



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

March 19, 2019 – 4:30 p.m.

MultiPurpose Room

730 Bloomfield Avenue, West Caldwell, NJ 07006

- I. Call to OrderChair T. McDermott
 - Roll Call
- II. Open Public Meetings Act Announcement.....Mrs. J. Grimes
- III. MinutesMrs. J. Grimes
- IV. CommunicationsMrs. J. Grimes
- V. Public Comments on Agenda Items.....TBD
- VI. Finance Committee ReportRev. Dr. L. Guyton
- | | | |
|--------------|--|-------------|
| 3-1.1/3-2019 | Award of a Bid for Nikon Total Stations & Nomad Data Collectors
Tiger Supplies, Inc., Irvington, NJ
Grant Funded – Operating Expense | \$27,825.00 |
| 3-1.2/3-2019 | Ratification of a Purchase for New Computer Controlled Robot
Epson Robots, Carson, CA
Grant Funded – Operating Expense | \$25,348.25 |
| 3-1.3/3-2019 | Award of a Bid for Nurse Training Simulator, Equipment & Supplies
Pocket Nurse Enterprises, Inc., Monaca, PA
Grant Funded – Operating Expense | \$21,347.45 |
| 3-1.4/3-2019 | Authorize the Award of a Bid for Copy Paper
Paterson Papers, Paterson, NJ
College Funded – Operating Expense | \$17,010.00 |
| 3-1.5/3-2019 | Authorize the Award of an Additional Fee for Architectural and Engineering Services to design the College’s Center for Teaching and Learning
Arcari & Iovino Architects, PC, Little Ferry, NJ
State GO Bond Funded – Capital Expense | \$6,700.00 |
| 3-1.6/3-2019 | Award for Maintenance Renewal Agreement for KEMP Premium Support
Dell Computers, Round Rock, TX
College Funded – Operating Expense | \$1,850.22 |

3-1.7/3-2019	Authorize a Payment for Emergency Repairs and Construction Services due to West Essex Damage on October 5, 2018 Netta Architects, Mountainside, NJ Johnson Controls Fire Protection, LP, Rockaway, NJ	\$3,312.50 <u>576.24</u> Total \$3,888.74
	College Funded – Operating Expense	
3-1.8/3-2019	Authorize Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense	\$12,449.28
3-1.9/3-2019	Authorize Payment for Legal Services O'Toole Scrivo Fernandez Weiner Van Lieu, LLC, Cedar Grove, NJ College Funded – Operating Expense	\$2,540.00
3-1.10/3-2019	Resolution Authorizing the Award of a Request for Proposal (RFP) for Consulting Services Compensation Resources, Inc., Upper Saddle River, NJ College Funded – Operating Expense	\$131,450.00
3-2.1/3-2019	Amendment to Professional Consultant Services Agreement Susan K. Perkins, Skillman, NJ College Funded – Operating Expense	Amount not to exceed \$25,000.00
3-2.2/3-2019	Amendment to Professional Consultant Services Agreement Ronald C. Goldfarb, Prospect, CT College Funded – Operating Expense	Amount not to exceed \$21,000.00
3-2.3/3-2019	Amendment to Professional Consultant Services Agreement Karen Katt, Denville, NJ College funded – Operating Expense	Amount not to exceed \$5,000.00
3-2.4/3-2019	Acceptance of FY'18 Audit and Recommendations	

VII. Personnel Committee Report Mrs. J. Grimes

Appointments

4-1/3-2019	Zoya McCants, Clinical Director Student Wellness Services Salary \$105,000 Effective Date - TBD
4-2/3-2019	Aissatou Barry, Administrative Assistant Biology, Chemistry and Physics Division Salary \$31,900 Effective April 1, 2019
4-3/3-2019	Jan'Avon Evans, Teacher Assistant Child Development Center Salary \$23,500 Effective April 8, 2019

Promotion

- 4-4/3-2019 Syrion Jack, Deputy General Counsel and Chief Compliance Officer
Compliance
Salary \$120,000
Effective March 20, 2019
- 4-5/3-2019 Michael Corbitt, Program Manager
College Readiness Programs
Salary \$55,000
Effective March 20, 2019
- 4-6/3-2019 Patricia Vaden, Coordinator
Student Wellness Services
Salary \$42,792.99
Effective Retroactive to March 4, 2019

Retirement

- 4-7/3-2019 Denise Brooks, Coordinator
Career Resources & Student Development Initiatives
Effective March 29, 2019
- Marta Browne, Administrative Aide – Scheduling
Academic Affairs
Effective June 28, 2019

Resignation

- 4-8/3-2019 Aminah Massenburg, Chief Compliance Officer
Compliance
Effective March 7, 2019
- Princia Contin, Laboratory Specialist
Biology, Chemistry and Physics
Effective March 1, 2019

Amend Separation Agreement

- 4-9/3-2019 Susan Mulligan, Professor
Social Sciences
Effective February 1, 2019

VIII. Educational Programs Committee ReportDr. A. Lewis

- 7-1.1/3-2019 Limit of Associate Degree Credit to 60
- 7-1.2/3-2019 Uniform Construction Code, Tuition Remission State of NJ
- 7-1.3/3-2019 Acceptance of Funds: Victoria Foundation
- 7-1.4/3-2019 Limit of Associate Degree Credit to 60 – Bio/Pre Med

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

- X. Policy and Governance Committee Report..... Ms. I. Cruz
7-3.1/3-2019 Adoption of Monitoring Report to the Middle States Commission on Higher
Education
- XI. Alumni ReportTBD
- XII. Student Government Report Nelson Ejezie
- XIII. Faculty Association Report..... Prof. Michael Frank
- XIV. President’s Report..... Dr. Anthony E. Munroe
President
- XV. New Business.....TBD
- XVI. Public Comments.....TBD
- XVII. Notice of Executive Session Mrs. J. Grimes
- XVIII. Adjournment Chair T. McDermott

***Public meeting agenda subject to change**



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Tiger Supplies, Inc.
Contact:	Jill Stein / Dean of STEM & Health Science
Meeting Date:	March 19, 2019
Agenda Item No.:	3-1.1/3-2019
Resolution Authorizing the Award of a Bid for Nikon Total Stations & Nomad Data Collectors	

Recommendation: It is recommended that the Board of Trustees approve the award of a Bid in the amount of **\$27,825.00** to **Tiger Supplies, Inc.**, 27 Selvage Street, Irvington, New Jersey 07111 for Nikon Total Stations & Nomad Data Collectors.

Bid # 8017 was advertised in The Star Ledger on January 22, 2019. There were six (6) bids solicited. Two (2) responses were received, opened, and publicly read on February 6, 2019.

Nature of Bid: Essex County College – Nikon Total Stations & Nomad Data Collectors.

Bid Item # 1 & 2: **The recommendation is for the lowest responsive and responsible vendor.**

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

<u>Department</u>	<u>Type of Funds</u>	<u>Account #</u>	<u>\$Amount</u>
Engr. Tech. & Comp. Science	Perkins Grant	29163-9163-7325	\$27,825.00

Resolution: The Board of Trustees of Essex County College approve the award of a Bid in the amount of **\$27,825.00** to **Tiger Supplies, Inc.**, 27 Selvage Street, Irvington, New Jersey 07111 for Nikon Total Stations & Nomad Data Collectors.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Epson Robots
Contact:	Jill Stein / Dean of STEM & Health Science
Meeting Date:	March 19, 2019
Agenda Item No.:	3-1.2/3-2019
Resolution Authorizing the Purchase of a New Computer Controlled Robot	

Recommendation: It is recommended that the Board of Trustees approve the ratification of a purchase in the amount of **\$25,348.25** to **Epson Robots**, 1650 Glenn Curtiss Street, Carson, California 90746 for a New Computer Controlled Robot.

Bid #8013 was advertised in The Star Ledger on January 15, 2019. There were five (5) bids solicited. Two (2) responded as “No Bid” on January 30, 2019.

Bid #8013-A was advertised in The Star Ledger on February 05, 2019. There were three (3) Bids solicited. No responses were received on February 19, 2019.

Price Quote received by Epson Robots on February 28, 2019 in the amount of \$25,348.25 as pursuant to County College Contracts Law (N.J.S.A. 18A:64A-25.5.c(i) has received no bids on both occasions in response to its advertisement.

Nature of Quote: Essex County College – Epson Computer Controller Robot.

Quote Item #1: The recommendation is for the responsive and responsible vendor.

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

<u>Department</u>	<u>Type of Funds</u>	<u>Account #</u>	<u>\$Amount</u>
Engr. Tech. & Comp. Science	Perkins Grant	29163-9163-7325	\$24,795.75
		29163-9163-7501	\$ 552.50

Resolution: The Board of Trustees of Essex County College approve the ratification of a purchase in the amount of **\$25,348.25** to **Epson Robots**, 1650 Glenn Curtiss Street, Carson, California 90746 for a New Computer Controlled Robot.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$35,300.00 – Pocket Nurse Enterprises, Inc.
Contact:	Jill Stein / Dean of STEM & Health Science
Meeting Date:	March 19, 2019
Agenda Item No.:	3-1.3/3-2019
Resolution Authorizing the Award of a Bid for Nurse Training Simulator, Equipment, & Supplies	

Recommendation: It is recommended that the Board of Trustees approve the award of a Bid in the amount of **\$21,347.45** to **Pocket Nurse Enterprises, Inc.**, 610 Frankfort Road, Monaca, PA 15061 for Nurse Training Simulator, Equipment, & Supplies.

Bid # 8014 was advertised in The Star Ledger on February 5, 2019. There were five (5) bids solicited. Two (2) responses were received, opened, and publicly read on February 19, 2019.

Nature of Bid: Essex County College – Nurse Training Simulator, Equipment, & Supplies.

Bid Item # 1-5: **The recommendation is for the second lowest responsive and responsible bidder. Reference attached justification memo.**

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

<u>Department</u>	<u>Type of Funds</u>	<u>Account #</u>	<u>\$Amount</u>
Nursing & Allied Health	Perkins Grant	29152-9152-7325	\$16,502.45
		29152-8152-7184	\$ 4,845.00

Resolution: The Board of Trustees of Essex County College approve the award of a Bid in the amount of **\$21,347.45** to **Pocket Nurse Enterprises, Inc.**, 610 Frankfort Road, Monaca, PA 15061 for Nurse Training Simulator, Equipment, & Supplies.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Paterson Papers
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	March 19, 2019
Agenda Item No.:	3-1.4/3-2019
Resolution Authorizing the Award of a Bid for Copy Paper	

Recommendation: It is recommended that the Board of Trustees approve the award of a Bid in the amount of **\$17,010.00** to **Paterson Papers**, 730 Madison Avenue, Paterson, New Jersey 07509 for Copy Paper.

Bid #8018 was mailed on January 24, 2017. There were six (6) Bids solicited. Two (2) responses were received, opened, and publicly read on February 6, 2019.

Nature of Proposal: Essex County College – Copy Paper.

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

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

<u>Department</u>	<u>Type of Funds</u>	<u>Account #</u>	<u>\$Amount</u>
Information Technology	Operational	10-6105-7501	\$17,010.00

Resolution: The Board of Trustees of Essex County College approve the award of a Bid in the amount of **\$17,010.00** to **Paterson Papers**, 730 Madison Avenue, Paterson, New Jersey 07509 for Copy Paper.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Service – Arcari & Iovino Architects, PC
Contact:	Mohamed Seddiki/ Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	March 19, 2019
Agenda Item No.:	3-1.5/3-2019
Resolution Authorizing the Award of an Additional Fee for Architectural and Engineering Services to design the College’s Center for Teaching and Learning	

WHEREAS, Essex County College has a need to approve an additional fee in the amount of **\$6,700.00** to **Arcari & Iovino Architects, PC**. One Katherine Street, Little Ferry, New Jersey 07643 for Mechanical Services to design the College’s Center for Teaching and Learning Excellence, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(1) Professional services; or

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a payment with **Arcari & Iovino Architects, PC**. One Katherine Street, Little Ferry, New Jersey 07643 in the amount of **\$6,700.00** for Mechanical Services to design the College’s Center for Teaching and Learning Excellence;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(1);
3. This contract is being awarded “Non Fair and Open”.
4. Specific line item against which these contracts are to be charged are as follows:
90-1702-7952 Capital Expense
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement Renewal – Dell Inc.
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	March 16, 2019
Agenda Item No.:	3-1.6/3-2019
Resolution Authorizing the Award for Maintenance Agreement for KEMP Premium Support	

WHEREAS, Essex County College has a need to approve a contract in the amount of **\$1,850.22** to **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 for maintenance agreement renewal of KEMP Premium Support for the fiscal year 2019-2020, in which contract goods and services are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.(19) Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware; and

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

WHEREAS, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.5.(19) et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an agreement with **Dell, Inc.** 1 Dell Way, Round Rock, TX 78682 the amount of **\$1,850.22** to **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 for maintenance agreement renewal of KEMP Premium Support for the fiscal year 2019-2020.
2. This contract is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.(19);
3. Specific line item against which this contract is to be charged is as follows:
10-1723-7620 Operating Expense
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$35,300.00 – Emergency Repairs
Contact:	Jeff Shapiro / Director of Facilities Management & Planning
Meeting Date:	March 19, 2019
Agenda Item No.:	3-1.7/3-2019
Resolution Authorizing a Payment for Emergency Repairs and Construction Services due to West Essex Damage on October 5, 2018	

WHEREAS, Essex County College has a need to approve payment in the total amount of **\$3,888.74** to **Johnson Controls Fire Protection, LP.**, 200 Forge Way, Rockaway, New Jersey 07866 and **Netta Architects**, 1084 Route 22 West, Mountainside, New Jersey 07092 for emergency services rendered due to the unforeseen event that occurred on October 5, 2018, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.6(a), A written requisition for the performance of such work or the furnishing of materials or supplies, certified by the employee in charge of the building, facility or equipment where the emergency occurred, is filed with the contracting agent or his deputy in charge, describing the nature of the emergency, the time of its occurrence, being satisfied that the emergency exists, is hereby authorized to award a contract for said work, materials or supplies; and

WHEREAS, On November 20, 2018 (3-1.16) the Board of Trustees awarded a contract in the amount of \$38,500.00 to TGE, LLC. On December 18, 2018 (3-1.3) the Board of Trustees awarded two contracts to in the total amount of \$8,400.00 to D&M Sheet Metal Co., Inc. and Iris Environmental laboratories, LLC. On January 22, 2019 (3-1.6) the Board of Trustees awarded a contract in the amount of \$4,035.41 to Johnson Controls Fire Protection, LP.

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 insurance carrier Philadelphia Indemnity Insurance Company has authorized and approved all of these expenses and full payment has been received, and a copy of the statement of loss is attached, and

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

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

- The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an agreement with **Johnson Controls Fire Protection, LP.**, 200 Forge Way, Rockaway, New Jersey 07866 and **Netta Architects**, 1084 Route 22 West, Mountainside, New Jersey 07092 for emergency services rendered due to the unforeseen event that occurred on October 5, 2018;

Netta Architects	\$3,312.50
Johnson Controls Fire Protection, LP.	\$ 576.24
- These contracts are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.6(a);
- Specific line item against which this contract is to be charged is as follows:
10-1851-7711 Operating Expense FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Genova Burns Attorneys-At-Law
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	March 19, 2019
Agenda Item No.:	3-1.8/3-2019
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College had a need to ratify a payment for outside legal services. **Genova Burns Attorneys-At-Law** was selected by the College's Insurance carrier, and rendered services for the months of January 2019; and

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

WHEREAS, The Board of Trustees of Essex County College at their monthly meeting February 27, 2018 approved the awarding of those twenty-two (22) contracts of which Genova Burns Attorneys-At-Law were 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;

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **Genova Burns Attorneys-At-Law**, 494 Broad Street, Newark, New Jersey 07102 for legal services rendered in the total amount of **\$12,449.28**, invoices:
 - # **384302** for **\$783.42**, January 31, 2019 (Julette Cherrington);
 - # **384303** for **\$625.00**, January 31, 2019 (Dr. Douglas Walcerz);
 - # **384304** for **\$550.00**, January 31, 2019 (Nakesha Davis);
 - # **384305** for **\$500.00**, January 31, 2019 (Renata Wooden);
 - # **384306** for **\$600.00**, January 31, 2019 (Shannon Heggins);
 - # **384307** for **\$8,020.00**, January 31, 2019 (Lisa Durden);
 - # **384314** for **\$1,370.86**, January 31, 2019 (ECC v. Gibson/Hasan counterclaim);
2. Specific line item against which these contracts are to be charged as follows:
10-1701-7827 Operating Expense
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – O’Toole Scrivo Fernandez Weiner Van Lieu, LLC
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	March 19, 2019
Agenda Item No.:	3-1.9/3-2019
Resolution Authorizing the Payment for Legal Services	

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

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **O’Toole Scrivo Fernandez Weiner Van Lieu, LLC**, 14 Village Park Road, Cedar Grove, New Jersey 07009 for legal services rendered in the amount of **\$2,540.00** for the following invoice:
 - # **75326** for **\$2,540.00**, February 28, 2019 (General billing);
2. Specific line item against which this contract is to be charged is as follows:
10-1701-7827 Operating Expense
FY 2018/2019

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$35,300.00 – Compensation Resources, Inc.
Contact:	Yvette Henry / Director of Human Resources
Meeting Date:	March 19, 2019
Agenda Item No.:	3-1.10/3-2019
Resolution Authorizing the Award of a Request for Proposal (RFP) for Consulting Services	

Recommendation: It is recommended that the Board of Trustees approves the award of a Request for Proposal (RFP) in the total amount **\$131,450.00** to **Compensation Resources, Inc.**, 310 Route 17 North, Upper Saddle River, New Jersey 07458 for Consulting Services – Perform a Comprehensive Assessment of the College’s Salary and Compensation Structure from the date of award through June 30, 2020. the award of a Request for Proposal (RFP) in the total amount **\$131,450.00** to **Compensation Resources, Inc.**, 310 Route 17 North, Upper Saddle River, New Jersey 07458 for Consulting Services – Perform a Comprehensive Assessment of the College’s Salary and Compensation Structure from the date of award through June 30, 2020

RFP #FY19RFP-02 was advertised in The Star Ledger on July 17, 2018. There were Four (4) proposals solicited. One (1) response was received, opened, and publicly read on August 14, 2018. This proposal was rejected for over-budget.

Re-RFP #FY19RFP-02A was advertised in The Star Ledger on January 8, 2019. There were Four (4) proposals solicited. One (1) response was received, opened, and publicly read on January 31, 2019.

Nature of Proposal: Essex County College – Consulting Services Perform a Comprehensive Assessment of the College’s Salary and Compensation Structure.

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

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

<u>Description</u>	<u>Fiscal Year</u>	<u>Account</u>	<u>\$Amount</u>
Phase I	2018-2019	10-1701-7180	\$48,950.00
Phase II	2019-2020	10-1701-7180	\$82,500.00

Resolution: The Board of Trustees of Essex County College approves the award of a Request for Proposal (RFP) in the total amount **\$131,450.00** to **Compensation Resources, Inc.**, 310 Route 17 North, Upper Saddle River, New Jersey 07458 for Consulting Services – Perform a Comprehensive Assessment of the College’s Salary and Compensation Structure from the date of award through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Hanna's Mechanical Contractors, Inc.
Contact:	Jeff Shapiro / Director of Facilities Management & Planning
Meeting Date:	March 19, 2019
Agenda Item No.:	3-1.11/3-2019
Resolution Authorizing the Award of a Bid for Chilled Water Coils, Valves, & Piping Replacement Service	

Recommendation: It is recommended that the Board of Trustees approve the award of a Bid in the amount of **\$35,750.00** to **Hanna's Mechanical Contractors, Inc.**, 44 North Main Street, Milltown, New Jersey 08850 for Chilled Water Coils, Valves, & Piping Replacement Service.

Bid # 8022 was advertised in The Star Ledger on March 1, 2019. There were eleven (11) bids solicited. Four (4) responses were received, opened, and publicly read on March 14, 2019.

Nature of Bid: Essex County College – Chilled Water Coils, Valves, & Piping Replacement Service.

Bid Item # 1 & 2: **The recommendation is for the lowest responsive and responsible vendor.**

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

<u>Department</u>	<u>Type of Funds</u>	<u>Account #</u>	<u>\$Amount</u>
Facilities Management	Operational	10-7251-7620N	\$35,750.00

Resolution: The Board of Trustees of Essex County College approves the award of a Bid in the amount of **\$35,750.00** to **Hanna's Mechanical Contractors, Inc.**, 44 North Main Street, Milltown, New Jersey 08850 for Chilled Water Coils, Valves, & Piping Replacement Service.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Consultant Services – Susan K. Perkins
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	March 19, 2019
Agenda Item No.:	3-2.1/3-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve an amendment to the Consultant Agreement between Essex County College and Susan K. Perkins, approved by Board Action 3-2.2/8-2018

BACKGROUND AND RATIONALE: Susan K. Perkins has provided consulting services to Essex County College relating to finance, HR policies, procedures and practices for compliance with appropriate laws and Middle States Standards. Mrs. Perkins' consulting work is anticipated to exceed the number of hours authorized by the initial contract. Accordingly, an amendment to contract is needed to allow Mrs. Perkins to continue her services to the College.

Essex County College has determined that the value of the services exceed \$17,500 and the contract is being awarded pursuant to a non-open and non-fair process and Mrs. Perkins has completed and submitted a Business Entity Disclosure Certification which certifies that she has not made any reportable contributions to a political or candidate committee in the County of Essex in the previous year.

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

RESOLUTION: The Board of Trustees of Essex County College approves the amendment to the Consultant Agreement between Susan K. Perkins and Essex County College for: 1) additional compensation in an amount not to exceed \$25,000; 2) a total amount of compensation under all agreements not to exceed \$70,000; and, 3) a term expiring June 30, 2019. The Business Disclosure Entity Certification and Determination of Value are to be placed on file with this resolution

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Consultant Services – Ronald C. Goldfarb
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	March 19, 2019
Agenda Item No.:	3-2.2/3-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve an amendment to the Consultant Agreement between Essex County College and Ronald C. Goldfarb, approved by Board Action 3-2.3/8-2018

BACKGROUND AND RATIONALE: Ronald Goldfarb has provided consulting services to Essex County College relating to Middle States matters including but not limited to the preparation of the monitoring report and exhibit materials, focus of meetings, and coordination of project management. Mr. Goldfarb's consulting work is anticipated to exceed the number of hours authorized by the initial contract. Accordingly, an amendment to contract is needed to allow Mr. Goldfarb to continue his services to the College.

Essex County College has determined that the value of the services exceed \$17,500 and the contract is being awarded pursuant to a non-open and non-fair process and Mr. Goldfarb has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the County of Essex in the previous year.

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

RESOLUTION: The Board of Trustees of Essex County College approves the amendment to the Consultant Agreement between Ronald C. Goldfarb and Essex County College for: 1) additional compensation in an amount not to exceed \$21,000; 2) a total amount of compensation under all agreements not to exceed \$60,000; and, 3) a term expiring June 30, 2019. The Business Disclosure Entity Certification and Determination of Value are to be placed on file with this resolution.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Consultant Services – Karen Katt
Contact:	Julio Izquierdo, VP –Business Operations/CFO
Meeting Date:	March 19, 2019
Agenda Item No.:	3-2.3/3-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve an amendment to the Consultant Agreement between Essex County College and Karen Katt, approved by Board Action 3-2.1/8-2018.

BACKGROUND AND RATIONALE: Karen Katt has provided consulting services to the purchasing department. Ms. Katt's consulting work is anticipated to exceed the number of hours authorized by the initial contract. Accordingly, an amendment to contract is needed to allow Ms. Katt to continue her services to the College.

Essex County College has determined that the value of the services exceed \$17,500 and the contract is being awarded pursuant to a non-open and non-fair process and Ms. Katt has completed and submitted a Business Entity Disclosure Certification which certifies that she has not made any reportable contributions to a political or candidate committee in the County of Essex in the previous year.

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

RESOLUTION: The Board of Trustees of Essex County College approves the amendment to the Consultant Agreement between Karen Katt and Essex County College for: 1) additional compensation in an amount not to exceed \$5,000; 2) a total amount of compensation under all agreements not to exceed \$25,000.00; and, 3) a term expiring June 30, 2019. The Business Disclosure Entity Certification and Determination of Value are to be placed on file with this resolution.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Acceptance of FY '18 Audit and Recommendations
Contact:	Julio Izquierdo, VP Operations & CFO
Meeting Date:	March 19, 2019
Agenda Item No.:	3-2.4/3-2019

WHEREAS, The Board of Trustees of Essex County College retained the accounting firm of Clifton Larson Allen LLP as independent auditors to conduct an audit of the College's Fiscal Year 2017-2018 financial statements; and

WHEREAS, Clifton Larson Allen LLP completed an audit of said financial statements and expressed an opinion on same; and

WHEREAS Clifton Larson Allen LLP has opined that the College's financial statements present fairly, in all material respects, the financial position of Essex County College as of June 30, 2018 in conformity with generally accepted accounting principles; and

WHEREAS, Clifton Larson Allen LLP issued the audit report and presented its findings and recommendations to the Finance Committee of the Board of Trustees.

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

1. The Board of Trustees of Essex County College accepts the findings, report and recommendations of the independent auditors and authorizes the release of the College's Fiscal Year 2017-2018 Audit.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19 , 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Zoya McCants
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	March 19, 2019
Agenda Item No.:	4-1/03-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Zoya McCants, to the position of Clinical Director of Student Wellness Services, for the period April 15, 2019 through August 31, 2019. The recommended annual salary for the position is \$105,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. 11 applications were received and four (4) applicants were interviewed. Zoya McCants is the recommended candidate.

DEGREE DEGREE/CERTIFICATION QUALIFICATIONS (DOCTORATE DEGREE REQUIRED)

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Doctorate of Education	2015	Argosy University	Counseling Psychology
• Master of Science	2007	Mercy College Bronx, NY	Mental Health Counseling
• Bachelor of Science	2005	Mercy College Bronx, NY	Behavioral Science

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

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Zoya McCants, at the annual salary of \$105,000, to the position of Clinical Director of Student Wellness Services, for the period April 15, 2019 through August 31, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Aissatou Barry
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	March 19, 2019
Agenda Item No.:	4-2/03-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Aissatou Barry, to the position of Administrative Assistant, for the Biology, Chemistry and Physics Division, for the period April 1, 2019 through June 30, 2019. The recommended annual salary for the position is \$31,900.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. 14 applications were received and four (4) applicants were interviewed. Aissatou Barry is the recommended candidate.

DEGREE DEGREE/CERTIFICATION QUALIFICATIONS (ASSOCIATES 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	2015	Rutgers University Newark, NJ	Political Science
• Associate in Science	2012	Essex County College Newark, NJ	Biology, Pre-Medicine

FISCAL NOTES: The recommended salary of \$31,900 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Aissatou Barry, at the annual salary of \$31,900, to the position of Administrative Assistant, for the Biology, Chemistry and Physics Division, for the period April 1, 2019 through June 30, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jan'Avon Evans
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	March 19, 2019
Agenda Item No.:	4-3/03-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Jan'Avon Evans, to the position of Teacher Assistant, for the Child Development Center, contingent upon grant funding, for the period beginning April 8, 2019. The recommended annual salary for the position is \$23,500.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 11 applications were reviewed and four (4) applicants were selected to be interviewed. Jan'Avon Evans is the recommended candidate.

DEGREE DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

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

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Jan'Avon Evans, 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 April 8, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Syrion Jack
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	March 19, 2019
Agenda Item No.:	4-4/03-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Syrion Jack, from the position of Assistant General Counsel, to the position of Deputy General Counsel and Chief Compliance Officer, for the period March 20, 2019 through August 31, 2019. The recommended annual salary for the position is \$120,000.

BACKGROUND AND RATIONALE: Syrion Jack is being recommended for promotion since he has the experience for the position.

DEGREE/CERTIFICATION QUALIFICATIONS (JURIS DOCTOR DEGREE REQUIRED)

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Juris Doctor	2007	Rutgers University Newark, NJ	Law
• Bachelor of Arts	2004	Rutgers University Newark, NJ	Geography and Political Science

FISCAL NOTES: The recommended salary of \$120,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Syrion Jack, at the annual salary of \$120,000, from the position of Assistant General Counsel, to the position of Deputy General Counsel and Chief Compliance Officer, for the period March 20, 2019 through August 31, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Michael Corbitt
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	March 19, 2019
Agenda Item No.:	4-5/03-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Michael Corbitt, from the position of Program Coordinator, to the position of Program Manager, for the College Readiness Programs, contingent upon grant funding, for the period March 20, 2019 through June 30, 2019. The recommended annual salary for the position is \$55,000.

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

DEGREE/CERTIFICATION QUALIFICATIONS (MASTERS 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	1982	Fairleigh Dickinson University Teaneck, NJ	Management
• Associate in Applied Science	1978	Essex County College Newark, NJ	Business Administration

FISCAL NOTES: The recommended salary of \$55,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Michael Corbitt, at the annual salary of \$55,000, from the position of Program Coordinator, to the position of Program Manager, for the College Readiness Programs, contingent upon grant funding, for the period March 20, 2019 through June 30, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Patricia Vaden
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	March 19, 2019
Agenda Item No.:	4-6/03-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Patricia Vaden, from the position of Administrative Assistant, for the Business Affairs Department, to the position of Coordinator, for the Student Wellness Services Department, for the period retroactive to March 4, 2019 through June 30, 2019. The recommended annual salary for the position is \$42,792.99.

BACKGROUND AND RATIONALE: Patricia Vaden is being recommended for promotion since she has the experience for the position.

DEGREE/CERTIFICATION QUALIFICATIONS (BACHELORS DEGREE REQUIRED)

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Bachelor of Social Work	May 2017	Rutgers University Newark, NJ	Social Work
• Associate in Science	December 2003	Essex County College Newark, NJ	Social Sciences

FISCAL NOTES: The recommended salary of \$42,792.99 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Patricia Vaden, at the annual salary of \$42,792.99, from the position of Administrative Assistant, for the Business Affairs Department, to the position of Coordinator, for the Student Wellness Services Department, for the period retroactive to March 4, 2019 through June 30, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	March 19, 2019
Agenda Item No.:	4-7/03-2019

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Denise Brooks	Coordinator – Career Resources & Student Development Initiatives	Professional Level II	12/01/1993	03/29/2019
Marta Browne	Administrative Aide – Scheduling Academic Affairs	Professional Level I	12/08/1988	06/28/2019

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Director - Human Resources
Meeting Date:	March 19, 2019
Agenda Item No.:	4-8/03-2019

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Aminah Massenburg	Chief Compliance Officer Compliance	Administrative Confidential	11/06/2017	03/07/2019
Princia Contin	Laboratory Specialist Biology, Chemistry and Physics	Professional Level II	03/21/2012	03/01/2019

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Amend Separation Agreement
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	March 19, 2019
Agenda Item No.:	4-9/3-2019

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve an amended separation agreement for the individual listed, effective on the date indicated:

<u>Name</u>	<u>Title - Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Susan Mulligan	Professor – Social Sciences	Faculty		February 1, 2019

BACKGROUND AND RATIONALE: The separation is consistent with the terms of the college's fiscal exigency plan adopted by the Board of Trustees at its February 2018 meeting (agenda item no. 4-10/2-2018). The Board previously approved a separation of the individual listed above during January 2019 meeting and subsequently a need arose to amend the terms of the agreement.

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

RESOLUTION: The Board of Trustees of Essex County College approves the amended separation agreement of the individual listed above, effective on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Limit of Associate Degree Credit to 60
Contact:	Dr. Jill Stein, Dean – STEM and Health Sciences
Meeting Date:	March 19, 2019
Agenda Item No.:	7-1.1/3-2019

RECOMMENDATION: It is recommended that the Nursing, Physical Therapist Assistant, Radiography and Vision Care Technology programs be exempt from complying with N.J.S.A. 18A:62-57(a).

BACKGROUND AND RATIONALE: N.J.S.A. 18A:62-57(a), passed in 2018, provides that the standard number of credits required for the award of an associate degree by a county college will be 60 credit hours as of September 2019. However, N.J.S.A. 18A:62-57(b) creates three exceptions where institutions are allowed to exceed the 60 credit hour standard for particular degree programs in certain circumstances. Specifically, a program may be allowed to exceed the standard if it is a “professionally accredited program and that accreditation requires either a number of credit hours greater than 60 or requires course work that cannot be completed in 60 credits.” While accrediting agencies do not mandate the number of credits in a program, each program coordinator has documented that the requirements for teaching and learning cannot be accomplished within 60 credits.

Program	Accrediting Agency	Total credits
Nursing AAS	Accreditation Commission for Education in Nursing – ACEN	66
Physical Therapist Assistant AAS	Commission on Accreditation in Physical Therapy Education – CAPTE	68
Radiography AAS	Joint Review Committee on Education in Radiologic Technology – JRCERT	70-71
Vision Care Technology AAS	Commission on Opticianry Accreditation – COA	70-71

FISCAL NOTES: The costs of these programs are comprehended within the College’s operating budget.

RESOLUTION: The Board of Trustees of Essex County College recommends that the Nursing, Physical Therapist Assistant, Radiography and Vision Care Technology programs be considered exempt from compliance with N.J.S.A. 18A:62-57(a) based upon the exception noted under N.J.S.A. 18A:62-57(b).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Uniform Construction Code, Tuition Remission State of NJ
Contact:	Dr. Leigh Bello-de-Castro, Associate Dean – West Essex Campus and Online Education
Meeting Date:	March 19, 2019
Agenda Item No.:	7-1.2/3-2019

RECOMMENDATION: It is recommended that the Board of Trustees approve the State of New Jersey Department of Community Affairs – Uniform Construction Code Tuition Remission Program for Fiscal Year 2019 (July 1, 2018– June 30, 2019)

BACKGROUND AND RATIONALE: Essex County College offers and administers Uniform Construction Code courses for credit at the West Essex Branch Campus in conjunction with the Academic Division of Computer Science Engineering and Technology. Students are individuals who need to update and maintain licenses for the Industry including Construction Code Officials, Fire Code Officials, and Building and Subcode Officials. They are entitled to receive a 75% refund from the NJ State DCA office for successfully meeting the requirements of the course as outlined.

FISCAL NOTES: Essex County College can submit billing for Fiscal Year 2019 up to the amount of \$24,000 for tuition reimbursement. The administrative award is 10% for all tuition reimbursement requests payable to the College for handling all the necessary reports.

RESOLUTION: The Board of Trustees of Essex County College approves the grant awarded for reimbursements up to \$24,000 plus the 10% for administrative expenses.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Victoria Foundation
Contact:	Alfred Bundy, Executive Director Institutional Advancement
Meeting Date:	March 19, 2019
Agenda Item No.:	7-1.3/3-2019

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College agree to accept on behalf of the Essex County College Foundation, a grant from the Victoria Foundation in the amount of \$5,000 for the period of March 15, 2019 to March 14, 2020.

BACKGROUND AND RATIONALE: The Victoria Foundation grant is to support a student-led social media project to promote student clubs on campus and foster greater student retention.

FISCAL NOTES: There should be no fiscal impact to the College.

RESOLUTION: The Board of Trustees of Essex County College agrees to accept on behalf of the Essex County College Foundation, a grant from the Victoria Foundation in the amount of \$5,000 for the period of March 15, 2019 to March 14, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION <i>Dr. Anthony E. Munroe, President</i>	FINAL DISPOSITION
BOARD APPROVAL DATE <i>March 19, 2019</i>	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Limit of Associate Degree Credit to 60 – Bio/Pre Med
Contact:	Dr. Jill Stein, Dean – STEM and Health Sciences
Meeting Date:	March 19, 2019
Agenda Item No.:	7-1.4/3-2019

RECOMMENDATION: It is recommended that the Biology/Pre-Medicine AS/MD option program be exempt from complying with N.J.S.A. 18A:62-57(a).

BACKGROUND AND RATIONALE: N.J.S.A. 18A:62-57(a), passed in 2018, provides that the standard number of credits required for the award of an associate degree by a county college will be 60 credit hours as of September 2019. N.J.S.A. 18A:62-58 allows for the governing board of a county college to approve exceptions to the 60 credit hour standard and submit the following information to the Office of the Secretary of Higher Education (OSHE), Office of Licensure, for review and consultation.

1. Number of credit hours required for award of degree: 62
2. Reason for exception: The dual admission agreement between Essex County College and St. George's University (SGU) in Grenada will enable highly qualified Essex graduates to transfer to the MD program at SGU. The current curriculum is essential for a seamless transfer for Essex students into the 5-year medical program at SGU. Reducing the number of credits will affect the students' preparedness for the rigorous MD program.
3. Alternate approaches considered: This unique program was established to provide students who might not otherwise have the opportunity to enter medical school. The curriculum was specifically selected so that the students will be ready to engage in medical studies.
4. Potential Impact: There will not be any impact to the time to completion of the program. There will be a greater financial expense based on the cost of tuition and fees for two additional credits.

FISCAL NOTES: The cost of this program is comprehended within the College's operating budget.

RESOLUTION: The Board of Trustees of Essex County College recommends that the Biology/Pre-Medicine AS/MD option program be considered exempt from compliance with N.J.S.A. 18A:62-57(a) based upon the qualifications noted under N.J.S.A. 18A:62-58.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Policy and Governance: Adoption of Monitoring Report to the Middle States Commission on Higher Education
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	March 19, 2019
Agenda Item No.:	7-3.1/3-2019

WHEREAS, Essex County College (the “College”) is accredited by the Middle States Commission on Higher Education (“MSCHE”); and

WHEREAS, MSCHE requested a monitoring report, due April 1, 2019, documenting evidence that the College has achieved and sustained compliance with MSCHE Standards VI and VII

WHEREAS, the College’s Administration has undertaken a series of measures to address each of the MSCHE Standards which must be addressed in the monitoring report; and

WHEREAS, the President of Essex County College convened a team to prepare a monitoring report; and that team has prepared a report which addresses MSCHE Standards VI and VII in a manner deemed responsive and adequate by the President; and

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

1. The Board of Trustees of Essex County College adopts the Monitoring Report to the Middle States Commission on Higher Education, due April 1, 2019.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2019	