



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

April 18, 2023 – 4:30 PM

*A Hybrid Meeting*

*In Person: Essex County College - Smith Hall*

*or*

*Virtually: Please click the link below to join the webinar:*

<https://essex-edu.zoom.us/j/97798804858>

Or by Telephone dial: 1 646 558 8656, then enter Webinar ID: 977 9880 4858 when prompted

**Note:** For virtual participation, public comments on actions to be approved may be e-mailed to [agendacomments@essex.edu](mailto:agendacomments@essex.edu); general public comments may be e-mailed to [publiccomments@essex.edu](mailto:publiccomments@essex.edu). Written comments must be received prior to noon on the meeting date in order to be read into the record of the meeting. Please include your name and contact information. Comments will be entertained 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 Call .....	Chair M. Bolden
II.	Open Public Meetings Act Announcement.....	Mrs. J. Grimes
III.	Minutes .....	Mrs. J. Grimes
IV.	Communications .....	Mrs. J. Grimes
V.	Public Comments on Agenda Items .....	TBD
VI.	Finance Committee Report.....	Mr. J. Zarra
3-1.1/4-2023	Authorize the Award of an Additional Service of the Gates in Parking Lots A & B at the Newark Campus Wanderlogic, Inc., Whippany, NJ Funded by Chapter XII Funds - Capital Expense	Amount not to exceed \$12,000.00
3-1.2/4-2023	Authorize the Award of Two-Year Blanket Orders for Maintenance Renewal for Network Infrastructure Equipment Dell Insight Public Sector Johnston GP, Inc. College Funded – Operating Expense	Amount not to exceed \$350,000.00 per year New Era Tech SHI Int’l CDW-G, Inc.

3-1.3/4-2023	<p>Authorize the Award of Two-Year Blanket Orders for Maintenance Renewal for Network Infrastructure Equipment</p> <p>Citrix Systems, Inc. EDUCAUSE  Regroup Mass Notification BMC Software, Inc.  Malwarebytes Corp. 1<sup>st</sup> Run Computer Serv.  F5 Networks, Inc. Helix Technology  ePlus Technology PTS Data Center  Apple Informatics dba: Wasp  Digicert Data443 Risk Mitigation  American Registry Internet- Numbers Sinewave, Inc.  (A.R.I.N) Square 9 SoftWorks  College Funded – Operating Expense</p>	<p>Amount not to exceed \$250,000.00 per year</p>
3-1.4/4-2023	<p>Authorize the Award of a Three-Year Contract for 93 Octane Unleaded Gasoline &amp; Diesel Fuel</p> <p>Allied Oil Company, Manville, NJ  College Funded – Operating Expense</p>	<p>Amount not to exceed \$25,000.00 per year</p>
3-1.5/4-2023	<p>Authorize the Award of a Two-Year Blanket Order for Miscellaneous Items for the Physical Plant</p> <p>Grainger, Inc., Palatine, IL  College Funded – Operating Expense</p>	<p>Amount not to exceed \$70,000.00 per year</p>
3-1.6/4-2023	<p>Authorize the Award of a Contract for the Physical Education Building Locker Room Renovation</p> <p>Molba Construction, Little Ferry, NJ  Chapter XII Funded – Capital Expense</p>	<p>\$1,311,928.00</p>
3-1.7/4-2023	<p>Authorize the Award of Two-Year Blanket Orders for Electrical Supplies and Services</p> <p>Jewel Electric, LLC.  Keer Electrical Supply Co., Inc.  Pemberton Electrical Supply Co., LLC.  Franklin-Griffith, LLC  Greenbrook Electronics  Sal Electric Co., Inc,  NK Electrical LLC  College Funded – Operating Expense</p>	<p>Amount not to exceed \$37,000.00 per year</p>
3-1.8/4-2023	<p>Authorize the Award of a Three (3) Year Contract for Industrial Uniforms Rental and Laundering Services</p> <p>American Wear, East Orange, NJ  College Funded – Operating Expense</p>	<p>Amount not to exceed \$23,376.60</p>
3-1.9/4-2023	<p>Authorize the Award of a Renewal Subscription for the MLK Jr. Library, and Membership Dues for FY 2023</p> <p>NJ Edge.Net, Inc., Newark, NJ  College Funded – Operating Expense</p>	<p>Total amount not to exceed \$56,600.47</p>
3-1.10/4-2023	<p>Authorize the Award of a Two-Year Renewal for Turnitin Software Products and Services</p> <p>Turnitin, LLC, Oakland, CA  College Funded – Operating Expense</p>	<p>Amount not to exceed \$52,307.99</p>

3-1.11/4-2023	Authorize the Award of a Three-Year Blanket Order for Dining Services for Three-Years Dining Partnership Group (DPG), Verona, NJ College Funded – Operating Expense	Amount not to exceed \$300,000.00 per year
3-1.12/4-2023	Authorize the Award of a Three-Year Blanket Order for Bookstore Supplies Follett Higher Education Corporation, Westchester, IL College Funded – Operating Expense	Amount not to exceed \$37,000.00 per year
3-1.13/4-2023	Authorize the Award of an Additional Contract for Travel Agency Services Gateway Travel, West Caldwell, NJ College Funded – Operating Expense	Amount not to exceed \$60,000.00
3-1.14/4-2023	Authorize the Award of a Two-Year Contract for Travel Agency Services Gateway Travel, West Caldwell, NJ College Funded – Operating Expense	Amount not to exceed \$120,000.00
3-1.15/4-2023	Authorize the Award of a Two-Year Blanket Order for Bus/Train Tickets New Jersey Transit, Newark, NJ College Funded – Operating Expense	Amount not to exceed \$37,000.00 per year
3-1.16/4-2023	Authorize the Award of a Two-Year Blanket Order for Institutional Supplies Amazon.com LLC, New York, NY College Funded – Operating Expense	Amount not to exceed \$37,000.00 per year
3-1.17/4-2023	Authorize the Award of a Two-Year Blanket Order for Phlebotomy Supplies Pocket Nurse Enterprise, Inc., Monaca, PA College Funded – Operating Expense	Amount not to exceed \$37,000.00 per year
3-1.18/4-2023	Authorize the Award of an Additional Purchase for Testing Materials Assessment Technology, Inc., Leawood, KS College funded – Operating Expense	\$9,750.00
3-1.19/4-2023	Authorize the Award of a Two-Year Blanket Order for Testing Materials National Healthcareer Association Assessment Technology Inc. College Board / Accuplacer College Funded – Operating Expense Newark One Stop and PACE Grant (NJDOL) Funded – Operating Expense	Amount not to exceed \$111,000.00 per year

3-1.20/4-2023	Authorize the Award of a Contract for the Independent Perkins Program Liquidation Audit PKF O'Connor Davies, LLP, Woodcliff Lake, NJ College Funded – Operating Expense	Amount not to exceed \$17,000.00
3-1.21/4-2023	Authorize the Award of a Contract for Removal, Installation, and Fabrication of College Signs American Woodcarving, LLC, Wayne, NJ Chapter XII Funded – Capital Expense	\$87,880.00
3-1.22/4-2023	Authorize the Award of a Two-Year Contract for Translation & Interpretation Services Human Touch Translations, Manhasset, NY Cal Interpreting & Translations (CIT), Burbank, CA College Funded – Operating Expense	Amount not to exceed \$100,000.00
3-1.23/4-2023	Authorize the Award of a Two-Year Qualification for Architectural Services Netta Architects, Mountainside, NJ Arcari + Iovino, Little Ferry, NJ H2M Architects & Engineers Inc, Parsippany, NJ DMR Architects, Hasbrouck Heights, NJ Paulus, Sokolowski and Sartor Engineering, Warren, NJ RSC Architects, Hackensack, NJ Securing Our Children's Future Bond Grant Funded – Capital Expense	
3-1.24/4-2023	Authorize the Award of a Contract for Professional Services Netta Architects, Mountainside, NJ Securing Our Children's Future Bond Grant Funded – Capital Expense	\$152,500.00
3-1.25/4-2023	Authorize the Award of an Additional Purchase of Furniture at the West Essex Campus Business Furniture, Inc., Parsippany, NJ Minor Capital Funded – Capital Expense	\$6,344.50
3-1.26/4-2023	Authorize the Award of a Change Order for Proposed Parking Structure at West Essex Campus Dobco, Inc., Wayne, NJ County of Essex Funded – Capital Expense	\$1,100,000.00
3-1.27/4-2023	Authorize the Award of Additional Service of Water Lines at the West Essex Campus Russo Contracting, Oakland, NJ County of Essex Funded – Capital Expense	\$15,841.00
3-1.28/4-2023	Authorize the Award of a Five-Year Contract for Software Subscription of the Application Subscription Program (ASP) Touchnet Information Systems, Lenexa, KS College Funded – Operating Expense	Amount not to exceed \$65,123.00

VII. Personnel Committee Report.....Ms. B. Robinson

**Appointment**

4-1/4-2023 Pierre Azolin  
Security Officer, Public Safety  
Effective: April 23, 2023  
Salary \$31,200

**Reappointment Listing**

4-2/4-2023	Administrative:	27
	Administrative Confidential:	19
	Tenure Track Faculty:	19
	Non-Tenure Track Faculty:	8
	Professional:	114
	<u>Professional Confidential:</u>	<u>21</u>
	Total Employees:	208

**Retirements**

4-3/4-2023 Ladylease White  
Professor, Business  
Effective: August 31, 2023

Cynthia Lewis-Parson  
Benefits Manager, Human Resources  
Effective: June 30, 2023

Sonia Rios Cardoso  
Assistant Director, Registrar’s Office  
Effective: June 30, 2023

Vincent Vega-Hall  
Police Officer, Public Safety  
Effective: June 30, 2023

Robert Broadnax  
Security Officer, Public Safety  
Effective: May 31, 2023

**Resignations**

4-4/4-2023 Jashawn Cherry  
Maintenance Technician, Facilities Management  
Effective: April 6, 2023

Jazlyn Johnson  
Office Assistant, Nursing and Health Sciences  
Effective: April 18, 2023

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

7-1.1/4-2023 Approval of Agreement and Acceptance of Funds: Partnership for Maternal and Child Health of Northern New Jersey

- 7-1.2/4-2023 Acceptance of Additional Funds: New Jersey State Match Dollars
- 7-1.3/4-2023 Dual Enrollment Program: Belleville Board of Education
- 7-1.4/4-2023 Dual Enrollment Program: East Orange Board of Education
- 7-1.5/4-2023 Dual Enrollment Program: Irvington Public Schools Board of Education
- 7-1.6/4-2023 Dual Enrollment Program: Newark Public Schools Board of Education
- 7-1.7/4-2023 Dual Enrollment Program: Essex County Schools of Technology – Newark Technology, Donald Payne, and West Caldwell High Schools
- 7-1.8/4-2023 Dual Enrollment Program: Orange Public Schools Board of Education
- 7-1.9/4-2023 Dual Enrollment Program: Peoples Preparatory Charter School District Board of Education
- 7-1.10/4-2023 Memorandum of Agreement: Essex County Department of Corrections Partnership

- 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 Report .....Ms. 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 Session .....Mrs. J. Grimes
- XIX. Adjournment .....Chair M. Bolden

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



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:		Finance: Wanderlogic, Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		April 18, 2023
Agenda Item No.:		3-1.1/4-2023
	Resolution Authorizing the Award of an Additional Service of the Gates in Parking Lots A & B at the Newark Campus	

**WHEREAS**, Essex County College needs to approve an additional service in the total amount not to exceed **\$12,000.00** to **Wanderlogic, Inc.**, 9 Whippany Road, Whippany, New Jersey 07981, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for additional hardware and installation services rendered on the gates in parking lots A and B 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), Purchases, contracts, and agreements not requiring advertising; and

**WHEREAS**, On December 13, 2022 (3-1.11/12-2022), the Board of Trustees awarded the services to upgrade the Gates in Parking Lots A&B at the Newark Campus for \$25,383.74. The additional service is for the replacement of additional hardware and cabling; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve additional service in the amount not to exceed **\$12,000.00** to **Wanderlogic, Inc.** for upgrading the gates in parking lots A & B at the Newark Campus. Subject to the availability of funds;
2. The 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);
3. The specific line item against which this contract is to be charged is as follows:  
9021A2-3126-797003 Funded by Chapter XII Funds, Ordinance #O-2021-00002  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



# BOARD OF TRUSTEES

## REQUEST FOR BOARD ACTION

Subject:	Finance: Blanket Orders for FY' 24 and FY' 25	
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		April 18, 2023
Agenda Item No.:		3-1.2/4-2023
Resolution Authorizing the Award of a Two-Year Blanket Orders for Maintenance Renewal for Network Infrastructure Equipment		

**WHEREAS**, Essex County College needs to approve an NJ State Contract, six (6) blanket orders on an as-needed basis in the total amount not to exceed **\$350,000.00** per year to the below-listed companies which will maintain the network infrastructure equipment, hardware/software licenses, and others 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, N.J.S.A.18A:64A-25.5.a(19) and N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services, or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State of New Jersey Contract; 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 NJ State contract blanket orders in the total amount not to exceed **\$350,000.00** per year on an as-needed basis for maintenance of the network infrastructure equipment, hardware/software licenses, and others from July 1, 2023, through June 30, 2025, to the following vendors. Subject to the availability of funds:

<u>Vendor</u>	<u>Status</u>	<u>State Contract</u>
Dell	Non-SBE/MBE/WBE	NASPO M0483/19TELE000656
Insight Public Sector	Non-SBE/MBE/WBE	T3121
Johnston GP, Inc.	Non-SBE/MBE/WBE	T1316/80802
New Era Tech	SBE	NASPO A87720-CISCO
SHI Int'l	WBE	NASPO AR615 #88536
CDW-G, Inc.	Non-SBE/MBE/WBE	E&I # CNR01439

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-25.3, N.J.S.A.18A:64A-25.5.a(19) and N.J.S.A.18A:64A-25.9.(a);
3. Dell, Insight Public Sector, Johnston GP, New Era Tech., SHI Int'l, and CDW-G, are the authorized vendors for the State of New Jersey Contracts;
4. The specific line items against which these blanket orders are to be charged are as follows:  
 10-1723-7620 Operating Expense  
 FY 2023/2024 - \$350,000.00  
 FY 2024/2025 - \$350,000.00

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Blanket Orders for FY' 24 and FY' 25	
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		April 18, 2023
Agenda Item No.:		3-1.3/4-2023
Resolution Authorizing the Award of a Two-Year Blanket Orders for Maintenance Renewal for Network Infrastructure Equipment		

**WHEREAS**, Essex County College needs to approve seventeen (17) 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 maintain the network infrastructure equipment, hardware/software licenses, and others 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(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. 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 blanket orders in the total amount not to exceed **\$250,000.00** per year on an as-needed basis for maintenance of the network infrastructure equipment, hardware/software licenses, and others from July 1, 2023, through June 30, 2025, to the following vendors. Subject to the availability of funds:

<u>Vendor</u>	<u>Status</u>	<u>Vendor</u>	<u>Status</u>
Citrix Systems, Inc.	Non-SBE/MBE/WBE	EDUCAUSE	SBE
Regroup Mass Notification	Non-SBE/MBE/WBE	BMC Software, Inc.	SBE
Malwarebytes Corp.	Non-SBE/MBE/WBE	1 <sup>st</sup> Run Computer Serv.	SBE
F5 Networks, Inc.	Non-SBE/MBE/WBE	Helix Technology	WBE
ePlus Technology	Non-SBE/MBE/WBE	PTS Data Center	SBE
Apple	Non-SBE/MBE/WBE	Informatics dba: Wasp	SBE
Digicert	Non-SBE/MBE/WBE	Data443 Risk Mitigation	SBE
American Registry Internet-Numbers (A.R.I.N)	Non-SBE/MBE/WBE	Sinewave, Inc.	SBE
		Square 9 Soft Works	SBE

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-25.3, and N.J.S.A.18A:64A-25.5.a(19);

3. The specific line items against which these blanket orders are to be charged are as follows:

10-1723-7620 Operating Expense  
 FY 2023/2024 - \$250,000.00  
 FY 2024/2025 - \$250,000.00

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Allied Oil Supply <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		April 18, 2023
Agenda Item No.:		3-1.4/4-2023
	Resolution Authorizing the Award of a Three-Year Contract for 93 Octane Unleaded Gasoline & Diesel Fuel	

**WHEREAS**, Essex County College needs to approve a three-year contract in the amount not to exceed **\$25,000.00** per year to **Allied Oil Company**, P.O. Box 392, Manville, New Jersey 08835, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the purchase of gasoline for the period of July 1, 2023, through June 30, 2026, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a) Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services, or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey Contract T-1845/A-82770; 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 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 three-year contract with **Allied Oil Company** in the amount not to exceed **\$25,000.00** per year for the purchase of gasoline for the period of July 1, 2023, through June 30, 2026:
 

<u>Fiscal Year 23-24</u>	<u>Fiscal Year 24-25</u>	<u>Fiscal Year 25-26</u>
\$25,000.00	\$25,000.00	\$25,000.00
2. The contract is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.(a);
3. Allied Oil Company is the authorized vendor to supply gasoline under the State of New Jersey Contract T-1845/A-82770;
4. The specific line item against which this contract is to be charged is as follows:  
 10-7501-7501G Operating Expense  
 FY 2023/2024  
 FY 2024/2025  
 FY 2025/2026

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Grainger, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		April 18, 2023
Agenda Item No.:		3-1.5/4-2023
	Resolution Authorizing the Award of a Two-Year Blanket Order for Miscellaneous Items for the Physical Plant	

**WHEREAS**, Essex County College needs to approve a two-year blanket order in the total amount not to exceed **\$70,000.00** per year to **Non-SBE/MBE/WBE, Grainger, Inc.**, Dept. 521-825593056, Palatine, Illinois 60038 for the purchase of industrial and miscellaneous/disposable supplies for the Physical Plant from July 1, 2023, to 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-25.9(a) Any 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. Grainger, Inc. (CNR01248) is the authorized vendor for the E&I Cooperative Services Contract #19-FLEET-00677; 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; 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 a two-year blanket order to **Grainger, Inc.** in the total amount not to exceed \$70,000.00 per year for the purchase of industrial and miscellaneous/disposable supplies for the Physical Plant from July 1, 2023, to June 30, 2025. Subject to the availability of funds;

<u>Description</u>	<u>Fiscal Year 23-24</u>	<u>Fiscal Year 24-25</u>	<u>\$Total Amount</u>
Facilities Department	\$50,000.00	\$50,000.00	\$100,000.00
Various Department	\$20,000.00	\$20,000.00	\$ 40,000.00

2. The blanket order is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, and 18A:64A-25.9(a);
3. Grainger, Inc. is the authorized vendor for the E&I Cooperative Services Contract #19-FLEET-00677;
4. The specific line item against which this contract is to be charged is as follows:  
 Operating Expense  
 FY 2023/2024 - \$70,000.00  
 FY 2024/2025 - \$70,000.00

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:		Finance: Molba Construction <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		April 18, 2023
Agenda Item No.:		3-1.6/4-2023
Resolution Authorizing the Award of Contract for Physical Education Building Locker Room Renovation		

**Recommendation:** It is recommended that the Board of Trustees approves the award of a contract to Molba Construction, 392 Liberty Street, Little Ferry, New Jersey 07643, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) of **\$1,311,928.00** for the Physical Education Building Locker Room Renovation at the Newark Campus.

The award of this bid shall be made “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 #8166 was advertised in The Star-Ledger on February 27, 2023. There were Fifty-Three (53) bids solicited. Two (2) responses were received, opened, and publicly read on March 23, 2023.

The Architectural/Engineering firm, Arcari + Iovino Architects reviewed the submitted bid and offered a letter of recommendation to the first-lowest responsive and responsible bidder **Molba Construction** (see attached).

**Nature of Bid:** Essex County College – Physical Education Building Locker Room Renovation

**Bid Item #1:** **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>Description</u>	<u>Account#</u>	<u>\$Amount</u>
Chapter XII, Ordinance # 0-2021-00002	9021A2-3126-7967A	\$1,311,928.00

**Resolution:** The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award the contract to **Molba Construction** of **\$1,311,928.00** for Physical Education Building Locker Room Renovation at the Newark Campus.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Electrical Supplies & Services
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.7/4-2023
Resolution Authorizing the Award of a Two-Year Blanket Orders for Electrical Supplies and Services	

**WHEREAS**, Essex County College needs to approve seven (7) blanket orders in the total amount not to exceed **\$37,000.00** per year to the below-listed companies which will serve to help the departments of the College to request electrical supplies and services 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(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 #T0167; 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 **\$37,000.00** per year on an as-needed basis for electrical supplies and services from July 1, 2023, through June 30, 2025, to the following vendors. Subject to the availability of funds:

**Electrical Supplies**

<u>Company Name</u>	<u>Vendor Type</u>	<u>Vendor’s Contract</u>
Jewel Electric, LLC.	SBE	State Contract #T0167 / 21-FOOD-01749
Keer Electrical Supply Co., Inc.	SBE	State Contract #T0167 / 21-FOOD-01748
Pemberton Electrical Supply Co., LLC.	SBE	State Contract #T0167 / 21-FOOD-01747
Franklin-Griffith, LLC	SBE	None
Greenbrook Electronics	SBE	None

**Electrical Services**

<u>Company Name</u>	<u>Vendor Type</u>	<u>Vendor’s Contract</u>
Sal Electric Co., Inc.	SBE	None
NK Electrical LLC	SBE	Noe

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-25.5.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 - \$37,000.00
  - FY 2024/2025 - \$37,000.00

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:		Finance: American Wear <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		April 18, 2023
Agenda Item No.:		3-1.8/4-2023
	Resolution Authorizing the Award of a Three-Year Contract for Industrial Uniforms Rental and Laundering Services	

**Recommendation:** It is recommended that the Board of Trustees approves the award of a three-year quote on an as-needed basis to **American Wear**, 261 North 18<sup>th</sup> Street, East Orange, New Jersey 07017, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Industrial Uniforms Rental and Laundering Services in the total amount of **\$23,376.60** from July 1, 2023, through June 30, 2026.

The award of this bid shall be made "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.

Quote FY23-Q0010 was mailed on March 13, 2023. There were seven (7) bids solicited. One (1) response was received and opened on March 21, 2023.

**Nature of Quote:** Industrial Uniforms Rental and Laundering Services

The maintenance agreement is for the following Fiscal Year:

<u>Fiscal Year</u>	<u>\$Amount</u>
2023-2024	\$ 7,792.20
2024-2025	\$ 7,792.20
2025-2026	<u>\$ 7,792.20</u>
Total	\$23,376.60

**Quote Item #1:** 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: 10-7201-7512

<u>Account</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>\$ Total (3-Years)</u>
Winter/Fall	\$5,714.28	\$5,714.28	\$5,714.28	\$17,142.84
Spring/Summer	<u>\$2,077.92</u>	<u>\$2,077.92</u>	<u>\$2,077.92</u>	<u>\$ 6,233.76</u>
	\$7,792.20	\$7,792.20	\$7,792.20	\$23,376.60

**Resolution:** The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a three-year quote on an as-needed basis to **American Wear** for Industrial Uniforms Rental and Laundering Services in the total amount of **\$23,376.60** from July 1, 2023, through June 30, 2026. Subject to the availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: NJ Edge.Net, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Alvin Williams / Executive Dean of Academic Affairs
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.9/4-2023
Resolution Authorizing the Award of a Renewal Subscription at the MLK Jr. Library, and Membership Dues for the FY 2023	

**WHEREAS**, Essex County College needs to renew the annual subscription to several e-resources for the Martin Luther King Jr. Library including academic journals, program-relevant newspapers, and library tools such as LibGuides, from September 1, 2023, through August 31, 2024; registration fees and others, and NJ Transfer Assessment for the fiscal year 2023 to **Non-SBE/MBE/WBE, NJEdge.Net, Inc.**, 625 Broad Street, Newark, New Jersey 07102, in the total amount not to exceed **\$56,600.47**, 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(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 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 a renewal subscription, registration fees, and NJ Transfer Assessment with **NJEdge.Net, Inc.**, in the total amount not to exceed \$56,600.47 for the following items. Subject to the availability of funds;

<u>Fiscal Year</u>	<u>Description</u>	<u>\$Amount</u>
2022-2023	NJ Transfer Assessment, Registration, and others	\$15,000.00
2023-2024	Virtual Academic Library Environment (VALE)	\$41,600.47

2. The renewal, registration, and assessment are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(6);
3. The specific line items against which these renewal, registration, and assessment are to be charged are as follows:  
Operating Expense  
FY 2022/2023  
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Turnitin, LLC
	<b>Small Business Enterprise (SBE)</b>
Contact:	Dr. Alvin Williams / Executive Dean of Academic Affairs
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.10/4-2023
Resolution Authorizing the Award of a Two-Year Contract for Turnitin Software Products and Services	

**WHEREAS**, Essex County College needs to approve a renewal to **Turnitin, LLC** 2101 Webster Street, Oakland, California 94612, in the total amount not to exceed **\$52,307.99** for the period October 9, 2023, through October 8, 2025, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**). Turnitin software checks for potentially unoriginal content by comparing submitted papers to several databases using a proprietary algorithm. The tool is used by the majority of Faculty across all disciplines, in which contracts software is exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(19) 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 Turnitin Renewal Master Software Products and Services; and

**WHEREAS**, The lead agency, acting on the behalf of the Joint Purchasing Consortium has awarded the contract to a reviewed proposal received in response to RFP #22/23 R-1380 with **Turnitin, LLC** from August 25, 2022, through August 24, 2025; 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 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 with **Turnitin, LLC** in the total amount not to exceed **\$52,307.99** for software products and services for the following periods. Subject to the availability of funds:

<u>Fiscal Years</u>	<u>\$Amount</u>
2023-2024	\$25,516.09
2024-2025	\$26,791.90
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-25.5.a(19) and N.J.S.A.18A:64A-25.10;
3. The specific line item against which this renewal is to be charged is as follows:

10-6000-7511 Operating Expense	
FY 2023/2024	2024/2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Dining Partnership Group (DPG) <b>(Non-SBE/MBE/WBE)</b>
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.11/4-2023
Resolution Authorizing the Award of a Three-Year Blanket Orders for Dining Services	

**WHEREAS**, Essex County College needs to approve a blanket order on an as-needed basis in the amount not to exceed **\$300,000.00** per year to **Non-SBE/MBE/WBE, Dining Partnership Group (DPG)**, 685 Bloomfield Avenue, Verona, New Jersey, 07044 for Dining Services for the fiscal years 2023, 2024, and 2025, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.28, 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 September 21, 2021 (3-1.1/9-2021), the Board of Trustees awarded a request for proposal, RFP# FY21RFP-03, for a five-year contract for dining services;

**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 a blanket order on an as-needed basis for the fiscal years 2023, 2024, and 2025 in the amount not to exceed **\$300,000.00** per year for dining services to **Dining Partnership Group (DPG)**. Subject to the availability of funds:

<u>Fiscal Year</u>	<u>\$Amount</u>
2022-2023	\$300,000.00
2023-2024	\$300,000.00
2024-2025	\$300,000.00

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-25.28, N.J.S.A.18A:64A-25.5.a(7);
3. The specific line items against which these blanket orders are to be charged are as follows:  
 Operating Expense  
 FY 2022/2023  
 FY 2023/2024  
 FY 2024/2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Follett Higher Education Group <b>(Non-SBE/MBE/WBE)</b>
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.12/4-2023
Resolution Authorizing the Award of a Three-Year Blanket Orders for Bookstore Supplies	

**WHEREAS**, Essex County College needs to approve a blanket order on an as-needed basis in the amount not to exceed **\$37,000.00** per year to **Non-SBE/MBE/WBE, Follett Higher Education Corporation**, 3 Westbrook Corporate Drive, Westchester, Illinois 60154 for Bookstore supplies for the fiscal years 2023, 2024, and 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(21), Educational supplies, books, articles of clothing and other miscellaneous articles purchased by a county college bookstore, or by a service or management company under contract with a county college to operate a county college bookstore for resale to college students and employees; and

**WHEREAS**, On February 26, 2019 (3-1.1/2-2019), the Board of Trustees awarded a request for proposal, RFP# FY19RFP-05, for a five-year contract for Bookstore Operation and Management Services;

**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 a blanket order on an as-needed basis for the fiscal years 2023, 2024, and 2025 in the amount not to exceed **\$37,000.00** per year for bookstore supplies to **Follett Higher Education Group**. Subject to the availability of funds:

<u>Fiscal Year</u>	<u>\$Amount</u>
2022-2023	\$37,000.00
2023-2024	\$37,000.00
2024-2025	\$37,000.00

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-25.5.a(21);
3. The specific line items against which these blanket orders are to be charged are as follows:  
 Operating Expense  
 FY 2022/2023  
 FY 2023/2024  
 FY 2024/2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Gateway Travel <b>Women Business Enterprise (WBE)</b>
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.13/4-2023
Resolution Authorizing the Award of an Additional Contract for Travel Agency Services	

**WHEREAS**, Essex County College needs to approve an additional contract in the amount not to exceed **\$60,000.00** on an as-needed basis to **Gateway Travel**, 759 Bloomfield Avenue, West Caldwell, New Jersey 07006, vendor approved by the State of New Jersey under Women Business Enterprise (**WBE**) for travel agency services for the fiscal year 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.a(23) Expenses for travel or conferences; and

**WHEREAS**, On June 21, 2022 (3-1.20/6-2022) the Board of Trustees awarded the contract for Travel Agency services in the amount not to exceed \$30,000.00 from July 1, 2022, through June 30, 2023. The additional funds are for travel or conferences through the college; 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 award an additional contract with **Gateway Travel** in the amount not to exceed **\$60,000.00** on an as-needed basis for additional expenses for travel or conferences for the fiscal year 2023. Subject to the availability of funds;
2. The College will pay the agency a fee of \$35.00 per traveler/transaction;
3. 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 N.J.S.A.18A:64A-25.a(23);
4. The specific line item against which this contract is to be charged is as follows:  
Operating Expense  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Gateway Travel <b>Women Business Enterprise (WBE)</b>
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.14/4-2023
Resolution Authorizing the Award of a Two-Year Contract for Travel Agency Services	

**WHEREAS**, Essex County College needs to approve a two-year contract in the amount not to exceed **\$120,000.00** on an as-needed basis to **Gateway Travel**, 759 Bloomfield Avenue, West Caldwell, New Jersey 07006, vendor approved by the State of New Jersey under Women Business Enterprise (**WBE**) for travel agency services 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.a(23) Expenses for travel or conferences; 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 a two-year contract with **Gateway Travel** in the amount not to exceed **\$120,000.00** on an as-needed basis for expenses for travel or conferences from July 1, 2023, through June 30, 2025. Subject to the availability of funds;
2. The College will pay the agency a fee of \$35.00 per traveler/transaction;
3. The contract 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.a(23);
4. The specific line item against which this contract is to be charged is as follows:  
 Operating Expense  
 FY 2023/2024 - \$60,000.00  
 FY 2024/2025 - \$60,000.00

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: New Jersey Transit <b>Non-SBE/MBE/WBE</b>
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.15/4-2023
Resolution Authorizing the Award of a Two-Year Blanket Order for Bus/Train Tickets	

**WHEREAS**, Essex County College needs to approve a blanket order on an as-needed basis in the amount not to exceed **\$37,000.00** per year to **Non-SBE/MBE/WBE, New Jersey Transit**, One Penn Plaza, Newark, New Jersey 07105 for bus/train tickets throughout the College for the fiscal years 2023 and 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(23), Expenses for travel or conferences; 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 award a blanket order to **New Jersey Transit** in the amount not to exceed **\$37,000.00** per year on an as-needed basis for bus/train tickets throughout the College for the fiscal years 2023 and 2024. Subject to the availability of funds;

<u>Fiscal Year</u>	<u>\$Amount</u>
2022-2023	\$37,000.00
2023-2024	<u>\$37,000.00</u>
Total	\$74,000.00

2. The blanket order 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(23);
3. The specific line item against which this blanket order is to be charged is as follows:  
Operating Expense  
FY 2022/2023  
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Amazon.com LLC. <b>Non-SBE/MBE/WBE</b>
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.16/4-2023
Resolution Authorizing the Award of a Two-Year Blanket Order for Institutional Supplies	

**WHEREAS**, Essex County College needs to approve a blanket order on an as-needed basis in the amount not to exceed **\$37,000.00** per year to **Non-SBE/MBE/WBE, Amazon.com LLC**, 7 West 34<sup>th</sup> Street, New York, NY 10001 for institutional supplies throughout the College for the fiscal years 2023 and 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.3(a), Purchases, contracts, and agreements not requiring 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 a blanket order in the amount not to exceed **\$37,000.00** per year on an as-needed basis for institutional supplies throughout the College for the fiscal years 2023 and 2024, to **Amazon.com LLC**. Subject to the availability of funds:

<u>Fiscal Year</u>	<u>\$Amount</u>
2022-2023	\$37,000.00
2023-2024	<u>\$37,000.00</u>
Total	\$74,000.00

2. The blanket order is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.3(a);
3. The specific line item against which this blanket order is to be charged is as follows:  
Operating Expense  
FY 2022/2023  
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Pocket Nurse Enterprise, Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.17/4-2023
Resolution Authorizing the Award of a Two-Year Blanket Order for Phlebotomy Supplies	

**WHEREAS**, Essex County College needs to approve a blanket order on an as-needed basis in the amount not to exceed **\$37,000.00** per year to **Pocket Nurse Enterprise, Inc.**, 610 Frankford Road, Monaca, Pennsylvania 15061, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for phlebotomy supplies throughout the College for the fiscal years 2023 and 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.3(a), Purchases, contracts, and agreements not requiring 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 a blanket order in the amount not to exceed **\$37,000.00** per year on an as-needed basis for phlebotomy supplies throughout the College for the fiscal year 2023 and 2024, to **Pocket Nurse Enterprise, Inc.** Subject to the availability of funds;

<u>Fiscal Year</u>	<u>\$Amount</u>
2022-2023	\$37,000.00
2023-2024	\$37,000.00
Total	\$74,000.00

2. The blanket order is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.3(a);
3. The specific line item against which this blanket order is to be charged is as follows:  
Operating Expense  
FY 2022/2023  
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Assessment Technology Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.18/4-2023
Resolution Authorizing the Award of an Additional Purchase for Testing Materials	

**WHEREAS**, Essex County College needs to approve additional testing materials of **\$9,750.00** to **Non-SBE/MBE/WBE, Assessment Technology Inc.**, 11161 Overbrook Road, Leawood, Kansas, 66211 for ATI TEAS exam for Nursing, Radiography, and Physical Therapy students for the fiscal year 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), N.J.S.A.18A:64A-25.5.a(3) Materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted; and

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

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

**WHEREAS**, The Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose; 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 award an additional purchase with **Assessment Technology Inc. (ATI)** of **\$9,750.00** for testing materials supplies throughout the College for the fiscal year 2023. Subject to the availability of funds;
2. This additional 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), N.J.S.A.18A:64A-25.5.a(3);
3. The specific line item against which this additional purchase is to be charged is as follows:  
Operating Expense  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Testing Material Supplies
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.19/4-2023
Resolution Authorizing Award of a Two-Year Blanket Orders for Testing Materials	

**WHEREAS**, Essex County College needs to approve three (3) blanket orders on an as-needed basis in the total amount not to exceed **\$111,000.00** per year to the below-listed vendors for testing materials through the College for the fiscal years 2023 and 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), N.J.S.A.18A:64A-25.5.a(3) Materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted; and

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

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

**WHEREAS**, The Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose; 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 blanket order in the total amount not to exceed **\$111,000.00** per year on an as-needed basis for testing materials supplies throughout the College for the fiscal years 2023 and 2024, to the following vendors. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor Type</u>	<u>\$Amount</u>
National Healthcareer Association	NON/SBE/MBE/WBE	\$37,000.00
Assessment Technology Inc.	NON/SBE/MBE/WBE	\$37,000.00
College Board / Accuplacer	NON/SBE/MBE/WBE	\$37,000.00

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-25.5.3(a) and N.J.S.A.18A:64A-25.5.a(3);
3. The specific line items against which these blanket orders are to be charged are as follows:
  - 10-1155-7790 Operating Expense
  - 29798-9798-7792 Newark One Stop and PACE Grant (NJDOL)
  - FY 2022/2023 - \$111,000.00
  - FY 2023/2024 - \$111,000.00

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: PKF O'Connor Davies, LLP <b>Non-SBE/MBE/WBE</b>
Contact:	Evens Wagnac / Comptroller
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.20/4-2023
Resolution Authorizing the Award of a Contract for Independent Perkins Program Liquidation Audit	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a contract in the total amount not to exceed **\$17,000.00** to **Non-SBE/MBE/WBE, PKF O'Connor Davies, LLP**, 300 Tice Boulevard, Woodcliff Lake, New Jersey 07677 for Independent Perkins Program Liquidation Audit Services, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.5.a(1) Professional 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;

**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 contract in the total amount not to exceed **\$17,000.00** for Independent Perkins Program Liquidation Audit Services, to **PKF O'Connor Davies, LLP**. 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-25.5.5.a(1);
3. The specific line item against which this contract is to be charged is as follows:  
10-1701-7828 Operating Expense  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: American Woodcarving, LLC <b>Small Business Enterprise (SBE)</b>
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.21/4-2023
Resolution Authorizing the Award of Contract for Removal, Installation, and Fabrication of College Signs	

**Recommendation:** It is recommended that the Board of Trustees approves the award of a contract to American Woodcarving, 1123 Route 23 South, Wayne, New Jersey 07470, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) of **\$87,880.00** for the Removal, Installation, and Fabrication of College Signs at the Newark Campus.

The award of this bid shall be made “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 #8167 was advertised in The Star-Ledger on March 1, 2023. There were Eleven (11) bids solicited. Five (5) responses were received, opened, and publicly read on March 22, 2023.

**Nature of Bid:** Essex County College – Removal, Installation, and Fabrication of College Signs

**Bid Item #1:** **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>Description</u>	<u>Account#</u>	<u>\$Amount</u>
Chapter XII, Ordinance # 0-2021-00002	9021A2-3126-7938A	\$87,880.00

**Resolution:** The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award the contract to **American Woodcarving, LLC.** in the total amount of **\$87,880.00** for the Removal, Installation, and Fabrication of College Signs at the Newark Campus.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Translation & Interpretation Services
Contact:	Afshan T. Ajmiri Giner /Chief Compliance Officer & Special Counsel
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.22/4-2023
Resolution Authorizing the Award of a Two-year Contract for Translation & Interpretation Services	

**Recommendation:** It is recommended that the Board of Trustees approves the award of a contract to the below-listed companies for translation & interpretation services on an as-needed basis from May 1, 2023, through April 30, 2025, in the total amount not to exceed **\$100,000.00**.

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.

The Request for Qualification # 8158 was advertised in The Star-Ledger on January 20, 2023. There were Eleven (11) bids solicited. Four (4) responses were received on February 16, 2023.

An evaluation committee consisting of Afshan T. Ajmiri Giner, Chief Compliance Officer & Special Counsel; and Alfred Bundy, Executive Director of Institutional Advancement.

**Nature of RFQ:** Essex County College – Translation & Interpretation Services.

**RFQ Item #1:** **The recommendation is for price and other factors.**

<u>Company Name</u>	<u>Vendor’s Category</u>
Human Touch Translations Ltd, Manhasset, NY	WBE/SBE
Cal Interpreting & Translations (CIT), Burbank, CA	SBE

**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>
College Operational Funds	10-0216-7180	\$100,000.00

**Resolution:** The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award the contract to the above-listed companies for translation & interpretation services on an as-needed basis from May 1, 2023, through April 30, 2025, in the total amount not to exceed **\$100,000.00**. Subject to the availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:		Finance: Architectural Services
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		April 18, 2023
Agenda Item No.:		3-1.23/4-2023
	Resolution Authorizing the Award of a Two-Year Qualification for Architectural Services	

**Recommendation:** It is recommended that the Board of Trustees approves the two-year Qualified List of six (6) Architects as indicated on the attached spreadsheet from April 19, 2023, through April 18, 2025. Architects firms will be selected on an as-needed basis at the sole discretion of Essex County College with a pay scale of \$150 per hour to a maximum of \$700 per hour.

The award of this contract 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.

The Request for Qualification # 8168 was advertised in The Star-Ledger on March 2, 2023. There were six (6) bids solicited. Eight (8) responses were received on March 14, 2023.

An evaluation committee consisting of Mohamed Seddiki, Executive Dean of Administrative & Learning Technology/CIO, Dora Castro, Project Manager, and Jeff Shapiro, Director of Facilities Management & Planning, recommended the most qualified bidders with the highest experience in Architectural services for Community Colleges/Universities in the State of New Jersey. Therefore, the committee’s recommendation is to the six (6) bidders.

**Nature of RFQ:** Essex County College – Architectural Services.

**RFQ Item #1:** **The recommendation is for price and other factors.**

<u>Company Name</u>	<u>Vendor’s Category</u>
Netta Architects; Mountainside, NJ	SBE
Arcari + Iovino; Little Ferry, NJ	SBE
H2M Architects & Engineers Inc; Parsippany, NJ	NON-SBE/MWBE
DMR Architects; Hasbrouck Heights, NJ	SBE
Paulus, Sokolowski and Sartor Engineering; Warren, NJ	NON-SBE/MWBE
RSC Architects; Hackensack, NJ	NON-SBE/MWBE

**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>
Securing Our Children’s Future Bond Grant	902109-02109-7952

**Resolution:** The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award the contract to the above-listed companies for architectural services on an as-needed basis from April 19, 2023, through April 18, 2025. Subject to the availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Netta Architects
Contact:	<b>Small Business Enterprise (SBE)</b>
Meeting Date:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO April 18, 2023
Agenda Item No.:	3-1.24/4-2023
Resolution Authorizing the Award of a Contract for Professional Services	

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

**WHEREAS**, The award of this Request For Qualifications (RFQ) 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.

**WHEREAS**, The Request for Qualification # 8168 was advertised in The Star-Ledger on March 2, 2023. There were six (6) bids solicited. Eight (8) responses were received on March 14, 2023.

**WHEREAS**, The Board of Trustees of Essex County College at their monthly meeting on April 18, 2023 (3-1.23/4-2023) will approve the awarding of those six (6) contracts for rates between \$150.00 to \$700.00 per hour and Netta Architects was among at a rate of \$150-700 per hour; and

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

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

1. The Essex County College is hereby authorized and directed to approve a professional service with **Netta Architects** of **\$152,500.00** for architectural design services for the Center for Technology building located on the Newark campus. Subject to the availability of funds;
2. The contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.5.a(1);
3. The specific line item against which this contract is to be charged is as follows:  
902109-02109-7952 Securing Our Children’s Future Bond  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Business Furniture, Inc. <b>Women Business Enterprise (WBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.25/4-2023
Resolution Authorizing the Award of an Additional Purchase for Furniture at the West Essex Campus	

**WHEREAS**, Essex County College needs to approve an additional purchase of **\$6,344.50** to **Business Furniture, Inc.**, 10 Lanidex Center, Parsippany, New Jersey 07054, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for furniture to outfit the entire new West Essex Campus, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, 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, ESCNJ Contract #22/23-08; 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 an additional purchase to **Business Furniture Inc.** for **\$6,344.50** for furniture at the West Essex Campus. Subject to the availability of funds;
2. This additional purchase is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.9(a)
3. Business Furniture, Inc. is the authorized vendor for the State of New Jersey Contract, ESCNJ contract #22/23-08;
4. The specific line item against which the additional purchase 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 April 18, 2023	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:		Finance: Dobco, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		April 18, 2023
Agenda Item No.:		3-1.26/4-2023
	Resolution Authorizing the Award of a Change Order for Proposed Parking Structure at West Essex Campus	

**WHEREAS**, Essex County College needs to approve a change order in the total amount of **\$1,100,000.00** to **Non-SBE/MBE/WBE, Dobco, Inc.**, One Geoffrey Way, Wayne, New Jersey 07470 for additional materials during the construction of the West Essex Parking Structure at the West Essex Campus; and

**WHEREAS**, On August 24, 2022 (3-1.1/8-2022) the Board of Trustees awarded Bid# 8146 opened on August 3, 2022, for \$7,700,000.00. The change order is for the following items; Subgrade conditions and modifications to concrete footing for \$600,000.00, installation on the retaining wall and fence along the adjacent property line for \$250,000.00, water line modification for \$250,000.00; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a change order to **Dobco, Inc.** for **\$1,100,000.00** for additional material during the construction of the Proposed Parking Structure at West Essex Campus. Subject to the availability of funds;
2. The specific line item against which this contract is to be charged is as follows:  
90218A-02108A-7951 – County of Essex Funds  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:		Finance: Russo Contracting, Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		April 18, 2023
Agenda Item No.:		3-1.27/4-2023
	Resolution Authorizing the Award of Additional Service of Water Lines at the West Essex Campus	

**WHEREAS**, Essex County College needs to approve an additional service of **\$15,841.00** to **Russo Contracting, Inc.**, 819 Ramapo Valley Road, Oakland, New Jersey 07436, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the installation of pipes, fittings, accessories, labor, and additional testing fee from the New Academic Building located at the West Essex 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(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

**WHEREAS**, On December 13, 2022 (3-1.10/12-2022) the Board of Trustees awarded the service installation of water lines at the West Essex Campus of \$35,800.00. The additional services are for the above-mentioned and another factor to the additional work was deeper trenching, longer excavating labor, more backfill materials and stone, and extra police traffic control; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve additional service of **\$15,841.00** to **Russo Contracting, Inc.** for the fire safety and one for general service, the addition of pipes, fittings and accessories, labor, testing fee, deeper trenching, longer excavating labor, backfill materials, and stone, and extra police traffic control from the New Academic Building located at the West Essex Campus. Subject to the availability of funds;
2. The 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(9);
3. The specific line item against which this contract is to be charged is as follows:  
902203-02203-7951 Funded by 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 April 18, 2023	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: TouchNet Information Systems <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 18, 2023
Agenda Item No.:	3-1.28/4-2023
Resolution Authorizing the Award of a Five-Year Contract for Software Subscription of the Application Subscription Program (ASP)	

**WHEREAS**, Essex County College needs to approve a contract in the amount not to exceed **\$65,123.00** for a software subscription program (ASP) and one-time implementation service to **Non-SBE/MBE/WBE, TouchNet Information Systems**, 15520 College Blvd., Lenexa, Kansas 66219, 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 systems development of the hardware; and

**WHEREAS**, Based on the recommendation of Ms. Darlene Miller, Director of Bursar, and Mr. Mohamed Seddiki, Executive Dean of Administrative & Learning Technology/CIO, the TouchNet software application will help the College streamline operations and improve the student experience. The Banner application has some limitations in displaying students' bills, and this software will help the college and allow for ease of billing with multiple payment plan options within a semester. Therefore, the software will benefit both student service and increase the College's tuition revenue; 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 award a contract with **TouchNet Information Systems** in the total amount of **\$65,123.00** from the date of award through June 30, 2027. Subject to the availability of funds:

<u>Description</u>	<u>Period Time</u>	<u>\$Amount</u>
Software subscription	5-year term	\$39,988.00
Implementation Service	One-time fee	\$25,135.00

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-25.3 and 18A:64A-25.5.a (19);
3. The specific line item against which this contract is to be charged is as follows:  
10-1723-7620 Operating Expense  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Pierre Azolin
Contact:	Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO)
Meeting Date:	April 18, 2023
Agenda Item No.:	4-1/4-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Pierre Azolin, to the position of Security Officer, for the Public Safety Department, for the period beginning April 23, 202. 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 and interviewed. Pierre Azolin 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 Pierre Azolin, at the annual salary of \$31,200, to the position of Security Officer, for the Public Safety Department, for the period beginning April 23, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Re-Appointment Listing
Contact:	Dr. Augustine Boakye, President
Meeting Date:	April 18, 2023
Agenda Item No.:	4-2/04-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the re-appointment of the administrative, professional, tenure-track and non-tenure track faculty employees identified on the attached Re-Appointment of Personnel listings for the periods indicated.

**BACKGROUND AND RATIONALE:** Consistent with the annual contract renewal process, employee listings by employment classification are submitted to the Board of Trustees for approval. Employee count by classification is as follows:

	Effective Period	
Administrative	09/01/2023- 06/30/2024	27
Administrative Confidential	09/01/2023 - 06/30/2024	19
Tenure Track Faculty	09/01/2023 - 08/31/2024	19
Non-Tenure Track Faculty	09/01/2023 - 08/31/2024	8
Professional	07/01/2023 - 06/30/2024	114
Professional Confidential	07/01/2023 - 06/30/2024	21
<b>TOTAL EMPLOYEE RENEWALS</b>		<b>208</b>

**FISCAL NOTES:** Salaries of employees recommended for re-appointment are included in the College’s 2023-2024 annual operating budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the re-appointment of the administrative, professional, tenure-track and non-tenure track faculty employees identified on the attached Re-Appointment of Personnel listings for the periods indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Dr. Augustine Boakye, President
Meeting Date:	April 18, 2023
Agenda Item No.:	4-3/4-2023

**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</u> <u>Date</u>
Ladylease White	Professor Business Division	Faculty Association	08/25/1969	08/31/2023
Cynthia Lewis-Parson	Benefits Manage Human Resources	Professional Confidential	10/13/1992	06/30/2023
Sonia Rios-Cardoso	Assistant Director Registrar's Office	Professional Association	09/08/1981	06/30/2023
Vincent Vega-Hall	Police Officer Public Safety	Fraternal Order of Police	04/22/2002	06/30/2023
Robert Broadnax	Security Officer Public Safety	Security Association	03/21/2003	05/31/2023

**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 April 18, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation
Contact:	Dr. Augustine Boakye, President
Meeting Date:	April 18, 2023
Agenda Item No.:	4-4/4-2023

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective</u> <u>Date</u>
Jashawn Cherry	Maintenance Technician Facilities	Support Staff Association	05/25/2022	04/06/2023
Jazlyn Johnson	Office Assistant Nursing and Health Sciences	Support Staff Association	10/23/2019	04/18/2023

**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 Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Approval of Agreement and Acceptance of Funds – Partnership for Maternal and Child Health of Northern New Jersey
Contact:	Dr. Elvy M. Vieira, Dean, Comm, Cont. Ed & Workforce Dev.
Meeting Date:	April 18, 2023
Agenda Item No.:	7-1.1/4-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the agreement between Partnership for Maternal and Child Health of Northern New Jersey, Inc and Essex County College to facilitate training opportunities for 40 incumbent participants in the Community Health Worker program. The Partnership for Maternal and Child Health of Northern New Jersey Inc. agrees to provide funding in the amount of \$72,432 to be utilized to provide the above-mentioned services.

**BACKGROUND AND RATIONALE:** The Training, Inc. program has a long history of soliciting and securing funding from various foundations and public agencies. Training, Inc., utilizing the standards and practices of the business world, provides a wide variety of job training services at no cost to individuals, in business as well as allied health careers, to seeking initial entry, reentry or upward mobility in the workforce. The Training, Inc. program has operated successfully for the past 37 years, attaining a 75% completion rate and an 80% graduate job placement rate.

**FISCAL NOTES:** The costs associated with the program are funded by the grant.

**RESOLUTION:** The Board of Trustees of Essex County College approves the agreement between Partnership for Maternal and Child Health of Northern New Jersey and Essex County College to facilitate training opportunities for 40 incumbent participants in the Community Health Worker program. The Partnership for Maternal and Child Health of Northern New Jersey Inc. agrees to provide funding in the amount of \$72,432 to be utilized to provide the above-mentioned services.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Additional Funds: New Jersey State Match Dollars
Contact:	Dr. Elvira Vieira Dean, Dean of Community, Continuing Education and Workforce Development Academic Affairs
Meeting Date:	April 18, 2023
Agenda Item No.:	7-1.2/4-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees accept additional New Jersey State match dollars funding which must be allocated to current WIOA Title II providers.

**BACKGROUND AND RATIONALE:** New Jersey Department of Labor and Workforce Development announced that New Jersey State match dollars are available to WIOA Title II providers in order to address Development or Growth of Online Teaching and Learning and/or Development of Career Ladders or Career Pathways.

**FISCAL NOTES:** The grant amount is \$40,278 for FY23.

**RESOLUTION** The Board of Trustees of Essex County College accepts additional New Jersey State match dollars funding which must be allocated to current WIOA Title II providers.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM - Belleville Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 18, 2023
Agenda Item No.:	7-1.3/4-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Agreement between Essex County College, hereinafter referred to as “Essex” and the Belleville Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Belleville High School, hereinafter after referred to “BVHS” from July 1, 2023 to June 30, 2024.

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

**FISCAL NOTES:** BVHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$766 - \$850 per credit as per the ECC Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). BVHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, BVHS will pay a \$975 administrative fee per course.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Belleville Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Belleville High School from July 1, 2023 to June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 17, 2023	



# BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: East Orange Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 18, 2023
Agenda Item No.:	7-1.4/4-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the East Orange Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to East Orange High Schools, hereinafter after referred to “EOHS” from July 1, 2023 to June 30, 2024.

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

**FISCAL NOTES:** EOHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$766-\$850 per credit as per the Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). EOHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, EOHS will pay a \$975 administrative fee per course.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the East Orange Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to East Orange High Schools from July 1, 2023 to June 30, 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



# BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Irvington Public Schools Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 18, 2023
Agenda Item No.:	7-1.5/2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the Irvington Public Schools Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Irvington High School, hereinafter after referred to “IHS” from July 1, 2023 to June 30, 2024.

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

**FISCAL NOTES:** IHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$766-\$850 per credit as per the Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). IHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, IHS will pay a \$975 administrative fee per course.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Irvington Public Schools Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Irvington High School from July 1, 2023 to June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Dual Enrollment Program: Newark Public Schools Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 18, 2023
Agenda Item No.:	7-1.6/4-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Agreement between Essex County College, hereinafter referred to as “Essex” and the Newark Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Newark Public High Schools, hereinafter referred to “NPHS” from July 1, 2023 to June 30, 2024. NPHS include, but are not limited to Arts HS, Barringer HS, Central HS, East Side HS, Technology HS, Science Park HS, University HS, West Side HS, Weequahic HS.

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

**FISCAL NOTES:** NPHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$766 - \$850 per credit as per the ECC Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). NPHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, NPHS will pay a \$975 administrative fee per course.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Newark Public Schools Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Newark Public High Schools from July 1, 2023 to June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Essex County Schools of Technology - Newark Technology, Donald Payne, and West Caldwell High Schools	
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.	
Meeting Date:	April 18, 2023	
Agenda Item No.:	7-1.7/4-2023	

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the Essex County Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Essex County Schools of Technology: Newark Technology High School, Donald Payne High School, West Caldwell High School hereinafter after referred to “ECSTHS” from July 1, 2023 to June 30, 2024.

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

**FISCAL NOTES:** ECSTHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$766-\$850 per credit as per the Adjunct Faculty Association contract with an additional 7.65% added to contribute to fringe/cost of benefits). Newark Technology High School, Donald Payne High School, West Caldwell High School will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, ECSTHS will pay a \$975 administrative fee per course section.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Essex County Schools of Technology for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Newark Technology High School, Donald Payne High School, West Caldwell High School from July 1, 2023 to June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



# BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Orange Public Schools Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 18, 2023
Agenda Item No.:	7-1.8/4-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the Orange Public Schools Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Orange High School, hereinafter after referred to “OHS” from July 1, 2023 to June 30, 2024.

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

**FISCAL NOTES:** OHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$766-\$850 per credit as per the Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). OHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, OHS will pay a \$975 administrative fee per course.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Orange Public Schools Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Orange High School from July 1, 2023 to June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



# BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Peoples Preparatory Charter School District Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 18, 2023
Agenda Item No.:	7-1.9/4-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the Peoples Preparatory Charter School District Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to People’s Prep Charter School, hereinafter after referred to “PPCS” from July 1, 2023 to June 30, 2024.

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

**FISCAL NOTES:** PPCS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$766-\$850 per credit as per the Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). PPCS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, PPCS will pay a \$975 administrative fee per course.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Peoples Preparatory Charter School District Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to People’s Prep Charter School from July 1, 2023 to June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	



# BOARD OF TRUSTEES

## REQUEST FOR BOARD ACTION

Subject:	Memorandum of Agreement: Essex County Department of Corrections Partnership
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 18, 2023
Agenda Item No.:	7-1.10/4-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the agreement between Essex County College, hereinafter referred to as the “College” and the Essex County Department of Corrections, hereinafter referred to as “ECDC” for the purpose of establishing an ABE/HSE instructional partnership to be delivered by the College at ECDC from April 23, 2023 to December 20, 2023.

**BACKGROUND AND RATIONALE:** The College is an open access community college that serves the diverse needs of students through comprehensive educational programs, training, and continuing education. To that end, the College has a long-standing history of serving the academic and workforce needs of its justice-involved community members. This partnership serves to strengthen the College’s commitment by providing ABE/HSE instruction at the ECDC facility.

**FISCAL NOTES:** ECDC will pay the College \$10,000 for ABE/HSE instruction rendered at the ECDC facility from April 23, 2023 to December 20, 2023.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Essex County College and the Essex County Department of Corrections agreement for the purpose of establishing an ABE/HSE instructional partnership to be delivered by the College at ECDC from April 23, 2023 to December 20, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 18, 2023	