



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

March 19, 2024 – 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

Action – Submitted for Ratification: Approved by the Executive Committee March 1, 2024

3-1.1/Mar 2024	Authorize the Award of Additional Funds for Legal Services Jackson Lewis P.C., Berkeley Heights, NJ College Funded – Operating Expense	Amount not to exceed <b>\$40,000.00</b>
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Actions – Submitted for Board Approval

3-1.2/Mar-2024	Authorize the Award of Two-Year Blanket Orders for Child Development Center Supplies/Equipment Kaplan Early Learning Company Lakeshore Learning Materials Kurtz Bros, Inc. Discount School Supplies College Funded – Operating Expense	Amount not to exceed <b>\$100,000.00</b> per year
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3-1.3/Mar -2024	Authorize the Award of a Two-Year Contract for Sign Maintenance, Repair, Replacement, New Signage JCM Associates, Middletown, NJ American Woodcarving LLC, Wayne, NJ Chapter XII Funded – Capital Expense	Amount not to exceed <b>\$100,000.00</b> per year
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3-1.4/Mar-2024	Authorize the Award of a Contract for Library and Learning Center Renovations Pal-Pro Builders, Garfield, NJ Chapter XII Funded – Capital Expense	<b>\$2,590,000.00</b>
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3-1.5/Mar-2024	Authorize the Award of a Blanket Order for Graduation Products D & M Grad Products, Totowa, NJ College Funded – Operating Expense	Amount not to exceed <b>\$50,000.00</b> per year
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- 3-2.1/Mar-2024 Authorize the Award of a Two-Year Qualification for Legal Services  
 Carmagnola & Ritardi, LLC, Morristown, NJ  
 Machado Law Group, LLC, Springfield, NJ  
 Fernandez Garcia, LLC, Morristown, NJ  
 Marmero Law, LLC, Woodbury, NJ  
 Genova Burns, Newark, NJ  
 Decotiis, FitzPatrick, Cole & Giblin, LLP, Paramus, NJ  
 Adams Lattiboudere Croot Herman, LLC, Iselin, NJ  
 Inglesino Taylor, Parsippany, NJ  
 O'Toole Scrivo, LLC, Cedar Grove, NJ  
 Schenck Price Smith & King, LLP, Florham Park, NJ  
 Antonelli Kantor Rivera, Livingston, NJ  
 Hunt Hamlin & Ridley, Newark, NJ  
 Jackson Lewis PC, Berkeley Heights, NJ  
 Cleary Jacobbe Alfieri Jacobs LLC, Oakland, NJ  
 Weiner Law Group LLP, Parsippany, NJ  
 Lum, Drasco, Positan, LLC, Roseland, NJ  
 Fisher & Phillips LLP, Murray Hill NJ  
 Walsh Pizzi O'Reilly Falanga, LLP, Newark, NJ

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

Actions – Submitted for Board Approval

Appointments

- |              |   |
|--------------|---|
| 4-1/Mar-2024 | Anika Good, Director, Retention and Recruitment<br>Welcome Center<br>Effective March 20, 2024<br>Salary \$95,000.00   |
| 4-2/Mar-2024 | Yelena Pirtskhalava, Director of Pre-College Readiness, Dual Enrollment Program and<br>Extension Centers<br>Dual Enrollment & Extension Centers<br>Effective March 25, 2024<br>Salary \$80,000.00 |
| 4-3/Mar-2024 | Leonette Lewis, Assistant Director-Benefits Administration<br>Human Resources<br>Effective March 25, 2024<br>Salary \$72,000.00   |
| 4-4/Mar-2024 | Wilkins Jean, Buyer- Purchasing<br>Finance<br>Effective March 25, 2024<br>Salary \$53,000.00  |
| 4-5/Mar-2024 | Sheree Johnson, Buyer- Purchasing<br>Finance<br>Effective March 25, 2024<br>Salary \$53,000.00  |

- 4-6/Mar-2024 Nisha Adena, Manager – Auxiliary Services  
Information Technology  
Effective March 25, 2024  
Salary \$55,000.00
- 4-7/Mar-2024 Barbara Lewis, Workplace Readiness Advisor  
Student Affairs  
Effective March 25, 2024  
Salary \$42,000.00
- 4-8/Mar-2024 Ashley Cruz, Financial Aid Officer  
Enrollment Management and Services  
Effective March 25, 2024  
Salary \$45,000.00
- 4-9/Mar-2024 Diana Serquen, EOF Student Support Assistant  
Community and Continuing Education  
Effective March 25, 2024  
Salary \$35,900.00
- 4-10/Mar-2024 Junette Williams, Administrative Assistant  
Academic Affairs  
Effective March 25, 2024  
Salary \$36,500.00
- 4-11/Mar-2024 Alexandra Yanqui, Student Services Specialist  
Student Affairs  
Effective March 25, 2024  
Salary \$35,900.00
- 4-12/Mar-2024 Jonise Dessalines, Teacher Assistant  
Child Development Center  
Effective March 25, 2024  
Salary \$27,537.00
- 4-13/Mar-2024 Hildo Alvez, Maintenance Technician  
Facilities Management  
Effective March 25, 2024  
Salary \$42,000.00

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

Actions – Submitted for Board Approval

- 7-1.1/Mar-2024 Budget Amendment: Strengthening Career and Technical Education for the 21<sup>st</sup>  
Century Act (Perkins V)

IX. Site Facilities and Equipment Committee Report ..... Rev. Dr. L. Guyton

X. Policy and Governance Committee Report.....Ms. I. Cruz

- 7-3.1/Mar-2024 Board Action Plan

- XI. Community Relations Committee Report..... Ms. J. Wright
- XII. Alumni Association Report..... Mr. George Nti
- 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 Session .....Mrs. J. Grimes
- XIX. Adjournment.....Chair M. Bolden

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



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Legal Service <b>Non-SBE/MBE/WBE</b>
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	March 1, 2024
Agenda Item No.:	<b>Ratification</b> 3-1.1/Mar-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 **Jackson Lewis P.C**, 200 Connell Drive, Berkeley Heights, NJ 07922 in the amount not to exceed **\$40,000.00** through June 30, 2024, for legal services associated with labor negotiations; 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 are 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 use additional funds for legal services for labor negotiations on an as-needed basis to **Jackson Lewis P.C** in the amount not to exceed **\$40,000.00**.
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	FINAL DISPOSITION
BOARD APPROVAL DATE March 1, 2024	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Classroom Supplies/Equipment
Contact:	Dr. Keith Kirkland /Dean of Student Affairs
Meeting Date:	March 19, 2024
Agenda Item No.:	3-1.2/Mar-2024
Resolution Authorizing the Award of a Two-Year Blanket Orders for Child Development Center Supplies/Equipment	

**WHEREAS**, Essex County College needs to approve four (4) blanket orders on an as-needed basis in the total amount not to exceed **\$100,000.00** per year to the below-listed companies which will serve to help the child development center for the fiscal years 2024 and 2025, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(24), N.J.S.A.18A:64A-25.10, N.J.S.A.18A:64A-25.5.9.(a) and N.J.S.A.18A:64A-25.3 Purchases, contracts, and agreements not requiring advertising; and

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

**WHEREAS**, The award of this purchase shall be made as “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 four (4) blanket orders on an as-needed basis in the total amount not to exceed **\$100,000.00** per year for classroom equipment and supplies for the fiscal years 2024 and 2025:

<u>Company Name</u>	<u>Vendor Category</u>	<u>State of NJ / Co-Ops Contract</u>
Kaplan Early Learning Company	Non-SBE/WBE/MBE	#HCESC-Cat-23-01
Lakeshore Learning Materials	Non-SBE/WBE/MBE	#HCESC-Cat-23-01
Kurtz Bros, Inc	Non-SBE/WBE/MBE	#HCESC Bid #H0120B
Discount School Supplies	Non-SBE/WBE/MBE	None

2. The blanket orders are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.10, N.J.S.A.18A:64A-25.5.a(24) and N.J.S.A.18A:64A-25.9(a);
3. The specific line items against which these blanket orders are to be charged are as follows:  
 Operating Expense:  
 29210-9210-7505 Operating Expense/Instructional Supplies  
 FY 2024 \$100,000.00  
 FY 2025 \$100,000.00

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Sign Maintenance, Repair, Replacement, New Signage
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	March 19, 2024
Agenda Item No.:	3-1.3/Mar-2024
	Resolution Authorizing the Award of a Two-Year Contract for Sign Maintenance, Repair, Replacement, New Signage

**Recommendation:** It is recommended that the Board of Trustees approve the two-year qualified list for two (2) companies as indicated on the attached spreadsheet from March 20, 2024, through March 19, 2026. Sign maintenance, repair, replacement, new signage will be selected on an as-needed basis at the sole discretion of Essex County College.

The award of this contract 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.

The Request for Qualification # 8180 was advertised in The Star-Ledger on February 5, 2024. There were four (4) bids solicited. Two (2) responses were received on February 15, 2024 and were evaluated.

An evaluation committee consisting of Mohamed Seddiki, Executive Dean of Administrative & Learning Technology/CIO, Dora Castro, Project Manager, and Jeff Shapiro, Director of Facilities Management, recommended the most qualified bidders with the highest experience in sign maintenance, repair, replacement. Therefore, the committee’s recommendation is to the two (2) bidders.

**Nature of RFQ:** Essex County College – Sign Maintenance, Repair, Replacement, New Signage Design and Project Installation

**RFQ Item #1:** **The recommendation is based on price and other factors.**

<u>Company Name</u>	<u>Vendor’s Category</u>
JCM Associates; Middletown, NJ	WBE
American Woodcarving LLC, Wayne, NJ	SBE

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

<u>Description</u>	<u>Account #</u>
Chapter XII funds, Ordinance: O-2019-00003	901903-3126-7938A-60

**Resolution:** The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award the contract in the amount not to exceed \$100,000 per year to the above-listed companies for sign maintenance, repair, replacement, new signage on an as-needed basis from March 20, 2024, through March 19, 2026.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Pal-Pro Builders <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	March 19, 2024
Agenda Item No.:	3-1.4/Mar-2024
Resolution Authorizing the Award of a Contract for Library and Learning Center Renovation	

**Recommendation:** It is recommended that the Board of Trustees approve the award of a contract to **Non-SBE/MBE/WBE, Pal-Pro Builders.**, 302 Lanza Avenue, floor 2, Garfield New Jersey 07026 of **\$2,590,000** for Library and Learning Center Renovation at the Newark Campus.

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

Bid # 8179 was advertised in The Star-Ledger on January 30, 2024. There were thirty (30) bids solicited. Seven (7) responses were received, opened, and publicly read on February 23, 2024.

The Architectural/Engineering firm, DMR Architects, Inc, reviewed the submitted bid and offered a letter of recommendation to the first-lowest responsive and responsible bidder **Pal-Pro Builders.**

**Nature of RFQ:** Essex County College – Library and Learning Center Renovation

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

<u>Bid Basis</u>	<u>Total Amount</u>
Base Bid	\$2,490,000.00
Allowances	<u>\$ 100,000.00</u>
<b>Total</b>	<b>\$2,590,000.00</b>

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

<u>Description</u>	<u>Account #</u>
Chapter XII, Ordinance O-2019-00003	901903-3125-7921-60

**Resolution:** The Essex County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to award the contract to **Pal-Pro Builders** for **\$2,590,000** for the Library and Learning Center Renovation at the Newark Campus.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: D & M Grad Products <b>Non-SBE/MBE/WBE</b>
Contact:	Dr. Renee Ojo-Ohikuare / Executive Director of Enrollment Management & Services
Meeting Date:	March 19, 2024
Agenda Item No.:	3-1.5/Mar-2024
Resolution Authorizing the Award of a Blanket Order for Graduation Products	

**WHEREAS**, Essex County College Board of Trustees needs to approve a blanket order in the amount not to exceed **\$50,000.00** per year to **Non-SBE/MBE/WBE, D & M Grad Products LLC**, 15 Vita Road, Totowa, NJ for stoles and other graduation products for the Class of 2024 and 2025 Commencement Exercises, 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 approves a blanket order to **Non-SBE/MBE/WBE, D & M Grad Products LLC**, in the amount not to exceed **\$50,000.00** per year for stoles and other graduation products for the Class of 2024 and 2025 Commencement Exercises;
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 March 19, 2024	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance – Legal Services
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	March 19, 2024
Agenda Item No.:	3-2.1/Mar-2024
Resolution Authorizing the Award of a Two-year Qualification for Legal Services	

**Recommendation:** It is recommended that the Board of Trustees approve the two-year Qualified list of 18 Legal Firms as indicated on the spreadsheet for the period of July 1, 2024 through June 30, 2026. Firms will be selected 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

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

RFQ # 8181 was advertised in The Star-Ledger on February 8, 2024. There were fifty-one (51) vendors solicited. Nineteen (18) responses were received on February 29, 2024.

An evaluation committee consisting of Christine Soto, General Counsel; Dominique Spagnolo, Paralegal and Denise Williams, Director of Purchasing recommended the vendors based on experience in legal services for Community Colleges/Universities in the State of New Jersey as described in the scope of services section of the Request For Qualification. The committee recommendation is to the 18 Legal Firms.

**Nature of Bid:** Essex County College – Legal Services Request For Qualification

**Request For Qualification:** **The recommendation is for responsive and responsible Legal Firms.**

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

<u>Description</u>	<u>Account #</u>
Operating Expense/Legal Fees	10-1701-7827

**Resolution:** The Board of Trustees of Essex County College approves the two-year Qualified list of 18 Legal Firms as indicated on the spreadsheet for the period of July 1, 2024 through June 30, 2026. Firms will be selected 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 per hour.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Anika Good
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-1/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Anika Good to the position of Director, Retention and Recruitment, for the Welcome Center, for the period March 20, 2024 through June 30, 2024. The recommended annual salary for the position is \$95,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 26 applications were received and 6 were selected. Anika Good is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (MASTERS DEGREE ACCEPTED):**

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Master's	2016	Fairleigh Dickinson University Teaneck, NJ	Student Services Administration
● Bachelor's	2014	Kean University Union, NJ	Psychology

**FISCAL NOTES:** The recommended salary of \$95,000 included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Anika Good at the annual salary of \$95,000 to the position of Director, Retention and Recruitment, for the Welcome Center, for the period March 20, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Yelena Pirtskhalava
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-2/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Yelena Pirtskhalava to the position of Director of Pre-College Readiness, Dual Enrollment Program and Extension Centers, for the Dual Enrollment & Extension Centers, for the period March 25, 2024 through June 30, 2024. The recommended annual salary for the position is \$80,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 5 applications were received. Yelena Pirtskhalava is the recommended candidate.

**DEGREE/CERTIFICATION QUALIFICATIONS (MASTERS DEGREE ACCEPTED):**

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Doctorate	1990	Moscow Institute of Textile Technology Moscow, Russia	Computer Engineering
● Master's	1987	Moscow Institute of Textile Technology Moscow, Russia	Computer Engineering
● Associate	1994	Essex County College Newark, NJ	Computer Information System

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Yelena Pirtskhalava at the annual salary of \$80,000 to the position of Director of Pre-College Readiness, Dual Enrollment Program and Extension Centers, for the Dual Enrollment & Extension Centers, for the period March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Leonette Lewis
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-3/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Leonette Lewis to the position of Assistant Director - Benefits Administration, for Human Resources, for the period March 25, 2024 through June 30, 2024. The recommended annual salary for the position is \$72,000.

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

**DEGREE/CERTIFICATION QUALIFICATIONS (MASTERS DEGREE ACCEPTED):**

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Master's	2017	DeVry - Keller Graduate School of Management Paramus, NJ	Human Resources
● Bachelor's	2011	New Jersey City University Jersey City, NJ	Sociology

**FISCAL NOTES:** The recommended salary of \$72,000 included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Leonette Lewis at the annual salary of \$72,000 to the position of Assistant Director-Benefits Administration, for Human Resources, for the period, March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Wilkens Jean
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-4/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Wilkens Jean to the position of Buyer-Purchasing, for the Finance Department for the period March 25, 2024 through June 30, 2024. The recommended annual salary for the position is \$53,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 6 applications were received. Wilkens Jean is the recommended candidate.

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

Degree or Certification   Date Awarded   Institution Name, Location   Major Area of Study

- Bachelor’s
2019
Bloomfield College  
Bloomfield, NJ
Business  
Administration/Management

**FISCAL NOTES:** The recommended salary of \$53,000 included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Wilkens Jean at the annual salary of \$53,000 to the position of Buyer-Purchasing, for the Finance Department, for the period, March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Sheree Johnson
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-5/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Sheree Johnson to the position of Buyer-Purchasing, for the Finance Department, for the period March 25, 2024 through June 30, 2024. The recommended annual salary for the position is \$53,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 6 applications were received. Sheree Johnson is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Bachelor’s	2023	Rutgers, The State University of New Jersey Newark, NJ	Finance
● Associate’s	2020	Essex County College Newark, NJ 07102	Finance

**FISCAL NOTES:** The recommended salary of \$53,000 included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Sheree Johnson at the annual salary of \$53,000 to the position of Buyer-Purchasing, for the Finance Department, for the period, March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Nisha Adena
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-6/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Nisha Adena to the position of Manager – Auxiliary Services, for Information Technology, for the period March 25, 2024 through June 30, 2024. The recommended annual salary for the position is \$55,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 6 applications were received. Nisha Adena 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’s	2020	Icahn School of Medicine at Mount Sinai New York, NY	Public Health
● Bachelor’s	2018	University at Buffalo Buffalo, NY	Health & Human Services

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Nisha Adena at the annual salary of \$55,000 to the position Manager – Auxiliary Services, for Information Technology, for the period, March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	





## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Barbara Lewis
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-7/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Barbara Lewis to the position of Workplace Readiness Advisor, for the Student Affairs Department, for the period March 25, 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 13 applications were received. Barbara Lewis 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>
● Certification	2004	Seton Hall University South Orange, NJ	Education Leadership, Management, and Policy
● Master’s	1995	Montclair State University Montclair, NJ	Counseling Guidance and Human Service
● Bachelor’s	1985	Seton Hall University South Orange, NJ	Political Science

**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 the appointment of Barbara Lewis at the annual salary of \$42,000 to the position of Workplace Readiness Advisor, for the Student Affairs Department, for the period March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Ashley Cruz
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-8/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Ashley Cruz to the position of Financial Aid Officer, for the Enrollment Management and Services Department, for the period March 25, 2024 through June 30, 2024. The recommended annual salary for the position is \$45,000.

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

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Bachelor’s	2022	Montclair State University Montclair, NJ	Business Administration
● Associate’s	2019	Essex County College Newark, NJ	Vision Care Technology

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Ashley Cruz at the annual salary of \$45,000 to the position of Financial Aid Officer, for the Enrollment Management and Services Department, for the period March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Diana Serquen
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-9/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Diana Serquen to the position of EOF Student Support Assistant, for the Educational Opportunity Fund (EOF), for the period March 25, 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 3 applications were received. Diana Serquen is the recommended candidate.

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

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

**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 the appointment of Diana Serquen at the annual salary of \$35,900 to the position of EOF Student Support Assistant, for the Educational opportunity Fund (EOF), for the period March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Junette Williams
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-10/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Junette Williams to the position of Administrative Assistant, for the Academic Affairs Department for the period March 25, 2024 through June 30, 2024. The recommended annual salary for the position is \$36,500.

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

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

Degree or Certification    Date Awarded    Institution Name, Location    Major Area of Study

- Associate
2022
Essex County College  
Newark, NJ
Liberal Arts

**FISCAL NOTES:** The recommended salary of \$36,500 included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Junette Williams at the annual salary of \$36,500 to the position of Administrative Assistant, for the Academic Affairs Department for the period March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Alexandra Yanqui
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-11/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Alexandra Yanqui to the position of Student Services Specialist, for the Student Affairs Department, for the period March 25, 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 7 applications were received. Alexandra Yanqui is the recommended candidate.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Bachelor’s	2017	Rutgers University Newark, NJ	Finance
● Associate’s	2014	Essex County College Newark, NJ	Business Administration

**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 the appointment of Alexandra Yanqui at the annual salary of \$35,900 to the position of Student Services Specialist, for the Student Affairs Department, for the period March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jonise Desalines
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-12/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Jonise Desalines to the position of Teacher Assistant, for the Child Development Center, for the period March 25, 2024 through June 30, 2024. The recommended annual salary for the position is \$27,537.

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

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

**FISCAL NOTES:** The recommended salary of \$27,537.00 included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Jonise Desalines at the annual salary of \$27,537 to the position of Teacher Assistant, for the Child Development Center, for the period March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Hildo Alvez
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	March 19, 2024
Agenda Item No.:	4-13/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Hildo Alvez to the position of Maintenance Technician, for the Facilities Management, for the period March 25, 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 3 applications were received. Hildo Alvez is the recommended candidate.

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

**FISCAL NOTES:** The recommended salary of \$42,000.00 included in the Department’s annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Hildo Alvez at the annual salary of \$42,000 to the position of Maintenance Technician, for the Facilities Management, for the period March 25, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Budget Amendment: Strengthening Career and Technical Education for the 21 <sup>st</sup> Century Act (Perkins V)
Contact:	Dr. Alvin Williams, Executive Dean, Academic Affairs
Meeting Date:	March 19, 2024
Agenda Item No.:	7-1.1/Mar-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees of Essex County College accept the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) Fiscal Year 2024 Budget Amendment to the State of New Jersey Department of Education for the period of July 1, 2023 – June 30, 2024 (FY24).

**BACKGROUND AND RATIONALE:** Essex County College received \$768,833 for the College’s career and technical education programs. The budget amendment was prepared for the purchase of additional supplies and equipment, review course for Physical Therapist Assistant licensure as well as, mentoring and tutoring. All funds will be utilized in accordance with the amended FY24 spending strategy.

**FISCAL NOTES:** There will be no negative fiscal impact on the College. The budget amendment will assist in achieving the grant purpose.

**RESOLUTION:** The Board of Trustees of Essex County College accepts the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) Fiscal Year 2024 Budget Amendment to the State of New Jersey Department of Education for the period of July 1, 2023 – June 30, 2024 (FY24).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	





**BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

Subject:	Board Action Plan
Contact:	Board of Trustees: Policy and Governance Committee
Meeting Date:	March 19, 2024
Agenda Item No.:	7-3.1/Mar-2024

**WHEREAS**, the Board of Trustees of Essex County College recently had its annual retreat on March 2, 2024 and discussed the Board’s self-evaluation; and

**WHEREAS**, Board Policy 1-5 (3) requires the Board of Trustees of Essex County College to discuss its self-evaluation at the annual retreat and to vote on a plan at the next regularly scheduled meeting following the annual retreat; and

**WHEREAS**, in accordance with Board Policy 1-5 (3), the attached board action plan was previously adopted and will be extended to the current academic year.

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

1. The Board of Trustees of Essex County College hereby approves the extension of the attached board action plan in accordance with Board Policy 1-5 (3).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Board of Trustees	FINAL DISPOSITION
BOARD APPROVAL DATE March 19, 2024	