



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

May 21, 2024 – 4:30 PM

***Essex County College – MultiPurpose Room • 730 Bloomfield Ave, West Caldwell, NJ 07006***

- |                |   |  |
|----------------|---|--|
| 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                           |
| 3-1.1/May-2024 | Authorize the Two-Year Award for Legal Services<br>O'Toole Scrivo<br>Genova Burns<br>Jackson Lewis<br>Walsh Pizzi<br>Juan Fernandez<br>College Funded – Operating Expense   | Amount not to exceed<br>\$350,000.00   |
| 3-1.2/May-2024 | Authorize the Additional Payment for the Presidential<br>Scholarship Gala<br>Crystal Plaza Group, Inc., Livingston, New Jersey<br>Self-Funded – Especial Event  | Amount not to Exceed<br>\$5,000.00     |
| 3-1.3/May-2024 | Authorize the Award of Renewal for a Preventive Maintenance<br>Agreement for Printing Equipment<br>Mark Andy, Inc., Chesterfield, MO<br>College Funded – Operating Expense  | Amount not to exceed<br>\$30,000.00    |
| 3-1.4/May-2024 | Authorize the Award of a One (1) Year NJ State Contract for<br>Preventive Maintenance Service and Repairs for Elevators #1-<br>11<br>Champion Elevator Corporation, Clinton, NJ<br>College Funded – Operating Expense | \$56,162.00                            |
| 3-1.5/May-2024 | Authorize the Award of a Blanket Order for Facility Supplies<br>and Related Services<br>Grainger, Inc., Palatine, IL<br>College Funded – Operating and Capital Expenses   | Amount not to Exceed<br>\$100,000.00   |
| 3-1.6/May-2024 | Authorize the Award of Six (6) Blanket Orders for Utility<br>Services<br><u>Water &amp; Sewage Services</u><br>City of Newark/Water (5 accounts)<br>Township of West Caldwell (1 account)                             | Amount not to Exceed<br>\$2,400,000.00 |

Electrical & Gas Services

PSE&G Co. (32 accounts)

Constellation New Energy (24 accounts)

Direct Energy Marketing (23 accounts)

Telephone Services

Verizon

College Funded - Operating Expenses

3-1.7/May-2024	Authorize the Award of a Two-Year Contract for Audit Services PKF O'Connor Davies, LLP, Woodcliff Lake, NJ College Funded – Operating Expense	Amount not to Exceed \$206,040.00
3-1.8/May-2024	Authorize the Award of a Three-Year Contract for Dental Insurance Services Delta Dental Plan of NJ, Inc., Parsippany, NJ College Funded – Operating Expense	Amount not to Exceed \$1,500,000.00
3-1.9/May-2024	Authorize the Award of a Contract Renewal for Supplemental Life Insurance Dearborn National, Lombard, IL College Funded – Operating Expense	Amount not to Exceed \$50,000.00
3-1.10/May-2024	Authorize the Award of a Two-Year Contract for Athletic Travel and Charter Bus Services Suburban Trails, Verona, NJ Panorama Tours, Wallington, NJ Wertz Motor Coaches, Marcus Hook, PA College Funded – Operating Expense	Amount not to Exceed \$150,000.00
3-1.11/May-2024	Authorize the Purchase for a Commercial Shredder AB Graphics, Clark, NJ Minor Capital Funded – Operating Expense	\$20,000.00
3-1.12/May-2024	Authorize the Award of Three (3) Contracts for Instructional Services for the Summer Youth Program Black Rocket Productions Caring for Children dba Bricks 4 Kidz Share Joy, LLC dba STEAM To-Go College Funded – Operating Expense	Amount not to Exceed \$95,000.00
3-1.13/May 2024	Authorize the Sale of Obsolete Items	

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

Appointments

4-1/May-2024 Nicole Conforti, Title IX-504 Coordinator  
Office of The General Counsel  
Effective July 1, 2024  
Salary \$65,000.00

4-2/May-2024    Sadrac Auplan, Police Officer  
Public Safety  
Effective May 26, 2024  
Salary \$43,000.00

4-3/ May-2024    Zaire Ruffin, Police Officer  
Public Safety  
Effective May 26, 2024  
Salary \$43,000.00

4-4/ May-2024    Joseph Corallo, Security Officer  
Public Safety  
Effective May 26, 2024  
Salary \$31,470.00

4-5/May-2024    Gerard Pierresaint Sr., Security Officer  
Public Safety  
Effective May 26, 2024  
Salary \$31,470.00

Retirements

4-6/May-2024    Gale Gage, Professor  
Faculty  
Effective: September 1, 2024

4-7/May-2024    Yenny Mendoza, Administrative Assistant  
Purchasing  
Effective: June 1, 2024

Resignations

4-8/May-2024    Yelena Lyudmilova, Assistant Dean  
Online Education and Resources  
Effective: May 3, 2024

4-9/May-2024    Khadija Boumehdi, Dispatcher  
Public Safety  
Effective: May 1, 2024

Rescind Appointment

4-10/May-2024    Rod Jefferson, Comptroller  
Office of the Comptroller  
Effective: March 4, 2024

Revisit Tabled Actions: Promotions

4-11/12-2022    Mohamed Seddiki  
Vice President – Operations / Chief Information Officer (CIO)  
Effective January 3, 2023 through June 30, 2023

4-12/12-2022    Alvin Williams  
Vice President – Faculty and Academic Affairs / Chief Academic Officer (CAO)  
Effective January 3, 2023 through June 30, 2023

VIII.	Educational Programs Committee Report .....	Dr. A. Lewis
	7-1.1/May-2024     Memorandum of Understanding: CareSparc Community Connections	
	7-1.2/May-2024     Transfer Agreement: Rutgers University – Newark School of Arts and Science	
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 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 Services
Contact:	Christine Ann Soto, Esq./General Counsel
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.1/May-2024
Resolution Authorizing the Two-Year Award for Legal Services	

**WHEREAS,** Essex County College needs to approve legal services on an as-needed basis to the law firms listed below in accordance with their engagement letters in the total amount not to exceed **\$350,000.00** from July 1, 2024, through June 30, 2026. The firms listed are currently representing the College in various legal matters; 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,** On March 19, 2024 (3-2.1/Mar-2024), the Board of Trustees approved the award for legal services, RFQ # 8181 Legal Services was advertised in The Star-Ledger February 8, 2024. There were fifty-one (51) vendors solicited. Eighteen (18) responses were received on February 29, 2024. Eighteen legal firms were selected for two-years 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 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:

- The Essex County College Board of Trustees approves legal services on an as-needed basis to the law firms listed below in accordance with their engagement letters for a total amount not to exceed **\$350,000.00** from July 1, 2024, through June 30, 2026:

<u>Law Firms</u>	<u>Vendor Category</u>
O'Toole Scrivo	Non-SBE/MBE/WBE
Genova Burns	Non-SBE/MBE/WBE
Jackson Lewis	Non-SBE/MBE/WBE
Walsh Pizzi	Non-SBE/MBE/WBE
Fernandez Garcia	MBE/SBE

- The specific line item against which these payments are to be charged is as follows:  
10-1701-7827 Operating Expense/Legal Fees  
FY 2025/2026

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Crystal Plaza Group, Inc. <b>(Non-SBE/MBE/WBE)</b>
Contact:	Dr. Leigh M. Bello-de Castro / Associate Dean – Student Affairs/Special Projects
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.2/May-2024
Resolution Additional Payment for the Presidential Scholarship Gala	

**WHEREAS**, Essex County College needs approve the additional payment of **\$5,000.00** to **Non-SBE/MBE/WBE, Crystal Plaza Group, Inc.**, 305 West Northfield Road, Livingston, New Jersey 07039 for the annual Presidential Scholarship Gala to be held on April 11, 2024, the College will be reimbursed the contract amount after the event. The contract is exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.5.a(2), Extraordinary unspecifiable services and products which cannot reasonably be described by written specifications, subject however, to procedures consistent with open public bidding whenever possible; and

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

**WHEREAS**, On August 7, 2023 (3-1.3/8-2023), the Board of Trustees approved the award to Crystal Plaza Group for \$50,000.00 for the Presidential Scholarship Gala; 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 the additional payment to **Crystal Plaza Group, Inc.** in the total amount not to exceed **\$5,000.00** for the annual Presidential Scholarship Gala to be held on April 11, 2024.
2. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.5.a(2);
3. The specific line item against which this payment is to be charged is as follows:  
29915-9915-7316 Scholarship Gala & Especial Events Grant Funds  
FY 2024

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Mark Andy, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.3/May-2024
Resolution Authorizing the Award of a Renewal for Preventive Maintenance Agreement for Printing Equipment	

**WHEREAS**, Essex County College needs to approve a renewal to **Non-SBE/MBE/WBE, Mark Andy, Inc.**, 18081 Chesterfield Airport Road, Chesterfield, Missouri 63005 for preventive maintenance for printing equipment located in the Print Shop of in an amount not to exceed **\$30,000.00** from July 1, 2024, through June 30, 2025, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3(a) and N.J.S.A.18A:64A-25.5.a(9) Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services; and

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

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

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

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

1. The Essex County College Board of Trustees approves the renewal to **Mark Andy, Inc.**, of **\$30,000.00** for a preventive maintenance agreement for printing equipment located in the Print Shop from July 1, 2024, through June 30, 2025;
2. The renewal 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) and N.J.S.A.18A:64A-25.5.a(9);
3. The specific line item against which this renewal is to be charged is as follows:  
10-1765-7620 Operating Expense/Repairs  
FY 2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Champion Elevator Corporation <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.4/May-2024
Resolution Authorizing the Award of One (1) Year NJ State Contract for Preventive Maintenance Service, and Repairs for Elevators #1-11	

**WHEREAS**, Essex County College needs to approve the award of an NJ State Contract to **Non-SBE/MBE/WBE, Champion Elevator Corporation**, 6 State Route 173, Clinton, New Jersey 08809 for Preventive Maintenance Service, and Repairs for Elevators #1-11 and allowances in the total amount of **\$56,162.00** from July 1, 2024, through June 30, 2025, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(24), and N.J.S.A.18A:64A-25.5.9.(a) Any county college, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services, or equipment pursuant to a contract or contracts for such materials, supplies, goods, services or equipment entered into on behalf of the State of New Jersey Contract T-2946; and

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

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

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

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

- The Essex County College Board of Trustees approves **Champion Elevator Corporation** for Preventive Maintenance Service, and Repairs for Elevators #1-11 and allowances in the total amount of **\$56,162.00** from July 1, 2024, through June 30, 2025. Subject to the availability of funds:

<u>Description</u>	<u>FY 24-25</u>
PM Services	\$50,000.00
Allowances	\$20,000.00
- The contract is awarded without public bidding as a purchase through the State of NJ Division of Purchase and Property in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(24) and N.J.S.A.18A:64A-25.9(a);
- Champion Elevator Corp., is the authorized vendor for the State of New Jersey Contract T-2946;
- The specific line items against which these purchases are to be charged are as follows:  
10-7251-7622 Operating Expense/Elevator Maintenance  
FY 2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Grainger, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Denise Williams / Purchasing Director
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.5/May-2024
Resolution Authorizing the Award of a Blanket order for facility supplies and related services	

**WHEREAS**, Essex County College needs to approve a blanket order on an as-needed basis in the total amount not to exceed **\$100,000.00** to **Non-SBE/MBE/WBE, Grainger, Inc.**, Dept. 521-825593056, Palatine, Illinois 60038 for the purchase of industrial and miscellaneous/disposable supplies for the College from July 1, 2024, to June 30, 2025, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(24), N.J.S.A.18A:64A-25.10, and N.J.S.A.18A:64A-25.9(a), Any advertising therefor may purchase any materials, supplies, goods, services, or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State by the Division of Purchase and Property. Grainger, Inc. (CNR01248) is the authorized vendor for the E&I Cooperative Services Contract #19-FLEET-00677; and

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

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

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

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

1. The Essex County College Board of Trustees approves **Grainger, Inc.** in the total amount not to exceed **\$100,000.00** for the purchase of industrial and miscellaneous/disposable supplies for the College from July 1, 2024, to June 30, 2025;
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-25.5.a(24), N.J.S.A.18A:64A-25.10, and N.J.S.A.18A:64A-25.9(a);
3. The specific line items against which these additional blanket orders are to be charged are as follows:  
10-7201-7501C Operating and Capital Expenses/Custodial Supplies  
FY 2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Utility Services <b>Non-SBE/MBE/WBE</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.6/May-2024
Resolution Authorizing the Award of Six (6) Blanket Orders for Utility Services	

**WHEREAS**, Essex County College needs to approve six (6) blanket orders in the total amount not to exceed **\$2,400,000.00** per year to the below-listed companies, which will provide Utility Services from July 1, 2024, through June 30, 2025, at the Newark Campus, West Essex Campus, and Student Housing, 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(8) The supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged and exacted, filed with said board; and

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

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

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

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

- The Essex County College Board of Trustees approves six (6) blanket orders in the total amount not to exceed **\$2,400,000.00** per year for utility services from July 1, 2024, through June 30, 2025, at the Newark Campus, West Essex Campus, and Student Housing. Subject to availability of funds:
 

<u>Water &amp; Sewage Services</u> City of Newark/Water (5 accounts) Township of West Caldwell (1 account)	<u>Electrical &amp; Gas Services</u> PSE&G Co. (32 accounts) Constellation New Energy (24 accounts) Direct Energy Marketing (23 accounts)
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Telephone Services  
 Verizon
- 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-25.5.a(8);
- The specific line items against which these blanket orders are to be charged are as follows:  
 Operating Expenses: 10-7351-7660, 10-7252-7660, 10-7351-7640, 10-1751-7401  
 FY 2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: PKF O'Connor Davies, LLP <b>Non-SBE/MBE/WBE</b>
Contact:	Kiswendsida Kaprou/ Senior Comptroller
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.7/May-2024
Resolution Authorizing the Award of a Two-Year Contract for Audit Services	

**WHEREAS**, Essex County College needs to approve a two-year contract in the total amount not to exceed **\$206,040.00** to **Non-SBE/MBE/WBE, PKF O'Connor Davies, LLP**, 300 Tice Boulevard, Woodcliff Lake, New Jersey 07677 for Audit Services from July 1, 2024, through June 30, 2026. The audit services include the audit of student enrollment, the audit of statements of net assets, statements of revenues, expenses, and changes in net assets, and statements of cash flows, which comprise the basic financial statements of the college for the fiscal years 2025 and 2026.

**WHEREAS**, RFP # 8182 Auditing Services was advertised in The Star-Ledger February 8, 2024. There were thirty-two (32) vendors solicited. One (1) response was received on February 29, 2024.

**WHEREAS**, An evaluation committee consisting of Mrs. Kiswendsida Kaprou, Senior Comptroller, Mrs. Renee Ojo-Ohikware, Executive Director of Enrollment Management, and Ms. Darleen Miller, Director of Bursar. The committee's recommendation is to PKF O'Connor Davies, LLP.

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

**WHEREAS**, The Comptroller of Essex County College has 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 the contract in the total amount not to exceed **\$206,040.00** per year for auditing services from July 1, 2024, through June 30, 2026:

<u>Fiscal Year</u>	<u>Amount</u>
2024-2025	\$86,520.00
2025-2026	\$89,520.00
Allowances	<u>\$30,000.00</u>
Total	\$206,040.00

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-25.5.a(8);
3. The specific line items against which these blanket orders are to be charged are as follows:  
10-1701-7828 Operating Expenses/Auditing Fees  
FY 2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Delta Dental Plan of NJ, Inc. <b>Non-SBE/MBE/WBE</b>
Contact:	Shunda Williams / Executive Director of Human Resources
Meeting Date:	May 24, 2024
Agenda Item No.:	3-1.8/May-2024
Resolution Authorizing the Award of a Three-Year Contract for Dental Insurance Services	

**WHEREAS**, Essex County College requires to approve the award of a two-year contract to **Non-SBE/MBE/WBE, Delta Dental Plan of NJ, Inc.**, PO Box 600, Parsippany, New Jersey 07054 to provide Dental Insurance to Essex County College employees in the total amount not to exceed **\$1,500,00.00** per year from July 1, 2024, through June 30, 2027; 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(11), Insurance, including the purchase of insurance coverage and consulting services, which exceptions shall be in accordance with the requirements for extraordinary unspecifiable services; and

**WHEREAS**, The College's broker, IMAC Insurance Agency was requested to solicit proposals for dental coverage for eligible employees. Delta Dental of New Jersey is offering a three-year renewal at 0%; 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 Essex County College Board of Trustees as follows:

1. The Essex County College Board of Trustees is hereby authorized and directed to approve a contract with **Delta Dental Plan of NJ, Inc.**, in the total amount not to exceed **\$1,500,000.00** to provide Dental Insurance to Essex County College employees from July 1, 2024, through June 30, 2027;
2. IMAC recommended that the College remain with Delta Dental because of services of extensive network of providers and track record for excellent customer service:
3. This contract is awarded without public bidding in accordance with the provisions of the County College Contracts Law 18A:64A-25.9.a(11);
4. The specific line item against which this contract is to be charged is as follows:  
10-000-2491 Operating Expense/ Bonds Payable-EFA  
FY 2025/2026/2027

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Dearborn National <b>Non-SBE/MBE/WBE</b>
Contact:	Shunda Williams / Executive Director of Human Resources
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.9/May-2024
Resolution Authorizing the Award of a Contract Renewal for Supplemental Life Insurance	

**WHEREAS**, Essex County College needs to renew one (1) year contract insurance to **Non-SBE/MBE/WBE, Dearborn National**, 701 East 22<sup>nd</sup> Street, Lombard, Illinois 60148 for supplemental life insurance, accidental death, and dismemberment coverage for Faculty and Confidential Administrators of Essex County College in the amount not to exceed **\$50,000.00** per year from July 1, 2023, through June 30, 2024, in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, and N.J.S.A. 18A:64A-25.5.a(11) Insurance, including the purchase of insurance coverage and consulting services which exception shall be in accordance with the requirements for extraordinary unspesifiable services; and

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

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

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

**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 one-year renewal insurance to **Dearborn National** in the amount not to exceed **\$50,000.00** per year from July 1, 2024, through June 30, 2025.
2. The renewal is awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, and N.J.S.A. 18A:64A-25.5.a(11);
3. The specific line item against which this renewal is to be charged is as follows:  
10-0304-6221 Operating Expense/life insurance  
FY 2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Bus Transportation Services <b>Non-SBE/MBE/WBE</b>
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.10/May-2024
Resolution Authorizing the Award of a Two-Year Contract for Athletic Travel and Charter Bus Services	

**WHEREAS**, Essex County College needs to approve a two-year contract to the below listed companies for charter bus services for student activity trips, band, summer youth programs, athletics and other approved activities on an as-needed basis in the total amount not to exceed **\$150,000.00** per year to **Non-SBE/MBE/WBE**, in accordance to County College Contracts Law N.J.S.A.18A:64A-25.4, Contracts, and agreements requiring advertising; and

**WHEREAS**, RFP # 8183 Athletic Travel and Charter Bus Service was advertised in The Star-Ledger February 8, 2024. There were fifty-three (53) vendors solicited. Three (3) response were received on February 29, 2024.

**WHEREAS**, An evaluation committee consisting of Ms. Denise Williams, Director of Purchasing, Ms. Adrienne Morse, Athletics Administrative Assistant, and Mr. David Tomkins, Director of Athletics. The committee's recommendation is to award a contract to the vendors listed below.

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

**WHEREAS**, The Comptroller of Essex County College has 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:

- The Essex County College Board of Trustees approves the contract in the total amount not to exceed **\$150,000.00** per year for auditing services from July 1, 2024, through June 30, 2026:

<u>Company Name</u>	<u>Location</u>
Suburban Trails	Verona, NJ
Panorama Tours	Wallington, NJ
Wertz Motor Coaches	Marcus Hook, PA
- 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-25.5.a(8);
- The specific line items against which these blanket orders are to be charged are as follows:  
10-1701-7310 Operating Expenses/travel  
FY 2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: AB Graphics <b>Small Business Enterprise (SBE)</b>
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.11/May-2024
Resolution Authorizing the Purchase for a Commercial Shredder	

**WHEREAS**, Essex County College needs to purchase a commercial shredder in the amount of **\$20,000.00** to **AB Graphics**, 50 Wendell Place, Clark, New Jersey, 07066 a Small Business Enterprises (**SBE**) Various departments rely on shredding documents for security, a commercial shredder will efficiently handle the workload. 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 Purchases, contracts, and agreements not requiring advertising; and

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

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

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

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

1. The Essex County College Board of Trustees approves the purchase of a commercial shredder to **AB Graphics**, in the amount of **\$20,000.00**.
2. The contract is awarded without public bidding in accordance with the provisions of the County College Contracts N.J.S.A.18A:64A-25.3;
3. The specific line item against which the contract is to be charged is as follows:  
90221-3127-7901 Capital Improvements & Equipments/ Minor Capital Ordinance # 22-00014  
FY2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Summer Youth Program
Contact:	Dr. Elvira Vieira / Dean of Continuing Education & Workforce Development
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.12/May-2024
Resolution Authorizing the Award of Three (3) Contracts for Instructional Services for the Summer Youth Program	

**WHEREAS,** Essex County College needs to approve three (3) contracts on an as-needed basis in the total amount not to exceed **\$95,000.00** per year to the below-listed vendors for the Summer Youth for fiscal year 2025 and 2026. The consultants will provide the equipment, materials, and software access required; in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(15), and N.J.S.A.18A:64A-25.5.a(16) Entertainment, including without limitation theatrical presentations, band and other concerts, movies, and other audiovisual productions; and

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

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

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

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

1. The Essex County College Board of Trustees approves the award of three (3) contracts on an as-needed basis for the Summer Youth Program in the total amount not to exceed \$95,000.00 per year to the following vendors for the fiscal year 2025 and 2026:

<u>Company Name</u>	<u>Vendor Type</u>
Black Rocket Productions	SBE
Caring for Children dba Bricks 4 Kidz	SBE
Share Joy, LLC. dba STEAM To-Go	SBE

2. The contracts are awarded without public bidding in accordance with the provisions of the County College Contracts Law N.J.S.A.18A:64A-25.3, N.J.S.A.18A:64A-25.5.a(15), and N.J.S.A.18A:64A-25.5.a(16);
3. The specific line items against which these contracts are to be charged are as follows:  
10-5104-7180 Operating Expense – There is no financial impact on the institution  
FY 2025/2026

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Finance: Sale of Personal Property <b>Small Business Enterprise (SBE)</b>
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	May 21, 2024
Agenda Item No.:	3-1.13/May-2024
Resolution Authorizing the sale of obsolete items	

**WHEREAS**, Essex County College needs to approve the sale of obsolete equipment, damage furniture and various miscellaneous items that are no longer needed for fiscal year 2024 and 2025, in accordance with County College Contracts Law N.J.S.A.18A:64A-25.27 (f) Any county college may, by resolution of its board of trustees, authorize the sale in the following manner of its personal property not needed for college purposes: If the estimated fair value of the property to be sold does not exceed \$25,000 or, commencing January 1, 2003, the amount determined pursuant of subsection b. of section 3 of P.L1982, c.189 (C.18A:64A-25.3) in any one sale or property consist of perishable goods, it may be sold at private sale without advertising for bids.

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

1. The Essex County College Board of Trustees approves the sale of personal property that are no longer needed by the College for fiscal year 2024 and 2025;

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Nicole Conforti
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	May 21, 2024
Agenda Item No.:	4-1/May-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Nicole Conforti to the position of Title IX – 504 Coordinator, for the Office of The General Counsel, for the period July 1, 2024 through June 30, 2025. The recommended annual salary for the position is \$65,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 9 applications were received. Nicole Conforti 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	2001	Seton Hall University South Orange, NJ	Law
● Bachelor's	1998	University of Richmond Richmond, VA	Leadership Studies

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Nicole Conforti at the annual salary of \$65,000 to the position of Title IX – 504 Coordinator, for the Office of The General Counsel, for the period July 1, 2024 through June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Sadrac Auplan
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	May 21, 2024
Agenda Item No.:	4-2/May-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Sadrac Auplan to the position of Police Officer, for Public Safety, for the period May 26, 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 \$43,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 11 applications were received. Sadrac Auplan is the recommended candidate.

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

**FISCAL NOTES:** The recommended salary of \$43,000 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Sadrac Auplan at the annual salary of \$43,000 to the position of Police Officer, for Public Safety, for the period May 26, 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 May 21, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Zaire Ruffin
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	May 21, 2024
Agenda Item No.:	4-3/May-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Zaire Ruffin to the position of Police Officer, for Public Safety, for the period May 26, 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 \$43,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 11 applications were received. Zaire Ruffin is the recommended candidate.

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

**FISCAL NOTES:** The recommended salary of \$43,000 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Zaire Ruffin at the annual salary of \$43,000 to the position of Police Officer, for Public Safety, for the period May 26, 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 May 21, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Joseph Corallo
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	May 21, 2024
Agenda Item No.:	4-4/May-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Joseph Corallo to the position of Security Officer, for Public Safety, for the period May 26, 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 12 applications were received. Joseph Corallo is the recommended candidate.

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

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Joseph Corallo at the annual salary of \$31,470 to the position of Security Officer, for Public Safety, for the period May 26, 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
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Gerard Pierresaint, Sr.
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	May 21, 2024
Agenda Item No.:	4-5/May-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the appointment of Gerard Pierresaint, Sr. to the position of Security Officer, for Public Safety, for the period May 26, 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 12 applications were received. Gerard Pierresaint, Sr. is the recommended candidate.

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

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

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Gerard Pierresaint, Sr. at the annual salary of \$31,470 to the position of Security Officer, for Public Safety, for the period May 26, 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
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment: Retirement
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	May 21, 2024
Agenda Item No.:	4-6/May-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 Date</u>
Gale Gage	Professor	Faculty	September 1, 1990	September 1, 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 May 21, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment: Retirement
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	May 21, 2024
Agenda Item No.:	4-7/May-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 Date</u>
Yenny Mendoza	Administrative Assistant	Professional I	September 1, 1998	May 31, 2024

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

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

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

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation(s)
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	May 21, 2024
Agenda Item No.:	4-8/May-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>
Yelena Lyudmilova	Assistant Dean	Online and Resources	10/01/2010	05/03/2024

**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
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## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Resignation(s)
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	May 21, 2024
Agenda Item No.:	4-9/May-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>
Khadija Boumehdi	Dispatcher	Public Safety	05/01/2019	05/01/2024

**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 May 21, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Rescind Appointment, Rod Jefferson
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	May 21, 2024
Agenda Item No.:	4-10/May-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees rescind the appointment of Rod Jefferson to the position of Comptroller, for the Office of the Comptroller, for the period March 4, 2024 through June 30, 2024. The recommended annual salary for the position is \$125,000.

**BACKGROUND AND RATIONALE:** This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 2 applications were received. Rod Jefferson 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>
● Certificate	2020	Wharton Philadelphia, PA	Business Analytics
● Master's	2017	Rutgers University Newark, NJ	Finance and Public Policy
● Bachelor's	1991	Howard University Washington, DC	Accounting

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

**RESOLUTION:** The Board of Trustees of Essex County College rescinds the appointment of Rod Jefferson at the annual salary of \$125,000 to the position of Comptroller, for the Office of the Comptroller, for the period March 4, 2024 through June 30, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	



## BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Mohamed Seddiki
Contact:	Dr. Augustine Boakye, President
Meeting Date:	December 13, 2022
Agenda Item No.:	(Tabled) 4-11/12-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the promotion of Mohamed Seddiki, from the position of Executive Dean / Chief Information Officer (CIO), to the position of Vice President – Operations / Chief Information Officer (CIO), for the period January 3, 2023 through June 30, 2023. The recommended annual salary for the position is \$244,412.60 i.e. no change in salary .

**BACKGROUND AND RATIONALE:** Mr. Seddiki is being recommended for promotion for additional responsibilities with no change in salary.

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

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
• Master of Science	1994	Polytechnic University Brooklyn, NY	Telecommunications and Computing Management
• Bachelor of Science	1989	Jersey City State College Jersey City, NJ	Computer Science
• Associate in Science	1987	Essex County College Newark, NJ	Computer Science

**FISCAL NOTES:** The recommended salary of \$244,412.60 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Mohamed Seddiki, at the annual salary of \$244,412.60 (i.e. no change in salary), from the position of Executive Dean / Chief Information Officer (CIO), to the position of Vice President – Operations / Chief Information Officer (CIO), for the period January 3, 2023 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	



## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Personnel: Promotion, Alvin Williams
Contact:	Dr. Augustine Boakye, President
Meeting Date:	December 13, 2022
Agenda Item No.:	(Tabled) 4-12/12-2022

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the promotion of Alvin Williams, from the position of Executive Dean - Faculty and Academics, to the position of Vice President - Faculty and Academic Affairs / Chief Academic Officer {CAO}, for the period January 3, 2023 through June 30, 2023. The recommended annual salary for the position is \$157,325 i.e. no change in salary.

**BACKGROUND AND RATIONALE:** Dr. Williams is being recommended for promotion for additional responsibilities with a performance-based bonus.

#### DEGREE/CERTIFICATION QUALIFICATIONS (DOCTORATE DEGREE REQUIRED):

<u>Degree or Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
Doctor of Education	2003	New York University New York, NY	Higher Education Administration
Master of Science	1989	New Jersey Institute of Technology Newark, NJ	Applied Mathematics
Bachelor of Arts	1983	New Jersey Institute of Technology Newark, NJ	Mathematics

**FISCAL NOTES:** The recommended salary of \$157,325 is included in the Department's annual budget.

**RESOLUTION:** The Board of Trustees of Essex County College approves the appointment of Alvin Williams, at the annual salary of \$157,325 {i.e. no change in salary}, from the position of Executive Dean- Faculty and Academics, to the position of Vice President - Faculty and Academic Affairs / Chief Academic Officer {CAO}, for the period January 3, 2023 through June 30, 2023.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Memorandum of Understanding – CareSparc Community Connections
Contact:	Dr. Keith Kirkland, Dean of Student Affairs
Meeting Date:	May 21, 2024
Agenda Item No.:	7-1.1/May-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the Memorandum of Understanding between Essex County College and CareSparc Community Connections a 501 (C) 3 nonprofit located at 1549 Springfield Avenue, Maplewood, NJ 07040 whose mission is to is to collaborate on effective solutions with underserved communities, service providers and thought leaders to advance health equity and improve positive public health outcomes for the period of Marc 2024 through December 31, 2024.

**BACKGROUND AND RATIONALE:** Food insecurity has been identified as one of the major factors affecting students from our community. According to *BestColleges.com*, below are statistics regarding food insecurity among college students:

- Around 23% of college students were food insecure in 2020.
- College students who were food insecure were less likely to get their bachelor’s degrees than those who were food secure (21% vs. 36%)
- First-generation college students who were food insecure finished college at a significantly lower rate than those who were first-generation and food secure (47% vs. 59%)

CareSparc Community Connections will donate 1,500 lbs. of fresh produce once per month to support our food pantry to address food insecurity among our students. In addition, CareSparc agrees to meet with ECC representatives to discuss opportunities to collaborate on specific programming that aligns with ECC and CCC shared goals to advance health equity.

**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 Memorandum of Understanding between Essex County College and CareSparc Community Connections a 501 (C) 3 nonprofit located at 1549 Springfield Avenue, Maplewood, NJ 07040 whose mission is to is to collaborate on effective solutions with underserved communities, service providers and thought leaders to advance health equity and improve positive public health outcomes for the period of Marc 2024 through December 31, 2024.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE May 21, 2024	

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

Subject:	Transfer Articulation Agreement – Rutgers University NCAS
Contact:	Dr. Alvin Williams, Dean of Faculty and Academics
Meeting Date:	May 21, 2024
Agenda Item No.:	7-1.2/May-2024

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the Articulation Agreement between Essex County College and Rutgers University – Newark School of Arts and Science to facilitate the continuing education of Social Science students at Rutgers University in their Psychology B.A. program commencing January 1, 2025.

**BACKGROUND AND RATIONALE:** Under the terms of this Agreement, Essex County College students in good academic standing, with an Associate's Degree in the Social Science discipline will be guaranteed admission into the Psychology B.A. program at Rutgers University.

Essex County College and Rutgers University (NCAS) have adopted a specific program-to-program articulation agreement for the Social Science A.S. program. In addition, students having completed an ECC A.S. or AA degree that is compliant with the Comprehensive Statewide Transfer Agreement will be treated as having satisfied all lower-level Core Curriculum requirements for Rutgers University-Newark as stipulated by the Comprehensive Statewide Transfer Agreement.

The Agreement shall commence on the effective Date for a period of five (5) years, concluding on December 31, 2030. The parties may review an update to the agreement when either institution makes curricular changes, and the curriculum outlined in the agreement will be jointly reviewed annually.

**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 approve the Articulation Agreement between Essex County College and Rutgers University – Newark School of Arts and Science to facilitate the continuing education of Social Science students at Rutgers University in their Psychology B.A. program commencing January 1, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
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