



Board of Trustees
PUBLIC MEETING AGENDA
January 28, 2025 | 4:30 PM
Smith Hall – Main Campus

- I. Call to Order/Roll Call Chair M. Bolden
- II. Open Public Meetings Act Announcement Mrs. J. Grimes
- III. Minutes Mrs. J. Grimes
- IV. Communications..... Mrs. J. Grimes
- V. Public Comments on Agenda Items..... TBD
- VI. Finance Committee Report..... Mr. J. Zarra

Actions – Submitted for Recommendation for the Board’s Approval

- | | | |
|-------------------------------------|---|--|
| 3-1.1/Jan-2025 | Resolution Authorizing the Award of a Two-Year Blanket Order for Biology, Chemistry & Physics Lab Supplies/Equipment
<u>Company Name</u>
Carolina Biological
School Specialty, LLC.
VWR International, LLC.
Fisher Scientific Co.
Pasco
College Funded – Operating Expense | Amount not to exceed
\$200,000.00
<small>Per year</small> |
| 3-1.2/Jan-2025 | Resolution Authorizing the Award of a Contract for Vending Services
Culinary Ventures Vending, Union, New Jersey
Revenue Generating Partnership | Amount not to exceed
\$00.00 |
| 3-1.3/Jan-2025 | Resolution Authorizing the Increase of the Blanket Order for Dining Services
Dining Partnership Group (DPG), Verona, New Jersey
College Funded – Operating Expense | Amount not to exceed
\$500,000.00 |
| 3-1.4/Jan-2025 | Resolution Authorizing the Contract for Repairs of the 5th & 6th Floor Windows
Cherokee Glass Inc, Wharton, NJ
Chapter XII Funded – Capital Expense | Amount not to exceed
\$378,000.00 |
| 3-2.1/Jan-2025 | Operating Budget Request Fiscal Year 2025-2026 | |
| 3-2.2/Jan-2025 | Chapter 12 Budget Request Fiscal Year 2025-2026 | |
| 3-2.3/Jan-2025 | Fixing Date for Board of School Estimate (BOSE) Public Hearing | |
| Revision of Prior Resolution | | |
| 3-2.4/Jan-2024 | Chapter XII Budget Request Fiscal Year 2024-2025 | |

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

Actions – Submitted for Recommendation for the Board’s Approval

A. Appointment

- | | |
|--------------|---|
| 4-1/Jan-2025 | Elina Vassitska
General Ledger Accountant
Accounting
Effective: February 3, 2025
Salary \$60,000.00 |
|--------------|---|

4-2/Jan-2025 Kevin Huang
Technical Support Engineer
Information Technology
Effective: February 3, 2025
Salary \$50,000.00

B. Retirement

4-3/Jan-2025 Naser Moheb
Instructor - Mathematics
Mathematics, Engineering, Technologies and Computer Science (METCS) Division
Effective: January 01, 2025

4-4/Jan-2025 Jeffrey Lee
Professor - Biology
Biology, Chemistry, and Physics Division
Effective: January 01, 2026

C. Rescind

4-5/Jan-2025 Kristine Lo
Instructor - Mathematics
Mathematics, Engineering, Technologies and Computer Science (METCS) Division
Effective: January 13, 2025

D. Contract Ratification

4-6/Jan-2025 Memorandum of Agreement (MOA) between Essex County College Essex and County
College Professional Association - Temporary Pilot Program

4-7/Jan-2025 Memorandum of Agreement (MOA) between Essex County College Essex and Essex
County College Security Association

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

Actions – Submitted for Recommendation for the Board’s Approval

7-1.1/Jan-2025 Great Oaks Legacy Charter School Board of Trustees – Dual Enrollment Program Agreement

7-1.2/Jan-2025 Acceptance of funds for the FY 25 Consolidated Adult Basic Skills Grant Program from the
State of New Jersey for \$166,666

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. G. Nti

XIII. Student Government Association Report.....Ms. N. Young

XIV. Faculty Association Report.....Prof. J. Alexandre

XV. President’s Report.....Dr. A. A. Boakye, President

XVI. New Business.....TBD

XVII. Public Comments.....TBD

XVIII. Notice of Executive Session.....Mrs. J. Grimes

XIX. Adjournment.....Chair M. Bolden

Note: Public meeting agenda is subject to change

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Bio-Chem Lab Supplies/Equipment Non-SBE/MBE/WBE
Contact:	Dr. Hamin Shabazz / Vice President of Academic Affairs/Chief Academic Officer
Meeting Date:	January 28, 2025
Agenda Item No.:	3-1.1/Jan-2025
Resolution Authorizing the Award of a Two-Year Blanket Orders for Biology, Chemistry & Physics Lab Supplies/Equipment	

WHEREAS, Essex County College needs the Board's approval to award a two-year contract in the total amount not to exceed **\$200,000.00** per year on an as-needed basis to the companies listed below which will serve to help the Biology Department of the College to request biology, chemistry, physics lab supplies, from January 29, 2025, through January 28, 2027 in which contract goods are exempt from bidding pursuant to the provisions of County College Contracts Law N.J.S.A.18A:64A-25.11a(b) A county college may make purchases and contract for services through the use of a nationally-recognized and accepted cooperative purchasing agreement, N.J.S.A.18A:64A-25.10, N.J.S.A.18A:64A-25.11a, N.J.S.A.18A:64A-25.5.a(24), N.J.S.A.18A:64A-25.5.a(1) and N.J.S.A.18A:64A-25.3.(a), Purchases, contracts, and agreements not requiring advertising; 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 hereby approve a two-year contract in the total amount not to exceed **\$200,000.00** per year on an as-needed basis to the companies listed below from January 29, 2025, through January 28, 2027.

Vendor Name

Carolina Biological
School Specialty, LLC.
VWR International, LLC.
Fisher Scientific Co.
Pasco

2. The specific line item against which this purchase is to be charged is as follows:
10-2206-7505 Operating Expense/Instructional Supplies
10-2205-7505 Operating Expense/Instructional Supplies
10-2202-7505 Operating Expense/Instructional Supplies
FY 2025/2026

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Culinary Ventures Vending (CVV) Small Business Enterprise (SBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	January 28, 2025
Agenda Item No.:	3-1.2/Jan-2025
Resolution Authorizing the Award of a Two-Year Contract for Vending Services	

WHEREAS, Essex County College needs the Board's approval to award a contract for vending machine services to **SBE, Culinary Ventures Vending (CVV)**, located at 1835 Burnet Avenue Union, New Jersey 07083, for vending machine services in the amount of **\$9,000** monthly rental fee and additional compensation of \$4,000 for student scholarships, from January 29, 2025, through January 28, 2027; and

WHEREAS, Bid #8198 Vending Services For Cold Beverages and Snacks was advertised in The Star-Ledger November 5, 2024. There were eight (8) vendors solicited. Three (3) responses were received on November 15, 2024. After evaluating factors such as product variety, cost-effectiveness, reliability, revenue to the College, and overall service quality, the IT Committee recommends renewing the contract with Culinary Ventures Vending; 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 hereby approves a two-year contract with **Culinary Ventures Vending** with a **\$9,000** monthly rental fee and additional compensation of \$4,000 for student scholarships for vending machine services, from January 29, 2025, through January 28, 2027.
2. The specific line against which this contract is to be charged is as follows:
10-1750-7187 Operating Expense/Other Contractual Costs
FY 2025/2026/2027

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Dining Partnership Group (DPG) (Non-SBE/MBE/WBE)
Contact:	Denise Williams / Director of Purchasing
Meeting Date:	January 28, 2025
Agenda Item No.:	3-1.3/Jan-2025
Resolution Authorizing the Increase of the Blanket Order for Dining Services	

WHEREAS, Essex County College needs the Board's approval to increase the blanket order on an as-needed basis in the amount not to exceed **\$500,000.00** to **Non-SBE/MBE/WBE, Dining Partnership Group (DPG)**, 685 Bloomfield Avenue, Verona, New Jersey, 07044 for dining services from January 29, 2025 through August 30, 2026.

WHEREAS, On September 21, 2021 (3-1.1/9-2021), the Board of Trustees awarded a request for proposal, RFP# FY21RFP-03, for a five-year contract for dining services;

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 hereby approves the increase to the blanket order on an as needed basis for dining services to **Dining Partnership Group (DPG)**, in the amount not to exceed **\$500,000.00** from January 29, 2025 through August 30, 2026.
2. The specific line against which this contract is to be charged is as follows:
29210-9210-7315/Child Development Center/Catering
FY 2025/2026

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Cherokee Glass Women Business Enterprise (WBE)
Contact:	Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date:	January 28, 2025
Agenda Item No.:	3-1.4/Jan-2025
Resolution Authorizing the Contract for Repairs of the 5th & 6th Floor Windows	

WHEREAS, Essex County College needs the Board's approval to award a contract for Mega structure 5th & 6th floor window repairs in the total amount not to exceed **\$378,000.00** to **WBE, Cherokee Glass Inc**, 115 North Main St. Wharton, NJ 07885 from January 29, 2025, through completion.

Base Bid	\$303,200.00
Allowance	\$26,000.00
<u>Alternate</u>	<u>\$48,800.00</u>
Total	\$378,000.00

WHEREAS, Bid # 8201 Mega Structure 5th & 6th Floor Window Repairs was advertised in The Star-Ledger December 13, 2024. There were sixty (60) vendors solicited. Five (5) responses were received on January 7, 2025.

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 hereby approve a contract for Mega structure 5th & 6th floor window repairs in the total amount not to exceed **\$378,000.00** to **Cherokee Glass Inc**, from January 29, 2025, through completion;
2. The specific line item against which this contract is to be charged is as follows:
901109-3102-7951 Chapter XII Ordinance # 11-0009/Construction
FY 2025

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Operating Budget Request Fiscal Year 2025-2026
Contact:	Kiswendsida Kaprou, Senior Comptroller/ CFO
Meeting Date:	January 28, 2025
Agenda Item No.:	3-2.1/Jan-2025

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

WHEREAS: The Budget Planning Committee developed a FY 2026 credit hours projection based on a linear trend line from the two most recent post-pandemic fiscal years; and

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

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

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

1. The Essex County College Board of Trustees approves the College Operating Budget in the amount of \$55,866,567 for Fiscal Year 2025-2026.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Chapter XII Budget Request Fiscal Year 2025-2026
Contact:	Kiswendsida Kaprou, Senior Comptroller/ CFO
Meeting Date:	January 28, 2025
Agenda Item No.:	3-2.2/Jan-2025

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

WHEREAS: Essex County College is requesting its full allocation of \$3,900,000 for the fiscal year 2025-2026 to commence on July 1, 2025; and

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

WHEREAS: The County is expected to appropriate a minimum amount of \$1,950,000 for the College's fiscal year 2025-2026 Chapter XII request; and

WHEREAS: The College will use its fiscal year 2025-2026 Chapter XII allocation to complete infrastructure projects as outlined in the College's redeveloped facilities master plan; and

WHEREAS: The College's Chapter XII Capital Fund Budget request of a minimum allocation of \$3,900,000 will be submitted to the Board of School Estimate for approval at its next meeting; and

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

1. The Essex County College Board of Trustees hereby authorizes the College's Chapter XII Capital Funds request in a minimum amount of \$3,900,000 for the fiscal year 2025-2026 to commence on July 1, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Resolution Fixing Date for Board of School Estimate Public Hearing
Contact:	Dr. Augustine A. Boakye, President
Meeting Date:	January 28, 2025
Agenda Item No.:	3-2.3/Jan-2025

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

WHEREAS: The Board of Trustees of Essex County College has approved a budget including an itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the fiscal year ending 2026.

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

1. The President of Essex County College shall ensure that a copy of the itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the fiscal year ending 2026 be delivered to each member of the Board of School Estimate as soon as practicable;
2. The President of Essex County College shall ensure that appropriate notice of a public hearing by the Board of School Estimate be provided;
3. A copy of the itemized statement shall be placed on file and open to examination of the public on the College's website: www.essex.edu.
4. The Essex County College Board of School Estimate shall hold a virtual public hearing with respect to the itemized statements on (tentatively) February 11, 2025 at 12:00 p.m. in Smith Hall, 303 University Avenue, Newark, New Jersey.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Finance: Chapter XII Budget Request Fiscal Year 2024-2025 (Revised)
Contact:	Dr. Augustine Boakye, President
Meeting Date:	January 28, 2025
Agenda Item No.:	3-2.4/Jan-2024

WHEREAS: The State of New Jersey provides funding for major capital renewal and replacement (CRR) programs known as Chapter 12 and Essex County College has received a minimum allocation of \$3,100,000 (revised from \$3,900,000 approved on January 23, 2024) to ; and

WHEREAS: Essex County College is requesting its full allocation of \$3,100,000 for the fiscal year 2024-2025 to commence on July 1, 2024; and

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

WHEREAS: The County of Essex is expected to appropriate a minimum amount of \$1,550,000 for the College's fiscal year 2024-2025 Chapter 12 request; and

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

WHEREAS: The College's Chapter 12 Capital Fund Budget request of a minimum allocation of \$3,100,000 will be submitted to the Board of School Estimate for approval at its next meeting; and

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

1. The Essex County College Board of Trustees hereby authorizes the revised College's Chapter 12 Capital Funds request from \$3,900,000 to a minimum amount of \$3,100,000 for the fiscal year 2024-2025 to commence on July 1, 2024.

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



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Elina Vassitska
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	January 28, 2025
Agenda Item No.	4-1 / Jan-2025

RECOMMENDATIONS: It is recommended that the Board of Trustees approve the appointment of Elina Vassitska to the position of General Ledger Accountant, for the Accounting Department, for the period February 3, 2025 through June 30, 2025. The recommended annual salary for the position is \$60,000.00.

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

DEGREE/CERTIFICATE QUALIFICATIONS (BACHELOR'S DEGREE REQUIRED):

<u>Degree of Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
Bachelors	2001	College of Staten Island Staten Island, NY	Finance and Accounting

FISCAL NOTES: The recommended salary of \$60,000.00 is included in the Department's annual budget. The salary is prorated for employees hired after the beginning of the fiscal year.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Elina Vassitska at the annual salary of \$60,000.00 to the position of General Ledger Accountant, for the Accounting Department, for the period February 3, 2025 through June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Kevin Huang
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	January 28, 2025
Agenda Item No.	4-2 / Jan-2025

RECOMMENDATIONS: It is recommended that the Board of Trustees approve the appointment of Kevin Huang to the position of Technical Support Engineer, for the Information Technology Department, for the period February 3, 2025 through June 30, 2025. The recommended annual salary for the position is \$50,000.00.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 29 applications were received. Kevin Huang is the recommended candidate.

DEGREE/CERTIFICATE QUALIFICATIONS (BACHELOR’S DEGREE REQUIRED):

<u>Degree of Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
Bachelors	2022	New Jersey Institute of Technology Newark, NJ	Information Technology

FISCAL NOTES: The recommended salary of \$50,000.00 is included in the Department’s annual budget. The salary is prorated for employees hired after the beginning of the fiscal year.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Kevin Huang at the annual salary of \$50,000.00 to the position of Technical Support Engineer, for the Information Technology Department, for the period February 3, 2025 through June 30, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	January 28, 2025
Agenda Item No.	4-3 / Jan-2025

RECOMMENDATION: It is recommended that the Board of Trustees accept the retirement of the individuals 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>
Naser Moheb	Instructor	Faculty	09/08/1988	01/01/2025

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 individuals listed, effective on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	January 28, 2025
Agenda Item No.	4-4 / Jan-2025

RECOMMENDATION: It is recommended that the Board of Trustees accept the retirement of the individuals 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>
Jeffrey Lee	Professor - Biology	Faculty	09/01/1993	01/01/2026

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 individuals listed, effective on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Rescind Appointment, Kristine Lo
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	January 28, 2025
Agenda Item No.	4-5 / Jan-2025

RECOMMENDATION: It is recommended that the Board of Trustees rescind the appointment of Kristine Lo to the position of Instructor-Mathematics, for the Division of Mathematics, Engineering, Technologies and Computer Science, for the period January 13, 2025 through August 31, 2025. The recommended annual salary for the position is \$57,577.00.

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

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

<u>Degree of Certification</u>	<u>Date Awarded</u>	<u>Institution Name, Location</u>	<u>Major Area of Study</u>
Master's	2016	Rowan University Glassboro, NJ	STEM Education
Bachelor's	2015	Pennsylvania State University University Park, PA	Mathematics

FISCAL NOTES: The recommended salary of \$57,577.00 included in the Department's annual budget.

RESOLUTION: The Board of Trustees of Essex County College rescind the appointment of Kristine Lo at the annual salary of \$57,577.00 to the position of Instructor-Mathematics, for the Division of Math, Engineering, Technologies and Computer Science, for the period January 13, 2025 through August 31, 2025.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: MOA Ratification between Essex County College Essex and County College Professional Association for Temporary Pilot Program
Contact:	Dr. Augustine Boakye, President
Meeting Date:	January 28, 2025
Agenda Item No.	4-6 / Jan-2025

RECOMMENDATION: It is recommended that the Board of Trustees ratify the Memorandum of Agreement (MOA) between Essex County College and the Essex County College Professional Association related to the Temporary Hybrid Work Week Pilot Program and Condensed Work Week.

BACKGROUND AND RATIONALE: The Essex County College Professional Association is the recognized negotiating agent for the labor unit comprised of administrative members. Essex County College and the Essex County College Professional Association have engaged in negotiations for an agreement related to the Temporary Hybrid Work Week Pilot Program and Condensed Work Week. The Essex County College Professional Association members signed the attached MOA on December 17, 2024. This MOA is incorporated into the Collective Bargaining Agreement which was ratified by the Essex County College Professional Association Members on December 17, 2024, and by the Board of Trustees on December 17, 2024.

FISCAL NOTES: There are no costs associated with this MOA.

RESOLUTION: It is recommended that the Board of Trustees ratifies the MOA between Essex County College and the Essex County College Professional Association related to the Temporary Hybrid Work Week Pilot Program and Condensed Work Week.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	



BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Personnel: Contract Ratification, Essex County College Security Association
Contact:	Dr. Augustine Boakye, President
Meeting Date:	January 28, 2025
Agenda Item No.:	4-7 / Jan-2025

RECOMMENDATION: It is recommended that the Board of Trustees ratify the Collective Bargaining Agreement between Essex County College and the Essex County College Security Association for the period July 1, 2024 through June 30, 2028.

BACKGROUND AND RATIONALE: The Essex County College Security Association is the recognized negotiating agent for the labor unit comprised of Security members. Essex County College and the Essex County College Security Association have engaged in negotiations for an agreement for the period commencing retroactively from July 1, 2024 through June 30, 2028. The Essex County College Security Association members signed a Memorandum of Agreement (MOA) on January 16, 2025. This MOA is incorporated into the attached Collective Bargaining Agreement which was ratified by the Essex County College Security Association Members on January ___, 2025.

FISCAL NOTES: All costs associated with this Agreement will be included in the College's Annual Budget.

RESOLUTION: It is recommended that the Board of Trustees ratifies the Collective Bargaining Agreement between Essex County College and the Essex County College Security Association for the period July 1, 2024 through June 30, 2028.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Great Oaks Legacy Charter School Board of Trustees – DUAL ENROLLMENT PROGRAM
Contact:	Dr. Elvy Vieira, Dean, Community, Cont. Ed & Workforce Dev.
Meeting Date:	January 28, 2025
Agenda Item No.:	7-1.1/Jan-2025

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 Great Oaks Legacy Charter School Board of Trustees, hereinafter referred to as “Board” for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Great Oaks Legacy Charter School, hereinafter after referred to “GOLCS” from January 1, 2025 to June 30, 2026.

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 GOLCS students an opportunity to complete their developmental sequence and thus be certified as college ready in the State of NJ. Additionally, GOLCS students will be offered the opportunity to earn substantial college credits towards an Associate’s degree.

FISCAL NOTES: GOLCS 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). GOLCS will pay for all instructional materials, including books, which are required to be purchased through Essex’s bookstore partner, RedShelf. Lastly, GOLCS 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 Peoples Preparatory Charter School District Board of Education for the purpose of establishing a Dual Enrollment Program to be delivered by Essex to Great Oaks Legacy Charter School from January 1, 2025 to June 30, 2026.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	

BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

Subject:	Acceptance of Funds: New Jersey for the FY 25 Consolidated Adult Basic Skills Grant Program
Contact:	Dr. Elvira Vieira Dean, Dean of Community, Continuing Education and Workforce Development Academic Affairs
Meeting Date:	January 28, 2025
Agenda Item No.:	7-1.2/Jan-2025

RECOMMENDATION: It is recommended that the Board of Trustees accepts additional New Jersey State match dollars funding which must be allocated to current WIOA Title II providers.

BACKGROUND AND RATIONALE: New Jersey Department of Labor and Workforce Development announced additional State funds that to NJ AEFLA Title II Lead Consortia or Sole agencies.

FISCAL NOTES: The grant amount is \$166,666 for FY25.

RESOLUTION It is recommended that the Board of Trustees accepts additional New Jersey State match dollars funding which must be allocated to current WIOA Title II providers.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Augustine A. Boakye, President	FINAL DISPOSITION
BOARD APPROVAL DATE January 28, 2025	