



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

March 21, 2023 – 4:30 PM
A Virtual Meeting

*Please click the link below to join the webinar:
<https://essex-edu.zoom.us/j/95080187930>*

Or by Telephone: Dial 646 558 8656 then enter Webinar ID: 950 8018 7930 when prompted

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 during meetings in the following order and in the following manner depending on the type of meeting: 1) written comments submitted by email (virtual and hybrid only); 2) Summarized duplicative written comments submitted by email (virtual and hybrid only); 3) In-person oral comments (in person and hybrid only); and, 4) Remote Oral Comments (hybrid only). 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.....Mrs. J. Grimes
- III. Minutes.....Mrs. J. Grimes
- IV. Communications.....Mrs. J. Grimes
- V. Public Comments on Agenda Items..... TBD
- VI. Finance Committee Report..... Mr. J. Zarra

3-1.1/3-2023	Authorize the Award of a Bid for HVAC Ventilation & Air Quality Improvement at Essex County College DeSesa Engineering Co., Inc., Livingston, NJ Cares Act & Bond Grant Funded – Capital Expense	\$1,521,000.00
3-1.2/3-2023	Authorize the Award of a Second Change Order for Parking Lot “D” Rooftop Repairs DGB Technologies, LLC, Wyckoff, NJ Chapter XII Funded – Capital Expense	\$24,898.06
3-1.3/3-2023	Authorize the Award of a Bid for Cafeteria Kitchen Equipment Sam Tell and Son, Inc., Farmingdale, NY Chapter XII Funded – Capital Expense	\$130,498.34
3-1.4/3-2023	Authorize the Award of Six (6) Blanket Orders for Utility Services Water and Sewage City of Newark / Water (5 accounts) Services: Township of West Caldwell Electrical & Gas PSE&G Co. (32 accounts) Services: Constellation New Energy (24 accounts) Direct Energy Marketing (23 accounts) Telephone Services: Verizon College Funded – Operating Expense	Amount not to exceed \$2,010,000.00 per year

3-1.5/3-2023	Authorize the Award of a Contract for Architectural/Engineering Services for Additional Construction Administration Services of the Dining Hall Renovations LAN Associates, Midland Park, NJ Chapter XII Funded – Capital Expense	Amount not to exceed \$45,000.00
3-1.6/3-2023	Authorize the Award of a Blanket Order for Copier and Specialty Paper for the Print Shop Department Sharda Paper, Inc., Brooklyn, NJ College Funded – Operating Expense	\$78,500.00
3-1.7/3-2023	Authorize the Award of a Renewal for preventive maintenance Agreement for Printing Equipment Mark Andy, Inc., Chesterfield MO College Funded – Operating Expense	\$19,710.60
3-1.8/3-2023	Authorize the Award of Consulting Services SIG Homeland Security, LLC, Long Valley, NJ Perkins Grant Funded – Operating Expense	Amount not to exceed \$31,500.00
3-1.9/3-2023	Authorize the Award of Installation Services for the Child Development Center Kaplan Early Learning Company, Lewisville, NC Grant Funded – Operating Expense	Amount not to exceed \$24,521.15
3-1.10/3-2023	Authorize the Award of Fourteen (14) Blanket Orders for Advertisement Services AAAD, Inc. Local Talk Altice Media Capstar dba iHeart Media Comcast Holding Irving Street Rep Worrall Community Intersection College Funded – Operating Expense	Amount not to exceed \$250,000.00 per year Positive Community Magazine Screen Vision Media TEP Into Local Motor Vehicle Network The Whitney Publishing El Cambio Caldwell Progress
3-1.11/3-2023	Authorize the Award of Eight (8) Blanket Orders for Computer Supplies and Equipment for the College Dell CDW-G Staples Access NJ College Funded – Operating Expense	Amount not to exceed \$460,000.00 per year HP Stuyvesant Partners Tree House Allied Document
3-1.12/3-2023	Authorize the Award of Seven (7) Additional Blanket Orders for Food Supplies and Services for the College La Cocina Think Big Bagels, LLC. Zunidelights, LLC Shop Rite Hunger-Free Campus Grant and College Funded – Operating Expense	Amount not to exceed \$100,000.00 Oscar’s Lunch Truck Vonda’s K Catering Seabras

3-1.13/3-2023	Authorize the Award of Five (5) Blanket Orders for Promotional Items for the College 4Imprint Velocity Creative Advertising Specialties Tylexa Enterprises, LLC Drew & Rogers, Inc. College Funded – Operating Expense	Amount not to exceed \$37,400.00 per year
3-1.14/3-2023	Authorize the Award of Second Year of a Two-Year Proposal for Athletic Travel and Charter Bus Services Coach USA \$50,000.00 Panorama Tours \$50,000.00 College Funded – Operating Expense	Amount not to exceed \$100,000.00
3-1.15/3-2023	Authorize the Payment for Outstanding invoices for West Law Products Thomson Reuters – West Publishing Corporation, Eagan, MI College Funded – Operating Expense	Amount not to exceed \$105,000.00
3-1.16/3-2023	Authorize the Award of a Contract to Support Online Learning LS2 Investment, Inc., Longueuil, Quebec (Canada) College Funded – Operating Expense	\$35,975.00
3-1.17/3-2023	Authorize the Award of Additional Repair Services for Elevators #1 to #11 – Newark Campus Champion Elevator Corporation, Clinton, NJ College Funded – Operating Expense	Amount not to exceed \$30,000.00
3-2.1/3-2023	Acceptance of FY '22 Audit and Recommendations	

VII. Personnel Committee ReportsMs. B. Robinson

Appointments

- 4-1/3-2023 Laura Byrd
 Human Resources Manager, Human Resources
 Effective March 22, 2023
 Salary \$65,000

- 4-2/3-2023 Fatima Matos
 Manager – Auxiliary Services, Information Technology
 Effective March 22, 2023
 Salary \$51,000

- 4-3/3-2023 Deneen Anthony
 Office Assistant, Pre-College Readiness / Dual Enrollment
 Effective March 27, 2023
 Salary \$34,000

- 4-4/3-2023 Glenn Nash
 Security Officer, Public Safety
 Effective March 26, 2023
 Salary \$31,200

4-5/3-2023 Lashawna Webb
Security Officer, Public Safety
Effective March 26, 2023
Salary \$31,200

Retirement

4-6/3-2023 Rickie King
Security Officer, Public Safety
Effective March 31, 2023

Separation Agreement

4-7/3-2023 Aylin Brandon
Executive Director, Enrollment Management and Services
Effective March 10, 2023

Promotion in Academic Rank (Administrative)

4-8/3-2023 Augustine A. Boakye
College President
Professor, Economics
Effective January 3, 2023

VIII. Educational Programs Committee ReportDr. A. Lewis
IX. Site Facilities and Equipment Committee Report..... Rev. Dr. L. Guyton
X. Policy and Governance Committee Report.....Ms. I. Cruz
XI. Community Relations Committee Report..... Ms. J. Wright
XII. Alumni Association Report..... Mr. N. Asare
XIII. Student Government Association ReportMs. Y. Rosales
XIV. Faculty Association Report..... Prof. J. Alexandre
XV. President’s Report..... Dr. Augustine Boakye
President
XVI. New Business TBD
XVII. Public Comments TBD
XVIII. Notice of Executive SessionMrs. J. Grimes
XIX. Adjournment.....Chair M. Bolden

***Public meeting agenda subject to change**

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: DeSesa Engineering, Co., Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	March 21, 2023
Agenda Item No.:	3-1.1/2-2023
Resolution Authorizing the Award of a Bid for HVAC Ventilation & Air Quality Improvement at Essex County College	

Recommendation: It is recommended that the Board of Trustees approves the award of a bid to **Non-SBE/MBE/WBE, DeSesa Engineering, Co., Inc.**, 83 Dorsa Avenue, Livingston, New Jersey 07039 in the total amount of **\$1,521,000.00** for HVAC Ventilation & Air Quality Improvement at Essex County College.

<u>Alternates</u>	<u>Location</u>	<u>\$Total Amount</u>
1	Penthouse	\$ 590,000.00
2	Day Care Center	\$ 173,000.00
3	Center for Technology	\$ 733,000.00
	+ Allowances	\$ 25,000.00

The award of this bid 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.

Bid #8162 was advertised in The Star-Ledger on January 11 to January 13, 2023. There were One-Hundred twelve (112) bids solicited. Two (2) responses were received, opened, and publicly read on February 10, 2023.

The Architectural/Engineering firm, Keri Engineering, PC reviewed the submitted bid and offered a letter of recommendation to the first-lowest responsive and responsible bidder **DeSesa Engineering Co., Inc.** (see attached).

Nature of Bid: Essex County College – HVAC Ventilation & Air Quality Improvement at Essex County College.

Bid Item # 1: **The recommendation is for the first-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>Description</u>	<u>Account #</u>	<u>\$Amount</u>
Cares Act ECC Emergency Fund II	29010-9010-7916	\$1,329,018.59
Securing Our Children’s Future		
Bond Grant	902109-02109-7916	<u>\$ 191,981.41</u>
	Total	<u>\$1,521,000.00</u>

Resolution: The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve the bid to **DeSesa Engineering, Co., Inc.** in the total amount of **\$1,521,000.00** for HVAC Ventilation & Air Quality Improvement at Essex County College. Subject to availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:		Finance: DGB Technologies, LLC. Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		March 21, 2023
Agenda Item No.:		3-1.2/3-2023
	Resolution Authorizing the Award of a Second Change Order for Parking Lot "D"	Rooftop Repairs

WHEREAS, Essex County College needs to approve a second change order in the total amount of **\$24,898.06** to **DGB Technologies, LLC.**; 393 Crescent Avenue, Suite J, Wyckoff, New Jersey 07481; vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for concrete cracks repairs at the rooftop of the Parking Lot "D" as directed by Facilities Director, 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(a), and N.J.S.A.18A:64A-25.5.a(10) specialized machinery or equipment of a technical nature which will not reasonably permit the drawing of specifications, and the procurement thereof without advertising is in the public interest; and

WHEREAS, 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.

WHEREAS, On October 18, 2022 (3-1.8/10-2022) the Board of Trustees awarded a Change Order for Parking Lot "D" Column Repair Services of \$30,000.00 for Parking Lot "D" Column Repairs; 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 second change order to **DGB Technologies, LLC.** for **\$24,898.06** for concrete cracks repairs at the rooftop of the Parking Lot "D" as directed by Facilities Director. Subject to the availability of funds;
2. This change order is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3(a), and 18A:64A-25.5.a(10);
3. 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 March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Sam Tell and Son, Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	March 21, 2023
Agenda Item No.:	3-1.3/2-2023
Resolution Authorizing the Award of a Bid for Cafeteria Kitchen Equipment	

Recommendation: It is recommended that the Board of Trustees approves the award of a bid to **Non-SBE/MBE/WBE, Sam Tell and Son, Inc.**, 300 Smith Street, Farmingdale, New York, 11735 in the total amount of **\$130,498.34** for Cafeteria Kitchen Equipment at Essex County College.

The award of this bid 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.

Bid #8165 was advertised in The Star-Ledger on February 17, 2023. There were Fourteen (14) bids solicited. One (1) response was received, opened, and publicly read on February 28, 2023.

Nature of Bid: Essex County College – Cafeteria Kitchen Equipment.

Bid Item # 1: **The recommendation is for the first-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>Description</u>	<u>Account #</u>	<u>\$Amount</u>
Chapter XII Bond Project	2921A2-3126-7932A	\$130,498.34

Resolution: The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve the bid to **Sam Tell and Son, Inc.** in the total amount of **\$130,498.34** for Cafeteria Kitchen Equipment at Essex County College. Subject to availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:		Finance: Utility Services Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		March 21, 2023
Agenda Item No.:		3-1.4/3-2023
Resolution Authorizing the Award of Six (6) Blanket Orders for Utility Services		

WHEREAS, Essex County College needs to approve six (6) blanket orders in the total amount not to exceed **\$2,010,000.00** per year to the below-listed companies, which will provide Utility Services from July 1, 2023, through June 30, 2025, at the Newark Campus, West Essex Campus, and Student Housing, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(8) The supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged and exacted, filed with said board; and

WHEREAS, 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 six (6) blanket orders in the total amount not to exceed **\$2,010,000.00** per year for utility services from July 1, 2023, through June 30, 2025, at the Newark Campus, West Essex Campus, and Student Housing. Subject to availability of funds:

Water & Sewage Services

City of Newark/Water (5 accounts)
Township of West Caldwell (1 account)

Electrical & Gas Services

PSE&G Co. (32 accounts)
Constellation New Energy (24 accounts)
Direct Energy Marketing (23 accounts)

Telephone Services

Verizon

2. The blanket orders are awarded without public bidding in accordance with the provisions of the County College Contracts Law Law N.J.S.A.18A:64A-25.5.a(8);
3. The specific line items against which these blanket orders are to be charged are as follows:
Operating Expenses: 10-7351-7660, 10-7252-7660, 10-7351-7640, 10-1751-7401
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:		Finance: LAN Associates
		Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean Administrative & Learning Technology/CIO	
Meeting Date:		March 21, 2023
Agenda Item No.:		3-1.5/3-2023
	Resolution Authorizing the Award of a Contract for Architectural/Engineering Services for Additional Construction Administration Services of the Dining Hall Renovations	

WHEREAS, Essex County College needs to approve a contract in the amount not to exceed **\$45,000.00** to **LAN Associates**, 445 Godwin Avenue, Midland Park, New Jersey 07432, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for additional construction administration services of the Dining Hall Renovations 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-25.3(a), and N.J.S.A.18A:64A-25.5.a(1) Professional Services; and

WHEREAS, On September 24, 2019 (3-1.4/9-2019) the Board of Trustees awarded the architectural/engineering services to support the renovation of the College’s Dining Hall in the Megastructure Building in the following amount not to exceed \$22,000.00:

- Architectural/Engineering drawing and specifications of \$16,500.00
- HVAC study and report of findings of \$5,500.00.

The new contract is for the construction administration services such as review of the submittals from the contractors, responses to the requests for information/clarifications, monthly construction meetings, and site visits, reviewal and approval of the payment applications, modification to the drawings if required, and others as outlined in the AIA contract and proposal attached; 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 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 contract to **LAN Associates** for **\$45,000.00** for additional architectural/engineering services for the Dining Hall Renovations at the Newark Campus. 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(a), and 18A:64A-25.5.a(1);
3. The specific line item against which this contract is to be charged is as follows:
9021A2-3126-7952A Chapter XII Bond Ordinance #O-2021-00002
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:		Finance: Sharda Paper, Inc. Minority Business Enterprise
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		March 21, 2023
Agenda Item No.:		3-1.6/3-2023
	Resolution Authorizing the Award of a Blanket Order for Copier and Specialty Paper for the Print Shop Department	

WHEREAS, Essex County College needs to approve the award of a blanket order on an as-needed basis to **Sharda Paper, Inc.**, 378 Troutman Street, Brooklyn, New York 11237, vendor approved by the State of New Jersey under Minority Business Enterprise (**MBE**) of **\$78,500.00** for copier and specialty paper for the Print Shop Paper Department from July 1, 2023, through December 31, 2023, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(24) and N.J.S.A.18A:64A-25.10, Joint purchases by county colleges, municipalities or counties; authority. The board of trustees of two or more county colleges may provide jointly by agreement for the purchasing of work, materials, or supplies for their respective colleges, or one or more county colleges may provide for such purchase by joint agreement with the governing bodies of any municipality or of the county within whose boundaries any such college or colleges is or are wholly or partly located and may enter agreements with other institutions of higher education or with other units of government pursuant to the "Local Public Contract Law," P.L.1971,c.198; and

WHEREAS, N.J.S.A. 18A:64A-28.2a authorizes the New Jersey Council of County Colleges to act as the lead agency for the joint procurement of goods or services by county colleges. Therefore, the lead agency, Ocean County College, has acted on behalf of the New Jersey Council of County Colleges (NJCCC), to administer the evaluation and contract award process for the provision of a Copier and Specialty Paper.

WHEREAS, The lead agency, acting on the behalf of the Joint Purchasing Consortium has awarded the second-year contract to a reviewed proposal received in response to Bid #21/22 B-1333 with **Sharda Paper, Inc.** from January 1, 2023, through December 31, 2023.

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; and

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 contract to **Sharda Paper, Inc.** for a blanket order on an as-needed basis for Print Shop Paper Products of **\$78,500.00** from July 1, 2023, through December 31, 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-25.5.a(24) and N.J.S.A.18A:64A-25.10;
3. Sharda Paper, Inc. is the authorized vendor for the New Jersey Council of County Colleges (NJCCC), Joint Purchasing Consortium (JPC), Bid#21/22B-133 (resolution attached);
4. The specific line item against which this contract is to be charged is as follows:
10-1765-7501 Operating Expense
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Mark Andy, Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		March 21, 2023
Agenda Item No.:		3-1.7/3-2023
	Resolution Authorizing the Award of a Renewal for Preventive Maintenance Agreement for Printing Equipment	

WHEREAS, Essex County College needs to approve a renewal to **Non-SBE/MBE/WBE, Mark Andy, Inc.**, 18081 Chesterfield Airport Road, Chesterfield, Missouri 63005 for preventive maintenance for printing equipment located in the Print Shop of **\$19,710.60** from July 1, 2023, through June 30, 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(a) and N.J.S.A.18A:64A-25.5.a(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

WHEREAS, 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 attached; and

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 renewal to **Mark Andy, Inc.**, of **\$19,710.60** for a preventive maintenance agreement for printing equipment located in the Print Shop from July 1, 2023, through June 30, 2024. Subject to the availability of funds;
2. The renewal is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3(a) and N.J.S.A.18A:64A-25.5.a(9);
3. The specific line item against which this renewal is to be charged is as follows:
10-1765-7620 Operating Expense
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: SIG Homeland Security, LLC. Small Business Enterprise
Contact:	Dr. Alvin Williams / Executive Dean of Academic Affairs
Meeting Date:	March 21, 2023
Agenda Item No.:	3-1.8/3-2023
Resolution Authorizing the Award of a Consulting Services	

WHEREAS, Essex County College needs to approve a consulting service in the amount not to exceed **\$31,500.00** to **SIG Homeland Security, LLC.**, 20 Wellington Drive, Long Valley, NJ 07853, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) to provide ten (10) online courses for the Cybersecurity program from January 1, 2023, through May 1, 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(a) and 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 Office of General Counsel reviewed and approved the contract attached; 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 consulting services with **SIG Homeland Security, LLC.**, in the amount not to exceed **\$31,500.00** for ten (10) online courses for the Cybersecurity program from January 1, 2023, through May 1, 2023. Subject to the availability of funds;
2. The consulting service is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3(a) and N.J.S.A.18A:64A-25.5.a(15);
3. The specific line item against which this consulting service is to be charged is as follows:
29163-9163-7180 Funded by the Carl D. Perkins Grant
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Kaplan Early Learning Company Small Business Enterprise (SBE)
Contact:	Dr. Keith Kirkland / Dean of Student Affairs
Meeting Date:	March 21, 2023
Agenda Item No.:	3-1.9/3-2023
Resolution Authorizing the Award of Installation Services for the Child Development Center	

WHEREAS, Essex County College needs to approve the purchase of Playground Equipment and Repairs in the amount not to exceed **\$24,521.15** to **Kaplan Early Learning Company**, 1310 Lewisville Clemmons Road, Lewisville, North Carolina 27023, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the children at Essex County College Child Development Center. The Child Development Center was awarded a Grant of \$120,000.00 from the State of New Jersey Department of Human Services Division of Family Development, which the funds were accepted by the Essex County Board of Trustees on May 24, 2022, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3(a) Purchases, contracts and agreements not requiring advertising; 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

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 the purchase of Playground Equipment and Repairs service with **Kaplan Early Learning Company**, in the amount not to exceed **\$24,521.15**. Subject to the availability of funds;
2. The purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3(a);
3. The specific line item against which this purchase is to be charged is as follows:
29212-9212-7325 Operating Expense
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Advertisement Services
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	March 21, 2023
Agenda Item No.:	3-1.10/3-2023
Resolution Authorizing the Award of Fourteen (14) Blanket Orders for Advertisement Services	

WHEREAS, Essex County College needs to approve fourteen (14) blanket orders on an as-needed basis in the total amount not to exceed **\$250,000.00** per year to the below-listed companies which will serve to promote and highlight Essex County College, and for student recruitment and promoting the availability of the State Community College Opportunity Grant (CCOG) from July 1, 2023, through June 30, 2025, 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(20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; 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 Fourteen (14) blanket orders on an as-needed basis from July 1, 2023, through June 30, 2025, in the total amount not to exceed **\$250,000.00** per year for advertisement services for the following companies. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor Type</u>	<u>Company Name</u>	<u>Vendor Type</u>
AAAD, Inc. Local Talk	SBE	Positive Comm. Magazine	SBE
Altice Media	SBE	Screen Vision Media	SBE
Capstar dba: iHeart Media	SBE	TAP Into Local	SBE
Comcast Holding	NON/SBE/MBE/WBE	Motor Vehicle Network	SBE
Irving Street Rep.	SBE	The Whitney Publishing	SBE
Worrall Community	NON/SBE/MBE/WBE	El Cambio	MBE
Intersection	NON/SBE/MBE/WBE	Caldwell Progress	NON/SBE/MBE/WBE

2. The blanket orders are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3 and 18A:64A-25.5.a(20);
3. The specific line items against which these blanket orders are to be charged are as follows:
 10-0216-7470 – Operating Expense
 29416-9416-7470 Community College Opportunity Grant (CCOG)
 FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Computer Supplies
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	March 21, 2023
Agenda Item No.:	3-1.11/3-2023
Resolution Authorizing the Award of Eight (8) Blanket Orders for the College	

WHEREAS, Essex County College needs to approve eight (8) blanket orders in the total amount not to exceed **\$460,000.00** per year to the below-listed companies which will serve to help the departments of the College to request computer supplies/equipment such as Network, Computer Hardware, Software Maintenance, Toners, and Peripheral support on an as-needed basis from July 1, 2023, through June 30, 2025, 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(3), N.J.S.A.18A:64A-25.a(19), N.J.S.A.18A:64A-25.a(24), and N.J.S.A.18A:64A-25.9 Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services, or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey Contract, NASPO M0483/19TELE00656, E&I # CNR01439, E&I # CNR01373, and State Contract #89072; 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” and “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 blanket orders in the total amount not to exceed **\$460,000.00** per year on an as-needed basis for computer supplies/equipment such as Network, Computer Hardware, Software Maintenance, Toners, and Peripheral support from July 1, 2023, through June 30, 2025, to the following vendors. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor’s Contract</u>
Dell	NASPO M0483/19TELE00656
CDW-G	E&I # CNR01439
Staples	E&I # CNR01373
Access NJ	State Contract #89072
HP	State Contract #M0483
Stuyvesant Partners	None
Tree House	None
Allied Documents	None

2. The blanket orders are 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-25.5.a(3), N.J.S.A.18A:64A-25.a(19), N.J.S.A.18A:64A-25.a(24), and N.J.S.A.18A:64A-25.9;
3. The specific line items against which these blanket orders are to be charged are as follows:
Operating Expense
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Food Supplies
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	March 21, 2023
Agenda Item No.:	3-1.12/3-2023
Resolution Authorizing the Award of Additional Blanket Orders for the College	

WHEREAS, Essex County College needs to approve additional blanket orders on an as-needed basis in the total amount not to exceed **\$100,000.00** to the below-listed company which will serve to help the departments of the College to request food supplies and services from February 22, 2023, to February 21, 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, N.J.S.A.18A:64A-25.5.a(7), Food supplies and services including food supplies and management contracts for student centers, dining rooms, and cafeterias; and

WHEREAS, On February 21, 2023 (3-1.1/2-2022), the Board of Trustees awarded a blanket order to Shop Rite, and Global Food and Fruit Group, LLC. The additional blanket orders are for the below-listed vendors;

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 award additional blanket orders in the total amount not to exceed **\$100,000.00** on an as-needed basis for food supplies and services from February 22, 2023, to February 21, 2024, to the following vendor. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor Type</u>	<u>Company Name</u>	<u>Vendor Type</u>
La Cocina	MBE	Oscar’s Lunch Truck	WBE
Think Big Bagels, LLC.	SBE	Vonda’s K Catering	SMWBE
Zunidelights, LLC.	MBE	Seabras	MBE
Shop Rite	SBE		

2. These additional blanket orders are 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(7);
3. The specific line items against which these additional blanket orders are to be charged are as follows:
 - \$75,000.00 – Hunger-Free Campus Grant from the State of New Jersey Office of the Secretary of Higher Education (OSHE)
 - \$25,000.00 – Operating Expense FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Promotional Items
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	March 21, 2023
Agenda Item No.:	3-1.13/3-2023
Resolution Authorizing the Award of Five (5) Blanket Orders for the College	

WHEREAS, Essex County College needs to approve five (5) blanket orders in the total amount not to exceed **\$37,400.00** per year to the below-listed companies which will serve to help the departments of the College to request promotional items on an as-needed basis from March 21, 2023, through March 20, 2025, 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(a), Purchases, contracts, and agreements not required advertising; 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 blanket orders in the total amount not to exceed **\$37,400.00** per year on an as-needed basis for promotional items from March 21, 2023, through March 20, 2025, to the following vendors. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor’s Category</u>
4Imprint	SBE
Creative Advertising Specialties	WBE
Drew & Rogers, Inc.	SBE
Velocity	NON/SBE/MBE/WBE
Tylexa Enterprises, LLC.	MBE

2. The blanket orders are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3(a);
3. The specific line items against which these blanket orders are to be charged are as follows:
Operating Expense
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Bus Transportation Services
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	June 21, 2022
Agenda Item No.:	3-1.14/6-2022
Resolution Authorizing the Award of Second Year of a Two-Year Proposal for Athletic Travel and Charter Bus Services	

WHEREAS, Essex County College needs to approve the second year of a two-year proposal to the below-listed companies for charter bus services for student activity trips, band, summer youth programs, athletics, and other approved activities on an as-needed basis for the fiscal year 2024, in the amount not to exceed **\$100,000.00**, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.4, Contracts, and agreements requiring advertising; and

WHEREAS, On June 21, 2022 (3-1.21/6-2022) and November 15, 2022 (3-1.12/11-202), the Board of Trustees awarded a request for proposal #8140, Athletic Travel and Charter Bus Services to Coach USA and Panorama Tours in the total amount not to exceed \$50,000.00 per vendor;

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; 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 the second year of a two-year proposal to the below-listed companies in the total amount not to exceed **\$100,000.00** on an as-needed basis for bus transportation services from July 1, 2023, through June 30, 2024. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor’s Category</u>	<u>\$Amount</u>
Coach USA	NON/SBE/MBE/WBE	\$50,000.00
Panorama Tours	SWBE	\$50,000.00

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-25.4;

3. The specific line item against which this contract is to be charged is as follows:

Operating Expense:	
Athletics	32-8215-7310
On-Campus Continuing Education	10-5104-7310
Institutional	10-1701-7310
FY 2023/2024	

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Thomson Reuters – West Publishing Corporation Non-SBE/MBE/WBE
Contact:	Dr. Alvin Williams / Executive Dean of Academic Affairs
Meeting Date:	March 21, 2023
Agenda Item No.:	3-1.15/3-2023
Resolution Authorizing the Payment for outstanding invoices for West Law Products	

WHEREAS, Essex County College needs to approve outstanding invoices for previous subscriptions to Westlaw Product in the total amount not to exceed **\$105,000.00** to **Non-SBE/MBE/WBE, Thomson Reuters – West Publishing Corporation**, 610 Opperman Drive, Eagan, Minnesota 55123 from August 01, 2021, through March 31, 2023, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5a(2), and 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, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, 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 upon review of these contracts, the availability of institutional resources, the relationship with the Rutgers Law Library, and in adherence to new institutional protocols, all three of these agreements have now been canceled. The College found that Campus Research Law was underutilized by students. The College will continue to provide students with access to Westlaw using a different Westlaw licensing structure. In addition, the ECC Library developed two LibGuides that curate open-access Law resources for students; 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. 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 outstanding invoices for previous subscriptions with **Thomson Reuters – West Publishing Corporation**, in the total amount not to exceed **\$105,000.00** from August 04, 2021, through March 31, 2023. Subject to the availability of funds;
2. The payment is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5a(2), and N.J.S.A.18A:64A-25.5.a(6);
3. The specific line item against which this payment is to be charged is as follows:
10-6000-7435 Operating Expense
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: LS2 Investments Inc/Teameo Small Women Business Enterprise (SWBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	February 21, 2023
Agenda Item No.:	3-1.16/3-2023
Resolution Authorizing the Award of a Contract to Support Online Learning	

WHEREAS, Essex County College needs to approve a contract of **\$35,975.00** to **LS2 Investment, Inc.**, 2398 Boulevard, 203 Longueuil, QC, J4G1B6, vendor approved by the State of New Jersey under Small Women Business Enterprise (**SWBE**) to support student and faculty user experience with online learning. The Teameo product will remove the number of clicks students need to access resources, creating a more efficient means to navigate digital student resources. Teameo will simplify Moodlerooms template management and offer new curation tools for virtual classrooms. This product will ensure that faculty can grow their academic outcomes and meet the objectives set forth by Academic Affairs. The agreement is from March 21, 2023, through March 20, 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 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 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 award a contract with **LS2 Investment, Inc.** for **\$35,975.00** for the Teameo product to support student and faculty user experience with online learning from March 21, 2023, through March 20, 2024. 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-25.3 and 18A:64A-25.5.a(19);
3. The specific line item against which this proposal is to be charged is as follows:
10-1723-7511 Operating Expense
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Champion Elevator Corporation Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	March 21, 2023
Agenda Item No.:	3-1.17/3-2023
	Resolution Authorizing the Award of an Additional Repairs Service for the Elevators #1 to #11 – Newark Campus

WHEREAS, Essex County College needs to approve the award of additional services to **Non-SBE/MBE/WBE, Champion Elevator Corporation**, 6 State Route 173, Clinton, New Jersey 08809 for repairs of the elevators #1 to #11 at the Newark Campus, in the amount not to exceed **\$30,000.00**, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3(a), N.J.S.A.18A:64A-25.5.a(24), and N.J.S.A.18A:64A-25.5.9.(a) Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services, or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey Contract T-2946; and

WHEREAS, On June 21, 2022 (3-1.7/6-2022), the Board of Trustees awarded an NJ State Contract for Preventive Maintenance Service, and Repairs for Elevators #1-11 of \$38,940.00 for the Fiscal Year 2023 including allowances, which is exhausted. The additional repairs are for all elevators located at the Newark Campus; 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; and

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 additional services to **Champion Elevator Corporation** for repairs of the elevators located at the Newark Campus in the amount not to exceed \$30,000.00. Subject to the availability of funds:
2. The service 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(a), N.J.S.A.18A:64A-25.5.a(24) and N.J.S.A.18A:64A-25.9(a);
3. Champion Elevator Corp. is the authorized vendor for the State of New Jersey Contract T-2946;
4. The specific line item against which this service is to be charged is as follows:
10-7251-7622 Operating Expense
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Laura Byrd
Contact:	Karen Bridgett, Acting Director of Human Resources
Meeting Date:	March 21, 2023
Agenda Item No.:	4-1/3-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Laura Byrd, to the position of Human Resources Manager, for the Human Resources Department, for the period March 22, 2023 through June 30, 2023. The recommended annual salary for the position is \$65,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of two (2) applications were reviewed and interviewed. Laura Byrd is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Bachelor of Science	2014	Berkeley College Newark, NJ	Human Resources Management
● Associate in Science	2008	Essex County College Newark, NJ	Business Administration

FISCAL NOTES: The recommended salary of \$65,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Laura Byrd, at the annual salary of \$65,000, to the position of Human Resources Manager, for the Human Resources Department, for the period March 22, 2023 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Fatima Matos
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	March 21, 2023
Agenda Item No.:	4-2/3-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Fatima Matos, to the position of Manager - Auxiliary Services, for the Information Technology Department, for the period March 22, 2023 through June 30, 2023. The recommended annual salary for the position is \$51,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. One (1) application was received and interviewed. Fatima Matos 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>
● Bachelor of Science	2014	Montclair State University Montclair, NJ	Linguistics
● Associate in Arts	2010	Essex County College Newark, NJ	Liberal Arts

FISCAL NOTES: The recommended salary of \$51,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Fatima Matos, at the annual salary of \$51,000, to the position of Manager - Auxiliary Services, for the Information Technology Department, for the period March 22, 2023 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Deneen Anthony
Contact:	Elvira Vieira, Dean of Community & Continuing Education and Workforce Development
Meeting Date:	March 21, 2023
Agenda Item No.:	4-3/3-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Deneen Anthony, to the position of Office Assistant, for the Pre-College Readiness / Dual Enrollment Department, for the period beginning March 27, 2023. The recommended annual salary for the position is \$34,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 6 applications were reviewed. Deneen Anthony is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED):

FISCAL NOTES: The recommended salary of \$34,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Deneen Anthony at the annual salary of \$34,000, to the position of Office Assistant, for the Pre-College Readiness / Dual Enrollment Department, for the period beginning March 27, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Glenn Nash
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	March 21, 2023
Agenda Item No.:	4-4/3-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Glenn Nash, to the position of Security Officer, for the Public Safety Department, for the period beginning March 26, 2023. The recommended annual salary for the position is \$31,200.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A number of applications were reviewed. Glenn Nash is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED):

FISCAL NOTES: The recommended salary of \$31,200 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Glenn Nash at the annual salary of \$31,200, to the position of Security Officer, for the Public Safety Department, for the period beginning March 26, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Lashawna Webb
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	March 21, 2023
Agenda Item No.:	4-5/3-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Lashawna Webb, to the position of Security Officer, for the Public Safety Department, for the period beginning March 26, 2023. The recommended annual salary for the position is \$31,200.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A number of applications were reviewed. Lashawna Webb is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED):

FISCAL NOTES: The recommended salary of \$31,200 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Lashawna Webb at the annual salary of \$31,200, to the position of Security Officer, for the Public Safety Department, for the period beginning March 26, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Dr. Augustine Boakye, President
Meeting Date:	March 21, 2023
Agenda Item No.:	4-6/2-2023

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Rickie King	Security Officer Public Safety	Security Association	09/14/1992	03/31/2023

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 Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Confidential Separation and Release Agreement
Contact:	Dr. Augustine Boakye, President
Meeting Date:	March 21, 2023
Agenda Item No.:	4-7/3-2023

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the separation of Dr. Aylin Brandon, Executive Director of Enrollment Management and Services, in accordance with the terms and conditions of the Confidential Separation and Release Agreement between Essex County College and Dr. Aylin Brandon (“Parties”), effective March 10, 2023.

BACKGROUND AND RATIONALE: The Confidential Separation and Release Agreement outlines the terms and conditions agreed to between the Parties.

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

RESOLUTION: The Essex County Board of Trustees approves the separation of Dr. Aylin Brandon in accordance with the terms and conditions of the Confidential Separation and Release Agreement between Essex County College and Dr. Aylin Brandon, effective March 10, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion in Academic Rank (Administrative)
Contact:	Alvin Williams, Dean of Faculty and Academics
Meeting Date:	March 21, 2023
Agenda Item No.:	4-8/3-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion in academic rank for the individual(s) listed, effective January 3, 2023, in accordance with the terms and conditions of the Administrative Association Collective Bargaining Agreement.

BACKGROUND AND RATIONALE: Promotion in academic rank is reserved for individual(s) who have established reputations in their fields and whose contributions to their profession and the College’s mission are exemplary. The following members have met the requirements and are recommended for promotion in academic rank:

<u>From</u>	<u>To</u>	<u>Name</u>	<u>Discipline</u>	<u>Degree and Major</u>
Associate Professor	Professor	Augustine Boakye	Economics	Doctor of Philosophy - Economics Master of Arts – Education Bachelor of Education – Social Science

FISCAL NOTES: There is no fiscal impact in the College’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion in academic rank for the individual(s) listed, effective January 3, 2023, in accordance with the terms and conditions of the Administrative Association Collective Bargaining Agreement.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 21, 2023	

Other Business – March 2023

The following Committees have no action items to present for approval:

Educational Programs

Site Facilities & Equipment

Policy and Governance

Community Relations