



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

January 23, 2024 – 4:30 PM

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 – Submitted for Board Approval

3-1.1/Jan-2024	Authorize the Award of the PeopleAdmin Talent Management System Subscription Renewal Power School Holdings, LLC. Db: PowerSchool Group, LLC., Folsom, CA College Funded – Operating Expense	\$33,284.92
3-1.2/Jan-2024	Authorize the Award to Purchase Eighteen (18) Phenolic Worksurfaces Formaspace, Austin, TX Perkins Grant Funded	Amount not to exceed \$40,703.18
3-1.3/Jan-2024	Authorize the Award of a Blanket Order for Copier and Specialty Paper for the Print Shop Sharda Paper, Brooklyn, NY College Funded – Operating Expense	Amount not to exceed \$80,000.00
3-1.4/Jan-2024	Authorize the Award of Additional Funds for Legal Services Walsh Pizzi O’Reilly Falanga LLP, Newark, NJ College Funded – Operating Expense	Amount not to exceed \$30,000.00
3-1.5/Jan-2024	Authorize the Award of Chiller Repairs D&B Service Group/Daikin Applied Americas Inc., Minneapolis, MN College Funded – Operating Expense	Amount not to exceed \$60,000.00
3-1.6/Jan-2024	Authorize the Award of a Blanket Order for Facility Improvements JM Beauty Construction, LLC, Palisades Park, NJ Michael Anthony Poth Services, Bloomfield, NJ Stone Gate Associates, LLC, Middletown, NJ College Funded – Operating Expense	Amount not to exceed \$124,800.00

3-1.7/Jan-2024	Authorize the Award of an Additional Change Order for the Parking Structure at West Essex Campus Dobco, Inc., Wayne, NJ Grant Funded – Minor Capital Expense	\$110,000.00
3-1.8/Jan-2024	Authorize the Award of Blanket Orders for Food – Supplies and Services LaCocina, Newark, NJ Shop Rite, Newark, NJ College Funded – Operating Expense	Amount not to exceed \$100,000.00
3-2.1/Jan-2024	Payment of Arbitration Award – Grievance: Sharron Green	
3-2.2/Jan-2024	Tuition and Fee Schedule for FY25, FY26, and FY27	
3-2.3/Jan-2024	Operating Budget Request Fiscal Year 2024-2025	
3-2.4/Jan-2024	Chapter XII Budget Request Fiscal Year 2024-2025	
3-2.5/Jan-2024	Fixing Date for Board of School Estimate Public Hearing	
3-2.6/Jan-2024	Goldenrod : Legal Service – Jackson Lewis P.C.	

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

Actions – Submitted for Board Approval

Appointments

- 4-1/Jan-2024 Tiago DosSantos, Assistant Director - Athletics
Athletics
Effective January 24, 2024
Salary \$65,000

- 4-2/Jan-2024 Solange Amaya, EOF Program Manager
Educational Opportunity Fund (EOF)
Effective January 29, 2024
Salary \$57,000

Faculty Emerita Status

- 4-3/Jan-2024 Ladylease White, Professor Emerita
Accounting
Effective February 1, 2024

Resignations

- 4-4/Jan-2024 Rosa Reyes, Associate Director
Purchasing
Effective January 19, 2024

- Habiba Jamali, Assistant Director
Purchasing
Effective January 3, 2024

- Fatima Matos, Manager – Auxiliary Services
Information Technology
Effective November 20, 2023

- VIII. Educational Programs Committee ReportDr. A. Lewis
Action – Submitted for Board Approval
7-1.1/Jan 2024 Joint Admissions Agreement – Caldwell University
- 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 Mr. Mark Anifowose
- 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: Power School Holdings, LLC. dba PowerSchool Group, LLC. Non-SBE/MBE/WBE
Contact:	Shunda Williams / Executive Director of Human Resources
Meeting Date:	January 23, 2024
Agenda Item No.:	3-1.1/Jan-2024
	Resolution Authorizing the Award of the PeopleAdmin Talent Management System Subscription Renewal

WHEREAS, Essex County College needs to approve a subscription in the total amount of **\$33,284.92** to **Non-SBE/MBE/WBE, Power School Holdings, LLC. dba: PowerSchool Group, LLC.**, 150 Parkshore Drive, Folsom, California 95630 for the renewal of the Applicant Tracking Module for the recruitment of talent for the institution from December 17, 2023, through December 16, 2024; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3 and N.J.S.A.18A:64A-25.5.a(19) Providing goods or services for the use, support, or maintenance of proprietary computer hardware, software peripherals, and system development for the hardware; and

WHEREAS, Essex County College wishes to award 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 hereby authorizes and directs the appropriate officials of the College to approve the Talent Management subscription with **Power School Holdings, LLC. dba: PowerSchool Group, LLC.**, in the total amount of **\$33,284.92** from December 17, 2023, through December 16, 2024. 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 N.J.S.A.18A:64A-25.3 and N.J.S.A.18A:64A-25.5.a(19);
3. The specific line item against which this subscription is to be charged is as follows:
10-0304-7511 Operating Expense/Computer Software & Site Licenses
FY 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Finance: Formaspace
Contact:	Dr. Alvin Williams / Executive Dean of Academic Affairs
Meeting Date:	January 23, 2024
Agenda Item No.:	3-1.2/Jan-2024
Resolution Authorizing the Award to Purchase Eighteen (18) Phenolic Worksurfaces	

WHEREAS, Essex County College needs to approve a contract in the amount not to exceed **\$40,703.18** to **Formaspace**, 1100 E Howard Lane, Austin Texas 78753 to provide eighteen (18) Phenolic Worksurface, 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 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 **Formaspace**, in the amount not to exceed **\$40,703.18** for eighteen (18) Phenolic Worksurface. Subject to the availability of funds;
2. The contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3(a);
3. The specific line item against which this consulting service is to be charged is as follows:
29163-9163-7325 Funded by the Carl D. Perkins Grant/Grants Equipment
FY 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Print Shop Paper
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		January 23, 2024
Agenda Item No.:		3-1.3/Jan-2024
Resolution Authorizing the Award of a Blanket Order for Copier and Specialty Paper for the Print Shop		

WHEREAS, Essex County College needs to approve the award of a blanket order on an as-needed basis to the below-listed company in the total amount not to exceed **\$80,000.00** for copier and specialty paper for the Print Shop Paper Department from January 1, 2024, through December 31, 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(24) and N.J.S.A.18A:64A-25.10, Joint purchases by county colleges, municipalities or counties; authority. The board of trustees of two or more county colleges may provide jointly by agreement for the purchasing of work, materials, or supplies for their respective colleges, or one or more county colleges may provide for such purchase by joint agreement with the governing bodies of any municipality or of the county within whose boundaries any such college or colleges is or are wholly or partly located and may enter agreements with other institutions of higher education or with other units of government pursuant to the "Local Public Contract Law," P.L.1971,c.198; and

WHEREAS, N.J.S.A. 18A:64A-28.2a authorizes the New Jersey Council of County Colleges to act as the lead agency for the joint procurement of goods or services by county colleges. Therefore, the lead agency, Ocean County College, has acted on behalf of the New Jersey Council of County Colleges (NJCCC), to administer the evaluation and contract award process for the provision of a Copier and Specialty Paper.

WHEREAS, The lead agency, acting on the behalf of the Joint Purchasing Consortium has awarded the second-year contract to a reviewed proposal received in response to Bid #23/24 B-1516 with **Sharda Paper, Inc.** and **Lindenmeyr Munroe** from January 1, 2024, through December 31, 2024.

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a contract to the below-listed company for a blanket order on an as-needed basis for Print Shop Paper Products in the total amount not to exceed **\$80,000.00** from January 1, 2024, through December 31, 2024. Subject to the availability of funds;

<u>Vendor Name</u>	<u>Vendor Status</u>	<u>Vendor Location</u>
Sharda Paper, Inc.	MWBE	Brooklyn, NY
2. The contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(24) and N.J.S.A.18A:64A-25.10;
3. Sharda Paper, Inc. and Lindenmeyr Munroe are the authorized vendor for the New Jersey Council of County Colleges (NJCCC), Joint Purchasing Consortium (JPC), Bid#23/24 B-1516 (resolution attached);
4. The specific line item against which this contract is to be charged is as follows:
10-1765-7501 Operating Expense/General Supplies
FY 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service
	Small Business Enterprise (SBE)
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	January 23, 2024
Agenda Item No.:	3-1.4/Jan-2024
Resolution Authorizing the Award of Additional Funds for Legal Services	

WHEREAS, Essex County College needs to increase additional funds for legal services on an as-needed basis to **Walsh Pizzi O’Reilly Falanga LLP**, in the amount not to exceed **\$30,000.00** through June 30, 2024, for legal services associated with the library project, title IX matter, and general legal services; and

WHEREAS, On August 24, 2022 (3-1.6/8-2022), the Board of Trustees approved the award for legal services to Walsh Pizzi O’Reilly Falanga LLP in the total amount of \$80,000.00 for the fiscal years 2023 & 2024; 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, RFQ # 8132 Legal Services was advertised in The Star-Ledger on February 11, 2022. There were fifty-six (56) vendors solicited. Nineteen (19) responses were received on March 2, 2022. Firms will be selected from the two-year Qualified list on an as-needed basis at the sole discretion of Essex County College with a pay scale of \$150.00 per hour to a maximum of \$350.00 per hour; 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 legal services on an as-needed basis to **Walsh Pizzi O’Reilly Falanga LLP** in the amount not to exceed **\$30,000.00**. Subject to the availability of funds:
2. The specific line item against which these payments are to be charged is as follows:
10-1701-7827 Operating Expense/Legal Fees
FY 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: D&B Service Group
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		January 23, 2024
Agenda Item No.:		3-1.5/Jan-2024
Resolution Authorizing the Award of Chiller Repairs		

WHEREAS, Essex County College needs to approve a repair service in the amount not to exceed **\$60,000.00** to **Non-SBE/MBE/WBE D&B Service Group/Daikin Applied Americas Inc**, 444 John F Kennedy Drive, Bloomfield, NJ 07003 for Chiller repairs on an as-needed basis through June 30, 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.11a(b) A county college may make purchases and contract for services through the used of a nationally-recognized and accepted cooperative purchasing agreement, OMNIA Partners Co-Op Contract # R200401; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a service in the amount not to exceed **\$60,000.00** on an as-needed basis for Chiller repairs through June 30, 2024, to **D&B Service Group/Daikin Applied Americas Inc**. Subject to the availability of funds:
2. The service repair is awarded without public bidding as a purchase through the OMNIA Partners Co-Op Contract # R200401, N.J.S.A.18A:64A-25.11a(b);
3. The specific line items against which this service repair is to be charged is as follows:
10-7351-7620J Operating Expense/Repairs
FY 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Facility Improvement Services	
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:	January 23, 2024	
Agenda Item No.:	3-1.6/Jan-2024	
Resolution Authorizing the Award of a Blanket Order for Facility Improvements		

WHEREAS, Essex County College needs to approve a service in the total amount not to exceed **\$124,800.00** to the below companies for facility improvement services, January 24, 2024, through June 31, 2024 in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3.(a), Purchases, contracts, and agreements not requiring advertising; and

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve a service in the total amount not to exceed **\$124,800.00** to the below companies from January 24, 2024, through June 31, 2024. Subject to the availability of funds;

<u>Vendor Name</u>	<u>Vendor Status</u>	<u>Vendor Location</u>	<u>\$Amount</u>
JM Beauty Construction, LLC	SBE	Palisades Park, NJ	\$41,600.00
Michael Anthony Poth Services	SBE	Bloomfield, NJ	\$41,600.00
Stone Gate Associates LLC	SBE	Middletown, NJ	\$41,600.00

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:
 9021A2-3126-7951A Chapter 12
 9021A2-3126-7129A Chapter 12
 10-7451-7184 Operating Expense/training
 FY 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:		Finance: Dobco, Inc. Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		January 23, 2024
Agenda Item No.:		3-1.7/Jan-2024
	Resolution Authorizing the Award of an Additional Change Order for the Parking Structure at West Essex Campus	

WHEREAS, Essex County College needs to approve an additional change order in the total amount of **\$110,000.00** to **Non-SBE/MBE/WBE, Dobco, Inc.**, One Geoffrey Way, Wayne, New Jersey 07470 for work crucial for project completion and compliance with construction code requirements of the West Essex Parking Structure at the West Essex Campus; and

WHEREAS, On April 18, 2023 (3-1.26/4-2023) the Board of Trustees awarded a Change Order in the total amount of \$1,100,000.00 for additional materials during the construction of the West Essex Structure at the West Essex Campus. In addition, On August 24, 2022 (3-1.1/8-2022) the Board of Trustees awarded Bid# 8146 opened on August 3, 2022, for \$7,700,000.00. The change order is for the following items; Subgrade conditions and modifications to concrete footing for \$600,000.00, installation on the retaining wall and fence along the adjacent property line for \$250,000.00, water line modification for \$250,000.00.

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

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

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

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

1. The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to approve an additional change order to **Dobco, Inc.** for **\$110,000.00** for work crucial for project completion and compliance with construction code requirements of the West Essex Parking Structure at the West Essex Campus. Subject to the availability of funds;
2. The specific line item against which this contract is to be charged is as follows:
90218A-02108A-7951 – Minor Capital
FY 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Food Supplies
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	January 23, 2024
Agenda Item No.:	3-1.8/Jan-2024
Resolution Authorizing the Award of Blanket Orders for the College	

WHEREAS, Essex County College needs to approve blanket orders on an as-needed basis in the total amount not to exceed **\$100,000.00** to the below-listed company which will serve to help the departments of the College to request food supplies and services from February 22, 2024, to February 21, 2025, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(7), Food supplies and services including food supplies and management contracts for student centers, dining rooms, and cafeterias; 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 blanket orders in the total amount not to exceed **\$100,000.00** on an as-needed basis for food supplies and services from February 22, 2024, to February 21, 2025, to the following vendor. Subject to the availability of funds:

<u>Company Name</u>	<u>Vendor Type</u>
La Cocina	MBE
Shop Rite	SBE

2. These blanket orders are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(7);
3. The specific line items against which these blanket orders are to be charged are as follows:
10-5112-7501 – Operating Expense/general supplies/specific grant
FY 2024/2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Payment of Arbitration Award–Grievance: Sharron Green
Contact:	Dr. Augustine A. Boakye, President
Meeting Date:	January 23, 2024
Agenda Item No.:	3-2.1/Jan-2024

WHEREAS, on or about April 5 2021, an arbitration award was issued determining that Grievant, Sharron Green, was discharged without just cause on or about April 25, 2018 in a matter docketed as Docket No. AR-2019-475; and

WHEREAS, the parties did not agree on certain portions of the compensation owed to Grievant as a remedy under the award; and

WHEREAS, an arbitration hearing was held on July 10, 2023 to resolve the issues raised by the parties regarding certain amounts, if any, due Grievant under the award; and

NOW THEREFORE, BE IT RESOLVED: by the Essex County College Board of Trustees, that the compensation and fees awarded in the arbitration decision issued on January 16, 2024 relative to Docket No. AR-2019-475, is approved.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Tuition and Fee Schedule for FY25, FY26, and FY27
Contact:	Dr. Augustine A. Boakye, President
Meeting Date:	January 23, 2024
Agenda Item No.:	3-2.2/Jan-2024

WHEREAS: The College, after careful examination, has seen the need for additional revenue; and

WHEREAS: Pursuant to NJSA 18A-64A-12(h) the Board of Trustees has the power to fix and determine tuition rates and other fees to be paid by students; and

WHEREAS: The current tuition rate paid by in County and out of County students is \$134.24 and \$268.49 per credit hour respectively; and have been found to be lower than those paid by students at comparable County Colleges in New Jersey; and the current general fee paid by students at Essex County College is \$34.49 per credit hour; and

WHEREAS: The Administrators of the College are recommending a 2% increase in tuition per credit hour and a 5.88% increase in the student activities fee per credit hour for fiscal year 2025; and, a 2% increase in tuition per credit hour and a 5.88% increase in the student activities fee per credit hour for fiscal year 2026; and, a 2% increase in tuition per credit hour and a 5.88% increase in the student activities fee per credit hour for fiscal year 2027.

WHEREAS: If approved, for fiscal year 2025, the recommended tuition rate would increase from \$134.24 per credit hour to \$136.92 per credit hour for in county students, and from \$268.49 per credit hour to \$273.86 per credit hour for out of county students; and, the recommended student activities fee would increase from \$7.65 per credit hour to \$8.10 per credit hour; and,

WHEREAS: If approved, for fiscal year 2026, the recommended tuition rate would increase from \$136.92 per credit hour to \$139.66 per credit hour for in county students, and from \$273.86 per credit hour to \$279.34 per credit hour for out of county students; and, the recommended student activities fee would increase from \$8.10 per credit hour to \$8.58 per credit hour.

WHEREAS: If approved, for fiscal year 2027, the recommended tuition rate would increase from \$139.66 per credit hour to \$142.46 per credit hour for in county students, and from \$279.34 per credit hour to \$284.92 per credit hour for out of county students; and, the recommended student activities fee would increase from \$8.58 per credit hour to \$9.08 per credit hour.

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

1. The tuition rate at Essex County College for fiscal year 2025, applicable to semesters commencing on or after July 1, 2024, is increased from \$134.24 per credit hour to \$136.92 per credit hour for in county students, and from \$268.49 per credit hour to \$273.86 per credit hour for out of county students; and, the recommended student activities fee is increased from \$7.65 per credit hour to \$8.10 per credit hour.
2. The tuition rate at Essex County College for fiscal year 2026, applicable to semesters commencing on or after July 1, 2025, is increased from \$136.92 per credit hour to \$139.66 per credit hour for in county students, and from \$273.86 per credit hour to \$279.34 per credit hour for out of county students; and, the recommended student activities fee is increased from \$8.10 per credit hour to \$8.58 per credit hour.

3. The tuition rate at Essex County College for fiscal year 2027, applicable to semesters commencing on or after July 1, 2026, is increased from \$139.66 per credit hour to \$142.46 per credit hour for in county students, and from \$279.34 per credit hour to \$284.92 per credit hour for out of county students; and, the recommended student activities fee is increased from \$8.58 per credit hour to \$9.08 per credit hour.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Operating Budget Request Fiscal Year 2024-2025
Contact:	Dr. Augustine Boakye, President
Meeting Date:	January 23, 2024
Agenda Item No.:	3-2.3/Jan-2024

WHEREAS: State Statute 18A-64A-16 requires the Administration of the College to adopt a balanced budget; and

WHEREAS: The Budget Planning Committee developed a FY 2025 credit hour projection based on a linear trend line from the two most recent pre-pandemic fiscal years; and

WHEREAS: Those considerations and other pertinent metrics were analyzed and utilized by the budget committee to present a balanced budget; and

WHEREAS: The College’s operating budget is funded through tuition and fees, governmental appropriations, and other income sources;

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

1. The Essex County College Board of Trustees approves the College Operating Budget in the amount of \$56,206,087 for Fiscal Year 2024-2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Chapter XII Budget Request Fiscal Year 2024-2025
Contact:	Dr. Augustine Boakye, President
Meeting Date:	January 23, 2024
Agenda Item No.:	3-2.4/Jan-2024

WHEREAS: The State of New Jersey provides funding for major capital renewal and replacement (CRR) programs known as Chapter 12 and Essex County College has received a minimum allocation of \$3,900,000; and

WHEREAS: Essex County College is requesting its full allocation of \$3,900,000 for the fiscal year 2024-2025 to commence on July 1, 2024; and

WHEREAS: The County is a funding partner and is required to share in 50% of the CRR cost approved by the State for the College and at this date, Chapter 12 capital funds are included in the Governor’s budget; and

WHEREAS: The County is expected to appropriate a minimum amount of \$1,950,000 for the College’s fiscal year 2024-2025 Chapter 12 request; and

WHEREAS: The College will use its fiscal year 2024-2025 Chapter 12 allocation to complete infrastructure projects as outlined in the College’s redeveloped facilities master plan; and

WHEREAS: The College’s Chapter 12 Capital Fund Budget request of a minimum allocation of \$3,900,000 will be submitted to the Board of School Estimate for approval at its next meeting; 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 the College’s Chapter 12 Capital Funds request in a minimum amount of \$3,900,000 for the fiscal year 2024-2025 to commence on July 1, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Resolution Fixing Date for Board of School Estimate Public Hearing
Contact:	Dr. Augustine A. Boakye, President
Meeting Date:	January 23, 2024
Agenda Item No.:	3-2.5/Jan-2024

WHEREAS: N.J.S.A. 18A:64A-17 requires Essex County College to prepare and deliver to each member of the Board of School Estimate an itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the ensuing year and that, at the same time, fix a date, place, and time for the holding of a public hearing by the Board of School Estimate with respect to said itemized statement; and

WHEREAS: The Board of Trustees of Essex County College has approved a budget including an itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the fiscal year ending 2025.

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

1. The President of Essex County College shall ensure that a copy of the itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the fiscal year ending 2025 be delivered to each member of the Board of School Estimate as soon as practicable;
2. The President of Essex County College shall ensure that appropriate notice of a public hearing by the Board of School Estimate be provided;
3. A copy of the itemized statement shall be placed on file and open to examination of the public on the College’s website: www.essex.edu.
4. The Essex County College Board of School Estimate shall hold a virtual public hearing with respect to the itemized statements on (tentatively) February 13, 2024 at 11:00 a.m. in Smith Hall, 303 University Avenue, Newark, New Jersey.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Finance: Legal Service – Jackson Lewis P.C.
Contact:	Christine A. Soto, Esq., General Counsel
Meeting Date:	January 23, 2024
Agenda Item No.:	Goldenrod 3-2.6/Jan-2024
Resolution Authorizing the Payment of Legal Services	

WHEREAS, Essex County College has a need for outside counsel and Jackson Lewis P.C. proposes to provide services consistent with the engagement letter for legal services, in the matter of the Unfair Practice Claim filed against the College on December 20, 2023 by the Adjunct Faculty Association; and

WHEREAS, Essex County College has determined and certified in writing that the value of the services exceed \$5,000 and the contract is being awarded pursuant to a non-open and non-fair process; and

WHEREAS, Jackson Lewis P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that Jackson Lewis P.C. has not made any reportable contributions to a political or candidate committee in the County of Essex in the previous year, and that the contract will prohibit (the firms) from making any reportable contributions through the term of the contract, representation will continue until the matter is resolved; and

WHEREAS, Essex County College has determined that the funds are available for this purpose;

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

1. The Board of Trustees of Essex County College ratifies retention of Jackson Lewis P.C. to provide legal services for legal services consistent with the terms of the retainer letter sent to Essex County College at a rate not to exceed \$345.00/hr. and for a maximum not to exceed \$30,000.
2. The Business Entity Disclosure Certification and Determination of Value be placed on file with this resolution.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Tiago DosSantos
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	January 23, 2024
Agenda Item No.:	4-1/Jan-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Tiago DosSantos to the position of Assistant Director – Athletics, for the Athletics Department, for the period January 24, 2024 through June 30, 2024. The recommended annual salary for the position is \$65,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 7 applications were received. Tiago DosSantos 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	2015	Fairleigh Dickinson University Teaneck, NJ	Sports Administration
● Bachelor of Arts	2011	Berkeley College Woodland Park, NJ	Business Management

FISCAL NOTES: The recommended salary of \$65,000 included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Tiago DosSantos at the annual salary of \$65,000 to the position of Assistant Director – Athletics, for the Athletics Department, for the period January 24, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Solange Amaya
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	January 23, 2024
Agenda Item No.:	4-2/Jan-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Solange Amaya to the position of EOF Program Manager, for the Educational Opportunity Fund (EOF), for the period January 29, 2024 through June 30, 2024. The recommended annual salary for the position is \$57,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 10 applications were received and two applicants were interviewed. Solange Amaya is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (MASTER’S DEGREE OR 5+ YEARS EXPERIENCE ACCEPTED):

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Master of Business Administration	2021	UNIR La Rioja, Spain <i>WES Evaluated</i>	Business Administration
● Bachelor of Arts	2019	New Jersey City University Jersey City, NJ	Psychology
● Associate of Science	2017	Essex County College Newark, NJ	Social Sciences

FISCAL NOTES: The recommended salary of \$57,000 included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Solange Amaya at the annual salary of \$57,000 to the position of EOF Program Manager, for the Educational opportunity Fund (EOF), for the period January 29, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Faculty Emeritus Status, Ladylease White
Contact:	Alvin Williams, Executive Dean of Faculty and Academics
Meeting Date:	January 23, 2024
Agenda Item No.:	4-3/Jan-2024

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

BACKGROUND AND RATIONALE: In accordance with Board Policy 6-2 “Emeritus Status” and NJSA 18A:64A-12(o), the Board of Trustees may grant emeritus status to a retiring President, Dean or Professor that meets the stipulated criteria as does Professor Ladylease White. Professor White served as the Dean of Faculty beginning in 2003, served as the Secretary and Vice President of the statewide Academic Officers Affinity group and, Professor White taught in the Business Division over the course of her tenure for fifty-five years.

In addition, Professor White served with distinction as a member of the Academic Policies Advisory Committee, College Promotions faculty governance committees, served for many years as the Founder/Director of the Honors Program and sponsored the annual Dr. Ladylease White Honors Program Scholarship for graduates. She was also the Campus Representative for the prestigious Jack Kent Cooke (JKC) Undergraduate Transfer Scholarship in which many Essex students were so honored. Along with members of the Faculty, she continues to mentor and coach students who apply for the JKC scholarship. She also serves on the Executive Board of the American Association of Community Colleges, Northeast Region. Dr. White is widely recognized for her commitment to education with many honors and awards, including Outstanding Faculty Award, Grand Marshall at the Essex Graduation Ceremony, and the Phenomenal Women in NJ Award to name a few.

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

RESOLUTION: The Board of Trustees grants emeritus status to Professor Ladylease White, who retired in 2023 after a faculty career of fifty-five years at Essex County College.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation(s)
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	January 23, 2024
Agenda Item No.:	4-4/Jan-2024

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>
Rosa Reyes	Associate Director Purchasing	Administrative	02/17/2004	01/19/2024
Habiba Jamali	Assistant Director Purchasing	Professional	07/09/2001	01/03/2024
Fatima Matos	Manager – Auxiliary Services Information Technology	Professional	01/02/2019	11/20/2023

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	Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Joint Admissions Agreement – Caldwell University
Contact:	Dr. Alvin Williams, Dean of Faculty and Academics
Meeting Date:	January 23, 2024
Agenda Item No.:	7-1.1/Jan 2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the Joint Admissions Agreement entitled, the “Caldwell/Essex Scholars Agreement” between Essex County College and Caldwell University to facilitate the continuing education of Associate of Arts, and Associate of Science students into Bachelors programs at Caldwell University commencing May 1, 2024.

BACKGROUND AND RATIONALE: Under the terms of this Agreement, Essex County College students in good academic and social/disciplinary standing throughout their matriculation at Essex, with an Associate’s Degree enrolled in designated programs for which the institutions have articulated program agreements, will be guaranteed admission into Caldwell University with Junior status.

Essex County College and Caldwell University have adopted and/or will adopt specific program-to-program articulation agreements for all Baccalaureate Degrees offered under the Joint Admissions Program, and will update and/or supplement these articulation agreements as needed.

Essex students that satisfy the eligibility criteria will benefit from a waived Caldwell application fee and will be eligible for an annual academic scholarship.

The Agreement shall commence on the Effective Date for a period of five (5) academic years, concluding on May 31st of the following fifth year.

FISCAL NOTES: The costs of this program are realized within the College's operating budget.

RESOLUTION: The Board of Trustees of Essex County College approves the Joint Admissions Agreement entitled, the “Caldwell/Essex Scholars Agreement” between Essex County College and Caldwell University to facilitate the continuing education of Associate of Arts, and Associate of Science students into Bachelors programs at Caldwell University commencing May 1, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	Approved by Board of Trustees
BOARD APPROVAL DATE January 23, 2024	