

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

April 21, 2020 – 4:30 pm

Via Virtual Conference – Dial-In Number: **1 (520) 420-9132**

Before noon on Tuesday, April 21st submit

Comments on Actions to be Approved to: agendacomment@essex.edu

General Public Comments to: publiccomments@essex.edu

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

Actions approved by the Executive Committee on March 20, 2020 – Presented for Ratification

3-1.1/3-2020	<p>Authorize Award of a two-year Qualification for Legal Services Sixteen (16) firms as indicated as most qualified bidder with the highest experience in legal services for Community Colleges/Universities in the State of New Jersey College Funded – Operating Expense</p>	
3-1.2/3-2020	<p>Authorize the Award of a Bid for Toner Cartridges Allied Document Solutions & Services, Swedesboro, NJ Beyond Technology, Centennial CO Star Data Co., Hewlett, NY The Office Pal, Freehold, NJ The Tree House, Inc., Norwood, MA W.B. Mason Co., Inc., Secaucus, NJ College Funded – Operating Expense</p>	<p>2,167.25 143.66 110.00 230.00 201.30 <u>244.64</u> Total - \$3,096.85</p>
3-1.3/3-2020	<p>Authorize Award of One (1) Renewal for Hardware Technical Support Services Oracle America, Inc., Dallas, TX College Funded – Operating Expense</p>	<p>\$6,535.60</p>
3-1.4/3-2020	<p>Authorize Award of a Contract for Consulting Services Ellucian, Chicago, IL College Funded – Operating Expense</p>	<p>\$1,898.00</p>
3-1.5/3-2020	<p>Authorize Payment for Legal Services Genova Burns Attorneys-At-Law, Newark, NJ College Funded – Operating Expense</p>	<p>\$10,355.00</p>
3-1.6/3-2020	<p>Authorize Award of a Bid for Lifelike Real Mom Simulator Operative Experience, Inc., North East, MD Perkins Grant Funded – Operating Expense</p>	<p>\$55,250.00</p>

3-1.7/3-2020	Authorize the Purchase of two (2) vendors for Hardware Bundle and Audiovisual Equipment for Student Welcome Center and Center for Learning and Teaching Dell Computers, Round Rock, TX CDW-Gov, Shelton, CT GO Building Bond Project & Chapter XII Bond Funded – Operating Expense	\$32,073.32 <u>19,007.50</u> Total - \$51,080.82
3-1.8/3-2020	Authorize the Award for an additional Blanket Order for Miscellaneous Items Grainger, Inc., Palatine, IL College Funded – Operating Expense	\$7,500.00
3-1.9/3-2020	Authorize the Award of a two-year Proposal for Audit Services CliftonLarsonAllen, LLP, Plymouth Meeting, PA College Funded – Operating Expense	Amount not to exceed \$164,185.00
3-1.10/3-2020	Authorize the Award of a Contract for Consulting Services LAN Associates, Midland Park, NJ College Funded – Operating Expense	\$1,100.00
3-1.11/3-2020	Authorize the Award of a Blanket Order for Accuplacer Test Units The College Board, London, Kentucky Student Funded – Operating Expense	\$39,000.00
3-1.12/3-2020	Authorize the Award of additional Services for 1095-C and 1094-C Forms Clifton Larson Allen, LLP., Phoenix, AZ College Funded – Operating Expense	\$600.00
3-1.13/3-2020	Authorize the Award for Removal and Installation of Cafeteria Equipment MAP Restaurant Supplies, Newark, NJ College Funded – Operating Expense	\$16,870.00
3-1.14/3-2020	Authorize the Award of a Perkins Bid for Universal Testing Machine Leading Engineering Technologies, Brielle, NJ Perkins Grant Funded – Operating Expense	\$21,441.00
3-1.15/3-2020	Authorize the Award of a Bid for New Wellness Center Brahma Construction Corp, Wayne, NJ Chapter XII Funded – Operating Expense	\$248,000.00
Action approved by the Executive Committee on April 13, 2020 – presented for ratification		
3-2.1/4-2020	Acceptance of Funds: Coronavirus Aid, Relief and Economic Security (CARES) Act United States Department of Education - \$7,752,662	

Actions recommended for approval April 21, 2020

3-1.1/4-2020	Authorize the Award of a Two-Year Contract for Dental Insurance Services Delta Dental Plan of NJ, Inc., Newark, NJ College Funded – Operating Expense	\$500,482.80
3-1.2/4-2020	Authorize the Award of a Purchase for Computers Dell Computers, Round Rock, TX College Funded – Capital Expense	\$33,015.00
3-1.3/4-2020	Authorize Award for Universal Service Charge Optimum Lightpath, Jericho, NY College Funded – Operating Expense	\$1,200.00
3-1.4/4-2020	Authorize the Award of a Three-Year Contract for 93 Octane Unleaded Gasoline & Diesel Fuel Allied Oil Company, Manville, NJ College Funded – Operating Expense	\$25,000.00 each year
3-1.5/4-2020	COVID-19 - Authorize the Award of a License for Smart Call Center Johnston GP, Inc. DBA Johnston Communications (JCT Solutions), North Arlington, NJ College Funded – Operating Expense	\$9,256.00
3-1.6/4-2020	Authorize Payment for Legal Services Genova Burns Attorneys-at-Law, Newark, NJ College Funded – Operating Expense	\$14,945.00
3-1.7/4-2020	Authorize Payment for Legal Services Scarinci Hollenbeck, Lyndhurst, NJ College Funded – Operating Expense	\$22,652.20
3-1.8/4-2020	Authorize the Award of a Purchase for Access Control System/Exterior Door Monitoring Johnston Communications Voice & Data, North Arlington, NJ Chapter XII Funded – Capital Expense	\$120,124.29
3-1.9/4-2020	Authorize the Award of a Contract for Comprehensive Educational Programs, Training, and Continuing Education EdCert, LLC dba Association of College and University Educators (ACUE), New York, NY College Funded – Operating Expense	Amount not to exceed \$40,000.00
3-1.10/4-2020	Authorize the Award of a Purchase for Access Control System / Center for Learning and Teaching Excellence Johnston Communications Voice & Data, North Arlington, NJ Go Bond Funded – Operating Expense	\$19,995.00

Actions approved by the Executive Committee on March 20, 2020 – Presented for Ratification

Appointments

- 4-1/3-2020 Kevin Maloney, Financial Aid Officer
Financial Aid
Salary \$45,000.00
Effective March 30, 2020

- 4-2/3-2020 Mario Reyes, Financial Aid Officer
Financial Aid
Salary - \$45,000.00
Effective March 18, 2020

- 4-3/3-2020 Laura Di Cola, Coordinator – Non-Credit Enrollment Services
Community and Extension Programs
Salary - \$45,000.00
Effective April 1, 2020

- 4-4/3-2020 Yvette Henry, Executive Director of Human Resources
Human Resources
Salary - \$123,000.00
Effective March 23, 2020

Acting Appointment

- 4-5/3-2020 Augustine Boakye, Acting Dean
Liberal Arts and Business
Salary - \$110,000.00
Effective March 28, 2020 until further notice, but not further than August 31, 2020

Promotions

- 4-6/3-2020 Larrae Bethea, Compliance Associate
Office of Compliance
Salary - \$52,000.00
Effective March 18, 2020

- 4-7/3-2020 Jonella Johnson, Office Assistant
Training, Inc.
Salary - \$35,000.00
Effective March 18, 2020

Transfer

- 4-8/3-2020 Donna Netram, Coordinator
Media Production and Technology (MPT)
Salary - \$62,551.27
Effective March 18, 2020

Supplements

- 4-9/3-2020 Yasser Kabakibi – Additional Responsibilities – Program Coordinator
September 3, 2019 to May 9, 2020
\$5,220.00
- Nidhal Marashi – Additional Responsibilities – Program Coordinator
September 3, 2019 to May 9, 2020
\$5,220.00

Resignations

- 4-10/3-2020 Lily Sanchez-Ruiz, Recruiter
Recruitment
Effective February 21, 2020
- Jamillah Williams, Technical Assistant
Student Development and Counseling
Effective January 10, 2020
- Alganar Johnson, Security Officer
Public Safety
Effective January 17, 2020

Action recommended for approval April 21, 2020

Re-Appointment Listing

4-1/4-2020	Administrative	28
	Administrative Confidential	28
	Tenure Track Faculty	6
	Non-Tenure Track Faculty	7
	Professional	115
	Professional Confidential	<u>23</u>
	Total Employees	207

VIII. Educational Programs Committee Report Dr. A. Lewis

Actions approved by the Executive Committee on March 20, 2020 – Presented for Ratification

- 7-1.1/3-2020 DUAL ENROLLMENT PROGRAM AMENDMENT: Essex County Schools of Technology:
Newark Technology HS, Donald Payne HS, West Caldwell HS
- 7-1.2/3-2020 Memorandum of Understanding: Institute for Higher Education Policy (IHEP)
- 7-1.3/3-2020 Acceptance of Funds: The National Science Foundation

Action approved by the Executive Committee on April 3, 2020 – Presented for Ratification

- 7-1.1/4-2020 Acceptance of Funds: Naturi’s Dreamers Foundation

Action recommended for approval April 21, 2020

7-1.1/4-2020 Modification – Research Subaward Agreement with Rutgers, The State University of New Jersey

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

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

Action approved by the Executive Committee on April 8, 2020 – Presented for Ratification

7-3.1/4-2020 Revised Board Policy 3-9: Authorization of Signatures for Expenditures

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

7-4.1/3-2020 Acceptance of Funds: The Fund for New Jersey

XII. Alumni ReportTBD

XIII. Student Government Report Ms. Regina Smith

XIV. Faculty Association Report..... Prof. Michael Frank

XV. President’s Report..... Dr. Anthony E. Munroe
President

XVI. New BusinessTBD

XVII. Public CommentsTBD

XVIII. Notice of Executive Session Mrs. J. Grimes

XIX. Adjournment Chair M. Bolden

***Public meeting agenda subject to change**

FINANCE ACTIONS
3-1.1/3-2020 TO 3-1.15/3-2020

APPROVED BY THE EXECUTIVE COMMITTEE

PRESENTED FOR RATIFICATION

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Legal Services
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.1/3-2020
Resolution Authorizing the Award of a two-year Qualification for Legal Services	

Recommendation: It is recommended that the Board of Trustees approve the two-year Qualified List of 16 Legal Firms as indicated on the attached spreadsheet for the period of March 1, 2020 through June 30, 2022. Firms will be selected on an as-needed basis at the sole discretion of Essex County College with a pay scale of \$150.00 per hour to a maximum of \$350.00 per hour.

Essex County College may have a need to hire outside Counsel for the college in litigation and other matters in which the College is involved.

The Board of Trustees, in consultation with the President of the College, will select its own counsel from the approved list.

The award of these contracts shall be made as fair and open pursuant to the provisions of N.J.S.A. 10:44A-20,4. When the aggregation rules (NJAC 5:35-8-2) are applied, the value of this acquisition exceeds \$17,500.00.

Request for Qualification (RFQ) #FY20RFQ-01 was advertised in the Star-Ledger on January 28, 2020. There were Thirty-Two (32) requests solicited. Sixteen (16) responses were received, opened and publicly read on February 12, 2020.

An evaluation committee consisting of Ms. Joy Toliver, General Counsel, Mr. Marvin Smith, Purchasing Director, and Mrs. Rosa M Reyes, Assistant Director held on February 27, 2020;

This recommendation is to the most qualified bidder with the highest experience in Legal Services for Community Colleges / Universities in the State of New Jersey as described in the scope of services section of the Request for Qualification. The committee’s recommendation is to the 16 Legal Firms.

Nature of RFQ: Essex County College – Legal Services.

Request for Qualification: **The recommendation is for responsive and responsible Legal Firms.**

Source of Funding: The Deputy CFO/Comptroller of Essex County College has determined and certified in writing the college operating funds, account 10-1701-7827.

Resolution: The Board of Trustees of Essex County College approves the two-year Qualified List of 16 Legal Firms as indicated on the attached spreadsheet for the period March 1, 2020 through June 30, 2022. Firms will be selected on an as-needed basis at the sole discretion of Essex County College with a pay scale of \$150.00 per hour to a maximum of \$350.00 per hour.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:		Finance: Toner Cartridges
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.	
Meeting Date:	March 17, 2020	
Agenda Item No.:	3-1.2/3-2020	
Resolution Authorizing the Award of a Bid for Toner Cartridges		

RECOMMENDATION: It is recommended that the Board of Trustees approve the award of a bid to six (6) vendor(s) in the total amount of **\$3,096.85: Allied Document Solutions & Services**, 200 Church Street, Swedesboro, New Jersey 08085 in the amount of \$2,167.25, **Beyond Technology**, 14550 E. Easter Avenue, Centennial, Colorado 80112 in the amount of \$143.66, **Star Data Co.**, PO Box 12, Hewlett, New York 11557 in the amount of \$110.00, **The Office Pal**, 922 Highway 33, Freehold, New Jersey 07728 in the amount of \$230.00, **The Tree House, Inc.**, PO Box 413, Norwood, Massachusetts 02062 in the amount of \$201.30, and **W.B. Mason Co., Inc.**, 535 Secaucus Road, Secaucus, New Jersey 07094 in the amount of \$244.64 for Toner Cartridges.

Bid #8070 was advertised on January 31, 2020. There were Twenty (20) bids solicited. Eight (8) responses were received, opened, and publicly read on February 18, 2020.

Nature of Bid: Essex County College – Bid #8070 Toner Cartridges

Bid Item #1-29: 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 operating funds are available for this purpose:

<u>Department</u>	<u>Account #</u>	<u>\$Amount</u>
Testing	10-1155-7501	\$82.00
Inst. Advancement	10-1629-7501	\$82.00
Legal	10-0215-7501	\$469.74
Library	10-6000-7501	\$98.75
Business Affairs	10-0301-7501	\$179.25
STEM & HS	10-2605-7501	\$44.42
Biology	10-2206-7501	\$256.06
Enrollment Services	10-1151-7501	\$328.58
Student Affairs	10-0205-7501	\$457.25
Training, Inc.	29798-9798-7501	\$1,098.80

Resolution: The Board of Trustees of Essex County College approves the award of a bid to six (6) vendor(s) in the total amount of **\$3,096.85: Allied Document Solutions & Services**, 200 Church Street, Swedesboro, New Jersey 08085 in the amount of \$2,167.25, **Beyond Technology**, 14550 E. Easter Avenue, Centennial, Colorado 80112 in the amount of \$143.66, **Star Data Co.**, PO Box 12, Hewlett, New York 11557 in the amount of \$110.00, **The Office Pal**, 922 Highway 33, Freehold, New Jersey 07728 in the amount of \$230.00, **The Tree House, Inc.**, PO Box 413, Norwood, Massachusetts 02062 in the amount of \$201.30, and **W.B. Mason Co., Inc.**, 535 Secaucus Road, Secaucus, New Jersey 07094 in the amount of \$244.64 for Toner Cartridges.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Renewal – Oracle America, Inc.
Contact:	Mohamed Seddiki / Executive Dean / CIO of Admin. & Learning Tech.
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.3/3-2020
Resolution Authorizing the Award of One (1) Renewal for Hardware Technical Support Services	

WHEREAS, Essex County College has a need for Hardware Technical Support Services used for the College’s Banner System in the amount of **\$6,535.60**, in which contracts for Educational Supplies are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5(19), The subject matter thereof consists of: (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 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 a renewal with **Oracle America, Inc.**, PO Box 203448, Dallas, Texas 75320 in the amount **\$6,535.60** for Hardware Technical Support Services:

<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>
SPARC T4-2 Server	4/19/20 - 4/18/21	\$6,535.60

2. This renewal is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5(19).
3. Specific line item against which this renewal is to be charged is as follows:
10-1723-7620 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Consulting Services – Ellucian
Contact:	David Smedley / Director of Financial Aid
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.4/3-2020
Resolution Authorizing the Award of a Contract for Consulting Services	

WHEREAS, Essex County College has a need for consultant services of **Ellucian**, 14083 Collections Center Drive, Chicago, Illinois 60693 to provide Banner Financial Aid Module On-Demand Training in the amount of **\$1,898.00**, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(15), Professional consulting services; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a contract in the amount of **\$1,898.00** for Banner Financial Aid Module On-Demand Training to **Ellucian**, 14083 Collections Center Drive, Chicago, Illinois 60693.
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(15);
3. Specific line item against which this contract is to be charged are as follows:
10-1401-7184
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – Genova Burns Attorneys-At-Law
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.5/3-2020
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College had a need for outside legal services. **Genova Burns Attorneys-At-Law** rendered services for the months of December 2019 and January 2020; and

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **Genova Burns Attorneys-At-Law**, 494 Broad Street, Newark, New Jersey 07102 for legal services rendered in the total amount of **\$10,355.00** for the following invoices:
 - **#405785** for **\$565.00**, December 31, 2019 (Lisa Durden);
 - **#405791** for **\$2,875.00** December 31, 2019 (Ecc v. Gibson/Hasan counterclaim);
 - **#409158** for **\$4,390.00**, January 31, 2020 (Lisa Durden);
 - **#409166** for **\$2,525.00**, January 31, 2020 (Ecc v. Gibson/Hasan counterclaim);
2. Specific line item against which these payments are to be charged are as follows:
10-1701-7827 – Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Operative Experience, Inc.
Contact:	Jill Stein / Dean of STEM & Health Science
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.6/3-2020
Resolution Authorizing the Award of a Bid for Lifelike RealMOM Simulator	

Recommendation: It is recommended that the Board of Trustees approve the award of a bid for the Nursing Department to **Operative Experience, Inc.**, 500 Principio Parkway, North East, Maryland 21901 in the amount of **\$55,250.00** for Lifelike RealMOM Simulator.

The Nursing Department was awarded grant funds through Carl. D. Perkins Grant to procure lifelike real mom simulator for LPN and RN students to experience OB-GYN clinical practice.

Bid #8069 was advertised in The Star-Ledger on February 11, 2020. There were six (6) bids solicited. Two (2) responses were received, opened, and publicly read on February 26, 2020.

Nature of Bid: Essex County College – Operative Experience, Inc.

Bid Item #1: **The recommendation is for the second-lowest responsive and responsible vendor upon the department’s recommendation.**

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>Type of Funds</u>	<u>Account #</u>	<u>\$Amount</u>
Perkins Grant	29152-9152-7325	\$55,250.00

Resolution: The Board of Trustees of Essex County College approves the award of a bid for the Nursing Department to **Operative Experience, Inc.**, 500 Principio Parkway, North East, Maryland 21901 in the amount of **\$55,250.00** for Lifelike Real Mom Simulator.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Hardware Bundle and Audiovisual Equipment
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.7/3-2020
	Resolution Authorizing the Purchase of two (2) vendors for Hardware Bundle and Audiovisual Equipment for Student Welcome Center and Center for Learning and Teaching

WHEREAS, Essex County College has a need procure a hardware bundle and audiovisual equipment for Student Welcome Center and Center for Learning and Teaching in the total amount of **\$51,080.82** to **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 and **CDW-Gov**, 2 Corporate Drive, Shelton, Connecticut 06484; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property, NASPO Value Point Computer M-0483 State Contract Number WN23AGW Contract #MNWNC-108/89967 and E&I CNR01439; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute a purchase with **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 and **CDW-Gov**, 2 Corporate Drive, Shelton, Connecticut 06484 for the following:

<u>Vendor</u>	<u>Project</u>	<u>Account</u>	<u>\$Amount</u>
Dell	Center for Learning and Teaching	902103-02103-7904	\$19,795.22
CDW-G	Center for Learning and Teaching	902103-02103-7904	\$19,007.50
Dell	Student Welcome Center	901808-3122-7904	\$12,278.10

2. These purchases are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.(a). NASPO Value Point Computer M-0483 State Contract Number WN23AGW Contract # MNWNC-108/89967 and E&I CNR01439;
3. Specific line item against which these purchases are to be charged are as follows:
902103-2103-7904 GO Building Bond Project **\$38,802.72**
901808-3122-7904 Chapter XII Bond Ordinance #0-2018-00008 **\$12,278.10**
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Grainger, Inc.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.8/3-2020
	Resolution Authorizing the Award for an additional Blanket Order for Miscellaneous Items

WHEREAS, Essex County College has a need to approve an additional blanket order in the total amount of **\$7,500.00** to **Grainger, Inc.**, Dept. 521-825593056, Palatine, Illinois 60038 for the purchase of industrial and miscellaneous/disposable supplies due to Corona Virus situation, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a) Any advertising therefor, many 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. Grainger, Inc. (CNR01248) is the authorized vendor for the E&I Cooperative Services Contract; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve an additional blanket order in the total amount of **\$7,500.00** for the purchase of industrial and miscellaneous/disposable supplies due to Corona Virus situation to **Grainger, Inc.**, Dept. 521-825593056, Palatine, Illinois 60038;
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-25.9.(a);
3. Specific line item against which this contract is to be charged as follows:
10-7351-7501 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Clifton Larson Allen LLP
Contact:	Evens Wagnac / Deputy CFO/Comptroller
Meeting Date:	March 17, 2020
Agenda Item	3-1.9/3-2020
No.:	Resolution Authorizing the Award of a two-year Proposal for Audit Services

Recommendation: It is recommended that the Board of Trustees approve the award of a two-year proposal in the total amount not to exceed **\$164,185.00** to **Clifton Larson Allen LLP**, 601 West Germantown Pike, Plymouth Meeting, Pennsylvania 19462 for Audit Services for the period of July 1, 2020 through June 30, 2022.

The audit services include the audit of student enrollment, the audit of statements of net assets, statements of revenues, expenses, and changes in net assets, and statements of cash flows, which comprise the basic financial statements of the college for the fiscal years 2020 and 2021.

Proposal #FY20RFP-01 was advertised in The Star-Ledger on January 16, 2020. There were Seventeen (17) bids solicited. A Pre-Proposal conference was held on January 30, 2020. Three (3) responses were received, opened, and publicly read on February 11, 2020.

An evaluation committee consisting of Mr. Evens Wagnac, Deputy CFO/Comptroller; Mr. Syrion Jack, Deputy General Counsel/Chief Compliance Officer; Mrs. Habiba Jamali, Assistant Director; and Mrs. Rosa M Reyes, Assistant Director held on February 20, 2020.

The final evaluation committee consisting of Mr. Evens Wagnac, Deputy CFO/Comptroller; Mr. Marvin Smith, Purchasing Director; and Ms. Susan Perkins, Consultant held on March 4, 2020.

This recommendation is to the most qualified bidder with the highest experience in Auditing Services for Community Colleges / Universities in the State of New Jersey as described in the scope of services section of the Proposal and within the budget. The committee’s recommendation is to Clifton Larson Allen LLP.

Nature of RFP: Essex County College – Audit Services.

Request for Proposal: 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 the college operating funds, account 10-1701-7828.

<u>Fiscal Year 2021</u>	<u>Fiscal Year 2022</u>	<u>Total Amount</u>
\$82,092.50	\$82,092.50	\$164,185.00

Resolution: The Board of Trustees of Essex County College approves the award of a two-year proposal in the total amount not to exceed **\$164,185.00** to **Clifton Larson Allen LLP**, 601 West Germantown Pike, Plymouth Meeting, Pennsylvania 19462 for Audit Services for the period of July 1, 2020 through June 30, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:		Finance: LAN Associates
Contact:	Mohamed Seddiki / Executive Dean / CIO of Admin. & Learning Tech.	
Meeting Date:		March 17, 2020
Agenda Item No.:		3-1.10/3-2020
Resolution Authorizing the Award of a Contract for Consulting Services		

WHEREAS, Essex County College has a need for consulting services of **LAN Associates**, 445 Godwin Avenue, Midland Park, New Jersey 07432 for Bathroom ADA assessment survey in the amount not to exceed **\$1,100.00**, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(15) Professional Consulting Services; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a contract with **LAN Associates**, 445 Godwin Avenue, Midland Park, New Jersey 07432 in the amount not to exceed **\$1,100.00** for Bathroom ADA Assessment Survey;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(1);
3. Specific line item against which this service is to be charged is as follows:
10-1701-7180 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: The College Board
Contact:	Sanjay Ramdath / Executive Director of Enrollment Management
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.11/3-2020
Resolution Authorizing the Award of a Blanket Order for Accuplacer Test Units	

WHEREAS, Essex County College has a need to approve a blanket order for Accuplacer Test Units for Non-ESL Students and ESL Students to **The College Board**, PO Box 7500, London, Kentucky 40742 in the total amount of **\$39,000.00** for the period of July 1, 2019 through June 30, 2020, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(17) Contracts employing funds created by student activities fees charged to students or otherwise raised by students, not under the direct control of the college and expended by student organizations; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a blanket order with **The College Board**, PO Box 7500, London, Kentucky 40742 in the total amount of **\$39,000.00** for accuplacer units for Non-ESL Students and ESL Students for the period of July 1, 2019 through June 30, 2020;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(17);
3. Specific line item against which this contract is to be charged is as follows:
10-1155-7790 Operating Expense. There is no net impact on the operating budget; this is student funded expenditure
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Services – Clifton Larson Allen, LLP
Contact:	Cynthia Lewis – Human Resources Department
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.12/3-2020
Resolution Authorizing the Award of an additional Services for 1095-C and 1094-C Forms	

WHEREAS, Essex County College has a need to provide professional consulting services in the additional amount of **\$600.00** to **Clifton Larson Allen, LLP**, 20 East Thomas Road, Phoenix, Arizona 85268 for the ACA reporting, preparing forms 1095C and 1094C in accordance with the applicable Income Tax Laws, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(15) Professional consulting services; and

WHEREAS, On February 18, 2020 (3-1.9/2-2020) the Board of Trustees approved the contract in the amount of \$3,780.00 for the ACA reporting, preparing forms 1095C and 1094C in accordance with the applicable Income Tax Laws. The additional amount of \$600.00 is based on 450 employees as per memo attached; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to enter into and execute an additional service with **Clifton Larson Allen, LLP**, 20 East Thomas Road, Phoenix, Arizona 85268 for professional consulting services in the amount of **\$600.00** for the ACA Reporting and preparation of forms 1095-C and 1094C;
2. This additional service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(15);
3. Specific line item against which this additional service is to be charged is as follows:
10-1701-7180 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: MAP Restaurant Supplies
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.13/3-2020
Resolution Authorizing the Award for Removal and Installation of Cafeteria Equipment	

WHEREAS, Essex County College has a need to approve a removal and installation for Cafeteria equipment in the amount of **\$16,870.00** to **MAP Restaurant Supplies**, 358-360 South Street, Newark, New Jersey 07105, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

WHEREAS, On September 24, 2019 (3-1.7/9-2019) the Board of Trustees awarded Bid #8044 in the amount of \$95,025.00 to Todd Devin Food Equipment, Inc. for new Restaurant Equipment, however, the removal and installation services were not included in the specifications for bid; and

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

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

WHEREAS, The Deputy CFP/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 a removal and installation service for Cafeteria Equipment in the amount of **\$16,870.00** to **MAP Restaurant Supplies**, 358-360 South Street, Newark, New Jersey 07105 as per the attached scope of work;
2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(9);
3. Specific line item against which this service is to be charged is as follows:
10-1701-7620 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Leading Engineering Technologies
Contact:	Jill Stein / Dean of STEM & Health Science
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.14/3-2020
Resolution Authorizing the Award of a Perkins Bid for Universal Testing Machine	

Recommendation: It is recommended that the Board of Trustees approve the award of a Perkins bid in the amount of **\$21,441.00** to **Leading Engineering Technologies**, 619 Oceanview Road, Brielle, New Jersey 08730 for SM-1000 Universal Testing Machine for the Engineering Tech & Comp Science Department.

Bid #8072 was advertised in The Star-Ledger on March 3, 2020. There were seven (7) bids solicited. One (1) response was received, opened, and publicly read on March 17, 2020.

Nature of Bid: Essex County College – SM-1000 Universal Testing Machine

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>Account Type</u>	<u>Account #</u>	<u>\$Amount</u>
Perkins	29163-9163-7325	\$21,441.00

Resolution: The Board of Trustees of Essex County College approves the award of a Perkins bid in the amount of **\$21,441.00** to **Leading Engineering Technologies**, 619 Oceanview Road, Brielle, New Jersey 08730 for SM-1000 Universal Testing Machine for the Engineering Tech & Comp Science Department.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Brahma Construction Corp.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	March 17, 2020
Agenda Item No.:	3-1.15/3-2020
Resolution Authorizing the Award of a Bid for New Wellness Center	

Recommendation: It is recommended that the Board of Trustees approve the award of a bid in the amount of **\$248,000.00** to **Brahma Construction Corp.**, 1360 State Route 23, Wayne, New Jersey 07470 for New Wellness Center.

Bid #8071 was advertised in The Star-Ledger on February 18-20, 2020. There were seven (7) bids solicited. A Pre-Bid conference was held on March 4, 2020. Four (4) responses were received, opened, and publicly read on March 19, 2020.

The Architectural/Engineering firm, Netta Architects, LLC. reviewed all submitted bids and offered a letter of recommendation for **Brahma Construction Corp.** (see attached).

Nature of Bid: Essex County College – New Wellness Center.

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. This action is funded by the following Chapter XII:

<u>Account #</u>	<u>Ordinance #</u>	<u>\$Amount</u>
901808-3123-7951	0-2018-00008	\$248,000.00

Resolution: The Board of Trustees of Essex County College approves the award of a bid in the amount of **\$248,000.00** to **Brahma Construction Corp.**, 1360 State Route 23, Wayne, New Jersey 07470 for New Wellness Center.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

FINANCE ACTION

3-2.1/4-2020

APPROVED BY THE EXECUTIVE COMMITTEE

PRESENTED FOR RATIFICATION

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Coronavirus Aid, Relief, and Economic Security (CARES) Act
Contact:	Sanjay Ramdath, Executive Director – Enrollment Management
Meeting Date:	April 13, 2020
Agenda Item No.:	3-2.1/4-2020

RECOMMENDATION: WHEREAS, the United States Department of Education (USDOE) has made resources available to educational institutions through the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”); and

WHEREAS, a CARES Act certification and agreement has been submitted by the College to the USDOE in the allocated amount of \$7,752,662 with \$3,876,331 to be used for Emergency Financial Aid Grants to Students; and

WHEREAS, the USDOE has approved the allocation entitled CARES Act as submitted by the College; and

WHEREAS, N.J.S.A. 18A:64A-12J grants the Board the power to enter into contracts which it deems necessary and advisable with any public body, department or other agency of the State or the United States; and

WHEREAS, the Board has determined that the operation of a project entitled, CARES Act is consistent with the philosophy and purpose of the College,

BACKGROUND AND RATIONALE: The CARES Act provides institutions with significant discretion on how to award this emergency assistance to students. This means that each institution may develop its own system and process for determining how to allocate these funds, which may include distributing the funds to all students or only to students who demonstrate significant need. The only statutory requirement is that the funds be used to cover expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student’s cost of attendance, such as food, housing, course materials, technology, health care, and child care).

FISCAL NOTES: The CARES Act funds will assist in balancing the loss of income from tuition and fees as well as additional expenses incurred by the College due to the COVID-19 pandemic.

RESOLUTION: NOW, THEREFORE, BE IT RESOLVED that:

- a. The Board accepts the College’s allocation of funds for the project entitled CARES Act from the United States Department of Education in the total amount of \$7,752,662.
- b. The Board herein accepts the partial allocation of \$3,876,331 for Emergency Financial Aid Grants to students and authorizes the College President and/or his designee to implement the project.
- c. The Board herein accepts, at a future date to be determined by the USDOE, the subsequent balance of \$3,876,331 for the remainder of the College’s allocation as calculated by the USDOE.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	
BOARD APPROVAL DATE April 13, 2020	

FINANCE ACTIONS
3-1.1/4-2020 TO 3-1.10/4-2020

PRESENTED FOR APPROVAL

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Delta Dental Plan of NJ, Inc.
Contact:	Yvette Henry / Executive Director of Human Resources
Meeting Date:	April 21, 2020
Agenda Item No.:	3-1.1/4-2020
	Resolution Authorizing the Award of a Two-Year Contract for Dental Insurance Services

WHEREAS, Essex County College has a need to approve the award of a two-year contract to **Delta Dental Plan of NJ, Inc.**, PO Box 23700, Newark, New Jersey 07189 to provide Dental Insurance to Essex County College employees in the total amount not to exceed of **\$500,482.80** from July 1, 2020 through June 30, 2022; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(11), Insurance, including the purchase of insurance coverage and consulting services, which exceptions shall be in accordance with the requirements for extraordinary unspecifiable services; and

WHEREAS, The College’s broker, IMAC Insurance Agency was requested to solicit proposals for dental coverage for eligible employees. Delta Dental of New Jersey is offering a reduction of 2.5% two-year renewal (see attached letter); and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a contract with **Delta Dental Plan of NJ, Inc.**, PO Box 23700, Newark, New Jersey 07189 in the total amount not to exceed of **\$500,482.80** to provide Dental Insurance to Essex County College employees for the period of July 1, 2020 through June 30, 2022;
2. IMAC recommended that the College remain with Delta Dental because of services of extensive network of providers and track record for excellent customer service:

- Single Premier and Advantage @ \$52.19 for two-year rate x 55 employees	\$ 34,445.40
- Family Premier and Advantage @ \$120.78 for two-year rate x 125 employees	\$181,170.00
- Single PPO @ \$48.22 for two-year rate x 85 employees	\$ 49,184.40
- Family PPO @ \$112.23 for two-year rate x 175 employees	\$235,683.00
3. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.a(11);
4. Specific line item against which this contract is to be charged is as follows:
10-000-2491 Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 21, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Dell Computers
Contact:	Mohamed Seddiki / Executive Dean/CIO of Admin. & Learning Tech.
Meeting Date:	April 21, 2020
Agenda Item No.:	3-1.2/4-2020
	COVID-19
	Resolution Authorizing the Award of a Purchase for Computers

WHEREAS, Essex County College has a need to procure equipment for colleges’ staff to work remotely considering the matters related to Coronavirus pandemic in the amount of **\$33,015.00** to **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property, NASPO Value Point Computer M-0483 State Contract Number WN23AGW Contract #MNWNC-108/89967; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase with **Dell Computers**, 1 Dell Way, Round Rock, Texas 78682 in the amount of **\$33,015.00** for the purchase of computers for employees to work remotely due to Coronavirus pandemic;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.(a). NASPO Value Point Computer M-0483 State Contract Number WN23AGW Contract # MNWNC-108/89967;
3. Specific line item against which this purchase is to be charged is as follows:
90-1723-7904 Capital Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 21, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – Optimum Lightpath
Contact:	Mohamed Seddiki / Executive Dean/CIO of Admin. & Learning Tech.
Meeting Date:	April 21, 2020
Agenda Item No.:	3-1.3/4-2020
Resolution Authorizing the Award for Universal Service Charge to Optimum Lightpath	

WHEREAS, Essex County College has a need to approve the maintenance in the amount of **\$1,200.00** to **Optimum Lightpath**, 200 Jericho Quadrangle, Jericho New York, 11753 for Universal Service Charge and Fees for a Point-to-Point Ethernet line of the Newark Campus for the period of July 1, 2019 through June 30, 2020, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(8), The supplying of any product or the rendering of any service by the public utility which is subject to jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged and exacted, filed with said board; and

WHEREAS, 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 maintenance with **Optimum Lightpath**, 200 Jericho Quadrangle, Jericho, New York 11753 in the amount of **\$1,200.00** for Universal Service Charge and Fees for a Point-to-Point Ethernet line of the Newark Campus for the period of July 1, 2019 through June 30, 2020;
2. This maintenance is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(8);
3. Specific line item against which this maintenance is to be charged is as follows:
10-1751-7401 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 21, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 - Allied Oil Supply
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	April 21, 2020
Agenda Item No.:	3-1.4/4-2020
Resolution Authorizing the Award of a Three-Year Contract for 93 Octane Unleaded Gasoline & Diesel Fuel	

WHEREAS, Essex County College needs to approve a three-year contract in the total amount of **\$25,000.00** per year to **Allied Oil Company**, P.O. Box 392, Manville, New Jersey 08835 for the purchase of Gasoline for the period of July 1, 2020 to June 30, 2023, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a) Any advertising therefor, many purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State by the Division of Purchase and Property, State Contract Number A-82770; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a three-year contract with **Allied Oil Company**, P.O. Box 392, Manville, New Jersey 08835 in the total amount of **\$25,000.00** per year for the purchase of Gasoline for the period of July 1, 2020 to June 30, 2023;

Fiscal Year 20-21
\$25,000.00

Fiscal Year 21-22
\$25,000.00

Fiscal Year 22-23
\$25,000.00

2. Allied Oil Company is the authorized vendor to supply gasoline under the State of New Jersey Contract # A-82770;
3. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.(a);
4. Specific line item against which this purchase is to be charged is as follows:
10-7501-7501G Operating Expense
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	
BOARD APPROVAL DATE April 21, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)
Contact:	Sanjay Ramdath / Executive Director of Enrollment Management
Meeting Date:	April 21, 2020
Agenda Item No.:	3-1.5/4-2020
COVID-19	
Resolution Authorizing the Award of a License for Smart Call Center	

WHEREAS, Essex County College needs to approve a six-month license for **\$9,256.00** to **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)**, 322 Belleville Tpke., North Arlington, New Jersey 07031 for hosted call center service to support the communication needs of Enrollment Management employees considering the matters relating to the Corona Virus pandemic in Essex County; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.9.(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 Contract # T-316 / A-80802; and

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

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

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

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 six-month license with **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)**, 322 Belleville Tpke., North Arlington, NJ 07031 in the amount of **\$9,256.00**;
2. This purchase allows employees to have access to unlimited domestic calling, voicemail, and extension from a remote location considering the matters relating to the Coronavirus pandemic in Essex County;
3. This license is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.9. (a);
4. Specific line item against which this license is to be charged is as follows:
10-1701-7511 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 21, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – Genova Burns Attorneys-At-Law
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	April 21, 2020
Agenda Item No.:	3-1.6/4-2020
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College had a need for outside legal services. **Genova Burns Attorneys-At-Law** rendered services for the month of February 2020; and

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **Genova Burns Attorneys-At-Law**, 494 Broad Street, Newark, New Jersey 07102 for legal services rendered in the total amount of **\$14,945.00** for the following invoices:
 - **#413455** for **\$14,545.00**, February 29, 2020 (Chubb Insurance Claim);
 - **#413460** for **\$400.00** February 29, 2020 (Ecc v. Gibson/Hasan counterclaim);
2. Specific line item against which these payments are to be charged are as follows:
10-1701-7827 – Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 21, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Scarinci Hollenbeck
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	April 21, 2020
Agenda Item No.:	3-1.7/4-2020
Resolution Authorizing the Payment for Legal Services	

WHEREAS, Essex County College had a need for outside legal services. **Scarinci Hollenbeck** rendered services for the months of December 31, 2019 and January 31, 2020; 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 Scarinci Hollenbeck was among at a rate of \$150.00 per hour; and

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payment to **Scarinci Hollenbeck**, 1100 Valley Brook Avenue, Lyndhurst, New Jersey 07071 for legal services rendered in the total amount of **\$22,652.20** for the following invoice:
 - **#226834** for **\$6,660.00**, December 31, 2019 (Labor and Employment Counsel);
 - **#226835** for **\$2,820.00**, December 31, 2019 (Faculty Ass. Contract Negotiations);
 - **#226836** for **\$600.00**, December 31, 2019 (Karen Brown (o.b.o. Joyce Harley) v. ECC Government Records Council Complaint);
 - **#228016** for **\$3,930.00** January 31, 2020 (Labor and Employment Counsel);
 - **#228017** for **\$8,552.20** January 31, 2020 (Faculty Ass. Contract Negotiations);
 - **#228018** for **\$60.00**, January 31, 2020 (Adm. Ass. Contract Negotiations);
 - **#228019** for **\$30.00**, January 31, 2020 (Adm. Ass. Contract Negotiations);
2. Specific line item against which these payments are to be charged are as follows:
10-1701-7827 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 21, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)
Contact:	Mohamed Seddiki / Executive Dean/CIO of Admin. & Learning Tech.
Meeting Date:	April 21, 2020
Agenda Item No.:	3-1.8/4-2020
	Resolution Authorizing the Award of a Purchase for Access Control System/Exterior Door Monitoring

WHEREAS, Essex County College has a need to approve a purchase in the amount of **\$120,124.29** to **Johnston Communications Voice & Data**, 322 Belleville Turnpike, North Arlington, New Jersey 07031 for installation of access control management system to all exit doors throughout the Megastructure, Physical Education, Center for Health Science, Center for Technology, and Clara Dasher Center buildings, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey M-7000 contract #87722; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase with **Johnston Communications Voice & Data**, 322 Belleville Turnpike, North Arlington, New Jersey 07031 in the amount of **\$120,124.29** for access control management system throughout Newark Campus;
2. This purchase is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.(a);
3. Johnston Communications Voice & Data is the authorized vendor for the New Jersey State contract M-7000 Data Communication Equipment contract #87722;
4. Specific line item against which this purchase is to be charged is as follows:
901903-3126-7929A Chapter XII Bond Ordinance #0-2019-00003
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	
BOARD APPROVAL DATE April 21, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – EdCert, LLC
Contact:	John Runfeldt / Executive Director, Institutional Effectiveness, Planning & Assessment
Meeting Date:	April 21, 2020
Agenda Item No.:	3-1.9/4-2020
Resolution Authorizing the Award of a Contract for Comprehensive Educational Programs, Training, and Continuing Education	

WHEREAS, Essex County College has a need to approve a contract in the amount not to exceed **\$40,000.00** to **EdCert, LLC dba: Association of College and University Educators (ACUE)**, 85 Broad Street, New York, New York 10004 for comprehensive educational programs, training, and continuing education for Faculty Development, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(1) Professional services; and

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

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

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

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 **EdCert, LLC dba: Association of College and University Educators (ACUE)**, 85 Broad Street, New York, New York 10004 in the amount not to exceed **\$40,000.00** for comprehensive educational programs, training, and continuing education for Faculty Development.
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(1);
3. This contract is being awarded “Non Fair and Open”
4. Specific line item against which this contract is to be charged as follows:
10-0203-7184 Operating Expense
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 21, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)
Contact:	Mohamed Seddiki / Executive Dean/CIO of Admin. & Learning Tech.
Meeting Date:	April 21, 2020
Agenda Item No.:	3-1.10/4-2020
Resolution Authorizing the Award of a Purchase for Access Control System/Center for Learning and Teaching Excellence	

WHEREAS, Essex County College has a need to approve a purchase in the amount of **\$19,995.00** to **Johnston Communications Voice & Data**, 322 Belleville Turnpike, North Arlington, New Jersey 07031 for installation of access control management system in the Center for Learning and Teaching Excellence, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey M-7000 contract #87722; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase with **Johnston Communications Voice & Data**, 322 Belleville Turnpike, North Arlington, New Jersey 07031 in the amount of **\$19,995.00** for installation of access control management system in the Center for Learning and Teaching Excellence;
2. This purchase is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.(a);
3. Johnston Communications Voice & Data is the authorized vendor for the New Jersey State contract M-7000 Data Communication Equipment contract #87722;
4. Specific line item against which this purchase is to be charged is as follows:
902103-02103-7929 GoBond Project
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	
BOARD APPROVAL DATE April 21, 2020	

PERSONNEL ACTIONS
4-1/3-2020 TO 4-10/3-2020

APPROVED BY THE EXECUTIVE COMMITTEE

PRESENTED FOR RATIFICATION

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Kevin Maloney
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	March 17, 2020
Agenda Item No.:	4-1/3-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Kevin Maloney, to the position of Financial Aid Officer, for the Financial Aid Department, for the period March 30, 2020 through June 30, 2020. 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 18 applications were reviewed and five (5) applicants were selected to be interviewed. Kevin Maloney 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	2018	The College of New Jersey Ewing, 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 Kevin Maloney, at the annual salary of \$45,000, to the position of Financial Aid Officer, for the Financial Aid Department, for the period March 30, 2020 through June 30, 2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Mario Reyes
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	March 17, 2020
Agenda Item No.:	4-2/3-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Mario Reyes, to the position of Financial Aid Officer, for the Financial Aid Department, for the period March 18, 2020 through June 30, 2020. 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 18 applications were reviewed and five (5) applicants were selected to be interviewed. Mario Reyes is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Bachelor of Arts	2017	Rutgers University Newark, NJ	Psychology
• Associate in Arts	2015	Essex County College Newark, NJ	Liberal Arts: Communications

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 Mario Reyes at the annual salary of \$45,000, to the position of Financial Aid Officer, for the Financial Aid Department, for the period March 18, 2020 through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Laura Di Cola
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	March 17, 2020
Agenda Item No.:	4-3/3-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Laura Di Cola, to the position of Coordinator – Non-Credit Enrollment Services, for Community and Extension Programs, for the period April 1, 2020 through June 30, 2020. 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 27 applications were reviewed and five (5) applicants were selected to be interviewed. Laura Di Cola 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>
• Master of Science	2009	Long Island University Orangeburg, NY	School Counseling
• Bachelor of Science	2007	St. Thomas Aquinas College Sparkill, NY	Elementary Education

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 Laura Di Cola, at the annual salary of \$45,000, to the position of Coordinator – Non-Credit Enrollment Services, for Community and Extension Programs, for the period April 1, 2020 through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Yvette Henry
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	March 17, 2020
Agenda Item No.:	4-4/3-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Yvette Henry, to the position of Executive Director of Human Resources, for the period March 23, 2020 through August 31, 2020. The recommended annual salary for the position is \$123,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 83 applications were reviewed and 10 applicants were selected to be interviewed. Yvette Henry 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	December 2016	Rutgers University Newark, NJ	Labor and Employment Relations
• Bachelor of Science		Rutgers University Newark, NJ	Labor and Employment Relations
• Associate in Applied Science		Borough of Manhattan Community College New York, NY	Social Service

FISCAL NOTES: The recommended salary of \$123,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Yvette Henry, at the annual salary of \$123,000, to the position of Executive Director of Human Resources, for the period March 23, 2020 through August 31, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Acting Appointment, Augustine Boakye
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	March 17, 2020
Agenda Item No.:	4-5/3-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the acting appointment of Augustine Boakye, to the position of Acting Dean of Liberal Arts and Business, for the period March 28, 2020 until further notice, but not further than August 31, 2020. The recommended annual salary for the position is \$110,000.

BACKGROUND AND RATIONALE: The acting appointment of a Dean of Liberal Arts and Business is needed to ensure effective management of the day to day operations of the area.

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>
• Doctor of Philosophy	2008	University of Dundee United Kingdom <small>(Transcripts evaluated by International Research Foundations, Inc.)</small>	Economics
• Master of Arts	2004	Brunel University United Kingdom <small>(Transcripts evaluated by International Research Foundations, Inc.)</small>	Education
• Bachelor of Education	1999	University of Cape Coast Ghana <small>(Transcripts evaluated by International Research Foundations, Inc.)</small>	Social Science

FISCAL NOTES: The recommended salary of \$110,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the acting appointment of Augustine Boakye, at the annual salary of \$110,000, to the position of Acting Dean of Liberal Arts and Business, for the period March 28, 2020 until further notice, but not further than August 31, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Larrae Bethea
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	March 17, 2020
Agenda Item No.:	4-6/3-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Larrae Bethea, from the position of Employee Services Assistant, for the Human Resources Department, to the position of Compliance Associate, for the Office of Compliance, for the period March 18, 2020 through June 30, 2020. The recommended annual salary for the position is \$52,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of five (5) applications were reviewed and four (4) were selected to be interviewed. Larrae Bethea 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	2010	Fayetteville State University Fayetteville, NC	Psychology

FISCAL NOTES: The recommended salary of \$52,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Larrae Bethea, at the annual salary of \$52,000, from the position of Employee Services Assistant, for the Human Resources Department, to the position of Compliance Associate, for the Office of Compliance, for the period March 18, 2020 through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Jonella Johnson
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	March 17, 2020
Agenda Item No.:	4-7/3-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Jonella Johnson, from the position of Technical Assistant, to the position of Office Assistant, for the Training, Inc. Department, contingent upon grant funding, for the period beginning March 18, 2020. The recommended annual salary for the position is \$35,000.

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

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$35,000 is included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Jonella Johnson, at the annual salary of \$35,000, from the position of Technical Assistant, to the position of Office Assistant, for the Training, Inc. Department, contingent upon grant funding, for the period beginning March 18, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Transfer, Donna Netram
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	March 17, 2020
Agenda Item No.:	4-8/03-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the transfer of Donna Netram, from the position of Office Assistant, for the Retention and Advisement Department, to the position of Coordinator, for the Media, Production and Technology (MPT) Department, for the period March 18, 2020 through June 30, 2020. The recommended annual salary for the position is \$62,551.27.

BACKGROUND AND RATIONALE: The transfer is needed to ensure the management of the day to day operations of the Media, Production and Technology (MPT) Department.

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>
• Master of Divinity	2017	Drew University Madison, NJ	Master of Divinity
• Bachelor of Science	2000	Kean University Union, NJ	Management Science
• Associate in Applied Science	1989	Essex County College Newark, NJ	Business Administration

FISCAL NOTES: The recommended salary of \$62,551.27 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the transfer of Donna Netram, at the annual salary of \$62,551.27, from the position of Office Assistant, for the Retention and Advisement Department, to the position of Coordinator, for the Media, Production and Technology (MPT) Department, for the period March 18, 2020 through June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Supplement
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	March 17, 2020
Agenda Item No.:	4-9/3-2020

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>
Yasser Kabakibi	\$5,220	Program Coordinator Associate in Science, Pre-Medicine Biology, Chemistry and Physics 09/03/2019 – 05/09/2020
Nidhal Marashi	\$5,220	Program Coordinator NASA Community College Aerospace Scholars (NCAS) Biology, Chemistry and Physics 09/03/2019 – 05/09/2020

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 20, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Karen Bridgett, Associate Director - Human Resources
Meeting Date:	March 17, 2020
Agenda Item No.:	4-10/3-2020

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>
Lily Sanchez-Ruiz	Recruiter Recruitment	Professional Level II	07/01/2015	02/21/2020
Jamillah Williams	Technical Assistant Student Development and Counseling	Support Staff Grade 6	05/01/2019	01/10/2020
Alganar Johnson	Security Officer Public Safety	Security	09/17/2014	01/17/2020

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 20, 2020	

PERSONNEL ACTION

4-1/4-2020

PRESENTED FOR APPROVAL

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Re-Appointment Listing
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	April 21, 2020
Agenda Item No.:	4-1/4-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the re-appointment of the administrative, professional, tenure-track and non-tenure track faculty employees identified on the attached Re-Appointment of Personnel listings for the periods indicated.

BACKGROUND AND RATIONALE: Consistent with the annual contract renewal process, employee listings by employment classification are submitted to the Board of Trustees for approval. Employee count by classification is as follows:

	Effective Period	
Administrative Personnel	09/01/2020- 08/31/2021	28
Administrative/Confidential Personnel	09/01/2020 - 08/31/2021	28
Tenure-Track and Non-Tenure Track Faculty	09/01/2020 - 08/31/2021	13
Professional Personnel	07/01/2020 - 06/30/2021	115
Professional/Confidential Personnel	07/01/2020 - 06/30/2021	23
TOTAL EMPLOYEE RENEWALS		207

FISCAL NOTES: Salaries of employees recommended for re-appointment are included in the College's 20-21 annual operating budget.

RESOLUTION: The Board of Trustees of Essex County College approves the re-appointment of the administrative, professional, tenure-track and non-tenure track faculty employees identified on the attached Re-Appointment of Personnel listings for the periods indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe	
BOARD APPROVAL DATE April 21, 2020	

EDUCATIONAL PROGRAMS ACTIONS

7-1.1/3-2020 7-1.3/3-2020

APPROVED BY THE EXECUTIVE COMMITTEE

PRESENTED FOR RATIFICATION

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM AMENDMENT: Essex County Schools of Technology: Newark Technology HS, Donald Payne HS, West Caldwell HS
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	March 17, 2020
Agenda Item No.:	7-1.1/3-2020

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement Amendment between Essex County College, hereinafter referred to as “Essex” and the Essex County Schools of Technology Board of Education, hereinafter referred to as “Board” for the purpose of adding the following statement to #16 of the previously ratified Dual Enrollment Agreement from July 1, 2019 to June 30, 2020:

Instructors of the Board who deliver instruction to students in the dual credit program on Essex’s Campus will not receive additional compensation and benefits from Essex. They will also not pay the adjuncts on the Board’s payroll while the adjuncts are working during their regular schedule. Transportation of students to and from the Campus will be the responsibility of the Board and not of Essex.

BACKGROUND AND RATIONALE: In an effort to increase college campus exposure of high school students prior to graduation, as well as, comply with the 30 college credit attainment limit outside of the college campus, the Board may transport students to Essex for instruction.

FISCAL NOTES: There is no fiscal impact to Essex.

RESOLUTION: The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement Amendment between Essex County College and the Essex County Schools of Technology Board of Education from July 1, 2019 to June 30, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 17, 2020	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Memorandum of Understanding: IHEP	
Contact:	Sanjay Ramdath – Executive Director of Enrollment Management	
Meeting Date:		March 26, 2020
Agenda Item No.:		7-1.2/3-2020

RECOMMENDATION: It is recommended that the Board of Trustees approve the Memorandum of Understanding between Essex County College (ECC) and the Institute for Higher Education (IHEP) which provides for ECC to commit to the Degrees When Due Initiative program at our institution. The goal of this program is to improve degree completion for underserved populations through reverse transfer and stop-out reengagement.

BACKGROUND AND RATIONALE:

This MOU will enable IHEP and Degrees When Due campus partners to support campus innovation in degree reclamation, specifically in the areas of reverse transfer and/or adult reengagement. This goal will be accomplished by undertaking the activities listed below.

IHEP commits to providing:

- A web-based platform providing instruction, tools and resources to your constituent campuses;
- Access to live coaching;
- Connection to a community of practice;
- The opportunity to report nationally on campus success; and
- Customized support and guidance around effective communication strategies, policy recommendations and equity-centered practices.

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

RESOLUTION: The Board of Trustees of Essex County College approves the Memorandum of Understanding between Essex County College (ECC) and the Institute for Higher Education (IHEP) which provides for ECC to commit to the Degrees When Due Initiative program at our institution

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	
BOARD APPROVAL DATE March 17, 2020	

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: The National Science Foundation
Contact:	Dr. Jill Stein, Dean of STEM and Health Sciences
Meeting Date:	March 17, 2020
Agenda Item No.:	7-1.3/3-2020

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept funding from the National Science Foundation Sub-grant of **\$25,000** for the grant award period January 1, 2020 – June 30, 2021.

BACKGROUND AND RATIONALE: The National Science Foundation has awarded the University of Missouri-Kansas City, in partnership with Eastern Michigan University, Essex County College, and the University of Florida funds to provide the Open Collaborative Experiential Learning (OCEL.AI) project. Funds will be used to support postsecondary instructors who teach underserved populations Computer Science, Journalism and Strategic Communication within their existing institutional structure.

FISCAL NOTES: There is no impact on college funding.

RESOLUTION: The Board of Trustees of Essex County College accepts funding from the National Science Foundation Sub-grant of **\$25,000** for the grant award period January 1, 2020 – June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 17, 2020	

EDUCATIONAL PROGRAMS ACTION

7-1.1/4-2020

APPROVED BY THE EXECUTIVE COMMITTEE

PRESENTED FOR RATIFICATION

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Naturi's Dreamers Foundation
Contact:	Alfred Bundy, Executive Director Institutional Advancement
Meeting Date:	April 3, 2020
Agenda Item No.:	7-1.1/4-2020

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College agree to accept, a donation from Naturi's Dreamers Foundation in the amount of \$5,000 to support the operation of the Essex County College Student Food Pantry.

BACKGROUND AND RATIONALE: As a result of the COVID-19 pandemic, Naturi's Dreamers Foundation seeks to provide emergency support for students through the Essex County College Food Pantry.

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

RESOLUTION: The Board of Trustees of Essex County College agrees to accept, a donation from Naturi's Dreamers Foundation in the amount of \$5,000 to support the operation of the Essex County College Student Food Pantry.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	
BOARD APPROVAL DATE April 3, 2020	

EDUCATIONAL PROGRAMS ACTION

7-1.1/4-2020

PRESENTED FOR APPROVAL

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Modification - Research Subaward Agreement with Rutgers, The State University of New Jersey
Contact:	Dr. Jill Stein, Dean – STEM & Health Sciences
Meeting Date:	April 21, 2020
Agenda Item No.:	7-1.1/4-2020

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Research Subaward Agreement Modification with Rutgers, The State University of New Jersey in the amount of \$12,500 for the period of May 1, 2015 – March 13, 2021.

BACKGROUND AND RATIONALE: Essex Professor, Dr. Nidhal Marashi of the Biology and Chemistry Division applied to the New Jersey Space Grant Consortium for funding of the “NASA Community College Aerospace Scholarship Program (NCAS).” The grant provides funds for the recruitment of students meeting NCAS eligibility criteria, offers an NCAS on-line course and onsite hands-on competition.

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

RESOLUTION: The Board of Trustees of Essex County College approves the Research Subaward Agreement Modification with Rutgers, The State University of New Jersey in the amount of \$12,500 for the period of May 1, 2015 – March 13, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 21, 2020	

POLICY AND GOVERNANCE ACTION

7-3.1/4-2020

APPROVED BY THE EXECUTIVE COMMITTEE

PRESENTED FOR RATIFICATION

BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 3-9: Authorization of Signatures for Expenditures
Contact:	Board of Trustees: Executive Committee
Meeting Date:	April 8, 2020
Agenda Item No.:	7-3.1/4-2020

RESOLUTION: The Board of Trustees of Essex County College ratifies the April 8, 2020 action of the Executive Committee of the Board of Trustees of Essex County College to revise Board Policy 3-9 "Authorization of Signatures for Expenditures" as set forth below and effective immediately for the purpose of increasing the threshold at which facsimile signature may be utilized for disbursements from \$3,000 to \$10,000.

ESSEX COUNTY COLLEGE
BOARD POLICY

BP 3-9 AUTHORIZATION OF SIGNATURES FOR EXPENDITURES

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

a. The President and the Chief Financial Officer or Deputy Chief Financial Officer are authorized to disburse payment of expenditures jointly for all manual disbursements.

b. In the absence of the President, the President may authorize in writing that the alternate signature is the Vice President of Academic Affairs.

c. The Chief Financial Officer or a Deputy Chief Financial Officer is authorized to obtain a facsimile plate of his signature to be imprinted on all manual and computer generated disbursements under three thousand dollars (\$3,000) by the College. Notwithstanding the foregoing, the President and the Chief Financial Officer or Deputy Chief Financial Officer are authorized to utilize a facsimile of their signatures to be imprinted on all manual and computer generated disbursements under \$10,000 through December 31, 2020.

ATTACHMENTS: No

Approved: 7/9/79
 Revised: 11/2/81
 Revised: 9/ /97
 Revised: 5/5/05
 Revised: 12/17/2019
 Revised: April 8, 2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 8, 2020	

COMMUNITY RELATIONS ACTION

7-4.1/4-2020

APPROVED BY THE EXECUTIVE COMMITTEE

PRESENTED FOR RATIFICATION

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: The Fund for New Jersey
Contact:	Dr. Keith Kirkland, Dean of Student Affairs
Meeting Date:	March 17, 2020
Agenda Item No.:	7-4.1/3-2020

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept funding for the New Jersey Counts Census 2020 from The Fund for New Jersey in the amount of **\$5,000** for the grant award period March 1, 2020 to August 1, 2020.

BACKGROUND AND RATIONALE: The New Jersey Counts Census 2020 is designed to support a complete and accurate 2020 census count in the State of New Jersey. The College will provide the following services:

- Multilingual posters that represent the Hard To Count populations present at Essex County College.
- Multilingual flyers in Spanish, Portuguese, French, Creole, Yoruba and Akan.
- Multilingual communication at information tables and the forum microphone on Census Day April 1, 2020.

FISCAL NOTES: There is no impact on college funding.

RESOLUTION: The Board of Trustees of Essex County College accepts funding for the New Jersey Counts Census 2020 from The Fund for New Jersey in the amount of **\$5,000** for the grant award period March 1, 2020 to August 1, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 17, 2020	