



Essex County College  
BOARD OF TRUSTEES  
PUBLIC MEETING AGENDA

October 18, 2022 4:30pm

Virtual Meeting

Please click the link below to join the webinar:

<https://essex-edu.zoom.us/j/96593649106>

or

**Dial 1 646 558 8656 then enter Webinar ID: 965 9364 9106**

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

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

**Actions – Submitted for Recommendation to the Board**

3-1.1/10-2022	Resolution Authorizing the Award of a Two-Year Contract for Snow Removal Services Lizza Construction & Paving, Inc., Pine Brook, NJ College Funded – Operating Expense	\$256,400.00
3-1.2/10-2022	Resolution Authorizing the Award of a Change Order for the Pedestrian Bridge Repairs M&M Construction Co., Inc., Union, NJ Chapter XII Funded – Capital Expense	\$65,780.00

3-1.3/10-2022	Resolution Authorizing the Payment for Legal Services MSBE, Fernandez Garcia, LLC.; SBE, and O'Toole Scrivo, LLC., Fernandez Garcia, LLC. O'Toole Scrivo, LLC. Morristown, NJ College Funded – Operating Expense	\$11,325.00 \$7,640.00 \$18,965.00
3-1.4/10-2022	Resolution Authorizing the Award to provide networking technologies solutions for West Essex Campus Johnston GP, Inc. DBA Johnston Communications (JCT Solutions), Springfield, NJ	Amount Not to Exceed \$1,010,543.58
3-1.5/10-2022	Resolution Authorizing the Award of a License for Turnitin Plagiarism Checking System Turnitin, LLC, Oakland, CA College Funded – Operating Expense	Amount Not to Exceed \$23,301.04
3-1.6/10-2022	Resolution Authorizing the Award of a Change Order for Advertisement Services Intersection Media, LLC, New York, NY Mentoring, Alignment, Preparedness, Support (M.A.P.S.) Grant Funded – Capital Expense	\$2,052.50
3-1.7/10-2022	Resolution Authorizing the Award of one-Year Subscription for ProQuest Library Services ProQuest, LLC, Chicago, IL College Funded – Operating Expense	\$58,993.08
3-1.8/10-2022	Resolution Authorizing the Award of a Change Order for Parking Lot "D" Column Repair Services DGB Technologies, LLC., Wykoff, NJ Chapter XII Funded – Capital Expense	\$30,000.00
3-1.9/10-2022	Resolution Authorizing the Award of a Contract for Professional Services Netta Architects, Mountainside, NJ Securing Our Children's Future Bond Grant – Capital Expense	\$152,500.00
3-1.10/10-2022	Resolution Authorizing the Award of a Purchase for Nursing Program and License Assessment Technology Institute, LLC. (ATI), Leawood, Kansas Carl G. Perkins Grant Funded – Capital Expense	Amount Not to Exceed \$188,940.00

3-1.11/10-2022	Resolution Authorizing the Award for Second Amendment Medicat Software Licenses and Immunization Compliance Solution Medicat, LLC., Atlanta, GA CRRSAA Funded – Cares Act II	Amount Not to Exceed \$31,000.00
3-1.12/10-2022	Resolution Authorizing the Award of a Contract for Owner Representative Services Jingoli Contractors Construction Manager, Lawrence, NJ County of Essex Funded - \$120,000.00 – Capital Expense Building Our Future Bond Act Funded - \$105,000.00 – Capital Expense	\$225,000.00

VII. Personnel Committee Report.....Ms. J. Grimes

#### **Actions – Submitted for Recommendation to the Board**

##### **A. Appointment**

4-1/10-2022	Professional Level IV Shirlgandy Saint Jean Assistant Director – Career and Transfer Services, Student Development and Counseling Effective October 19, 2022 Salary \$55,000
4-2/10-2022	Professional Level II Ernest Dimbo Alumni Liaison Officer, Institutional Advancement Effective October 19, 2022 Salary \$43,000
4-3/10-2022	Professional Level II May Whyte-Squires Advisor – Center for Adult Transition, Student Development and Counseling Effective October 19, 2022 Salary \$42,000 Grant Funded
4-4/10-2022	Professional Level I Melissa Malagi Administrative Assistant, Humanities and Bilingual Studies Effective October 19, 2022 Salary \$35,900

4-5/10-2022 Professional Level I  
Stephen Pringle  
Computer Support Assistant, Information Technology  
Effective October 19, 2022  
Salary \$40,000

4-6/10-2022 Security  
Deon Webb  
Security Officer, Public Safety  
Effective October 19, 2022  
Salary \$27,040

4-7/10-2022 Security  
Phillip Wells-Cobb  
Security Officer, Public Safety  
Effective October 19, 2022  
Salary \$27,040

**B. Promotion**

4-8/10-2022 Professional Level II  
Judy Ortiz  
Accounts Receivable Officer, Bursar  
Effective October 31, 2022  
Salary \$66,345

**C. Supplement**

4-9/10-2022 Faculty  
Emmanuel Aouad  
Recruitment, Mentoring and Student Support  
National Science Foundation (NSF) STEM Grant  
Effective October 6, 2022 to April 14, 2023  
Amount \$5,556

Faculty  
Kanji Ojelade  
Recruitment, Mentoring and Student Support  
National Science Foundation (NSF) STEM Grant  
Effective October 6, 2022 to April 14, 2023  
Amount \$5,556

**D. Retirement**

4-10/10-2022 Support Staff  
Sandra Joseph  
Custodian, Facilities Management  
Effective December 31, 2022

Support Staff Grade 6  
Evelyn LaSalle  
Technical Assistant, Welcome Center  
Effective December 31, 2022

**E. Resignation**

4-11/10-2022     Administrative  
Samantha Roberts  
Director, Learning Center  
Effective October 7, 2022

Professional Level IV  
Samantha Brannigan  
Assistant Director, Institutional Effectiveness  
Effective September 30, 2022

Professional Level I  
Nabil Kabakibi  
Lab Specialist, Biology Chemistry and Physics  
Effective September 30, 2022

Security  
Martha Puca  
Security Officer, Public Safety  
Effective September 14, 2022

**F. Memorandum**

4-12/10-2022     Memorandum of Agreement: Essex County College Security Association

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

**Actions – Submitted for Recommendation to the Board**

7-1.1/10-2022     Contract for Services - Newark Daycare Center

7-1.2/10-2022     Grant Award: Early Head Start/Child Care Partnership Agreement

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

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

**Actions – Submitted for Recommendation to the Board**

7-3.1/10-2022     Revised Board Policy 3-9: Authorization of Signatures for Expenditures

7-3.2/10-2022     Revised Board Policy 3-10: Salary Supplements

7-3.3/10-2022     Revised Board Policy 3-14: Honoraria

- XI. Community Relations Committee Report.....Ms. J. Wright
- XII. Alumni Association Report.....TBD
- XIII. Student Government Association Report.....Ms. Y. Rosales
- XIV. Faculty Association Report.....Prof. J. Alexandre
- XV. President’s Report.....Dr. A. Boakye
- XVI. New Business.....Chair M. Bolden
- XVII. Public Comments.....Ms. S. Story
- XVIII. Notice of Executive Session/Voting.....Ms. J. Grimes
- XIX. Adjournment.....Chair M. Bolden

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

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Lizza Construction & Paving, Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	October 18, 2022
Agenda Item	3-1.1/10-2022
No.:	Resolution Authorizing the Award of a Two-Year Contract for Snow Removal Services

**Recommendation:** It is recommended that the Board of Trustees approve the award of a two-year bid in the total amount of **\$256,400.00** per year to **Lizza Construction & Paving, Inc.**, 38 Woodmont Road, Pine Brook, New Jersey 07058, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Snow Removal Services from the date of award through October 18, 2024.

Bid # 8142 was advertised in The Star-Ledger on July 18, 2022. There were ten (10) bids solicited. This bid was rejected for non-responses.

Bid # 8153 was advertised in The Star-Ledger on August 23, 2022. There were twenty (20) bids solicited. One (1) response was received, opened, and publicly read on September 20, 2022.

**Nature of Bid:** Essex County College – Snow Removal Services

**Bid Item # 1 & 9:** **The recommendation is for the lowest responsive and responsible bidder:**

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

	\$Amount	\$Amount
<u>Account #</u>	<u>FY22-23</u>	<u>FY23-24</u>
10-7202-7637	\$256,400.00	\$256,400.00

**Resolution:** The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award the bid in the total amount of **\$256,400.00** per year to **Lizza Construction & Paving, Inc.** for Snow Removal Services from the date of award through October 18, 2024. Subject to the availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: M&M Construction Co., Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean Administrative & Learning Technology/CIO
Meeting Date:	October 18, 2022
Agenda Item No.:	3-1.2/10-2022
Resolution Authorizing the Award of a Change Order for the Pedestrian Bridge Repairs	

**WHEREAS**, Essex County College needs to approve a change order in the total amount of **\$65,780.00** to **M&M Construction Company, Inc.**, 540 North Avenue, Union, New Jersey 07083 for additional material during the construction of the Pedestrian Bridge adjacent to the Clara Dasher Student Center at the Newark Campus. The vendor is approved by the State of New Jersey under Small Business Enterprise (**SBE**); and

**WHEREAS**, On August 24, 2021 (3-1.2/8-2021) the Board of Trustees awarded the emergency repair of the Pedestrian Bridge adjacent to the Clara Dasher Center for \$379,000.00. The change order is for the following items; Mechanical Room Spliced Beams, Plumbing/Additional Ductwork/Electric/Steel installation; and

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

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

**WHEREAS**, The 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 Essex County College Board of Trustees as follows:

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a change order to **M&M Construction Company, Inc.** for **\$65,780.00** for additional material during the construction of the Pedestrian Bridge adjacent to the Clara Dasher Student Center at the Newark Campus. Subject to the availability of funds;
2. The specific line item against which this contract is to be charged is as follows:  
901903-3126-7970A Funded by Chapter XII, Ordinance # 0-2019-00003  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Services
	<b>Minority Small Business Enterprise (MSBE) &amp; Small Business Enterprise (SBE)</b>
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	October 18, 2022
Agenda Item No.:	3-1.3/10-2022
Resolution Authorizing the Payment for Legal Services	

**WHEREAS**, Essex County College required outside legal services. **MSBE, Fernandez Garcia, LLC.** and **SBE, O'Toole Scrivo, LLC.** rendered services for January, May through June 2022; and

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

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

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

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting on March 17, 2020 (3-1.1/3-2020) approved the awarding of those sixteen (16) contracts for rates between \$150.00 to \$350.00 per hour; and

**WHEREAS**, The 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 Essex County College Board of Trustees as follows:

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a payment in the total amount of \$18,965.00 to the following firms:

Fernandez Garcia, LLC. in the total amount of \$11,325.00:

- **#920 for \$4,020.00**, May 31, 2022 (General Billing);
- **#957 for \$7,305.00**, June 30, 2022 (General Billing);

O'Toole Scrivo, LLC. in the total amount of \$7,640.00:

- **#107219 for \$1,560.00**, January 31, 2022 (General Billing);
- **#111269 for \$3,140.00**, May 31, 2022 (General Billing);
- **#111956 for \$2,940.00**, June 30, 2022 (General Billing);

2. The specific line item against which this payment is to be charged is as follows:  
10-1701-7827 Operating Expense  
FY 2021/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Johnston GP, Inc. DBA Johnston Communications (JCT Solutions) <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	October 18, 2022
Agenda Item No.:	3-1.4/10-2022
Resolution Authorizing the Award to provide networking technologies solutions for West Essex Campus	

**WHEREAS**, Essex County College needs to approve a contract in the amount not to exceed **\$1,010,543.58** to **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)**, 36 Commerce Street, Springfield, New Jersey 07081, to provide the West Essex academic facility with solutions for low voltage, network data/voice infrastructure, and campus security systems. The vendor is approved by the State of New Jersey under Small Business Enterprise (**SBE**). 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 by the Division of Purchase and Property, New Jersey Contract T-1316 contract #80802; and

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

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

**WHEREAS**, The 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 is hereby authorized and directs the appropriate officials of the College to award a contract to **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)** in the total amount of **\$1,010,543.58**. Subject to the availability of funds.
2. Johnston GP, Inc. DBA Johnston Communications (JCT Solutions) is the authorized vendor for the State of New Jersey Contract T-1316 contract #80802.
3. The specific line item against which these renewals are to be charged are as follows:  
902203-02203-7931 Minor Capital – Essex County Funds  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: License Agreement – Turnitin, LLC <b>Small Business Enterprise (SBE)</b>
Contact:	Dr. Alvin Williams / Executive Dean of Academic Affairs
Meeting Date:	October 18, 2022
Agenda Item No.:	3-1.5/10-2022
Resolution Authorizing the Award of a License for Turnitin Plagiarism Checking System	

**WHEREAS**, Essex County College needs to approve a contract to **Turnitin, LLC** 2101 Webster Street, Oakland, California 94612, in the amount not to exceed **\$23,301.04** for the period October 9, 2022 through October 8, 2023. The vendor is approved by the State of New Jersey under Small Business Enterprise (**SBE**). Turnitin is a platform used to detect plagiarism in not only online courses but also traditional classes whose instructors use it through the LMS. All faculty have access to use the software for essays, research papers, etc. and ask that their students use the LMS to submit such documents, in which contracts software is exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 and N.J.S.A.18A:64A-25.5.a(19) Providing goods or services for the use, support, or maintenance of proprietary computer hardware, software peripherals, and systems development of the hardware; and

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

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

**WHEREAS**, The 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 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 with **SBE, Turnitin, LLC** for **\$23,301.04** for a plagiarism checking system for the period October 9, 2022, through October 9, 2023. Subject to the availability of funds.
2. The license is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3 and N.J.S.A.18A:64A-25.5.a(19);
3. The specific line item against which this license renewal is to be charged is as follows:  
10-6000-7511 – Operating Expense  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Intersection Media, LLC. <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Elvy M. Vieira / Dean of Community, Continuing Education, and Workforce Development
Meeting Date:	October 18, 2022
Agenda Item No.:	3-1.6/10-2022
Resolution Authorizing the Award of a Change Order for Advertisement Services	

**WHEREAS**, Essex County College needs to approve a change order in the total amount of **\$2,052.50 to Non-SBE/MBE/WBE, Intersection Media, LLC.**, 10 Hudson Yards, New York, New York 10001 for N.J. Transit Bus ads from N.J.T. Orange Garage, routes 29, 27, 21, and 97 for an additional 2 months to create awareness of Essex County College and specifically new and dual enrollment students who will benefit from mentoring support. The College was awarded grant funds through the Office of the Secretary of Higher Education – Opportunity Meets Innovations Challenge (OMIC) named Mentoring, Alignment, Preparedness, Support (M.A.P.S.) from July 1, 2021, through July 1, 2023, in the amount of \$1,000,000.00 that the Board of Trustees accepted funds on August 24, 2021, resolution #7-1.3/8-2021, in which contracts for advertising are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 and N.J.S.A.18A:64A-25.5.a(20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

**WHEREAS**, on November 16, 2021 (3-1.7/11-22) the Board of Trustees awarded the advertisement services for \$44,802.50 to run a 20-week advertisement; and

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

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

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

**WHEREAS**, The 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 hereby authorizes and directs the appropriate officials of the College to approve a change order to **Intersection Media**, for **\$2,052.50**. Subject to the availability of funds;
2. This change 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 N.J.S.A.18A:64A-25.3 and N.J.S.A.18A:64A-25.5.a(20);
3. Specific line item against which this quote is to be charged is as follows:  
29125-9125-7501 Funded by the Mentoring, Alignment, Preparedness, Support (M.A.P.S.) Grant  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: ProQuest <b>Non-SBE/WBE/MBE</b>
Contact:	Dr. Elvy Vieira / Dean of Community, Continuing Education & Workforce Development
Meeting Date:	October 18, 2022
Agenda Item No.:	3-1.7/10-2022
Resolution Authorizing the Award of a One-Year Subscription for ProQuest Library Services	

**WHEREAS**, Essex County College needs to approve a one-year subscription for the Martin Luther King Jr Library in the total amount of **\$57,598.08** from **ProQuest, LLC**, 6216 Paysphere Circle, Chicago, Illinois 60674, which includes 4 different products: ProQuest Central, Academic Complete, eBook Subscription. This bundle and subscription provide substantial support to academic programs, while at the same time providing opportunities to improve student research and information literacy skills from October 1, 2022 – September 30, 2023.

**WHEREAS**, **ProQuest LLC** will provide access to historical newspapers for Atlanta, New York, and Chicago and black short fiction and folklore for **\$1,395.00** from July 1, 2022 – June 30, 2023; and

**WHEREAS**, The contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(6) Textbooks, copyrighted materials, student-produced publications, and services incidental thereto, library materials including without limitation books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials and specialized library services; and

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

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

**WHEREAS**, The 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 is hereby authorized and directed to approve a one-year subscription with **ProQuest, LLC** in the total amount of **\$58,993.08**. Subject to the availability of funds.
2. This subscription is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(6);
3. The specific line item against which this purchase is to be charged is as follows:  
10-6000-7516 Operating Expense  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: DGB Technologies, LLC. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	October 18, 2022
Agenda Item No.:	3-1.8/10-2022
Resolution Authorizing the Award of a Change Order for Parking Lot "D" Column Repair Services	

**WHEREAS**, Essex County College needs to approve a change order in the total amount of **\$30,000.00** to **DGB Technologies, LLC.**; 393 Crescent Avenue, Suite J, Wyckoff, New Jersey 07481; for repair services of the Parking Lot "D" located at the Main Campus. During construction additional cracks and damaged bricks we discovered and need to be fixed and replaced. The vendor is approved by the State of New Jersey under Small Business Enterprise (**SBE**); and

**WHEREAS**, On June 22, 2021 (3-1.27/6-2021) the Board of Trustees awarded Bid #8141 opened on June 16, 2022, for \$186,786.00 for Parking Lot "D" Column Repair Services; and

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

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

**WHEREAS**, The 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 Essex County College Board of Trustees as follows:

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a change order to **DGB Technologies, LLC.** for **\$30,000.00** for repairing additional cracks and damaged bricks discovered. Subject to the availability of funds;
2. The specific line item against which this contract is to be charged is as follows:  
9021A2-3126-7951A, Chapter XII Ordinance 0-2021-00002  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Netta Architects <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	October 18, 2022
Agenda Item No.:	3-1.9/10-2022
Resolution Authorizing the Award of a Contract for Professional Services	

**WHEREAS**, Essex County College needs to approve a contract of **\$152,500.00** to **Netta Architects**, 1084 Route 22 West, Mountainside, New Jersey 07092, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for architectural design services for the renovation of the Center for Technology located in the Newark campus. The proposed design will include the creation of the Learning Communities, reorganization of the classroom layouts, renovation of the existing bathrooms, elimination of the insufficient storage space, design of an extra classroom, and other improvements. In which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(1), Professional services; and

**WHEREAS**, The evaluation committee consisted of Executive Dean Seddiki, Project Manager Dora Castro, Project Manager Alexandra Vineque, and Director of Facilities Jeff Shapiro; and

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

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

**WHEREAS**, The Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose, and the Office of General Counsel reviewed and approved the AIA contract attached,

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

1. The Essex County College is hereby authorized and directed to approve a professional service with **Netta Architects** for **\$152,500.00** for architectural design services for the Center for Technology building located on the Newark campus. Subject to the availability of funds;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(1);
3. The specific line item against which this contract is to be charged is as follows:  
902109-02109-7952 Securing Our Children’s Future Bond  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Assessment Technologies Institute, LLC (ATI) <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Alvin Williams / Executive Dean of Faculty & Academics
Meeting Date:	October 18, 2022
Agenda Item No.:	3-1.10/10-2022
Resolution Authorizing the Award of a Purchase for Nursing Program and License	

**WHEREAS**, Essex County College needs to approve a purchase in the amount not to exceed **\$188,940.00** to **Non-SBE/MBE/WBE, Assessment Technology Institute, LLC. (ATI)**, 11161 Overbrook Road, Leawood, Kansas 66211 to provide an online learning system to support students preparing for the NCLEX-RN and NCLEX-PN licensure examinations from the Complete Partnership Program. The Nursing & Allied Health Department was awarded grant funds through the Carl D. Perkins Grant to procure the program to enhance student pass rates for the RN and PN examinations for the fiscal year 2023, 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(3) Materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted; and

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

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

**WHEREAS**, The 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 is hereby authorized and directed to approve a purchase with **Assessment Technology Institute, LLC. (ATI)**, in the amount not to exceed **\$188,940.00** for NCLEX-RN and NCLEX-PN licensure examinations from the Complete Partnership Program for the fiscal year 2023. Subject to the availability of funds;
2. This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A. 18A:64A-25.5.a(3);
3. The specific line item against which this purchase is to be charged is as follows:  
29152-9152-7184 Funded by the Carl D. Perkins Grant  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Mediat, LLC <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Keith Kirkland / Dean of Student Affairs
Meeting Date:	October 18, 2022
Agenda Item No.:	3-1.11/10-2022 <b>COVID-19</b>
Resolution Authorizing the Award for Second Amendment Mediat Software License and Immunization Compliance Solution	

**WHEREAS**, Essex County College needs to approve an emergency contract in the total amount not to exceed **\$31,000** to **Non-SBE/MBE/WBE, Mediat, LLC.**, 303 Perimeter Center North, Atlanta, Georgia 30346 for Mediat Software license and Immunization Compliance Solution from September 2, 2022, through September 2, 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 Any purchase, contract, or agreement may be made, negotiated, or awarded by a county college without public advertising for bids and bidding therefor, notwithstanding that the cost or contract price will exceed \$37,500.00; and

**WHEREAS**, The College has established COVID-19 protocols to ensure the safety of staff and students while on campus; 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**, The award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 10:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

**WHEREAS**, The 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 to approve the Second Amendment to the Mediate, LLC End User License & Service Agreement to extend the agreement for the period of September 2, 2022, to September 2, 2024. Subject to the availability of funds, and as outlined below:

Coverage: 9/2/2022 - 9/2/2024

Subtotal Year 2: \$10,500

Subtotal Year 3: \$11,025

Total Software Subscription Fee: \$21,525

\$10 Per Covid Vaccination Verification

\$21 Per All Immunization Verification

\$4,500 Annual State Immunization Registry Interface fee

To include COVID-19 Vaccination (vaccination and boosters), Measles 1 and Measles 2 Vaccine. Mumps 1, Vaccine and Rubella 1 Vaccine, or MMR 1 and MMR 2 Vaccine, or MMR Titer, Hep B 1, Hep B 2, and Hep B 3 Vaccine.

2. This purchase is awarded without public bidding in accordance with County College Contracts Law N.J.S.A.18A:64A-25.3;
3. The specific line item against which this purchase is to be charged is as follows:  
29010-1701-7511 CRRSAA Funds – Cares Act II, COVID-19  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Jingoli Contractors Construction Manager <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	October 18, 2022
Agenda Item No.:	3-1.12/10-2022
Resolution Authorizing the Award of a Contract for Owner Representative Services	

**WHEREAS**, Essex County College needs to approve a contract of **\$225,000.00** to Jingoli Contractors Construction Manager, 100 Lenox Drive, Suite 100, Lawrenceville, New Jersey 08648, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the role of Owner Representative to provide consulting, oversight and coordination between contractors and architectural firm for the new parking deck structure at West Essex Campus to ensure that the project is progressing on schedule and within the original budget.

**WHEREAS**, This is the largest construction undertaking by the College in the last 25 years. Considering the scale and complexity of the proposed project, as well as the remote location of the site, the decision was made to inquire about consulting services of the Owner Representative; and

**WHEREAS**, This service is exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(15) Professional consulting services; and

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

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

**WHEREAS**, The Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose, and the contract document was reviewed and approved by the General Council Office;

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

1. The Essex County College is hereby authorized and directed to approve a contract with **Jingoli Contractors Construction Manager** for **\$225,000.00** for Owner Representative Service for the new parking deck structure at West Essex Campus. Subject to the availability of funds;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A. 18A:64A-25.5.a(15);
3. The specific line item against which this proposal is to be charged is as follows:  
902108-02108-7953 \$120,000.00 County of Essex Funds  
902104-02104-7953 \$105,000.00 Building our Future Bond Act Funds  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Shirlgandy Saint Jean
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	October 18, 2022
Agenda Item No.:	4-1/10-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Shirlgandy Saint Jean, to the position of Assistant Director – Career and Transfer Services, for the Student Development and Counseling Department, for the period October 19, 2022 through June 30, 2023. The recommended annual salary for the position is \$55,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 17 applications were reviewed and four (4) applicants were selected to be interviewed. Shirlgandy Saint Jean is the recommended candidate.

#### DEGREE/CERTIFICATION QUALIFICATIONS (MASTER'S DEGREE REQUIRED):

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Master of Arts	2017	Brooklyn College Brooklyn, NY	Community Health Education
● Bachelor of Science	2015	Lehman College Bronx, NY	Early Childhood Education

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Shirlgandy Saint Jean, at the annual salary of \$55,000, to the position of Assistant Director – Career and Transfer Services, for the Student Development and Counseling Department, for the period October 19, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Ernest Dimbo
Contact:	Alfred Bundy, Executive Director of Institutional Advancement
Meeting Date:	October 18, 2022
Agenda Item No.:	4-2/10-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Ernest Dimbo, to the position of Alumni Liaison Officer, for the Institutional Advancement Area, for the period October 19, 2022 through June 30, 2023. The recommended annual salary for the position is \$43,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 12 applications were reviewed and three (3) applicants were selected to be interviewed. Ernest Dimbo is the recommended candidate.

#### DEGREE/CERTIFICATION QUALIFICATIONS (BACHELOR'S DEGREE REQUIRED):

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Master of Science	2021	University of Cambridge United Kingdom	Health Inequality
● Bachelor of Arts	2018	Boston University Boston, MA	Biology
● Associate in Science	2015	Essex County College Newark, NJ	Biology; Pre-Medicine

**FISCAL NOTES:** The recommended salary of \$43,000 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Ernest Dimbo, at the annual salary of \$43,000, to the position of Alumni Liaison Officer, for the Institutional Advancement Area, for the period October 19, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, May Whyte-Squires
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	October 18, 2022
Agenda Item No.:	4-3/10-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of May Whyte-Squires, to the position of Advisor – Center for Adult Transition, for the Student Development and Counseling Department, contingent upon grant funding, for the period October 19, 2022 through June 30, 2023. The recommended annual salary for the position is \$42,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of nine (9) applications were reviewed and three (3) applicants were selected to be interviewed. May Whyte-Squires is the recommended candidate.

#### DEGREE/CERTIFICATION QUALIFICATIONS (BACHELOR'S DEGREE REQUIRED):

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Master of Arts	2022	Kean University Union, NJ	Communication Studies
● Bachelor of Arts	2017	Pillar College Newark, NJ	Business Administration and Management
● Associate in Applied Science	2017	Pillar College Newark, NJ	Biblical Studies
● Associate in Applied Science	2020	Essex County College Newark, NJ	Business Administration: Hospitality Management

**FISCAL NOTES:** The recommended salary of \$42,000 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of May Whyte-Squires, at the annual salary of \$42,000, to the position of Advisor – Center for Adult Transition, for the Student Development and Counseling Department, contingent upon grant funding, for the period October 19, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Melissa Malagi
Contact:	Alvin Williams, Dean of Faculty and Academics
Meeting Date:	October 18, 2022
Agenda Item No.:	4-4/10-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Melissa Malagi, to the position of Administrative Assistant, for the Humanities and Bilingual Studies Division, for the period October 19, 2022 through June 30, 2023. The recommended annual salary for the position is \$35,900.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 16 applications were reviewed and three (3) applicants were selected to be interviewed. Melissa Malagi is the recommended candidate.

#### DEGREE/CERTIFICATION QUALIFICATIONS (ASSOCIATE'S DEGREE REQUIRED):

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Associate in Science	2019	Essex County College Newark, NJ	Social Sciences

**FISCAL NOTES:** The recommended salary of \$35,900 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Melissa Malagi, at the annual salary of \$35,900, to the position of Administrative Assistant, for the Humanities and Bilingual Studies Division, for the period October 19, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Stephan Pringle
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	October 18, 2022
Agenda Item No.:	4-5/10-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Stephan Pringle, to the position of Computer Support Assistant, for the Information Technology Department, for the period October 19, 2022 through June 30, 2023. The recommended annual salary for the position is \$40,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of six (6) applications were reviewed and three (3) applicants were selected to be interviewed. Stephan Pringle is the recommended candidate.

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

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Stephan Pringle, at the annual salary of \$40,000, to the position of Computer Support Assistant, for the Information Technology Department, for the period October 19, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Deon Webb
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	October 18, 2022
Agenda Item No.:	4-6/10-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Deon Webb, to the position of Security Officer, for the Public Safety Department, for the period beginning October 19, 2022. The recommended annual salary for the position is \$27,040.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 12 applications were reviewed and three (3) applicants were selected to be interviewed. Deon Webb is the recommended candidate.

**FISCAL NOTES:** The recommended salary of \$27,040 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Deon Webb, at the annual salary of \$27,040, to the position of Security Officer, for the Public Safety Department, for the period beginning October 19, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Phillip Wells-Cobbs
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	October 18, 2022
Agenda Item No.:	4-7/10-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Phillip Wells-Cobbs, to the position of Security Officer, for the Public Safety Department, for the period beginning October 19, 2022. The recommended annual salary for the position is \$27,040.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 12 applications were reviewed and three (3) applicants were selected to be interviewed. Deon Webb is the recommended candidate.

**FISCAL NOTES:** The recommended salary of \$27,040 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Phillip Wells-Cobbs, at the annual salary of \$27,040, to the position of Security Officer, for the Public Safety Department, for the period beginning October 19, 2022.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Judy Ortiz
Contact:	Kiswendsida Kaprou, Senior Comptroller
Meeting Date:	October 18, 2022
Agenda Item No.:	4-8/10-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the promotion of Judy Ortiz, from the position of Junior Collections Officer, to the position of Accounts Receivable Officer, for the Bursar Department, for the period October 19, 2022 through June 30, 2023. The recommended annual salary for the position is \$66,345.

**BACKGROUND AND RATIONALE:** Ms. Ortiz is being recommended for promotion, since she has been completing additional responsibilities.

#### **DEGREE/CERTIFICATION QUALIFICATIONS (BACHELOR'S DEGREE REQUIRED):**

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Associate in Applied Science	1997	Essex County College Newark, NJ	Business Administration

**FISCAL NOTES:** The recommended salary of \$66,345 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the promotion of Judy Ortiz, at the annual salary of \$66,345, from the position of Junior Collections Officer, to the position of Accounts Receivable Officer, for the Bursar Department, for the period October 19, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Supplement
Contact:	Alvin William, Executive Dean of Faculty and Academics
Meeting Date:	October 18, 2022
Agenda Item No.:	4-9/10-2022

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

**BACKGROUND AND RATIONALE:** Each semester faculty and staff are selected to complete duties in

<u>Name</u>	<u>Amount</u>	<u>Additional Responsibilities</u> <u>Effective and Expiration Dates</u>
Emmanuel Aouad	\$5,556	Recruitment, Mentoring and Student Support National Science Foundation (NSF) STEM Grant Effective October 6, 2022 to April 14, 2023
Kanji Ojelade	\$5,556	Recruitment, Mentoring and Student Support National Science Foundation (NSF) STEM Grant Effective October 6, 2022 to April 14, 2023

addition to the responsibilities of their full-time positions at the College. The following supplement is recommended for the individuals listed below:

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	October 18, 2022
Agenda Item No.:	4-10/10-2022

**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</u> <u>Date</u>
Sandra Joseph	Custodian Facilities Management	Support Staff	04/22/1996	12/31/2022
Evelyn LaSalle	Technical Assistant Welcome Center	Support Staff	01/03/1994	12/31/2022

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	October 18, 2022
Agenda Item No.:	4-11/10-2022

**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</u> <u>Date</u>
Samantha Roberts	Director Learning Center	Administrative	01/02/2003	10/07/2022
Samantha Brannigan	Assistant Director Institutional Effectiveness	Professional	05/10/2021	09/30/2022
Nabil Kabakibi	Lab Specialist Biology, Chemistry and Physics	Professional	01/07/2019	09/30/2022
Martha Puca	Security Officer Public Safety	Security	05/01/2019	09/14/2022

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Memorandum of Agreement, Essex County College Security Association
Contact:	Dr. Augustine A. Boakye, President
Meeting Date:	October 18, 2022
Agenda Item No.:	4-12/10-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees ratify the Memorandum of Agreement between Essex County College and the Essex County College Security Association for the period October 19, 2022 through June 30, 2023.

**BACKGROUND AND RATIONALE:** The Essex County College Security Association is the recognized negotiating agent for the labor unit comprised of Security Association members. Essex County College and the Essex County College Security Association have engaged in an agreement that will readjust the salaries of the eleven (11) employees to their annual salaries under the collective bargaining agreement ("CBA"), without recoupment of the difference in the sums paid to the subject employees during the period between August 1, 2022 and the date of approval of this Memorandum of Agreement.

**FISCAL NOTES:** The recommended salaries are included in the Department's annual budget.

**RESOLUTION:** Board of Trustees ratifies the Memorandum of Agreement between Essex County College and the Essex County College Security Association for the period October 19, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	

## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Contract for Services Newark Daycare Center
Contact:	Dr. Keith Kirkland, Dean of Student Affairs
Meeting Date:	October 2022
Agenda Item No.:	7-1.1/10-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approves the contracts with Newark Daycare Center to provide child services to residents of the City of Newark, New Jersey under the Abbott Program for the period of September 1, 2022 through June 30, 2023.

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

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

**RESOLUTION:** The Board of Trustees approves the contract with Newark Daycare Center to provide child services to residents of the City of Newark, New Jersey under the Abbott Program for the period of September 1, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	

## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Partner Agreement: Early Head Start/Child Care
Contact:	Dr. Keith Kirkland, Dean of Student Affairs
Meeting Date:	October 2022
Agenda Item No.:	7-1.2/10-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approves a partner agreement between Union Township Community Action Organization, Inc. and Essex County College to provide Head Start Child Care services under the United States Department of Health and Human Service Early Head Start/Child Care Partnership grant in the amount of \$62,688.00 for or the period July 1, 2022 to August 31, 2023.

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

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

**RESOLUTION:** The Board of Trustees of Essex County College approves a partner agreement between Union Township Community Action Organization, Inc. and Essex County College to provide Head Start Child Care services under the United States Department of Health and Human Service Early Head Start/Child Care Partnership grant in the amount of \$62,688.00 for or the period July 1, 2022 to August 31, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 3-9: Authorization of Signatures for Expenditures
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	September 20, 2022
Agenda Item No.:	7-3.1/10-2022

**RESOLUTION:** The Board of Trustees of Essex County College adopts a revised Board Policy 3-9 “Authorization of Signatures for Expenditures” as set forth below and effective immediately for the purpose of increasing the dollar amount and inserting gender-neutral language.

#### BP 3-9 AUTHORIZATION OF SIGNATURES FOR EXPENDITURES

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

- a. The President and the Chief Financial Officer/Senior Comptroller are authorized to jointly disburse payment of expenditures for all manual disbursements.
- b. In the absence of the President or the Chief Financial Officer/Senior Comptroller, the authorized alternate signatory is:
  1. For the President, the alternate is the Vice President/Executive Dean of Faculty and Academic Affairs.
  2. For the Chief Financial Officer/Senior Comptroller, the alternate is the Deputy Chief Financial Officer/Comptroller.
- c. The Chief Financial Officer/Senior Comptroller is authorized to obtain a facsimile plate of their signature or the Deputy Chief Financial Officer/Comptroller to be imprinted on all manual and computer-generated disbursements under \$5,000 by the College.

#### ATTACHMENTS: No

Approved: 7/9/79  
 Revised: 11/2/81  
 Revised: 9/ /97  
 Revised: 5/5/05  
 Revised: 12/17/2019  
 Revised: 2/22/2022  
 Revised: 10/18/2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	

## **BOARD OF TRUSTEES**

### **REQUEST FOR BOARD ACTION**

Subject:	Revised Board Policy 3-10: Salary Supplements
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	September 20, 2022
Agenda Item No.:	7-3.2/10-2022

**RESOLUTION:** The Board of Trustees of Essex County College adopts a revised Board Policy 3-10 “Salary Supplements” as set forth below and effective immediately for the purpose of increasing the dollar amount.

#### **BP 3-10                      SALARY SUPPLEMENTS**

**REFERENCE:**        N.J.S.A. 18A:64A-12(o)

a. When institutional priorities cannot be realistically accomplished through existing personnel and/or resources, an employee may be granted supplementary pay for work performed above and beyond the employee’s normal duties.

1. The tasks to be performed shall be delineated, along with a timetable for completion and expected outcomes.

2. The benefits to the institution must be presented.

3. The individual recommended must be qualified for the supplementary assignment and be recommended through appropriate administrative channels.

4. Work to be performed by a person granted a supplement is not to be part of the individual’s job description and contract responsibility.

5. The compensation, based on a pro-rated calculation, shall not exceed the salary the individual is receiving for his/her contractual responsibilities.

6. For consistency, where supplements are to be granted for administrative positions, the total compensation of base and supplement shall not exceed the maximum salary allowable for that level.

b. Employee supplements in excess of \$5,000 on an annual basis require the approval of the Board of Trustees.

**ATTACHMENTS: No**

Approved: 8/21/80

Revised: 12/3/80

Revised: 9/ /97

Revised: 5/5/05

Revised: 10/18/22

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 3-14: Honoraria
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	September 20, 2022
Agenda Item No.:	7-3.3/10-2022

**RESOLUTION:** The Board of Trustees of Essex County College adopts a revised Board Policy 3-14 “Honoraria” as set forth below and effective immediately for the purpose of increasing the dollar amount.

### **BP 3-14 HONORARIA**

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

The President may approve honoraria not to exceed \$5,000 per program. Any honorarium in excess of \$5,000 must receive prior approval of the Board of Trustees.

### **ATTACHMENTS: No**

Approved: 8/1/73  
Revised: / /80  
Revised: 9/ /97  
Revised: 5/5/05  
Revised: 10/18/22

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE October 18, 2022	