



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

January 31, 2020 at 10:00 a.m.
Smith Hall
303 University Avenue, Newark NJ

- I. Call to Order/Roll CallChair M. Bolden
- II. Open Public Meetings Act Announcement.....Mrs. J. Grimes
- III. Public Comments on Agenda Items TBD
- IV. Finance Committee Report..... Mr. Joseph Zarra
 - 3-1.1/1-2020S Resolution Authorizing the Award of a Bid for Bathroom Renovations
Northeastern Interior Services LLC, Little Falls, NJ \$3,972,000.00
Chapter XII Funded – Capital Expense
 - 3-2.1/1-2020S Acceptance of FY'19 Audit and Recommendations
 - 3-2.2/1-2020S Chapter 12 Budget Request Fiscal Year 2020-2021
 - 3-2.3/1-2020S Minor Capital Request from the County of Essex
- V. Public Comments TBD
- VI. Notice of Executive SessionMrs. J. Grimes
- VII. Adjournment.....Chair M. Bolden

***Public meeting agenda subject to change**



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Purchases over \$36,400.00 – Northeastern Interior Services, LLC.
Contact:	Jeff Shapiro / Director of Facilities Management and Planning
Meeting Date:	January 31, 2020
Agenda Item No.:	3-1.1/1-2020S
Resolution Authorizing the Award of a Bid for Bathroom Upgrades	

Recommendation: It is recommended that the Board of Trustees approve the award of a bid in the amount of **\$3,972,000.00** to **Northeastern Interior Services, LLC.**, 5 Fairfield Avenue, Little Falls, New Jersey 07424 for Bathroom Upgrades.

Bid #8061 was advertised in The Star-Ledger on November 7-20, 2019. There were thirteen (13) bids solicited. A Pre-Bid conference was held on November 21, 2019. Six (6) responses were received, opened, and publicly read on January 8, 2020.

The Architectural/Engineering firm, LAN Associates reviewed all submitted bids and offered a letter of recommendation for **Northeastern Interior Services, LLC.** (see attached).

Nature of Bid: Essex County College – Bathroom Upgrades.

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

Source of Funding: The Deputy CFO/Comptroller of Essex County College has determined and certified in writing that the following funds are available for this purpose. This action is funded by the following Chapter XII:

<u>Account #</u>	<u>Ordinance #</u>	<u>\$Amount</u>
901109-3101-7951	0-2011-00009	\$ 174,901.76
901113-3101-7951	0-2011-00013	\$1,050,000.00
901411-3101-7951	0-2014-00011	\$2,000,000.00
901613-3101-7951	0-2016-00013	\$ 747,098.24

Resolution: The Board of Trustees of Essex County College approves the award of a bid in the amount of **\$3,972,000.00** to **Northeastern Interior Services, LLC.**, 5 Fairfield Avenue, Little Falls, New Jersey 07424 for Bathroom Upgrades.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 31, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Acceptance of FY '19 Audit and Recommendations
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	January 31, 2020
Agenda Item No.:	3-2.1/1-2020S

WHEREAS, The Board of Trustees of Essex County College retained the accounting firm of CliftonLarsonAllen LLP (CLA) as independent auditors to conduct an audit of the College's Fiscal Year 2018-2019 financial statements; and

WHEREAS, CLA completed an audit of said financial statements and expressed an opinion on same; and

WHEREAS, CLA has opined that the College's financial statements present fairly, in all material respects, the financial position of Essex County College as of June 30, 2019 in conformity with generally accepted accounting principles; and

WHEREAS, CLA issued the audit report and presented its findings and recommendations to the Finance Committee of the Board of Trustees; and

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

1. The Board of Trustees of Essex County College accepts the findings, report and recommendations of the independent auditors and authorizes the release of the College's Fiscal Year 2018-2019 Audit.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 31, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Chapter 12 Budget Request Fiscal Year 2020-2021
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	January 31, 2020
Agenda Item No.:	3-2.2/1-2020S

WHEREAS: The State of New Jersey provides funding for major capital renewal and replacement (CRR) programs known as Chapter 12 and Essex County College has received a minimum allocation of \$5,100,000 and a not to exceed allocation of \$5,330,000; and

WHEREAS: Essex County College is requesting its full allocation of \$5,100,000 or the greater not to exceed allocation of \$5,330,000 for the fiscal year 2020-2021 to commence on July 1, 2020; and

WHEREAS: The County is a funding partner and is required to share in 50% of the CRR cost approved by the State for the College and at this date, Chapter 12 capital funds are included in the Governor's budget; and

WHEREAS: The County is expected to appropriate a minimum amount of \$2,550,000 or a greater not to exceed amount of \$2,665,000 for the College's fiscal year 2020-2021 Chapter 12 request; and

WHEREAS: The College will use its fiscal year 2020-2021 Chapter 12 allocation to complete infrastructure projects as outlined in the College's redeveloped facilities master plan; and

WHEREAS: If the State does not approve Chapter 12 funding for 2020-2021, the County share of a minimum \$2,550,000 or a greater not to exceed allocation of \$2,665,000 will be awarded to the College as minor capital; and

WHEREAS: The College's Chapter 12 Capital Fund Budget request of a minimum allocation of \$5,100,000 or the greater maximum allocation not to exceed \$5,330,000 will be submitted to the Board of School Estimate for approval at its next meeting; and

WHEREAS: There is a need to amend the amount set forth in Board Resolution 3-2.3/1-2020.

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

1. The Essex County College Board of Trustees hereby repeals Board Resolution 3-2.3/1-2020 and further authorizes the College's Chapter 12 Capital Funds request in a minimum amount of \$5,100,000 or a greater maximum amount not to exceed \$5,330,000 for the fiscal year 2020-2021 to commence on July 1, 2020.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 31, 2020	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Minor Capital Request From the County of Essex
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	January 31, 2020
Agenda Item No.:	3-2.3/1-2020S

WHEREAS: The minor capital needs of the College have grown significantly due to the expansion of initiatives and programs that require operational efficiency to support the delivery of services; and

WHEREAS: The County of Essex has historically supported the minor capital needs of the College; and

WHEREAS: The College remains committed to providing its students, faculty and staff with state of the art equipment, furniture and fixtures for its laboratories, classrooms, offices and facilities; and

WHEREAS: The cost of such items for fiscal year 2019-2020 totals \$1,000,000, and will be budgeted as such for the following two fiscal years; and

WHEREAS: There is a need to amend the amount set forth in Board Resolution 3-2.4/1-2020

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

1. Board Resolution 3-2.4/1-2020 is hereby repealed; and
2. The College is requesting minor capital from the County of Essex in the amount of \$1,000,000 each year for fiscal years 2019-2020, 2020-2021, and 2021-2022, such funds shall be used to purchase books, media, equipment and services.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 31, 2020	