



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

December 14, 2021 – 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/95714962896>

*Or One tap mobile:*

*US: +13017158592,,95714962896# or +13126266799,,95714962896#*

*Or Telephone:*

*Dial 1 646 558 8656, then Enter Webinar ID: 957 1496 2896*

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

I.	Call to Order/Roll Call .....	Chair M. Bolden
II.	Open Public Meetings Act Announcement.....	Mrs. J. Grimes
III.	Minutes.....	Mrs. J. Grimes
IV.	Communications .....	Mrs. J. Grimes
V.	Public Comments on Agenda Items .....	TBA
VI.	Finance Committee Report.....	Mr. J. Zarra
3-1.1/12-2021	Authorize the Award of a Two-Year Bid for Sewer Line Preventive Maintenance Services A Speedy Sewer & Drain Service, Corp., Bloomfield, NJ College Funded – Operating Expense	\$34,900.00
3-1.2/12-2021	Authorize the Award of a Maintenance Renewal for Barracuda Web Filter Equipment New Era Technology, Islandia, NY College Funded – Operating Expense	\$54,159.88
3-1.3/12-2021	Authorize the Award of a Furniture Purchase for the Center for Technology Business Furniture Inc. (BFI) A Herman Miller, Inc., Parsippany, NJ Chapter XII Funded – Capital Expense	\$10,106.70

3-1.4/12-2021	Authorize the Award of Additional Work at the Gymnasium Basketball Court in the Physical Education Building Classic Sport Floors, Inc., West Berlin, NJ Chapter XII Funded – Capital Expense	\$12,175.00
3-1.5/12-2021	Authorize the Award of Three (3) Maintenance Renewals for Premier Support Systems Oracle America, Inc., Dallas, TX College Funded – Operating Expense	\$875.21
3-1.6/12-2021	Authorize the Award of a Blanket Order for Child Development Center Food Services Dining Partnership Group (DPG), Verona, NJ Child Development Center Funded – Operating Expense	\$65,000.00
3-1.7/12-2021	Authorize the Award of a Contract for Advertisement Services Capstar dba: iHeart Media, New York, NY College Funded – Operating Expense	\$30,000.00
3-1.8/12-2021	Authorize the Award of a Bid for Biology Lab Supplies Carolina Biological, Burlington, NC Fisher Scientific, Pittsburgh, PA School Specialty Inc., Lancaster, PA VWR International, LLC, Rochester, NY College Funded – Operating Expense	\$11,418.08 12,151.32 1,128.63 57,937.91 Total: \$82,635.94
3-1.9/12-2021	Authorize the Payment for Legal Services Fernandez Garcia, LLC, Morristown, NJ College Funded – Operating Expense	\$7,880.00
3-1.10/12-2021	Authorize the Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense (\$119.89) CRRSAA <sup>1</sup> Grant Funds – Cares Act 2.0 – Operating Expense (\$4,650.00)	\$4,769.89
3-1.11/12-2021	Authorize the Payment for Legal Services Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor, LLC, Phillipsburg, NJ College Funded – Operating Expense	\$8,240.48
3-1.12/12-2021	Authorizing an Additional Payment for Consulting Services Afshan, Ajmiri Giner, Esq., LLC, Jersey City, NJ College Funded – Operating Expense	\$4,999.00
3-2.1/12-2021	Legal Service Walsh Pizzi O’Reilly Falanga LLP College Funded – Operating Expense	Amount not to exceed \$80,000
3-2.2/12-2021	Settlement Agreement and Release: Newark Day Center	

<sup>1</sup> Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (Higher Education Emergency Relief Fund II)

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

Appointments

- 4-1/12-2021 Colin Archer, Instructor  
Nursing  
Salary – \$70,000.00  
Effective January 4, 2022
  
- 4-2/12-2021 Kelsey Cruz, Financial Aid Officer  
Financial Aid  
Salary - \$45,000.000  
Effective January 4, 2022
  
- 4-3/12-2021 John Olotewo, Coordinator – Participation, Retention and Completion Track  
Business  
Salary - \$56,100.00 *Grant Funded*  
Effective January 4, 2022
  
- 4-4/12-2021 Alex Nunez, Telecommunications Support Specialist  
Information Technology  
Salary - \$42,500.00  
Effective December 15, 2021
  
- 4-5/12-2021 Lance Simon, Administrative Assistant  
Community, Continuing Education and Workforce Development  
Salary 40,000.00  
Effective January 4, 2022
  
- 4-6/12-2021 Joyce Alexander, Teacher Assistant  
Child Development Center  
Salary - \$23,500.00 *Grant Funded*  
Effective January 4, 2022
  
- 4-7/12-2021 William Morrison, Maintenance Technician  
Facilities Management  
Salary - \$44,304.00  
Effective December 22, 2021

VIII. Promotion

- 4-8/12-2021 Hamza Wedam, Assistant Director  
Welcome Center  
Salary - \$68,348.34  
Effective January 1, 2022

IX. Change in Salary

- 4-9/12-2021 Sonia Rios-Cardoso, Assistant Director - Enrollment Services Express Center  
Enrollment Services  
Salary from \$92,053.51 to \$99,553.51  
Effective January 1, 2022

4-10/12-2021 Sanja Dizdarevic, Assistant Director – International Students and Veteran Services  
Enrollment Services  
Salary from \$81,228.63 to \$88,728.63  
Effective January 1, 2022

X. Retirements

4-11/12-2021 Zewdnes Kassa, Associate Dean – Registrar / Enrollment Services  
Enrollment Services  
Effective December 31, 2021

Majuvy Sulse, Associate Professor  
Nursing  
Effective December 31, 2021

XI. Resignations

4-12/12-2021 Said Omer, Telecommunications Support Specialist  
Information Technology  
Effective November 8, 2021

Socorro Reyes, Teacher Assistant  
Child Development Center  
Effective November 19, 2021

XII. Supplements

4-13/12-2021 Clare Kajura, Faculty Mentor Lead  
Mentoring, Alignment, Preparedness, Support (MAPS) Grant  
Effective November 1, 2021 – October 31, 2022  
Amount - \$4,500.00

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

Jill Stein, Campus Coordinator  
Louis Stokes Alliances for Minority Participation (LSAMP) Program Grant and  
Science, Technology, Engineering and Mathematics  
(STEM) Grant  
Effective September 1, 2021 to June 30, 2022  
Amount - \$5,000.00

Bridget Turner, Faculty Mentor Lead  
Mentoring, Alignment, Preparedness, Support (MAPS) Grant  
Effective November 1, 2021 – October 31, 2022  
Amount – \$4,500.00

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

7-1.1/12-2021 Acceptance of Funds: College Readiness Now

7-1.2/12-2021 Acceptance of Funds: EOF Grant - NJ OSHE/EOF

7-1.3/12-2021 Acceptance of Funds: Essex County Division of Training and Employment

- 7-1.4/12-2021 Contract for Services: Newark Day Center
- 7-1.5/12-2021 Partner Agreement: Early Head Start/Child Care
- 7-1.6/12-2021 Addendum – License Agreement Authorizing Use of Facilities: West Caldwell High School Partnership

- XIV. Site Facilities and Equipment Committee Report..... Ms. C. Morales
- XV. Policy and Governance Committee Report.....Ms. I. Cruz
- XVI. Community Relations Committee Report..... Ms. J. Wright
- XVII. Alumni Association Report..... Ms. Allison James – Frison
- XVIII. Student Government Report ..... Ms. Jessica Clark
- XIX. Faculty Association Report..... Prof. Michael Frank
- XX. President’s Report..... Dr. Augustine Boakye  
President
- XXI. New Business ..... TBD
- XXII. Public Comments ..... TBD
- XXIII. Notice of Executive Session .....Mrs. J. Grimes
- XXIV. Adjournment .....Chair M. Bolden

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



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Pay to Play – A Speedy Sewer & Drain Service, Corp. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	December 14, 2021
Agenda Item No.:	3-1.1/12-2021
	Resolution Authorizing the Award of Two-Year Bid for Sewer Line Preventive Maintenance Services

**Recommendation:** It is recommended that the Board of Trustees approves the award of a two-year bid in the total amount of **\$34,900.00** to **A Speedy Sewer & Drain Service, Corp.**, 25 Orange Street, Bloomfield, New Jersey 07003, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Sewer Line Preventive Maintenance Services from the day of the award through June 30, 2023.

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

Bid # 8128 was advertised in The Star-Ledger on September 21, 2021. There were four (4) bids solicited. There were no-bid responses.

Bid # 8128-A was advertised in The Star-Ledger on October 13, 2021. There were four (4) bids solicited. One (1) response was received, opened, and publicly read on October 27, 2021.

**Nature of Bid:** Essex County College – Sewer Line Preventive Maintenance Services.

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

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

<u>Fiscal Year</u>	<u>Account #</u>	<u>\$Amount</u>
2021 - 2022	10-7202-76200	\$17,450.00
2022 - 2023	10-7202-76200	\$17,450.00
		<b>\$34,900.00</b>

**Resolution:** The Board of Trustees of Essex County College approves the award of a two-year bid in the total amount of **\$34,900.00** to **A Speedy Sewer & Drain Service, Corp.** for Sewer Line Preventive Maintenance Services from the day of the award through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – New Era Technology <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	December 14, 2021
Agenda Item No.:	3-1.2/12-2021
	Resolution Authorizing the Award of a Maintenance Renewal for Barracuda Web Filter Equipment

**WHEREAS**, Essex County College needs to provide a maintenance renewal of **\$54,159.88** from **New Era Technology**, 2950 Express Drive South, Islandia, New York 11749, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) from February 7, 2022, through February 7, 2023, for Barracuda Web Filter Equipment 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-25.9(a). Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State by the Division of Purchase and Property. State of New Jersey, National Association of State Procurement Officials (NASPO) Value Point Contract #A88792; and

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a maintenance renewal with **New Era Technology** of **\$54,159.88** for Barracuda Secure Web Filter Appliances;
2. This maintenance renewal 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 18A:64A-25.9(a);
3. New Era Technology is the authorized vendor for the State of New Jersey, National Association of State Procurement Officials (NASPO) Value Point Contract #A88792;
4. The Determination of Value is placed on file with this resolution;
5. The specific line item against which this maintenance renewal is to be charged is as follows:  
10-1723-7620 – Operating Expense, Information Technology Department  
10-6104-7511 – Operating Expense, Academic Computer Labs  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Business Furniture Inc. <b>Women Business Enterprise (WBE) &amp; Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	December 14, 2021
Agenda Item No.:	3-1.3/12-2021
	Resolution Authorizing the Award of a Purchase of Furniture for the Center for Technology

**WHEREAS**, Essex County College needs to approve a purchase of **\$10,106.70** 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 furniture to the Center for Technology. The space will be converted into offices that will host faculty members and other College 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-25.5.9.(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; and

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a purchase with **Business Furniture Inc. (BFI) A Herman Miller, Inc.** of **\$10,106.70** for furniture to the Center for Technology;
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.a(2), and N.J.S.A.18A:64A-25.9(a);
3. Business Furniture Inc. is the authorized vendor for the State of New Jersey Contract #A-81711;
4. The specific line item against which this 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, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Classic Sport Floors, Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	December 14, 2021
Agenda Item No.:	3-1.4/12-2021
	Resolution Authorizing the Award of an Additional Work at the Gymnasium Basketball Court in the Physical Education Building

**WHEREAS**, Essex County College needs to approve an additional work of **\$12,175.00** to **Classic Sport Floors, Inc.**, 150 Cooper Road, West Berlin, New Jersey 08091, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the replacing hardwood floors under the bleachers on both sides of the Gymnasium. The Gymnasium Floors in the Physical Education Building is under Chapter XII funded; 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-25.11a, County College authorized to participate in Cooperative Pricing System. State of New Jersey Co-Op Member #65MCECCPS, 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**, Essex County College wishes to award said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

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

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

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

1. The Essex County College is hereby authorized and directed to approve an additional work with **Classic Sport Floors, Inc.**, of **\$12,175.00** for the replacing hardwood floors under the bleachers on both sides of the Gymnasium in the Physical Education Building;
2. This additional work 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# 65MCECCPS.
4. The Determination of Value memo is placed on file with this resolution;
5. The specific line item against which this repair is to be charged is as follows:  
902010-3129-7967A Chapter XII Funds, Ordinance 0-2020-00010  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Renewal – Oracle America, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	December 14, 2021
Agenda Item No.:	3-1.5/12-2021
Resolution Authorizing the Award of Three (3) Maintenance Renewals for Premier Support Systems	

**WHEREAS**, Essex County College needs to approve three (3) maintenance renewals in the total amount of **\$875.21** to **Non-SBE/MBE/WBE Oracle America, Inc.**, P.O. Box 203448, Dallas, Texas 75320 for Premier Support Systems 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-25.5.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 Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

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

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

**WHEREAS**, The 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 maintenance renewal with **Oracle America, Inc.** in the total amount of **\$875.21** for the following:

<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>
ZFS Storage Appliance Replication	04/04/2022 - 06/30/2022	\$727.44
4Gb FC Dual Port HBA	02/20/2022 - 06/30/2022	\$130.05
Storage Tek FC Cable OM2	03/15/2022 - 06/30/2022	\$ 17.72

2. These renewals are awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), and 18A:64A-25.5.a(19);
3. Specific line items against which these renewals are to be charged are as follows:  
10-1723-7620 Operating Expense, Information Technology Department  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Finance: Purchases over \$37,500.00 – Dining Partnership Group (DPG) <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Keith Kirkland / Dean of Student Affairs
Meeting Date:	December 14, 2021
Agenda Item No.:	3-1.6/12-2021
	Resolution Authorizing the Award of a Blanket Order for Child Development Center Food Services

**WHEREAS**, Essex County College needs to approve a blanket order in the amount not to exceed **\$65,000.00 to Non-SBE/MBE/WBE, Dining Partnership Group (DPG)**, 685 Bloomfield Avenue, Verona, New Jersey, 07044 for providing Breakfast, Lunch, and Snack for children at Essex County College Child Development Center daily, in a manner consistent with State and Federal Guidelines for the fiscal year 2021-2022, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), and N.J.S.A.18A:64A-25.5.a(7), Food supplies and services including food supplies and management contracts for student centers, dining rooms and cafeterias; and

**WHEREAS**, On September 21, 2021 (3-1.1/9-2021), the Board of Trustees approved a five-year contract for Dining Services. The blanket order of \$65,000.00 effective on August 31, 2021, through June 30, 2022, is for the Child Development Program as stipulated in the agreement attached between Essex County College and Dining Partnership Group, LLC. The current price per child per day is being invoiced at \$11.57 that aligns with the requirements as outlined by the Department of Agriculture; and

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

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

1. The Essex County College is hereby authorized and directed to approve a blanket order with **Dining Partnership Group (DPG)**, in the amount not to exceed **\$65,000.00** for Child Development Center Food Services;
2. This blanket order is provided following the contract approved by the Board of Trustees on 9/21/21 (3-1.1/9-2021);
3. The Determination of Value is placed on file with this resolution;
4. The specific line item against which this blanket order is to be charged is as follows:  
29210-9210-7315 Operating Expense, Child Development Center  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Pay to Play – Capstar dba: iHeart Media <b>Small Business Enterprise (SBE)</b>
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	December 14, 2021
Agenda Item No.:	3-1.7/12-2021
Resolution Authorizing the Award of a Contract for Advertisement Services	

**WHEREAS**, Essex County College needs to approve a contract of **\$30,000.00** to **Capstar dba: iHeart Media**, 32 Avenue of the Americas, New York, New York 10013, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Spring 2022 College recruitment ads, on numerous iHeart Media platforms, 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(20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

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

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

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

**WHEREAS**, The 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 contract with **Capstar dba: iHeart Media** of **\$30,000.00** for advertisement services;
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 N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(2), and 18A:64A-25.5.a(20);
3. Specific line item against which this proposal is to be charged is as follows:  
10-0216-7470 Operating Expense, Institutional Advancement Department  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$37,500.00 – Biology Lab Supplies
Contact:	Dr. Alvin Williams / Executive Dean Academic Affairs
Meeting Date:	December 14, 2021
Agenda Item No.:	3-1.8/12-2021
Resolution Authorizing the Award of a Bid for Biology Lab Supplies	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a bid in the total amount of **\$82,635.94** to the below vendors for Biology Lab Supplies for the Fiscal Year 2021-2022.

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

Bid # 8127 was advertised in The Star-Ledger on September 14, 2021. There were thirteen (13) bids solicited. Two (2) responses were received, opened, and publicly read on September 28, 2021. Bid responses were rejected as not in the best interest of the College since they had a non-waivable material defect.

Bid # 8127-A was advertised in The Star-Ledger on October 13, 2021. There were twelve (12) bids solicited. Four (4) responses were received, opened, and publicly read on October 27, 2021.

**Nature of Bid:** Essex County College – Biology Lab Equipment.

**Bid Item # 1 & 74:** **The recommendation is for the lowest responsive and responsible bidder.**

<u>Company Name</u>	<u>Vendor Category</u>	<u>Location</u>	<u>\$ Amount</u>
Carolina Biological	Non-SBE/WBE/MBE	Burlington NC	\$11,418.08
Fisher Scientific	Non-SBE/WBE/MBE	Pittsburgh, PA	\$12,151.32
School Specialty Inc.	Non-SBE/WBE/MBE	Lancaster, PA	\$ 1,128.63
VWR International, LLC	Non-SBE/WBE/MBE	Rochester, NY	\$57,937.91

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

<u>Department</u>	<u>Account #</u>	<u>\$Amount</u>
Chemistry	10-2205-7505	\$18,533.62
Biology	10-2206-7505	\$32,262.41
Biology	10-2206-7506	\$17,630.51
Physics	10-2202-7505	\$14,209.40

**Resolution:** The Board of Trustees of Essex County College approves the award of a bid in the total amount of **\$82,635.94** to the above vendors for Biology Lab Supplies for the Fiscal Year 2021-2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 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:	December 14, 2021
Agenda Item No.:	3-1.9/12-2021
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 October 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**, The County College Contracts Law (N.J.S.A.18A:64A of NJ statutes) requires that the resolution authorizing an award of contract for this service without public bids, be made available for public inspection; and

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a payment to **Fernandez Garcia, LLC.** for legal services rendered for the following invoice:
  - **#712 for \$7,880.00**, October 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, General Counsel Office  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 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:	December 14, 2021
Agenda Item No.:	3-1.10/12-2021 <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 and September 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 Genova Burns Attorneys-At-Law was among at a rate of \$250.00 per hour; and

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a payment to **Genova Burns Attorneys-At-Law** for legal/consulting services rendered in the total amount of **\$4,769.89** for the following invoice:
  - **#458307** for **\$119.89**, August 31, 2021 (General Advice);
  - **#458308** for **\$4,650.00**, September 30, 2021 (COVID-19 Related Legal Services);
2. The specific line item against which these payments are to be charged are as follows:
  - 10-1701-7827 Operating Expense \$119.89, General Counsel Office
  - 29010-0215-7180 CRRSAA Grant Funds – Cares Act 2.0 \$4,650.00
  - FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	





**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Finance: Legal Services – Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor, LLC <b>Small Business Enterprise (SBE)</b>
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	December 14, 2021
Agenda Item No.:	3-1.11/12-2021
Resolution Authorizing the Payment for Legal Services	

**WHEREAS**, Essex County College required outside legal services. **Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor, LLC**, vendor approved by the State of New Jersey under Small Business Enterprise (SBE), rendered services for October and November 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 Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor, LLC was among at a rate of \$250.00 per hour; and

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a payment to **Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor, LLC** in the total amount of **\$8,240.48** for legal services rendered for the following invoices:
  - **#206641** for **\$6,787.98**, October 31, 2021 (Procurement Matters);
  - **#206974** for **\$1,452.50**, November 30, 2021 (Procurement Matters);
2. The specific line item against which these payments are to be charged are as follows:  
10-1701-7827 Operating Expense, General Counsel Office  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Consulting Services – Afshan Ajmiri Giner, Esq., LLC. <b>Small Business Enterprise (SBE)</b>
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	December 14, 2021
Agenda Item No.:	3-1.12/12-2021 <b>COVID-19</b>
Resolution Authorizing the Payment for Consulting Services	

**WHEREAS**, Essex County College required outside legal services. **Afshan Ajmiri Giner, Esq., LLC.**, vendor approved by the State of New Jersey under Small Business Enterprise (SBE), rendered services for October through December 2021; and

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

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

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

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

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

1. The Essex County College is hereby authorized and directed to approve a payment to **Afshan Ajmiri Giner, Esq., LLC.** for legal/consulting services rendered for the following invoice:
  - **#000103** for **\$4,999.00**, October 14 to December 3, 2021 (Independent Consulting – College Regulations; Student Accommodations Presentation and Training);
2. The specific line item against which these payments are to be charged are as follows:  
10-1701-7827 Operating Expense, General Counsel Office  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Walsh Pizzi O’Reilly Falanga LLP.
Contact:	Christine A. Soto, Esq., General Counsel
Meeting Date:	December 14, 2021
Agenda Item No.:	3-2.1/12-2021
Resolution Authorizing the Payment of Legal Services	

**WHEREAS**, Essex County College has a need for outside legal services and Walsh Pizzi O’Reilly Falanga LLP proposes to provide legal services consistent with the retainer letter; and

**WHEREAS**, Essex County College has determined and certified in writing that the value of the services exceed \$17,500 and the contract is being awarded pursuant to a non-open and non-fair process; and

**WHEREAS**, Walsh Pizzi O’Reilly Falanga LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Walsh Pizzi O’Reilly Falanga LLP has not made any reportable contributions to a political or candidate committee in the County of Essex in the previous year, and that the contract will prohibit the Firm from making any reportable contributions through the term of the contract, anticipated to be no longer than June 30, 2022; and

**WHEREAS**, Essex County College has determined that the funds are available for this purpose;

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

1. The Board of Trustees of Essex County College ratifies retention of (the firm) to provide legal services consistent with the terms of the retainer letter sent to Essex County College at a rate not to exceed \$250.00/hr. and for a maximum not to exceed \$80,000.
2. The Business Entity Disclosure Certification and Determination of Value be placed on file with this resolution.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Settlement Agreement and Release: Newark Day Center
Contact:	Dr. Keith Kirkland, Dean of Student Affairs
Meeting Date:	December 14, 2021
Agenda Item No.:	3-2.2/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Settlement Agreement and Release between Essex County College and Newark Day Center in the amount of \$134,179.21 payable in monthly installments of \$2,236.33 for sixty months beginning in September 2021 and ending in September 2026.

**BACKGROUND AND RATIONALE:** Essex County College has worked cooperatively with the Newark Day Center since 2005 and has offered child service under the Abbott Program through Newark Public Schools for children between the ages of three and four years of age. Newark Day Center fell into arrears and agrees that they owe monies to ECC for the five fiscal years starting from July 1, 2016, through June 30, 2021. ECC and Newark Day Center both agree it is in the interest of all parties to have Newark Day Center pay their outstanding balance to ECC per the Settlement Agreement and Release commencing on September 1, 2021.

**FISCAL NOTES:** There is no impact on college funding.

**RESOLUTION:** The Board of Trustees of Essex County College approve the Settlement Agreement and Release between Essex County College and Newark Day Center in the amount of \$134,179.21 payable in monthly installments of \$2,236.33 for sixty months beginning in September 2021 and ending in September 2026.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Colin Archer
Contact:	Alvin Williams, Acting Dean of Faculty and Academics
Meeting Date:	December 14, 2021
Agenda Item No.:	4-1/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Colin Archer, to the academic rank of Instructor, in the discipline of Nursing, for the Nursing and Health Sciences Division, for the period January 4, 2022 through August 31, 2022. The recommended annual salary for the position is \$70,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of four (4) applications were reviewed and two (2) applicants were selected to be interviewed. Colin Archer 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 Science	2019	Monmouth University West Long Branch, NJ	Nursing
• Bachelor of Science	2015	Felician University Lodi, NJ	Nursing
• Associate in Applied Science	1995	Essex County College Newark, NJ	Nursing

**FISCAL NOTES:** The recommended salary of \$70,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Colin Archer, at the annual salary of \$70,000, to the academic rank of Instructor, in the discipline of Nursing, for the Nursing and Health Sciences Division, for the period January 4, 2022 through August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Kelsey Cruz
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	December 14, 2021
Agenda Item No.:	4-2/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Kelsey Cruz, to the position of Financial Aid Officer, for the Financial Aid Department, for the period January 4, 2022 through June 30, 2022. The recommended annual salary for the position is \$45,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 26 applications were reviewed and five (5) applicants were selected to be interviewed. Kelsey Cruz 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 Science	2020	William Paterson University Wayne, NJ	Accounting

**FISCAL NOTES:** The recommended salary of \$45,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Kelsey Cruz, at the annual salary of \$45,000, to the position of Financial Aid Officer, for the Financial Aid Department, for the period January 4, 2022 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, John Olotewo
Contact:	Alvin Williams, Acting Dean of Faculty and Academics
Meeting Date:	December 14, 2021
Agenda Item No.:	4-3/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of John Olotewo, to the position of Coordinator – Participation, Retention and Completion Track, for the Business Division, contingent upon grant funding, for the period January 4, 2022 through June 30, 2022. The recommended annual salary for the position is \$56,100.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of three (3) applications were reviewed and two (2) applicants were selected to be interviewed. John Olotewo 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>
• Doctor of Philosophy	2015	Girne American University Cyprus <i>Evaluated by World Education Services</i>	Marketing
• Master of Business Administration	2008	Girne American University Cyprus <i>Evaluated by World Education Services</i>	Business Administration
• Bachelor of Science	2006	Olabisi Onabanjo University Nigeria	Economics

**FISCAL NOTES:** The recommended salary of \$56,100 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of John Olotewo, at the annual salary of \$56,100, to the position of Coordinator – Participation, Retention and Completion Track, for the Business Division, contingent upon grant funding, for the period January 4, 2022 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Alex Nunez
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	December 14, 2021
Agenda Item No.:	4-4/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Alex Nunez, to the position of Telecommunications Support Specialist, for the Information Technology Department, for the period December 15, 2021 through June 30, 2022. The recommended annual salary for the position is \$42,500.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. One (1) applicant applied and was selected to be interviewed. Alex Nunez 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>
• Master of Science	2019	Technical University of Ambato Ecuador <i>Evaluated by World Education Services</i>	Engineering
• Bachelor of Science	2015	Technical University of Ambato Ecuador <i>Evaluated by World Education Services</i>	Engineering

**FISCAL NOTES:** The recommended salary of \$42,500 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Alex Nunez, at the annual salary of \$42,500, to the position of Telecommunications Support Specialist, for the Information Technology Department, for the period December 15, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Lance Simon
Contact:	Elvira Vieira, Dean of Community, Continuing Education and Workforce Development
Meeting Date:	December 14, 2021
Agenda Item No.:	4-5/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Lance Simon, to the position of Administrative Assistant, for the Community, Continuing Education and Workforce Development Area, for the period January 4, 2022 through June 30, 2022. The recommended annual salary for the position is \$40,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. Three applicants applied and were selected to be interviewed. Lance Simon is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Associate in Science	2021	Essex County College Newark, NJ	Accounting

**FISCAL NOTES:** The recommended salary of \$40,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Lance Simon, at the annual salary of \$40,000, to the position of Administrative Assistant, for the Community, Continuing Education and Workforce Development Area, for the period January 4, 2022 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Joyce Alexander
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	December 14, 2021
Agenda Item No.:	4-6/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Joyce Alexander, to the position of Teacher Assistant, for the Child Development Center, contingent upon grant funding, for the period beginning January 4, 2022. 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. Joyce Alexander is the recommended candidate.

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

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Joyce Alexander, 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 January 4, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, William Morrison
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	December 14, 2021
Agenda Item No.:	4-7/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of William Morrison, to the position of Maintenance Technician, for the Facilities Management Department, for the period beginning December 22, 2021. The recommended annual salary for the position is \$44,304.

**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 one (1) applicant was selected to be interviewed. William Morrison is the recommended candidate.

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

**FISCAL NOTES:** The recommended salary of \$44,304 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of William Morrison, at the annual salary of \$44,304, to the position of Maintenance Technician, for the Facilities Management Department, for the period beginning December 22, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Hamza Wedam
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	December 14, 2021
Agenda Item No.:	4-8/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the promotion of Hamza Wedam, from the position of Manager, to the position of Assistant Director of the Welcome Center, for the period January 1, 2022 through June 30, 2022. The recommended annual salary for the position is \$68,348.34.

**BACKGROUND AND RATIONALE:** Hamza Wedam is being recommended for promotion from Manager to Assistant Director of the Welcome Center.

**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 Science	2017	Capella University Minneapolis, MN	Higher Education
• Master of Public Administration	2012	University of Phoenix Phoenix, AZ	Public Administration
• Bachelor of Science	2011	Rutgers University Newark, NJ	Criminal Justice
• Associate in Science	2006	Essex County College Newark, NJ	Criminal Justice

**FISCAL NOTES:** The recommended salary of \$68,348.34 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Hamza Wedam, at the annual salary of \$68,348.34, from the position of Manager, to the position of Assistant Director of the Welcome Center, for the period January 1, 2022 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Change in Salary, Sonia Rios-Cardoso
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	December 14, 2021
Agenda Item No.:	4-9/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the change in salary of Sonia Rios-Cardoso, Assistant Director of Enrollment Services Express Center, for the Enrollment Services Department, from the salary of \$92,053.51 to \$99,553.51, for the period January 1, 2022 through June 30, 2022.

**BACKGROUND AND RATIONALE:** Sonia Rios-Cardoso is being recommended for a change in salary for additional responsibilities.

**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>
• Bachelor of Science	1992	Rutgers University Newark, NJ	Management
• Associate in Science	1982	Essex County College Newark, NJ	Early Childhood Education

**FISCAL NOTES:** The recommended salary of \$99,553.51 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the change in salary of Sonia Rios-Cardoso, Assistant Director of Enrollment Services Express Center, for the Enrollment Services Department, from the salary of \$92,053.51 to \$99,553.51, for the period January 1, 2022 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Change in Salary, Sanja Dizdarevic
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	December 14, 2021
Agenda Item No.:	4-10/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the change in salary of Sanja Dizdarevic, Assistant Director of International Students and Veteran Services, for the Enrollment Services Department, from the salary of \$81,228.63 to \$88,728.63, for the period January 1, 2022 through June 30, 2022.

**BACKGROUND AND RATIONALE:** Sanja Dizdarevic is being recommended for a change in salary for additional responsibilities.

**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>
• Bachelor of Science	1987	University of Sarajevo Bosnia <i>Evaluated by World Education Services</i>	Civil Engineering

**FISCAL NOTES:** The recommended salary of \$88,728.63 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the change in salary of Sanja Dizdarevic, Assistant Director of International Students and Veteran Services, for the Enrollment Services Department, from the salary of \$81,228.63 to \$88,728.63, for the period January 1, 2022 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	December 14, 2021
Agenda Item No.:	4-11/12-2021

**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>
Zewdnesh Kassa	Associate Dean – Registrar / Enrollment Services	Administrative	12/05/1977	12/31/2021
Majuvy Sulse	Associate Professor Nursing	Faculty	01/01/2005	12/31/2021

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	December 14, 2021
Agenda Item No.:	4-12/12-2021

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Said Omer	Telecommunications Support Specialist Information Technology	Professional Level I	02/27/2019	11/08/2021
Socorro Reyes	Teacher Assistant Child Development Center	Support Staff	02/11/2019	11/19/2021

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Supplement
Contact:	Alvin Williams, Acting Dean of Faculty and Academics
Meeting Date:	November 16, 2021
Agenda Item No.:	4-13/11-2021

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

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

<u>Name</u>	<u>Amount</u>	<u>Additional Responsibilities</u> <u>Effective and Expiration Dates</u>
Clare Kajura	\$4,500	Faculty Mentor Lead Mentoring, Alignment, Preparedness, Support (MAPS) Grant 11/01/2021 – 10/31/2022
Sujatha Ramakrishnan	\$4,500	Faculty Mentor Lead Mentoring, Alignment, Preparedness, Support (MAPS) Grant 11/01/2021 – 10/31/2022
Jill Stein	\$5,000	Campus Coordinator Louis Stokes Alliances for Minority Participation (LSAMP) Program Grant and Science, Technology, Engineering and Mathematics (STEM) Grant 09/01/2021 – 06/30/2022
Bridget Turner	\$4,500	Faculty Mentor Lead Mentoring, Alignment, Preparedness, Support (MAPS) Grant 11/01/2021 – 10/31/2022

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	





**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Acceptance of Funds: College Readiness Now VIII Project Agreement of The New Jersey Council of Community Colleges
Contact:	Dr. Elvy Vieira, Dean of Community, Continuing Education & Workforce Development
Meeting Date:	December 14, 2021
Agenda Item No.:	7-1.1/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the College Readiness Now VIII Program Agreement between Essex County College, hereinafter referred to as “Essex” and the New Jersey Council of County Colleges, hereinafter referred to as “NJCCC” for the purpose of establishing a College Readiness Now VIII Program in the amount of \$53,159 to be delivered by Essex to Newark High School students from July 1, 2021 to August 20, 2022.

**BACKGROUND AND RATIONALE:** For eight years, The New Jersey Council of County Colleges (NJCCC) has partnered with the State of New Jersey Office of the Secretary of Higher Education (OSHE) and New Jersey’s 18 community colleges to increase college readiness of high school students prior to graduation. Essex’s College Readiness Now VIII Program proposes to enroll 75-100 Newark High School 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students in a six-week Summer Boot Camp aimed to not only prevent the “Summer Slide” which often happens to disadvantaged students during the summer months, but also, propel students, particularly those entering their senior year into a college-ready mindset.

**FISCAL NOTES:** There is no fiscal impact to Essex.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the College Readiness Now VIII Program Agreement between Essex County College and the New Jersey Council of Community Colleges for the purpose of establishing a College Readiness Now VI Program in the amount of \$53,159 to be delivered by Essex to Newark High School students from July 1, 2021 to August 20, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: EOF Grant – NJ OSHE/EOF
Contact:	Dr. Elvy Vieira, Dean of Community, Continuing Education & Workforce Development
Meeting Date:	December 14, 2021
Agenda Item No.:	7-1.2/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept funding in the amount of \$70,087 from the New Jersey Office of the Secretary of Higher Education, Educational Opportunity Fund Program (NJ OSHE/EOF) to support the college’s EOF Department’s Winter Intersession Project. This project will pay tuition for Winter classes and Financial Aid guidance with the FASFA Renewal application.

**BACKGROUND AND RATIONALE:** The Educational Opportunity Fund Program (EOF) is a State of New Jersey funded program of comprehensive support services for low income New Jersey college students. The program assists over 1,500 students per year with intensive counseling, advisement, tutoring and funds.

**FISCAL NOTES:** These funds are an addition to college funding.

**RESOLUTION:** The Board of Trustees of Essex County College accepts funding in the amount of \$70,087.00 from the New Jersey Office of the Secretary of Higher Education, Educational Opportunity Fund Program (NJ OSHE/EOF) to support the college’s EOF Department’s Winter Intersession Project. This project will pay tuition for Winter classes and Financial Aid guidance with the FASFA Renewal application.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	

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

Subject:	Acceptance of Funds: Essex County Division of Training and Employment
Contact:	Dr. Elvy Vieira, Dean of Community, Continuing Education & Workforce Development
Meeting Date:	December 14, 2021
Agenda Item No.:	7-1.3/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept funding from the Essex County Division of Training and Employment to provide Vocational Skills Training to Welfare to Work and General Assistance clients in the amount of \$206,000 for the period beginning December 2021 and ending April 30, 2022.

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

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

**RESOLUTION:** The Board of Trustees of Essex County College accepts funding from the Essex County Division of Training and Employment to provide Vocational Skills Training to Welfare to Work and General Assistance clients in the amount of \$206,000 for the period beginning December 2021 and ending April 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



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

Subject:	Contract for Services: Newark Day Center
Contact:	Dr. Keith Kirkland, Dean of Student Affairs
Meeting Date:	December 14, 2021
Agenda Item No.:	7-1.4/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the contract with Newark Day Center to provide child services to residents of the City of Newark, New Jersey under the Abbott Program for the period of September 1, 2021 through June 30, 2022.

**BACKGROUND AND RATIONALE:** Essex County College has worked cooperatively with the Newark Day Center since 2005 and has offered child service under the Abbott Program through Newark Public Schools for children between the ages of three and four years of age. Through this Abbott Program our college will receive instructional and indirect costs for three classrooms of fifteen pre-school children per class for resident from the city of Newark, New Jersey. This service agreement allows for the continuation of these services to this agency and extends our outreach to the community.

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

**RESOLUTION:** The Board of Trustees approves the contract with Newark Day Center to provide child services to residents of the City of Newark, New Jersey under the Abbott Program for the period of September 1, 2021 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Partner Agreement: Early Head Start/Child Care
Contact:	Dr. Keith Kirkland, Dean of Student Affairs
Meeting Date:	December 14, 2021
Agenda Item No.:	7-1.5/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve funding, not to exceed \$62,688,00, for a partner agreement between Union Township Community Action Organization, Inc. and Essex County College to provide Head Start Child Care services under the United States Department of Health and Human Service Early Head Start/Child Care Partnership grant for the period September 1, 2021 to August 31, 2022.

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

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

**RESOLUTION:** The Board of Trustees of Essex County College approves funding, not to exceed \$62,688.00, for a partner agreement between Union Township Community Action Organization, Inc. and Essex County College to provide Head Start Child Care services under the United States Department of Health and Human Service Early Head Start/Child Care Partnership grant for the period September 1, 2021 to August 31, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Addendum – License Agreement Authorizing the Use of Facilities: Essex County Schools of Technology – West Caldwell High School Partnership
Contact:	Dr. Alvin Williams, Executive Dean of Academic Affairs
Meeting Date:	December 14, 2021
Agenda Item No.:	7-1.6/12-2021

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Addendum to the License Agreement authorizing the use of classroom space between Essex County College, hereinafter referred to as “the College” and the Essex County Vocational Schools Board of Education, hereinafter referred to as “ECVS” for the purpose of establishing a classroom space partnership to be delivered by the College at ECVS – West Caldwell High School from July 1, 2021 to June 30, 2022.

**BACKGROUND AND RATIONALE:** The College’s West Essex Campus located in West Caldwell is undergoing construction of a new branch campus building during FY22; therefore, the College sought and entered into partnership with ECVS-West Caldwell High School, a County high school facility, to provide office and classroom space for instruction and serve as a College extension site for the duration of the construction period.

The Addendum to the License Agreement Authorizing Use of Facilities provides for the College to assign a coordinator whose primary function is to ensure effective and smooth operation of the extension site, as well as a reduction in the fees paid to ECVS to a new monthly sum of \$4,645.80.

**FISCAL NOTES:** This partnership will allow the College to continue to serve the academic needs of the County’s West Essex community. The College will benefit fiscally from the additional college enrollment. The usage fee is included in the College operating budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the Addendum to the License Agreement between Essex County College and the Essex County Vocational Schools Board of Education for the purpose of utilizing office and classroom space at West Caldwell High School from July 1, 2021 to June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 14, 2021	