



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

April 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

3-1.1/Apr-2024 Authorize the Award of a Two-Year Contract for Advertising and Recruitment Amount not to exceed \$150,000.00 per year
Clear Channel Outdoor, San Antonio, TX
No Degree Grant Funded – Operating Expense

3-1.2/Apr-2024 Authorize the Award of a Contract for Owner Representative Services Amount not to exceed \$30,000.00
Anser Advisory Management LLC, Santa Ana, CA
Chapter XII Funded – Capital Expense

3-1.3/Apr-2024 Authorize the Award of a Two-Year Contract for Landscaping Services for the West Essex Campus Amount not to exceed \$41,600.00 per year
RAC Landscape Contractors, Cranford, NJ
College Funded – Operating Expense

3-1.4/Apr-2024 Authorize the Award of a Three-Year Contract for Books for College Students Amount not to exceed \$3,500,000.00 per year
RedShelf, INC, Chicago, IL
College Funded – Operating Expense

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

Appointments

4-1/Apr-2024 Lolita Cruz, Associate Director of Campus Services and Community Relations – West Essex Campus
West Essex
Effective April 29, 2024
Salary \$76,000.00

4-2/Apr-2024 Shalia Story, Operational Support Specialist
Office of the President
Effective April 24, 2024
Salary \$52,500.00

- 4-3/Apr-2024 Jenny Espinoza, Accounts Payable Officer
Business Affairs
Effective April 29, 2024
Salary \$50,000.00

- 4-4/Apr-2024 Mubbashra Begum, Accounts Payable Officer
Business Affairs
Effective April 29, 2024
Salary \$57,000.00

- 4-5/Apr-2024 Jamel Green, General Ledger Accountant
Accounting
Effective April 29, 2024
Salary \$73,000.00

- 4-6/Apr-2024 Massiata Soumahoro, General Ledger Accountant
Accounting
Effective April 29, 2024
Salary \$60,000.00

- 4-7/Apr-2024 Kayleen Marino, Administrative Assistant, Student Life & Activities
Student Activities
Effective May 1, 2024
Salary \$36,500.00

- 4-8/Apr-2024 Karon Johnson, Security Officer
Public Safety
Effective April 29, 2024
Salary \$31,470.00

Reappointment Listing

4-9/Apr-2024	Administrative:	28
	Administrative Confidential:	21
	Tenure Track Faculty:	26
	Non-Tenure Track Faculty:	7
	Professional:	117
	Professional Confidential:	19
	Total Employees:	218

Promotion in Academic Rank

- 4-10/Apr-2024 William J. Tooma, Associate Professor
Chairperson
Humanities & Bilingual Studies Division
Effective September 1, 2024

Granting of Tenure

- 4-11/Apr-2024 Lori York, Chairperson and Assistant Professor
Nursing and Health Sciences Division
Effective September 1, 2024
- 4-12/Apr-2024 Sujatha Ramakrishnan, Assistant Professor
Biology, Chemistry, and Physics Division
Effective September 1, 2024
- 4-13/Apr-2024 Gervida Constant, Instructor
Nursing and Health Sciences Division
Effective September 1, 2024

Retirement

- 4-14/Apr-2024 Jonell Congleton, Liaison to the President/Board of Trustees
Office of the President
Effective: June 30, 2024

Resignation

- 4-15/Apr-2024 Aja’Zena Chambers-Finn, Telephone Operator
Information Technology
Effective: April 14, 2024

College’s Table of Organization

- 4-16/Apr-2024 Organization Chart

VIII. Educational Programs Committee ReportDr. A. Lewis

- 7-1.1/Apr-2024 Dual Admissions Agreement: New Jersey City University
- 7-1.2/Apr-2024 Dual Enrollment Program: Belleville Board of Education
- 7-1.3/Apr-2024 Dual Enrollment Program: Caldwell-West Caldwell Board of Education
- 7-1.4/April 2024 Dual Enrollment Program: East Orange Board of Education
- 7-1.5/April 2024 Dual Enrollment Program: Irvington Board of Education
- 7-1.6/April 2024 Dual Enrollment Program: Montclair Board of Education
- 7-1.7/April 2024 Dual Enrollment Program: Newark Board of Education
- 7-1.8/April 2024 Dual Enrollment Program: Orange Public Schools Board of Education
- 7-1.9/April 2024 Dual Enrollment Program: Essex County Schools of Technology
- 7-1.10/April 2024 Memorandum of Agreement: The New Jersey Department of Education
- 7-1.11/April 2024 Memorandum of Understanding: NJ Health Information and Management Systems Society (NJHIMSS)

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..... 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 SessionMrs. J. Grimes
- XIX. AdjournmentChair M. Bolden

***Public meeting agenda subject to change**



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Finance: Clear Channel Outdoor Non-SBE/MBE/WBE
Contact:	Alfred Bundy / Executive Director of Institutional Advancement
Meeting Date:	April 23, 2024
Agenda Item No.:	3-1.1/Apr-2024 Resolution Authorizing the Award of Two-Year Contract for Advertising and Recruitment

WHEREAS, Essex County College needs to approve a contract on an as-needed basis in the total amount not to exceed **\$150,000.00** per year to **Non-SBE/MBE/WBE Clear Channel Outdoor LLC**, 4830 North Loop 1604 West, Suite 111, San Antonio, Texas 78249 to advertise Essex County College for student recruitment from April 24, 2024, through April 23, 2026, 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(20) Personnel recruitment and advertising, including without limitation advertising seeking student enrollment; and

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

WHEREAS, The award of this purchase shall be made as “Non-Fair and Open” pursuant to the provisions of N.J.S.A. 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 done an assessment and indicated that money will be 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 approves a contract to **Non-SBE/MBE/WBE, Clear Channel Outdoor LLC**, in the amount not to exceed **\$150,000.00** per year on an as-needed basis for advertising and recruitment from April 24, 2024, through April 23, 2026;
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-25.3 and 18A:64A-25.5.a(20);
3. The specific line item against which this contract is to be charged is as follows:
29411-9411-7470 – No Degree Grant/Advertising
FY 2024/2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance – Anser Advisory Management Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 23, 2024
Agenda Item No.:	3-1.2/Apr-2024
Resolution Authorizing the Award of a Contract for Owner Representative Services	

WHEREAS, Essex County College needs to approve a contract in the total amount not to exceed **\$30,000.00** to **SBE Anser Advisory Management LLC**, 2677 N. Main St. Suite 400, Santa Ana, CA 92705 for the role of Owner Representative to provide consulting, oversight and coordination between contractors and architectural firm to ensure that the Library and Learning Center Renovation at the Newark Campus is progressing on schedule and within the original budget.

WHEREAS, This project is a significant construction undertaking by the College. Considering the proposed project's complexity and the required completion timeframe, the decision was made to acquire the consulting services of an Owner Representative (OR); and

WHEREAS, This service is 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(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 done an assessment and indicated that money will be 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 approves a contract to **Anser Advisory Management** not to exceed **\$30,000.00** for Owners Representative;
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-25.3 and 18A:64A-25.5.a(15);
3. Specific line item against which this proposal is to be charged is as follows:
901903-3126-7953A Chapter XII Ordinance # 19-00003/Construction Manager
FY 2024/FY 2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: RAC Landscape Contractors Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	April 23, 2024
Agenda Item No.:	3-1.3/Apr-2024
Resolution Authorizing the Award of a Two-Year Contract for Landscaping Services for West Essex Campus	

WHEREAS, Essex County College needs to approve a contract on an as-needed basis in the total amount not to exceed **\$41,600.00** per year from April 24, 2024 to April 23, 2026 to **SBE RAC Landscape Contractors**, 9 Penn Road, Cranford, NJ 07016 for landscaping related services for 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, 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 done an assessment and indicated that money will be 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 approves a contract to **RAC Landscape Contractors** for **\$41,600.00** per year from April 24, 2024 to April 23, 2026;
2. This purchase 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 the purchase is to be charged is as follows:
10-7252- 7924A Operating Expense/Landscaping
FY 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:		Finance: RedShelf, Inc Non-SBE/MBE/WBE
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO	
Meeting Date:		April 23, 2024
Agenda Item No.:		3-1.4/Apr-2024
	Resolution Authorizing the Award of a Three-Year Contract for Books for College Students	

WHEREAS, Essex County College needs to approve a three-year contract on an as-needed basis in the total amount not to exceed **\$3,500,000.00** per year to **Non-SBE/MBE/WBE, RedShelf, INC** 175 W Jackson Blvd, Suite 1425 Chicago, IL 60604 for the procurement of books for ECC students from April 23, 2024 through June 30, 2027, in which contracts for Educational Supplies are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.(21) and N.J.S.A.18A:64A-25.5.(6), Textbooks, copyrighted materials, student-produced publications and services incidental thereto, library materials including without limitation books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials and specialized library services; and

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

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

WHEREAS, The Comptroller of Essex County College has done an assessment and indicated that money will be 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 approves a three-year contract on an as-needed basis with **RedShelf, INC** 175 W Jackson Blvd, Suite 1425 Chicago, IL 60604 in the total amount of **\$3,500,000.00** per year for the purchase of books for the students of the college from April 23, 2024 through June 30, 2027;
2. The blanket order is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.(21) and N.J.S.A.18A:64A-25.5.(6);
3. The specific line item against which this blanket order is to be charged is as follows:
Operating Expense
FY 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Lolita Cruz
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-1/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Lolita Cruz to the position of Associate Director of Campus Services and Community Relations – West Essex Campus, for the period April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025. The recommended annual salary for the position is \$76,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 15 applications were received. Lolita Cruz 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	2022	Rutgers University Newark, NJ	Public Administration
● Bachelor’s	2018	Bloomfield College Bloomfield, NJ	Political Science

FISCAL NOTES: The recommended salary of \$76,000 included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Lolita Cruz at the annual salary of \$76,000 to the position of Associate Director of Campus Services and Community Relations – West Essex Campus, for the period April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Shalia Story
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-2/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Shalia Story to the position of Operational Support Specialist, for the Office of the President, for the period April 24, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025. The recommended annual salary for the position is \$52,500.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 1 application were received. Shalia Story is the recommended candidate.

DEGREE/CERTIFICATION QUALIFICATIONS (BACHELOR DEGREE ACCEPTED):

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
● Bachelor's	2013	Centenary University Hackettstown, NJ	Fashion Design

FISCAL NOTES: The recommended salary of \$52,500 included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Shalia Story at the annual salary of \$52,500 to the position of Operational Support Specialist, for the Office of the President, for the period April 24, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jenny Espinoza
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-3/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Jenny Espinoza to the position of Accounts Payable Officer, for Finance, for the period April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025. 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 11 applications were received. Jenny Espinoza 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	2024	Rutgers University Newark, NJ	Accounting and Supply Chain Management
● Associate’s	2017	Essex County College Newark, NJ	Accounting

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 the appointment of Jenny Espinoza at the annual salary of \$50,000 to the position of Accounts Payable Officer, for Finance, for the period April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Mubbashra Begum
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-4/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Mubbashra Begum to the position of Accounts Payable Officer, in Finance, for the period April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025. 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 11 applications were received. Mubbashra Begum 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	2008	Rutgers State University Newark, NJ	Bachelor of Science in Finance
● Associate’s	2005	Essex County College Newark, NJ	Associate of Science in Accounting

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 Mubbashra Begum at the annual salary of \$57,000 to the position of Accounts Payable Officer, for Finance, for the period April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Jamel Green
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-5/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Jamel Green to the position of General Ledger Accountant, in Finance, for the period April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025. The recommended annual salary for the position is \$73,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 7 applications were received, 6 were interviewed. Jamel Green 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	2012	Keller Graduate School of Management New York, NY	Master of Science, accounting and Financial Management
● Bachelor’s	2001	North Carolina Central University Durham, NC	Bachelor of Arts, Business Administration

FISCAL NOTES: The recommended salary of \$73,000 included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Jamel Green at the annual salary of \$73,000 of position of General Ledger Accountant, in Finance for the period April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Massiata Soumahoro
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-6/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Massiata Soumahoro to the position of General Ledger Accountant, in Finance for the period April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025. 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 7 applications were received, 6 were interviewed. Massiata Soumahoro 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	2021	Rutgers State University Newark, NJ	Bachelor of Science, Accounting
● Associate’s	2019	Essex County College Newark, NJ	Associate of Science Accounting

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 the appointment of Massiata Soumahoro at the annual salary of \$60,000 of position of General Ledger Accountant, in Finance for the period April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Kayleen Marino
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-7/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Kayleen Marino to the position of Administrative Assistant, Student Life & Activities, in Student Activities, for the period May 1, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025. 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 3 applications were received. Kayleen Marino 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
2022
Montclair State University
Montclair, NJ
Bachelor of Sociology

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 Kayleen Marino at the annual salary of \$36,500 of position of Administrative Assistant, in Student Activities, for the period May 1, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Karon Johnson
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-8/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the appointment of Karon Johnson to the position of Security Officer, for Public Safety, for the period April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025. The recommended annual salary for the position is \$31,470.

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

DEGREE/CERTIFICATION QUALIFICATIONS (NO DEGREE REQUIRED):

FISCAL NOTES: The recommended salary of \$31,470 included in the Department’s annual budget.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Karon Johnson at the annual salary of \$31,470 to the position of Security Officer, for Public Safety, for the period, April 29, 2024 through June 30, 2024 and the reappointment for the period July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Re-Appointment Listing
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-9/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the re-appointment of the administrative, professional, tenure-track and non-tenure track faculty employees identified on the attached Re-Appointment of Personnel listings for the periods indicated.

BACKGROUND AND RATIONALE: Consistent with the annual contract renewal process, employee listings by employment classification are submitted to the Board of Trustees for approval. Employee count by classification is as follows:

	Effective Period	
Administrative	09/01/2023- 06/30/2024	28
Administrative Confidential	09/01/2023 - 06/30/2024	21
Tenure Track Faculty	09/01/2023 - 08/31/2024	26
Non-Tenure Track Faculty	09/01/2023 - 08/31/2024	7
Professional	07/01/2023 - 06/30/2024	117
Professional Confidential	07/01/2023 - 06/30/2024	19
TOTAL EMPLOYEE RENEWALS		218

FISCAL NOTES: Salaries of employees recommended for re-appointment are included in the College’s 2024-2025 annual operating budget.

RESOLUTION: The Board of Trustees of Essex County College approves the re-appointment of the administrative, professional, tenure-track and non-tenure track faculty employees identified on the attached Re-Appointment of Personnel listings for the periods indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion in Academic Rank (Administrative)
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-10/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the promotion in academic rank for the individual(s) listed, effective September 1, 2024, in accordance with the terms and conditions of the Administrative Association Collective Bargaining Agreement.

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

<u>From</u>	<u>To</u>	<u>Name</u>	<u>Discipline</u>	<u>Degree and Major</u>
Assistant Professor	Associate Professor	William J. Tooma	English	Doctor of Literature - Humanities Master of Arts – English Bachelor of Arts – English

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

RESOLUTION: The Board of Trustees of Essex County College approves the promotion in academic rank for the individual(s) listed, effective September 1, 2024, in accordance with the terms and conditions of the Administrative Association Collective Bargaining Agreement.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Granting of Tenure
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-11/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the granting of tenure of Lori York, to the academic rank of Assistant Professor, in the discipline of Nursing, for the Nursing and Health Sciences Division, effective September 1, 2024.

BACKGROUND AND RATIONALE: Lori York has served in the capacity of Assistant Professor of Nursing since August 5, 2019 and has demonstrated clear and positive evidence of excellence in scholarship and classroom performance. She has made significant contributions to the College, its students, and the community.

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’s	2017	University of Phoenix	Nursing
● Bachelor’s	2011	University of Phoenix	Nursing
● Associate’s	1993	Essex County College	Nursing

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

RESOLUTION: The Board of Trustees of Essex County College approves the granting of tenure of Lori York, to the academic rank of Assistant Professor, in the discipline of Nursing, for the Nursing and Health Sciences Division, effective September 1, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Granting of Tenure
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-12/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the granting of tenure of Sujatha Ramakrishnan, to the academic rank of Assistant Professor, in the discipline of Biology, for the Biology, Chemistry, and Physics Division, effective September 1, 2024.

BACKGROUND AND RATIONALE: Sujatha Ramakrishnan has served in the capacity of Assistant Professor of Nursing since September 3, 2019 and has demonstrated clear and positive evidence of excellence in scholarship and classroom performance. She has made significant contributions to the College, its students, and the community.

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’s	2003	Purdue University	Molecular Biology
● Bachelor’s	1995	Osmania University of India	Botany, Zoology and Chemistry

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

RESOLUTION: The Board of Trustees of Essex County College approves the granting of tenure of Sujatha Ramakrishnan, to the academic rank of Assistant Professor, in the discipline of Biology, for the Biology, Chemistry, and Physics Division, effective September 1, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Granting of Tenure
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-13/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the granting of tenure of Gervida Constant, to the academic rank of Assistant Professor, in the discipline of Nursing, for the Nursing and Health Sciences Division, effective September 1, 2024.

BACKGROUND AND RATIONALE: Gervida Constant has served in the capacity of Assistant Professor of Nursing since January 2, 2020 and has demonstrated clear and positive evidence of excellence in scholarship and classroom performance. She has made significant contributions to the College, its students, and the community.

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’s	2018	Walden University	Nursing
● Bachelor’s	2013	Felician College	Nursing

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

RESOLUTION: The Board of Trustees of Essex County College approves the granting of tenure of Gervida Constant, to the academic rank of Assistant Professor, in the discipline of Nursing, for the Nursing and Health Sciences Division, effective September 1, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-14/Apr-2024

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

<u>Name</u>	<u>Title</u> <u>Department</u>	<u>Unit</u>	<u>Hire Date</u>	<u>Effective</u> <u>Date</u>
Jonell Congleton	Liaison to the President/BOT	Professional II Confidential	August 14, 2002	June 30, 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
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation(s)
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-15/Apr-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>
Aja'Zena Chambers-Finn	Telephone Operator	Information Technology	12/23/2008	04/13/2024

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

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

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: College’s Table Of Organization
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	April 23, 2024
Agenda Item No.:	4-16/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the College’s updated Table of Organization.

BACKGROUND AND RATIONALE: In accordance with New Jersey Administrative Code (NJSA) Title 9A – Higher Education (9A: 1-1.6 (d) 4 (i), the Chief Executive Officer holds the responsibility *inter alia* for the organization and administration of the institution, including the organizational structure, and for establishing academic/administrative regulations and procedures dealing with that structure. To that end, the President has led the College’s reorganization since November, 2022 and has worked with senior management to recalibrate the institution by aligning titles with positions and functions, establishing a clear management structure, and determining the disposition of personnel for optimum fulfillment of the College’s mission and its strategic goals and objectives. The Table of Organization that is presented here has been revised to reflect the current and correct positions, titles, and reporting lines in the College’s organizational structure.

FISCAL NOTES: There are no costs associated with the finalization of the College’s Table of Organization.

RESOLUTION: The Board of Trustees approves the College’s updated Table of Organization (04-2024).

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Dual Admissions Agreement – New Jersey City University
Contact:	Dr. Alvin Williams, Dean of Faculty and Academics
Meeting Date:	April 23, 2024
Agenda Item No.:	7-1.1/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees approve the Dual Admissions Agreement for Psychology Degree Programs between Essex County College and New Jersey City University (NJCU) to facilitate the continuing education of Associate of Science students into the NJCU’s Psychology Bachelor of Arts program, commencing September 1, 2024.

BACKGROUND AND RATIONALE: Under the terms of this Agreement, Essex County College students in good academic standing, with a Social Science A.S. Degree will be guaranteed admission into New Jersey City University’s Psychology, B.A. program with Junior status.

Essex students that satisfy the eligibility criteria will benefit from:

- Special advising from NJCU faculty while enrolled at ECC;
- Ability to earn both associate’s and bachelor’s degrees while maximizing transferability of credits;
- A guarantee that students who meet the stated criteria will have a reserved place in the Psychology program at NJCU;
- Access to NJCU financial aid counselors to facilitate early financial planning and estimates of financial aid and scholarships while students are enrolled at ECC;
- An NJCU faculty member that may teach a course at ECC;
- A workshop offered at NJCU to acquaint students with the campus and its faculty, staff, and students.

The Agreement shall commence on September 1, 2024 and will be reviewed and modified as necessary every three years.

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 Dual Admissions Agreement for Psychology Degree Programs between Essex County College and New Jersey City University (NJCU) to facilitate the continuing education of Associate of Science students into the NJCU’s Psychology Bachelor of Arts program, commencing September 1, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Belleville Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 23, 2024
Agenda Item No.:	7-1.2/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Agreement between Essex County College, hereinafter referred to as “Essex” and the Belleville Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Belleville High School, hereinafter after referred to “BVHS” from July 1, 2024 to June 30, 2025.

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

FISCAL NOTES: BVHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$850 - \$900 per credit as per the ECC Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). BVHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner. Lastly, BVHS will pay a \$975 administrative fee per course.

RESOLUTION: The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Belleville Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Belleville High School from July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Caldwell-West Caldwell Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 23, 2024
Agenda Item No.:	7-1.3/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approves the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the Caldwell-West Caldwell Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to James Caldwell High School, hereinafter after referred to “JCHS” from July 1, 2024 to June 30, 2025.

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

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

RESOLUTION: The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Caldwell-West Caldwell District Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to James Caldwell High School from July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: East Orange Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 23, 2024
Agenda Item No.:	7-1.4/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the East Orange Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to East Orange High Schools, hereinafter after referred to “EOHS” from July 1, 2024 to June 30, 2025.

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

FISCAL NOTES: EOHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$850-\$900) per credit as per the Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). EOHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner. Lastly, EOHS will pay a \$975 administrative fee per course.

RESOLUTION: The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the East Orange Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to East Orange High Schools from July 1, 2024 to June 30, 2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM - Irvington Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 23, 2024
Agenda Item No.:	7-1.5/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Agreement between Essex County College, hereinafter referred to as “Essex” and the Irvington Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Rita L. Owens STEAM Academy, hereinafter after referred to “RLOSA” from July 1, 2024 to June 30, 2025.

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

FISCAL NOTES: RLOSA is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$850 - \$900 per credit as per the ECC Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). RLOSA will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner. Lastly, RLOSA will pay a \$975 administrative fee per course.

RESOLUTION: The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Irvington Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Rita L. Owens STEAM Academy from July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Montclair Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 23, 2024
Agenda Item No.:	7-1.6/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Agreement between Essex County College, hereinafter referred to as “Essex” and the Montclair Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Montclair High School, hereinafter after referred to “MHS” from July 5, 2024 to June 30, 2025.

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

FISCAL NOTES: MHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$850 - \$900 per credit as per the ECC Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). BVHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner. Lastly, MHS will pay a \$975 administrative fee per course.

RESOLUTION: The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Montclair Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Montclair High School from July 5, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Dual Enrollment Program: Newark Public Schools Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 23, 2024
Agenda Item No.:	7-1.7/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Agreement between Essex County College, hereinafter referred to as “Essex” and the Newark Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Newark Public High Schools, hereinafter referred to “NPHS” from July 1, 2024 to June 30, 2025. NPHS include, but are not limited to Arts HS, Barringer HS, Central HS, East Side HS, Technology HS, Science Park HS, University HS, West Side HS, Weequahic HS.

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

FISCAL NOTES: NPHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$850 - \$900 per credit as per the ECC Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). NPHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner. Lastly, NPHS will pay a \$975 administrative fee per course.

RESOLUTION: The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Newark Public Schools Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Newark Public High Schools from July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Dual Enrollment Program: Orange Public Schools Board of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 23, 2024
Agenda Item No.:	7-1.8/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the Orange Public Schools Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Orange High School, hereinafter after referred to “OHS” from July 1, 2024 to June 30, 2025.

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

FISCAL NOTES: OHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$870-\$900) per credit as per the Adjunct Faculty Association contract with an additional 10% added to contribute to fringe/cost of benefits). OHS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner. Lastly, OHS will pay a \$975 administrative fee per course.

RESOLUTION: The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Orange Public Schools Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Orange High School from July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	DUAL ENROLLMENT PROGRAM: Essex County Schools of Technology - Newark Tech HS, Donald Payne, West Caldwell Tech
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 23, 2024
Agenda Item No.:	7-1.9/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Dual Enrollment Program Agreement between Essex County College, hereinafter referred to as “Essex” and the Essex County Board of Education, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Essex County Schools of Technology: Newark Tech High School, Donald Payne High School, West Caldwell High School hereinafter after referred to “ECSTHS” from July 1, 2024 to June 30, 2025.

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

FISCAL NOTES: ECSTHS is expected to provide an instructor who meets Essex’s standards for college-level instruction or pay for an adjunct provided by Essex (\$850-\$900 per credit as per the Adjunct Faculty Association contract with an additional 7.65% added to contribute to fringe/cost of benefits). Newark Technology High School, Donald Payne High School, West Caldwell High School will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner. Lastly, ECSTHS will pay a \$975 administrative fee per course section.

RESOLUTION: The Board of Trustees of Essex County College accepts the Dual Enrollment Program Agreement between Essex County College and the Essex County Schools of Technology for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Newark Technology High School, Donald Payne High School, West Caldwell High School from July 1, 2024 to June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Memorandum of Agreement: The New Jersey Department of Education
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 23, 2024
Agenda Item No.:	7-1.10/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept the Memorandum of Agreement between Essex County College (ECC) and the New Jersey Department of Education (NJDOE) whereas NJDOE wishes to establish a working relationship with ECC to share data collected for educator preparation programs (EPP’s) as required by the Higher Education Act, Title II ("HEA") and state regulations, N.J.A.C. 6A:9A-3.2. The Agreement will take effect upon signature by the authorized representative of each party and will remain in effect until July 1, 2028.

BACKGROUND AND RATIONALE: ECC is a newly approved educational site by the NJDOE to offer a 400-hour post baccalaureate program at the non-credit level. This EPP, as it is named the Alternate Route to Teaching Program for Elementary and Secondary Education, is overseen by the On-Campus Continuing Education Department under the area of Community, Continuing Education and Workforce Development.

ECC is a partner with NJDOE in complying with the federal mandate to report data on teacher preparation programs as required by the Higher Education Act, Title II ("HEA") and state regulations, N.J.A.C. 6A:9A-3.2. In order for both parties to comply, each entity needs to share data that they collect annually and work collaboratively to ensure that the reporting is accurate. This MOA will enable NJDOE and EPP’s to share data with one another to be utilized for accreditation and continuous improvement, which will not identify individual students, regarding newly prepared teachers.

FISCAL NOTES: There is no financial impact to the institution.

RESOLUTION: The Board of Trustees of Essex County College accepts the Memorandum of Agreement between Essex County College (ECC) and the New Jersey Department of Education (NJDOE) whereas NJDOE wishes to establish a working relationship with ECC to share data collected for teacher preparation programs as required by the Higher Education Act, Title II ("HEA") and state regulations, N.J.A.C. 6A:9A-3.2. The Agreement will take effect upon signature by the authorized representative of each party and will remain in effect until July 1, 2028.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	



**BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

Subject:	Memorandum of Understanding: NJ Health Information and Management Systems Society (NJHIMSS)
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	April 23, 2024
Agenda Item No.:	7-1.11/Apr-2024

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Memorandum of Understanding (MOU) between the NJ Health Information and Management Systems Society, hereinafter referred to as “NJHIMSS”, and Essex County College, hereinafter referred to as “Essex”, for the purpose of implementing an online professional certification program;

BACKGROUND AND RATIONALE: ECC and NJHIMSS serve as collaborating entities on the New Jersey Council of County Colleges’ (NJCCC) New Jersey Pathways to Career Opportunities - Center of Workforce Innovation, in which ECC functions as the lead organization in the Healthcare Technology and Administration (HTA) Center. ECC and NJHIMSS have come together to build pathways that align curriculum to serve the learning lifespans of students and workers in the HTA industry through an online professional certification program; **Certified Associate in Healthcare Information and Management Systems (CAHIMS)** and **Certified Professional in Healthcare Information and Management Systems (CPHIMS)**

FISCAL NOTES: ECC will submit one (1) payment to NJHIMSS of \$100 per professional enrolled during the program period for NJHIMSS’ participation in marketing the online professional certification program course to its membership.

RESOLUTION: The Board of Trustees of Essex County College accepts the Memorandum of Understanding (MOU) between the NJ Health Information and Management Systems Society and Essex County College for the purpose of implementing an online professional certification program.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE April 23, 2024	