



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

June 20, 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/94412490302>

***Alternatively***

***Dial 1 646 558 8656, then enter Webinar ID 944 1249 0302***

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

I.	Call to Order/Roll Call .....		Chair M. Bolden
II.	Open Public Meetings Act Announcement.....		Mrs. J. Grimes
III.	Minutes.....		Mrs. J. Grimes
IV.	Communications .....		Mrs. J. Grimes
V.	Public Comments on Agenda Items .....		TBD
VI.	Finance Committee Report.....		Mr. J. Zarra
	3-1.1/6-2023	Authorize the Award of a Contract for Oracle Support Services Oracle America, Inc., Dallas, TX College Funded – Operating Expense	\$570,930.38
	3-1.2/6-2023	Authorize the Award of a Contract for Maintenance Support Ellucian Support, Inc., Chicago, IL College Funded – Operating Expense	\$292,011.00
	3-1.3/6-2023	Authorize the Award of a Contract for License & Service Agreements for ERP Professional Services OculusIT LLC, Miami, FL NJ Educational Facilities Authority (NJEFA) Funded – Operating Expense	Amount not to exceed \$98,500.00

3-1.4/6-2023	Authorize the Award of a Renewal for Maintenance Services TouchNet Information Systems, Lenexa, KS College Funded – Operating Expense	\$25,945.00
3-1.5/6-2023	Authorize the Award of a Renewal for Maintenance Services Evisions, Houston, TX College Funded – Operating Expense	Amount not to exceed \$20,290.00
3-1.6/6-2023	Authorize the Award of a Service for a Digital Sign at the West Essex Campus American Woodcarving, LLC, Wayne, NJ Minor Capital: Essex County Funded – Capital Expense	\$37,000.00
3-1.7/6-2023	Authorize the Award of a Service for New Concrete Sidewalk at the West Essex Campus Russo Contracting, Inc., Oakland, NJ Minor Capital: Essex County Funded – Capital Expense	\$36,000.00
3-1.8/6-2023	Authorize the Award of a Construction Service for New Pedestrian Sidewalks on Parking Lot B Nehme Brothers, Inc., Edgewater, NJ Chapter XII Funded – Capital Expense	\$13,500.00
3-1.9/6-2023	Authorize the Award of a Two-Year Contract for Maintenance and Repair Services for HVAC Equipment, Lighting Control, Siemens DDC Control Equipment Siemens Industry, Inc., Florham Park, NJ College Funded – Operating Expense	Amount not to exceed \$216,080.00
3-1.10/6-2023	Authorize the Award of a Two-Year Contract for Maintenance and Repair Services for Tecogen Chillers Tecogen, Inc., Waltham, MA College Funded – Operating Expense	Amount not to exceed \$167,566.28
3-1.11/6-2023	Authorize the Award of a Two-Year Contract for Sewer Line Preventive Maintenance Services A Speedy Sewer & Drain Service Corp, Bloomfield, NJ College Funded – Operating Expense	Amount not to exceed \$74,800.00
3-1.12/6-2023	Authorize the Award of Service Repairs of the Cooling Tower located at the Newark Campus Universal Electric Motor Service, Hackensack, NJ College Funded – Operating Expense	\$9,732.00
3-1.13/6-2023	Authorize the Award of Three (3) Contracts for Science Lab Equipment for the West Essex Campus Carolina Biological, Burlington, NC School Specialty LLC, Greenville, WI VWR International, LLC, Rochester, NY Minor Capital – County of Essex – Operating Expense	Amount not to exceed \$200,000.00

3-1.14/6-2023	Authorize the Award of a Contract for Bio-Chem Lab Supplies & Equipment Pasco Scientific, Roseville, CA Products Unlimited, Plano, TX Q Magnetics, LLC, Broomfield, CO VWR International, LLC, Rochester, NY Minor Capital – Operating Expense	\$97,003.79
3-1.15/6-2023	Authorize the Award of a Three-Year Contract for Electronic Course Evaluation Software Platform SmartEvals, LLC, Cheektowaga, NY College Funded – Operating Expense	\$34,460.00
3-1.16/6-2023	Authorize the Payment of Worker’s Compensation New Jersey Community College Insurance Pool, Skillman, NJ College Funded – Operating Expense	\$215,000.00
3-1.17/6-2023	Authorize the Award of a Two-Year Renewal for Subscription Services DocuSign, San Francisco, CA College Funded – Operating Expense	Amount not to exceed \$65,000.00
3-1.18/6-2023	Authorize the Payment for Insurance Policy Renewal IMAC Insurance Agency, LLC, Belleville, NJ College Funded – Operating Expense	Amount not to exceed \$1,000,000.00
3-1.19/6-2023	Authorize the Award of a Two-Year Subscription for West Proflex Thomson Reuters (West Law), Carol Stream, IL College Funded – Operating Expense	\$40,213.20
3-1.20/6-2023	Authorize the Award of a One-Year NJ State Contract to Nine (9) Vendors under the North Jersey Wastewater Cooperative Pricing System Ironbound Supply, Inc., Newark, NJ Rapid Pump & Meter Service Co., Paterson, NJ GMH Associates of America, Trenton, NJ Longo Electrical Mechanical, Inc., Wharton, NJ RAM Industrial Services, LLC, Camp Hill, PA A&M Industrial Supply, Inc., Rahway, NJ Turtle & Hughes, Inc., Linden, NJ Frontline Industries, Inc., Irvington, NJ Universal Electric Motor, Hackensack, NJ College Funded – Operating Expense	Amount not to exceed \$200,000.00
3-1.21/6-2023	Authorize the Award of a Purchase of Copier and Printer Equipment for the West Essex Campus Kycera Document Solutions, Fairfield, NJ Minor Capital: Essex County Funded – Capital Expense	\$49,879.90
3-1.22/6-2023	Authorize the Award of a Contract for Delivery & Installation of an Infant Playground Kaplan Early Learning Company, Lewisville, NC NJ Stabilization Grant Funded – Capital Expense	\$24,532.95

3-2.1/6-2023 Member Participation: Hunterdon County Educational Services  
Commission

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

Appointments

- 4-1/6-2023 Shunda Williams, Executive Director – Human Resources  
Human Resources  
Effective July 3, 2023  
Salary \$126,000
- 4-2/6-2023 Noushig Ohanian, Associate Director – Institutional Research  
Institutional Effectiveness, Planning, and Assessment  
Effective September 1, 2023  
Salary \$68,000
- 4-3/6-2023 Pablo Ramos Silva, Assistant Professor – Chemistry  
Biology, Chemistry, and Physics  
Effective September 1, 2023  
Salary \$64,841
- 4-4/6-2023 Renita Mangru, Instructor – Vision Care Technology  
Nursing & Health Sciences  
Effective August 30, 2023  
Salary \$70,186
- 4-5/6-2023 Hossam Gharib, Manager – Learning Management System  
Online Learning  
Effective July 3, 2023  
Salary \$55,000
- 4-6/6-2023 Anne Pumfery, Laboratory Specialist  
Biology, Chemistry, & Physics  
Effective September 1, 2023  
Salary \$45,000
- 4-7/6-2023 Shirley Rojas, Coordinator – Admissions and Call Center  
Enrollment Services  
Effective July 3, 2023  
Salary \$45,000
- 4-8/6-2023 Dallie Shell, EOF Advisor  
Educational Opportunity Fund (EOF)  
Effective July 3, 2023  
Salary \$54,000
- 4-9/6-2023 Wilkens Jean, Human Resources Representative  
Human Resources  
Effective July 3, 2023  
Salary \$45,000

4-10/6-2023 Carmen Crespo, Program Assistant- Dual Enrollment/Early College Readiness  
Pre-College Readiness  
Effective July 3, 2023  
Salary \$42,000

4-11/6-2023 Serrietta Johnson, Administrative Assistant  
Student Life and Activities  
Effective July 3, 2023  
Salary \$39,500

4-12/6-2023 LeeAndrea Tello, Print Shop Operator  
Print Shop  
Effective July 3, 2023  
Salary \$32,500

Promotion

4-13/6-2023 Khadija Boumehdi, Dispatcher  
Public Safety  
Effective July 3, 2023  
Salary \$35,668

Professor Emeritus Status

4-14/6-2023 Faculty Emeritus  
Michael Frank  
Professor Emeritus, Biology  
Effective June 1, 2023

Merit Awards

4-15/6-2023 Jamil Graham, Director  
Student Life and Activities  
Effective September 1, 2023  
\$5,000 added to base salary

Ledawn Hall, Director  
Learning Center  
Effective September 1, 2023  
\$5,000 added to base salary

4-16/6-2023 Blanca Filian, Administrative Assistant  
Learning Center  
Effective July 1, 2023  
\$3,500 added to base salary

Robbyn Graham, Administrative Assistant  
Nursing and Health Sciences  
Effective July 1, 2023  
\$3,500 added to base salary

Shanerah Green, Administrative Assistant  
Student Affairs  
Effective July 1, 2023  
\$3,500 added to base salary

Stephan Kamenski, Supervisor  
Print Shop  
Effective July 1, 2023  
\$3,500 added to base salary

Kenya Wilson, Assistant Director  
Enrollment Services  
Effective July 1, 2023  
\$3,500 added to base salary

#### Supplements

4-17/6-2023

Karen Bridgett, Title IX Coordinator  
Compliance  
Effective July 1, 2023 – June 30, 2024  
Amount - \$5,000

Phyllis Walker, 504 Coordinator  
Compliance  
Effective July 1, 2023 – June 30, 2024  
Amount - \$5,000

Karen Bridgett, Acting Human Resources Director  
Human Resources  
Effective February 2023 – June 2023  
Amount - \$3,000

#### Retirements

4-18/6-2023

Martin Weissman, Associate Professor – Mathematics  
Mathematics, Engineering Technologies and Computer Sciences (METCS)  
Effective August 31, 2023

Paul Tandoh, Assistant Professor – Paralegal Studies  
Social Sciences  
Effective August 31, 2023

Ike Azubuike, Lecturer  
Equal Opportunity Fund (EOF)  
Effective August 31, 2023

Constance Smith, Dispatcher  
Public Safety  
Effective June 30, 2023

Resignations

4-19/6-2023 Michael Doughtie, Director – Athletics/Physical Education Building  
Athletics – Student Activities  
Effective June 9, 2023

Arios Jules, Network Engineer  
Information Technology  
Effective June 2, 2023

Yesenia Perez  
Administrative Assistant, Registrar’s Office  
Effective June 23, 2023

Consolidation of Collective Bargaining Agreement

4-20/6-2023 Administrative Association

- VIII. Educational Programs Committee Report .....Dr. A. Lewis
- 7-1.1/6-2023 Acceptance of Funds: Consolidated Adult Basic Skills and Integrated English Literary and Civics Education Grant
  - 7-1.2/6-2023 Acceptance of Funds: EOF Grant
  - 7-1.3/6-2023 Acceptance of Funds: Strengthening Career & Technical Education for the 21<sup>st</sup> Century Act (Perkins V)
  - 7-1.4/6-2023 Academic Services Agreement: Rolai
  - 7-1.5/6-2023 Dual Enrollment Program: Great Oaks Legacy Charter School Board of Trustees
  - 7-1.6/6-2023 Partner Agreement: George Brown College Distant Education Agreement
  - 7-1.7/6-2023 Memorandum of Agreement: CPS Training
- IX. Site Facilities and Equipment Committee Report..... Rev. Dr. L. Guyton
- X. Policy and Governance Committee Report.....Ms. I. Cruz
- 7-3.1/6-2023 Revised Board Bylaws
- XI. Community Relations Committee Report..... Ms. J. Wright
- 7-4.1/6-2023 Naming the Department of Public Safety
- XII. Alumni Association Report..... Mr. N. Asare
- XIII. Student Government Association Report .....Ms. Y. Rosales
- XIV. Faculty Association Report..... Prof. J. Alexandre
- XV. President’s Report.....Dr. Augustine Boakye, President
- XVI. New Business ..... TBD
- XVII. Public Comments ..... TBD
- XVIII. Notice of Executive Session .....Mrs. J. Grimes
- XIX. Adjournment .....Chair M. Bolden

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



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Finance: Oracle America, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.1/6-2023
Resolution Authorizing the Award of a Contract for Oracle Support Services	

**WHEREAS**, Essex County College needs to renew the hardware technical support services in the total amount of **\$213,930.38** from July 1, 2023, through June 30, 2024, and provide a 36-month contract for Oracle Cloud services of **\$357,000.00** to **Non-SBE/MBE/WBE, Oracle America, Inc.**, P.O. Box 203448, Dallas, Texas 75320 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; 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 maintenance renewal and Oracle Cloud Services with **Oracle America, Inc.** in the total amount of **\$570,930.38** for the following. Subject to the availability of funds:

<u>Description</u>	<u>Term Period</u>	<u>\$Amount</u>
Hardware Technical Support Services	7/01/2023 – 6/30/2024	\$213,930.38
Oracle Cloud Services	36-months	\$357,000.00

2. The renewal and contract are awarded without public bidding in accordance with the provisions of the County College Contracts N.J.S.A.18A:64A-25.5.a(19);
3. The specific line items against which these renewal and contract are to be charged are as follows:  
10-1723-7620 Operating Expense \$213,930.38  
902105-02105-7982 NJEFA Funds – NJ Educational Facilities Authority \$357,000.00  
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Ellucian Support, Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		June 20, 2023
Agenda Item No.:		3-1.2/6-2023
Resolution Authorizing the Award of a Contract for Maintenance Support		

**WHEREAS**, Essex County College needs to approve a contract of **\$292,011.00** to **Ellucian Support, Inc.**, 14083 Collections Center Drive, Chicago, Illinois 60693, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the Banner System, which provides Degree Works, Banner/Financial Aid, Oracle from August 1, 2023, through July 31, 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(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. 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 **Ellucian Support, Inc.** of **\$292,011.00** from August 1, 2023, through July 31, 2024, for Banner maintenance support. 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 18A:64A-25.5.a(19);
3. The specific line item against which this contract is to be charged is as follows:  
10-1723-7620 Operating Expense  
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: OculusIT LLC <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		June 20, 2023
Agenda Item No.:		3-1.3/6-2023
	Resolution Authorizing the Award Contract for License and Service Agreements for ERP Professional Services	

**WHEREAS**, Essex County College needs to approve a contract in the amount not to exceed **\$98,500.00** to **Non-SBE/MBE/WBE, OculusIT LLC**, 936 SW 1<sup>st</sup> Avenue, Ste. 424, Miami, FL 33130 to provide the College with software and remote services with Project Management planning for migration and transition to develop an adaptable annual work plan that outlines the engagement with the resources by adopting the best practices for the institution from June 20, 2023, through June 19, 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3(a) and N.J.S.A.18A:64A-25.5.a(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;

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award a contract with **OculusIT LLC** in the amount not to exceed **\$98,500.00** for license and service agreement agreement for ERP professional services from June 20, 2023, through June 19, 2024. Subject to the availability of funds;
2. The contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3.(a) and N.J.S.A.18A:64A-25.5.a(19);
3. The specific line item against which this contract is to be charged is as follows:  
902105-02105-7982 NJEFA Funds – NJ Educational Facilities Authority  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: TouchNet Information Systems <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.4/6-2023
Resolution Authorizing the Award of a Renewal for Maintenance Services	

**WHEREAS**, Essex County College needs to renew the annual support and maintenance to **Non-SBE/MBE/WBE, TouchNet Information Systems**, 15520 College Blvd., Lenexa, Kansas 66219 in the total amount of **\$25,945.00** for an electronic payment solution that allows students to pay their tuition bills online 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-25.5.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;

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve the renewal service to **TouchNet Information Systems** in the total amount of **\$25,945.00** 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-25.5.a (19);
3. The specific line item against which this renewal is to be charged is as follows:  
10-1723-7620 Operating Expense  
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Evisions <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		June 20, 2023
Agenda Item No.:		3-1.5/6-2023
Resolution Authorizing the Award of a Renewal for Maintenance Services		

**WHEREAS**, Essex County College needs to renew the annual support and maintenance to **Non-SBE/MBE/WBE, Evisions**, 1321 Upland Drive, Houston, Texas 77043 in the amount not to exceed **\$20,290.00** for FormFusion, IntelCheck AP, and IntelCheck Payroll Software 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-25.5.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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve the renewal service to **Evisions** in the amount not to exceed **\$20,290.00** for FormFusion, IntelCheck AP, and IntelCheck Payroll Software 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 N.J.S.A.18A:64A-25.5.a(19);
3. The specific line item against which this renewal is to be charged is as follows:  
10-1723-7620 Operating Expense  
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Finance: American Woodcarving, LLC. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.6/6-2023
	Resolution Authorizing the Award of a Service for a Digital Sign at the WEC Campus

**WHEREAS**, Essex County College needs to approve service of **\$37,000.00** to **American Woodcarving, LLC.**, 1123 Route 23 South, Wayne, New Jersey 07470, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for exterior signage and digital communication to inform the community of important registration dates and College events at the West Essex Campus, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3.(a), and N.J.S.A.18A:64A-25.5.a(10) Specialized machinery or equipment of a technical nature which will not reasonably permit the drawing of specifications, and the procurement thereof without advertising is in the public interest; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve service of **\$37,000.00** to **American Woodcarving, LLC.** exterior signage and digital communication to inform the community of important registration dates and College events at the West Essex Campus. Subject to the availability of funds;
2. The service is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3.(a), and N.J.S.A.18A:64A-25.5.a(10);
3. The specific line item against which this service is to be charged is as follows:  
90218A-02108A-7938 – Parking Deck Additional Funds for Parking Deck Structure, Ordinance #O-2023-00009  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Finance: Russo Contracting, Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.7/6-2023
	Resolution Authorizing the Award of a Service for a New Concrete Sidewalk at the WEC Campus

**WHEREAS**, Essex County College needs to approve service of **\$36,000.00** 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 a new concrete sidewalk along Bloomfield Avenue between the new College building driveway entrance at the West Essex Campus, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3.(a), and N.J.S.A.18A:64A-25.5.a(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve service of **\$36,000.00** to **Russo Contracting, Inc.** for a new concrete sidewalk along Bloomfield Avenue between the new College building driveway entrance at the West Essex Campus. Subject to the availability of funds;
2. The service is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3.(a), and N.J.S.A.18A:64A-25.5.a(9);
3. The specific line item against which this service is to be charged is as follows:  
902203-02203-7970 Funded by Minor Capital – Essex County Funds, Ordinance #O-2022-00003  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Nehme Brothers, Inc. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		June 20, 2023
Agenda Item No.:		3-1.8/6-2023
	Resolution Authorizing the Award of a Construction Service for a New Pedestrian Sidewalks on Parking Lot B	

**WHEREAS**, Essex County College needs to approve the award of construction service of **\$13,500.00** to **Nehme Brothers, Inc.**, 547 River Rd, Edgewater, New Jersey 07020, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for new pedestrian sidewalks on Parking Lot B at the Newark Campus, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3a Purchases, contracts and agreements not requiring advertising;

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award a construction service with **Nehme Brothers, Inc.** of **\$13,500.00** for a new pedestrian sidewalk on Parking Lot B, located at the Newark Campus. Subject to the availability of funds;
2. The service is awarded without public bidding in accordance with the provisions of the County College Contracts N.J.S.A.18A:64A-25.3a;
3. The specific line item against which this service is to be charged is as follows:  
901903-3126-7970A Chapter XII Fund, Ordinance #O-2019-00003  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Siemens Industry, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		June 20, 2023
Agenda Item No.:		3-1.9/6-2023
	Resolution Authorizing the Award of a Two-Year Bid for Maintenance and Repair Services for HVAC Equipment, Lighting Control, Siemens DDC Control Equipment	

**Recommendation:** It is recommended that the Board of Trustees approves the award of a two-year bid in the total amount not to exceed **\$216,080.00** to **Non-SBE/MBE/WBE, Siemens Industry, Inc.**, 8 Fernwood Road, Florham Park, New Jersey 07932 for Maintenance and Repair Services for HVAC Equipment, Lighting Control, Siemens DDC Control Equipment 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.

Bid #8170 was advertised in The Star-Ledger on April 21, 2023. There were three (3) bids solicited. Bid was re-submitted for no responses.

Bid #8173 was advertised in The Star-Ledger on May 9, 2023. There were seven (7) bids solicited. One (1) response was received, opened, and publicly read on May 23, 2023.

**Nature of Bid:** Essex County College – Maintenance Agreement for HVAC Equipment, Lighting Controls, Siemens DDC & Pneumatic Controls Equipment.

**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 10-7351-7620A:

<u>Description</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total Amount</u>
Maintenance & Allowances	\$106,120.00	\$109,960.00	\$216,080.00

**Resolution:** The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a two-year bid to **Siemens Industry, Inc.** in the total amount not to exceed **\$216,080.00** for Maintenance and Repair Services for HVAC Equipment, Lighting Control, Siemens DDC Control Equipment from July 1, 2023, through June 30, 2025. Subject to the availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Tecogen, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		June 20, 2023
Agenda Item No.:		3-1.10/6-2023
	Resolution Authorizing the Award of a Two (2) Year Bid for Maintenance and Repair Services for Tecogen Chillers	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a two-year bid in the total amount not to exceed **\$167,566.28** to **Non-SBE/MBE/WBE, Tecogen, Inc.**, 45 First Avenue, Waltham, Massachusetts 02451 for Maintenance and Repair Services for Tecogen 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.

Bid # 8171 was advertised in The Star-Ledger on April 21, 2023. There was two (2) bid solicited. No response was received on May 9, 2023.

Bid # 8174 was advertised in The Star-Ledger on May 12, 2023. There was one (1) bid solicited. One (1) response was received, opened, and publicly read on May 31, 2023.

**Nature of Bid:** Essex County College – Maintenance and Repair Services for Tecogen Chillers.

**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 10-7351-7620N:

<u>Description</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total Amount</u>
Maintenance & Allowances	\$81,626.22	\$85,940.06	\$167,566.28

**Resolution:** The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a two-year bid to **Tecogen, Inc.** in the total amount not to exceed **\$167,566.28** for Maintenance and Repair Services for Tecogen Chillers from July 1, 2023, through June 30, 2025. Subject to the availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: A Speedy Sewer & Drain Service, Corp. <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.11/6-2023
	Resolution Authorizing the Award of a Two-Year Quote for Sewer Line Preventive Maintenance Services

**Recommendation:** It is recommended that the Board of Trustees approve the award of a two-year quote in the total amount not to exceed **\$37,400.00** per year to **A Speedy Sewer & Drain Service, Corp.**, 25 Orange Street, Bloomfield, New Jersey 07003, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for Sewer Line Preventive Maintenance Services from July 1, 2023, through June 30, 2025.

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

Quote #FY23Q-00013 was issued on April 20, 2023. There was one (1) quote solicited. One (1) response was received on June 1, 2023.

**Nature of Quote:** Essex County College – Sewer Line Preventive Maintenance 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 10-7202-76200:

<u>Description</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total Amount</u>
Maintenance & Allowances	\$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 **A Speedy Sewer & Drain Service, Corp., Inc.** in the total amount not to exceed **\$37,400.00** per year for Sewer Line Preventive Maintenance Services from July 1, 2023, through June 30, 2025. Subject to the availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Universal Electric Motor Service <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.12/6-2023
Resolution Authorizing the Award of a Service Repairs of the Cooling Tower located at the Newark Campus	

**WHEREAS**, Essex County College needs to approve a service to replace a failed Fuji 30HP, Cooling Tower, Variable Frequency Drive at the Newark Campus to **Universal Electric Motor Service**, 131 S Newman Street, Hackensack, NJ 07601, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) of **\$9,732.00**, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3(a) and N.J.S.A.18A:64A-25.5.a(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

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

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

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

**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 service to **Universal Electric Motor Service** of **\$9,732.00** to replace the failed cooling tower VFD. Subject to the availability of funds;
2. This service repair is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3(a) and N.J.S.A.18A:64A-25.5.a(9);
3. The specific line item against which this additional payment is to be charged is as follows:  
10-7351-7620N Operating Expense  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Science Lab Equipment
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.13/6-2023
Resolution Authorizing the Award of Three (3) Contracts for Science Lab Equipment for the WEC Campus	

**WHEREAS**, Essex County College needs to approve Three (3) vendors on an as-needed basis in the total amount not to exceed **\$200,000.00** to the below-listed companies to provide the West Essex academic facility with the acquisition of Science equipment labs to run the three new Labs and two new Science-Prep-room, 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 by the Division of Purchase and Property, New Jersey Contract; and

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

**WHEREAS**, The award of this purchase shall be made as “Fair and Open” 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 Three (3) contracts on an as-needed basis in the total amount not to exceed **\$200,000.00** for science lab equipment at the new academic building located at the West Essex Campus. Subject to the availability of funds:

<u>Company Name</u>	<u>State of NJ / Co-Ops Contract</u>	<u>Vendor Category</u>
Carolina Biological	HCESC-CAT-23-04 - #P106265	Non-SBE/WBE/MBE
School Specialty LLC	HCESC-CAT-23-04 - #Q-283382	Non-SBE/WBE/MBE
VWR International, LLC	T-0115 - #17-FLEET-07037	Non-SBE/WBE/MBE

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(24) and N.J.S.A.18A:64A-25.9(a);
3. The specific line items against which these contracts are to be charged are as follows:  
Operating Expense:  
902203-02203-7905 Funded by Minor Capital – Essex County Funds, Ordinance #O-2022-00003  
FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Bio-Chem Lab Supplies & Equipment
Contact:	Dr. Alvin Williams / Executive Dean Academic Affairs
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.14/6-2023
Resolution Authorizing the Award of a Contract for Bio-Chem Lab Supplies & Equipment	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a bid in the total amount of **\$97,003.79** to the below vendors for Bio-Chem Lab Supplies & Equipment for the Fiscal Year 2022-2023.

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

Bid #8172 was advertised in The Star-Ledger on May 4, 2023. There were nine (9) bidders solicited. Five (5) responses were received, opened, and publicly read on May 18, 2023.

**Nature of Bid:** Essex County College – Bio-Chem Lab Supplies & Equipment.

**Bid Item # 1 - 114:** **The recommendation is for the lowest responsive and responsible bidder.**

<u>Company Name</u>	<u>Vendor Category</u>	<u>\$ Amount</u>
Pasco Scientific	Non-SBE/WBE/MBE	\$ 5,932.00
Products Unlimited	SBE	\$19,651.42
Q Magnetics, LLC	Non-SBE/WBE/MBE	\$40,000.00
VWR International, LLC	Non-SBE/WBE/MBE	\$31,420.37

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

<u>Department</u>	<u>Minor Capital Account #</u>	<u>\$ Amount</u>
Biology Chemistry & Physics	902214-3127-7905	\$69,730.45
Training, Inc.	902214-3127-7905	<u>\$27,273.34</u>
<b>TOTAL</b>		<b>\$97,003.79</b>

**Resolution:** The Board of Trustees of Essex County College approves the award of a bid in the total amount of **\$97,003.79** to the above vendors for Bio-Chem Lab Supplies & Equipment for the Fiscal Year 2022-2023. Subject to the availability of funds.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: SmartEvals, LLC. <b>(Non-SBE/MBE/WBE)</b>
Contact:	John Runfeldt / Executive Director, Institutional Effectiveness, Planning & Assessment	
Meeting Date:		June 20, 2023
Agenda Item No.:		3-1.15/6-2023
	Resolution Authorizing the Award of a Three-Year Contract for Electronic Course Evaluation Software Platform	

**WHEREAS**, Essex County College needs to approve a three-year contract in the total amount of **\$34,460.00** to **Non-SBE/MBE/WBE SmartEvals, LLC.**, 435 Cleveland Drive, Cheektowaga, New York, 14225 for Electronic Course Evaluation Software Platform for the period of October 1, 2023, to September 30, 2026, considering the matters related to Coronavirus pandemic (**COVID-19**) in Essex County, 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; and

**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 a contract with **Non-SBE/MBE/WBE SmartEvals, LLC.**, 435 Cleveland Drive, Cheektowaga, New York, 14225 for Electronic Course Evaluation Software Platform for the following fiscal year:

<u>Period Term</u>	<u>\$Amount</u>
10/01/2023 – 9/30/2024	\$10,608.00 + \$1,995.00 (One-Time Fees) = \$12,603.00
10/01/2024 – 9/30/2025	\$10,820.00
10/01/2025 – 9/30/2026	\$11,037.00

2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(19);
3. The specific line item against which this contract is to be charged is as follows:  
10-0219-7511 Operating Expense  
FY 2023/2024  
FY 2024/2025  
FY 2025/2026

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Finance: New Jersey Community College Insurance Pool <b>Non-SBE/MBE/WBE</b>
Contact:	Evens Wagnac / Deputy Comptroller
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.16/6-2023
Resolution Authorizing the Payment for Worker's Compensation	

**WHEREAS**, Essex County College needs to provide the premium and the continuation of Essex County College as a member of the **Non-SBE/MBE/WBE, New Jersey Community College Insurance Pool**, 9 Dogwood Lane, Skillman, New Jersey 08558 for **\$215,000.00** for workers compensation for the fiscal year 2023-2024, in which contracts for Insurance are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(11) Insurance, including the purchase of insurance coverage and consulting services which exceptions shall be in accordance with the requirements for extraordinary unspecifiable services; and

**WHEREAS**, 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 the premium to **New Jersey Community College Insurance Pool** for Workers Compensation for the fiscal year 2023-2024 for **\$215,000.00**. Subject to the availability of funds;
2. The premium is awarded without public bidding in accordance with the provisions of the County College Contracts N.J.S.A.18A:64A-25.5.a(11);
3. The specific line item against which this premium is to be charged is as follows:  
10-1851-7712 Operating Expense  
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: DocuSign, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Evens Wagnac / Deputy Comptroller
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.17/6-2023
Resolution Authorizing the Award of a Two-Year Renewal for Subscription Services	

**WHEREAS**, Essex County College needs to approve a two-year subscription to **Non-SBE/MBE/WBE, DocuSign**, 221 Main Street, San Francisco, California 94105 in the total amount not to exceed **\$65,000.00** for eSignature Business Pro- Edition and Premier Support from July 7, 2023, through July 6, 2025, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(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; and

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a two-year subscription to **Non-SBE/MBE/WBE, DocuSign, Inc.** in the total amount not to exceed **\$65,000.00** for eSignature Business Pro-Edition and Premier Support from July 7, 2023, through July 6, 2025. Subject to the availability of funds;
2. The subscription 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);
3. The specific line item against which this subscription is to be charged is as follows:  
10-1701-7511 Operating Expense  
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: IMAC Insurance Agency, LLC <b>Small Business Enterprise (SBE)</b>
Contact:	Christine A. Soto / General Counsel
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.18/6-2023
Resolution Authorizing the Payment for Insurance Policy Renewal	

**WHEREAS**, Essex County College needs to provide a payment in the total amount not to exceed **\$900,000.00** to **IMAC Insurance Agency LLC**, 540 Mill Street, Belleville, New Jersey 07109, vendor approved by the State of New Jersey under Small Business Enterprise (**SBE**) for the fiscal year 2023-2024 for Insurance Policy Renewal, in which contracts for Insurance are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A. 18A:64A-25.5.(11), Insurance, including the purchase of insurance coverage and consulting services which exceptions shall be in accordance with the requirements for extraordinary unspecifiable services; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award payment to **IMAC Insurance Agency LLC**. for Insurance Policy Renewal for the fiscal year 2022-2023 in the total amount not to exceed **\$900,000.00**. Subject to the availability of funds;

<u>Description</u> Commercial Package School Leaders E&O Environmental Liability Employed Lawyers Liab. Day Care Accident Policy	<u>Description</u> Excess Liability Special Excess Liability Cyber Liability Athletic Policy Renewal
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2. This payment is awarded without public bidding in accordance with the provisions of the County College Contract Law 18A:64A-25.5.(11);

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

Operating Expense: 10-1851-7711  
                                   10-1851-7715  
                                   29210-9210-7715

FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: West Publishing Corporation and/or Thomson Reuters Enterprise <b>Non-SBE/MBE/WBE</b>
Contact:	Christine A. Soto / General Counsel
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.19/6-2023
Resolution Authorizing the Award of Two Year Subscription for West Proflex	

**WHEREAS**, Essex County College needs to approve the two-year subscription of **\$40,213.20** to **Non-SBE/MBE/WBE, Thomson Reuters (West Law)**, PO Box 6292, Carol Stream, Illinois 60197 for West Proflex from July 1, 2023, through June 30, 2025, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5a(2), and N.J.S.A.18A:64A-25.5.a(1), Professional 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. 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; 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 subscription with **Thomson Reuters (West Law)**, of **\$40,213.20** for West Proflex for the period of July 1, 2023, through June 30, 2025. Subject to the availability of funds:
2. The subscription is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5a(2), and N.J.S.A.18A:64A-25.5.a(1);
3. The specific line item against which this subscription is to be charged is as follows:  
 10-0215-7511 Operating Expense  
 FY 2023/2024  
 FY 2024/2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: North Jersey Wastewater Cooperative Pricing System
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.20/6-2023
Resolution Authorizing the Award of One (1) Year NJ State Contract to Nine (9) Vendors under the North Jersey Wastewater Cooperative Pricing System	

**WHEREAS**, Essex County College needs to approve the award of an NJ State Contract on an as-needed basis to the below-listed companies in the total amount not to exceed \$200,000.00 from June 21, 2023, through June 20, 2024, to make repairs, purchase parts, etc., 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 B352, B343, B342, B317, B338, B331; and

**WHEREAS**, N.J.S.A. 18A:64A-25.11b, A county College may make purchases and contract for services through the use of a nationally recognized and accepted cooperative purchasing agreement, including a cooperative purchasing agreement in existence of the effective date of P.L.2016,c.50 (C.18A:64-63.1 et al.), in accordance with the provisions of paragraph (3) of subsection b. of section 7 of P.L.1996,c.16 (C.52:34-6.2); and

**WHEREAS**, The lead agency, North Jersey Wastewater Cooperative Pricing System, acting on behalf of the Passaic Valley Sewerage Commission has awarded contracts to the below-listed vendors from 8/1/21, through 8/31/24; 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 on an as-needed basis to the below-listed companies in the total amount not to exceed \$200,000 from June 21, 2023, through June 20, 2024, for repair services. Subject to the availability of funds:

<u>Vendor</u>	<u>Location</u>	<u>Vendor</u>	<u>Location</u>
Ironbound Supply, Inc.	Newark, NJ	A&M Industrial Supply, Inc.	Rahway, NJ
Rapid Pump & Meter Service Co.	Paterson, NJ	Turtle & Hughes, Inc.	Linden, NJ
GMH Associates of America	Trenton, NJ	Frontline Industries, Inc.	Irvington, NJ
Longo Electrical Mechanical, Inc.	Wharton, NJ	Universal Electric Motor	Hackensack, NJ
RAM Industrial Services, LLC.	Camp Hill, PA		

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Finance: Kyocera Document Solutions <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.21/6-2023 Resolution Authorizing the Award of a Purchase of Copier and Printer Equipment for the WEC

**WHEREAS**, Essex County College needs to approve an acquisition in the total amount not to exceed **\$45,012.70** to **Non-SBE/MBE/WBE, Kyocera Document Solutions**, 225 Sand Road, Fairfield, New Jersey 07004 for copier and printer equipment for the One-Stop Center/Admission, Room 121; Library, Room 118; Faculty Suite, Room 134; Computer Labs, Room 131 and 132; Information Commons, Room 212; Administration Office, Room 226; Computer Labs, Room 224 and 225, and warranty service cost in the total amount of **\$1,622.40** per year for 36-months, located at the new West Essex building; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, 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 G-2075 contract #40465; and T-2075-GSA/FSS #V00003913; and

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

**WHEREAS**, The award of this purchase shall be made as “Fair and Open” pursuant to the provisions of N.J.S.A. 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:

- The Essex County College Board of Trustees is hereby authorized and directed to approve a purchase with **Non-SBE/MBE/WBE, Kyocera** for copier and printer equipment for the new building located at the West Essex Campus. Subject to the availability of funds:
 

<u>Description</u>	<u>\$Amount</u>
Copier and Printer Equipment	\$45,012.70
Warranty (36-month)	<u>\$ 4,867.20</u>
Total	\$49,879.90
- This purchase is awarded without public bidding in accordance with the provisions of the County College Contracts N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.2, and N.J.S.A.18A:64A-25.9(a);
- Kyocera Document Solutions is the authorized vendor for the State of New Jersey Contract G-2075 contract #40465
- The specific line item against which this purchase is to be charged is as follows:  
902203-02203-7901 & 902203-02203-7505 Funded by Minor Capital – Essex County Funds, Ordinance #O-2022-00003 FY 2022/2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Kaplan Early Learning Company <b>Small Business Enterprise (SBE)</b>
Contact:	Keith Kirkland / Dean of Student Affairs
Meeting Date:	June 20, 2023
Agenda Item No.:	3-1.22/6-2023
Resolution Authorizing the Award of a Contract for Delivery & Installation of an Infant Playground	

**WHEREAS**, Essex County College needs to contract an infant playground in the amount of **\$24,532.95** to **Kaplan Early Learning Company**, 1310 Lewisville-Clemmons Road, Lewisville, North Carolina 27023, vendor approved by the State of New Jersey under Small Business Enterprises (**SBE**) for delivery and installation of an infant playground at the main campus to be in compliance with the State of New Jersey early childhood quality and improvement rating program by August 31, 2023, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 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” pursuant to the provisions of N.J.S.A. 19:44A-20,4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a contract with **Kaplan Early Learning Company**, in the amount of **\$24,532.95** for delivery and installation of an infant playground by August 31, 2023. Subject to the availability of funds.
2. The contract is awarded without public bidding in accordance with the provisions of the County College Contracts N.J.S.A.18A:64A-25.3;
3. The specific line item against which the contract is to be charged is as follows:  
29212-9212-7325 – NJ Stabilization Grant  
FY2022-2023

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Member Participation: Hunterdon County Educational Services Commission
Contact:	Denise Williams, Director of Purchasing
Meeting Date:	June 20, 2023
Agenda Item No.:	3-2.1/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve member participation in the Hunterdon County Educational Services Commission Cooperative effective June 21, 2023 for a period of five (5) years pursuant to N.J.A.C. 5:34-7.5(f), or until a party to this Agreement shall give written notice of its intention to terminate its participation in the Cooperative Pricing System.

**BACKGROUND AND RATIONALE:** Essex County College qualifies to join the Hunterdon County Educational Services Commission Cooperative. One of the most powerful benefits to the College in entering this cooperative purchasing agreement is significant cost savings. As a member of this cooperative, Essex County College will be in a position to purchase goods and services for a lower price. Also, since the bidding process is conducted by the cooperative, the College will not have to take the time to bid out goods and services purchased through the cooperative. Most importantly, there is no cost to the College for joining the cooperative and there is no obligation to purchase goods and services through the cooperative. The College can purchase goods and services when it deems it in the College’s interest to do so.

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

**RESOLUTION:** The Board of Trustees of Essex County College approves member participation in the Hunterdon County Educational Services Commission Cooperative effective June 21, 2023 for a period of five (5) years pursuant to N.J.A.C. 5:34-7.5(f), or until a party to this Agreement shall give written notice of its intention to terminate its participation in the Cooperative Pricing System.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Shunda Williams
Contact:	Augustine Boakye, President
Meeting Date:	June 20, 2023
Agenda Item No.:	4-1/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Shunda Williams, to the position of Executive Director of Human Resources, for the period July 3, 2023 through June 30, 2024. The recommended annual salary for the position is \$126,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 100 applications were received and 11 applicants were interviewed. Shunda Williams 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	2016	Seton Hall University South Orange, NJ	Education Leadership & Policy
● Bachelor of Arts	1992	Virginia State University Petersburg, VA	Sociology

**FISCAL NOTES:** The recommended salary of \$126,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Shunda Williams at the annual salary of \$126,000, to the position of Executive Director of Human Resources, for the period July 3, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Noushig Ohanian
Contact:	John Runfeldt, Executive Director of Institutional Effectiveness, Planning, & Assessment
Meeting Date:	June 20, 2023
Agenda Item No.:	4-2/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Noushig Ohanian, to the position of Associate Director of Institutional Research for the period September 1, 2023 through June 30, 2024. The recommended annual salary for the position is \$68,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. One application was received and 1 applicant was interviewed. Noushig Ohanian 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	2022	Montclair State University Montclair, NJ	Research & Analysis
● Bachelor of Arts	2020	Montclair State University Montclair, NJ	Sociology

**FISCAL NOTES:** The recommended salary of \$68,000 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Noushig Ohanian at the annual salary of \$68,000, to the position of Associate Director of Institutional Research for the period September 1, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Pablo Ramos Silva
Contact:	Alvin William, Executive Dean of Faculty and Academics
Meeting Date:	June 20, 2023
Agenda Item No.:	4-3/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Pablo Ramos Silva, to the academic rank of Assistant Professor, in the discipline of Chemistry, for the Biology, Chemistry, & Physics Division, for the period September 1, 2023 through August 31, 2024. The recommended annual salary for the position is \$64,841.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 4 applications were received and 2 applicants were interviewed. Pablo Ramos Silva 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>
● Doctorate	2018	Rutgers University New Brunswick, NJ	Chemistry
● Bachelors of Science	2010	Universidad Distrital Bogota, Colombia	Chemistry

**FISCAL NOTES:** The recommended salary of \$64,841 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Pablo Ramos Silva, to the academic rank of Assistant Professor, in the discipline of Chemistry, for the Biology, Chemistry, & Physics Division, for the period September 1, 2023 through August 31, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Renita Mangru
Contact:	Alvin William, Executive Dean of Faculty and Academics
Meeting Date:	June 20, 2023
Agenda Item No.:	4-4/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Renita Mangru, to the academic rank of Instructor, in the discipline of Vision Care Technology, for the Nursing and Health Sciences Division, for the period August 30, 2023 through August 31, 2024. The recommended annual salary for the position is \$70,186.

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

**DEGREE/CERTIFICATION QUALIFICATIONS (BACHELOR’S DEGREE ACCEPTED):**

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Bachelors of Science	2020	Rutgers University New Brunswick, NJ	Health Information Systems
● Bachelors of Arts	1994	Rutgers University New Brunswick, NJ	Psychology
● Associate of Applied Science	1998	Essex County College Newark, NJ	Ophthalmic Dispensing

**FISCAL NOTES:** The recommended salary of \$70,186 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Renita Mangru, to the academic rank of Instructor, in the discipline of Vision Care Technology, for the Nursing and Health Sciences Division, for the period August 30, 2023 through August 31, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Hossam Gharib
Contact:	Alvin William, Executive Dean of Faculty and Academics
Meeting Date:	June 20, 2023
Agenda Item No.:	4-5/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Hossam Gharib, to the position of Manager – Learning Management System, for the Online Learning Department, for the period July 3, 2023 through 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 3 applications were received and 2 applicants were interviewed. Hossam Gharib is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Bachelor of Arts	2017	Bloomfield College Bloomfield, NJ	Expanded Media

**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 Hossam Gharib at the annual salary of \$55,000, to the position of Manager – Learning Management System, for the Online Learning Department, for the period July 3, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Anne Pumfery
Contact:	Alvin William, Executive Dean of Faculty and Academics
Meeting Date:	June 20, 2023
Agenda Item No.:	4-6/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Anne Pumfery, to the position of Laboratory Specialist, for Biology, Chemistry, and Physics Department, for the period September 1, 2023 through June 30, 2024. The recommended annual salary for the position is \$45,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 11 applications were received and 4 applicants were interviewed. Anne Pumfery is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Doctorate	1994	University of Wisconsin Madison, WI	Biology – Micro Biology
● Bachelors of Science	1988	Loyola University Chicago, IL	Biology

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Anne Pumfery, to the position of Laboratory Specialist, for the Biology, Chemistry, and Physics Division for the period September 1, 2023 through June 30, 2024. The recommended annual salary for the position is \$45,000.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Shirley Rojas
Contact:	Renee Ojo-Ohikuare, Director of Enrollment Services
Meeting Date:	June 20, 2023
Agenda Item No.:	4-7/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Shirley Rojas, to the position of Coordinator of Admissions & Call Center, for Enrollment Services, for the period July 3, 2023 through June 30, 2024. The recommended annual salary for the position is \$45,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 9 applications were received and 3 applicants were interviewed. Shirley Rojas is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Bachelor of Science	2015	Universidad InterAmericana de Puerto Rico San Juan, PR	Nursing

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Shirley Rojas, to the position of Coordinator of Admissions & Call Center, for Enrollment Services, for the period July 3, 2023 through June 30, 2024. The recommended annual salary for the position is \$45,000.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Dallie Shell
Contact:	Elvira Vieira, Dean of Community & Continuing Education
Meeting Date:	June 20, 2023
Agenda Item No.:	4-8/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Dallie Shell, to the position of EOF Advisor, for Educational Opportunity Fund (EOF) Department, for the period July 3, 2023 through 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 35 applications were received and 2 applicants were interviewed. Dallie Shell is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Master of Science	2023	Rutgers University Newark, NJ	Social Work
● Bachelor of Science	2019	Rutgers University Newark, NJ	Social Work

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Dallie Shell, to the position of EOF Advisor, for Educational Opportunity Fund (EOF) Department, for the period July 3, 2023 through June 30, 2024. The recommended annual salary for the position is \$54,000.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Wilkens Jean
Contact:	Karen Bridgett, Acting Director of Human Resources
Meeting Date:	June 20, 2023
Agenda Item No.:	4-9/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Wilkens Jean, to the position of Human Resources Representative, for Human Resources, for the period July 3, 2023 through June 30, 2024. The recommended annual salary for the position is \$45,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 8 applications were received and 3 applicants were interviewed. Jean Wilkens is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Bachelor of Science	2019	Bloomfield College Bloomfield, NJ	Business Administration/ Management

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Wilkens Jean, to the position of Human Resources Representative, for Human Resources, for the period July 3, 2023 through June 30, 2024. The recommended annual salary for the position is \$45,000.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Carmen Crespo
Contact:	Elvira Vieira, Dean of Community & Continuing Education
Meeting Date:	June 20, 2023
Agenda Item No.:	4-10/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Carmen Crespo, to the position of Program Assistant – Dual Enrollment/Early College Readiness, for Pre-College Readiness department, for the period July 3, 2023 through June 30, 2024. The recommended annual salary for the position is \$42,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 4 applications were received and 3 applicants were interviewed. Carmen Crespo is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Associates of Arts	2022	Essex County College Newark, NJ	Liberal Arts

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Carmen Crespo, to the position of Program Assistant Dual Enrollment/Early College Readiness, for Pre-College Readiness, for the period July 3, 2023 through June 30, 2024. The recommended annual salary for the position is \$42,000.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Serrietta Johnson
Contact:	Keith Kirkland, Dean of Student Affairs
Meeting Date:	June 20, 2023
Agenda Item No.:	4-11/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Serrietta Johnson, to the position of Administrative Assistant, for Student Life and Activities, for the period July 3, 2023 through June 30, 2024. The recommended annual salary for the position is \$39,500.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 7 applications were received and 3 applicants were interviewed. Serrietta Johnson is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Bachelor of Science	2022	Rutgers University Newark, NJ	Public and Non-Profit Administration
● Associate’s in Science	2013	Essex County College Newark, NJ	Business Administration

**FISCAL NOTES:** The recommended salary of \$39,500 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Serrietta Johnson, to the position of Administrative Assistant, for Student Life and Activities, for the period July 3, 2023 through June 30, 2024. The recommended annual salary for the position is \$39,500.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Personnel: Appointment, LeeAndrea Tello
Contact:	Mohamed Seddiki, Executive Dean of Information Technology/CIO
Meeting Date:	June 20, 2023
Agenda Item No.:	4-12/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of LeeAndrea Tello, to the position of Print Shop Operator, for the Print Shop, for the period July 3, 2023 through June 30, 2024. The recommended annual salary for the position is \$32,500.

**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. LeeAndrea Tello is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED):**

**FISCAL NOTES:** The recommended salary of \$32,500 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of LeeAndrea Tello at the annual salary of \$32,500, to the position of Print Shop Operator, for the Print Shop, for the period July 3, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Khadijah Boumehdi
Contact:	Mohamed Seddiki, Executive Dean of Information Technology/CIO
Meeting Date:	June 20, 2023
Agenda Item No.:	4-13/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the promotion of Khadijah Boumehdi to the position of Dispatcher, for the Public Safety Department, for the period beginning July 3, 2023. The recommended annual salary for the position is \$35,668.

**BACKGROUND AND RATIONALE:** Khadijah Boumehdi has been with the college since May 2019 serving as a Security Officer. She has been receiving training for many months and served as a fill-in dispatcher as needed. She has demonstrated exceptional skills and qualities that make her great candidate for the position. Khadijah Boumehdi is being recommended for promotion to Dispatcher.

**DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED):**

**FISCAL NOTES:** The recommended salary of \$35,668 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the promotion of Khadijah Boumehdi at the annual salary of \$35,668, to the position of Dispatcher, for the Public Safety Department, for the period beginning July 3, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Emeritus Status, Michael Frank
Contact:	Alvin Williams, Executive Dean of Faculty and Academics
Meeting Date:	June 20, 2023
Agenda Item No.:	4-14/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees grant emeritus status to Professor Michael Frank, who retired in 2023 after a faculty career of fifty-five years at Essex County College.

**BACKGROUND AND RATIONALE:** In accordance with Board Policy 6-2 “Emeritus Status” and NJSA 18A:64A-12(o), the Board of Trustees may grant emeritus status to a retiring President, Dean or Professor that meets the stipulated criteria as does Professor Michael Frank. For fifty-five years, Professor Frank taught in the Biology Chemistry and Physics Division over the course of his tenure, and has proved himself to be an outstanding academician and an inspiration to a great many students. Professor Frank also represented the Essex County College Faculty Association to the Board of Trustees and served as the Association’s Chief Negotiator.

In addition, Professor Frank served with distinction as a member of the Academic Policies Advisory Committee and College Promotions faculty governance committees, and also served for many years as the Higher Education representative to the New Jersey Education Association Executive Committee, Delegate Assembly, Higher Education Committee, and the National Education Association Representative Assembly, the largest democratic body in the country. Over the years, Professor Frank was instrumental in helping advocate for community college sector funding, student support and helping to attain many of the pension and health benefits that staff members throughout the State of New Jersey enjoy today as the result of his efforts.

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

**RESOLUTION:** The Board of Trustees grants emeritus status to Professor Michael Frank, effective June 1, 2023, who retired after a faculty career of fifty-five years at Essex County College.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Merit Award - Administrative Association
Contact:	Dr. Augustine Boakye, President
Meeting Date:	June 20, 2023
Agenda Item No.:	4-15/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the merit award for the individuals listed, in accordance with the Administrative Association contract, for the amount listed, added to base salary, effective on the date indicated:

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Effective Date</u>	<u>Amount</u>
Jamil Graham	Director Student Life and Activities	09/01/2023	\$5,000
Ledawn Hall	Director Learning Center	09/01/2023	\$5,000

**FISCAL NOTES:** The recommended awards are included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the merit award for the individuals listed, in accordance with the Administrative Association contract, for the amount listed, added to base salary, effective on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Merit Award – Professional Association
Contact:	Dr. Augustine Boakye, President
Meeting Date:	June 20, 2023
Agenda Item No.:	4-16/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the merit award for the individuals listed, in accordance with the Professional Association contract, for the amount listed, added to base salary, effective on the date indicated:

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Effective Date</u>	<u>Amount</u>
Blanca Filian	Administrative Assistant Learning Center	07/01/2023	\$3,500
Robbyn Graham	Administrative Assistant Nursing and Health Sciences Division	07/01/2023	\$3,500
Shanerah Green	Administrative Assistant Student Affairs	07/01/2023	\$3,500
Stephan Kamenski	Supervisor Print Shop	07/01/2023	\$3,500
Kenya Wilson	Assistant Director Enrollment Services	07/01/2023	\$3,500

**FISCAL NOTES:** The recommended awards are included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the merit award for the individuals listed, in accordance with the Professional Association contract, for the amount listed, added to base salary, effective on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



**BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

Subject:	Personnel: Supplement
Contact:	Christine Soto, General Counsel
Meeting Date:	June 20, 2023
Agenda Item No.:	4-17/6-2023

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

**BACKGROUND AND RATIONALE:** Each semester faculty and staff are selected to complete duties in addition to the responsibilities of their full-time positions at the College. The following supplement is recommended for the individuals listed below:

<u>Name</u>	<u>Amount</u>	<u>Additional Responsibilities</u> <u>Effective and Expiration Dates</u>
Karen Bridgett	\$5,000	Title IX Coordinator, Compliance 07/01/2023 – 06/30/2024
Phyllis Walker	\$5,000	504 Coordinator, Compliance 07/01/2023 – 06/30/2024
Karen Bridgett	\$3,000	Acting Human Resources Director 02/2023 – 06-2023

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirements
Contact:	Dr. Augustine Boakye, President
Meeting Date:	June 20, 2023
Agenda Item No.:	4-18/6-2023

**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>
Martin Weissman	Associate Professor - Mathematics Mathematics, Engineering Technologies, and Computer Sciences (METCS)	Faculty	08/25/1969	08/31/2023
Paul Tandoh	Assistant Professor – Paralegal Studies Social Sciences	Faculty	02/01/1991	08/31/2023
Ike Azubuike	Lecture F Equal Opportunity Fund (EOF)	Faculty	10/31/1988	08/31/2023
Constance Woodard	Dispatcher	Security Association	09/01/1996	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.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignations
Contact:	Dr. Augustine Boakye, President
Meeting Date:	June 20, 2023
Agenda Item No.:	4-19/6-2023

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective</u> <u>Date</u>
Michael Doughtie	Director Athletics/Physical Education Building Athletics	Administrative Association	11/06/2017	06/09/2023
Arios Jules	Network Engineer Information Technology	Professional Association	10/01/1999	06/02/2023
Yesenia Perez	Enrollment Services Assistant Enrollment Services	Professional Association	09/03/2013	06/23/2023

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Contract Endorsement, Essex County College Administrative Association
Contact:	Dr. Augustine Boakye, President
Meeting Date:	June 20, 2023
Agenda Item No.:	4-20/6-2023

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

**BACKGROUND AND RATIONALE:** The Essex County College Administrative Association is the recognized negotiating agent for the labor unit comprised of Administrative Association members. Essex County College and the Essex County College Administrative Association have collaborated on consolidating the 2006-2010 agreement with the successive memorandums of understanding / agreement (MOUs / MOAs) from 2010 through 2024 to produce one contract document for the period September 1, 2018 through June 30, 2024. The Essex County College Administrative Association’s duly authorized representatives have executed the attached Collective Bargaining Agreement on May 18, 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 Administrative Association for the period September 1, 2018 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant
Contact:	Dr. Elvira Vieira Dean, Community, Continuing Education and Workforce Development
Meeting Date:	June 20, 2023
Agenda Item No.:	7-1.1/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approves the application to re-apply for \$2,069,443 from the New Jersey Department of Labor and Workforce Development for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant to provide adult basic education and literacy programs to the residents of Essex County.

**BACKGROUND AND RATIONALE:** Essex County College’s Adult Learning Center responded to a Notice of Grant Opportunity from the New Jersey Department of Labor and Workforce Development to submit a continuation proposal to provide adult basic skills education and literacy programs to the residents of Essex County. The Adult Learning Center has served as the lead agency for its eight (6) partners: Jewish Vocational Service Metro West, Essex County Vocational Technical High School, FOCUS Hispanic Center, La Casa de Don Pedro, Literacy Volunteers of America, and New Community Corporation for the past eleven years providing adult basic education and literacy programs to our county residents. Acceptance of this grant would allow for the continuance of delivery of these educational services.

**FISCAL NOTES:** The grant amount is \$2,069,443 for FY 2024. The amount allocated per consortium partner is:

Consortium Partner	Agency
Essex County College ( Lead Agency)	\$628,500
Jewish Vocational Services	\$330,000
Essex County Vocational Technical High School	\$118,500
FOCUS Hispanic Center for Comm. Development	\$212,000
La Casa de Don Pedro	\$246,000
Literacy Volunteers of America	\$145,000
New Community Corporation	\$335,000
Lead Agency Fees	\$29,820
Professional Development Costs	\$24,623
<b>Total</b>	<b>\$2,069,443</b>

**RESOLUTION:** It is recommended that the Board of Trustees approves the application to re-apply for \$2,069,443 from the New Jersey Department of Labor and Workforce Development for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant to provide adult basic education and literacy programs to the residents of Essex County.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



**BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

Subject:	Acceptance of Funds: EOF Grant
Contact:	Dr. Elvy Vieira, Dean of Community, Continuing Education & Workforce Development
Meeting Date:	June 20, 2023
Agenda Item No.:	7-1.2/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept funding for the Educational Opportunity Fund Program, (EOF) from The State of New Jersey Office of the Secretary of Higher Education, Educational Opportunity Fund, for the FY 2024 in the amount of \$2,182,684. This amount includes:

- \$1,451,200 – Article III Student Undergraduate Grants
- \$787,430 – Article IV – A. Y. 2020 Program Support
- \$86,454 – Summer Article III (\$82,487) & Article IV (\$3,967) – Program Support and Cost of Education for Initials and Renewals

**BACKGROUND AND RATIONALE:** The Educational Opportunity Fund Program is a State of New Jersey funded program of comprehensive support services for low income college students. The program assists over 1,500 students per year with intensive counseling, advisement, tutoring, workshops and funds.

**FISCAL NOTES:** There is no impact on college funding.

**RESOLUTION:** The Board of Trustees of Essex County College accepts funding for the Educational Opportunity Fund Program, from The State of New Jersey Office of the Secretary of Higher Education, The Educational Opportunity Fund for the FY 2024 in the amount of \$2,182,684.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Strengthening Career & Technical Education for the 21 <sup>st</sup> Century Act (Perkins V)
Contact:	Alvin Williams, Executive Dean, Academic Affairs
Meeting Date:	June 20, 2023
Agenda Item No.:	7-1.3/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept the Fiscal Year 2024 Strengthening Career & Technical Education for the 21<sup>st</sup> Century Act (Perkins V) grant allocation from the State of New Jersey Department of Education in the amount of \$768,833 for the period of July 1, 2023 – June 30, 2024 (FY24).

**BACKGROUND AND RATIONALE:** The Strengthening Career & Technical Education for the 21<sup>st</sup> Century (Perkins V) FY2024 Postsecondary Grant is distributed by the State of New Jersey Department of Education to support the College’s career and technical education programs through the procurement of equipment and supplies, mentoring and tutoring, the hiring of CTE personnel, and professional development. These funds will be utilized in accordance with the approved Perkins Comprehensive Local Needs Assessment (CLNA) and FY24 spending strategy.

**FISCAL NOTES:** There should be no fiscal impact to the College.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Fiscal Year 2024 Strengthening Career & Technical Education for the 21<sup>st</sup> Century Act (Perkins V) preliminary grant allocation from the State of New Jersey Department of Education in the amount of \$768,833 for the period of July 1, 2023 – June 30, 2024 (FY24).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Academic Services Agreement: Rolai
Contact:	Dr. Elvy M. Vieira, Dean, Comm, Cont. Ed & Workforce Dev.
Meeting Date:	June 20, 2023
Agenda Item No.:	7-1.4/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the SaaS Services Agreement (“Agreement”) between Rolai, LLC located at 711 Atlantic Avenue 6th floor Suite 103, Boston, Massachusetts (“Company”), and Essex County College. This Agreement includes and provides Rolai "LEAPS" Platform access including full learning content library and assets, certification programs, micro-credentialing programs, courses, projects and case studies, live contests, and hackathons for a flat fee of \$8000 for 12 months.

**BACKGROUND AND RATIONALE:** The Training, Inc. program has a long history of soliciting and securing funding from various foundations and public agencies. Training, Inc., utilizing the standards and practices of the business world, provides a wide variety of job training services at no cost to individuals, in business as well as allied health careers, to seeking initial entry, reentry or upward mobility in the workforce. The Training, Inc. program has operated successfully for the past 36 years, attaining a 75% completion rate and an 80% graduate job placement rate.

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the SaaS Services Agreement (“Agreement”) between Rolai, LLC located at 711 Atlantic Avenue 6th floor Suite 103, Boston, Massachusetts (“Company”), and Essex County College. This Agreement includes and provides Rolai "LEAPS" Platform access including full learning content library and assets, certification programs, micro-credentialing programs, courses, projects and case studies, live contests, and hackathons for a flat fee of \$8000 for 12 months.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Dual Enrollment Program: Great Oaks Legacy Charter School Board of Trustees
Contact:	Dr. Elvy Vieira, Dean – Community, Cont. Ed & Workforce Dev.
Meeting Date:	June 20, 2023
Agenda Item No.:	7-1.5/6-2023

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

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

**FISCAL NOTES:** GOLCS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$850-\$950 per credit as per the Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). GOLCS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, GOLCS will pay a \$975 administrative fee per course.

**RESOLUTION:** The Board of Trustees of Essex County College approves the Dual Enrollment Program Agreement between Essex County College and the Great Oaks Legacy Charter School Board of Trustees for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Great Oaks Legacy Charter School from July 1, 2023 to June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Partner Agreement: George Brown College Distant Education Agreement
Contact:	Dr. Elvy Vieira, Dean, Community, Continuing Education and Workforce Dev.
Meeting Date:	June 20, 2023
Agenda Item No.:	7-1.6/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Distance Education Certificate Programs Agreement between Essex County College, hereinafter referred to as “Essex” and George Brown College, hereinafter referred to as “GBC” for the purpose of establishing Electronics, Electromechanical, Automation, Robotics, Programmable Logic Controllers (PLC), PLC Technician II (PLC II), and Electric Vehicle (EV) distance education certificate programs from September 1, 2023 to August 30, 2025.

**BACKGROUND AND RATIONALE:** GBC located in Toronto, Canada is a fully accredited, post-secondary institution of education and one of the largest colleges in Canada, with 19,000 full-time and 60,000 part-time students. GBC has a history of success in delivering online technical training one-year (32-week) certificate programs which has resulted in a large enrollment base of students across Canada and throughout the U.S. GBC currently has over 6,000 students in the U.S. enrolled in distance education certificate programs, both directly through GBC and through a network of U.S. College and University partners. GBC also has a successful track record delivering training to over 200 Corporate Partners including Boeing Aerospace, GM, Amazon and Tesla.

Essex will leverage GBC’s success in delivering distance education certificate programs by partnering with GBC to offer Electronics, Electromechanical, Automation, Robotics, Programmable Logic Controllers (PLC), PLC Technician II (PLC II), and Electric Vehicle (EV) distance education certificate programs. Additionally, GBC’s partnership model is quite simple and requires minimal investment from Essex.

**FISCAL NOTES:** As detailed in the Agreement, tuition revenue will be shared among the parties as follows: Essex 35% and GBC 65%

**RESOLUTION:** The Board of Trustees of Essex County College approves the Distance Education Certificate Programs Agreement between Essex County College and George Brown College for the purpose of establishing Electronics, Electromechanical, Automation, Robotics, Programmable Logic Controllers (PLC), PLC Technician II (PLC II), and Electric Vehicle (EV) distance education certificate programs from September 1, 2023 to August 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	





## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Memorandum of Agreement: CPS Training
Contact:	Dr. Elvy Vieira, Dean – Community, Cont. Ed. And Workforce Dev.
Meeting Date:	June 20, 2023
Agenda Item No.:	7-1.7/6-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept the Memorandum of Agreement between Essex County College and CPS Training from June 1, 2023 until June 30, 2025.

**BACKGROUND AND RATIONALE:**

CPS Training is a minority, veteran, and family-owned small business located in Orange, NJ, offering New Jersey state-mandated Security Officer Registration Act (commonly known as SORA) security officer training for individuals seeking employment in an essential industry (private security). The demand for professional and highly trained individuals in the private security industry is constantly increasing. As such, CPS Training seeks to partner with Essex County College On-Campus Continuing Education and Workforce Development to fill that need by providing high-quality professional training for individuals seeking to become skilled security professionals.

CPS Training provides training in compliance with the New Jersey Security Officer Registration Act. This act mandates that individuals complete a 24-hr Initial Security Officer training course and an 8-hr renewal certification course with a certified S.O.R.A. instructor.

**FISCAL NOTES:** Student Tuition & Fees shall be collected by ECC and CPS instructors will be paid based on an hourly rate of \$50 per hour.

**RESOLUTION:** The Board of Trustees of Essex County College approves the Memorandum of Agreement between Essex County College and CPS Training from June 1, 2023 until June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Revised Board Bylaws
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	June 20, 2023
Agenda Item No.:	7-3.1/6-2023

**RESOLUTION:** The Board of Trustees of Essex County College adopts revised Board Bylaws, as set forth below and effective immediately for clarification of the existing language and for the purpose of updating the Board Bylaws.

#### ARTICLE I — IDENTIFICATION

**Section 1.** Essex County College shall hereinafter be referenced as (“the College”).

**Section 2.** Essex County College Board of Trustees shall hereinafter be referenced as (“the Board”).

#### ARTICLE II — PURPOSE

**Section 1.** The Board is responsible to the people of Essex County and to the people of the State of New Jersey for developing the policies governing the general conduct of the affairs of the College.

**Section 2.** The College is a comprehensive institution. The need to provide post-secondary educational opportunity for the many is accepted as far more imperative in the philosophy of the College than the need to limit such opportunity to a selected few. Thus, the College maintains a liberal admissions policy designed to afford every potentially able student the opportunity to develop themselves to the limits of their capacities. Once given the opportunity, students at the College are expected to apply themselves seriously to the task of self-development and intellectual growth. The College practices an “open-door” policy to the institution and to certain programs. Students with poor admissions credentials will have to earn their admission to some programs by demonstrating capabilities in developmental preparatory programs.

**Section 3.** To implement a philosophy of opportunity for the many, the College offers a variety of programs on a year-round basis:

- a) Degree Programs — To provide freshman and sophomore level courses culminating in associate degrees acceptable for transfer to baccalaureate programs and occupational (career) and technical degree programs culminating in associate degrees.
- b) College Career Programs — To provide pre-employment preparation for persons entering into an occupation and courses designed for retraining or occupational advancement for persons already employed.
- c) Transfer Programs — To provide the first two years of college instruction for students planning to transfer to four-year collegiate institutions.
- d) Preparatory and Developmental Programs — To provide a program of remedial and developmental courses to enable students deficient in the basic skills of reading, writing and arithmetic, to acquire the necessary tools to engage in college-level study.
- e) Certificate Programs — To provide short term, less than two-year programs, for the student whose educational goals are limited and specific.

f) Community Services — To provide, through credit and non-credit courses, opportunities to enrich community living, to increase and improve the participation of citizens in the affairs that affect them and, to release the potentialities of adults as wage earners, as creative beings and as social individuals.

**Section 4.** A comprehensive institution demands equally comprehensive student services. Therefore, the College offers counseling and remedial programs, as well as specialized student support services.

**Section 5.** In preparing its graduates as well-informed citizens, as skilled workers, and as empathetic and responsible human beings, the College matches variation in programs with appropriate variation in teaching. Traditionally, effective college instruction is supplemented with new technologies and new methods, which the College embraces in its pedagogical approach.

### **ARTICLE III — BOARD OF TRUSTEES RELATIONSHIPS, COMPOSITION, RESPONSIBILITIES**

**Section 1.** The Board shall have the following general powers and duties to fulfill its mission and the Statewide goals in cooperation with other institutions and the State coordinating structures:

a) To develop an institutional plan and to determine the programs and degree levels to be offered by the institution consistent with this plan and the institution's programmatic mission;

b) To have authority over all matters concerning the supervision and operations of the institution including fiscal affairs, the employment and compensation of staff not classified under *Title 11A of the New Jersey Statutes*, and capital improvements in accordance with law;

c) To set tuition and fees. However, prior to the date of the adoption of a tuition or fee schedule or an overall institutional budget, and with reasonable notice thereof, the governing board shall conduct a public hearing at such times and places as will provide those members of the College community who wish to testify with an opportunity to be heard;

d) To establish admission standards and requirements and standards for granting diplomas, certificates and degrees;

e) To recommend for appointment by the Governor, members to the institution's governing board. The recommendation shall be made with regard to the mission of the institution and the diversity of the community to be served;

f) To have final authority to determine controversies and disputes concerning tenure, personnel matters of employees not classified under *Title 11A of the New Jersey Statutes*, and other issues arising under *Title 18A of the New Jersey Statutes* involving higher education except as otherwise provided herein. Any hearings conducted pursuant to this section shall conform to the requirements of the "*Administrative Procedures Act*," N.J.S.A. 52:14B-1 et seq. The final administrative decision of a governing board of a public institution of higher education is appealable to the Superior Court of New Jersey, Appellate Division;

g) To invest and reinvest the funds of the institution;

h) To retain counsel of the institution's choosing;

i) To be accountable to the public for fulfillment of the institution's mission and Statewide goals and for effective management of the institution;

j) To submit a request for State support to the Division of Budget and Accounting in the Department of the Treasury and to the Commission of Higher Education;

k) To have prepared and made available to the public an annual financial statement and a statement setting forth generally the monies expended for government relations, public relations and legal costs; and

l) To have prepared an annual independent financial audit, which audit and any management letters regarding that audit shall be deemed public documents.

**Section 2.** Relationship of the Board to the Board of School Estimate.

The Essex County Board of School Estimate shall fix and determine the amount of money necessary to be appropriate for the use of the College for the operation and capital outlay expenses for the school year, exclusive of the amount to be received from the State and other sources.

The Essex County Board of School Estimate shall consist of the County Executive, two appointed members of the Board of County Commissioners, and two appointed Trustees.

Appointments to the Board of School Estimate shall be made annually, on or before December 1, and any vacancy in the Board's membership shall be filled by the Board that originally appointed the members.

The Secretary of the Board shall be the Secretary of the Board of School Estimate but shall receive no additional compensation therefor.

On or before February 1 in each year, the Board of the College shall prepare and deliver to each member of the Board of School Estimate an itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses of the College for the ensuing year.

The Board of School Estimate shall then inform, on or before February 15, the Board of County Commissioners of the monies necessary for the College. The Board of County Commissioners shall then appropriate these monies.

If it becomes necessary for the Board to raise money in addition to its annual budget, it shall act according to N.J.S.A. 18A:64A-20-21.

**Section 3.** Composition of the Board

The Board shall consist of the county superintendent of schools and 10 persons, eight of whom shall be appointed by the appointing authority of the county with the advice and consent of the Board of County Commissioners, at least two of whom shall be women and two of whom shall be appointed by the Governor, according to criteria and for such initial terms as shall be established. However, no trustee shall be appointed after July 1, 1994 who is an employee of a constituent county. The President of the College shall serve as an ex-officio member of the Board without vote. In addition, the student body of each county college shall be entitled to elect from the graduating class one (1) representative to serve as a non-voting member on the Board for a term of one year, commencing at the next organization of the Board following graduation of his/her class.

**Section 4.** Term of Appointment

Appointed members of the Board shall have been residents of the county for a period of four (4) years prior to said appointment, and no elected public official or employee of the county college shall serve as a voting member of the Board. The term of office of appointed members, except for the first appointments, shall be for four (4) years. Each member shall serve until his/her successor shall have been appointed and qualified.

Vacancies shall be filled in the same manner as the original appointment for the remainder of the unexpired term. Any appointed member may be removed by the Board of County Commissioners of the appointing county for cause upon notice and opportunity to be heard. Members shall serve without compensation but shall be entitled to be reimbursed for all reasonable and necessary expenses.

A voting member of a Board shall not be eligible to accept employment as an employee of the College at which they have served as a member of the board for a period of two (2) years following resignation or expiration of their term as a member.

#### **Section 5. Responsibilities**

The Board shall have general supervision over and be vested with the conduct of the College. It shall have the authority and responsibility to:

- a) Adopt or change the name of the county college;
- b) Adopt and use a corporate seal;
- c) Sue or be sued;
- d) Determine the educational curriculum and program of the College consistent with the programmatic mission of the institution;
- e) Appoint and fix the compensation and term of office of a President of the College, who shall be the Executive Officer of the College and an ex-officio member of the Board;
- f) Appoint, upon nomination of the president, members of the administrative and teaching staff and fix their compensation and terms of employment, subject to the provisions of N.J.S.A.18A:64A-13;
- g) Appoint other officers, agents and employees, as may be required, to carry out the provisions of N.J.S.A. 18A:64A et seq., and fix and determine their qualifications, duties and compensation, terms of office and all other conditions and terms of employment and retention;
- h) Fix and determine tuition rates and other fees to be paid by students;
- i) Grant diplomas, certificates or degrees;
- j) Enter into contracts and agreements with the State or any of its political subdivisions or with the United States, or with any public body, department or other agency of the county, State or United States, or with any individual, firm or corporation, which is deemed necessary or advisable by the Board pursuant to N.J.S.A.18A:64A-12(p);

k) Accept from any government or governmental department, agency or other public or private body or from any other source grants or contributions of money or property, which the Board may use for its purposes;

l) Acquire (by gift, purchase, condemnation or otherwise), own, lease, use and operate property, whether real, personal or mixed, or any interest therein, which is necessary or desirable for College purposes;

m) Determine that any property owned by the College is no longer necessary for College purposes and to sell the same at such price and in such manner and upon such terms and conditions as shall be established by the Board;

n) Exercise the right of eminent domain, pursuant to the provisions of *Title 20, Eminent Domain*, of the Revised Statutes, to acquire any property or interest therein;

o) Make and promulgate such rules and regulations deemed necessary and proper for the administration and operation of a county college pursuant to N.J.S.A.18A:64A-12(p);

p) Exercise all other powers which may be reasonably necessary or incidental to the establishment, maintenance and operation of a county college pursuant to N.J.S.A.18A:64A-12(p); and

q) Establish and maintain a dedicated reserve fund for minor capital needs which in any given year shall not exceed 3% of the replacement value of the College's physical plant.

## ARTICLE IV — OFFICERS

### Section 1. Election of Officers

In November of each year, the Board shall elect from its membership by majority of those present and voting, a Chairperson, Vice Chairperson, Secretary, and Treasurer, as provided by law, to serve for one (1) year. The Board may elect other such officers as the need of the body corporate may require. Any two offices may be held by the same person except that the Chairperson and Vice Chairperson shall not hold any other offices unless specifically permitted to do so by these By-laws. All vacancies occurring in office during a year shall be filled by the Board for the unexpired term.

### Section 2. Duties of the Chairperson

They shall preside at all meetings of the Board and shall decide all questions of order, subject to an appeal to the Board. They shall have general supervision of the affairs of the corporation, subject to the approval of the Board. They shall appoint all standing and special committees. They shall sign and execute all contracts or other documents requiring corporate execution for, and on behalf of, the body corporate. They shall sign all reports required to be filed by law or by the New Jersey Commission on Higher Education. They shall be an ex-officio member of all committees and shall appoint the members of all Board committees. They shall perform other duties common to this office or as may be assigned to them from time to time by the Board of Trustees.

### Section 3. Duties of the Vice Chairperson

The Vice Chairperson shall perform the duties of the Chairperson in their absence. They shall also perform other duties that are common to this office, or as may be assigned to them from time to time by the Chairperson of the Board.

**Section 4.** Duties of the Treasurer

The Treasurer shall perform the duties which are common to this office or as may be assigned to them from time to time by the Chairperson of the Board.

**Section 5.** Duties of the Secretary

The Secretary shall cause to be recorded all votes and minutes of all proceedings. The Secretary shall give or cause to be given, notice of all meetings of the Board, and shall sign and affix the Seal of the Body Corporate to all documents that may require corporate execution, and shall have charge of the Seal of the Body Corporate and such other books and papers as the Board may prescribe, and shall make such reports to the Board as it may request, and shall prepare and file or cause to be prepared and filed such reports or statements as may be required by law and by the rules and regulations of the New Jersey Commission on Higher Education. Upon authorization from the Board the responsibilities and position of Secretary may be assigned to a member of the College staff. The Secretary of the Board shall also be the Secretary of the Board of School Estimate but shall receive no additional compensation therefor.

## **ARTICLE V — COMMITTEES**

**Section 1.** Standing Committees

The Board shall have the power to create and dissolve standing committees, each consisting of at least three (3) Trustees, which shall report directly to the Board to aid it in carrying on the business of the body corporate. The Chairperson of the Board shall immediately appoint the members and designate the chairperson of each standing committee. The members of the standing committees shall each be members of the Board. The Chairperson of the Board shall be a member ex-officio of each standing committee, except for the Executive Committee on which they can be a full member. All standing committees shall keep their records of their action and submit the same to the Board at its next meeting for approval. Each standing committee shall have full power and prescribe its own organization and procedure. A majority of the members of a committee, exclusive of the ex-officio member(s), shall constitute a quorum for the transaction of committee business.

The Standing Committees of the Board shall be:

- a) Executive Committee;
- b) Committee on Personnel;
- c) Committee on Finance;
- d) Committee on Educational Programs;
- e) Committee on Site, Facilities and Equipment;
- f) Committee on Community Relations; and

g) Committee on Governance and Policy.

Special committees shall be appointed by the Chairperson of the Board from time to time to deal with specific problems.

**Section 2.** Executive Committee

The Executive Committee shall have authority to act on behalf of the Board on all matters except for the following, which shall be reserved for the Board as specified elsewhere in these By-laws: presidential selection and termination; Trustee and Board officer selection; Charter and By-law amendment; review of institutional mission and purposes; incurring corporate indebtedness; approval of the annual budget; and conferral of degrees.

The Committee's central purpose is to strengthen the Board's performance by helping it to function efficiently and effectively. Its broad powers shall be used only as necessary and appropriate on routine housekeeping business, or on emergency matters which cannot or should not be delayed until the Board's next regularly scheduled meeting or until a special meeting of the Board should be called as specified in these By-laws.

The Committee shall oversee the work of standing committees, the institution's planning process, the Board's support of the chief executive and their compensation. Committee minutes shall be mailed or e-mailed to all Trustees within 30 days after its meetings and shall require formal ratification of the Board at its next meeting.

**Section 3.** Advisory Committees

The Board shall be empowered to create advisory committees to the Board, the members of which shall serve at the pleasure of the Board and without compensation. After consultation with the President of the College, and upon the advice and consent of the Board, the Chairperson of the Board shall have the power to appoint the members of such advisory committees and the chairperson thereof. The Chairperson of the Board shall propose to the full Board the establishment and/or the membership of the particular advisory committee. Approval at a public meeting will take place no earlier than one month from the original presentation to the full Board.

**Section 4.** Administrative and Faculty Committees

The Board shall authorize the President of the College to create administrative and faculty committees for the purpose of carrying on the business functions of the College. Qualifications for membership on such committees shall be determined by the President of the College. The members of the administrative and faculty committees shall be appointed by the President of the College and the committees and their members shall be responsible to, and report to, the President of the College.

## ARTICLE VI — MEETINGS

**Section 1.** Annual Meetings

Pursuant to N.J.S.A.18A:64A-10, the annual Meeting of the Board shall take place in November.



## **Section 2.** Regular Meetings

Regular public meetings shall be held every month at the principal office of the body corporate or any other place and/or forum, which the Chairperson of the Board or a majority of the Board may designate, on a date to be fixed and announced at the annual meeting.

## **Section 3.** Executive Meetings

Unless otherwise ordered by the Chairperson of the Board or a majority of the Trustees then in office, there shall be regular executive meetings of the Board every month. The said executive meetings of the Board shall be held at such time and place as the Board may determine. Such executive meetings shall be held whenever called by the Chairperson of the Board. Upon written request by three (3) members of the Board, the Chairperson of the Board shall call a special executive meeting.

## **Section 4.** Special Meetings

Special meetings shall be held at the call of the Chairperson of the Board or at the call of three (3) members of the Board, provided that written notice of such special meeting shall be given to each member of the Board not less than 48 hours in advance and shall state the matters to be considered. No other matters shall be considered at said meetings, except with the consent of 2/3 of the members of the Board present at such meeting.

## **Section 5.** Notice

Notice of each meeting of the Board, public or executive, shall be given to each Trustee by the Secretary one week in advance of the meeting, or upon receiving word that a meeting has been called, whichever is later. Notice of any special meeting shall state the general subjects to be considered. If a meeting is continued to a future meeting date by agreement of those members of the Board present, the Secretary shall thereupon notify in writing only the absent members.

The foregoing notice requirements are intended to describe the duties of the Secretary and shall not be deemed conditions of the validity of any meeting. Except in the event of an emergency, it shall be a condition of the validity of a special public meeting that each Trustee be notified of the general subjects to be considered. It shall have been (a) sent to the residence of the Trustee as shown on the Board records by ordinary mail or e-mail, posted 72 hours in advance of the meetings; (b) delivered to the said residence 24 hours in advance of the meetings; or (c) waived in writing by the Trustee at the meeting.

## **Section 6.** Quorum

A simple majority of the Board shall constitute a quorum. A smaller number may call the roll, record the names of absentees, and adjourn to meet at a specified future time.

## **Section 7.** Presiding Officer

The Chairperson of the Board, or in their absence, the Vice Chairperson, shall preside at all meetings of the Board. In case the Chairperson of the Board and Vice Chairperson shall not attend at the time appointed for any meeting of the Board, the Secretary shall call the roll, and, on appearance of a quorum, shall call the Board to order. A chairperson pro tempore shall be appointed by the Board for that meeting or until the appearance of the Chairperson of the

Board or Vice Chairperson.

**Section 8.** Agenda for Board of Trustees Meetings

The President of the College, in consultation with the Chairperson of the Board, shall cause to be prepared and the Secretary shall submit to the members of the Board, an agenda for each meeting. No items shall be considered that are not on this agenda except:

- a) On recommendation of the Chairperson of the Board;
- b) On recommendation of the chairperson of the appropriate committee;  
or
- c) By unanimous consent.

**Section 9.** Order of Business

At all public meetings the business before the Board shall be disposed of in the following order. The Chairperson of the Board with the consent of the Board may change the order of business:

1. Consideration and approval of the minutes
2. Communications
3. Business Affairs
4. Personnel
5. Student Affairs
6. Academic Affairs
7. Unfinished Business
8. New Business
9. Public Statements
10. Adjournment

**Section 10.** Vote Required

All questions coming before the Board shall be determined and decided by a majority vote of the Trustees present at the meeting, except those questions, which by law, rules and regulations of the New Jersey Commission on Higher Education or by the provisions of these By-laws, require a different vote. The Board of Trustees shall be bound by all applicable Federal, State and local statutory requirements in their decision-making process. Wherever in these By-laws, reference is made to a majority vote of the Board of Trustees, it shall refer, unless otherwise stated, to a majority vote of the Trustees present at the meeting.

**ARTICLE VII — EXECUTIVE OFFICER OF THE COLLEGE AND THE FACULTY**

**Section 1.** The President is the Executive Officer of the College through whom the Board carries out its programs and exercises its policies. They are responsible, not only for the conduct and operation of the College, but also for the administration and supervision of all of its departments.

**Section 2.** Duties

- a) The President shall have general control over all phases of the operation of the College.

- b) The President shall serve as the professional leader of the faculty and administration.
- c) The President shall keep all necessary records and prepare all reports required for the efficient operation of the College.
- d) The President shall recommend the appointment, assignment, promotion, suspension, or termination of service of all teaching and other personnel.
- e) The President shall be responsible for the curriculum, faculty, student services, and community contacts.
- f) The President may delegate such of these duties as they deem appropriate appropriate to other members of their administrative staff.
- g) The President shall be responsible for the safety, proper care, and effective utilization of all College property.
- h) The President shall attend all meetings of the Board, except when their personal tenure or salary are under consideration.
- i) The President shall prepare and submit to the Board an annual report on the progress of the College.
- j) The President shall authorize the purchase of all supplies, materials, and services authorized by the annual budget in accordance with adopted policies of the Board.
- k) The President shall serve as the official channel for all communications between staff members and the Board.
- l) The President shall be responsible for preparing an annual budget for the operation of the College.
- m) The President shall be responsible for preparing an agenda for all Board meetings, in consultation with the Chairperson of the Board.
- n) The President shall continually strive to develop, improve, and advance the best interests of the College.

**Section 3.** Term

The President shall be appointed by the Board for a term prescribed by contract. If the Board desires to terminate the contract of the President, they shall give the President ninety (90) calendar days' notice. In turn, the President of the College shall notify the Board ninety (90) calendar days in advance if they desire to be released from their contract.

**Section 4.** Role of the Faculty

The faculty as a body shall be the expert professional agency to which responsibility for developing and controlling the academic program is committed, under the leadership of the President and within the framework of the educational objectives established by the Board.

The faculty shall prescribe, subject to the approval of the Board, curricula, conditions for graduation, and rules and methods for the conduct of the educational work of the College.

**ARTICLE VIII — MISCELLANEOUS PROVISIONS**

**Section 1.** By-laws

The Board shall be governed by the stipulations specified within a set of stated By-laws.

In the event any provision or provisions of these By-laws are determined by a body of

competent jurisdiction to be invalid, for any reason, the remaining provisions of these By-laws not so construed, shall remain in full force and effect.

The Board shall make and promulgate from time to time such rules and regulations not inconsistent with statutory provisions and with rules and regulations of the New Jersey Commission on Higher Education, as may be necessary and proper for the administration and operation of the College.

**Section 2. Amendments**

The By-laws may be amended, altered, repealed or added to in any manner not inconsistent with the laws of the State of New Jersey or the rules and regulations of the New Jersey Commission on Higher Education by the vote of a majority of the Board, then in office, at any public meeting of the Board, provided that a copy of the proposed amendment has been furnished to each member of the Board by the Secretary at least five (5) days before the said meeting.

**Section 3. Independent Audit**

The Board shall provide for an annual audit of the College's financial records by an independent certified public accountant. Such audit shall be in addition to the continuing review of the Finance Committee.

**Section 4. Periodic Review of College By-Laws and Board Policies**

The Board shall review all of the College By-Laws and Board Policies at least once every two years to ensure that such by-laws and policies remain consistent with the good and efficient conduct of the affairs of the College and reflect any changes in the laws and regulations which may have occurred over time.

Nothing in this section shall prevent the Board from revising, adding, or removing any by-law or policy at any time.

**Section 5. Parliamentary Rules**

The most recent edition of Robert's Rules of Order, Newly Revised, shall be followed in the conduct of the meetings of the Board and its committees, except as otherwise provided by these by-laws, or as otherwise required by law.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Naming the Department of Public Safety
Contact:	Community Relations Committee of the Board of Trustees
Meeting Date:	June 20, 2023
Agenda Item No.:	7-4.1/6-2023

- WHEREAS,** NJSA 18A:64A authorizes the Essex County College Board of Trustees to name areas of the College after those individuals who have made significant and enduring contributions to their institution; and
- WHEREAS,** The late **Senator Ronald L. Rice**, a proud, distinguished alumnus of Essex County College and former President of the College’s Alumni Association who, without reservation, supported the College’s Mission, Vision and Values as well as its commitment to provide educational opportunities and skills training to his beloved community; and
- WHEREAS,** **Senator Rice** was elected to the state Senate in 1986 and served in that capacity for thirty-six years representing New Jersey’s 28<sup>th</sup> Legislative District. Senator Rice was the longest-serving Black lawmaker in the State of New Jersey. He founded and chaired the New Jersey Legislative Black Caucus and was the leading statewide voice on the decriminalization of marijuana, expungement, housing and police reform; and,
- WHEREAS,** **Senator Rice** provided stellar advocacy, support and service to the students, faculty, staff and administrators of Essex County College; and,
- WHEREAS,** In recognition of **Senator Rice**’s service, not only to his community, but also to his Country in the U.S. Marine Corps (1966 to 1970) attaining the rank of Sergeant; and to the City of Newark as a Police Officer and Detective; and,
- WHEREAS,** The Board of Trustees and the College community are desirous of preserving the legacy of **Senator Rice** and memorializing his extraordinary achievements, years of dedicated service and to ensure his permanent imprint on the institution which is Essex County College.

**NOW, THEREFORE, BE IT RESOLVED** That the Board of Trustees of Essex County College does hereby endorse and authorize the naming of the Essex County College Department of Public Safety, located in the main campus in Newark, New Jersey, in honor of the late **Senator Ronald L. Rice** and that a dedication ceremony be scheduled shortly thereafter to affirm this designation.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE June 20, 2023	