which this purchase is to be charged is as follows:  
29010-1723-7904 CRRSAA Grant Funds – Cares Act 2.0  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Assessment Technologies Institute, LLC (ATI) <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Alvin Williams / Executive Dean of Faculty & Academics
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.6/10-2021
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 amount not to exceed **\$162,673.75** to **Non-SBE/MBE/WBE, 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 for the fiscal year 2022, 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-25.3, N.J.S.A.18A:64A-25.5.a.(2), and 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 Chief Finance Officer (CFO) of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College is hereby authorized and directed to approve a purchase with **Assessment Technology Institute, LLC. (ATI)**, in the amount not to exceed **\$162,673.75** for NCLEX-RN and NCLEX-PN licensure examinations from the Complete Partnership Program for the fiscal year 2022;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a.(2), and 18A:64A-25.5.a(3);
3. The Determination of Value is placed on file with this resolution;
4. The specific line item against which this purchase is to be charged is as follows:  
29152-9152-7184 Funded by the Carl D. Perkins Grant  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Bloomberg Finance L.P.	<b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Elvy M. Vieira / Dean of Community, Continuing Education, and Workforce Development	
Meeting Date:	October 19, 2021	
Agenda Item No.:	3-1.7/10-2021	
Resolution Authorizing the Award of a Second Year Contract for two Educational License Subscriptions to the Bloomberg Professional Services and Bloomberg for Education		

**WHEREAS**, Essex County College needs to approve a second-year contract under the Carl D. Perkins Grant funds in the amount not to exceed **\$50,880.00** to **Non-SBE/MBE/WBE, Bloomberg Finance L.P.**, 731 Lexington Avenue, New York, New York 10022 for Educational License Subscriptions to the Bloomberg Professional Services and Bloomberg for Education from July 1, 2021, through June 30, 2022, to procure service to enhance students in their research and classwork while learning how to analyze financial markets, assess economic scenarios, and interpret the key new developments that impact the global economy; skills that students will acquire from this experience with the confidence and advantage to complete their courses, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a.(2), N.J.S.A.18A:64A-25.5.a(19), Providing goods or services for the use, support, or maintenance of proprietary computer hardware, software peripherals, and systems development of the hardware; and

**WHEREAS**, On January 26, 2021 (3-1.7/1-2021), the Board of Trustees approved the award of a five-month contract of \$21,200.00 for two Educational License Subscriptions to the Bloomberg Professional Services, and Bloomberg for Education from February 1, 2021, through June 30, 2022. The attached contract was approved by the former General Counsel dated January 7, 2021. The second full year contract is the continuing service to enhance students in research and classwork while learning how to analyze financial markets, assess economic scenarios, and interpret the key new developments that impact the global economy; skills that students will acquire from this experience with the confidence and advantage to complete their courses; 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**, The award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 10:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a contract with **Bloomberg Finance L.P.**, in the amount not to exceed **\$50,880.00** for two Educational License Subscriptions to the Bloomberg Professional Services and Bloomberg for the Fiscal Year 2022;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a.(2), Law 18A:64A-25.5.a(19);
3. The specific line item against which this contract is to be charged is as follows:  
29166-9166-7325 Funded by the Carl D. Perkins Grant  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: CompTIA <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Elvy Vieira / Dean of Community & Continuing Education and Workforce Development	
Meeting Date:	October 19, 2021	
Agenda Item No.:	3-1.8/10-2021	
Resolution Authorizing the Award of a Purchase of Certification Training		

**WHEREAS**, Essex County College needs to approve a purchase from **Non-SBE/MBE/WBE, CompTIA**, 3500 Lacey Road, Downers Grove, Illinois 60515 for 30 CompTIA training bundles for IT Fundamentals and 30 CompTIA training bundles for A+ certification, under Johnson Controls Grants funds for **\$18,570.00**, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a.(2), and N.J.S.A.18A:64A-25.5.a.(19), Providing goods or services for the use, support, or maintenance of proprietary computer hardware, software peripherals, and systems development of the hardware; and

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

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a purchase with **CompTIA** of **\$18,570.00** for 30 CompTIA training bundles for IT Fundamentals and 30 CompTIA training bundles for A+ certification, under Johnson Controls Grants funds;
2. This purchase is without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a.(2), and 18A:64A-25.5.a.(19);
3. The specific line item against which this purchase is to be charged is as follows:  
29798-9798-7501 Johnson Control Grant Funds  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Thomson Reuters (West Law) <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Elvy Vieira / Dean of Community & Continuing Education and Workforce Development
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.9/10-2021
Resolution Authorizing the Award of a Contract for a Subscription for West Proflex	

**WHEREAS**, Essex County College needs to approve a contract for the subscription of 30 users of **\$17,999.98** to **Non-SBE/MBE/WBE, Thomson Reuters (West Law)**, PO Box 6292, Carol Stream, Illinois 60197 for the Paralegal Program students to complete their curriculum requirements for the fiscal year 2022, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5a(2), and N.J.S.A.18A:64A-25.5.a(1), Professional Services; and

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

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a subscription with **Thomson Reuters-West**, of **\$17,999.98** for West Proflex for the fiscal year 2022;
2. This subscription is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5a(2), and N.J.S.A.18A:64A-25.5.a(1);
3. The specific line item against which this subscription is to be charged is as follows:  
10-6000-7516 Operating Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	





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

Subject:	Finance: Legal Service – Fernandez Garcia, LLC. <b>Minority Small Business Enterprise (MSBE)</b>
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.10/10-2021
Resolution Authorizing the Payment for Legal Services	

**WHEREAS**, Essex County College required outside legal services. **Fernandez Garcia, LLC.**, vendor approved by the State of New Jersey under Minority Small Business Enterprise (**MSBE**) rendered services for August 31, 2021; and

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

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts of which Fernandez Garcia, LLC. was among at a rate of \$150.00 per hour; and

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

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

1. The Essex County College is hereby authorized and directed to approve a payment to **Fernandez Garcia, LLC.** for legal services rendered in the amount of **\$14,430.00** for the following invoice:
  - #658 for **\$14,430.00**, August 31, 2021 (General Billing);
2. The specific line item against which this payment is to be charged is as follows:
  - 10-1701-7827 Operating Expense
  - FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – Genova Burns Attorneys-At-Law <b>Small Business Enterprise (SBE)</b>
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.11/10-2021 <b>COVID-19</b>
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 2021; and

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

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

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts of which 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 Chief Finance Officer (CFO) of Essex County College has determined and certified in writing that the funds are available for this purpose,

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

1. The Essex County College is hereby authorized and directed to approve a payment to **Genova Burns Attorneys-At-Law** for legal/consulting services rendered in the total amount of **\$12,237.50** for the following invoice:
  - **#454835** for **\$12,237.50**, August 31, 2021 (COVID-19 Related Legal Services);
2. The specific line item against which these payments are to be charged are as follows:  
29010-0215-7180 CRRSAA Grant Funds – Cares Act 2.0  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Institutional Insurance – IMAC Insurance Agency, LLC <b>Small Business Enterprise (SBE)</b>
Contact:	Evens Wagnac / Deputy CFO/Comptroller
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.12/10-2021
Resolution Authorizing the Outstanding and Additional Payment for Insurance Policy Renewal	

**WHEREAS**, Essex County College needs to approve an outstanding and additional payment in the total amount of **\$11,202.76** to **IMAC Insurance Agency LLC**, 540 Mill Street, Belleville, New Jersey 07109, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Commercial Package and Professional Liability to the Insurance Policy Renewal for the fiscal years 2020 and 2022, in which contracts for Insurance are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5a(2), and N.J.S.A. 18A:64A-25.5(11), Insurance, including the purchase of insurance coverage and consulting services which exceptions shall be in accordance with the requirements for extraordinary unspecifiable services; and

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve an outstanding and additional payment to **SBE, IMAC Insurance Agency LLC.** for Commercial Package and Professional Liability to the Insurance Policy Renewal for the fiscal years 2020 and 2022, in the total amount of **\$11,202.76**.
2. These payments are awarded without public bidding in accordance with the provisions of the County College Contract Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5a(2), and 18A:64A-25.5.(11);
3. The specific line item against which these payments are to be charged are as follows:  
10-1851-7711 Operating Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Services – Clifton Larson Allen, LLP. <b>Small Business Enterprise (SBE)</b>
Contact:	George Peterson / Chief Finance Officer
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.13/10-2021
Resolution Authorizing the Award of a Contract for Professional Services	

**WHEREAS**, Essex County College needs to approve a contract of **\$14,125.00** to **Clifton Larson Allen, LLP**. 610 West Germantown Pike, Plymouth Meeting, Pennsylvania 19462, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the assessment of the Procurement System of the College, in accordance with the applicable Income Tax Laws, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5a(2), N.J.S.A.18A:64A-25.5.a(1), and N.J.S.A.18A:64A-25.5.a(15), Professional consulting services; and

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

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a service with **Clifton Larson Allen, LLP**. for professional consulting services of **\$14,125.00** for the assessment of the Procurement System of the College;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5a(2), N.J.S.A.18A:64A-25.5.a(1), and N.J.S.A.18A:64A-25.5.a(15);
3. The specific line item against which this service is to be charged is as follows:  
10-0300-7180 Operating Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Ready Education, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Keith Kirkland / Dean of Student Affairs
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.14/10-2021 <b>COVID-19</b>
Resolution Authorizing the Award of a Three-Year Contract for a Mobile Software - Ready Ed Campus App	

**WHEREAS**, Essex County College needs to approve a three-year contract under the Cares Act II, COVID-19 Funds, in the amount not to exceed **\$37,000.00** per year to **Non-SBE/MBE/WBE, Ready Education, Inc.**, 1259 Rue Berri, Montreal, Canada, H2L 4C7 for a personalized Essex County College Mobile platform, The Ready Ed Campus App, from October 14, 2021, through October 13, 2024, to launching a mobile strategy strongly aligns with the College’s goal to improve student engagement and success, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a.(2), N.J.S.A.18A:64A-25.5.a(19), and N.J.S.A.18A:64A-25.28.a(d), Providing goods or services for the use, support, or maintenance of proprietary computer hardware, software peripherals, and systems development for the hardware for any term of not more than five years; and

**WHEREAS**, Studies show that there are numerous benefits for institutions offering their own closed-campus social platform. Ready Education is the top-performing mobile platform for student engagement that has been implemented on over 350 college campuses and servers over 2 million students daily, and having an Essex County College mobile app available in the Apple/Android store will enable the college to deliver personalized digital experiences to our enrolled students, prospective students, parents, alums, and visitors. Therefore, the App will be a one-stop shop for every student service, department, and technology available. This includes integration with Moodle and Banner; 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**, The award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 10:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a three-year contract with **Ready Education, Inc.**, in the amount not to exceed **\$37,000.00** per year for a personalized Essex County College Mobile platform, The Ready Ed Campus App, from October 14, 2021, through October 13, 2024;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a.(2), N.J.S.A.18A:64A-25.5.a(19), and N.J.S.A.18A:64A-25.28.a(d);
3. The specific line item against which this contract is to be charged is as follows:  
29010-1723-7511 CRRSAA Grant Funds – Cares Act 2.0  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Classic Floor Finishing, Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	October 19, 2021
Agenda Item No.:	3-1.15/10-2021
	Resolution Authorizing the Award of a Repair Floor in the Physical Education Building - Gymnasium

**WHEREAS**, Essex County College needs to approve a repair in the total amount of **\$386,775.00** to **Classic Floor Finishing, Inc.**, 150 Cooper Road, West Berlin, New Jersey 08091, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the hardwood floor damaged during the Hurricane Ida on September 1, 2021. The Gymnasium Floors Repairs in the Physical Education Building is under the Chapter XII funded and Capital Project funded by the County of Essex, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), N.J.S.A.18A:64A-25.11a, County College authorized to participate in Cooperative Pricing System. State of New Jersey Co-Op Member #65MCESCCPS, Bid# MRESC 18/19-62; and

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a repair with **Classic Floor Finishing, Inc.**, in the total amount of **\$386,775.00** for hardwood floor damaged during Hurricane Ida on September 1, 2021;
2. This repair is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.11a;
3. Classic Sport Floors is the authorized vendor for the State of New Jersey Co-Op# 65MCESCCPS.
4. The specific line item against which this repair is to be charged is as follows:  
902010-3129-7967A \$362,133.76 Chapter XII Funds, Ordinance 0-2020-00010  
90-8104-7967 \$24,641.24 Capital Project Funded by Essex County  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Cassandra Johnson
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	October 19, 2021
Agenda Item No.:	4-1/10-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Cassandra Johnson, to the academic rank of Instructor, in the discipline of Counseling, for the Student Development and Counseling Department, for the period November 1, 2021 through August 31, 2022. The recommended annual salary for the position is \$60,280.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 14 applications were reviewed and three (3) applicants were selected to be interviewed. Cassandra Johnson is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (MASTER’S DEGREE REQUIRED):**

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Master of Social Work	2016	University of New England Portland, ME	Social Work
• Bachelor of Arts	2012	Thomas Edison State University Trenton, NJ	Social Science
• Associate in Arts	2011	Essex County College Newark, NJ	Education

**FISCAL NOTES:** The recommended salary of \$60,280 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Cassandra Johnson, at the annual salary of \$60,280, to the academic rank of Instructor, in the discipline of Counseling, for the Student Development and Counseling Department, for the period November 1, 2021 through August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Aaron Ocasio
Contact:	Elvira Vieira, Dean of Community, Continuing Education and Workforce Development
Meeting Date:	October 19, 2021
Agenda Item No.:	4-2/10-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Aaron Ocasio, to the position of Coordinator of Community Offerings and Non-Credit Enrollment Services, for the On-Campus Continuing Education Department, for the period October 25, 2021 through June 30, 2022. The recommended annual salary for the position is \$50,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of two (2) applications were reviewed and selected to be interviewed. Aaron Ocasio is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (BACHELOR’S DEGREE REQUIRED):**

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Bachelor of Arts	2019	Rutgers University and New Jersey Institute of Technology Newark, NJ	English and History
• Associate in Arts	2014	Essex County College Newark, NJ	Liberal Arts

**FISCAL NOTES:** The recommended salary of \$50,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Aaron Ocasio, at the annual salary of \$50,000, to the position of Coordinator of Community Offerings and Non-Credit Enrollment Services, for the On-Campus Continuing Education Department, for the period October 25, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Erica Cando
Contact:	Elvira Vieira, Dean of Community, Continuing Education and Workforce Development
Meeting Date:	October 19, 2021
Agenda Item No.:	4-3/10-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Erica Cando, to the position of Workforce Program Assistant, for the Training, Inc. Department, contingent upon grand funding, for the period November 1, 2021 through June 30, 2022. The recommended annual salary for the position is \$43,500.

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

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Bachelor of Science	2012	Rutgers University Newark, NJ	Criminal Justice
• Associate in Science	2009	Essex County College Newark, NJ	Criminal Justice

**FISCAL NOTES:** The recommended salary of \$43,500 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Erica Cando, at the annual salary of \$43,500, to the position of Workforce Program Assistant, for the Training, Inc. Department, contingent upon grand funding, for the period November 1, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Juanita Jones
Contact:	Alvin Williams, Acting Dean of Faculty and Academics
Meeting Date:	October 19, 2021
Agenda Item No.:	4-4/10-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Juanita Jones, to the position of Administrative Assistant, for the Humanities and Bilingual Studies Division, for the period October 20, 2021 through June 30, 2022. The recommended annual salary for the position is \$35,900.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 16 applications were reviewed and four (4) applicants were selected to be interviewed. Juanita Jones is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Bachelor of Science	2021	New Jersey City University Jersey City, NJ	Criminal Justice
• Associate in Science	2018	Essex County College Newark, NJ	Criminal Justice

**FISCAL NOTES:** The recommended salary of \$35,900 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Juanita Jones, at the annual salary of \$35,900, to the position of Administrative Assistant, for the Humanities and Bilingual Studies Division, for the period October 20, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Melva Cueva
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	October 19, 2021
Agenda Item No.:	4-5/10-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Melva Cueva, to the position of Teacher Assistant, for the Child Development Center, contingent upon grant funding, for the period beginning October 20, 2021. 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 eight (8) applications were reviewed and one (1) applicant was selected to be interviewed. Melva Cueva 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>
• Associate in Arts	2017	Essex County College Newark, NJ	Education

**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 Melva Cueva, 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 20, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Merit Award
Contact:	Dr. Augustine Boakye, Interim President
Meeting Date:	October 19, 2021
Agenda Item No.:	4-6/10-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the merit award for the individuals listed, in accordance with the Administrative Association contract, for the amount listed, added to base salary, effect on the date indicated:

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Effective Date</u>	<u>Amount</u>
Judith Celestin	Director Adult Learning Center	09/01/2021	\$6,000
Jinsoo Park	Director Institutional Research	09/01/2021	\$6,000

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the merit award for the individuals listed, in accordance with the Administrative Association contract, for the amount listed, added to base salary, effect on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Merit Award
Contact:	Dr. Augustine Boakye, Interim President
Meeting Date:	October 19, 2021
Agenda Item No.:	4-7/10-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the merit award for the individuals listed, in accordance with the Professional Association contract, for the amount listed, added to base salary, effect on the date indicated:

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Effective Date</u>	<u>Amount</u>
Claudia Rodriguez	Administrative Assistant Financial Aid	07/01/2021	\$4,000
Tanya Wright	Assistant Director Training, Inc.	07/01/2021	\$4,000

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the merit award for the individuals listed, in accordance with the Professional Association contract, for the amount listed, added to base salary, effect on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Merit Award
Contact:	Dr. Augustine Boakye, Interim President
Meeting Date:	October 19, 2021
Agenda Item No.:	4-8/10-2021

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Effective Date</u>	<u>Amount</u>
Lillian Kirk	Technical Assistant Martin Luther King Jr. Library	12/01/2021	\$1,000
Evelyn La-Salle Hernandez	Technical Assistant Retention and Academic Advisement	12/01/2021	\$1,000

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	October 19, 2021
Agenda Item No.:	4-9/10-2021

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Patricia Slade	Associate Dean Student Life and Development	Administrative	09/17/1986	12/31/2021

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Personnel: Supplement
Contact:	Elvira Vieira, Dean of Community, Continuing Education and Workforce Development	
Meeting Date:		October 19, 2021
Agenda Item No.:		4-10/10-2021

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

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

<u>Name</u>	<u>Amount</u>	<u>Additional Responsibilities</u> <u>Effective and Expiration Dates</u>
Karen Bridgett	\$5,000	Deputy Title IX Coordinator Human Resources 07/01/2021 – 06/30/2022
Judith Celestin	\$4,500	Director, Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Adult Learning Center 09/13/2021 – 12/23/2021
Sanghmitra Choudhury	\$4,500	Director, Johnson Controls Grant Training, Inc. 09/13/2021 – 06/30/2022
Yelena Lyudmilova	\$3,333.33	Director, Mentorship, Alignment, Preparedness, Support (MAPS) Grant Information Technology 09/13/2021 – 12/23/2021
Angela McKinney	\$4,500	Director, Non-Credit Enrollment Services 09/20/2021 – 12/23/2021
Patricia Slade	\$2,500	Deputy Title IX Coordinator Students 07/01/2021 – 12/31/2021

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Peoples Preparatory Charter School District Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	September 29, 2021
Agenda Item No.:	7-1.1/10-2021

**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 Peoples Preparatory Charter School District Board of Education, for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to People’s Prep Charter School, hereinafter after referred to as “PPCS” from September 2, 2021 to June 30, 2022.

**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 PPCS students an opportunity to complete their developmental sequence and thus be certified as college ready in the State of NJ. Additionally, PPCS students will be offered the opportunity to earn substantial college credits towards an Associate’s degree.

**FISCAL NOTES:** PPCS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$766-\$850 per credit as per the Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). PPCS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, PPCS will pay a \$950 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 Peoples Preparatory Charter School District Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to People’s Prep Charter School from September 2, 2021 to June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Service Agreement: Diligent Urgent Care, LLC and Essex County College
Contact:	Dr. Keith Kirkland, Dean of Student Affairs
Meeting Date:	October 19, 2021
Agenda Item No.:	7-1.2/10-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the service agreement between Essex County College and Diligent Urgent Care, LLC for COVID-19 testing for the period of September 28, 2021 to May 31, 2022.

**WHEREAS:** The ongoing Coronavirus pandemic has necessitated the need to implement safeguards to prevent the spread of the COVID-19 virus among our students and staff.

**WHEREAS:** As part of our college’s Coronavirus 2021-2022 Academic Restart Plan, we have engaged Diligent Urgent Care, LLC to provide COVID-19 testing on-campus for 200 students and staff as well as telemedicine screenings on a weekly basis during the period of September 28, 2021 to May 31, 2022.

**WHEREAS:** Upon the express written consent of the individual student, faculty or staff member, Diligent Urgent Care, LLC staff will perform regularly scheduled rapid and polymerase chain reaction (PCR) COVID-19 tests on-campus and provide the individual and designated college administrators with same day test results to assist with mitigating the spread of the COVID-19 virus on campus and throughout our community.

**RESOLUTION:** The Board of Trustees of Essex County College approves the service agreement between Essex County College and Diligent Urgent Care, LLC for COVID-19 testing for the period of September 28, 2021 to May 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 1-1: Implementation of Open Public Meetings Act
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	October 19, 2021
Agenda Item No.:	7-3.1/10-2021

**RESOLUTION:** The Board of Trustees of Essex County College revises Board Policy 1-1 “Implementation of Open Public Meetings Act” as set forth below and effective immediately for the purpose of complying with N.J.A.C. 5:39-1.1 *et seq.*

### ESSEX COUNTY COLLEGE

#### BOARD POLICY

#### BP 1-1 IMPLEMENTATION OF OPEN PUBLIC MEETINGS ACT

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

N.J.A.C. 5:39-1.1 *et seq.*

The Board of Trustees of Essex County College hereby directs the President of the College to carry out the following provisions for appropriate implementation of the Open Public Meetings Act (“Act”): (Definitions are stated in N.J.S.A. 10:4-8) and the regulations for Emergency Remote Meeting Protocol for Local Public Bodies per N.J.A.C. 5:39-1 *et. seq.* (Definitions are stated N.J.A.C. 5:39-1.2)

**1. Notice for Board of Trustee Meetings:**

a. For all meetings, adequate notice must be given to at least two newspapers circulating in Essex County; be posted in a public location; be given to the Clerk of Essex County; be mailed to those persons who have requested such notice and prepaid a set fee of \$10.00 to the Board liaison; and contain the time, date, and place of the meetings.

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

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

d. Upon the affirmative vote of three quarters of members of the Board of Trustees present, the Board of Trustees may hold an emergency meeting without adequate notice. As soon as possible after calling such meeting, notice must be posted in a public location and telephoned, telegraphed, or hand delivered to two newspaper(s); and contain an agenda and a statement of whether formal action will be taken at the meeting.

e. In addition to the notice requirements of the Act, electronic notice may be provided through the Internet at least forty-eight hours in advance of the meeting, giving the time, date, location and to the

extent known, the agenda of any regular, special or rescheduled meeting, and a statement of whether formal action will be taken at the meeting.

f. The Board of Trustees further directs the Chairman or his/her designee to announce publicly at every meeting and cause to be entered into the official minutes an accurate statement as to the adequacy of the notice of that meeting, or, in the case that adequate notice was not provided, reasons for this inadequacy in accordance with the appropriate law.

**2. Executive Session:** The Act provides for specific circumstances in which a session of the Board of Trustees may be closed to the public.

**3. Electronic Participation in Board of Trustee Meetings:** The Board of Trustees authorizes the Chairperson of the Board to allow Board of Trustees to participate electronically in a Board meeting if there is good cause why the Trustee cannot attend in person and the request is received sufficiently in advance to allow a good quality electronic connection to be set up. Trustees who participate in a Board of Trustee Meeting through electronic means may be counted in the quorum. The location of the electronic connection must be in the same location as the meeting to allow the public to adequately monitor the meeting.

**4. Public Participation at Board of Trustee Meetings:** Each statement made by a participant shall be limited to three (3) minutes duration during the public session of the meeting. The presiding officer of the meeting may:

- a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
- b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
- c. Request any person to leave the meeting when that person does not observe reasonable decorum;
- d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
- e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and
- f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

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

- a. time, place, and date of meeting;
- b. members present;
- c. subjects considered;
- d. actions taken;
- e. vote of each member;
- f. any additional information required by law.

**6. The minutes must be promptly available to the public. Minutes that have not been adopted should be stamped "Not Yet Adopted and Subject to Change." Any audio/visual recordings of a public session**

shall be maintained by the College for a period not to exceed 30 days after the adoption of minutes governing said public session.

**7. Remote Public Board of Trustee Meetings:** The Board of Trustees may hold a remote Board of Trustee meeting as may be permitted under the Act.

**8. Remote Public Board of Trustee Meeting During a Declared Emergency:** The Board of Trustees may hold a remote Board of Trustee meeting during a declared emergency in accordance with N.J.A.C. 5:39-1.1.

- a. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.
- b. In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting.
- c. If the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.
- d. Remote Board of Trustee meetings may be held by means including, but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio, and Internet-accessible technology, such as live-streaming.
- e. The Board of Trustees shall provide the public with similar access to a remote public meeting as Trustees, staff of the Board, and any individuals seeking one or more approvals from the Board.
  - (1) If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting in both audio and video capacities. This shall not prohibit the Board from holding the remote public meeting through means which are audio only.
  - (2) If the Board meeting held in-person the Board shall not prohibit members of the public from attending in-person.
- f. The Board of Trustees may broadcast the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions. In advance of the remote public meeting, public comments to be submitted to the Board Liaison by electronic mail and in written letter form by a reasonable deadline to be read at the Board meeting. Each statement made by a member of the public is limited to three minutes.

g. When entering into an executive or closed session, the Board shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.

**ATTACHMENTS: No**

Approved: 2/7/76  
Revised: 11/2/81  
Revised: 4/ /95  
Revised: 9/ /97  
Revised: 5/5/05  
Revised: 12/17/19  
Revised: 10/19/21

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



## **BOARD OF TRUSTEES**

### **REQUEST FOR BOARD ACTION**

Subject:	Revised Board Policy 1-2: Trustee Appointment
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	October 19, 2021
Agenda Item No.:	7-3.2/10-2021

**RESOLUTION:** The Board of Trustees of Essex County College revises Board Policy 1-2 “Trustee Appointment” as set forth below and effective immediately for the purpose of further defining the role of the student representative created under N.J.S.A. 18A:64A-8 and creating a process for filling vacancies of the student representative to the Board of Trustees.

#### **ESSEX COUNTY COLLEGE**

#### **BOARD POLICY**

#### **BP 1-2 TRUSTEE APPOINTMENT**

**REFERENCE:** N.J.S.A. 18A:64A-8

- a. The Essex County College Board of Trustees is charged by law with the general custody of and responsibility for the property of the College. Moreover, the Essex County College Board of Trustees is responsible for the governance of the institution.
- b. The Governor and Legislature through the Higher Education Restructuring Act of 1994 have amended the powers of the Essex County College Board of Trustees to include numerous other responsibilities. However, in order to ensure that the Essex County College Board of Trustees may more effectively carry out all of its duties and responsibilities, effective July 1, 1994, the process and procedures for the Trustee appointments and recommendations shall, in accordance with N.J.S.A. 18A:64A-8 provide for the amended Board of Trustees structure which shall include:

1. **Composition of Board of Trustees**

- (a) Eight (8) voting members to be appointed by the Essex County Executive with the advice and consent of the Essex County Board of Chosen Freeholders.
  - i. At least two (2) of the appointed members shall be women.
  - ii. No Trustee appointed after July 1, 1994 shall be an employee of Essex County.
- (b) Two (2) of the appointed, voting members shall be appointed by the Governor of State of New Jersey.
- (c) The Essex County Superintendent of Schools shall serve as a voting member.
- (d) The President shall serve as an ex officio, non-voting member.

## **2. Student Representative to the Board of Trustees**

In accordance with N.J.S.A. 18A:64A-8, a Student Representative shall serve as a member on the Board of Trustees. This Student Representative must be elected by, and be a member of, the student body from the graduating class and will serve for a term of one (1) year commencing at the first meeting of the Board in July, or thereafter, following the graduation of the student's class.

### **(a) Duties and Responsibilities of the Student Representative:**

- i. The Student Representatives shall attend all regular public meetings of the Board and shall be entitled to speak at the discretion of the Chairperson of the Board on all matters before the Board of Trustees except as may be prohibited by New Jersey Statute or Code.
- ii. The Student Representative may be granted voting rights by a majority vote of the members of the Board of Trustees. If the Board of Trustees grants the Student Representative voting rights and all members of the Board are present at the Board meeting and there is a tie vote, the chairperson shall break the tie. If the Student Representative is not granted voting rights then the Student Representative shall not have the right to vote and will serve as a non-voting member to the Board of Trustees.
- iii. All confidential information obtained by virtue of serving on the Board of Trustees shall be held in strict confidence by student representatives. The Student Representative shall be held to the same code of ethics as the members of the Board of Trustees.
- iv. The Student Representative is expected to adhere to all bylaws, policies and regulations of the Board of Trustees and the College.
- v. **The Student Representative shall:**
  - a. Undergo appropriate training prior to serving as the Student Representative. This training shall also be attended by the Alternate.
  - b. Attend all regular public Board of Trustees meetings. If unable to attend any regular public meeting of the Board of Trustees, the Student Representative shall notify the Chairperson of the Board of Trustees as soon as possible.
  - c. Be included in the Attendance Roll Call at the start of the Board of Trustees Meeting. However, the Student Representatives shall not be included in any Roll Call Vote or Voice Vote relating to formal action by the Board of Trustees unless granted the right to vote in accordance with N.J.S.A. 18A:64A-8.
  - d. Endeavor to be aware of, and alert to, the specific needs of the Essex County College community, in partnership with Student Government and the Alumni Association and represent the views of the student body.
  - e. Contribute their input on agenda items by providing a written report on matters up for consideration to the Board of Trustees by the Friday before the regularly

scheduled public meeting, and will be provided an opportunity to present said report at the regularly scheduled public meeting.

- f. Present at open meetings of the Board of Trustees, with the exception of any discussions within executive session.
- g. Participate in Board discussions at the discretion of the Chairperson of the Board.
- h. Receive all Board public agendas and minutes. The Chair of the Board of Trustees has the discretion to assign Trustees as members to the various Committees of the Board, with the exception of the non-voting Student Representative, whose Board Committee participation shall be exclusive to the Educational Programs Committee, or in the event of a change in Committee title, its equivalent.

**vi. The Student Representative shall be exempt from participating in the following:**

- a. Executive Session of the Board of Trustees.
- b. Any Committee or matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective or current officer or employee employed or appointed by the board, unless the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed in a public meeting.
- b. Any Committee or matter involving the financial operations of the College; the purchase, lease, acquisition or sale of real property with public funds; the setting of banking rates or investment of public funds; or any financial matter where it could adversely affect the public interest if discussion of these matters were disclosed.
- c. Any Committee or discussion involving pending or anticipated litigation in which the Board is, or may become, a party, where it could adversely affect the public interest if discussion of these matters were disclosed, or any matters falling within the attorney client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer.
- d. Be excluded from sensitive and confidential discussions and communications (e.g. matters involving personnel, grievances, negotiations, litigation, real property purchase and other sensitive matters).

**(b) Alternates and Vacancies**

The student body shall elect an alternate Student Representative to the Board of Trustees. The Alternate shall, with reasonable notice, attend regular public Board of Trustees meetings in the event the elected Student Representative is unable to attend. The Alternate shall be appointed as the Student Representative in the event that there is a vacancy in the position for the remainder of the one-year term. If there is a vacancy in the position of Alternate, the Alumni shall appoint the Student Representative to the Board of Trustees for the remainder of the one-year term. The Student Representative appointed under this provision is subject to the duties and responsibilities of the elected Student Representative.

(c) **Confidentiality Agreement**

Upon assuming office, the Student Representative shall sign a confidentiality agreement and adhere to standards of responsibility and confidentiality as established by the Board of Trustees.

(d) **Financial Disclosure Form**

Any Student Representative who is granted voting rights by the Board of Trustees shall complete a Financial Disclosure Form with the New Jersey Department of Community Affairs within thirty (30) days of election by the graduating class. Non-voting student representatives are not obligated to complete a financial disclosure form.

(e) **College Employment** The Student Representative to the Board of Trustees shall not be employed by the College during his/her term, and is not eligible to accept employment as an employee of the College at which he/she has served as a Student Representative to the Board of Trustees for a period of three (3) months following resignation or expiration of his/her term as a member.

(f) **Commencement Processional**

At the Board of Trustees' discretion, the Student Representative may participate in the Commencement processional. The determination will be made on an annual basis with written notification to the Student Representative in advance of Commencement.

**3. Membership Requirements for the Essex County College Board of Trustees**

(a) Appointed members must be residents of Essex County for four years prior to appointment.

(b) No elected public official can serve as a voting member.

(d) No employee of the county college can serve as a voting member of the Board of Trustees.

**4. Trustee Orientation and Professional Development**

A. Upon appointment to the Board of Trustees, each new Trustee shall be apprised of the policy on new Board member orientation by the Chairperson of the Board.

B. The orientation shall include sessions with the President, the Chairperson of the Board and representatives of the College. During the orientation sessions the following topics should be addressed:

1. Trustee roles and responsibilities;
2. Policy making/administration;
3. President, Board and staff relations;
4. Communication procedures;
5. Resources for Trustee education;
6. Personnel and collective bargaining;
7. New Jersey Council of County Colleges, legislative and government relations;



- 8. Open Public Meetings Act
- 9. Open Public Records Act;
- 10. Board structure and organization;
- 11. Board protocol, norms and ethics standards or conduct;
- 12. Legal and fiscal responsibilities; and
- 13. Human Resource practices.

C. The President will coordinate an orientation for each new Trustee, within two (2) months of the appointment to the Board. The orientation should include a tour of the Newark and West Caldwell Campuses as appropriate.

D. It is mandatory that within one (1) year of appointment, each new Trustee is to participate in a Board orientation and training workshop/activity offered by one of the following organizations, if funds are available:

- 1. New Jersey Council of County Colleges;
- 2. American Association of Community Colleges;
- 3. Association of Community College Trustees; or
- 4. Association of Governing Board

**ATTACHMENTS: No**

Approved: 8/ /95

Revised: 9/ /97

Revised: 5/5/05

Revised: 06/23/2016

Revised: 04/10/2017

Revised: 05/16/2017

Revised: 12/19/2017

Revised: 10/19/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	New Board Policy 1-3: President as Executive Officer of Essex County College
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	October 19, 2021
Agenda Item No.:	7-3.3/10-2021

**RESOLUTION:** The Board of Trustees of Essex County College adopts a new Board Policy 1-3 “President as Executive Officer of Essex County College” as set forth below and effective immediately for the purpose of authorizing the President to act at his/her own discretion during a declared emergency or during an emergent situation not covered by Board policy to take whatever action is required to ensure the health and safety of the college community.

**ESSEX COUNTY COLLEGE**

**BOARD POLICY**

**BP 1-3 President as Executive Officer of Essex County College**

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

1. The Board of Trustees appoint the President of the Essex County College who is the executive officer of Essex County College and ex officio member of the Board of Trustees.
2. As the Executive Officer of the College, the Board of Trustees authorize the President of Essex County College to act at his/her own discretion and take whatever actions are necessary for the health and safety of the College community during a declared emergency or during an emergent situation not covered by Board policy .
3. The Board of Trustees approve all actions taken by the President under this policy such that said actions and requirements are in full force and effect for students, faculty and staff as long as needed to ensure the health and safety of the College Community and/or until such the time the emergency has subsided as determined by the President of the College.
4. The President shall report all actions taken under this policy to the Board as soon as possible and shall recommend additional policy, if needed, in order to provide guidance in the future.
5. The scope of the Presidents’ authority is subject to any relevant guidance from the Department of Education, Office of the Secretary of Higher Education and local, state and federal law.

**ATTACHMENTS: No**

Approved: 10/19/21

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President	FINAL DISPOSITION
BOARD APPROVAL DATE October 19, 2021	