



Essex County College
BOARD OF TRUSTEES
PUBLIC MEETING AGENDA
November 15, 2022 4:30pm
Virtual Meeting

Please click the link below to join the webinar:

<https://essex-edu.zoom.us/j/93073638463>

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Public comments on actions to be approved may be e-mailed to agendacomment@essex.edu; general public comments may be e-mailed to 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 CallChair 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. Annual Organization of the Board of TrusteesMr. M. Townes
- VII. Finance Committee Report.....Mr. J. Zarra

Actions – Submitted for Recommendation to the Board

3-1.1/11-2022	Resolution Authorizing the Award of a Contract for Furniture to the New West Essex Building Commercial Furniture Interiors (CFI) Creative Library Concepts (CLC) Minor Capital Funded– Capital Expenses	\$423,867.52 <u>\$38,235.00</u> \$462,102.52
3-1.2/11-2022	Resolution Authorizing the Award of a Two-Year Contract for Stationery & Office Supplies WB Mason Co., Inc., Secaucus, NJ College Funded – Operating Expense	Amount Not to Exceed \$115,000.00
3-1.3/11-2022	Resolution Authorizing the Award of a Two-Year Contract for Vending Services for Snacks Paramount Vending Services, Inc. dba Culinary Ventures Vending, Union, NJ College Revenue	\$30,000.00

3-1.4/11-2022	Resolution Authorizing the Award of a Two-Year Contract for Vending Services for Cold Beverages Paramount Vending Services, Inc. dba Culinary Ventures Vending, Union, NJ College Revenue	\$22,000.00
3-1.5/11-2022	Resolution Authorizing the Award of a Contract for Professional Services DMR Architects, Hasbrouck Heights, NJ Go Build Our Future Bond Funded Info Commons – Capital Expense	\$90,000.00
3-1.6/11-2022	Resolution Authorizing the Award of an Increase of Allowances for General Repair Services at the Newark Campus McCloskey Mechanical Contractors, Inc., Blackwood, NJ College Funded – Operating Expense	Amount Not to Exceed \$50,000.00
3-1.7/11-2022	Resolution Authorizing the Award of a Contract for Pole Banners JCM Associates LLC., Middletown, NJ College Funded – Operating Expense	\$28,250.00
3-1.8/11-2022	Resolution Authorizing Award for a Blanket Order for Accuplacer Testing Materials College Board, London, KY College Funded – Operating Expense	Amount Not to Exceed \$36,000.00
3-1.9/11-2022	Resolution Authorizing the Award for a Subscription Renewal of PeopleAdmin Talent Management System Power School Holdings, LLC. dba PowerSchool Group, LLC. College Funded – Operating Expense	\$30,296.22
3-1.10/11-2022	Resolution Authorizing the Award of a Contract for Web Hosting Services Hubspire Corporation, Matawan, NJ Hosting, support, and maintenance of College’s website Web services and system development College Funded – Operating Expense	Amount Not to Exceed \$4,200.00 \$15,000.00
3-1.11/11-2022	Resolution Authorizing the Additional Payment for FEMA Premium IMAC Insurance Agency, LLC, Belleville, NJ College Funded – Operating Expense	\$2,143.00

3-1.12/11-2022	Resolution Authorizing the Award of an Increase of a Contract for Athletic Travel and Charter Bus Services Coach USA Panorama Tours College Funded – Operating Expense	Amount Not to Exceed \$25,000.00 <u>\$25,000.00</u> \$50,000.00
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VIII. Personnel Committee ReportMs. J. Grimes

Actions – Submitted for Recommendation to the Board

A. Appointment

- 4-1/11-2022 Professional Level II
 Noushig Ohanian
 Research Coordinator, Academic Assessment
 Effective November 16, 2022
 Salary \$53,000
- 4-2/11-2022 Professional Level II
 Lisa Padilla
 Senior Assessment Coordinator, Academic Assessment
 Effective November 16, 2022
 Salary \$69,690.14
- 4-3/11-2022 Professional Level I
 Angela Akwaah
 Administrative Assistant, Student Development and Counseling
 Effective November 16, 2022
 Salary \$35,900
- 4-4/11-2022 Professional Level I
 Gertrude Arthur
 Administrative Assistant – Center for Adult Transition, Student Development and
 Counseling
 Effective November 16, 2022
 Salary \$35,900 *Grant Funded*
- 4-5/11-2022 Professional Level I
 Lilian Palacios
 Human Resources Representative, Human Resources
 Effective November 16, 2022
 Salary \$45,000

B. Promotion

4-6/11-2022 Professional Level II
Jayson Hull
Web Designer, Marketing and Communications
Effective November 16, 2022
Salary \$52,630

C. Change in Salary

4-7/11-2022 Professional Level II
Joseph Ott
Program Coordinator – Student Life and Activities
Effective November 16, 2022
Salary \$55,796.52

D. Professor Emeritus Status

4-8/11-2022 Faculty Emeritus
Allen Singleton
Professor Emeritus, Business
Effective November 1, 2022

4-9/11-2022 Faculty Emeritus
Ned Wilson
Professor Emeritus, Computer Sciences
Effective November 1, 2022

E. Supplement

4-10/11-2022 Administrative
Ledawn Hall
Additional Responsibilities
Men and Women of Excellence Scholarship Grant
Effective November 1, 2022 to June 30, 2024
Amount \$10,000

Faculty
Yasser Kabakibi
Faculty Mentor Lead
Mentoring, Alignment, Preparedness, Support (MAPS) Grant
Effective November 1, 2022 to June 30, 2023
Amount \$4,500

Faculty
Samuel Lumbsden
Faculty Mentor Lead
Mentoring, Alignment, Preparedness, Support (MAPS) Grant
Effective November 1, 2022 to June 30, 2023
Amount \$4,500

F. Retirement

4-11/11-2022

Professional Level II
Doris Colon
Benefits Specialist, Human Resources
Effective December 31, 2022

Support Staff Grade 7
Lisa Lomax
Senior Cashier, Bursar
Effective December 31, 2022

G. Resignation

4-12/11-2022

Professional Level II
Larrae Bethea
Compliance Associate, Compliance
Effective October 11, 2022

Professional Level II
Michael Ferris
Coordinator – Circulation and Library Information Services, Martin Luther King
Jr. Library
Effective October 31, 2022

Professional Level II
Floyd Hutchinson
Computer Laboratory Coordinator, Academic Affairs
Effective November 4, 2022

Professional Level I
Tanya Black
Junior Buyer, Purchasing
Effective October 21, 2022

Professional Level I
Byron Amaya Ortega
Student Support Services Representative, Welcome Center
Effective October 28, 2022

Support Staff
Pedro Burbano
Custodian, Facilities Management
Effective October 28, 2022

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

Action – Submitted for Recommendation to the Board

7-1.1/11-2022 College Readiness Now IX Project Agreement of The New Jersey Council of Community Colleges

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

Action – Submitted for Recommendation to the Board

7-2.1/11-2022 Amendment: Approved and Authorized Terms of the Securing Our Children’s Future Bond Act County College Career and Technical Education (CTE) Grant Program Amount not to Exceed \$5,333,333.00

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

Actions – Submitted for Recommendation to the Board

7-3.1/11-2022 Revised Board Policy 4-4: Affirmative Action Policy

7-3.2/11-2022 Revised Board Policy 4-6: Granting of Multi-Year Contracts to Members of Professional Staff Not Holding Academic Rank

7-3.3/11-2022 Revised Board Policy 4-14: Preventing the Spread of Infectious Diseases in the College

- XII. Community Relations Committee Report..... Ms. J. Wright
- XIII. Alumni Association ReportMr. R. Saturne
- XIV. Student Government Association Report.....Ms. Y. Rosales
- XV. Faculty Association ReportProf. J. Alexandre
- XVI. President’s ReportDr. A. Boakye
- XVII. New BusinessChair M. Bolden
- XVIII. Public CommentsMs. S. Story
- XIX. Notice of Executive Session/VotingMs. J. Grimes
- XX. Adjournment.....Chair M. Bolden

***Public meeting agenda subject to change**

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Furniture for the West Essex Campus
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	November 15, 2022
Agenda Item No.:	3-1.1/11-2022
Resolution Authorizing the Award of a Contract for Furniture to the New West Essex Building	

WHEREAS, Essex County College needs to approve a contract in the total amount of **\$462,102.52** to the below-listed vendors for furniture to outfit the entire new West Essex Campus. Classrooms, Computer Labs, Science Labs, Science Prep rooms, a One-Stop Center, Shelvings, Administrative Offices, Student Support Offices, Conference room, Bursars, Security Office, Facility Office, Faculty Center, Adjunct Center, Tutoring Center, Cafeteria, Student Lounge, Multi-purpose Room are among the facilities in the building; 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 Contract #19-FOOD-00876, A81711 TVR #912679, A81718, A81721, ESCNJ22/23-08; 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 Board of Trustees hereby authorizes and directs the appropriate officials of the College to award a contract to the following vendors in the total amount of **\$462,102.52** for furniture for the New West Essex Building. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor’s Category</u>	<u>\$Amount</u>
Commercial Furniture Interiors (CFI)	SBE	\$423,867.52
Creative Library Concepts (CLC)	Non/SBE/MBE/WBE	\$ 38,235.00

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-25.5.9(a)
3. CFI is the authorized vendor for the State of New Jersey Contract #19-FOOD-00876, A81711 TVR #912679, A81718, A81721, ESCNJ22/23-08;
4. Creative Office Spaces is the authorized vendor for the State of New Jersey Contract # ESCNJ22/23-08;
5. The specific line item against which the contract is to be charged is as follows:
902203-02203-7902 Minor Capital – Essex County Funds, Ordinance #O-2022-00003
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:		Finance: WB Mason Co., Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		November 15, 2022
Agenda Item No.:		3-1.2/11-2022
	Resolution Authorizing the Award of a Two-Year Contract for Stationery & Office Supplies	

Recommendation: It is recommended that the Board of Trustees approve the award of a two-year bid to **Non-SBE/MBE/WBE, WB Mason Co., Inc.**, 535 Secaucus Road, Secaucus, New Jersey 07094 for Stationery & Office Supplies in the total amount not to exceed **\$115,000.00** from the date of award through November 14, 2024.

Bid# 8148 was advertised in The Star-Ledger on July 27, 2022. There were four (4) bids solicited. One (1) response was received, opened, and publicly read on August 23, 2022, which was rejected.

Bid# 8154 was advertised in The Star-Ledger on September 6, 2022. There were six (6) bids solicited. One (1) response was received, opened, and publicly read on September 21, 2022.

Nature of Bid: Stationery & Office Supplies

Bid Item #1-6: **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:

<u>Department</u>	<u>Account #</u>	<u>FY 22-23</u>	<u>FY 23-24</u>
Auxiliary Services	10-1701-7501A	\$50,000.00	\$65,000.00

Resolution: The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award a two-year quote in the amount not to exceed **\$115,000.00** to **WB Mason Co., Inc.** for Stationery & Office Supplies from the date of award through November 14, 2024. Subject to the availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Paramount Vending Services, Inc. dba Culinary Ventures Vending Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	November 15, 2022
Agenda Item No.:	3-1.3/11-2022
	Resolution Authorizing the Award of a Two-Year Contract 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 the date of award through November 14, 2024. This contract will provide the College with an annual rental fee revenue of **\$30,000.00** with an additional commission fee of 38% of gross revenue exceeding \$80,000.00. In addition, compensation in the form of sponsorship of \$2,000.00 will be provided to the College per year.

Bid #8150 was advertised on August 22, 2022. Pre-Bid Conference held on August 31, 2022. There were four (4) bids solicited. One (1) response was received, opened, and publicly read on September 8, 2022.

Nature of Bid: Vending Services for Snacks

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

Resolution: The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award a two-year bid to **Paramount Vending Services, Inc. DBA Culinary Ventures Vending** for Vending Services for Snacks from the date of award through November 14, 2024. This contract will provide the College with an annual rental fee revenue of **\$30,000.00** with an additional commission fee of 38% of gross revenue exceeding \$80,000.00. In addition, compensation in the form of sponsorship of \$2,000.00 will be provided to the College per year.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Paramount Vending Services, Inc. dba Culinary Ventures Vending Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	November 15, 2022
Agenda Item No.:	3-1.4/11-2022
	Resolution Authorizing the Award of a Two-Year Contract for Vending Services for Cold Beverages

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 Beverages from the date of award through November 14, 2024. This contract will provide the College with an annual rental fee revenue of **\$22,000.00** with an additional commission fee of 38% of gross revenue exceeding \$56,000.00. In addition, compensation in the form of sponsorship of \$2,000.00 will be provided to the College per year.

Bid #8151 was advertised on August 22, 2022. Pre-Bid Conference held on August 31, 2022. There were four (4) bids solicited. One (1) response was received, opened, and publicly read on September 8, 2022.

Nature of Bid: Vending Services for Cold Beverages

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

Resolution: The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award a two-year bid to **Paramount Vending Services, Inc. DBA Culinary Ventures Vending** for Vending Services for Cold Beverages from the date of award through November 14, 2024. This contract will provide the College with an annual rental fee revenue of **\$22,000.00** with an additional commission fee of 38% of gross revenue exceeding \$56,000.00. In addition, compensation in the form of sponsorship of \$2,000.00 will be provided to the College per year.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: DMR Architects Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		November 15, 2022
Agenda Item No.:		3-1.5/11-2022
Resolution Authorizing the Award of a Contract for Professional Services		

WHEREAS, Essex County College needs to approve a contract of **\$90,000.00** to **DMR Architects**, 777 Terrace Avenue, Hasbrouck Heights, New Jersey 07604, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for architectural design services for the renovation of the Learning Center Relocation / Library 3rd Floor Finish Upgrade located at the Newark campus; 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 Alexandra Vineque, Associate Dean of Online Education and Resources Academic Affairs Dr. Lyudmilova, Director of Facilities Jeff Shapiro recommended to award the contract for professional services of \$90,000.00 to DMR Architects; 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,

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 professional service with **DRM Architects** for **\$90,000.00** for architectural design services for the renovation of the lower level of the MLK Jr. Library and Learning Center located at 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:
902103-02103-7952B Go Build Our Future Bond – Info Commons Funds
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: McCloskey Mechanical Contractors, Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	November 15, 2022
Agenda Item No.:	3-1.6/11-2022
Resolution Authorizing the Award of an Increase of Allowances for General Repair Services at the Newark Campus	

WHEREAS, Essex County College needs to approve an increase of allowances on an as-needed basis in the total amount not to exceed **\$50,000.00** per year to **Non-SBE/MBE/WBE, McCloskey Mechanical Contractors, Inc.**, 445 Lower Landing Road, Blackwood, New Jersey 08012 for the fiscal years 2023 and 2024; and

WHEREAS, On September 20, 2022 (3-1.1/9-2022), (3-1.2/9-2022), and (3-1.3/9-2022) the Board of Trustees approved the following for the fiscal years 2023 and 2024:

- Bid# 8147 – HVAC Preventive Maintenance and General Repair Services in the total amount of \$45,608.00 for FY2023, and the total amount of \$46,826.00 for FY2024.
- Quote# FY23Q-0003 General Plumbing Repair Services, in the amount not to exceed \$25,000.00 per year. Allowance not to exceed \$12,500 per year.
- Quote# FY23Q-0005 Heating Boilers Maintenance & Services in the amount of \$23,432.00 for FY2023, allowance not to exceed \$14,068 per year and the amount of \$23,834.00 for FY2024, allowance not to exceed \$13,666 per year.

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 “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 an increase of allowances for general repairs services at the Newark Campus with **McCloskey Mechanical Contractors, Inc.**, in the total amount not to exceed **\$50,000.00** per year for the fiscal years 2023 and 2024. Subject to the availability of funds;
2. The specific line item against which this increase is to be charged is as follows:
10-7351-7620 Operating Expense
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: JCM Associates LLC. Women Business Enterprises (WBE)
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	November 15, 2022
Agenda Item No.:	3-1.7/11-2022
Resolution Authorizing the Award of a Contract for Pole Banners	

Recommendation: It is recommended that the Board of Trustees approve the award of a quote to **JCM Associates, LLC.**, 167 Twin Brooks Avenue, Middletown, New Jersey 07748, vendor approved by the State of New Jersey under Women Business Enterprise (**WBE**) for Pole Banners of **\$28,250.00**.

Quote# FY23Q-0009 8154 was published in the web services on September 15, 2022. There were three (3) quotes solicited. One (1) response was received on September 21, 2022.

Nature of Quote: Essex County College – Pole Banners

Bid Item #1-3: **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:

<u>Department</u>	<u>Account #</u>	<u>FY 22-23</u>
Graphics	10-0216-7470	\$28,250.00

Resolution: The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award a quote to **JCM Associates, LLC.** of **\$28,250.00** for Pole Banners. Subject to the availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: College Board Non-SBE/MBE/WBE
Contact:	Dr. Keith Kirkland / Dean of Student Affairs
Meeting Date:	November 15, 2022
Agenda Item No.:	3-1.8/11-2022
Resolution Authorizing Award for a Blanket Order for Accuplacer Testing Materials	

WHEREAS, Essex County College needs to approve a blanket order for the purchase of Accuplacer Test forms in the amount not to exceed **\$36,000.00** to **Non-SBE/MBE/WBE, College Board**, PO Box 7500, London, Kentucky 40742. The Accuplacer Test materials are the testing instruments used for indicating College preparedness for new students and retesting of existing students at Essex County College for the fiscal year 2022-2023; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 and 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 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 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 blanket order for the purchase of certification test materials with **College Board**, in the total amount not to exceed **\$36,000.00**, for the fiscal year 2022-2023. Subject to the availability of funds;
2. This blanket order is awarded without public bidding in accordance with the provisions of the County College Contracts N.J.S.A.18A:64A-25.3 and N.J.S.A.18A:64A-25.5.a(3);
3. The specific line item against which this blanket order is to be charged is as follows:
10-1155-7790 Operating Expense
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Power School Holdings, LLC. dba PowerSchool Group, LLC. Non-SBE/MBE/WBE
Contact:	Yvette Henry / Executive Director of Human Resources
Meeting Date:	November 15, 2022
Agenda Item No.:	3-1.9/11-2022
Resolution Authorizing the Award for a Subscription Renewal of PeopleAdmin Talent Management System	

WHEREAS, Essex County College needs to approve a subscription of **\$30,296.22** to **Non-SBE/MBE/WBE, Power School Holdings, LLC. dba: PowerSchool Group, LLC.**, 150 Parkshore Drive, Folsom, California 95630 for the renewal of the Applicant Tracking Module for the recruitment of talent for the institution from December 17, 2022, through December 16, 2023; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 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 system development for the hardware; 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 Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve the Talent Management subscription with **Power School Holdings, LLC. dba: PowerSchool Group, LLC.**, of **\$30,296.22** from December 17, 2022, through December 16, 2023. 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 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 subscription is to be charged is as follows:
10-0304-7511 Operating Expense
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Hubspire Corporation Minority Small Business Enterprise (MSBE)
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	November 15, 2022
Agenda Item No.:	3-1.10/11-2022
Resolution Authorizing the Award of a Contract for Web Hosting Services	

WHEREAS, Essex County College needs to approve a contract in the total amount not to exceed **\$4,200.00** to **Hubspire Corporation**, 30 Winding Brook Drive, Matawan, New Jersey 07747, vendor approved by the State of New Jersey under Minority Small Business Enterprise (**MSBE**) for hosting, support, and maintenance of www.essex.edu webserver from November 2022 to February 2023. In addition, to approve a contract on an as-needed basis in the total amount not to exceed **\$15,000.00** from March 2023 to June 2023, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 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 system development for the hardware; and

WHEREAS, Essex County College processed a payment of \$13,400 for the continuing support hosting and maintenance service of the www.essex.edu website from July 2022 through October 2022.

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, and the Office of General Counsel reviewed and approved the contract,

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 award a contract to **Hubspire Corporation** in the total amount not to exceed **\$4,200.00** for web hosting services from November 2022 to February 2023 and to approve a contract on an as-needed basis in the total amount not to exceed **\$15,000.00** from March 2023 to June 2023. Subject to the availability of funds;
2. The contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(19);
3. The specific line item against which this contract is to be charged is as follows:
10-0216-7470 Operating Expense
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Subject:	Finance: IMAC Insurance Agency, LLC Small Business Enterprise (SBE)
Contact:	Evens Wagnac / Comptroller
Meeting Date:	November 15, 2022
Agenda Item No.:	3-1.11/11-2022
Resolution Authorizing the Additional Payment for FEMA Premium	

WHEREAS, Essex County College needs to approve a payment of **\$2,143.00** to **IMAC Insurance Agency LLC**, 540 Mill Street, Belleville, New Jersey 07109, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for FEMA additional premium for the College’s three current flood insurance policies for the Health Science Center, Megastructure, and Student Center, in which contracts for Insurance are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 and N.J.S.A. 18A:64A-25.5.(11), Insurance, including the purchase of insurance coverage and consulting services which exceptions shall be in accordance with the requirements for extraordinary unspecifiable services; and

WHEREAS, On June 21, 2022 (3-1.25/6-2022), the Board of Trustees approved payment for insurance policy renewal of \$880,241.00 for the fiscal year 2023; and

WHEREAS, On August 24, 2022 (3-1.8/8-2022), the Board of Trustees approved payment for insurance policy renewal of \$498.01 for a pre-adjusted quote that was submitted in the board packet to guarantee coverage and avoid a lapse in coverage; 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, and;

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 additional payment to **IMAC Insurance Agency LLC**. for FEMA additional premium for the Health Science Center, Megastructure, and Student Center of **\$2,143.00**. Subject to the availability of funds;
2. This payment is awarded without public bidding in accordance with the provisions of the County College Contract Law N.J.S.A.18A:64A-25.3 and 18A:64A-25.5.(11);
3. The specific line item against which this payment is to be charged are as follows:
10-1851-7711 Operating Expense
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Bus Transportation Services
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	November 15, 2022
Agenda Item No.:	3-1.12/11-2022
Resolution Authorizing the Award of an Increase of a Contract for Athletic Travel and Charter Bus Services	

WHEREAS, Essex County College needs to approve an increase of bus services on an as-needed basis in the total amount not to exceed **\$50,000.00** to the below-listed vendors for student activity trips, band, summer youth programs, athletics, and other approved activities for the fiscal year 2023; and

WHEREAS, On June 21, 2022 (3-1.21/6-2022), the Board of Trustees approved a request for proposal #8140 for Athletic Travel and Charter Bus Services to Coach USA and Panorama Tours in the total amount not to exceed \$50,000.00; 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 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 an increase of a contract for bus services on an as-needed basis to the following vendor-listed, in the total amount not to exceed **\$50,000.00** for the fiscal year 2023. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor’s Category</u>	<u>\$Amount</u>
Coach USA	NON/SBE/MBE/WBE	\$25,000.00
Panorama Tours	SWBE	\$25,000.00

2. The specific line item against which these increases are to be charged are as follows:
 Operating Expense: 32-8215-7310 Athletics
 10-5104-7310 On-Campus Continuing Education
 10-1701-7310 Institutional

 FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Noushig Ohanian
Contact:	John Runfeldt, Executive Director of Institutional Effectiveness, Planning and Assessment
Meeting Date:	November 15, 2022
Agenda Item No.:	4-1/11-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Noushig Ohanian, to the position of Research Coordinator, for the Academic Assessment Department, for the period November 16, 2022 through June 30, 2023. The recommended annual salary for the position is \$53,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. One (1) application was received and reviewed. Noushig Ohanian 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	Montclair State University Montclair, NJ	Social Research and Analysis
● Bachelor of Arts	2020	William Paterson University Wayne, NJ	General Sociology

FISCAL NOTES: The recommended salary of \$53,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Noushig Ohanian, at the annual salary of \$53,000, to the position of Research Coordinator, for the Academic Assessment Department, for the period November 16, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Lisa Padilla
Contact:	John Runfeldt, Executive Director of Institutional Effectiveness, Planning and Assessment
Meeting Date:	November 15, 2022
Agenda Item No.:	4-2/11-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Lisa Padilla, to the position of Senior Assessment Coordinator, for the Academic Assessment Department, for the period November 16, 2022 through June 30, 2023. The recommended annual salary for the position is \$69,690.14.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of two (2) applications were received and interviewed. Lisa Padilla 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>
● Associate in Science	1999	Essex County College Newark, NJ	Social Sciences

FISCAL NOTES: The recommended salary of \$69,690.14 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Lisa Padilla, at the annual salary of \$69,690.14, to the position of Senior Assessment Coordinator, for the Academic Assessment Department, for the period November 16, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Angela Akwaah
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	November 15, 2022
Agenda Item No.:	4-3/11-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Angela Akwaah, to the position of Administrative Assistant, for the Student Development and Counseling Department, for the period November 16, 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 15 applications were reviewed and two (2) applicants were selected to be interviewed. Angela Akwaah is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Master of Business Administration	2017	Kwame Nkrumah University of Science and Technology Kumasi	Business Administration
● Bachelor of Science	2008	Kwame Nkrumah University of Science and Technology Kumasi	Chemistry

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 Angela Akwaah, at the annual salary of \$35,900, to the position of Administrative Assistant, for the Student Development and Counseling Department, for the period November 16, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Appointment, Gertrude Arthur
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	November 15, 2022
Agenda Item No.:	4-4/11-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Gertrude Arthur, to the position of Administrative Assistant-Center for Adult Transition, for the Student Development and Counseling Department, contingent upon grant funding, for the period November 16, 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 15 applications were reviewed and two (2) applicants were selected to be interviewed. Gertrude Arthur is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (ASSOCIATE’S DEGREE REQUIRED)

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 Gertrude Arthur, at the annual salary of \$35,900, to the position of Administrative Assistant-Center for Adult Transition, for the Student Development and Counseling Department, contingent upon grant funding, for the period November 16, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Lilian Palacios
Contact:	Yvette Henry, Executive Director of Human Resources
Meeting Date:	November 15, 2022
Agenda Item No.:	4-5/11-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Lilian Palacios, to the position of Human Resources Representative, for the Human Resources Department, for the period November 16, 2022 through June 30, 2023. The recommended annual salary for the position is \$45,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 35 applications were reviewed and five (5) applicants were selected to be interviewed. Lilian Palacios 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>
● Bachelor of Science	2015	Berkley College Newark, NJ	Health Services Management
● Associate in Science	2012	Essex County College Newark, NJ	General Science

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

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Lilian Palacios, at the annual salary of \$45,000, to the position of Human Resources Representative, for the Human Resources Department, for the period November 16, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Jayson Hull
Contact:	Alfred Bundy, Executive Director of Institutional Advancement
Meeting Date:	November 15, 2022
Agenda Item No.:	4-6/11-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Jayson Hull, from the position of Marketing Assistant, to the position of Web Designer, for the Marketing and Communications Department, for the period November 16, 2022 through June 30, 2023. The recommended annual salary for the position is \$52,630.

BACKGROUND AND RATIONALE: Mr. Hull is being recommended for promotion, since he 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 Arts	2013	Essex County College Newark, NJ	Communications

FISCAL NOTES: The recommended salary of \$52,630 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Jayson Hull, at the annual salary of \$52,630, from the position of Marketing Assistant, to the position of Web Designer, for the Marketing and Communications Department, for the period November 16, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Change in Salary, Joseph Ott
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	November 15, 2022
Agenda Item No.:	4-7/11-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve the change in salary of Joseph Ott, Program Coordinator – Student of Life and Activities, Student Life and Activities Department, from the salary of \$48,296.52 to \$55,796.52, for the period November 16, 2022 through June 30, 2023.

BACKGROUND AND RATIONALE: Mr. Ott is being recommended for change in salary, since he 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>
● Bachelor of Arts	1998	William Paterson University Wayne, NJ	Communications

FISCAL NOTES: The recommended salary of \$55,796.52 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the change in salary of Joseph Ott, Program Coordinator – Student of Life and Activities, Student Life and Activities Department, from the salary of \$48,296.52 to \$55,796.52, for the period November 16, 2022 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Emeritus Status, Allen Singleton
Contact:	Alvin Williams, Executive Dean of Faculty and Academics
Meeting Date:	November 15, 2022
Agenda Item No.:	4-8/11-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve emeritus status to Professor Allen Singleton, effective November 1, 2022. Mr. Singleton retired in 1993 after a faculty career of twenty-five years at Essex County College.

BACKGROUND AND RATIONALE: In accordance with Board Policy 6-2 “Emeritus Status” and NJSA 18A:64A-12(o), the Board of Trustees may grant emeritus status to a retiring President, Dean or Professor that meets the stipulated criteria as does Professor Allen Singleton. Professor Singleton is one of the progenitors of Essex County College in a career stretching back to 1968. He retired from the College in 1993 after twenty-five years of meritorious service. However, after his retirement he continued giving of his time, talent and treasure for over twenty-five more years to the college.

Professor Singleton is one of the college’s most outstanding faculty members and administrators and has demonstrated that he has the qualifications for the honorable title of Professor Emeritus. He served with distinction in various positions such as: Chairperson of Information Processing Department, Chairperson of Business Division, Acting Director Allied Health Division, Chairperson Secretarial Studies Department, Vice President of Academic Affairs and Special Assistant to the President.

Professor Singleton continues his service to the college today and has already made a firm commitment to sponsor and support the Essex Entrepreneurship Business Plan Competition. Professor Allen J. Singleton represents the best of Essex and is highly recommended for the status of Professor Emeritus of Essex County College.

FISCAL NOTES: There is no fiscal impact to the College.

RESOLUTION: The Board of Trustees approves emeritus status to Professor Allen Singleton, effective November 1, 2022. Mr. Singleton retired in 1993 after a faculty career of twenty-five years at Essex County College.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Emeritus Status, Ned Wilson
Contact:	Alvin Williams, Executive Dean of Faculty and Academics
Meeting Date:	November 15, 2022
Agenda Item No.:	4-9/11-2022

RECOMMENDATION: It is recommended that the Board of Trustees approve emeritus status of Professor Ned Wilson, effective November 1, 2022. Ned Wilson retired on October 31, 2022 after a faculty career of fifty-three years at Essex County College.

BACKGROUND AND RATIONALE: In accordance with Board Policy 6-2 “Emeritus Status” and NJSA 18A:64A-12(o), the Board of Trustees may grant emeritus status to a retiring President, Dean or Professor that meets the stipulated criteria as does Professor Ned Wilson. For fifty-three years, Professor Wilson taught in the Humanities, Social Science, Computer Information Systems, and the Mathematics, Engineering Technologies and Computer Science Divisions over the course of his tenure. He has proved himself to be an outstanding academician and an inspiration to a great many students. Professor Wilson was also the longest serving President of the Essex County College Faculty Association.

In addition, Dr. Wilson served with distinction as a member of the Academic Policies Advisory Committee, leader of the Faculty Senate, editor of the Community College Humanities Association national publication, and served as a member of the New Jersey Education Association Higher Education Committee for many years. Dr. Wilson was also instrumental in helping attain many of the higher education pension and health benefits that staff members throughout the State of New Jersey enjoy today as the result of his advocacy over the years.

FISCAL NOTES: There is no fiscal impact to the College.

RESOLUTION: The Board of Trustees of Essex County College approves emeritus status of Professor Ned Wilson, effective November 1, 2022. Ned Wilson retired on October 31, 2022 after a faculty career of fifty-three years at Essex County College.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Personnel: Supplement
Contact:	Alvin Williams, Executive Dean of Faculty and Academics	
Meeting Date:		November 15, 2022
Agenda Item No.:		4-10/11-2022

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

<u>Name</u>	<u>Amount</u>	<u>Additional Responsibilities</u> <u>Effective and Expiration Dates</u>
Ledawn Hall	\$10,000	Additional Responsibilities Men and Women of Excellence Scholarship Grant Effective November 1, 2022 to June 30, 2024
Yasser Kabakibi	\$4,500	Faculty Mentor Lead Mentoring, Alignment, Preparedness, Support (MAPS) Grant Effective November 1, 2022 to June 30, 2023
Samuel Lumsden	\$4,500	Faculty Mentor Lead Mentoring, Alignment, Preparedness, Support (MAPS) Grant Effective November 1, 2022 to June 30, 2023

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 November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	November 15, 2022
Agenda Item No.:	4-11/11-2022

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>
Doris Colon	Benefits Specialist Human Resources	Professional Level II Confidential	07/19/1988	12/31/2022
Lisa Lomax	Senior Cashier Bursar	Support Staff Grade 7	09/01/1991	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 November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Yvette Henry, Executive Director, Human Resources
Meeting Date:	November 15, 2022
Agenda Item No.:	4-12/11-2022

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 Date</u>
Larrae Bethea	Compliance Associate Compliance	Professional Level II Confidential	05/02/2011	10/11/2022
Michael Ferris	Coordinator – Circulation and Library Information Services Martin Luther King Jr. Library	Professional Level II	06/01/2022	10/31/2022
Floyd Hutchinson	Computer Laboratory Coordinator Academic Affairs	Professional Level II	02/24/1999	11/04/2022
Tanya Black	Junior Buyer Purchasing	Professional Level I	07/24/2006	10/21/2022
Byron Amaya Ortega	Student Support Representative Welcome Center	Professional Level I	09/21/2022	10/28/2022
Pedro Burbano	Custodian Facilities Management	Support Staff	11/01/2002	10/28/2022

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 November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	College Readiness Now IX Project Agreement of The New Jersey Council of Community Colleges
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	November 15, 2022
Agenda Item No:	7-1.1/11-2022

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approves the College Readiness Now IX Program Agreement between Essex County College, hereinafter referred to as “Essex” and the New Jersey Council of County Colleges, hereinafter referred to as “NJCCC” for the purpose of establishing a College Readiness Now IX Program in the amount of \$50,772 to be delivered by Essex to Newark High School students from July 1, 2022 to August 20, 2023.

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

FISCAL NOTES: There is no fiscal impact to Essex.

RESOLUTION: The Board of Trustees of Essex County College accepts the College Readiness Now IX Program Agreement between Essex County College and the New Jersey Council of Community Colleges for the purpose of establishing a College Readiness Now IX Program in the amount of \$50,772 to be delivered by Essex to Newark High School students from July 1, 2022 to August 20, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Amendment: Approved and Authorized Terms of the Securing Our Children’s Future Bond Act County College Career and Technical Education (CTE) Grant Program
Contract:	Dr. Augustine A. Boakye, President
Meeting Date:	November 15, 2022
Agenda Item No:	7-2.1/11-2022

WHEREAS, Essex County College Board of Trustees (the “Board”) approved and authorized the undertaking and implementation of a project consisting of the renovation of the Center for Technology to adopt flexible classroom/laboratory design, as well as purchase of Career Technical Education (CTE) program equipment, and authorize the financing of all or a portion of the project through the Securing Our Children’s Future Bond Act County College Career and Technical Education (CTE) Grant Program (the “Grant Program”) to expand CTE in institutions of higher education, made available by the State of New Jersey pursuant to the Securing Our Children’s Future Bond Act, P.L. 2018, C. 119, and other available funding sources; and,

WHEREAS The Board needs to approve and authorize the amended execution and delivery of any and all agreements in connection with undertaking, implementing and financing the project(s) in the form approved by the officers of the institution executing such agreements(s); and designate and authorize the officers of the institution to take the aforementioned actions and to take any and all such other actions deemed necessary or desirable to undertake, implement and finance the project(s); and

WHEREAS: The Board wishes to approve the undertaking, implementation, and financing of the project(s) consisting of Renovation of an existing building to capture underutilized space for instruction, create a robust infrastructure to meet the demands of in-demand CTE workforce skills, and to provide specific CTE programs with equipment to expand offerings; and

WHEREAS: The Board wishes to approve the amended aggregate costs of the Project in an amount not to exceed \$5,333,333; and

WHEREAS: The Board wishes to finance a portion of the Project through the “Grant Program” to expand Career and Technical Education at Essex County College through funds made available by the State of New Jersey (the “State”) pursuant to the Securing Our Children’s Future Bond Act, P.L. 2018, c. 119 (the “Bond Act”); and

WHEREAS: The New Jersey State Legislature has appropriated \$4,000,000 to finance a portion of the costs of the Institution’s Project pursuant to the Bond Act, which Grant Amount is funded by proceeds of tax-exempt general obligation bonds issued by the State of New Jersey; and

WHEREAS: The Board wishes to accept receipt of the Grant Amount through the Grant Program, as implemented by the Office of Secretary of Higher Education, in order to finance a portion of the costs of the Project pursuant to the Bond Act, including using the Grant Amount to reimburse Project costs incurred on or after January 1, 2023; and

WHEREAS: The Board wishes to authorize operating funds or any combination of such financing options for the costs of the Project; and

WHEREAS: The Board wishes to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement, and finance the Project through the Grant Program, including execute and deliver a grant agreement and any and all other documents required under the Grant Program; and

WHEREAS: The Board wishes to authorize certain officers of the Institution to determine the financing structure which is most economically advantageous to the Institution provided the financing structure utilizes the Grant Amount, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including tax-exempt bonds or other financings (the "Financing Costs"); and

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and provide a benefit to the Institution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. The Board hereby approves the Project and authorizes the undertaking, implementation, and the amended financing of the Project in an aggregate amount not to exceed \$5,333,333 (including Financing Costs) through the financing structure determined by the Authorized Officers (as defined below) to be the most economically advantageous to the Institution, which financing structure shall include the Grant Amount.
2. The Board hereby authorizes the financing of a portion of the costs of the Project (including reimbursement of Project costs incurred on or after January 1, 2023 with the Grant Amount, pursuant to the Bond Act, and hereby authorizes and directs the Authorized Officers to execute and delivery any and all agreements necessary to accept receipt of the Grant Amount through the Grant Program.
3. The Board further authorizes financing a portion of the Project with operating funds.
4. The Board hereby appoints the Board Secretary, the President, the Senior Comptroller, the Deputy Chief Financial Officer, the Executive Dean/Chief Information Officer, and the Dean of Community, Continuing Education and Workforce Development as Authorized Officers and each are hereby (i) authorized and directed to approve, execute, and deliver any and all agreements necessary to undertake, implement, and finance the Project as described herein; and (ii) authorized to execute and deliver any financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Board or the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and/or other document and/or instrument; and (iii) authorized and directed to do and perform such other acts and to

take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement, and finance the Project; including Financing Costs.

5. This Resolution shall take effect immediately.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 4-4: Affirmative Action Policy
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	November 15, 2022
Agenda Item No.:	7-3.1/11-2022

RESOLUTION: The Board of Trustees of Essex County College adopts a revised Board Policy 4-4 “Affirmative Action Policy” as set forth below and effective immediately for the purpose of codifying the Board’s Affirmative Action Policy.

BP 4-4 AFFIRMATIVE ACTION POLICY

REFERENCE: N.J.S.A. 18A:64A12(o)

It is the policy of the College to provide equal employment opportunities without regard to race, religion, sex, gender identity or expression, national origin, age, disability, marital status, family status, veteran status, sexual orientation, genetic information or any other protected characteristics under applicable law.

The College will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, transfers, reduction in force, and other conditions of employment against any employee or job applicant on the basis of any protected group.

The College will also take affirmative action to ensure that employees are not be subjected to harassment, intimidation or retaliation for filing a complaint and/or assisting or participating in an investigation, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity, or exercising any other legal right protected by federal, state or local law requiring equal opportunity.

The President shall have the ultimate responsibility in ensuring that equal employment opportunities and affirmative action procedures and goals comply with the Board’s policy and applicable law. The Board of Trustees’ Affirmative Action Committee will assist the President and the Affirmative Action Officer in coordinating, reviewing, and reinforcing the Affirmative Action Plan of the College.

Approved: November 15, 2022

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 4-6: Granting of Multi-Year Contracts to Members of Professional Staff Not Holding Academic Rank
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	November 15, 2022
Agenda Item No.:	7-3.2/11-2022

RESOLUTION: The Board of Trustees of Essex County College adopts a revised Board Policy 4-6 “Granting of Multi-Year Contracts to Members of Professional Staff Not Holding Academic Rank” as set forth below and effective immediately for the purpose of including statutory language.

**BP 4-6 GRANTING OF MULTI-YEAR CONTRACTS
TO MEMBERS OF PROFESSIONAL STAFF
NOT HOLDING ACADEMIC RANK**

REFERENCE: N.J.S.A. 18A:60-14; N.J.A.C. 9A:7-4.1 *et seq.*

Members of the professional staff not holding faculty rank may be appointed by the Board of Trustees for 1-year terms. However, after employment with the College for 5 consecutive academic years or for the equivalent of 5 academic years within a period of any 6 consecutive academic years, the Board of Trustees may offer such employees contracts of no more than 5 years in length.

For the purpose of the application of N.J.S.A. 18A:60-14 and N.J.A.C. 9A:7-4.1, a member of the “professional staff” shall be:

1. A full -time employee of Essex County College, and
2. One who does not have concurrent academic rank, and
3. One who serves in a position requiring at least a Bachelor’s Degree or its equivalent, and
4. One whose salary is not derived in whole or in part from restricted sources such as Federal, State and private grants.

ATTACHMENTS: No

Revised: 9/ /97

Revised: 5/5/05

Revised: 11/15/22

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Revised Board Policy 4-14: Preventing the Spread of Infectious Diseases in the College
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	November 15, 2022
Agenda Item No.:	7-3.3/11-2022

RESOLUTION: The Board of Trustees of Essex County College adopts a revised Board Policy 4-14 “Preventing the Spread of Infectious Diseases in the College” as set forth below and effective immediately for the purpose of maintaining effective operations of the College.

**BP 4-14 PREVENTING THE SPREAD OF INFECTIOUS DISEASES
IN THE COLLEGE**

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

In order for Essex County College to maintain effective operations and to ensure the health and safety of its students, faculty, staff and visitors in an event or period of an infectious disease outbreak, such as but not limited to COVID-19, the Board of Trustees authorizes the President of the College to implement the following safety measures. The Board of Trustees shall be advised as soon as practicable of all safety measures implemented pursuant to this policy.

1. Vaccination Requirement:

When deemed appropriate or necessary, the College is authorized to require that all eligible students, faculty, and staff are fully vaccinated against COVID-19 or other infectious diseases unless a medical or religious exemption is approved by the College. The College is further authorized to require proof of vaccination for students, faculty and staff, and that such proof be submitted to the College. Furthermore, when deemed appropriate or necessary, all students, faculty and staff shall be subject to the College’s current infectious disease protocols. Students shall adhere to all immunization requirements of the College.

2. Masks/Face Covering Requirement:

When deemed appropriate or necessary, the College is authorized to require all individuals on campus to wear a mask/face covering indoors regardless of vaccination status unless an accommodation or medical exemption has been approved by the College. Masks/Face coverings may be removed while students, faculty and staff are eating so long as social distancing is maintained to the greatest extent possible. Faculty and staff may also remove face coverings at their work stations while alone. Failure to adhere to the mask/face covering requirement will result in removal and/or denial of entry to the College campus.

3. The President may implement these and any additional safety measures and protocols mandated by local, state or federal law or executive order for any infectious disease outbreak or emergency situation.
4. **Exemptions:**
Any exemption approved by the College and implemented pursuant to this policy will be processed consistent with the College’s current infectious disease protocols, policies and procedures, and in accordance with all relevant local, state and federal laws and guidance.
5. Failure to comply with the College’s current infectious disease protocols implemented pursuant to this policy shall result in discipline actions in accordance with this and other College’s policies and procedures and where applicable, the corresponding collective bargaining agreements.
6. The College’s current infectious disease protocols will be lifted when the emergency has ended as determined by the President of the College.

ATTACHMENTS: No

Adopted: 1/25/22
Revised: 11/15/22

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE November 15, 2022	