

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

June 16, 2020 – 4:30 PM

Via Virtual Meeting

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

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

**Actions Recommended for Approval**

3-1.1/6-2020	<p>Authorize the Award of a Maintenance Renewal for Network Infrastructure Equipment Johnston Communications Voice &amp; Data, North Arlington, NJ Foundation for Instructional Technology (FIT) Capital Grant Project – Capital Expense</p>	\$33,900.00
3-1.2/6-2020	<p>Authorize the Award of License Renewal for Support Services Kronos, Lowell, MA College Funded – Operating Expense</p>	\$18,988.35
3-1.3/6-2020	<p>Authorize the Award of a Service for Banner 9 Self-Service Application Ellucian, Chicago, IL Foundation for Instructional Technology (FIT) Capital Grant Project – Capital Expense</p>	\$13,838.00
3-1.4/6-2020	<p>Authorize the Award of a Purchase for the Center for Learning &amp; Teaching Excellence Business furniture Inc. (BFI) A Herman Miller, Inc., Parsippany, NJ GoBond Project – Capital Expense</p>	\$7,738.14
3-1.5/6-2020	<p>Authorize the Award of a Purchase for Sanitizing UV Lights Johnston Communications Voice &amp; Data, North Arlington, NJ College Funded – Operating Expense</p>	\$6,000.00
3-1.6/6-2020	<p>Authorize the Award of One-Year of the Two Year Bid for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services Johnson Controls Fire Protection, LP, Rockaway, NJ College Funded – Operating Expense</p>	\$72,306.68

3-1.7/6-2020	<p>Authorize the Award of One-Year of the Two (2) Year Bid for HVAC Preventive Maintenance Services and General Repair Services</p> <p>McCloskey Mechanical Contractors, Inc., Blackwood, NJ</p> <p>College Funded – Operating Expense</p>	\$62,776.00
3-1.8/6-2020	<p>Authorize the Award of One-Year of the Two (2) Year Bid for Maintenance, Service, and Repairs for Elevators #1-11</p> <p>Richmond Elevator Co., Staten Island, NY</p> <p>College Funded – Operating Expense</p>	\$28,376.16
3-1.9/6-2020	<p>Authorize the Award of One-Year of the Two (2) Year Bid for Heating Boilers Maintenance &amp; Service</p> <p>Magic Touch Construction, Jersey, City, NJ</p> <p>College Funded – Operating Expense</p>	\$19,440.00
3-1.10/6-2020	<p>Authorize the Award of One-Year of the Two (2) Year Bid for Pest Control Services</p> <p>E&amp;G Exterminators, Inc., South Amboy, NJ</p> <p>College Funded – Operating Expense</p>	\$14,716.00
3-1.11/6-2020	<p>Authorize the Award of a Blanket Order for Miscellaneous Items for the Physical Plant</p> <p>Grainger, Inc., Palatine, IL</p> <p>College Funded – Operating Expense</p>	\$25,000.00
3-1.12/6-2020	<p>Authorize the Award of a Payment for Advertisement Services</p> <p>Intersection Media, LLC, White Plains, NY</p> <p>College Funded – Operating Expense</p>	\$6,700.00
3-1.13/6-2020	<p>Authorize the Award of One-Year of the Two-Year Bid for Stationery and Office Supplies</p> <p>WB Mason Co., Inc., Secaucus, NJ</p> <p>College Funded – Operating Expense</p>	\$65,000.00
3-1.14/6-2020	<p>Authorize the Award of a Two-Year Bid for Vending Services for Cold Beverages</p> <p>Paramount Vending Services, Inc., DBA Culinary Ventures Vending, Union, NJ</p> <p>College Funded – Operating Expense</p>	<p>\$55,000.00</p> <p>Rental fee per year</p>
3-1.15/6-2020	<p>Authorize the Award of a Two-Year Bid for Vending Services for Snacks</p> <p>Paramount Vending Services, Inc., DBA Culinary Ventures Vending, Union, NJ</p> <p>College Funded – Operating Expense</p>	<p>\$55,000.00</p> <p>Rental fee per year</p>
3-1.16/6-2020	<p>Authorize the Award of a Renewal for Preventive Maintenance</p> <p>Mark Andy, Inc., Chicago, IL</p> <p>College Funded – Operating Expense</p>	\$25,913.75

3-1.17/6-2020	<p>Authorize the Award of a Bid to Three (3) Vendors for Biology Lab Supplies</p> <p>Carolina Biological Supply Co, Burlington, NC \$12,086.00</p> <p>Fisher Scientific Company, LLC, Hanover Park, IL 1,683.90</p> <p>VWR International, LLC, Rochester, NY <u>3,199.40</u></p> <p>College Funded – Operating Expense Total - \$16,978.30</p>
3-1.18/6-2020	<p>Authorize the Award of One-Year of the Two Year Proposal for Medical Services for Students and Employees</p> <p>Ironbound Medical Services, Newark, NJ \$121,015.00</p> <p>College Funded – Operating Expense</p>
3-1.19/6-2020	<p>Authorize the Award of a Renewal for Supplemental Life Insurance</p> <p>Dearborn National, Downers Grove, IL \$38,000.00</p> <p>College Funded – Operating Expense</p>
3-1.20/6-2020	<p>Authorize the Award of Two (2) Renewals for Millennium Maintenance Software and Millennium Hosting Subscription</p> <p>Innovative Interfaces, Inc., Emeryville, CA \$66,785.93</p> <p>College Funded – Operating Expense</p>
3-1.21/6-2020	<p>Authorize the Award of a Purchase for Digital Video Broadcast Device for TV Channel</p> <p>TelVue Corporation, Mount Laurel, NJ \$17,735.00</p> <p>College Funded – Operating Expense</p>
3-1.22/6-2020	<p>Authorize the Award of a Purchase for Subscription Services</p> <p>DocuSign, San Francisco, CA Amount not to exceed \$32,500.00</p> <p>College Funded – Operating Expense</p>
3-1.23/6-2020	<p>Authorize Payment for Legal Services</p> <p>Genova Burns Attorneys-At-Law, Newark, NJ \$5,170.00</p> <p>College Funded – Operating Expense</p>
3-1.24/6-2020	<p>Authorize Payment for Legal Services</p> <p>O'Toole Scrivo, LLC, Cedar Grove, NJ \$4,760.00</p> <p>College Funded – Operating Expense</p>
3-1.25/6-2020	<p>Authorize the Payment for Legal Services</p> <p>Scarinci Hollenbeck, Lyndhurst, NJ \$21,735.00</p> <p>College Funded – Operating Expense</p>
3-1.26/6-2020	<p>Authorize the Payment for Legal Services</p> <p>Schenck, Price, Smith &amp; King, LLP \$1,527.75</p> <p>College Funded – Operating Expense</p>

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

Retirement

4-1/6-2020 Linda Harvest, Instructor  
Social Sciences  
Effective August 31, 2020

Shelby Hawkins, Associate Professor  
Social Sciences  
Effective Date August 31, 2020

Richard Palumbo, Assistant Professor  
Vision Care Technology  
Effective September 30, 2020

Joan Brown, Secretary  
Facilities Management  
Effective April 30, 2020

Sandra Webb, Security Officer  
Public Safety  
Effective August 31, 2020

Resignation

4-2/6-2020 Natalie Behman, Course Developer  
Online Education  
Effective June 18, 2020

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

7-1.1/6-2020 Acceptance of Funds: NJ Department of Children and Families

7-1.2/6-2020 Acceptance of Funds: ProLiteracy 2020 Mobile Learning Fund

7-1.3/6-2020 Acceptance of Funds: The National Book Fund®

7-1.4/6-2020 Acceptance of Funds: Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant

7-1.5/6-2020 Allocation Acceptance: Student Tutoring Resource: EOF Grant

7-1.6/6-2020 Deactivation of Existing Programs

7-1.7/6-2020 Dual Enrollment Program: Essex County Schools of Technology: Newark Technology HS, Donald Payne, West Caldwell

7-1.8/6-2020 Dual Enrollment Program: Belleville Board of Education

7-1.9/6-2020 Dual Enrollment Program: East Orange Board of Education

7-1.10/6-2020 Dual Enrollment Program: Orange Public Schools Board of Education

7-1.11/6-2020 Dual Enrollment Program: Newark Public Schools Board of Education



7-1.12/6-2020 Extension to Submit Application for: Strengthening Career and Technical Education  
for the 21<sup>st</sup> Century Act (Perkins V)

7-1.13/6-2020 New Certificate Program: Supply Chain Management and Logistics

- IX. Site Facilities and Equipment Committee Report..... Ms. C. Morales
- X. Policy and Governance Committee Report .....Ms. I. Cruz
- XI. Community Relations Committee Report..... Ms. J. Wright
- XII. Alumni Report..... TBD
- 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 Business ..... TBD
- XVII. Public Comments ..... TBD
- XVIII. Notice of Executive Session .....Mrs. J. Grimes
- XIX. Adjournment.....Chair M. Bolden

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)
Contact:	Mohamed Seddiki / Executive Dean/CIO of Admin. & Learning Tech.
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.1/6-2020
Resolution Authorizing the Award of a Maintenance Renewal for Network Infrastructure Equipment	

**WHEREAS**, Essex County College has a need to approve a renewal in the amount of **\$33,900.00** to **Johnston Communications Voice & Data**, 322 Belleville Turnpike, North Arlington, New Jersey 07031, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Network Infrastructure Equipment, 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 T-1316 contract #80802; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a renewal with **Johnston Communications Voice & Data**, 322 Belleville Turnpike, North Arlington, New Jersey 07031, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) in the amount of **\$33,900.00** for Network Infrastructure Equipment;
2. This renewal is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.(a);
3. Johnston Communications Voice & Data is the authorized vendor for the New Jersey State T-1316 contract #80802;
4. Specific line item against which this purchase is to be charged is as follows:  
902105-02105-7904 Funded by the Foundation for Instructional Technology (FIT)  
Capital Grant Project.  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: License Renewal – Kronos
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.2/6-2020
Resolution Authorizing the Award of License Renewal for Support Services	

**WHEREAS,** Essex County College has a need to renew the annual support service in the total amount of **\$18,988.35** to **Non-SBE/MBE/WBE, Kronos**, 900 Chelmsford Street, Lowell, Massachusetts 01851 for the license of Software and Equipment Support, and Educational Services from July 1, 2020 to June 30, 2021; 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(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 approve a license renewal to **Non-SBE/MBE/WBE, Kronos**, 900 Chelmsford Street, Lowell, Massachusetts 01851 in the total amount of **\$18,988.35** from July 1, 2020 to June 30, 2021;
2. The Support Services are as follow:

<u>Description</u>	<u>\$Amount</u>
Software Support Services	\$11,223.10
Equipment Support Services	\$ 5,992.61
Educational Services	\$ 1,772.64
3. This contract is being awarded “Non-Fair and Open”;
4. This license is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
5. Specific line item against which this license is to be charged is as follows:  
10-1723-7511 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Professional Services – Ellucian
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.3/6-2020
Resolution Authorizing the Award of a Services for Banner 9 Self-Service Application	

**WHEREAS**, Essex County College has a need for professional services from **Ellucian**, 14083 Collections Center Drive, Chicago, Illinois 60693, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) for the pre-production upgrade of Banner 9 Self-Service Application for **\$13,838.00**, in which contract goods and services are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.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 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 service with **Ellucian**, 14083 Collections Center Drive, Chicago, Illinois 60693, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) in the amount of **\$13,838.00** (74 hours per \$187.00) for professional services;
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. This service is being awarded “Non-Fair and Open”;
4. Specific line item against which this service is to be charged is as follows:  
902105-02105-7952 Funded by the Foundation for Instructional Technology (FIT)  
Capital Grant Project.  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchase over \$36,400.00 – Business Furniture Inc. (BFI)
Contact:	Mohamed Seddiki / Executive Dean/ CIO of Admin. & Learning Tech.
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.4/6-2020
Resolution Authorizing the Award of a Purchase of Furniture for the Center for Learning & Teaching Excellence	

**WHEREAS**, Essex County College has a need to approve a purchase in the total amount of **\$7,738.14** to **Business Furniture Inc. (BFI) A Herman Miller, Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054, vendor approved by the State of New Jersey under Woman Business Enterprise (**WBE**) for furniture for the Center for Learning & Teaching Excellence under the GoBond Project; 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 of New Jersey by the Division of Purchase and Property Contract #A-81721 and Educational Services Commission of New Jersey (ESCNJ) #17/18-16; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase to **Business Furniture Inc. (BFI) A Herman Miller, Inc.**, 10 Lanidex Plaza West, Parsippany, New Jersey 07054, vendor approved by the State of New Jersey under Woman Business Enterprise (**WBE**) in the total amount of **\$7,738.14** for furniture for the Center for Learning & Teaching Excellence under the GoBond Project;
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-25.5.9.(a);
3. State of New Jersey Contract #A81721 for **\$4,267.20**  
Educational Services Commission of New Jersey (ESCNJ) #17/18-16 for **\$3,470.94**;
4. Specific line item against which this contract is to be charged is as follows:  
902103-02103-7902 GoBond Project  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)
Contact:	Mohamed Seddiki / Executive Dean/CIO of Admin. & Learning Tech.
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.5/6-2020
<b>COVID-19</b>	
Resolution Authorizing the Award of a Purchase for Sanitizing UV Lights	

**WHEREAS**, Essex County College has a need to approve a purchase for **\$6,000.00** to **Johnston Communications Voice & Data**, 322 Belleville Turnpike, North Arlington, New Jersey 07031, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Ultra Violet (UV) lights to be installed in the classrooms. The UV light is an antimicrobial technology that has been used for decades to disinfect surfaces and spaces considering the matters related to Coronavirus pandemic (**COVID-19**) 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-25.9.(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 T-1316 contract #80802; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase with **Johnston Communications Voice & Data**, 322 Belleville Turnpike, North Arlington, New Jersey 07031, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for **\$6,000.00** for Sanitizing UV Lights;
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 T-1316 contract #80802;
4. Specific line item against which this purchase is to be charged is as follows:  
10-7101-7795 Operating Expense  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Johnson Controls Fire Protection, LP
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.6/6-2020
Resolution Authorizing the Award of a One-Year of the Two Year Bid for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a one year of the two-year bid to **Non-SBE/MBE/WBE, Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services in the amount of **\$72,306.68** from July 1, 2020 through June 30, 2021.

Bid #8079 was advertised in The Star-Ledger on March 31, 2020. There were eight (8) bids solicited. A Pre-Bid conference was held on April 14, 2020. One (1) response was received, opened, and publicly read on April 23, 2020.

**Nature of Bid:** Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services.

**Bid Item #1-11:** 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>Campus</u>	<u>Account #</u>	<u>FY 20-21</u>
Newark & S. Housing	10-7251-7620L	\$55,947.00
Allowance	10-7251-7620L	\$ 9,500.00
West Essex	10-7252-7620L	\$ 5,359.68
Allowance	10-7252-7620L	<u>\$ 1,500.00</u>
		<b>\$72,306.68</b>

**Resolution:** The Board of Trustees of Essex County College approves the award of a one year of the two-year bid to **Non-SBE/MBE/WBE, Johnson Controls Fire Protection, LP**, 200 Forge Way, Rockaway, New Jersey 07866 for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services in the amount of **\$72,306.68** from July 1, 2020 through June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – McCloskey Mechanical Contractors, Inc.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.7/6-2020
Resolution Authorizing the Award of a One-Year of the Two (2) Year Bid for HVAC Preventive Maintenance Services and General Repair Services	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a one year of the two-year bid to **McCloskey Mechanical Contractors, Inc.**, 445 Lower Landing Road, Blackwood, New Jersey 08012, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) for HVAC Preventive Maintenance Services and General Repair Services in the amount of **\$62,776.00** from July 1, 2020 through June 30, 2021.

Bid #8087 was advertised in The Star-Ledger on April 24, 2020. There were eight (8) bids solicited. A Pre-Bid conference was held on May 7, 2020. Two (2) responses were received, opened, and publicly read on May 19, 2020.

**Nature of Bid:** HVAC Preventive Maintenance Services and General Repair Services

The maintenance agreement is for the following Fiscal Year:

<u>Fiscal Years</u>	<u>HVAC PM Services</u>	<u>General Repairs Services Allowances</u>	<u>Total Amount</u>
2020-2021	\$52,776.00	\$10,000.00	\$62,776.00

**Bid Item #1-3:** The recommendation is for the first 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>Campus</u>	<u>Account #</u>	<u>FY 20-21</u>
Newark	10-7351-7620J	\$47,128.00
West Essex	10-7252-7620J	\$15,648.00
		<b>\$62,776.00</b>

**Resolution:** The Board of Trustees of Essex County College approves the award of a one year of the two-year bid to **McCloskey Mechanical Contractors, Inc.**, 445 Lower Landing Road, Blackwood, New Jersey 08012, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) for HVAC Preventive Maintenance Services and General Repair Services in the amount of **\$62,776.00** from July 1, 2020 through June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Richmond Elevator Co.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.8/6-2020
Resolution Authorizing the Award of a One-Year of the Two (2) Year Bid for Maintenance, Service, and Repairs for Elevators #1-11	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a one year of the two-year bid to **Non-SBE/MBE/WBE, Richmond Elevator Co.**, 17 Rector Street, Staten Island, New York 10310 for Maintenance, Service, and Repairs for Elevators #1-11 in the amount of **\$28,376.16** from July 1, 2020 through June 30, 2021.

Bid #8085 was advertised on April 9, 2020. There were ten (10) bids solicited. A Pre-Bid conference was held on April 23, 2020. Four (4) responses were received, opened, and publicly read on May 5, 2020.

**Nature of Bid:** Maintenance, Service, and Repairs for Elevators #1-11

**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>Campus</u>	<u>Account #</u>	<u>FY 20-21</u>
Newark	10-7251-7622	\$28,376.16

**Resolution:** The Board of Trustees of Essex County College approves the award of a one year of the two-year bid to **Non-SBE/MBE/WBE, Richmond Elevator Co.**, 17 Rector Street, Staten Island, New York 10310 for Maintenance, Service, and Repairs for Elevators #1-11 in the amount of **\$28,376.16** from July 1, 2020 through June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Magic Touch Construction
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.9/6-2020
Resolution Authorizing the Award of a One-Year of the Two (2) Year Bid for Heating Boilers Maintenance & Service	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a one year of the two-year bid to **Magic Touch Construction**, 132 Mallory Avenue, Jersey City, New Jersey 07304, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Heating Boilers Maintenance & Service in the amount of **\$19,440.00** from July 1, 2020 through June 30, 2021.

Bid #8081 was advertised on April 28, 2020. There were eleven (11) bids solicited. Three (3) responses were received, opened, and publicly read on May 12, 2020.

**Nature of Bid:** Heating Boilers Maintenance & Service

**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>Campus</u>	<u>Account #</u>	<u>FY 20-21</u>
Newark	10-7351-7620	\$ 6,475.00
Allowance	10-7351-7620	\$ 8,000.00
West Essex	10-7252-7620B	\$ 2,465.00
Allowance	10-7252-7620B	<u>\$ 2,500.00</u>
		<b>\$19,440.00</b>

**Resolution:** The Board of Trustees of Essex County College approves the award of a one year of the two-year bid to **Magic Touch Construction**, 132 Mallory Avenue, Jersey City, New Jersey 07304, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Heating Boilers Maintenance & Service in the amount of **\$19,440.00** from July 1, 2020 through June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – E&G Exterminators, Inc.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.10/6-2020
Resolution Authorizing the Award of a One-Year of the Two (2) Year Bid for Pest Control Services	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a one year of the two-year bid to **E&G Exterminators, Inc.**, 122 North Broadway, South Amboy, New Jersey 08879, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Pest Control Services in the amount of **\$14,716.00** from July 1, 2020 through June 30, 2021.

Bid #8083 was advertised on April 28, 2020. There were ten (10) bids solicited. Two (2) responses were received, opened, and publicly read on May 12, 2020.

**Nature of Bid:** Pest Control Services

**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>Campus</u>	<u>Account #</u>	<u>FY 20-21</u>
Newark	10-7202-7610	\$11,154.00
West Essex	10-7252-7610	<u>\$ 3,562.00</u>
		<b>\$14,716.00</b>

**Resolution:** The Board of Trustees of Essex County College approves the award of a one year of the two-year bid to **E&G Exterminators, Inc.**, 122 North Broadway, South Amboy, New Jersey 08879, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Pest Control Services in the amount of **\$14,716.00** from July 1, 2020 through June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Grainger, Inc.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.11/6-2020
Resolution Authorizing the Award of a Blanket Order for Miscellaneous Items for the Physical Plant	

**WHEREAS**, Essex County College has a need to approve a blanket order in the amount not to exceed **\$25,000.00** to **Non-SBE/MBE/WBE, Grainger, Inc.**, Dept. 521-825593056, Palatine, Illinois 60038 for the purchase of industrial and miscellaneous/disposable supplies for the Physical Plant from July 1, 2020 to June 30, 2021, 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 a blanket order to **Non-SBE/MBE/WBE, Grainger, Inc.**, Dept. 521-825593056, Palatine, Illinois 60038 in the amount not to exceed **\$25,000.00** for the purchase of industrial and miscellaneous/disposable supplies for the Physical Plant for the period of July 1, 2020 to June 30, 2021;
2. This blanket order 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), and E&I Cooperative Services Contract #CNR01248;
3. Specific line item against which this contract is to be charged as follows:  
10-7351-7501 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Intersection Media, LLC.
Contact:	Sanjay Ramdath / Executive Director of Enrollment Management
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.12/6-2020
Resolution Authorizing the Award of a Payment for Advertisement Services	

**WHEREAS**, Essex County College has a need to approve payment for **\$6,700.00** to **Non-SBE/MBE/WBE, Intersection Media, LLC**, PO Box 5465, White Plains, New York, 10602 for outdoor advertising from March 9, 2020 through April 5, 2020, in which contracts for advertising are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a payment to **Non-SBE/MBE/WBE, Intersection Media, LLC**, PO Box 5465, White Plains, New York, 10602 for **\$6,700.00** for outdoor advertising (Bus - New Jersey) from March 9, 2020 through April 5, 2020;
2. This payment is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(20);
3. This payment is being awarded "Non-Fair and Open";
4. Specific line item against which this payment is to be charged is as follow:  
10-1158-7470 Operating Expense  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – WB Mason Co., Inc.
Contact:	Nadiyah Samad / Director of Auxiliary Services
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.13/6-2020
Resolution Authorizing the Award of a One-Year of the Two-Year Bid for Stationery & Office Supplies	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a one year of the two-year bid to **WB Mason Co., Inc.**, 535 Secaucus Road, Secaucus, New Jersey 07094, vendor approved by the State of New Jersey under Minority Business Enterprise (**MBE**) for Stationery & Office Supplies in the amount not to exceed **\$65,000.00** from July 1, 2020 through June 30, 2021.

Bid# 8080 was advertised in The Star-Ledger on April 28, 2020. There were nine (9) bids solicited. One (1) response was received, opened, and publicly read on May 12, 2020.

**Nature of Bid:** Stationery & Office Supplies

**Bid Item #1-8:** **The recommendation is for the lowest responsive and responsible bidder.**

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

<u>Department</u>	<u>Account #</u>	<u>FY 20-21</u>
Auxiliary Services	10-1701-7501A	\$65,000.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a one year of the two-year bid to **WB Mason Co., Inc.**, 535 Secaucus Road, Secaucus, New Jersey 07094, vendor approved by the State of New Jersey under Minority Business Enterprise (**MBE**) for Stationery & Office Supplies in the amount not to exceed **\$65,000.00** from July 1, 2020 through June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Paramount Vending Services, Inc.
Contact:	Nadiyah Samad / Director of Auxiliary Services
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.14/6-2020
Resolution Authorizing the Award of Two-Year Bid for Vending Services for Cold Beverage	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a two-year bid to **Paramount Vending Services, Inc. DBA Culinary Ventures Vending**, 1835 Burnet Avenue, Union, New Jersey, 07083, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Vending Services for Cold Beverage from July 1, 2020 through June 30, 2022. This contract will provide the College for an annual rental fee of **\$55,000.00** per year.

Bid #8073 was advertised on March 10, 2020. There were eleven (11) bids solicited. One (1) response was received, opened, and publicly read on April 2, 2020.

**Nature of Bid:** Vending Services for Cold Beverage

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

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

<u>Department</u>	<u>Account #</u>	<u>FY 20-21</u>	<u>FY 21-22</u>
Auxiliary Services	10-1701-7501A	\$55,000.00	\$55,000.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a two-year bid to **Paramount Vending Services, Inc. DBA Culinary Ventures Vending**, 1835 Burnet Avenue, Union, New Jersey, 07083, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Vending Services for Cold Beverage from July 1, 2020 through June 30, 2022. This contract will provide the College for an annual rental fee of **\$55,000.00** per year.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Paramount Vending Services, Inc.
Contact:	Nadiyah Samad / Director of Auxiliary Services
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.15/6-2020
Resolution Authorizing the Award of Two-Year Bid for Vending Services for Snacks	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a two-year bid to **Paramount Vending Services, Inc. DBA Culinary Ventures Vending**, 1835 Burnet Avenue, Union, New Jersey, 07083, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Vending Services for Snacks from July 1, 2020 through June 30, 2022. This contract will provide the College for an annual rental fee of **\$55,000.00** per year.

Bid #8074 was advertised on March 10, 2020. There were eleven (11) bids solicited. One (1) response was received, opened, and publicly read on April 2, 2020.

**Nature of Bid:** Vending Services for Snacks

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

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

<u>Department</u>	<u>Account #</u>	<u>FY 20-21</u>	<u>FY 21-22</u>
Auxiliary Services	10-1701-7501A	\$55,000.00	\$55,000.00

**Resolution:** The Board of Trustees of Essex County College approves the award of a two-year bid to **Paramount Vending Services, Inc. DBA Culinary Ventures Vending**, 1835 Burnet Avenue, Union, New Jersey, 07083, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Vending Services for Snacks from July 1, 2020 through June 30, 2022. This contract will provide the College for an annual rental fee of **\$55,000.00** per year.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – Mark Andy, Inc.
Contact:	Nadiyah Samad / Director of Auxiliary Services
Meeting Date:	June 20, 2020
Agenda Item No.:	3-1.16/6-2020
Resolution Authorizing the Award of a Renewal for Preventive Maintenance	

**WHEREAS**, Essex County College has a need to approve a renewal to **Non-SBE/MBE/WBE, Mark Andy, Inc.**, 7561 Solutions Center, Chicago, IL 60677 for preventive maintenance for printing equipment located in the Print Shop in the total amount of **\$25,913.75** from July 1, 2020 to June 30, 2021, 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**, 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 renewal to **Non-SBE/MBE/WBE, Mark Andy, Inc.**, 7561 Solutions Center, Chicago, IL 60677 in the total amount of **\$25,913.75** for preventive maintenance agreement for printing equipment located in the Print Shop from July 1, 2020 to June 30, 2021;

<u>Description</u>	<u>Serial #</u>	<u>\$Amount</u>
Laser Deductible Vector FL52AL	48-602	\$ 9,516.00
Offset Press Model 9910XCS	70802	\$ 3,360.00
Scanmaster	W6436B00536	\$ 864.00
Two Color Press Model 9985	9186	\$ 4,692.00
Offset Press Model 9910XCD	80349	\$ 3,360.00
Offset Press Model 9982CR	4400	\$ 3,360.00
Envelope Feeder Model 1200	10091017	\$ 761.75
Total		<b>\$25,913.75</b>

2. This renewal 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 renewal is to be charged as follows:  
10-1765-7620 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Biology Lab Supplies
Contact:	Dr. Jill Stein / Dean of STEM & Health Science
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.17/6-2020
Resolution Authorizing the Award of a Bid to Three (3) Vendors for Biology Lab Supplies	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a bid to **Non-SBE/MBE/WBE**, below-listed vendors for Biology Lab Supplies in the total amount of **\$16,978.30** from July 1, 2020 through June 30, 2021.

Bid #8075 was advertised on March 31, 2020. There were fourteen (14) bids solicited. Three (3) responses were received, opened, and publicly read on April 14, 2020.

**Nature of Bid:** Biology Lab Supplies

**Bid Item # 1 & 57:** The recommendation is for the lowest responsive and responsible bidder.

<u>Company Name</u>	<u>City and State</u>	<u>\$ Amount</u>
Carolina Biological Supply Co.	Burlington, North Carolina	\$12,086.00
Fisher Scientific Company, LLC.	Hanover Pk, Illinois	\$ 1,692.90
VWR International, LLC	Rochester, New York	<u>\$ 3,199.40</u>
Total		<b>\$16,978.30</b>

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

<u>Department</u>	<u>Account #</u>	<u>\$Amount</u>
Biology	10-2205-7505	\$ 1,634.80
Biology	10-2206-7505	<u>\$15,343.50</u>
Total		<b>\$16,978.30</b>

**Resolution:** The Board of Trustees of Essex County College approves the award of a bid to **Non-SBE/MBE/WBE**, listed vendors for Biology Lab Supplies in the total amount of **\$16,978.30** from July 1, 2020 through June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Ironbound Medical Services
Contact:	Yvette Henry/Director of Human Resources
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.18/6-2020
Resolution Authorizing the Award of a One-Year of the Two Year Proposal for Medical Services for Students and Employees	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a one year of the two-year proposal to **Non-SBE/MBE/WBE, Ironbound Medical Services**, 221 Chestnut Street, Newark, New Jersey 07105 for medical services for students and employees in the amount **\$121,015.00** from July 1, 2020 through June 30, 2021.

Proposal # FY20RFP-05 was advertised in The Star-Ledger on May 15, 2020. There were two (2) proposals solicited. One (1) response was received, opened, and publicly read on June 2, 2020.

**Nature of Bid:** Medical Services for Students and Employees

**Bid Item #1-18:** **The recommendation is for the lowest responsive and responsible bidder.**  
Ironbound Medical Services is a one-stop medical center.

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

<u>Department</u>	<u>Account #</u>	<u>FY 20-21</u>
Human Resources	10-1501-6242	\$101,515.00
Student Athletics	32-8215-6242	<u>\$ 19,500.00</u>
		<b>\$121,015.00</b>

**Resolution:** The Board of Trustees of Essex County College approves the award of a one year of the two-year proposal to **Non-SBE/MBE/WBE, Ironbound Medical Services**, 221 Chestnut Street, Newark, New Jersey 07105 for medical services for students and employees in the amount **\$121,015.00** from July 1, 2020 through June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Supplemental Life Insurance – Dearborn National
Contact:	Yvette Henry / Director of Human Resources
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.19/6-2020
Resolution Authorizing the Award of a Renewal for Supplemental Life Insurance	

**WHEREAS**, Essex County College has a need to renew the third year of a three-year insurance to **Non-SBE/MBE/WBE, Dearborn National**, 1020 31<sup>st</sup> Street, Downers Grove, Illinois 60515 for supplemental life insurance, accidental death, and dismemberment coverage for Faculty and confidential Administrators of Essex County College in the amount not to exceed **\$38,000.00** from July 1, 2020 through June 30, 2021, in accordance with the collective bargaining agreement, and in which contracts for Insurance are exempt from bidding pursuant to the provisions of County College Contracts law N.J.S.A. 18A:64A-25.5.a(11) Insurance, including the purchase of insurance coverage and consulting services which exception shall be in accordance with the requirements for extraordinary unspecifiable services; and

**WHEREAS**, On December 18, 2018 (3-1.6/12-2018) the Board of Trustees awarded two years of a three-year contract to Dearborn National for \$36,588.20 per year for the fiscal year 2018-2019 and 2019-2020 for supplemental life insurance;

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve the third year of a three-year renewal insurance to **Non-SBE/MBE/WBE, Dearborn National**, 1020 31<sup>st</sup> Street, Downers Grove, Illinois 60515 in the amount not to exceed **\$38,000.00** from July 1, 2020 through June 30, 2021;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contract Law 18A:64A-25.5.(11);
3. Specific line item against which this contract is to be charged is as follows:  
10-1501-6715 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Maintenance Agreement – Innovative Interfaces, Inc.
Contact:	Dr. June Persaud / Associate Dean, Program Devel. and Learning Resources
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.20/6-2020
Resolution Authorizing the Award of Two (2) Renewals for Millennium Maintenance Software and Millennium Hosting Subscription	

**WHEREAS**, Essex County College has a need to renew the annual maintenance for millennium software and hosting subscription, use and upgrade in the Martin Luther King Jr. Library in the total amount of **\$66,785.93** to **Non-SBE/MBE/WBE, Innovative Interfaces, Inc.**, 5850 Shellmound Way, Emeryville, California 94608 from July 1, 2020 through June 30, 2021; 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(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 approve a renewal to **Non-SBE/MBE/WBE, Innovative Interfaces, Inc.**, 5850 Shellmound Way, Emeryville, California 94608 in the total amount of **\$66,785.93** for millennium software and hosting subscription, use and upgrade in the Martin Luther King Jr. Library from July 1, 2020 to June 30, 2021. The Millennium Services are as follow:

<u>Description</u>	<u>\$Amount</u>
Software	\$63,110.93
Hosting Subscription	\$ 3,675.00

2. These renewals are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. These renewals are being awarded "Non-Fair and Open";
4. Specific line item against which these renewals are to be charged are as follows:  
10-6000-7620 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: TelVue Corporation
Contact:	Dr. June Persaud / Associate Dean, Program Devel. and Learning Resources
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.21/6-2020
<b>COVID-19</b>	
Resolution Authorizing the Award of a Purchase for Digital Video Broadcast Device for TV Channel	

**WHEREAS**, Essex County College has a need to purchase a Hypercaster AIO B2000 digital video broadcast device for TV Channel and services maintenance to **Non-SBE/MBE/WBE, TelVue Corporation**, 16000 Horizon Way, Mount Laurel, New Jersey 08054 in the total amount of **\$17,735.00** considering the matters related to Coronavirus pandemic (**COVID-19**) 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.a(10) Specialized machinery or equipment of a technical nature which will not reasonably permit the drawing of specifications, and the procurement thereof without advertising is in the public interest; 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 to **Non-SBE/MBE/WBE, TelVue Corporation**, 16000 Horizon Way, Mount Laurel, New Jersey 08054 for **\$15,491.00** for Hypercaster AIO B2000 digital video broadcast device for TV Channel and **\$2,244.00** for a two-year service contract, considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(10);
3. This purchase is being awarded "Non-Fair and Open";
4. Specific line item against which this purchase is to be charged is as follows:  
10-6103-7795 Operating Expense  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – DocuSign, Inc.
Contact:	Evens Wagnac / Deputy CFO/Comptroller
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.22/6-2020
<b>COVID-19</b>	
Resolution Authorizing the Award of a Purchase for Subscription Services	

**WHEREAS**, Essex County College has a need to approve a subscription to **Non-SBE/MBE/WBE, DocuSign**, 221 Main Street, San Francisco, California 94105 in the amount not to exceed **\$32,500.00** from July 1, 2020 to June 30, 2021, considering the matters related to Coronavirus pandemic (**COVID-19**) 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.a(19), Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and systems development of the hardware; and

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

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

**WHEREAS**, The 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 subscription to **Non-SBE/MBE/WBE, DocuSign, Non-SBE/MBE/WBE, DocuSign**, 221 Main Street, San Francisco, California 94105 in the amount not to exceed **\$32,500.00** for eSignature Business Pro-Edition and Premier Support from July 1, 2020 to June 30, 2021, considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County;
2. This subscription is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. Specific line item against which this subscription is to be charged is as follows:  
10-1701-7795 Operating Expense  
FY 2020/2021

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 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:	June 16, 2020
Agenda Item No.:	3-1.23/6-2020
Resolution Authorizing the Payment for Legal Services	

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

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payments to **Genova Burns Attorneys-At-Law**, 494 Broad Street, Newark, New Jersey 07102, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for legal services rendered in the total amount of **\$5,170.00** for the following invoices:
  - **#417285** for **\$4,545.00**, April 30, 2020 (Lisa Durden);
  - **#417292** for **\$ 625.00**, April 30, 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 June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services – O’Toole Scrivo, LLC
Contact:	Joy B. Tolliver, Esq. / General Counsel
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.24/6-2020
Resolution Authorizing the Payment for Legal Services	

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

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

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

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

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

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

1. The Essex County College Board of Trustees is hereby authorized and directed to approve payments to **O’Toole Scrivo, LLC**, 14 Village Park Road, Cedar Grove, New Jersey 07009, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for legal services rendered in the total amount of **\$4,760** for the following invoices:
  - **#87283** for **\$1,900.00**, March 31, 2020 (General Billing)
  - **#88306** for **\$2,860.00**, April 30, 2020 (General Billing);
2. Specific line item against which these payments are to be charged are as follows:  
10-1701-7827 Operating Expense  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Scarinci Hollenbeck
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.25/6-2020
Resolution Authorizing the Payment for Legal Services	

**WHEREAS**, Essex County College required outside legal services. **Scarinci Hollenbeck**, vendor approved by the State of New Jersey under Minority Business Enterprise (**MBE**) rendered services for April 30, 2020; and

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

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts of which 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 payments to **Scarinci Hollenbeck**, 1100 Valley Brook Avenue, Lyndhurst, New Jersey 07071, vendor approved by the State of New Jersey under Minority Business Enterprise (**MBE**) for legal services rendered in the total amount of **\$21,735.00** for the following invoices:
  - **#231195** for **\$15,375.00**, April 30, 2020 (Labor and Employment Counsel);
  - **#231196** for **\$465.00**, April 30, 2020 (Faculty Ass. Contract Negotiations);
  - **#231197** for **\$465.00**, April 30, 2020 (Administrative Ass. Contract Negotiations);
  - **#231198** for **\$45.00**, April 30, 2020 (Professional Ass. Contract Negotiations);
  - **#231199** for **\$5,385.00**, April 30, 2020 (Negotiations w/Adjunct Faculty Federation for Successor Agreement w/College);
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 June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service – Schenck, Price, Smith & King, LLP
Contact:	Joy B. Tolliver, Esq./General Counsel
Meeting Date:	June 16, 2020
Agenda Item No.:	3-1.26/6-2020
Resolution Authorizing the Payment for Legal Services	

**WHEREAS**, Essex County College required outside legal services. **Schenck, Price, Smith & King, LLP**, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) rendered services for April 30, 2020; and

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

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts of which Schenck, Price, Smith & King, LLP was among at a rate of \$160.00 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 a payment to **Schenck, Price, Smith & King, LLP** 220 Park Avenue, Florham Park, NJ 07932, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for legal services rendered in the amount of **\$1,527.75** for the following invoice:
  - **#1095947** for **\$1,527.75**, April 30, 2020 (Ground Lease Estoppel & Recognition Agreement);
2. Specific line item against which this contract is to be charged is as follows:  
10-1701-7827 Operating Expense  
FY 2019/2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	June 16, 2020
Agenda Item No.:	4-1/6-2020

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Linda Harvest	Instructor Social Sciences	Faculty	02/03/1988	08/31/2020
Shelby Hawkins	Associate Professor Social Sciences	Faculty	10/05/1970	08/31/2020
Richard Palumbo	Assistant Professor Vision Care Technology	Faculty	05/06/1974	09/30/2020
Joan Brown	Secretary Facilities Management	Support Staff	05/12/1993	04/30/2020
Sandra Webb	Security Officer Public Safety	Security	07/15/1988	08/31/2020

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	June 16, 2020
Agenda Item No.:	4-2/6-2020

**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>
Natalie Behman	Course Developer Online Learning	Professional	02/15/2017	06/18/2020

**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 June 16, 2020	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: NJ Department of Children and Families
Contact:	Dr. Elvira Vieira, Dean, Community, Continuing Education and Workforce Development
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.1/6-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept funding from the State of New Jersey, Department of Children and Families (DCF) in the amount of \$91,971 to provide parenting skills training to be offered at Community, Continuing and Workforce Development Area for fiscal year 2021.

**BACKGROUND AND RATIONALE:** Parenting Skills Training Program provides information and training that help to prevent child abuse and to establish strong family bonds. It promotes learning about family values, child development, anger management, methods of discipline and effects of family violence for clients referred by the Department of Children and Families.

**FISCAL NOTES:** Community, Continuing and Workforce Development will utilize these funds to provide parenting skills training and formal observation of parent and child interaction for the State of New Jersey Department of Children and Families. The costs associated with the program are funded by the grant.

**RESOLUTION:** The Board of Trustees of Essex County College accepts funding from the State of New Jersey, Department of Children and Families (DCF) in the amount of \$91,971 to provide parenting skills training to be offered at Community, Continuing and Workforce Development Area for fiscal year 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: ProLiteracy 2020 Mobile Learning Fund
Contact:	Dr. Elvira Vieira Dean, Community, Continuing Education and Workforce Development
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.2/6-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees accept the Fiscal Year 2020 award of \$2,959.95 in the form of 60 Learning Upgrade Licenses and News for You Online one-year subscription from ProLiteracy 2020 Mobile Learning Fund.

**BACKGROUND AND RATIONALE:** The National Book Fund® (NBF) provides adult education and literacy programs throughout the United States with New Readers Press books and educational resources needed to support literacy initiatives. NBF grants are made in the form of New Readers Press materials requested in the grant proposal. The Adult Learning Center uses New Readers Press materials in its adult basic skills education and literacy programs. Essex County College's Adult Learning Center responded to a Notice of Grant Opportunity from ProLiteracy to submit a proposal for New Readers Press Materials

**FISCAL NOTES:** The grant amount is \$2,959.95 for FY 2020 in the form of Learning Upgrade Licenses and News for You Online materials.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the award of \$2,959.95 in the form of 60 Learning Upgrade Licenses and News for You Online one-year subscription from ProLiteracy 2020 Mobile Learning Fund.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: The National Book Fund®
Contact:	Dr. Elvira Vieira Dean, Community, Continuing Education and Workforce Development
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.3/6-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees accepts Fiscal Year 2020 award of \$1,997.14 from National Book Fund grant program in the form of New Reader Press materials.

**BACKGROUND AND RATIONALE:** The National Book Fund® (NBF) provides adult education and literacy programs throughout the United States with New Readers Press books and educational resources needed to support literacy initiatives. NBF grants are made in the form of New Readers Press materials requested in the grant proposal. The Adult Learning Center uses New Readers Press materials in its adult basic skills education and literacy programs. Essex County College's Adult Learning Center responded to a Notice of Grant Opportunity from ProLiteracy to submit a proposal for New Readers Press Materials

**FISCAL NOTES:** The grant amount is \$1,997.14 for FY 20-21 in the form of New Readers press materials.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the award of \$1,997.14 in the form of materials from the National Book Fund Grant program to support adult basic education and literacy programs.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant
Contact:	Dr. Elvira Vieira Dean, Community, Continuing Education and Workforce Development
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.4/6-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees approves the application to re-apply for \$1,768,729 from the New Jersey Department of Labor and Workforce Development for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant to provide adult basic education and literacy programs to the residents of Essex County.

**BACKGROUND AND RATIONALE:** Essex County College's Adult Learning Center responded to a Notice of Grant Opportunity from the New Jersey Department of Labor and Workforce Development to submit a continuation proposal to provide adult basic skills education and literacy programs to the residents of Essex County. The Adult Learning Center has served as the lead agency for its eight (8) partners: Jewish Vocational Service Metro West, East Orange Board of Education/ Fresh Start Academy High School, Essex County Vocational Technical High School, FOCUS Hispanic Center, La Casa de Don Pedro, Literacy Volunteers of America, New Community Corporation, and 1199 SEIU Training and Employment Funds for the past ten years providing adult basic education and literacy programs to our county residents. Acceptance of this grant would allow for the continuance of delivery of these educational services.

**FISCAL NOTES:** The grant amount is \$1,768,729 for FY 2021. The amount allocated per consortium partner is:

Consortium Partner	Agency
Essex County College ( Lead Agency)	\$489,000
Jewish Vocational Services	\$256,000
East Orange Board of Education/ Fresh Start Academy High School	\$75,000
Essex County Vocational Technical High School	\$102,000
FOCUS Hispanic Center for Comm. Development	\$142,000
La Casa de Don Pedro	\$156,000
Literacy Volunteers of America	\$125,000
New Community Corporation	\$278,000
1199 SEIU Training and Employment Funds	\$99,000
Professional Development Costs	\$16,679
Lead Agency Fees	\$30,050
<b>Total</b>	<b>\$1,768,729</b>

**RESOLUTION:** It is recommended that the Board of Trustees approves the application to re-apply for \$1,768,729 from the New Jersey Department of Labor and Workforce Development for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant to provide adult basic education and literacy programs to the residents of Essex County.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Allocation Acceptance: Student Tutoring Resource: EOF Grant
Contact:	Dr. Elvy Vieira, Dean of Community, Continuing Education and Workforce Development
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.5/6-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept the allocation in the amount of \$36,842.47 from the New Jersey Office of the Secretary of Higher Education, Educational Opportunity Program (NJ OSHE/EOF). The grant is for the college's Educational Opportunity Fund Program's summer 2020 program.

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

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

**RESOLUTION:** The Board of Trustees of Essex County College accepts the funding from the Office of the Secretary of Higher Education (NJ OSHE/EOF) of \$36,842.47 to provide the college's EOF summer program.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Deactivation of Existing Programs
Contact:	Dr. Jill Stein, Dean STEM and Health Sciences
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.6/6-2020

**RECOMMENDATION:** It is recommended that the AAS degree program in Manufacturing Engineering Technology, the Certificate of Achievement in Nurse Paralegal, and the Academic Certificate in English as a Second Language be deactivated.

**BACKGROUND AND RATIONALE:** The AAS degree program in Manufacturing Engineering Technology was rendered obsolete with the development of the AAS degree program in Mechanical and Manufacturing Technology in 2019. The Certificate of Achievement in Nurse Paralegal has been dormant for well over ten years and was recommended for deactivation by the American Bar Association. The Academic Certificate in English as a Second Language was developed using courses which are no longer active, thereby rendering the certificate moot. No students were enrolled in any of these programs.

**FISCAL NOTES:** There is no fiscal impact to the College accompanying the deactivation of these programs.

**RESOLUTION:** The Board of Trustees of Essex County College recommends that the AAS degree program in Manufacturing Engineering Technology, the Certificate of Achievement in Nurse Paralegal, and the Academic Certificate in English as a Second Language be deactivated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Essex County Schools of Technology: Newark Technology HS, Donald Payne, West Caldwell
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.7/6-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the Essex County Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Essex County Schools of Technology: Newark Technology High School, Donald Payne High School, West Caldwell High School hereinafter after referred to “ECSTHS” from July 1, 2020 to June 30, 2021.

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

**FISCAL NOTES:** ECSTHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$766-\$800 per credit as per the Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). Newark Technology High School, Donald Payne High School, West Caldwell High School will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, ECSTHS will pay a \$900 administrative fee per course section.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Essex County Schools of Technology for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Newark Technology High School, Donald Payne High School, West Caldwell High School from July 1, 2020 to June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Belleville Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.8/6-2020

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

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

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: East Orange Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.9/6-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the East Orange Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Cicely Tyson School of Performing and Fine Arts, hereinafter after referred to “CTS” from July 1, 2020 to June 30, 2021.

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

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

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the East Orange Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Cicely Tyson School of Performing and Fine Arts from July 1, 2020 to June 30, 2021.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Orange Public Schools Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.10/6-2020

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

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

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Newark Public Schools Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.11/6-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the Newark Public Schools Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Newark Public High Schools hereinafter after referred to “NPHS” from July 1, 2020 to June 30, 2021. NPHS include, but are not limited to, East Side High School, Technology High School, Science Park High School, University High School, Barringer High School, West Side High School and Central High School.

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

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Extension to Submit Application for: Strengthening Career and Technical Education for the 21 <sup>st</sup> Century Act (Perkins V)
Contact:	Yvette Jefferies, Director College Advancement & Foundation
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.12/6-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College agree to request an extension to submit application for the Strengthening Career and Technical Education (CTE) for the 21<sup>st</sup> Century Act (Perkins V) from the State of New Jersey Department of Education for the period of July 1, 2020 – June 30, 2021 (FY21).

**BACKGROUND AND RATIONALE:** Perkins V was signed into law on July 31, 2018 and went into effect on July 1, 2019. This law reauthorized the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). The Strengthening Career and Technical Education (CTE) for the 21<sup>st</sup> Century Act (Perkins V) is a federal education program dedicated to increasing learner access to high-quality CTE programs of study with a focus on program improvement, alignment across k-12, postsecondary and workforce, and economic development. A new requirement for local eligible recipients to receive financial assistance is to conduct a Comprehensive Local Needs Assessment (CLNA) and to update it at least every two years.

**FISCAL NOTES:** There will be no negative fiscal impact to the College. The funds will support the College's CTE programs through the completed CLNA process.

**RESOLUTION:** The Board of Trustees of Essex County College agrees to request an extension to submit application for the Strengthening Career and Technical Education (CTE) for the 21<sup>st</sup> Century Act (Perkins V) from the State of New Jersey Department of Education for the period of July 1, 2020 – June 30, 2021 (FY21).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	New Certificate Program: Supply Chain Management and Logistics
Contact:	Dr. Augustine A. Boakye, Acting Dean, Liberal Arts & Business
Meeting Date:	June 16, 2020
Agenda Item No.:	7-1.13/6-2020

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Certificate in Supply Chain Management and Logistics (3014), a new certificate program, as an offering at Essex County College.

**BACKGROUND AND RATIONALE:** With the COVID-19 pandemic, over 36 million people have become unemployed as a result of layoffs and furloughs in the United States between March and May, 2020 (source: NY Times). The future of the unemployed is unknown, yet, as an academic institution, our role is to prepare people to re-enter the labor market with new skills. Interestingly, while other sectors slowdown in the face of the COVID-19, supply chain operations have become more critical for the US economy especially in the Tri-State area. This serves as a motivation for ECC to provide such a short-term career specific for the citizens of the county and beyond.

**FISCAL NOTES:** It is anticipated that creating this option for the future students could increase enrollment and render positive impact on the college's finances.

**RESOLUTION:** The Board of Trustees of Essex County College approves the Certificate in Supply Chain Management and Logistics (3014), a new certificate program, as an offering at Essex County College.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 16, 2020	