



Essex County College
Board of Trustees
PUBLIC MEETING AGENDA

May 23, 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/98779589194

Or by Telephone dial: 1 646 558 8656, then enter Webinar ID: 987 7958 9194 when prompted

Note: For virtual participation, public comments on actions to be approved may be e-mailed to agendacomment@essex.edu; general public comments may be e-mailed to publiccomments@essex.edu
Written comments must be received prior to noon on the meeting date in order to be read into the record of the meeting. Please include your name and contact information. Comments will be entertained during meetings in the following order and in the following manner depending on the type of meeting: 1) written comments submitted by email (virtual and hybrid only); 2) Summarized duplicative written comments submitted by email (virtual and hybrid only); 3) In-person oral comments (in person and hybrid only); and, 4) Remote Oral Comments (hybrid only). Public comments, whether written or oral, are limited to three (3) minutes.

I. Call to Order/Roll CallChair M. Bolden
II. Open Public Meetings Act Announcement.....Mrs. J. Grimes
III. Minutes.....Mrs. J. Grimes
IV. CommunicationsMrs. J. Grimes
V. Public Comments on Agenda Items TBD
VI. Finance Committee Report..... Mr. J. Zarra
3-1.1/5-2023 Authorize the Award of an Additional Change Order for Proposed Parking Structure at West Essex Campus
Dobco, Inc., Wayne, NJ \$113,217.07
County of Essex Funded - Capital Expense
3-1.2/5-2023 Authorize the Award of a Three-Year Contract for a Point-to-Point Ethernet from the Main Campus to the West Essex Campus
Cablevision Lightpath, Inc., Jericho, NY Amount not to exceed \$115,000.00
College Funded – Operating Expense
3-1.3/5-2023 Authorize the Award of License Renewal for Support Services and Instructor Led Educational Services
Kronos, Lowell, MA \$22,789.94
College Funded – Operating Expense

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| 3-1.4/5-2023 | Authorize the Award of a Three-Year Contract for Landscaping & Ground Maintenance Custom Care Services, Inc., Wall, NJ College Funded – Operating Expense | Amount not to exceed \$43,880.26 per year |
| 3-1.5/5-2023 | Authorize the Award of a One-Year NJ State Contract for Preventative Maintenance, Service and Repairs for Elevators #1-11 Champion Elevator Corporation, Clinton, NJ College Funded – Operating Expense | \$56,162.00 |
| 3-1.6/5-2023 | Authorize the Award of a Two-Year Contract for Maintenance and Repair Services of McQuay Chillers D&B Services Group, LLC., Bloomfield, NJ College Funded – Operating Expense | \$37,400.00 per year |
| 3-1.7/5-2023 | Authorize the Award of a Two-Year Contract for Cooling Tower Seasonal Startup, Shutdown, and General Repair Services Clarity Water Technology, LLC, Orangeburg, NY College Funded – Operating Expense | \$37,400.00 per year |
| 3-1.8/5-2023 | Authorize the Award of a Two-Year Contract for Emergency Generators Preventive Maintenance, Testing, and Exercise Services G.M.H. Associates of America, Inc., Trenton, NJ College Funded – Operating Expense | \$37,400.00 per year |
| 3-1.9/5-2023 | Authorize the Award of an Additional Contract for NJ Transit Advertisement Services Intersection Media, LLC., New York, NY Community College Opportunity Grant (CCOG) Funded – Operating Expense | \$16,981.52 |
| 3-1.10/5-2023 | Award a Contract for Additional Auditing Services PKF O’Connor Davies, LLP, Woodcliff Lake, NJ College Funded – Operating Expense | Amount not to exceed \$14,250.00 |
| 3-1.11/5-2023 | Authorize the Award of a Contract for Additional Advertisement Services AAD, Inc. Local Talk Positive Community Magazine Altice Media Screen Vision Media Capstar dba: iHeart TAP Into Local Media Motor Vehicle Network Comcast Holding The Whitney Publishing Irving Street Rep. El Cambio Worrall Community Caldwell Progress Intersection College & Some College, No Degree Grant Funded – Operating Expense | Amount not to exceed \$22,630.00 |

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| 3-1.20/5-2023 | Authorize the Award of Four (4) Blanket Orders for the College Carolina Biological, Burlington, NC Fisher Scientific Co., Pittsburgh, PA VWR International, LLC, Rochester, NY Grainger, Palatine, IL College Funded – Operating Expense | Amount not to exceed \$37,000.00 |
| 3-1.21/5-2023 | Authorize the Award of a Contract for Professional Services Netta Architects, Mountainside, NJ Chapter XII Funded – Capital Expense | \$60,000.00 |

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

Appointments

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|------------|--|
| 4-1/5-2023 | Jinsoo Park, Associate Professor – Electrical Engineering METCS Division Effective September 1, 2023 Salary \$82,234 |
| 4-2/5-2023 | Tamalois Axt, Senior Teacher Advisor – Adult Basic Skills and Computer Instruction Adult Learning Center Effective May 24, 2023 Salary \$55,000 |
| 4-3/5-2023 | Renae Brown, Senior Teacher Advisor – Adult Basic Skills and Computer Instruction Adult Learning Center Effective May 24, 2023 Salary \$55,000 |
| 4-4/5-2023 | Evelyn Garcia, Course Designer Online Learning Effective June 1, 2023 Salary \$54,000 |
| 4-5/5-2023 | Dominique Spagnolo, Legal Assistant / Paralegal Office of the General Counsel Effective May 24, 2023 Salary \$50,000 |

Promotion

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| 4-6/5-2023 | Kevin Peebles, Sergeant Public Safety Effective May 24, 2023 Salary \$50,426.89 |
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Retirements

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| 4-7/5-2023 | Staci Outerbridge, Lab Technician METCS Division Effective June 30, 2023 |
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Gwendolyn Carmichael, Records Technician
Financial Aid
Effective March 31, 2023

Teodoro Ayala, Maintenance Service Worker
Facilities Management
Effective June 30, 2023

Resignations

4-8/5-2023 Caroline Berretta, Associate Director
EOF
Effective June 2, 2023

Emmanuel Adepo, Assistant Professor – Mathematics
METCS Division
Effective April 28, 2023

Jennifer Baker, Administrative Assistant
Custodial
Effective April 14, 2023

Tammy Singleton, Records/Customer Service Technician
Financial Aid
Effective May 19, 2023

Consolidation of Collective Bargaining Agreements

4-9/5-2023 Professional Association

4-10/5-2023 Security Association

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| VIII. | Educational Programs Committee Report | Dr. A. Lewis |
| | 7-1.1/5-2023 Acceptance of Funds: Office of the Secretary of Higher Education (OSHE) | |
| | 7-1.2/5-2023 Acceptance of Funds: Office of the Secretary of Higher Education (OSHE) | |
| | 7-1.3/5-2023 Acceptance of Funds: NJ American Rescue Plan (ARP) Stabilization Grant | |
| | 7-1.4/5-2023 Contract for Services: Focus | |
| | 7-1.5/5-2023 Application Submittal: Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Grant Application | |
| 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 SessionMrs. J. Grimes
- XIX. Adjournment.....Chair M. Bolden

***Public meeting agenda subject to change**



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|------------------|--|--|
| Subject: | | Finance: Dobco, Inc. Non-SBE/MBE/WBE |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO | |
| Meeting Date: | | May 23, 2023 |
| Agenda Item No.: | | 3-1.1/5-2023 |
| | Resolution Authorizing the Award of an Additional Change Order for Proposed Parking Structure at West Essex Campus | |

WHEREAS, Essex County College needs to approve an additional change order in the total amount of **\$113,217.07** to **Non-SBE/MBE/WBE, Dobco, Inc.**, One Geoffrey Way, Wayne, New Jersey 07470 for the removal of excess soil 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, On April 18, 2023 (3-1.26/4-2023) the Board of Trustees awarded a Change Order in the amount of \$1,100,000.00 for additional materials during the construction of the West Essex Parking Structure at the West Essex Campus; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve an additional change order to **Dobco, Inc.** for **\$113,217.07** for the removal of excess soil 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

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|---|--|
| Subject: | Finance: Cablevision Lightpath, Inc. (Non-SBE/MBE/WBE) |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.2/5-2023 |
| Resolution Authorizing the Award of Contract for a Point-To-Point Ethernet from the Main Campus to the WEC Campus | |

WHEREAS, Essex County College needs to approve the award of a contract in the amount not to exceed **\$115,000.00** from December 20, 2021, through May 22, 2026, to **Non-SBE/MBE/WBE, Cablevision Lightpath, Inc.**, 200 Jericho Quadrangle, Jericho New York, 11753 for E-Line 1000Mb, Internet 50Mb, and Enterprise Voice 10,000MOU from the Newark Campus to the West Caldwell Campus, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(8) The supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged and exacted, filed with said board; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a contract to **Cablevision Lightpath, Inc.**, in the amount not to exceed **\$115,000.00** for a Point-to-Point Ethernet line from the Newark Campus to the West Caldwell Campus from December 20, 2021, through December 19, 2024. Subject to the availability of funds:

| <u>Description</u> | <u>Term Period</u> | <u>\$Amount</u> |
|-------------------------------|---------------------|-----------------|
| E-Line 1000Mb & Internet 50Mb | 12/20/21 – 12/19/24 | \$102,600.00 |
| Enterprise Voice 10,000 MOU | 5/23/23 – 5/22/26 | \$ 6,480.00 |
| Universal Charge fee | 12/20/21 – 5/22/26 | \$ 5,920.00 |

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-25.5.a(8);
3. The specific line item against which this contract is to be charged is as follows:
 10-1751-7401 Operating Expense
 FY 2023/2024 \$106,733.00
 FY 2024/2025 \$4,133.00
 FY 2025/2026 \$4,134.00

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|------------------|--|---|
| Subject: | | Finance: Kronos Non-SBE/MBE/WBE |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO | |
| Meeting Date: | | May 23, 2023 |
| Agenda Item No.: | | 3-1.3/5-2023 |
| | Resolution Authorizing the Award of License Renewal for Support Services and Instructor Led Educational Services | |

WHEREAS, Essex County College needs to renew the annual support service in the total amount of **\$22,789.94** to **Non-SBE/MBE/WBE, Kronos**, 900 Chelmsford Street, Lowell, Massachusetts 01851 for the license of Software and Equipment Support, and Educational Services from July 1, 2023, through June 30, 2024, and Instructor Led Educational 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.a(19), Providing goods or services for the use, support, or maintenance of proprietary computer hardware, software peripherals, and systems development of the hardware; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a license renewal to **Kronos** for **\$22,789.94** from July 1, 2023, to June 30, 2024. Subject to the availability of funds;
2. The Support Services are as follows:

| <u>Description</u> | <u>\$Amount</u> |
|----------------------------|-----------------|
| Software Support Services | \$13,154.50 |
| Equipment Support Services | \$ 6,890.26 |
| Educational Services | \$ 2,745.18 |
3. The license renewal 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-25.5.a(19);
4. The specific line item against which this license renewal is to be charged is as follows:
10-1723-7511 Operating Expense
FY 2023/2024

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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| Subject: | Finance: Custom Care Services, Inc. Small Business Enterprise (SBE) |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.4/5-2023 |
| Resolution Authorizing the Award of Three (3) Year Contract for Landscaping & Ground Maintenance | |

Recommendation: It is recommended that the Board of Trustees approve the award of a three-year bid to **Custom Care Services, Inc.**, 2817 Williamsburg Drive, Wall, New Jersey 07719, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Landscaping & Ground Maintenance in the amount not to exceed **\$43,880.26** per year 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.

Bid #8169 was advertised on March 22, 2023. There were eight (8) bids solicited. Two (2) responses were received, opened, and publicly read on April 5, 2023.

Nature of Bid: Landscaping & Ground Maintenance

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:

NEWARK Campus:

| <u>Fiscal Years</u> | <u>Account #</u> | <u>\$Amount</u> |
|---------------------|------------------|---------------------|
| 23-24 | 10-72027637 | \$ 43,880.26 |
| 24-25 | 10-72027637 | \$ 43,880.26 |
| 25-26 | 10-72027637 | <u>\$ 43,880.26</u> |
| Total | | \$131,640.78 |

Resolution: The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a three-year bid to **Custom Care Services, Inc.** for Landscaping & Ground Maintenance in the amount not to exceed **\$43,880.26** per year from July 1, 2023, through June 30, 2026. Subject to the availability of funds.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|--|--|
| Subject: | Finance: Champion Elevator Corporation Non-SBE/MBE/WBE |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.5/5-2023 |
| Resolution Authorizing the Award of One (1) Year NJ State Contract for Preventive Maintenance Service, and Repairs for Elevators #1-11 | |

WHEREAS, Essex County College needs to approve the award of an NJ State Contract to **Non-SBE/MBE/WBE, Champion Elevator Corporation**, 6 State Route 173, Clinton, New Jersey 08809 for Preventive Maintenance Service, and Repairs for Elevators #1-11 and allowances in the total amount of **\$56,162.00** from July 1, 2023, through June 30, 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(24), and N.J.S.A.18A:64A-25.5.9.(a) Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services, or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey Contract T-2946; and

WHEREAS, 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 an NJ State Contract to **Champion Elevator Corporation** for Preventive Maintenance Service, and Repairs for Elevators #1-11 and allowances in the total amount of **\$56,162.00** from July 1, 2023, through June 30, 2024. Subject to the availability of funds:

| <u>Description</u> | <u>FY 23-24</u> |
|--------------------|-----------------|
| PM Services | \$36,162.00 |
| Allowances | \$20,000.00 |

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 N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(24) and N.J.S.A.18A:64A-25.9(a);
3. Champion Elevator Corp., is the authorized vendor for the State of New Jersey Contract T-2946;
4. The specific line items against which these purchases are to be charged are as follows:
10-7251-7622 Operating Expense
FY 2023/2024

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

| | | |
|------------------|--|---|
| Subject: | | Finance: D&G Services Group, LLC. Non-SBE/MBE/WBE |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO | |
| Meeting Date: | | May 23, 2023 |
| Agenda Item No.: | | 3-1.6/5-2023 |
| | Resolution Authorizing the Award of a Two-Year Contract for Maintenance and Repair Services of McQuay Chillers | |

Recommendation: It is recommended that the Board of Trustees approve the award of a two (2) year quote in the total amount of **\$37,400.00** per year to **Non-SBE/MBE/WBE, D&B Services Group, LLC.**, 444 John F. Kennedy Drive, Bloomfield, New Jersey 07003 for Maintenance and Repair Services of McQuay Chillers from July 1, 2023, through June 30, 2025.

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 #FY23Q-0014 was issued on April 20, 2023. There was one (1) quote solicited. One (1) response was received on April 25, 2023.

Nature of Bid: Essex County College – Maintenance & Repair Services of McQuay Chillers.

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

Source of Funding: The Comptroller of Essex County College has determined and certified in writing that the following funds are available for this purpose 10-7351-7620N:

| <u>Description</u> | <u>FY 23-24</u> | <u>FY 24-25</u> | <u>Total Amount</u> |
|--------------------|--------------------|--------------------|---------------------|
| Maintenance | \$13,076.00 | \$13,600.00 | \$26,676.00 |
| Allowances | <u>\$24,324.00</u> | <u>\$23,800.00</u> | <u>\$48,124.00</u> |
| Total | \$37,400.00 | \$37,400.00 | \$74,800.00 |

Resolution: The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a two-year quote to **D&B Services Group, LLC.** in the total amount of **\$37,400.00** per year for Maintenance and Repair Services of McQuay Chillers from July 1, 2023, through June 30, 2025. Subject to the availability of funds.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|------------------|--|
| Subject: | Finance: Clarity Water Technology, LLC. Non-SBE/MBE/WBE |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.7/5-2023 |
| | Resolution Authorizing the Award of a Two-Year Contract for Cooling Tower Seasonal Startup, Shutdown, and General Repair Services |

Recommendation: It is recommended that the Board of Trustees approve the award of a two-year quote to **Non-SBE/MBE/WBE, Clarity Water Technology, LLC.** in the total amount of **\$37,400.00** per year for Cooling Tower Seasonal Startup, Shutdown, and General Repair Services from July 1, 2023, through June 30, 2025.

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 #FY23Q-0012 was issued on April 20, 2023. There were two (2) quotes solicited. One (1) response was received on April 25, 2023.

Nature of Quote: Essex County College – Cooling Tower Seasonal Startup, Shutdown, and General Repair Services.

Quote Item #1-6: **The recommendation is for the lowest responsive and responsible bidder.**

Source of Funding: The Comptroller of Essex County College has determined and certified in writing that the following funds are available for this purpose 10-7351-7620N:

| <u>Description</u> | <u>FY 23-24</u> | <u>FY 24-25</u> | <u>Total Amount</u> |
|--------------------|--------------------|--------------------|---------------------|
| Maintenance | \$15,565.00 | \$15,565.00 | \$31,130.00 |
| Allowances | <u>\$21,835.00</u> | <u>\$21,835.00</u> | <u>\$43,670.00</u> |
| Total | \$37,400.00 | \$37,400.00 | \$74,800.00 |

Resolution: The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a two-year quote to **Clarity Water Technology, LLC.** in the total amount of **\$37,400.00** per year for Cooling Tower Seasonal Startup, Shutdown, and General Repair Services from July 1, 2023, through June 30, 2025. Subject to the availability of funds.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|---|---|
| Subject: | Finance: G.M.H. Associates of America, Inc. Small Business Enterprise (SBE) |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.8/5-2023 |
| Resolution Authorizing the Award of a Two-Year Contract for Emergency Generators Preventive Maintenance, Testing, and Exercise Services | |

Recommendation: It is recommended that the Board of Trustees approve the award of a two (2) year quote in the total amount of **\$37,400.00** per year to **G.M.H. Associates of America, Inc.**, 5 Cheltenham Way, Trenton, New Jersey 08638, vendor approved by the State of New Jersey under Small Business Enterprise (SBE) for Emergency Generators Preventive Maintenance, Testing, and Exercise services from July 1, 2023, through June 30, 2025.

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 #FY23Q-0016 was issued on April 20, 2023. There was one (1) quote solicited. One (1) response was received on April 25, 2023.

Nature of Quote: Essex County College – Emergency Generators Preventive Maintenance, Testing, and Exercise services.

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 10-7251-76201:

| <u>Description</u> | <u>FY 23-24</u> | <u>FY 24-25</u> | <u>Total Amount</u> |
|--------------------|--------------------|--------------------|---------------------|
| Maintenance | \$16,745.15 | \$17,582.40 | \$34,327.55 |
| Allowances | <u>\$20,654.85</u> | <u>\$19,817.60</u> | <u>\$40,472.45</u> |
| Total | \$37,400.00 | \$37,400.00 | \$74,800.00 |

Resolution: The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a two-year quote to **G.M.H. Associates of America, Inc.** in the total amount of **\$37,400.00** per year for Maintenance Agreement for Emergency Generators from July 1, 2023, through June 30, 2025. Subject to the availability of funds.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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| Subject: | Finance: Intersection Media, LLC. Non-SBE/MBE/WBE |
| Contact: | Alfred Bundy / Executive Director of Institutional Advancement |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.9/5-2023 |
| Resolution Authorizing the Award of an Additional Contract for NJ Transit Advertisement Services | |

WHEREAS, Essex County College needs to approve a contract for **\$16,981.52** to **Non-SBE/MBE/WBE, Intersection Media, LLC.**, 10 Hudson Yards, New York, New York 10001, for the management of ads in NJ Transit buses service in Essex County from May 15, 2023, to July 23, 2023, in the period of ten (10) weeks. Funds awarded from the State Community College Opportunity Grant (CCOG), in which advertising contracts are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 and N.J.S.A.18A:64A-25.5.a(20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

WHEREAS, On June 21, 2022 (3-1.11/6-2022) and October 18, 2022 (3-1.6/10-2022), the Board of Trustees awarded a contract in the total amount of \$76,780.00 for the management of ads in NJ Transit buses in Essex County from July 11, 2022, to March 5, 2023, in the period of 34 weeks;

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

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

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

NOW THEREFORE, BE IT RESOLVED by 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 with **Intersection Media, LLC.** for **\$16,981.52** for outdoor advertising (Bus - New Jersey) from May 15, 2023, to July 23, 2023. Subject to the availability of funds;
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 N.J.S.A.18A:64A-25.3 and N.J.S.A.18A:64A-25.5.a(20);
3. The specific line item against which this contract is to be charged is as follows:
29416-9416-7470 Community College Opportunity Grant (CCOG)
FY 2022/2023

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|---|---|
| Subject: | Finance: PKF O'Connor Davies, LLP Non-SBE/MBE/WBE |
| Contact: | Evens Wagnac / Comptroller |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.10/5-2023 |
| Resolution Authorizing the Award of a Contract for Additional Auditing Services | |

Recommendation: It is recommended that the Board of Trustees approve the award of additional services in the total amount not to exceed **\$14,250.00** to **Non-SBE/MBE/WBE, PKF O'Connor Davies, LLP**, 300 Tice Boulevard, Woodcliff Lake, New Jersey 07677 for out of scope of work of the performance and completion of the College Audit for the year ended June 30, 2022, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.5.a(1) Professional services; and

WHEREAS, On June 21, 2022 (3-1.17/6-2022) the Board of Trustees awarded a Request for Proposal #8135 opened on May 5, 2022, in the total amount of \$166,500.00 for Audit Services from July 1, 2022, through June 30, 2024. The additional services of \$14,250.00 are out of the scope of work;

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 an additional service in the total amount not to exceed **\$14,250.00**, to **PKF O'Connor Davies, LLP**. Subject to the availability of funds;
2. The additional service 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 additional service is to be charged is as follows:
10-1701-7828 Operating Expense
FY 2022/2023

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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| Subject: | Finance: Advertisement Services |
| Contact: | Alfred Bundy / Executive Director of Institutional Advancement |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.11/5-2023 |
| Resolution Authorizing the Award of a Contract for Additional Advertisement Services | |

WHEREAS, Essex County College needs to approve the award of additional marketing services on an as-needed basis in the total amount not to exceed **\$22,630.00** to the below-listed companies which will serve to promote and highlight Essex County College, and for student recruitment from May 24, 2023, through June 30, 2023, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

WHEREAS, On March 21, 2023 (3-1.10/3-2023) the Board of Trustees awarded fourteen (14) Blanket Orders for advertisement services in the total amount of \$250,000 per year on an as-needed basis from July 1, 2023, through June 30, 2025;

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve blanket orders on an as-needed basis from July 1, 2023, through June 30, 2025, in the total amount not to exceed **\$22,630.00** per year for advertisement services for the following companies. Subject to the availability of funds:

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

2. The blanket orders are awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(20);
3. The specific line items against which these blanket orders are to be charged are as follows:
 10-0216-7470 – Operating Expense
 29411-9411-7470 Some College, No Degree Grant (SCND) FY 2022/2023

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|---|--|
| Subject: | Finance: Summer Youth Program |
| Contact: | Dr. Elvira Vieira / Dean of Continuing Education & Workforce Development |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.12/5-2023 |
| Resolution Authorizing the Award of Three (3) Contracts for Instructional Services for the Summer Youth Program | |

WHEREAS, Essex County College needs to approve three (3) contracts on an as-needed basis in the total amount not to exceed \$75,000.00 to the below-listed vendors for the Summer Youth Program for the fiscal year 2024. The consultants will provide the equipment, materials, and software access required; 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(15), and N.J.S.A.18A:64A-25.5.a(16) Entertainment, including without limitation theatrical presentations, band and other concerts, movies, and other audiovisual productions; and

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

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

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

NOW THEREFORE, BE IT RESOLVED by 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 three (3) contracts on an as-needed basis for the Summer Youth Program in the total amount not to exceed \$75,000.00 to the following vendors for the fiscal year 2024. Subject to the availability of funds:

| <u>Company Name</u> | <u>Vendor Type</u> | <u>Term Period</u> |
|---------------------------------------|--------------------|--------------------|
| Black Rocket Productions | SBE | 7/10/23 - 8/18/23 |
| Caring for Children dba Bricks 4 Kidz | SBE | 7/10/23 - 8/18/23 |
| Share Joy, LLC. dba STEAM To-Go | SBE | 7/10/23 - 8/18/23 |

2. The contracts are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(15), and N.J.S.A.18A:64A-25.5.a(16);
3. The specific line items against which these contracts are to be charged are as follows:
10-5104-7180 Operating Expense – There is no financial impact on the institution
FY 2023/2024

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|---|---|
| Subject: Contact: Meeting Date: Agenda Item No.: | Finance: Printing, Labeling, and Mailing Services Denise Williams / Director of Purchasing May 23, 2023 3-1.13/5-2023 Resolution Authorizing the Award of Six (6) Blanket Orders for Printing, Addressing, Labeling, Bundling, and Mailing Post Cards and Brochures for the College |
|---|---|

WHEREAS, Essex County College needs to approve six (6) blanket orders on an as-needed basis in the total amount not to exceed **\$100,000.00** per year to the below-listed companies which will serve to promote and highlight Essex County College from May 24, 2023, through May 23, 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(20), and N.J.S.A.18A:64A-25.5a(18) Printing, including without limitation catalogs, yearbooks, and course announcements; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve six (6) blanket orders on an as-needed basis from May 24, 2023, through May 23, 2025, in the total amount not to exceed **\$100,000.00** per year for printing, addressing, labeling, bundling, and mailing services of postcards and brochures for the following companies. Subject to the availability of funds:

| <u>Company Name</u> | <u>Location</u> | <u>Vendor Type</u> |
|---|-----------------|--------------------|
| Hummel Distribution Corp. | Union, NJ | SBE |
| Graphic Image, Inc., | Milford, CT | SBE |
| Indiana Printing & Publishing Co., Inc. | Indiana, PA | SBE |
| United States Post Office | Newark, NJ | NON/SBE/MBE/WBE |
| ConceptPrint | Nyack, NY | WBE |
| Fastsigns Solutions | Newark, NJ | SBE |

2. The blanket orders are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, 18A:64A-25.5.a(20), 18A:64A-25.5.a(18);
3. Concept Print is the authorized vendor for the New Jersey State approved National Co-Op, The Educational Services Commission of New Jersey (ESCNJ) contract #ESCNJ 21/22-02;
4. 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

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|---|--|
| Subject: | Finance: Promotional Items |
| Contact: | Denise Williams / Director of Purchasing |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.14/5-2023 |
| Resolution Authorizing the Increase of Seven (7) Blanket Orders for the College | |

WHEREAS, Essex County College needs to approve an increase for the seven (7) blanket orders on an as-needed basis in the total amount not to exceed **\$224,400.00** per year to the below-listed companies which will serve to help the departments of the College to request promotional items on an as-needed basis from March 21, 2023, through March 20, 2025, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3(a), Purchases, contracts, and agreements not required advertising; and

WHEREAS, On March 21, 2023 (3-1.13/3-2023) the Board of Trustees awarded five (5) Blanket Orders for promotional items in the total amount of \$37,400 per year on an as-needed basis from March 21, 2023, through March 20, 2025, to 4Imprint, Creative Advertising Specialties, Drew & Rogers, Inc., Velocity, and Tylexa Enterprises, LLC.;

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 **\$224,400.00** per year on an as-needed basis for promotional items from March 21, 2023, through March 20, 2025, to the following vendors. Subject to the availability of funds:

| <u>Company Name</u> | <u>Vendor's Category</u> | <u>\$Amount</u> |
|----------------------------------|--------------------------|-----------------|
| 4Imprint | SBE | \$37,400.00 |
| Creative Advertising Specialties | WBE | \$37,400.00 |
| Drew & Rogers, Inc. | SBE | \$37,400.00 |
| Velocity | NON/SBE/MBE/WBE | \$37,400.00 |
| Tylexa Enterprises, LLC. | MBE | \$37,400.00 |
| ConceptPrint | WBE | \$37,400.00 |
| Fastsigns Solutions | SBE | \$37,400.00 |

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-25.3(a);
3. Concept Print is the authorized vendor for the New Jersey State approved National Co-Op, The Educational Services Commission of New Jersey (ESCNJ) contract #ESCNJ 21/22-02;
4. 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

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|---|--|
| Subject: | Finance: B&H Photo Small Business Enterprise (SBE) |
| Contact: | Denise Williams / Director of Purchasing |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.15/5-2023 |
| 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 **\$100,000.00** per year to **B&H Photo**, 420 Ninth Avenue, New York, NY 10001, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) 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) 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, E&I #00221; 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 blanket order in the amount not to exceed **\$100,000.00** per year on an as-needed basis for institutional supplies throughout the College for the fiscal years 2023 and 2024, to **B&H Photo**. Subject to the availability of funds:
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) and N.J.S.A.18A:64A-25.9.(a);
3. B&H Photo, is the authorized vendor for the State of New Jersey Contract, E&I #00221;
4. The specific line item against which this blanket order is to be charged is as follows:
 Operating Expense
 FY 2022/2023
 FY 2023/2024

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|------------------|---|--|
| Subject: | | Finance: Russo Contracting, Inc. Small Business Enterprise (SBE) |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO | |
| Meeting Date: | | May 23, 2023 |
| Agenda Item No.: | | 3-1.16/5-2023 |
| | Resolution Authorizing the Award of an Emergency Repair – Cafeteria Sewer Trenching | |

WHEREAS, Essex County College needs to approve an emergency repair of **\$27,345.00** 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 cafeteria sewer trenching. The contract is exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.6(a) Emergency purchase and contracts. When an emergency affecting the health, safety, or welfare of occupants of college property requires the immediate delivery of the materials or supplies or the performance of the work. A written requisition for the performance of such work or the furnishing of materials or supplies, certified by the employee in charge of the building, facility, or equipment where the emergency occurred, is filed with the contracting agent or his deputy in charge, describing the nature of the emergency, the time of its occurrence, and the need for invoking this section. The contracting agent, or his deputy in charge, being satisfied that the emergency exists, is hereby authorized to award a contract for safe work, materials, or supplies; 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 is hereby authorized and directed to approve an emergency repair for the cafeteria sewer trenching at the Newark Campus for **\$27,345.00** to **Russo Contracting, Inc.** Subject to the availability of funds;
2. The emergency repair is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.6(a);
3. The specific line item against which this contract is to be charged is as follows:
9021A2-3126-7951A Funded by Chapter XII Funds, Ordinance #O-2021-00002
FY 2022/2023

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|--|---|
| Subject: | Finance: Dearborn National Non-SBE/MBE/WBE |
| Contact: | Karen Bridgette / Associate Director of Human Resources |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.17/5-2023 |
| Resolution Authorizing the Award of a Contract Renewal for Supplemental Life Insurance | |

WHEREAS, Essex County College needs to renew one (1) year contract insurance to **Non-SBE/MBE/WBE, Dearborn National**, 701 East 22nd Street, Lombard, Illinois 60148 for supplemental life insurance, accidental death, and dismemberment coverage for Faculty and Confidential Administrators of Essex County College in the amount not to exceed **\$50,000.00** per year from July 1, 2023, through June 30, 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, and N.J.S.A. 18A:64A-25.5.a(11) Insurance, including the purchase of insurance coverage and consulting services which exception shall be in accordance with the requirements for extraordinary unspecifiable services; and

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

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

WHEREAS, The Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose; 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 one-year insurance renewal to **Dearborn National** in the amount not to exceed **\$50,000.00** per year from July 1, 2023, through June 30, 2024. Subject to the availability of funds;
2. The renewal is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, and N.J.S.A. 18A:64A-25.5.a(11);
3. The specific line item against which this renewal is to be charged is as follows:
10-1501-6715 Operating Expense
FY 2023/2024

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

| | | |
|------------------|---|--|
| Subject: | Finance: Johnston GP, Inc. DBA Johnston Communications (JCT Solutions) | Small Business Enterprise (SBE) |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO | |
| Meeting Date: | May 23, 2023 | |
| Agenda Item No.: | 3-1.18/5-2023 | |
| | Resolution Authorizing the Award of a NJ State Contract for Surveillance System for the West Essex Campus | |

WHEREAS, Essex County College needs to approve the award of a NJ State Contract to **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)**, 36 Commerce Street, Springfield, New Jersey 07081, in the amount not to exceed **\$115,198.59** to provide surveillance system for the deck at the West Essex Campus. The vendor is approved by the State of New Jersey under Small Business Enterprise (**SBE**). In which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.9.(a), Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services, or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State by the Division of Purchase and Property, New Jersey Contract T-1778 contract #85152; and

WHEREAS, On October 18, 2022 (3-1.4/10-2022) the Board of Trustees awarded a contract for \$1,010,543.58 to provide networking technologies solutions for the new academic building at the West Essex Campus;

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

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

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

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

1. The Essex County College is hereby authorized and directs the appropriate officials of the College to award a NJ State contract to **Johnston GP, Inc. DBA Johnston Communications (JCT Solutions)** for **\$115,198.59**. 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-25.9.(a);
3. Johnston GP, Inc. DBA Johnston Communications (JCT Solutions) is the authorized vendor for the State of New Jersey Contract T-1778 contract #85152.
4. The specific line item against which these renewals are to be charged is as follows:
90218A-02108A-7929 – County of Essex Funds
FY 2022/2023

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|--|--|
| Subject: | Finance: Johnson Controls Fire Protection, LP. Non-SBE/MBE/WBE |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.19/5-2023 |
| Resolution Authorizing the Award of One (1) Year NJ State Contract for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services | |

WHEREAS, Essex County College needs to approve the award of a NJ State Contract in the amount not to exceed **\$130,000.00** to **Non-SBE/MBE/WBE, Johnson Controls Fire Protection, LP**, 930 Riverview Drive, Suite 800, Totowa, New Jersey 07512 for Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services Fire Alarm, Fire Suppression, and Burglar Alarm System Testing, Maintenance, and Technical Services for the main campus and student housing from July 1, 2023, through June 30, 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, and N.J.S.A.18A:64A-25.5.9.(a) Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services, or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey Contract G8039, contract # A83717; 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 NJ State contract with **Johnson Controls Fire Protection, LP** in the amount not to exceed **\$130,000.00** from July 1, 2023, through June 30, 2024, for the following. Subject to the availability of funds:

| <u>Description</u> | <u>\$ Amount</u> |
|--------------------|---------------------|
| Service cost | \$105,126.12 |
| Allowances | <u>\$ 24,873.88</u> |
| Total | \$130,000.00 |

2. The contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, and N.J.S.A.18A:64A-25.5.9.(a);
3. Johnson Controls Fire Protection, LP. is the authorized vendor for the State of New Jersey Contract G8039, contract #83717;
4. The specific line item against which these renewals are to be charged is as follows:
10-7251-7620L Operating Expense
FY 2023/2024

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|---|--|
| Subject: | Finance: Bio-Chem Lab Supplies |
| Contact: | Dr. Alvin Williams / Executive Dean Academic Affairs |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 3-1.20/5-2023 |
| Resolution Authorizing the Award of Four (4) Blanket Orders for the College | |

WHEREAS, Essex County College needs to approve four (4) blanket orders on an as-needed basis in the total amount not to exceed **\$37,000.00** to the below-listed companies which will serve to help the Biology Department of the College to request biology, chemistry, physics lab supplies on an as-needed basis from May 24, 2023, through June 30, 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 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” and “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 four (4) blanket orders on an as-needed basis from May 24, 2023, through June 30, 2023, in the total amount not to exceed **\$37,000.00** for biology, chemistry, and physics lab supplies. Subject to the availability of funds:

| <u>Company Name</u> | <u>Vendor Category</u> | <u>Location</u> |
|------------------------|------------------------|-----------------|
| Carolina Biological | Non-SBE/WBE/MBE | Burlington NC |
| Fisher Scientific Co. | Non-SBE/WBE/MBE | Pittsburgh, PA |
| VWR International, LLC | Non-SBE/WBE/MBE | Rochester, NY |
| Grainger | Non-SBE/WBE/MBE | Palatine, IL |

2. The blanket orders are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, 18A:64A-25.5.a(20), 18A:64A-25.5.a(18);
3. Grainger, Inc. is the authorized vendor for the E&I Cooperative Services Contract #19-FLEET-00677;
4. The specific line items against which these blanket orders are to be charged are as follows:
 Operating Expense:
 10-2206-7505 Bio Instructional Supplies
 10-2205-7505 Chemistry Instructional Supplies
 10-2202-7505 Physics Instructional Supplies
 FY 2022/2023

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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| Subject: | | Finance: Netta Architects |
| | | Small Business Enterprise (SBE) |
| Contact: | Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO | |
| Meeting Date: | | May 23, 2023 |
| Agenda Item No.: | | 3-1.21/5-2023 |
| Resolution Authorizing the Award of a Contract for Professional Services | | |

WHEREAS, Essex County College needs to approve a contract for **\$60,000.00** 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 Facilities Department Master Plan. Netta will provide a detailed report outlining recommendations for upgrading the College facilities and identifying areas for improvement. 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 **\$60,000.00** for the Facilities Department Master Plan. 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:
9021A2-3126-7952A County Ordinance# O-2021-00002, Chapter XII funds
FY 2022/2023

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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|------------------|--|
| Subject: | Personnel: Appointment, Jinsoo Park |
| Contact: | Alvin William, Executive Dean of Faculty and Academics |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 4-1/5-2023 |

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Jinsoo Park, to the academic rank of Associate Professor, in the discipline of Electrical Engineering, for the Mathematics, Engineering Technologies and Computer Sciences Division, for the period September 1, 2023 through August 31, 2024. The recommended annual salary for the position is \$82,234.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 6 applications were received and 2 applicants were interviewed. Jinsoo Park is the recommended candidate.

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

| <u>Degree or Certification</u> | <u>Date Awarded</u> | <u>Institution Name, Location</u> | <u>Major Area of Study</u> |
|--------------------------------|---------------------|---|----------------------------|
| ● Doctor of Philosophy (Ph.D.) | 1998 | Polytechnic University Brooklyn, NY | Electrical Engineering |
| ● Master of Science | 1988 | Korea Advanced Institute of Science and Technology Daejeon, Korea | Electrical Engineering |
| ● Bachelor of Science | 1986 | Seoul National University Seoul, Korea | Engineering |

FISCAL NOTES: The recommended salary of \$82,234 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Jinsoo Park at the annual salary of \$82,234, to the academic rank of Associate Professor, in the discipline of Electrical Engineering, for the Mathematics, Engineering Technologies and Computer Sciences Division, for the period September 1, 2023 through August 31, 2024.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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| Subject: | Personnel: Appointment, Tamalois Axt |
| Contact: | Elvira Vieira, Dean of Community & Continuing Education |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 4-2/5-2023 |

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Tamalois Axt, to the position of Senior Teacher Advisor – Adult Basic Skills and Computer Instruction, for the Adult Learning Center, for the period May 24, 2023 through June 30, 2023 and the reappointment for the period July 1, 2023 to June 30, 2024. The recommended annual salary for the position is \$55,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 5 applications were received and 2 applicants were interviewed. Tamalois Axt is the recommended candidate.

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

| <u>Degree or Certification</u> | <u>Date Awarded</u> | <u>Institution Name, Location</u> | <u>Major Area of Study</u> |
|--------------------------------|---------------------|---|--|
| ● Master of Arts | 2010 | Kean University Union, NJ | Instruction Curriculum and Classroom Instruction |
| ● Bachelor of Science | 2006 | New Jersey Institute of Technology Newark, NJ | Biomedical Engineering |

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

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Tamalois Axt at the annual salary of \$55,000, to the position of Senior Teacher Advisor – Adult Basic Skills and Computer Instruction, for the Adult Learning Center, for the period May 24, 2023 through June 30, 2023 and the reappointment for the period July 1, 2023 to June 30, 2024.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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|------------------|---|
| Subject: | Personnel: Appointment, Renae Brown |
| Contact: | Elvira Vieira, Dean of Community & Continuing Education |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 4-3/5-2023 |

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Renae Brown, to the position of Senior Teacher Advisor – Adult Basic Skills and Computer Instruction, for the Adult Learning Center, for the period May 24, 2023 through June 30, 2023 and the reappointment for the period July 1, 2023 to June 30, 2024. The recommended annual salary for the position is \$55,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 5 applications were received and 2 applicants were interviewed. Renae Brown is the recommended candidate.

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

| <u>Degree or Certification</u> | <u>Date Awarded</u> | <u>Institution Name, Location</u> | <u>Major Area of Study</u> |
|--------------------------------|---------------------|--------------------------------------|--|
| ● Master of Arts in Education | 2009 | University of Phoenix Phoenix, AZ | Curriculum and Instruction – English and Language Arts |
| ● Master of Arts in Education | 2008 | University of Phoenix Phoenix, AZ | Adult Education and Training |
| ● Bachelor of Science | 1988 | Rutgers University Newark, NJ | Accounting |
| ● Associate of Arts | 1983 | Union County College Union, NJ | Business |

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

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Renae Brown at the annual salary of \$55,000, to the position of Senior Teacher Advisor – Adult Basic Skills and Computer Instruction, for the Adult Learning Center, for the period May 24, 2023 through June 30, 2023 and the reappointment for the period July 1, 2023 to June 30, 2024.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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|------------------|--|
| Subject: | Personnel: Appointment, Evelyn Garcia |
| Contact: | Alvin William, Executive Dean of Faculty and Academics |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 4-4/5-2023 |

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Evelyn Garcia, to the position of Course Designer, for the Online Learning Department, for the period June 1, 2023 through June 30, 2023 and the reappointment for the period July 1, 2023 to June 30, 2024. The recommended annual salary for the position is \$54,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 15 applications were received and 5 applicants were interviewed. Evelyn Garcia is the recommended candidate.

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

| <u>Degree or Certification</u> | <u>Date Awarded</u> | <u>Institution Name, Location</u> | <u>Major Area of Study</u> |
|---|---------------------|--|----------------------------|
| <ul style="list-style-type: none"> ● Doctor of Medicine First Professional Degree in Medicine | 1998 | Nordestana Catholic University Dominican Republic <i>(transcripts evaluated by World Educational Services)</i> | Medicine |

FISCAL NOTES: The recommended salary of \$54,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Evelyn Garcia at the annual salary of \$54,000, to the position of Course Designer, for the Online Learning Department, for the period June 1, 2023 through June 30, 2023 and the reappointment for the period July 1, 2023 to June 30, 2024.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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|------------------|--|
| Subject: | Personnel: Appointment, Dominique Spagnolo |
| Contact: | Christine Soto, General Counsel |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 4-5/5-2023 |

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Dominique Spagnolo, to the position of Legal Assistant, for the Office of General Counsel, for the period May 24, 2023 through June 30, 2023 and the reappointment for the period July 1, 2023 to June 30, 2024. The recommended annual salary for the position is \$50,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 8 applications were received and 4 applicants were interviewed. Dominique Spagnolo is the recommended candidate.

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

| <u>Degree or Certification</u> | <u>Date Awarded</u> | <u>Institution Name, Location</u> | <u>Major Area of Study</u> |
|--------------------------------|---------------------|--|----------------------------|
| ● Bachelor of Social Work | | La Trobe University Melbourne, Australia <i>(awaiting transcript evaluation)</i> | Social Work |

FISCAL NOTES: The recommended salary of \$50,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Dominique Spagnolo at the annual salary of \$50,000, to the position of Legal Assistant, for the Office of General Counsel, for the period May 24, 2023 through June 30, 2023 and the reappointment for the period July 1, 2023 to June 30, 2024.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|------------------|---|
| Subject: | Personnel: Promotion, Kevin Pebbles |
| Contact: | Mohamed Seddiki, Executive Dean/Chief Information Officer (CIO) |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 4-6/5-2023 |

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion of Kevin Pebbles from the position of Police Officer to the position rank of Sergeant, Fraternal Order of Police, for the Public Safety Department, for the period beginning May 24, 2023. The recommended annual salary for the position is \$50,426.89.

BACKGROUND AND RATIONALE: The supervisory role in the police component of the campus public safety requirements will become vacant with the upcoming retirement of the current Sergeant in office. Kevin Peebles shall assume the additional supervisory responsibilities as Sergeant.

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED):

FISCAL NOTES: The recommended salary of \$50,426.89 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the promotion of Kevin Pebbles at the annual salary of \$50,426.89, from the position of Police Officer to the position rank of Sergeant, Fraternal Order of Police, for the Public Safety Department, for the period beginning May 24, 2023.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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|------------------|---------------------------------|
| Subject: | Personnel: Retirement |
| Contact: | Dr. Augustine Boakye, President |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 4-7/5-2023 |

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> |
|----------------------|--|------------------------------|------------------|---------------------------------|
| Staci Outerbridge | Lab Technician METCS Division | Professional Association | 09/01/1996 | 06/30/2023 |
| Gwendolyn Carmichael | Records Technician, Financial Aid | Support Staff Association | 09/18/1989 | 03/31/2023 |
| Teodoro Ayala | Maintenance Service Worker Facilities Management | Support Staff Association | 12/26/1990 | 06/30/2023 |

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.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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|------------------|---------------------------------|
| Subject: | Personnel: Resignation |
| Contact: | Dr. Augustine Boakye, President |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 4-8/5-2023 |

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 Date</u> |
|-------------------|---|-------------------------------|------------------|-----------------------|
| Caroline Berretta | Associate Director EOF | Administrative Association | 10/01/2001 | 06/02/2023 |
| Emmanuel Adepo | Assistant Professor - Mathematics | Faculty Association | 09/03/2013 | April 28, 2023 |
| Jennifer Baker | Administrative Assistant Custodial | Professional Association | 01/22/2014 | 04/14/2023 |
| Tammy Singleton | Records / Customer Service Technician Financial Aid | Support Staff Association | 01/22/2019 | 05/19/2023 |

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.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

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|------------------|---|
| Subject: | Personnel: Contract Endorsement, Essex County College Professional Association |
| Contact: | Dr. Augustine Boakye, President |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 4-9/5-2023 |

RECOMMENDATION: It is recommended that the Board of Trustees endorse the consolidated Collective Bargaining Agreement between Essex County College and the Essex County College Professional Association for the period July 1, 2018 through June 30, 2024.

BACKGROUND AND RATIONALE: The Essex County College Professional Association is the recognized negotiating agent for the labor unit comprised of Professional Association members. Essex County College and the Essex County College Professional Association have collaborated on consolidating the 2002-2005 agreement with the successive memorandums of understanding / agreement (MOUs / MOAs) from 2005 through 2024 to produce one contract document for the period July 1, 2018 through June 30, 2024. The Essex County College Professional Association’s duly authorized representatives have executed the attached Collective Bargaining Agreement on May 9, 2023.

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

RESOLUTION: The Board of Trustees of Essex County College endorses the consolidated Collective Bargaining Agreement between Essex County College and the Essex County College Professional Association for the period July 1, 2018 through June 30, 2024.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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| Subject: | Personnel: Contract Endorsement, Essex County College Security Association |
| Contact: | Dr. Augustine Boakye, President |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 4-10/5-2023 |

RECOMMENDATION: It is recommended that the Board of Trustees endorse the consolidated Collective Bargaining Agreement between Essex County College and the Essex County College Security Association for the period July 1, 2018 through June 30, 2024.

BACKGROUND AND RATIONALE: The Essex County College Security Association is the recognized negotiating agent for the labor unit comprised of Security Association members. Essex County College and the Essex County College Security Association have collaborated on consolidating the 2002-2005 agreement with the successive memorandums of understanding / agreement (MOUs / MOAs) from 2005 through 2024 to produce one contract document for the period July 1, 2018 through June 30, 2024. The Essex County College Professional Association’s duly authorized representatives have executed the attached Collective Bargaining Agreement on May 3, 2023.

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

RESOLUTION: The Board of Trustees of Essex County College endorses the consolidated Collective Bargaining Agreement between Essex County College and the Essex County College Professional Association for the period July 1, 2018 through June 30, 2024.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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| Subject: | Acceptance of Funds: Office of the Secretary of Higher Education (OSHE) |
| Contact: | Dr. Keith Kirkland, Dean of Student Affairs |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 7-1.1/5-2023 |
| Resolution for the Acceptance of Mental Health in Higher Education Grant Funds | |

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept funding from the Office of the Secretary of Higher Education (OSHE) for the Mental Health in Higher Education: Community Provider Partnerships and Professional Development Grant in the amounts of Community Provider: \$256,338.00 and Professional Development: \$22,222.00 for a total of \$278,560.00

BACKGROUND AND RATIONALE:

In Fall 2021, OSHE surveyed thousands of students enrolled in institutions of higher education throughout the State on the economic, financial, and mental tolls of the COVID-19 pandemic. Not surprisingly, the results were troubling: over 70% of students rated their current stress and anxiety levels as either higher or much higher than the previous year and 40% of students indicated that they were concerned about their mental health in light of the pandemic.

Essex County College like most institutions of higher education provided some level of mental health support for students prior to the pandemic, the levels of need have now greatly exceeded the capacities of campuses to meet those needs.

This grant is designed to encourage institutions of higher education and community providers to develop partnerships and expand professional capacity to meet the direct and unique needs of students, with a distinct focus on traditionally underrepresented student populations as they were disproportionately impacted by the effects of the pandemic.

FISCAL NOTES: No fiscal impact on our college

RESOLUTION: The Board of Trustees of Essex County College accepts funding from Office of the Secretary of Higher Education (OSHE) for the Mental Health in Higher Education: Community Provider Partnerships and Professional Development Grant in the amounts of Community Provider: \$256,338.00 and Professional Development: \$22,222.00 for a total of \$278,560.00

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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| Subject: | Acceptance of Funds: Office of the Secretary of Higher Education (OSHE) |
| Contact: | Dr. Keith Kirkland, Dean of Student Affairs |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 7-1.2/5-2023 |
| Resolution for the Acceptance of Some College, No Degree Grant Funds | |

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept funding from Office of the Secretary of Higher Education (OSHE) mini-grant in the amount of \$22,630.00 for the Some College, No Degree statewide partnership with ReUp Education.

BACKGROUND AND RATIONALE: The purpose of the partnership between OSHE and Essex County College is to re-engage students who may have Some College, No Degree, to re-enroll and complete degree or certificate credentials. The funds from this grant will be used to develop a multi-media marketing campaign geared to attract county and community residents, especially adult students, who have some college credits but no degree to re-enroll in our college and increase enrollment for the upcoming semesters.

FISCAL NOTES: No fiscal impact on our college

RESOLUTION: The Board of Trustees of Essex County College accepts funding from Office of the Secretary of Higher Education (OSHE) mini-grant in the amount of \$22,630.00 for the Some College, No Degree statewide partnership with ReUp Education.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May xx, 2023 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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| Subject: | Acceptance of Funds: NJ American Rescue Plan (ARP) Stabilization Grant |
| Contact: | Dr. Keith Kirkland, Dean of Student Affairs |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 7-1.3/5-2023 |
| Resolution for the Acceptance of Additional Grant Funds | |

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept additional funding in the amount of \$75,000 from the NJ American Rescue Plan (ARP) Stabilization Grant.

BACKGROUND AND RATIONALE: The NJ American Rescue Plan (ARP) Stabilization was designed to stabilize childcare programs after the pandemic and to address the shortage of childcare workers in the workforce in the state of NJ. Upon applying for the grant, Essex County College Child Development Center (ECC CDC) was awarded \$120,000.00. The grant payments are made to the ECC CDC in two parts. \$80,000 was received in May 2022 with a remaining payment of \$40,000.00. An additional \$115,000 was received in March 2023. (This includes an additional \$75,000 for the program remaining in good standing and meeting grant criteria). \$37,500.00 of the \$75,000 can be used to pay childcare center staff as grant bonuses.

FISCAL NOTES: The Essex County College Development Center will award twelve (12) staff members \$2,500 each under this grant. There is no fiscal impact on the college.

RESOLUTION: The Board of Trustees of Essex County College accepts additional funding in the amount of \$75,000 from the NJ American Rescue Plan (ARP) Stabilization Grant.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE May 23, 2023 | |



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

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| Subject: | Contract for Services: FOCUS |
| Contact: | Dr. Elvy Vieira, Dean Community, Continuing Education & Workforce Development |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 7-1.4/5-2023 |

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Contract for Services between Essex County College, hereinafter referred to as “Essex”, and FOCUS, a non-profit community services organization located in Newark, NJ, for the purpose of providing off-campus delivery of postsecondary education courses at FOCUS in the amount of \$55,000 from July 1, 2023 to June 30, 2024.

BACKGROUND AND RATIONALE: For over 50 years FOCUS has provided a myriad of services and educational programming to Newark’s Hispanic/Latino community. FOCUS has been a long-standing community education partner of Essex and has served as an Extension Center for over 30 years. Furthermore, Essex is designated as U.S. Department of Education Hispanic Serving Institution so the continued partnership demonstrates Essex’s commitment to serve the educational and workforce training needs of Newark’s Hispanic/Latino community.

FISCAL NOTES: The contract for services is from July 1, 2023 through June 30, 2024 in the amount of \$55,000.00. Refer to Schedule B (Payment Schedule).

RESOLUTION: The Board of Trustees of Essex County College approves the Contract for Services between Essex County College and FOCUS, a non-profit community services organization located in Newark, NJ, for the purpose of providing off-campus delivery of postsecondary education courses at FOCUS in the amount of \$55,000 from July 1, 2023 to June 30, 2024.

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, Interim President | FINAL DISPOSITION |
| BOARD APPROVAL DATE April 20, 2021 | |



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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| Subject: | Application Submittal: Strengthening Career and Technical Education for the 21 st Century Act (Perkins V) Grant Application |
| Contact: | Alvin Williams, Executive Dean, Academic Affairs |
| Meeting Date: | May 23, 2023 |
| Agenda Item No.: | 7-1.5/5-2023 |

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College agree to apply for funding designed for the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Fiscal Year 2024 Postsecondary Grant from the State of New Jersey Department of Education for the period of July 1, 2023 – June 30, 2024 (FY24).

BACKGROUND AND RATIONALE: The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) FY 2023 Postsecondary Grant is distributed by the State of New Jersey Department of Education with the purpose to support the academic and career and technical skills of students who elect to enroll in Career and Technical Education (CTE) by expanding access to high-quality CTE programs for all students and removing existing barriers. The grant accomplishes this by developing and assisting students in meeting high standards, integrating academic and career and technical instruction, collecting and disseminating research and information on best practices, providing technical assistance and professional development, supporting partnerships among diverse stakeholders, and providing individuals with the knowledge and skills to keep our country competitive.

FISCAL NOTES: There will be no negative fiscal impact to the College. The funds will support CTE programs throughout the College to achieve the grant purpose.

RESOLUTION: The Board of Trustees of Essex County College agrees to apply for funding designed for the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Fiscal Year 2024 Postsecondary Grant from the State of New Jersey Department of Education for the period of July 1, 2023 – June 30, 2024 (FY24).

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| EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President | FINAL DISPOSITION |
| BOARD APPROVAL DATE December 14, 2021 | |