



**Essex County College**  
**Board of Trustees**  
**PUBLIC MEETING AGENDA**  
 December 19, 2023 – 4:30 PM

*Essex County College – Main Campus - Smith Hall*

- 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

Actions – Submitted for Board Approval

- 3-1.1/12-2023 Authorize the Service for Snow Removal at the West Essex Campus  
 E.E.C. Contractors, Cranford, NJ  
 College Funded – Operating Expense  
 Amount not to exceed \$41,600.00
  
- 3-1.2/12-2023 Authorize the Award of a Subscription for ProQuest Library Services  
 ProQuest, LLC, Chicago, IL  
 College Funded – Operating Expense  
 Amount not to exceed \$80,000.00
  
- 3-1.3/12-2023 Authorize the Award of Five Contracts for Counseling Services  
 Family Service Bureau of Newark, NJ  
 Irvington Counseling Center, Inc.  
 Main St. Counseling Center  
 Newark Community Street Team Trauma Recovery Center  
 Right to Heal  
 Grant Funded – Operating Expense  
 Amount not to exceed \$80,000.00
  
- 3-1.4/12-2023 Authorize the Award of a Blanket Order of Caps & Gowns for Class of  
 2024 and 2025 Commencements  
 Oak Hall Cap & Gown Co., Salem, VA  
 College Funded – Operating Expense  
 Amount not to exceed \$50,000.00 per year
  
- 3-1.5/12-2023 Authorize an Additional Payment for Insurance Policy  
 IMAC Insurance Agency, LLC, Belleville, NJ  
 College Funded – Operating Expense  
 Amount not to exceed \$59,517.01
  
- 3-1.6/12-2023 Authorize the Award of a Contract for Athletic Lockers  
 Commercial Furniture Interiors, Mountainside, NJ  
 Minor Capital Funded – Capital Expense  
 \$160,000.00
  
- 3-2.1/12-2023 Member Participation: Educational Services Commission of New Jersey

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

Actions – Submitted for Board Approval

Appointments

- 4-1/12-2023      Lori York, Chairperson  
Nursing and Health Sciences Division  
Effective January 3, 2024  
Salary \$101,000
  
- 4-2/12-2023      Kenya Wilson, Director  
Enrollment Services/Registrar  
Effective January 3, 2024  
Salary \$98,000
  
- 4-3/12-2023      Paula Catalan, Instructor - Mathematics  
Mathematics, Engineering Technologies and Computer Sciences  
Effective January 3, 2024  
Salary \$57,577
  
- 4-4/12-2023      Jennifer Chapman, Instructor – Counseling  
Student Development and Counseling  
Effective January 3, 2024  
Salary \$70,186
  
- 4-5/12-2023      Jamal Elborj, Instructor - English  
Humanities & Bilingual Studies  
Effective January 3, 2024  
Salary \$64,841
  
- 4-6/12-2023      Monica Matos, Instructor - Mathematics  
Mathematics, Engineering Technologies and Computer Sciences  
Effective January 3, 2024  
Salary \$55,341
  
- 4-7/12-2023      Kodjovi Quenum, Instructor - Mathematics  
Mathematics, Engineering Technologies and Computer Sciences  
Effective January 3, 2024  
Salary \$ 58,728
  
- 4-8/12-2023      Kiana Fitz, Assistant Director  
Graphics  
Institutional Advancement  
Effective January 3, 2024  
Salary \$67,533
  
- 4-9/12-2023      Adedeji Adigun, Network Engineer  
Information Technology  
Effective January 3, 2024  
Salary \$60,000

- 4-10/12-2023 Lilian Palacios, Human Resources Generalist  
Human Resources Department  
Effective January 3, 2024  
Salary \$50,000
- 4-11/12-2023 Adewale Thompson, Alumni Liaison Officer – Special Projects  
Institutional Advancement  
Effective January 3, 2024  
Salary \$54,000
- 4-12/12-2023 Noemi Izaguire, Campus Assistant  
West Essex Campus  
Effective January 3, 2024  
Salary \$42,000
- 4-13/12-2023 Chuckie Moses II, Student Support Assistant Representative  
Enrollment Management  
Effective January 3, 2024  
Salary \$35,900
- 4-14/12-2023 Xiki'A Reynolds, Student Support Assistant Representative  
Enrollment Management  
Effective January 3, 2024  
Salary \$35,900

Merit Awards – Support Staff

- 4-15/12-2023 Cynthia Cole, Assistant to the Bursar  
Bursar's Offices  
Effective December 1, 2023  
\$1,000 Lump sum payment
- Thomas Kea, Custodian  
Facilities Management  
Effective December 1, 2023  
\$1,000 Lump sum payment
- Elizabeth Matos, Custodian  
Facilities Management  
Effective December 1, 2023  
\$1,000 Lump sum payment
- Vida Sevor-Kotoh, Custodian  
Facilities Management  
Effective December 1, 2023  
\$1,000 Lump sum payment

Youssef Yassine, Custodian  
Facilities Management  
Effective December 1, 2023  
\$1,000 Lump sum payment

Merit Award – Support Staff Confidential

4-16/12-2023 Maria Garcia, Secretary  
Academic Affairs  
Effective December 1, 2023  
\$1,000 Lump sum payment

Change of Salary

4-17/12-2023 Gretchen Soler, Enrollment Specialist Assistant  
Enrollment Management & Services  
Effective January 3, 2024  
Salary \$38,643.04

Retirement

4-18/12-2023 David Persha, Duplicating Operator  
Printshop  
Effective February 29, 2024

Resignations

4-19/19-2023 Evens Wagnac, Deputy Chief Financial Officer/Comptroller  
Finance Department  
Effective December 15, 2023

Hamza Wedam, Assistant Director  
Welcome Center+  
Enrollment Management & Services  
Effective November 30, 2023

Charles Pinderhughes, Associate Professor  
Social Sciences  
Effective December 31, 2023

Aissatou Atari, Administrative Assistant  
Academic Affairs/STEM  
Effective December 31, 2023

Rescind Resignation

4-20/12-2023 Colin Archer, Instructor - Nursing  
Nursing & Health Sciences Division  
Effective December 31, 2023

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

Actions – Submitted for Board Approval

7-1.1/12-2023 Acceptance of Funds: Consolidated Adult Basic Skills and Integrated English Literacy  
and Civics Education Grant

- 7-1.2/12-2023 Acceptance of Funds: FY24, FY25, FY26, FY27 – State and Local Cybersecurity Grant Program (SLCGP)
- 7-1.3/12-2023 Acceptance of Funds: EOF Grant
- 7-1.4/12-2023 Acceptance of Funds: FY24 Some College, No Degree (SCND) Institutional Grant Opportunity
- 7-1.5/12-2023 Transfer/Admissions Agreement: Rutgers Biomedical and Health Sciences, School of Health Professions Department of Health Informatics

- 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 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: E.E.C Contractors <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		December 19, 2023
Agenda Item No.:		3-1.1/12-2023
Resolution Authorizing the Service for Snow Removal at the West Essex Campus		

**WHEREAS**, Essex County College needs to approve a service in the amount not to exceed **\$41,600.00** to **Non-SBE/MBE/WBE, E.E.C Contractors**, 9 Penn Road, Cranford, New Jersey 07016 for snow removal of road, sidewalks, pedestrian bridge 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), Purchases, contracts, and agreements not requiring advertising; and

**WHEREAS**, On November 17, 2023, the Purchasing Department opened Bid #8176 for Snow Removal, Plowing, and Salting for the West Essex Campus; only one (1) vendor responded and the college rejected all bids due to budget. Therefore, Essex County College accepts the proposal from E.E.C Contractors in the total amount of \$41,600.00 for the fiscal year 2024; 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 service in the amount not to exceed **\$41,600.00** to **E.E.C Contractors** for snow removal of road, sidewalks, pedestrian bridge 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);
3. The specific line item against which this service is to be charged is as follows:  
10-7252-7637 Operating Expense/Snow Removal  
FY 2024/2025

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



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: ProQuest <b>Non-SBE/WBE/MBE</b>
Contact:	Dr. Alvin Williams / Executive Dean of Academic Affairs
Meeting Date:	December 19, 2023
Agenda Item No.:	3-1.2/12-2023
Resolution Authorizing the Award of a Subscription for ProQuest Library Services	

**WHEREAS**, Essex County College needs to approve a two-year subscription for the Martin Luther King Jr. Library in the total amount not to exceed **\$80,000.00** per year from **ProQuest, LLC**, 6216 Paysphere Circle, Chicago, Illinois 60674, from October 1, 2023 through August 31, 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(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, 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 a said contract without the need for public bidding in compliance with the provisions of the County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq, and the provisions of N.J.S.A.19:44A-20, 4 et seq; and

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

**WHEREAS**, The Comptroller of Essex County College has determined and certified in writing that the funds are available for this purpose, and 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 is hereby authorized and directed to approve a two-year subscription with **ProQuest, LLC** in the total amount not to exceed **\$80,000.00** per year from October 1, 2023 through August 31, 2025. Subject to the availability of funds.
2. This subscription is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.5.a(6);
3. The specific line item against which this subscription is to be charged is as follows:  
 10-6000-7435 Operating Expense/ Book Processing  
 FY 2024 \$80,000.00  
 FY 2025 \$80,000.00

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



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Counseling Services
Contact:	Dr. Keith Kirkland / Dean of Student Affairs
Meeting Date:	December 19, 2023
Agenda Item No.:	3-1.3/12-2023
Resolution Authorizing the Award of Five Contracts for Counseling Services	

**WHEREAS**, Essex County College needs to approve five (5) contracts in the total amount not to exceed **\$80,000.00** to the below-listed companies for counseling services from October 1, 2023, through June 30, 2025, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(15), professional consulting services; and

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

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

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

**NOW THEREFORE, BE IT RESOLVED** by 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 five (5) contracts in the total amount not to exceed **\$80,000.00** for the following counseling services from October 1, 2023, through June 30, 2025. Subject to the availability of funds;

<u>Company Name</u>	<u>\$Amount</u>
Family Service Bureau of Newark, NJ	\$40.00 per session
Irvington Counseling Center, Inc.	\$40.00 per session
Main St. Counseling Center	\$40.00 per session
Newark Community Street Team Trauma Recovery Center	No Fee
Right to Heal	\$40.00 per session

2. These contracts 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(15);
3. The specific line items against which these contracts are to be charged are as follows:  
29420-9420-7180 Mental Health Grant/Consulting  
FY 2024/2025

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





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Oak Hall Cap & Gown Co. <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Renee Ojo-Ohikuare / Executive Director of Enrollment Management & Services
Meeting Date:	December 19, 2023
Agenda Item No.:	3-1.4/12-2023
Resolution Authorizing the Award of a Blanket Order of Caps & Gowns for Class of 2024 and 2025 Commencements	

**WHEREAS**, Essex County College needs to approve a blanket order in the amount not to exceed **\$50,000.00** per year to **Non-SBE/MBE/WBE, Oak Hall**, 840 Union Street, Salem, Virginia 24153 for Caps & Gowns for the Class of 2024 and 2025 Commencement Exercise, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, and N.J.S.A.18A:64A-25.5.a(22), Purchase or rental of graduation caps and gowns and award certificates or plaques; and

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

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

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

**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 blanket order to **Non-SBE/MBE/WBE, Oak Hall**, in the amount not to exceed **\$50,000.00** per year for Caps & Gowns for the Class of 2024 and 2025 Commencement Exercise. Subject to the availability of funds;
2. This blanket order is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, and 18A:64A-25.9.a(22);
3. The specific line item against which this contract is to be charged is as follows:  
10-1154-7800 Operating Expense/Graduation  
FY 2024 \$50,000.00  
FY 2025 \$50,000.00

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 19, 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:	December 19, 2023
Agenda Item No.:	3-1.5/12-2023
Resolution Authorizing an Additional Payment for Insurance Policy	

**WHEREAS**, Essex County College needs to provide a payment in the total amount not to exceed **\$59,517.01** 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 to add 730 Bloomfield Avenue, West Caldwell to the College Commercial Package, 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 September 19, 2023 (3-1.18/6-2023) the Board of Trustees approved the payment for insurance policy renewal for \$150,000.00; 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**. add 730 Bloomfield Avenue, West Caldwell to the College Commercial Package for the fiscal year 2023-2024 in the total amount not to exceed **\$59,517.01**. Subject to the availability of funds;
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/ General Liability Insurance: 10-1851-7711  
FY 2023/2024

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



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Replacement of Athletic Lockers for the Newark Campus	
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:	December 19, 2023	
Agenda Item No.:	3-1.6/12-2023	
Resolution Authorizing the Award of a Contract for Athletic Lockers		

**WHEREAS**, Essex County College needs to approve a contract in the total amount of **\$160,000.00** to the below-listed vendor for locker systems to outfit the student athletic lockers/shower rooms in the Newark Physical Education Building as part of the Locker Rooms Renovation project; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.11.(a), County college authorized to participate in cooperative pricing system, ESCNJ Contract #22/23-08, #65MCESSCP; and

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

**WHEREAS**, The award of this purchase shall be made as "Fair and Open" pursuant to the provisions of N.J.S.A. 19:44A-20.4. When the aggregation rules (NJAC 5:34-8-2) are applied, the value of this acquisition exceeds \$17,500.00; and

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award a contract to the following vendor in the total amount of **\$160,000.00** for athletic lockers/shower rooms. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor's Category</u>	<u>\$Amount</u>
Commercial Furniture Interiors (CFI)/ Toledo Furniture	SBE	\$160,000.00

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-25.11.(a);
3. CFI and Toledo Furniture are authorized vendors Educational Services Commission of New Jersey Cooperative Pricing System #65MCESSCP, ESCNJ Contract #22/23-08;
4. The specific line item against which the contract is to be charged is as follows:  
902214-317-7967 County Fund for Minor Capital expenditures, Bond Ordinance O-2022-00014  
FY 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Member Participation: Educational Services Commission of New Jersey	
Contact:	Denise Williams, Director of Purchasing	
Meeting Date:	December 19, 2023	
Agenda Item No.:	3-2.1/12-2023	

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve member participation in the Educational Services Commission of New Jersey (ESCNJ) Cooperative effective December 20, 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 Educational Services Commission of New Jersey (ESCNJ) Cooperative effective. 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 is 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 Educational Services Commission of New Jersey (ESCNJ) Cooperative effective December 20, 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
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## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Lori York
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-1/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Lori York, to the position of Chairperson for the Nursing Health and Sciences Division for the period January 3, 2024 through June 30, 2024. The recommended annual salary for the position is \$101,000.

**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 two were interviewed. Lori York 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	University of Phoenix Phoenix, AZ	Education
● Bachelor of Science	2011	University of Phoenix Phoenix, AZ	Nursing
● Associate of Science	1993	Essex County College Newark, NJ	Nursing

**FISCAL NOTES:** The recommended salary of \$101,000 included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Lori York at the annual salary of \$101,000 to the position of Chairperson for the Nursing Health and Sciences Division, for the period January 3, 2024 through June 30, 2024.

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



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Kenya Wilson
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-2/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Kenya Wilson, to the position of Director of Enrollment Services/ Registrar, for the Enrollment Services Department, for the period January 3, 2024 through June 30, 2024. The recommended annual salary for the position is \$98,000.

**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 5 applicants were interviewed. Kenya Wilson 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	2011	Kean University Union, NJ	Sociology
● Bachelor of Arts	2009	Kean University Union, NJ	Sociology
● Associate of Science	2002	Essex County College Newark, NJ	Liberal Arts

**FISCAL NOTES:** The recommended salary of \$98,000 included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves Kenya Wilson, at the annual salary of \$98,000 to the position of Director of Enrollment Services/ Registrar, for the Enrollment Services Department, for the period January 3, 2024 through June 30, 2024.

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



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Paula Catalan
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-3/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Paula Catalan, to the academic rank of Instructor, in the discipline of Mathematics, for the Mathematics, Engineering Technologies and Computer Sciences Division, for the period January 3, 2024 through August 31, 2024. The recommended annual salary for the position is \$57,577.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 34 applications were received and 7 applicants were interviewed. Paula Catalan is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (MASTER’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	2012	New Jersey Institute of Technology Newark, NJ	Applied Mathematics
● Bachelors of Science	2008	Rutgers University Newark, NJ	Chemistry
● Associate of Science	2007	Essex County College Newark, NJ	Chemistry

**FISCAL NOTES:** The recommended salary of \$57,577 included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Paula Catalan at the annual salary of \$57,577 to the academic rank of Instructor, in the discipline of Mathematics, for the Mathematics, Engineering Technologies and Computer Sciences Division, for the period January 3, 2024 through August 31, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jennifer Chapman
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-4/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Jennifer Chapman, to the academic rank of Instructor, in the discipline of Counseling, for the Student Development and Counseling Department, for the period January 3, 2024 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 24 applications were received and applicants were interviewed. Jennifer Chapman is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (MASTER’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	2018	Long Island University Brookville, NJ	Mental Health Counseling
● Bachelors of Arts	2016	Bloomfield College Bloomfield, NJ	Psychology
● Associate of Applied Science	2019	Jersey College School of Nursing Teterboro, NJ	Nursing
● Associate of Arts	2012	Essex County College Newark, NJ	English

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Jennifer Chapman at the annual salary of \$70,186 to the academic rank of Instructor, in the discipline of Counseling, for the Student Development and Counseling Department, for the period January 3, 2024 through August 31, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jamal Elborj
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-5/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Jamal Elborj, to the academic rank of Instructor, in the discipline of English, for the Humanities and Bilingual Studies Division, for the period January 3, 2024 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 36 applications were received and 3 applicants were interviewed. Jamal Elborj is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (MASTER’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 Arts	2023	Southern New Hampshire University Manchester, NH	English
● Bachelors of Arts	1991	Moulay Ismael University Meknes, Morocco	English

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Jamal Elborj at the annual salary of \$64,841 to the academic rank of Instructor, in the discipline of English, for the Humanities and Bilingual Studies Division, for the period January 3, 2024 through August 31, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Monica Matos
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-6/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Monica Matos, to the academic rank of Instructor, in the discipline of Mathematics, for the Mathematics, Engineering Technologies and Computer Sciences Division, for the period January 3, 2024 through August 31, 2024. The recommended annual salary for the position is \$55,341.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 34 applications were received and 7 applicants were interviewed. Monica Matos is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (MASTER’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	2023	Montclair State University Montclair, NJ	Applied Statistics
● Bachelors of Science	2019	Rutgers University Newark, NJ	Mathematics
● Associate of Applied Science	2015	Essex County College Newark, NJ	Mathematics

**FISCAL NOTES:** The recommended salary of \$55,341 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Monica Matos at the annual salary of \$55,341 to the academic rank of Instructor, in the discipline of Mathematics, for the Mathematics, Engineering Technologies and Computer Sciences Division, for the period January 3, 2024 through August 31, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Kodjovi Quenum
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-7/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Kodjovi Quenum, to the academic rank of Instructor, in the discipline of Mathematics, for the Mathematics, Engineering Technologies and Computer Sciences Division, for the period January 3, 2024 through August 31, 2024. The recommended annual salary for the position is \$58,728.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 34 applications were received and 7 applicants were interviewed. Kodjovi Quenum is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (MASTER’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	2015	New Jersey Institute of Technology, Newark, NJ	Mathematical and Computational Finance
● Bachelors of Science	2012	New Jersey Institute of Technology, Newark, NJ	Mathematical Finance and Actuarial

**FISCAL NOTES:** The recommended salary of \$58,728 is included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Kodjovi Quenum at the annual salary of \$58,728 to the academic rank of Instructor, in the discipline of Mathematics, for the Mathematics, Engineering Technologies and Computer Sciences Division, for the period January 3, 2024 through August 31, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Kiana Fitz
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-8/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Kiana Fitz, to the position of Assistant Director, for the Graphics Department, for the period January 3, 2024 through June 30, 2024. The recommended annual salary for the position is \$67,533.

**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 4 applicants were interviewed. Kiana Fitz is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Master of Arts	2010	New Jersey City University Jersey City, NJ	Communication Design
● Bachelor of Arts	2002	Bloomfield College, Bloomfield, NJ	CAT/Computer Graphics

**FISCAL NOTES:** The recommended salary of \$67,533 included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves Kiana Fitz, at the annual salary of \$67,533 to the position of Assistant Director, for the Graphics Department, for the period January 3, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

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

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Adedeji Adigun, to the position of Network Engineer, for the Information Technology Department, for the period January 3, 2024 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 3 applications were received and 1 applicant was interviewed. Adedeji Adigun 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	2005	Ladoke Akintola University of Technology Nigeria	Electronics and Electrical Engineering

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

**RESOLUTION:** The Board of Trustees of Essex County College approves Adedeji Adigun, at the annual salary of \$60,000 to the position of Network Engineer, for the Information Technology Department, for the period January 3, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Lilian Palacios
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-10/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Lilian Palacios, to the position of Human Resources Generalist, for the Human Resources Department, for the period January 3, 2024 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 9 applications were received and 4 applicants were interviewed. Lilian Palacios 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	Berkeley College Newark, NJ	Health Services Management
● Associate	2012	Essex County College Newark, NJ	General Science

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

**RESOLUTION:** The Board of Trustees of Essex County College approves Lilian Palacios, at the annual salary of \$50,000 to the position of Human Resources Generalist, for the Human Resources Department, for the period January 3, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Adewale Thompson
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-11/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Adewale Thompson, to the position of Alumni Liaison Officer – Special Projects, for the Institutional Advancement area, for the period January 3, 2024 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 3 applications were received and 3 applicants were interviewed. Adewale Thompson 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	Rutgers University Newark, NJ	Communications
● Associate	2015	Essex County College Newark, NJ	Liberal Arts

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

**RESOLUTION:** The Board of Trustees of Essex County College approves Adewale Thompson, at the annual salary of \$54,000 to the position of Alumni Liaison Officer – Special Projects, for the Institutional Advancement area, for the period January 3, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Noemi Izaguire
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-12/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Noemi Izaguire, to the position of Campus Assistant – West Essex Campus, for the Community and Continuing Education area, for the period January 3, 2024 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 20 applications were received, 7 were contacted to interview and 4 applicants accepted the invitation to be interviewed. Noemi Izaguire 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>
● Associate of Science	2016	Essex County College Newark, NJ	Business Administration

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

**RESOLUTION:** The Board of Trustees of Essex County College approves Noemi Izaguire, at the annual salary of \$42,000 to the position of Campus Assistant – West Essex Campus, for the Community and Continuing Education area, for the period January 3, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Chuckie Moses II
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-13/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Chuckie Moses II, to the position of Student Support Services Representative, for the Welcome Center, for the period January 3, 2024 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 9 applications were received and 2 applicants were interviewed. Chuckie Moses II 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	2021	William Paterson University Wayne, NJ	Business

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

**RESOLUTION:** The Board of Trustees of Essex County College approves Chuckie Moses II, at the annual salary of \$35,900 to the position of Student Support Services Representative, for the Welcome Center, for the period January 3, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Xiki'A Reynolds
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-14/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Xiki'A Reynolds, to the position of Student Support Services Representative, for the Welcome Center, for the period January 3, 2024 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 9 applications were received and 2 applicants were interviewed. Xiki'A Reynolds 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>
● Associate of Science	2022	Essex County College Newark, NJ	Business

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

**RESOLUTION:** The Board of Trustees of Essex County College approves Xiki'A Reynolds, at the annual salary of \$35,900 to the position of Student Support Services Representative, for the Welcome Center, for the period January 3, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Merit Award – Support Staff
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-15/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the merit award for the individuals listed, in accordance with the Support Staff Association contract, for the amount listed, to be paid as a lump sum not 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>
Cynthia Cole	Bursar Assistant Bursar’s Office	12/01/2023	\$1,000
Thomas Kea	Custodian Facilities Management	12/01/2023	\$1,000
Elizabeth Matos	Custodian Facilities Management	12/01/2023	\$1,000
Vida Sevor-Kotoh	Custodian Facilities Management	12/01/2023	\$1,000
Youssef Yassine	Maintenance Technician Facilities Management	12/01/2023	\$1,000

**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 Support Staff Association contract, for the amount listed, to be paid as a lump sum not added to base salary, effective on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Merit Award – Support Staff Confidential
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-16/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the merit award for the confidential Support Staff individual(s) listed, for the amount listed, to be paid as a lump sum not 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>
Maria Garcia	Secretary Academic Affairs	12/01/2023	\$1,000

**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 confidential Support Staff individual(s) listed, for the amount listed, to be paid as a lump sum not added to base salary, effective on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Change in Salary, Gretchen Soler
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-17/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the change in salary for Gretchen Soler, in the position of Administrative Assistant, for the Enrollment Services Department, for the period January 3, 2024 through June 30, 2024. The recommended annual salary for the position is \$38,643.04.

**BACKGROUND AND RATIONALE:** Gretchen Soler has taken on additional duties serving as the point of contact for the international student population and to serve as the College’s Designated School Office (DSO) with U.S. Department of Homeland Security. Gretchen Soler is recommended for a change in salary as these duties are in addition to the current duties and responsibilities of the position.

**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>
● Associate of Science	2020	Essex County College Newark, NJ	Business Administration

**FISCAL NOTES:** The recommended salary of \$38,643.04 included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the change in salary to \$38,643.04 for Gretchen Soler, in the position of Administrative Assistant, for the Enrollment Services Department, for the period January 3, 2024 through June 30, 2024. The recommended annual salary for the position is \$38,643.04.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Dr. Augustine Boakye, President
Meeting Date:	December 19, 2023
Agenda Item No.:	4-18/12-2023

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective Date</u>
David Persha	Duplicating Operator Printshop	Support Staff	03/11/2002	02/29/2024

**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
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## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation(s)
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-19/12-2023

**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>
Evans Wagnac	Comptroller Comptroller's Office	Administrative Confidential	12/19/2017	12/15/2023
Hamza Wedam	Assistant Director Welcome Center	Professional Association	08/06/2007	11/30/2023
Charles Pinderhughes	Assistant Professor Social Sciences	Faculty	09/01/2011	12/31/2023
Aissatou Atari	Administrative Assistant Biology, Chemistry and Physics Division	Professional Association	04/01/2019	12/21/2023

**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
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## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Rescind Resignation, Colin Archer
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	December 19, 2023
Agenda Item No.:	4-20/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees rescind the resignation of Colin Archer, from the position in academic rank of Instructor, in the discipline of Nursing for the Nursing and Health Sciences Division, effective December 31, 2023.

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

**RESOLUTION:** The Board of Trustees of Essex County College rescinds the resignation of Colin Archer, from the position in academic rank of Instructor, in the discipline of Nursing for the Nursing and Health Sciences Division, effective December 31, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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## 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:	December 19, 2023
Agenda Item No.:	7-1.1/12-2023

**RECOMMENDATION:** It is recommended that the Essex County College Board of Trustees accept the Fiscal Year 2024 award of \$49,238 from the New Jersey Department of Labor and Workforce Development for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant, New Jersey State match dollars 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 proposal for New Jersey State match dollars. Acceptance of this grant will be used to strengthen the Adult Education programming.

**FISCAL NOTES:** The grant amount is \$49,238 for FY 2024.

**RESOLUTION:** The Essex County College Board of Trustees accepts the Fiscal Year 2024 award of \$49,238 from the New Jersey Department of Labor and Workforce Development for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant, New Jersey State match dollars to provide adult basic education and literacy programs to the residents of Essex County.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
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## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: FY24, FY25, FY26, FY27 - State and Local Cybersecurity Grant Program (SLCGP)
Contact:	Mohamed Seddiki/Executive Dean IT & Operations/CIO
Meeting Date:	December 19, 2023
Agenda Item No.:	7-1.2/11-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept a four-year cybersecurity grant from the U.S. Department of Homeland Security (DHS) in the amount of **\$365,366.00** for 2024, 2025, 2026, and 2027.

**BACKGROUND AND RATIONALE:** The State and Local Cybersecurity Grant Program (SLCGP) is a federal grant program funded by the U.S. Department of Homeland Security (DHS). In New Jersey, the SLCGP is administered by the NJ Office of Homeland Security and Preparedness (NJOHSP) through its NJ Cybersecurity and Communications Integration Cell (NJCCIC). The overall goal of the SLCGP is to make state and local government organizations more resilient to cyber threats. This grant will be used to provide Essex County College with a comprehensive, integrated, and proactive approach to security for the College’s desktops, laptops, and servers. It will incorporate the implementation of threat intelligence solutions including intrusion detection, as well as leverage artificial intelligence (AI) and machine learning (ML) to detect and respond to threats on devices in real time. This grant will also provide the College with 24/7 managed detection and response services for critical systems.

**FISCAL NOTES:**

Consistent with the State and Local Grant Cybersecurity Notice of Funding Opportunity, the College agrees to the following cost share terms:

	State Cost Share	ECC Cost Share
<b>Year 1</b>	100%	0%
<b>Year 2</b>	80%	20%
<b>Year 3</b>	70%	30%
<b>Year 4</b>	60%	40%

Additionally, as a result of this grant award, Essex County College will realize a cost savings of **\$82,000** due to the replacement of the College’s current cybersecurity-related subscriptions with the new system and services provided by the grant. This new solution includes a multitude of features well above and beyond what the College currently has.

**RESOLUTION:** The Board of Trustees of Essex County College accepts a four-year cybersecurity grant from the U.S. Department of Homeland Security (DHS) in the amount of **\$365,366.00** for 2024, 2025, 2026, and 2027.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE December 19, 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:	December 19, 2023	
Agenda Item No.:	7-1.3/12-2023	

**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 Winter Intersession Program of \$53,782. Funds will provide tuition payments and support services for 80 students.

**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 tuition and services during the Winter Intersession Program.

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



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: FY24 Some College, No Degree (SCND) Institutional Grant Opportunity
Contact:	Dr. Keith Kirkland, Dean of Student Affairs
Meeting Date:	December 19, 2023
Agenda Item No.:	7-1.4/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept funding in the amount of \$150,000.00 from the New Jersey Office of the Secretary of Higher Education for the FY’24 Some College, No Degree Institutional Grant Opportunity for the for the period of November 21, 2023 to June 30, 2024.

**BACKGROUND AND RATIONALE:** During FY’24 The New Jersey Office of the Secretary of Higher Education launched a state-wide initiative to reach out to New Jersey residents who have some college credits who have not completed their degree programs. Our college will receive a total of \$150,000 to carry out the two components of the grant: (1) student-focused incentives, and (2) institution-focused initiatives for the purpose of conducting outreach and encourage our stop-out students to re-enroll in our college and complete their degrees.

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

**RESOLUTION:** The Board of Trustees of Essex County College accepts funding in the amount of \$150,000.00 from the New Jersey Office of the Secretary of Higher Education for the FY’24 Some College, No Degree Institutional Grant Opportunity for the for the period of November 21, 2023 to June 30, 2024.

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



**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Transfer/Admissions Agreement – Rutgers Biomedical and Health Sciences, School of Health Professions, Department of Health Informatics
Contact:	Dr. Elvy Vieira, Dean, Community, Continuing Education & Workforce Development
Meeting Date:	December 19, 2023
Agenda Item No.:	7-1.5/12-2023

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College approve the Transfer/Admissions Agreement (Degree Completion Program) between Essex County College, hereinafter referred to as “Essex”, and Rutgers, The State University of New Jersey, hereinafter referred to as Rutgers, an instrumentality of the State of New Jersey, by and on behalf of Rutgers Biomedical and Health Sciences (RBHS), School of Health Professions, hereinafter collectively referred to as Rutgers SHP for the purpose of enabling Essex students who graduate with an Associate of Science (A.S.) degree to continue their education at Rutgers SHP, for the purpose of matriculating into the Bachelor of Science in Health Information Management (BSHIM) degree.

**BACKGROUND AND RATIONALE:** Essex educates and graduates students interested in pursuing healthcare-related fields with A.S. degrees, including the General Science A.S. degree. Rutgers Biomedical and Health Sciences (RBHS) is the health care education, research and clinical division of Rutgers, comprising of eight schools, including Rutgers SHP. Essex and Rutgers SHP seek to establish a cooperative arrangement for the education of health professionals that is grounded in each institution’s strengths, without needless duplication of resources all while streamlining the transferring of credits for students graduating with a General Science A.S. degree into the BSHIM program.

**FISCAL NOTES:** There is no fiscal impact to Essex.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Transfer/Admissions Agreement (Degree Completion Program) between Essex and Rutgers SHP.

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