



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

September 19, 2023, 2023 – 4:30 PM

In Person: Essex County College – Main Campus - Smith Hall

- I. Call to Order/Roll CallChair M. Bolden
- II. Open Public Meetings Act Announcement.....Mrs. J. Grimes
- III. Minutes.....Mrs. J. Grimes
- IV. Communications.....Mrs. J. Grimes
- V. Public Comments on Agenda Items..... TBD
- VI. Finance Committee Report..... Mr. J. Zarra

Actions to be Ratified (Approved by the Executive Committee on August 8, 2023)

3-1.1/8-2023	Resolution Authorizing the Ratification of an Additional Payment for Insurance Policy Renewal IMAC Insurance Agency, LLC, Belleville, NJ College Funded – Operating Expense	Total Amount not to Exceed \$150,000.00
3-1.2/8-2023	Resolution Authorizing the Ratification of a Payment for Council and Joint Purchasing Consortium Assessment New Jersey Council of County Colleges, Hamilton, NJ College Funded Operating Expense	\$72,906.00
3-1.3/8-2023	Resolution Authorizing the Ratification of a Contract for the Presidential Scholarship Gala Crystal Plaza Group, Inc., Livingston, NJ Self-Funded – Operating Expense	Amount not to Exceed \$50,000.00

Actions – Submitted for Board Approval

3-1.1/9-2023	Authorize the Award of a Quote for Hardware Equipment (Servers) for the West Essex Campus SHI International Corp, Somerset, NJ Minor Capital Funded – Operating Expense	Amount not to exceed \$98,356.50
3-1.2/9-2023	Authorize the Award of a Blanket Order for Sprinkler Services at the West Essex and Newark Campuses JM Lawn Sprinklers System LLC, Palisades Park, NJ College Funded – Operating Expense	Amount not to exceed \$41,600.00
3-1.3/9-2023	Authorize a Contract for Advertisement Campaign Advance Local Holdings Corp., New York, NY College Funded – Operating Expense	Amount not to exceed \$23,732.00

3-1.4/9-2023	Authorize the Payment for Subscription at the MLK Jr. Library OCLC, Inc., Dublin, OH College Funded – Operating Expense	Amount not to exceed \$15,000.00
3-1.5/9-2023	Authorize the Award of Services for Renovation of the Fitness Center Floor in the Physical Education Building Siegel Performance Systems, Huntington, NY Chapter XII Funded – Operating Expense	Amount not to exceed \$41,600.00
3-1.6/9-2023	Authorize the Award of an Additional Two-Year Blanket Order for Bus/Train Tickets New Jersey Transit, Newark, NJ Grant Funded – Operating Expense	Amount not to Exceed \$41,600.00 per year
3-1.7/9-2023	Authorize the Award of Additional Two-Year Blanket Orders for Testing Materials National Healthcareer Association Assessment Technology Inc. College Board / Accuplacer College Source, Inc. PSI Services, LLC College Funded – Operating Expense	Amount not to exceed \$208,000.00
3-1.8/6-2023	Authorize the Award of Additional Funds for a Second Year of a Two-Year Proposal for Athletic Travel and Charter Bus Services Panorama Tours, Wallington, NJ College and Athletics Funded – Operating Expense	Amount not to exceed \$50,000.00

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

Appointment to be Ratified (Approved by the Executive Committee on August 8, 2023)

4-1/8-2023 Patrick Saint Fort, Instructor – Accounting
 Business Division
 Effective August 30, 2023
 Salary \$62,323.00

Actions – Submitted for Board Approval

Appointments

4-1/9-2023 Renee Ojo-Ohikuare, Executive Director
 Enrollment Management and Services
 Effective September 20, 2023
 Salary \$130,000.00

4-2/9-2023 David Tomkins, Director – Athletics
 Athletics
 Effective September 20, 2023
 Salary \$85,000.00

4-3/9-2023	Ruth Ware, Associate Director Library Effective September 20, 2023 Salary \$80,000.00
4-4/9-2023	Dora Castro, Project Manager Information Technology Effective September 20, 2023 Salary \$68,009.96
4-5/9-2023	Samantha Nieve-Silva, Student Advisement Specialist Welcome Center Effective September 20, 2023 Salary \$42,000.00
4-6/9-2023	Alex Nunez, Technical Support Engineer Information Technology Effective September 20, 2023 Salary \$60,000.00
4-7/9-2023	Venus Savery, Human Resources Generalist Human Resources Effective September 20, 2023 Salary \$50,000.00
4-8/9-2023	Emerson Deline, Technical Support Specialist Information Technology Effective September 20, 2023 Salary \$50,000.00
4-9/9-2023	Xiomara Gavidia, Administrative Assistant Information Technology Effective September 20, 2023 Salary \$43,396.17
4-10/9-2023	Monica Ramos, Student Support Services Representative Welcome Center Effective September 20, 2023 Salary \$35,900.00
4-11/9-2023	Kathy Whitlock, Student Support Services Representative Welcome Center Effective September 20, 2023 Salary \$35,900.00

4-12/9-2023 Shannon Esannason, Office Assistant
Nursing and Health Sciences Division
Effective September 20, 2023
Salary \$32,500.00

4-13/9-2023 Jose Geronimo, Maintenance Technician (Electrician)
Facilities Management
Effective September 20, 2023
Salary \$42,000.00

Promotion in Academic Rank (Faculty)

4-14/9-2023 Jean-Wilner Alexandre, Associate Professor – Finance
Effective September 1, 2023
Salary \$73,021.00, One-Time Lump Sum Bonus \$4,439.00

Brooke Orosz, Associate Professor – Mathematics
Effective September 1, 2023
Salary \$82,234.00, One-Time Lump Sum Bonus \$3,737.00

Rebecca Williams, Associate Professor - English
Effective September 1, 2023
Salary \$82,234.00, One-Time Lump Sum Bonus \$3,737.00

Eileen Defreece, Professor - English
Effective September 1, 2023
Salary \$114,888.24, One-Time Lump Sum Bonus \$ 6,489.76

Re-Appointment

4-15/9-2023 Cassandra Johnson, Instructor – Counseling
Student Development
Effective September 1, 2023

Return to Academic Rank

4-16/9-2023 Gale Gage, Professor – Nursing
Nursing and Health Sciences Division
Effective September 1, 2023
Salary \$118,998.54

Resignations

4-17/9-2023 Virginia DePascual, Office Assistant
Facilities Management
Effective July 14, 2023

Laura Byrd, Human Resources Manager
Human Resources
Effective August 4, 2023

Cumhur Eksi, Maintenance Technician
Facilities Management
Effective August 11, 2023

Dallie Shell, EOF Advisor
Educational Opportunity Fund (EOF)
Effective August 17, 2023

Aaron Butisingh, Security Officer
Public Safety
Effective August 26, 2023

- VIII. Educational Programs Committee ReportDr. A. Lewis
- 7-1.1/9-2023 Acceptance of Funds: American Library Association (ALA) Building Library Capacity Grant
 - 7-1.2/9-2023 Acceptance of Funds: Essex County Division of Training and Employment
 - 7-1.3/9-2023 Acceptance of Funds: Johnson Controls Community College Partnership Program
 - 7-1.4/9-2023 Acceptance of Funds: Scaling Apprenticeships through Sector Based Strategies Grant (NJ Health Works)
 - 7-1.5/9-2023 Dual Enrollment Program: Bloomfield Board of Education
 - 7-1.6/9-2023 Dual Enrollment Program: Caldwell-West Caldwell Board of Education
- IX. Site Facilities and Equipment Committee Report..... Rev. Dr. L. Guyton
- X. Policy and Governance Committee Report.....Ms. I. Cruz
- XI. Community Relations Committee Report..... Ms. J. Wright
- XII. Alumni Association Report..... Ms. Yulanda Spencer
- XIII. Student Government Association ReportMs. Y. Rosales
- XIV. Faculty Association Report..... Prof. J. Alexandre
- XV. President’s Report..... Dr. Augustine Boakye
President
- XVI. New Business TBD
- XVII. Public Comments TBD
- XVIII. Notice of Executive SessionMrs. J. Grimes
- XIX. Adjournment.....Chair M. Bolden

***Public meeting agenda subject to change**



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: IMAC Insurance Agency, LLC Small Business Enterprise (SBE)
Contact:	Christine A. Soto / General Counsel
Meeting Date:	August 7, 2023
Agenda Item No.:	3-1.1/8-2023
Resolution Authorizing the Ratification of an Additional Payment for Insurance Policy Renewal	

WHEREAS, Essex County College needs to ratify the additional payment in the total amount not to exceed **\$150,000.00** 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, On June 20, 2023 (3-1.18/6-2023) the Board of Trustees approved the payment for insurance policy renewal for \$900,000.00. The additional payment is to cover additional liability insurance; 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 additional payment to **IMAC Insurance Agency LLC**. for Insurance Policy Renewal for the fiscal year 2023-2024 in the total amount not to exceed **\$150,000.00**. Subject to the availability of funds;

<u>Description</u>	<u>Description</u>
Commercial Package	Excess Liability
School Leaders E&O	Special Excess Liability
Environmental Liability	Cyber Liability
Employed Lawyers Liab.	Athletic Policy Renewal
Day Care Accident Policy	

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 September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: New Jersey Council of Community Colleges (Non-SBE/MBE/WBE)
Contact:	Dr. Augustine A. Boakye / President
Meeting Date:	August 7, 2023
Agenda Item No.:	3-1.2/8-2023
Resolution Authorizing the Ratification of a Payment for Council and Joint Purchasing Consortium Assessment	

WHEREAS, Essex County College needs to ratify payment of **\$72,906.00** to **Non-SBE/MBE/WBE, New Jersey Council of County Colleges (NJCCC)**, 1 North Johnston Avenue, Hamilton, New Jersey 08609 for Essex County College’s assessment for the fiscal year 2024, in which contracts goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.b, N.J.S.A.18A:64A-26, and N.J.S.A.18A:64A-25.10, Joint purchases by county colleges, municipalities or counties; authority; 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 payment with the **New Jersey Council of County Colleges (NJCCC)** of **\$72,906.00** for the annual assessed fee for Essex County College Fiscal Year 2024. Subject to the availability of funds:

<u>Description</u>	<u>\$Amount</u>
Council Assessment	\$72,018.00
Joint Purchasing Consortium Assessment (JPC)	\$ 888.00

2. This payment is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.b, and N.J.S.A.18A:64A-25.10;
3. The specific line item against which this payment is to be charged is as follows:
10-1701-7460 Operating Expense
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:		Finance: Crystal Plaza Group, Inc. (Non-SBE/MBE/WBE)
Contact:	Dr. Leigh M. Bello-de Castro / Associate Dean – Student Affairs/Special Projects	
Meeting Date:	August 7, 2023	
Agenda Item No.:	3-1.3/8-2023	
Resolution Authorizing the Ratification of a Contract for the Presidential Scholarship Gala		

WHEREAS, Essex County College needs to ratify the contract in the amount not to exceed **\$50,000.00** to **Non-SBE/MBE/WBE, Crystal Plaza Group, Inc.**, 305 West Northfield Road, Livingston, New Jersey 07039 for the annual Presidential Scholarship Gala to be held on April 11, 2024, the College will be reimbursed the contract amount after the event. The contract is exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(2), Extraordinary unspecifiable services and products which cannot reasonably be described by written specifications, subject however, to procedures consistent with open public bidding whenever possible; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a contract with **Crystal Plaza Group, Inc.** in the total amount not to exceed **\$50,000.00** for the annual Presidential Scholarship Gala to be held on April 11, 2024. Subject to the availability of funds:
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(2);
3. The specific line item against which this payment is to be charged is as follows:
29915-9915-7316 Scholarship Gala & Especial Events Grant Funds
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: SHI International, Corp. Women Business Enterprise (WBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		September 19, 2023
Agenda Item No.:		3-1.1/9-2023
Resolution Authorizing the Award of a Contract for Hardware Equipment (Servers) for the West Essex Campus		

WHEREAS, Essex County College needs to approve a contract in the amount not to exceed **\$98,356.50** to **SHI International Corp.**, 300 Davidson Avenue, Somerset, New Jersey 08873, vendor approved by the State of New Jersey under Women Business Enterprise (**WBE**) for servers 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-25.9.(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, NASPO AR615 #88536; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award a contract with **SHI International, Corp.** in the amount not to exceed **\$98,356.50** for servers at the West Essex Campus. Subject to the availability of funds;
2. The quote is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.9.(a);
3. SHI International, Corp., is the authorized vendor for the New Jersey State Contract, NASPO AR615 #88536;
4. The specific line item against which this quote is to be charged is as follows:
902203-02203-7904 Minor Capital – Essex County Funds
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: JM Lawn Sprinklers System LLC. Minority Business Enterprise (MBE)
Contact:	Mohamed Seddiki / Vice President – Operations/Chief Information Officer (CIO)
Meeting Date:	September 19, 2023
Agenda Item No.:	3-1.2/9-2023
Resolution Authorizing the Award of a Blanket Order for Sprinkler Services at the West Essex and Newark Campuses	

WHEREAS, Essex County College needs to approve a blanket order for sprinkler system services on an as-needed basis in the amount not to exceed **\$41,600.00** to **JM Lawn Sprinklers System LLC.**, 422 Third Street, Palisades Park, New Jersey 07650, vendor approved by the State of New Jersey under Minority Business Enterprise (**MBE**) for Newark and WEC campuses; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3(a) Purchases, contracts and agreements not requiring advertising; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a blanket order on an as-needed basis for sprinkler systems at the Newark and West Essex Campuses with **JM Lawn Sprinklers System LLC.**, in the total amount not to exceed **\$41,600.00**. Subject to the availability of funds;
2. The blanket order is awarded without public bidding in accordance with the provisions of the County College Contracts N.J.S.A.18A:64A-25.3(a);
3. The specific line item against which this blanket order is to be charged is as follows:
 Operating Expense
 10-7202-7620 – Newark Campus
 10-7252-7620 – West Essex Campus
 FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Advance Local Holdings Corp. Non-SBE/MBE/WBE
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	September 19, 2023
Agenda Item No.:	3-1.3/9-2023
Resolution Authorizing a Contract for Advertisement Campaign	

WHEREAS, Essex County College needs to approve a contract in the total amount not to exceed **\$23,732.00** to **Non-SBE/MBE/WBE, Advance Local Holdings Corp, Advance Local Media LLC dba NJ Advance Media**, One World Trade Center, PO Box 77000, New York, New York 10007 for an advertising campaign from Mid-October 2023 through the middle of October 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(20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

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

WHEREAS, The award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 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 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 **NJ Advance Media** in the amount not to exceed **\$23,732.00** from mid-October 2023 through the middle of October 2024 for an advertisement campaign. Subject to the availability of funds;
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contract Law N.J.S.A.18A:64A-25.5.a(20);
3. The specific line item against which this contract is to be charged is as follows:
10-0216-7470 Operating Expense
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: OCLC, Inc. Non-SBE/MBE/WBE
Contact:	Dr. Alvin Williams / Executive Dean of Academic Affairs
Meeting Date:	September 19, 2023
Agenda Item No.:	3-1.4/9-2023
Resolution Authorizing the Payment for Subscription at the MLK Jr. Library	

WHEREAS, Essex County College needs to approve payment for subscription to several e-resources for the Martin Luther King Jr. Library including Cataloging and Metadata, EZ Proxy Hosted, etc., to **Non-SBE/MBE/WBE, OCLC, Inc.**, 6565 Kilgour Place, Dublin, Ohio 43017, in the total amount not to exceed **\$15,000.00**, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(6) Textbooks, copyrighted materials, student produced publications and services incidental thereto, library materials including without limitation books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials and specialized library services; and

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

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

WHEREAS, The Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose, and 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 payment with **OCLC, Inc.**, in the total amount not to exceed **\$15,000.00** for a subscription at the MLK Jr. Library. Subject to the availability of funds;
2. The payment is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(6);
3. The specific line item against which this payment is to be charged is as follows:
 10-6000-7511 Operating Expense
 FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Siegel Performance Systems (SPS) Non-SBE/MBE/WBE
Contact:	Keith Kirkland / Dean of Student Affairs
Meeting Date:	September 19, 2023
Agenda Item No.:	3-1.5/9-2023
Resolution Authorizing the Award of Services for Renovation of the Fitness Center Floor in the Physical Education Building	

WHEREAS, Essex County College needs to approve a service in the total amount not to exceed **\$41,600.00** to **Non-SBE/MBE/WBE, Siegel Performance Systems (SPS)**, 12 Christa Court, Huntington, New York 11743 for the renovation of the fitness center floor located in the Physical Education Building, Newark campus, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3(a), purchases, contracts and agreements not requiring advertising; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award a service with **Siegel Performance Systems (SPS)** in the total amount not to exceed **\$41,600.00** for the renovation of the Fitness Center floor in the Physical Education Building on the Newark Campus. Subject to the availability of funds:

<u>Description</u>	<u>\$Amount</u>
Services	\$32,741.00
Allowances	\$ 8,859.00
Total	\$41,600.00

2. This service is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3(a);
3. The specific line item against which this service is to be charged is as follows:
9021A2-3126-7967A Chapter XII funds, Ordinance #0-2021-00002
FY 2023/2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: New Jersey Transit Non-SBE/MBE/WBE
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	September 19, 2023
Agenda Item No.:	3-1.6/9-2023
Resolution Authorizing the Award of an Additional Two-Year Blanket Order for Bus/Train Tickets	

WHEREAS, Essex County College needs to approve an additional blanket order on an as-needed basis in the amount not to exceed **\$41,600.00** per year to **Non-SBE/MBE/WBE, New Jersey Transit**, One Penn Plaza, Newark, New Jersey 07105 for bus/train tickets throughout the College for the fiscal years 2023 and 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(23), Expenses for travel or conferences; and

WHEREAS, On April 18, 2023 (3-1.15/4-2023) the Board of Trustees awarded a two-year blanket order for bus/train tickets in the amount not to exceed \$37,000.00 per year for the fiscal year 2023 and 2024. The additional funds are for students of the Newark and WEC campuses; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award an additional blanket order to **New Jersey Transit** in the amount not to exceed **\$41,600.00** per year on an as-needed basis for bus/train tickets throughout the College for the fiscal years 2024 and 2025. Subject to the availability of funds;

<u>Fiscal Year</u>	<u>\$Amount</u>
2023-2024	\$41,600.00
2024-2025	<u>\$41,600.00</u>
Total	\$83,200.00

2. The additional blanket order is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(23);
3. The specific line item against which this additional blanket order is to be charged is as follows:
29417-9417-7310 Center for Adult Transition Grant
29125-9125-7310 Mentoring, Alignment, Preparedness, Support (M.A.P.S.) Grant
FY 2023/2024
FY 2024/2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Testing Material Supplies
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	September 19, 2023
Agenda Item No.:	3-1.7/9-2023
Resolution Authorizing Award of Additional Two-Year Blanket Orders for Testing Materials	

WHEREAS, Essex County College needs to approve five (5) additional blanket orders on an as-needed basis in the total amount not to exceed **\$208,000.00** per year to the below-listed vendors for testing materials through the College for the fiscal years 2024 and 2025, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(3) Materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted; and

WHEREAS, On April 18, 2023 (3-1.19/4-2023) the Board of Trustees awarded a two-year blanket order for testing materials in the amount not to exceed \$37,000.00 per year for the fiscal year 2023 and 2024 to the National Healthcareer Association, Assessment Technology, and College Board/Accuplacer. The additional funds are for students of the Newark and WEC campuses; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve an additional blanket order in the total amount not to exceed **\$208,000.00** per year on an as-needed basis for testing materials supplies throughout the College for the fiscal years 2024 and 2025, to the following vendors. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor Type</u>	<u>\$Amount</u>
National Healthcareer Association	NON/SBE/MBE/WBE	\$41,600.00
Assessment Technology Inc.	NON/SBE/MBE/WBE	\$41,600.00
College Board / Accuplacer	NON/SBE/MBE/WBE	\$41,600.00
College Source, Inc.	Small Business Enterprise	\$41,600.00
PSI Services, LLC	NON/SBE/MBE/WBE	\$41,600.00

2. The additional blanket orders are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(3);
3. The specific line items against which these additional blanket orders are to be charged are as follows:
 10-1155-7790A Operating Expense
 FY 2023/2024 - \$208,000.00
 FY 2024/2025 - \$208,000.00

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Bus Transportation Services
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	September 19, 2023
Agenda Item No.:	3-1.8/9-2023
Resolution Authorizing the Award of Additional Funds for a Second Year of a Two-Year Proposal for Athletic Travel and Charter Bus Services	

WHEREAS, Essex County College needs to approve additional funds for the second year of a two-year proposal, RFP# 8140, to the below-listed company for charter bus services for student activity trips, band, summer youth programs, athletics, and other approved activities on an as-needed basis for the fiscal year 2024, in the amount not to exceed **\$50,000.00**; and

WHEREAS, On June 21, 2022 (3-1.21/6-2022) the Board of Trustees awarded the second year of a two-year proposal, RFP# 8140, for Athletic Travel and Charter Bus Services, which Panorama was awarded for \$50,000.00 in accordance with County College Contracts Law N.J.S.A.18A:64A-25.4, Contracts, and agreements requiring advertising. The additional funds are for the Summer Youth Program, Athletic Students, Student Life Activities, EOF Students, etc.; and

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve additional funds for the second year of a two-year proposal to the below-listed company in the total amount not to exceed **\$50,000.00** on an as-needed basis for bus transportation services from July 1, 2023, through June 30, 2024. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor’s Category</u>	<u>\$Amount</u>
Panorama Tours	SWBE	\$50,000.00

2. The additional funds are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.4;
3. The specific line item against which this additional funds is to be charged is as follows:

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Patrick Saint Fort
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-1/8-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Patrick Saint Fort, to the academic rank of Instructor, in the discipline of Accounting, for the Business Division, for the period August 30, 2023 through August 31, 2024. The recommended annual salary for the position is \$62,323.

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 3 applicants were interviewed. Patrick Saint Fort 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>
● Master of Science	2016	Rutgers University New Brunswick, NJ	Accountancy and Taxation
● Bachelors of Science	1997	Rutgers University New Brunswick, NJ	Accounting
● Associate of Science	1995	Essex County College Newark, NJ	Accounting

FISCAL NOTES: The recommended salary of \$62,323 included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approve the appointment of Patrick Saint Fort at the annual salary of \$62,323 to the academic rank of Instructor, in the discipline of Business, for the Business 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 September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Renee Ojo-Ohikuare
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-1/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Renee Ojo-Ohikuare, to the position of Executive Director of Enrollment Management and Services for the period September 20, 2023 through June 30, 2024. The recommended annual salary for the position is \$130,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 15 applications were received and 6 applicants were interviewed. Renee Ojo-Ohikuare 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>
● Doctorate of Philosophy	2022	Seton Hall University South Orange, NJ	Higher Education Leadership, Management and Policy
● Master of Business Administration	2013	William Paterson University Wayne, NJ	Business Administration
● Master of Arts	2010	Fairleigh Dickinson University, Teaneck, NJ	Media and Professional Communication

FISCAL NOTES: The recommended salary of \$130,000 included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approve Renee Ojo-Ohikuare at the annual salary of \$130,000 to the position of Executive Director of Enrollment Management and Services, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, David Tomkins
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-2/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of David Tomkins, to the position of Director – Athletics Physical Education Building, for the Athletics Department, for the period September 20, 2023 through June 30, 2024. The recommended annual salary for the position is \$85,000.

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 2 applicants were interviewed. David Tomkins 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>
● Master of Science	2021	Montclair State University, Montclair, NJ	Sports Administration
● Bachelor of Science	2016	Lockhaven University Lockhaven, PA	Sports Administration

FISCAL NOTES: The recommended salary of \$85,000 included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approve the appointment of David Tomkins at the annual salary of \$85,000 to the position of Director – Athletics Physical Education Building, for the Athletics Department, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Ruth Ware
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-3/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Ruth Ware, to the position of Associate Director – Libraries, for the Library, for the period September 20, 2023 through June 30, 2024. The recommended annual salary for the position is \$80,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 1 application(s) was received and 1 (one) applicant was interviewed. Ruth Ware 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>
● Master of Science	2017	Rutgers University	Library and Information Science
● Bachelor of Art	2004	Rutgers University	History

FISCAL NOTES: The recommended salary of \$80,000 included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approve the appointment of Ruth Ware at the annual salary of \$80,000 to the position of Associate Director – Libraries, for the Library, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Dora Castro
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-4/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Dora Castro, to the position of Project Manager, for the Information Technology Department, for the period September 20, 2023 through June 30, 2024. The recommended annual salary for the position is \$68,009.96.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 5 application(s) was received and 1 (one) applicant was interviewed. Dora Castro 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>
● Bachelor of Arts	2023	Pillar College Newark, NJ	Organizational Leadership
● Associate of Arts	2006	Essex County College Newark, NJ	Liberal Arts
● Certificate	1991	The Chubb Institute Jersey City, NJ	Information System Specialist

FISCAL NOTES: The recommended salary of \$68,009.96 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approve the appointment of Dora Castro at the annual salary of \$68,009.96 to the position of Project Manager, for the Information Technology Department, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Samantha Nieve-Silva
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-5/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Samantha Nieve-Silva, to the position of Student Advisement Specialist, for the Welcome Center, for the period September 20, 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 9 applications were received and 3 applicants were interviewed. Samantha Nieve-Silva 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>
● Bachelor of Arts	2018	LaSalle University Philadelphia, PA	Digital Art and Multimedia Design

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 approve the appointment of Samantha Nieve-Silva at the annual salary of \$42,000 to the position of Student Advisement Specialist, for the Welcome Center, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Alex Nunez
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-6/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Alex Nunez, to the position of Technical Support Engineer, for the Information Technology Department, for the period September 20, 2023 through June 30, 2024. The recommended annual salary for the position is \$60,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 13 applications were received and 4 applicants were interviewed. Alex Nunez 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>
● Master of Science	2019	Technical University of Ambato, Ambato, Ecuador	Automation and Control Systems
● Bachelor of Science	2015	Technical University of Ambato, Ambato, Ecuador	Electronics and Communications
● Associate of Science	2021	Essex County College Newark, NJ	Software Development Technology

FISCAL NOTES: The recommended salary of \$60,000 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approve the appointment of Alex Nunez at the annual salary of \$60,000 to the position of Technical Support Engineer, for the Information Technology Department, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Venus Savery
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-7/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Venus Savery, to the position of Human Resources Generalist, for the Human Resources Department, for the period September 20, 2023 through June 30, 2024. The recommended annual salary for the position is \$50,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 28 applications were received and 7 applicants were interviewed. Venus Savery 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>
● Master of Science	2000	Metropolitan College New York, NY	Administration
● Bachelor of Arts	1998	City College of NY New York, NY	Developmental Disabilities

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

RESOLUTION: The Board of Trustees of Essex County College approve the appointment of Venus Savery at the annual salary of \$50,000 to the position of Human Resources Generalist, for the Human Resources Department, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Emerson Deline
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-8/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Emerson Deline, to the position of Technical Support Specialist, for the Information Technology Department, for the period September 20, 2023 through June 30, 2024. The recommended annual salary for the position is \$50,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 21 applications were received and 3 applicants were interviewed. Emerson Deline 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>
● Master of Science	2004	Stevens Institute of Technology Hoboken, NJ	Information Systems Management
● Bachelor of Science	1992	Brooklyn College Brooklyn, NY	Management and Finance

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

RESOLUTION: The Board of Trustees of Essex County College approve the appointment of Emerson Deline at the annual salary of \$50,000 to the position of Technical Support Specialist, for the Information Technology Department, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Xiomara Gavidia
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-9/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Xiomara Gavidia, to the position of Administrative Assistant, for the Information Technology Department, for the period September 20, 2023 through June 30, 2024. The recommended annual salary for the position is \$43,396.17.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 10 application was received and 4 applicants were interviewed. Xiomara Gavidia 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>
● Associates of Science	2005	Essex County College Newark, NJ	Early Childhood and Elementary Education

FISCAL NOTES: The recommended salary of \$43,396.17 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approve the appointment of Xiomara Gavidia at the annual salary of \$43,396.17 to the position of Administrative Assistant, for the Information Technology Department, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Monica Ramos
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-10/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Monica Ramos, to the position of Student Support Services, for the Welcome Center, for the period September 20, 2023 through June 30, 2024. The recommended annual salary for the position is \$35,900.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 5 applications was received and 5 applicants were interviewed. Monica Ramos 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>
● Associates of Science	2005	Essex County College Newark, NJ	Business Administration

FISCAL NOTES: The recommended salary of \$35,900 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approve the appointment of Monica Ramos at the annual salary of \$35,900 to the position of Student Support Services, for the Welcome Center, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Kathy Whitlock
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-11/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Kathy Whitlock, to the position of Student Support Services, for the Welcome Center, for the period September 20, 2023 through June 30, 2024. The recommended annual salary for the position is \$35,900.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 5 application was received and 5 applicants were interviewed. Kathy Whitlock 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>
● Associates of Science	2005	Essex County College Newark, NJ	Early Childhood and Elementary Education

FISCAL NOTES: The recommended salary of \$35,900 is included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approve the appointment of Kathy Whitlock at the annual salary of \$35,900 to the position of Student Support Services, for the Welcome Center, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Shannon Esannason
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-12/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Shannon Esannason, to the position of Office Assistant, for the Nursing and Health Sciences Division, for the period September 20, 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 35 applications were received and 7 applicants were interviewed. Shannon Esannason 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>
● Associate of Science	2018	Essex County College Newark, NJ	Health Science

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 approve the appointment of Shannon Esannason at the annual salary of \$32,500 to the position of Office Assistant, for the Nursing and Health Sciences Division, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jose Geronimo
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-13/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Jose Geronimo, to the position of Maintenance Technician, for the Facilities Management Department, for the period September 20, 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 7 applications were received and 3 applicants were interviewed. Jose Geronimo is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED):

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 approve the appointment of Jose Geronimo at the annual salary of \$42,000 to the position of Maintenance Technician, for the Facilities Management Department, for the period September 20, 2023 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion in Academic Rank (Faculty)
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-14/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve promotion in academic rank for the individual(s) listed, effective September 1, 2023, in accordance with the terms and conditions of the Faculty Association Collective Bargaining Agreement.

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

<u>From</u>	<u>To</u>	<u>Name</u>	<u>Discipline</u>	<u>Degree and Major</u>
Assistant Professor	Associate Professor	Jean-Wilner Alexandre	Business	104 credits towards Doctorate Master of Science – Finance Bachelor of Science –Business
Assistant Professor	Associate Professor	Brooke Orosz	Mathematics	Doctor of Mathematics Bachelor of Science – Mathematics
Assistant Professor	Associate Professor	Rebecca Williams	English	62 Post Graduate Credits Master of Arts – English Bachelor of Arts – English
Associate Professor	Professor	Eileen Defreece	English	Doctor of Philosophy - English Master of Arts – Creative Writing Master of Arts - English Bachelor of Arts – English

FISCAL NOTES: The recommended salaries are included in the College’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves promotion in academic rank for the individual(s) listed, effective September 1, 2023, in accordance with the terms and conditions of the Faculty Association Collective Bargaining Agreement.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Re-Appointment, Cassandra Johnson
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-15/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the re-appointment of Cassandra Johnson to the tenure track academic rank position of Instructor in the Discipline of Counseling, for the Student Development Department, for the period September 1, 2023 through August 31, 2024.

BACKGROUND AND RATIONALE: Consistent with the annual contract renewal process, Cassandra Johnson is submitted to the Board of Trustees for approval for re-appointment.

FISCAL NOTES: The recommended salary for re-appointment is included in the College’s 2023-2024 annual operating budget.

RESOLUTION: The Board of Trustees of Essex County College approves the re-appointment of Cassandra Johnson to the tenure track academic rank position of Instructor in the Discipline of Counseling, for the Student Development Department, for the period indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Return to Faculty, Gale Gage
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-16/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees approve the return to faculty of Gale Gage, to the academic rank of Professor, in the discipline of Nursing, for the Nursing and Health Sciences Division, effective September 1, 2023.

BACKGROUND AND RATIONALE: Gale Gage is being returned to faculty, in the academic rank of Professor, in the discipline of Nursing.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Doctor of Philosophy	May 2014	Rutgers University Newark, NJ	Nursing
● Master of Science	May 1994	Rutgers University Newark, NJ	Nursing
● Bachelor of Science	June 1978	Florida A & M University Tallahassee, FL	Nursing

PREVIOUSLY HELD POSITIONS (LAST TEN YEARS):

<u>From - To</u>	<u>Position Title</u>	<u>Institution Name</u>	<u>City, State</u>
● 02/2018 - present	Chairperson – Nursing and Health Sciences Division	Essex County College	Newark, NJ
● 09/2017 - 01/2018	Acting Chairperson – Nursing and Health Sciences Division	Essex County College	Newark, NJ
● 09/2015 – 12/2017	Professor – Nursing	Essex County College	Newark, NJ
● 09/2011 – 08/2015	Associate Professor – Nursing	Essex County College	Newark, NJ

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation(s)
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	September 19, 2023
Agenda Item No.:	4-17/9-2023

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
Virginia De Pascual	Office Assistant Facilities Management	Support Staff Association	07/23/2007	7/14/2023
Laura Byrd	Human Resources Generalist Human Resources	Professional Confidential	7/6/2021	8/3/2023
Cumhur Eksi	Maintenances Technician HVAC	Support Staff Association	3/22/2022	8/11/2023
Dallie Shell	Educational Opportunity Fund Advisor EOF	Professional Association	7/5/2023	8/17/2023
Aaron Butisingh	Security Officer Public Safety	Security Association	5/21/2021	8/26/2023

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 September 19, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: American Library Association (ALA) Building Library Capacity Grant
Contact:	Alvin Williams, Executive Dean Academic Affairs
Meeting Date:	September 19, 2023
Agenda Item No.:	7-1.1/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College agree to accept a grant from the American Library Association in the amount of \$10,000 for the period of July 1, 2023 to December 31, 2023.

BACKGROUND AND RATIONALE: The American Library Association Building Library Capacity grant will be used to expand Information and Digital Competency instruction through asynchronous courses and hands-on in-library workshops for students in addition to, providing opportunities for skills development. Funding will also support professional development of faculty through workshops focused on engaging students in the classroom as well as addressing emerging trends and issues such as Artificial Intelligence (AI) the American Library Association in the amount of \$10,000 for the period of July 1, 2023 to December 31, 2023.

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

RESOLUTION: The Board of Trustees of Essex County College agrees to accept a grant from the American Library Association in the amount of \$10,000 for the period of July 1, 2023 to December 31, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Essex County Div. of Tng. & Emp.
Contact:	Dr. Elvy M. Vieira, Dean, Comm., Cont. Ed & Workforce Dev.
Meeting Date:	September 19, 2023
Agenda Item No.:	7-1.2/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept funding in the amount of \$86,594 from the Essex County Division of Training and Employment to provide ESL programming to 50 participants to address the critical needs of non-English speakers in urban Essex County and to acquire English proficiency skills from the period beginning July 2023 to December 2023.

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 thirty-seven 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 accepts funding in the amount of \$86,594 from the Essex County Division of Training and Employment to provide ESL programming to 50 participants to address the critical needs of non-English speakers in urban Essex County and to acquire English proficiency skills from the period beginning July 2023 to December 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: Johnson Controls Community College Partnership Program		
Contact:	Dr. Elvy Vieira, Dean, Community, Continuing Education & Workforce Development		
Meeting Date:	September 19, 2023		
Agenda Item No.:	7-1.3/9-2023		

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Johnson Controls Community College Partnership Program Grant Award between Essex County College, hereinafter referred to as “Essex” and Johnson Controls, for the purpose of renewing the Johnson Controls Community College Partnership Program, hereinafter referred to as “JCCCP”, in the amount of \$100,000 to be delivered by Essex to Essex County’s urban communities from July 1, 2023 to August 30, 2024.

BACKGROUND AND RATIONALE: Johnson Controls seeks to expand its philanthropic strategy by opening new pathways and opportunities in technology education to historically underrepresented groups in their local communities. Essex, through its Community, Continuing Education and Workforce Development (CCEWD) Area, proposes to address the digital technologies gap that impedes Essex County’s urban communities, particularly Newark residents, from competing in the IT industry workforce. JCCCP will enable Essex to partner with CompTIA, the global leader in vendor-neutral IT certifications, to train and prepare Essex County residents to earn certifications that will launch and/or grow their careers in IT.

FISCAL NOTES: There is no fiscal impact to Essex.

RESOLUTION: The Board of Trustees of Essex County College accepts the Johnson Controls Community College Partnership Program Grant Award between Essex County College and Johnson Controls for the purpose of renewing the Johnson Controls Community College Partnership Program in the amount of \$100,000 to be delivered by Essex to Essex County’s urban communities from July 1, 2023 to August 30, 2024.

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



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Acceptance of Funds: Scaling Apprenticeships through Sector Based Strategies Grant (NJ Health Works)
Contact:	Dr. Elvy Vieira, Dean – Community, Continuing Education and Workforce Dev.
Meeting Date:	September 19, 2023
Agenda Item No.:	7-1.4/9-2023

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the agreement between Bergen Community College and Essex County College to enable the parties to facilitate training and apprenticeship opportunities in health professions for fiscal year July 15, 2023 to July 14, 2024. It is also recommended that the Board of Trustees of Essex County College accept the grant in the amount of \$431,973 for Year 5 received as part of the consortium for the grant to be utilized to provide the above-mentioned services.

BACKGROUND AND RATIONALE: The Training, Inc. program will be partnering with Bergen Community College in providing vocational training in the Allied Health Careers to individuals that qualify under the USDOL grant guidelines. This is a four-year grant extended for a 5th year, which was awarded by the US Dept. of Labor to the Scaling Apprenticeship through Sector Based Strategies Grant project with New Jersey Health Professions Pathways to Regional Excellence Project (NJ-Prep) which consists of 13 Community Colleges. Bergen Community College is the lead agency for this grant. Essex County College was awarded a total of \$623,440 for the first 4 years.

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

RESOLUTION: The Board of Trustees of Essex County College approves the agreement between Bergen Community College and Essex County College to enable the parties to facilitate training and apprenticeship opportunities in health professions for fiscal year July 15, 2023 to July 14, 2024. It is also recommended that the Board of Trustees of Essex County College accept the grant in the amount of \$431,973 for Year 5 received as part of the consortium for the grant to be utilized to provide the above-mentioned services.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Dual Enrollment Program: Bloomfield Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	September 19, 2023
Agenda Item No.:	7-1.5/9-2023

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 Bloomfield Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Bloomfield High School, hereinafter after referred to “BLHS” from September 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 BLHS students an opportunity to complete their developmental sequence and thus be certified as college ready in the State of NJ. Additionally, BLHS students will be offered the opportunity to earn substantial college credits towards an Associate’s degree.

FISCAL NOTES: BLHS 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). BLHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, BLHS will pay a \$975 administrative fee per course.

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Dual Enrollment Program: Caldwell-West Caldwell Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	September 19, 2023
Agenda Item No.:	7-1.6/9-2023

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 Caldwell-West Caldwell Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to James Caldwell High School, hereinafter after referred to “JCHS” from September 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 JCHS students an opportunity to complete their developmental sequence and thus be certified as college ready in the State of NJ. Additionally, JCHS students will be offered the opportunity to earn substantial college credits towards an Associate’s degree.

FISCAL NOTES: JCHS 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). JCHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, Follette. Lastly, JCHS will pay a \$975 administrative fee per course.

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE September 19, 2023	