

Board of Trustees

PUBLIC MEETING AGENDA October 21, 2025 | 4:30 PM

Multipurpose Room – West Essex Campus

 Call to Order/ 	Roll Call	. Chair M. Bolden
II. Open Public N	Meetings Act Announcement	Mrs. J. Grimes
III. Minutes		Mrs. J. Grimes
IV. Communicati	ons	Mrs. J. Grimes
V. Public Commo	ents on Agenda Items	TBD
VI. Finance Com	mittee Report	Mr. J. Zarra
Actions – Subr	nitted for Recommendation for the Board's Approval	
3-1.1/Oct-2025	Resolution Authorizing the Award of a Contract for the Second Floor East Wing Corridor Renovations Cynna Enterprises LLC, Clifton, NJ Chapter 12 Funded – Capital Expense	Amount not to exceed \$353,200.00
3-1.2/Oct-2025	Resolution Authorizing the Award of a One-Year Blanket Order for Janitorial Supplies Company Names Central Poly-Bag Corp Imperial Bag & Paper Co College Funded - Operating Expense	Amount not to exceed \$44,000.00 Per year
3-1.3/Oct-2025	Resolution Authorizing the Payment for Athletic Medical Accident Coverage Acrisure NJ Partners Insurance Services, LLC, Grand Rapids, MI College Funded – Operating Expense	Amount not to exceed \$49,144.00
3-1.4/Oct-2025	Resolution Authorizing the Award of a Two-Year Contract for General Counsel Services Cleary, Giacobbe, Alfieri & Jacobs, LLC, Oakland, NJ College Funded - Operating Expense	Amount not to exceed \$300,000.00
3-1.5/Oct-2025	Authorizing the Award of Contracts Under \$44,900 to a Qualified Purchasing A	gent (QPA)
VII. Personnel Co	mmittee Report	Ms. B. Robinson
Actions - Subr	nitted for Recommendation for the Board's Approval	

Actions – Submitted for Recommendation for the Board's Approval

A. Appointment

4-1/Oct-2025 Shirlgandy Saint Jean

Director – Student Development and Career Services

Student Affairs

Effective: October 27, 2025

Salary \$80,000

4-2/Oct-2025 Timothy Greene

Technical Assistant

Effective: October 27, 2025

Salary \$35,000

	Security Officer	
	Public Safety	
	Effective: October 27, 2025	
	Salary \$32,500	
4-4/Oct-2025	Alyesha McKenith	
	Security Officer	
	Public Safety	
	Effective: October 27, 2025	
	Salary \$32,500	
B. Retirer		
4-5/ Oct-2025	Tanya Wright	
	Associate Director	
	Training Inc	
	Effective Date: October 31, 2025	
C. Resign		
4-6/ Oct-2025	Cristhian Altamirano	
	Associate Dean – West Essex Campus Academic Affairs	
	Effective Date: October 3, 2025	
	Effective Date. October 3, 2023	
	Rihanata Sana	
	Teacher Assistant	
	Child Development Center	
	Effective Date: September 3, 2025	
VIII. Educational F	Programs Committee Report	Dr. A. Lewis
Actions – Subn	nitted for Recommendation for the Board's Approval	
7-1.1/Oct-2025	Newark Board of Education Middle School Academic Enrichment P	Program
7-1.2/Oct-2025	Acceptance of funds: Victoria Foundation \$90,000	
7-1.3/Oct-2025	Contract for Services - Newark Day Center	
IX. Site, Facilities	s and Equipment Committee Report	Ms. C. Martinez
X. Policy and Go	overnance Committee Report	Ms. I. Cruz
XI. Community F	Relations Committee Report	Ms. J. Wright
XII. Alumni Assoc	ciation Report	Ms. S. Robinson
XIII. Student Gove	ernment Association Report	Ms. C. Fancher
XIV. Faculty Assoc	ciation Report	Prof. J. Alexandre
XV. President's R	eport	President Dr. A. Boakye
XVI. New Busines	S	TBD
XVII. Public Comm	ents	TBD
XVIII. Notice of Exe	cutive Session	Mrs. J. Grimes
XIX. Adjournment		Chair M. Bolden
	Note: Dublic meeting goods is subject to shape	

4-3/Oct-2025 Ishmale Douglas

Note: Public meeting agenda is subject to change



REQUEST FOR BOARD ACTION

Subject: Finance: Cynna Enterprises, LLC
Contact: Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO
Meeting Date: October 21, 2025
Agenda Item No.: 3-1.1/Oct-2025
Resolution Authorizing the Award of a Contract for the Second Floor East Wing
Corridor Renovations

WHEREAS, Essex County College needs the Board's approval to award a contract for the Second Floor East Wing Corridor Renovations in the total amount not to exceed \$353,200.00 to Cynna Enterprises LLC, 57 E 7th Street, Clifton, NJ 07011;

WHEREAS, Bid # 8226 Second Floor East Wing Corridor Renovations was advertised in The Star-Ledger September 4, 2025. There were eighty-seven (87) vendors solicited. Ten (10) responses were received on September 26, 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:

- The Essex County College Board of Trustees hereby approve a contract for the Second Floor East Wing Corridor Renovations in the total amount not to exceed \$353,200.00 to Cynna Enterprises LLC;
- The specific line item against which this contract is to be charged is as follows: 901903-3126-7951A-60, Chapter XII Ordinance # 19-00003/Construction FY 2026/2027

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



REQUEST FOR BOARD ACTION

Subject: Finance: Janitorial Supplies

Contact: Mohamed Seddiki / Executive Dean of Administrative & Learning Technology/CIO

Meeting Date: October 21, 2025

Agenda Item No.: 3-1.2/Oct-2025

Resolution Authorizing the Award of a One-Year Blanket Order for Janitorial

Supplies

WHEREAS, Essex County College needs the Board's approval to award a one-year contract in the total amount not to exceed \$44,000.00 on an as-needed basis to the below companies for janitorial supplies, from October 17, 2025, through October 21, 2026 in which 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 one-year blanket contract in the total amount not to exceed \$44,000.00 for janitorial supplies on an as-needed basis to the below companies from October 17, 2025, through October 21, 2026;

<u>Vendor Name</u> Central Poly-Bag Corp Imperial Bag & Paper Co

 The specific line item against which this contract is to be charged is as follows: 10-7201-7501C Operating Expense/ Custodial Supplies FY 2026

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



REQUEST FOR BOARD ACTION

Subject:	Finance: Acrisure NJ Partners Insurance Services, LLC
Contact:	Dr. Augustine A. Boakye / President
Meeting Date:	October 21, 2025
Agenda Item No.:	3-1.3/Oct-2025
	Resolution Authorizing the Payment for Athletic Medical Accident Coverage

WHEREAS, Essex County College needs Board's approval to make the payment for athletic medical accident coverage to, Acrisure NJ Partners Insurance Services, LLC 100 Ottawa Avenue SW, Grand Rapids, MI 49503 in the total amount not to exceed \$49,144.00 for fiscal year 2026 in which contracts for Insurance 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 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 hereby approves the payment to Acrisure NJ Partners Insurance Services, LLC for athletic medical accident coverage for fiscal year 2026 in the amount not to exceed \$49,144.00.
- The specific line item against which this premium is to be charged is as follows: 10-1851-7711 Operating Expense/General Liability Insurance FY 2026

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



REQUEST FOR BOARD ACTION

Subject:	Finance: Cleary, Giacobbe, Alfieri & Jacobs, LLC
Contact:	Dr. Augustine A. Boakye/ President
Meeting Date:	October 21, 2025
Agenda Item No.:	3-1.4/Oct-2025
	Resolution Authorizing the Award of a Two-Year Contract for General Counsel
	Services

WHEREAS, Essex County College needs the Board's approval to award a two-year contract for general counsel services in the total amount not to exceed \$300,000.00 per year to Cleary, Giacobbe, Alfieri & Jacobs, LLC, 169 Ramapo Valley Road, UL 105, Oakland, NJ 07436 from October 17, 2025, through October 21, 2027;

WHEREAS, RFQ # 8224 General Counsel was advertised in The Star-Ledger August 20, 2025. There were twelve (12) vendors invited to participate. Eleven (11) responses were received on September 4, 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 approves a two-year contract for general counsel services in the total amount not to exceed \$300,000.00 per year to Cleary, Giacobbe, Alfieri & Jacobs, LLC, from October 17, 2025, through October 21, 2027;
- The specific line item against which this contract is to be charged is as follows: 10-1701-7827 Operating Expense/ Legal Fees FY 2026/2027

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



REQUEST FOR BOARD ACTION

Authorizing the Award of Contracts Under \$44,900 to a QPA
Denise Williams, Director of Purchasing
October 21, 2025
3-1.5/Oct-2025

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College pursuant to N.J.S.A. 18A:64A-25.3, hereby authorize that any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies, the cost of which does not exceed the College's bid threshold, may be made, negotiated and awarded by Qualified Purchasing Agent (QPA) Denise Williams, Director of Purchasing without public advertising for bids and bidding.

BACKGROUND AND RATIONALE: The New Jersey Department of Local Government services issued LFN 2023-14 on August 8, 2023; Sections 11 and 12 of the Act amend N.J.S.A. 19:44A-20.4 and 20.5, respectively, to clarify that the governing body of a municipality or county (or any agency or instrumentality thereof) may delegate the authority to award a contract having an anticipated value in excess of \$17,500 but below the increased bid threshold of a Local Public Contracts Law contracting unit with a qualified purchasing agent (i.e. a "window contract") to the QPA. This delegation of authority should be incorporated into the resolution adopted pursuant to N.J.S.A. 40A:11-3 increasing the bid threshold.

Furthermore, County College Contract Law N.J.S.A. 18A:64A-25.3, provides that purchases, contracts or agreements for the performance of any work or the furnishing or hiring of materials or supplies, the cost or price of which does not exceed the College's current bid threshold of \$44,900, may be made, negotiated and awarded by a contracting agent, when so authorized by resolution of the Board of Trustees, without public advertising for bids and bidding. The Board of Trustees recognizes that such a resolution will result in the more efficient operation of the College; and,

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

RESOLUTION: Board of Trustees of Essex County College pursuant to N.J.S.A. 18A:64A-25.3, hereby authorize that any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies, the cost of which does not exceed the College's bid threshold as dictated by law, may be made, negotiated and awarded by Qualified Purchasing Agent (QPA) Denise Williams, Director of Purchasing without public advertising for bids and bidding. This authorization is provided for FY26 and FY27.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



Subject:	Personnel: Appointment, Shirlgandy Saint Jean
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	October 21, 2025
Agenda Item No.	4-1/Oct-2025

RECOMMENDATIONS: It is recommended that the Board of Trustees approve the appointment of Shirlgandy Saint Jean to the position of Director of Student Development and Career Services, for Student Affairs, for the period October 27, 2025, through June 30, 2026. The recommended annual salary for the position is \$80,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 47 applications were received, and 6 were selected for interviews. Shirlgandy Saint Jean is the recommended candidate.

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

<u>Degree or Certification</u> <u>Institution Name, Location</u> <u>Major Area of Study</u>

Masters Brooklyn College Community Health Education

Brooklyn, NY

Bachelors Lehman College Health Service

Brooklyn, NY Administration

FISCAL NOTES: The recommended salary of \$80,000 is included in the department's annual budget. The salary will be prorated for employees hired after the beginning of the fiscal year.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Shirlgandy Saint Jean at the annual salary of \$80,000 to the position of Director of Student Development and Career Services, for Student Affairs, for the period October 27, 2025, through June 30, 2026.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Timothy Greene
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	October 21, 2025
Agenda Item No.	4-2/Oct-2025

RECOMMENDATIONS: It is recommended that the Board of Trustees approve the appointment of Timothy Greene to the position of Technical Assistant, for the Information Technology Department, for the period October 27, 2025, through June 30, 2026. The recommended annual salary for the position is \$35,000.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 3 applications were received, and 3 were selected for interviews. Timothy Greene is the recommended candidate.

DEGREE/CERTIFICATE QUALIFICATIONS: (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$35,000 is included in the department's annual budget. The salary will be prorated for employees hired after the beginning of the fiscal year.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Timothy Greene at the annual salary of \$35,000 to the position of Technical Assistant, for the Information Technology Department, for the period October 27, 2025, through June 30, 2026. The recommended annual salary for the position is \$35,000.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



REQUEST FOR BOARD ACTION

Subject:	Personnel: Appointment, Ishmale Douglas
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	October 21, 2025
Agenda Item No.	4-3/Oct-2025

RECOMMENDATIONS: It is recommended that the Board of Trustees approve the appointment of Ishmale Douglas to the position of Security Officer, for Public Safety, for the period October 27, 2025, through June 30, 2026. The recommended annual salary for the position is \$32,500.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 8 candidates were selected for interviews. Ishmale Douglas is the recommended candidate.

DEGREE/CERTIFICATE QUALIFICATIONS: (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$32,500 is included in the department's annual budget. The salary will be prorated for employees hired after the beginning of the fiscal year.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Ishmale Douglas to the position of Security Officer, for Public Safety, for the period October 27, 2025, through June 30, 2026. The recommended annual salary for the position is \$32,500.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



Subject:	Personnel: Appointment, Alyesha McKenith
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	October 21, 2025
Agenda Item No.	4-4/Oct-2025

RECOMMENDATIONS: It is recommended that the Board of Trustees approve the appointment of Alyesha McKenith to the position of Security Officer, for Public Safety, for the period October 27, 2025, through June 30, 2026. The recommended annual salary for the position is \$32,500.

BACKGROUND AND RATIONALE: This position vacancy was posted in accordance with College policy and EEO/AA guidelines. A total of 8 candidates were selected for interviews. Alyesha McKenith is the recommended candidate.

DEGREE/CERTIFICATE QUALIFICATIONS: (NO DEGREE REQUIRED)

FISCAL NOTES: The recommended salary of \$32,500 is included in the department's annual budget. The salary will be prorated for employees hired after the beginning of the fiscal year.

RESOLUTION: The Board of Trustees of Essex County College approves the appointment of Alyesha McKenith to the position of Security Officer, for Public Safety, for the period October 27, 2025, through June 30, 2026. The recommended annual salary for the position is \$32,500.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



REQUEST FOR BOARD ACTION

Subject:	Personnel: Retirement
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	October 21, 2025
Agenda Item No.	4-5/Oct-2025

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

Name Title Unit Hire Date Effective Date

Tanya Wright Associate Director Administrative 7/5/2006 10/31/2025

Training Inc

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 listed, effective on the date indicated

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



Subject:	Personnel: Resignation
Contact:	Shunda Williams, Executive Director of Human Resources
Meeting Date:	October 21, 2025
Agenda Item No.	4-6/Oct- 2025

RECOMMENDATION: It is recommended that the Board of Trustees accept the resignation 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>	Effective Date
Cristhian Altamirano	Associate Dean-West Essex County	Administrative	7/7/2025	10/3/2025
Rihanata Sana	Teacher Assistant Child Development Center	Support Staff	10/28/2024	9/3/2025

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 individuals listed, effective on the date indicated.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



Subject: Newark Board of Education Middle School Academic Enrichment Program

Contact: Dr. Elvy Vieira, Dean, Community, Continuing Education & Workforce

Development

Meeting Date: October 21, 2025

Agenda Item No: 7-1.1/Oct-2025

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College approve the Newark Board of Education Middle School Academic Enrichment Program between Essex County College, hereinafter referred to as "Essex" and Newark Board of Education, hereinafter referred to as "NBOE", in the amount of \$89,562 from September 1, 2025, to May 31, 2026.

BACKGROUND AND RATIONALE: Essex has a well-established and robust Pre-College Dual Enrollment/Early College Program that annually enrolls over 1000 Essex County high school students, including NBOE high schoolers. Harnessing that experience, Essex now seeks to engage NBOE's middle school students by offering after-school and/or Saturday morning programming that promotes career exploration, stimulates awareness of postsecondary opportunities, and bolsters educational attainment beyond middle and secondary school.

FISCAL NOTES: There is no fiscal impact to Essex.

RESOLUTION: The Board of Trustees of Essex County College accepts the Newark Board of Education Middle School Academic Enrichment Program between Essex County College and Newark Board of Education in the amount of \$89,562 from September 1, 2025, to May 31, 2026.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



Subject:	Acceptance of funds: Victoria Foundation
Contact:	Dr. Elvy M. Vieira, Dean, Comm, Cont. Ed & Workforce Dev.
Meeting Date:	October 21, 2025
Agenda Item No.:	7-1.2/Oct-2025

RECOMMENDATION: It is recommended that the Board of Trustees of Essex County College accept funding for Training, Inc. from the Victoria Foundation in the amount of \$90,000 to support Training Inc. programs for the period beginning Oct. 1, 2025, through Sept. 30, 2026.

BACKGROUND AND RATIONALE: The Training, Inc. program has a long history of soliciting and securing funding from various foundations and public agencies. Training, Inc., utilizing the standards and practices of the business world, provides a wide variety of job training services at no cost to individuals, in business as well as allied health careers, to seek initial entry, reentry, or upward mobility in the workforce. The Training, Inc. program has operated successfully for the past thirty-six years, attaining a 75% completion rate and an 80% graduate job placement rate.

FISCAL NOTES: The costs associated with the program are funded by the grant.

RESOLUTION: The Board of Trustees of Essex County College accepts funding for Training, Inc. from the Victoria Foundation in the amount of \$90,000 to support Training Inc. programs for the period beginning Oct. 1, 2025, through Sept. 30, 2026.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	



Subject: Con	ntract for Services-Newark Day Center
Contact: Dr. K	Keith Kirkland, Dean of Student Affairs
Meeting Date:	October 21, 2025
Agenda Item No.:	7-1.3/Oct-2025

RECOMMENDATION: It is recommended that the Board of Trustees approves the contracts with Newark Day Center to provide child services to residents of the City of Newark, New Jersey under the Abbott Program for the period of September 1, 2025 through June 30, 2026.

BACKGROUND AND RATIONALE: Essex County College has worked cooperatively with the Newark Day Center since 2005 and has offered child service under the Abbott Program through Newark Public Schools for children between the ages of three and four years of age. Through this Abbott Program our college will receive instructional and indirect costs for three classrooms of fifteen pre-school children per class for resident from the city of Newark, New Jersey. This service agreement allows for the continuation of these services to this agency and extends our outreach to the community.

FISCAL NOTES: There is no fiscal impact on the college.

RESOLUTION: The Board of Trustees approves the contract with Newark Day Center to provide child services to residents of the City of Newark, New Jersey under the Abbott Program for the period of September 1, 2025 through June 30, 2026.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION	FINAL DISPOSITION
Dr. Augustine A. Boakye, President	
BOARD APPROVAL DATE	
October 21, 2025	