

**UCNJ  
UNION COLLEGE OF  
UNION COUNTY, NJ**

**BOARD OF TRUSTEES  
Minutes of Meeting  
January 28, 2025**

**CALL TO ORDER**

The meeting was called to order by Victor M. Richel, Chair, at 6:28 p.m. in Room K-517 on the Elizabeth Campus. The following were in attendance:

**TRUSTEES**

Mr. Richel; Rafael J. Betancourt, Esq.; George A. Castro, II; Jeffrey H. Katz, Esq.; Anjali Mehrotra; Dr. Kamran Tasharofi; Mary M. Zimmermann; Katherine Mejia Reyes; Dr. Margaret M. McMenamin, President.

**GOVERNORS**

Mr. Richel; Mr. Betancourt; Brian Campbell; Gary S. Horan; Paul T. O'Neill; Mr. Katz; Sandra D. Rice; John Toriello; Mrs. Zimmermann.

**ALSO PRESENT**

Denise Collins; Michael M. Horn, Esq., McCarter English; Dr. Jaime M. Segal.

A quorum of the Board of Trustees was present.

**OPEN PUBLIC MEETING ACT**

Completed

**MINUTES**

On motion duly made by Mr. Castro and seconded by Mr. Katz, the Minutes of the Meeting of the Board of Trustees of December 10, 2024 were approved as submitted.

**COMMUNICATIONS**

Dr. Segal stated there were no communications.

**INSIDE THE COLLEGE: PROPOSED FY 2025-2026 BUDGET**

Dr. Wilkin and Marlene Sousa presented the details of the 2025-2026 Budget to the Boards.

**OPEN MEETING TO THE PUBLIC: PROPOSED FY 2025-2026 BUDGET**

Mr. Richel opened the meeting to the public only for the purpose of commenting on the proposed FY2025-2026 Budget. No one addressed the Board, and Mr. Richel then closed the meeting to the public.

## **REPORTS OF JOINT TRUSTEES AND GOVERNORS' COMMITTEES**

### **EDUCATIONAL PLANNING AND POLICY COMMITTEE**

Mrs. Zimmermann stated to the Board that at the Educational Planning and Policy meeting held earlier, Dr. Lown reported in the EPPC Update, the Business Center and the Bloomberg Lab provided expanded experiential learning opportunities including the Bloomberg Marathon and trips to the Bloomberg Corporation and Nasdaq in New York City. Mrs. Zimmermann reported that Dr. Ziner presented a review of Spring 2024 Academic Program Reviews regarding the following programs: Blockchain Technology; Fire Science Technology; Game Design & Development; Journalism and Public Relations; Public Administration. She stated that enrollment for Winter is -2.3% in FTE hours and enrollment for spring is +8.6 in FTE hours.

Mrs. Zimmermann submitted the following Resolutions for approval:

#### **Resolution E025-005 - Faculty Personnel Actions**

**RESOLVED**, that the following faculty actions recommended by the President be approved:

#### **Sabbatical:**

Dr. Wendy Barnes, Associate Professor, English, Academic Affairs, effective September 1, 2025 to December 31, 2025.

Dr. Michele Rotunda, Associate Professor, Economics, Government, and History, Academic Affairs, effective September 1, 2025 to December 31, 2025.

#### **Reappointments:**

Emma Trevena, Librarian I, Libraries, Academic Affairs, effective September 1, 2025 to May 31, 2026.

Casey Williams, Librarian I, Libraries, Academic Affairs, effective September 1, 2025 to May 31, 2026.

On motion duly made by Mrs. Zimmermann, seconded by Mr. Castro and unanimously carried, the Board approved the Resolution for adoption.

#### **Resolution E025-006 - Staff Personnel Actions**

**RESOLVED**, that the following staff personnel actions recommended by the President be approved:

#### **Appointments:**

Ryan Price, Maintenance Mechanic, Finance and Operations, effective January 6, 2025, \$40,000 per annum.

Ellen Burke-Seidl, Grant Director, Finance and Operations, effective January 6, 2025, \$90,000 per annum.

Samuel Kankam, Academic Specialist, Mathematics, Academic Affairs, effective January 13, 2025, \$80,000 per annum.

Jorge Tapia, Academic Specialist, Mathematics, Academic Affairs, effective January 13, 2025, \$77,000 per annum.

Andrew Niech, Academic Specialist, Paramedic, Academic Affairs, effective January 22, 2024, \$90,000 per annum.

**Promotions/Reclassifications:**

Michelle Luis, Director of Curriculum and Assessment, from Educational Support Coordinator/Retention Specialist, effective January 1, 2025, \$75,000 per annum.

Dr. Jaime Segal, Assistant Vice President of External Affairs & Secretary of the Boards, from Executive Director of College Relations & Secretary of the Boards, effective January 1, 2025, \$147,700 per annum.

Shelly Threatt, Student Services Specialist, from Student Services Generalist, January 1, 2025, \$58,129 per annum.

**Separations:**

Maria Fernandez, Associate Director of Financial Aid, Student Development, effective January 3, 2025.

Morgan Stiles, Communication Center Coordinator, Administrative Services, effective January 15, 2025.

On motion duly made by Mrs. Zimmermann, seconded by Mr. Castro and unanimously carried, the Board approved the Resolution for adoption.

**Resolution E025-007 - College Policies**

**WHEREAS,** UCNJ Union College of Union County, NJ, as a comprehensive community college, has college-wide policies to ensure compliance with policy objectives and accountability, and

**WHEREAS,** a College policy is a prescribed institutional course of action, a guiding principle, or a procedure intended to enhance strategic goals; reduce institutional risks; improve internal controls; establish delegation of authority and responsibility; promote compliance with federal, state and other applicable laws and regulations; further operational alignment, consistency, or efficiency; and/or influence and determine decisions, actions, conduct, and other matters at the College, and

**WHEREAS**, the College's Policy on Policies sets forth that the Board of Trustees or the President serve as the "Approval Authority" for College-wide policies, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ approves the revisions to the following policies attached as Exhibit 1: 300-20 Parking Policy, 400-2 Purchasing Policy, 800-3 Parking Policy, and 800-4 Smoking Policy (Exhibit 1).

On motion duly made by Mrs. Zimmermann, seconded by Mr. Castro and unanimously carried, the Board approved the Resolution for adoption.

**Resolution E025-008 - Articulation Agreement Between Fairleigh Dickinson University and UCNJ – Psychology Option offered through Liberal Arts, A.A. to Psychology, B.A.**

**WHEREAS**, an Articulation Agreement has been reached between UCNJ Union College of Union County, New Jersey (UCNJ) and Fairleigh Dickinson University (FDU), that establishes a cooperative academic relationship between the two institutions enabling UCNJ graduates who complete the Psychology Option offered through Liberal Arts, A.A. to be awarded 60 credits toward the bachelor's degree in Psychology program upon admission to FDU (Exhibit 1), and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, New Jersey approves the Articulation Agreement between UCNJ and FDU (Exhibit 1), and,

**BE IT FURTHER RESOLVED** that College officials be authorized to approve the Articulation Agreement between UCNJ and FDU (Exhibit 1).

On motion duly made by Mrs. Zimmermann, seconded by Mr. Castro and unanimously carried, the Board approved the Resolution for adoption.

**Resolution E025-009 - Articulation Agreement Between Fairleigh Dickinson University and UCNJ – Psychology Option offered through Liberal Arts, A.A., Sociology Option offered through Liberal Arts, A.A., or Social Services, A.S. to Psychology, B.A./Master of Social Work**

**WHEREAS**, an Articulation Agreement has been reached between UCNJ Union College of Union County, New Jersey (UCNJ) and Fairleigh Dickinson University (FDU), that establishes a cooperative academic relationship between the two institutions enabling UCNJ graduates who complete the Psychology Option offered through Liberal Arts, A.A., Sociology Option offered through Liberal Arts, A.A., or Social Services, A.S. to be awarded 60 credits toward the bachelor's degree in Psychology/Master of Social Work program upon admission to FDU (Exhibit 1), and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, New Jersey approves the Articulation Agreement between UCNJ and FDU (Exhibit 1), and,



**BE IT FURTHER RESOLVED** that College officials be authorized to approve the Articulation Agreement between UCNJ and FDU (Exhibit 1).

On motion duly made by Mrs. Zimmermann, seconded by Mr. Castro and unanimously carried, the Board approved the Resolution for adoption.

#### **SAFETY REPORT**

Dr. McMenamin stated that in compliance with the Cunningham – Ruiz Law (S485, codified at N.J.S.A. 18a:3B-71) requiring reporting of campus crimes and fire incidents for the period from November 12, 2024 through December 31, 2024, Public Safety advised that there were no incidents to report.

#### **BUDGET AND FINANCE COMMITTEE**

Mr. Campbell stated that the Budget and Finance Committee met earlier and reviewed the Investment Report and reported that all investments are found to be in order and are within acceptable norms.

#### **Financial Report:**

Mr. Campbell reviewed the Financial Report and reported that variances within the report are due to the following: an increase of 16% in Spring enrollment which impacted tuition revenue and student receivables; the net increase in expenses, primarily driven by the various contract negotiations, rising healthcare premium, utilities and expected annual increases in software and other operating expenses.

#### **Current Estimate Report:**

Mr. Campbell reviewed the Current Estimate Report and stated that at this time, a transfer from Unrestricted Net Position of \$2.9 million is anticipated for fiscal year ended June 30, 2025:

Mr. Campbell presented the following Resolutions for approval:

#### **Resolution F025-027 - Fiscal 2025-2026 Budget Adoption**

**WHEREAS,** the Board of Trustees of UCNJ Union College of Union County, NJ is required to prepare and deliver to each member of the UCNJ Union College of Union County, NJ Board of School Estimate “an itemized statement of the amount of money estimated to be necessary for the operations and capital outlay expenditures for the ensuing year,” and

**WHEREAS,** under the terms of the Higher Education Restructuring Act, a public hearing for the UCNJ Union College of Union County, NJ community is being conducted “on the amount of money estimated to be necessary for the operations and capital outlay expenditures for the ensuing year,” and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ adopts the budget for Fiscal Year 2025-26 totaling \$82,100,812 based upon a 6,622 State of New Jersey fundable full-time equivalent student enrollment, and

**BE IT FURTHER RESOLVED** that the UCNJ Union College of Union County, NJ Board of School Estimate be requested to certify to the Union County Board of County Commissioners that \$16,538,124 be appropriated for the operations of UCNJ Union College of Union County, NJ for the period from July 1, 2025, to June 30, 2026, and

**BE IT FURTHER RESOLVED** that a capital outlay budget for Fiscal Year 2025-2026 totaling \$11,314,852 be adopted, and

**BE IT FURTHER RESOLVED** that the UCNJ Union College of Union County, NJ Board of School Estimate be requested to certify to the Union County Board of County Commissioners that \$11,314,852 be appropriated for capital outlay expenditures of UCNJ Union College of Union County, NJ for Fiscal Year 2025-2026, and

**BE IT FURTHER RESOLVED** that a date, place, and time for the holding of public hearing by the UCNJ Union College of Union County, NJ Board of School Estimate on the Fiscal Year 2025-2026 budget be selected, and appropriate public notice be given pursuant to the applicable statutes.

On motion duly made by Mr. Castro, seconded by Ms. Mehrotra and unanimously carried, the Board approved the Resolution for adoption.

**Resolution F025-028 - Fiscal 2025-2026 Tuition Rates and Fee Adoption**

**WHEREAS**, Chapter 42, P.L.L 1982 authorizes the Board of Trustees to “fix and determine tuition rates and other fees to be paid by students,” and

**WHEREAS**, the following tuition rates and fee changes are reflected in the proposed budget for Fiscal Year 2025-2026:

Students who register for 12 to 18 credits to be charged a block rate for tuition and no general fees. Students registering from 1 to 11 credits to be charged a per credit charge for tuition and no general fees as follows:

<u>Tuition</u>	<u>In-State</u>	<u>Out-of-State</u>
<u>Full-time:</u> 12 – 18 credits per semester		
Full-time Tuition	\$2,695	\$5,130
In excess of 18 credits per semester	Full-time rate plus part-time tuition rates per additional registered credit.	

Part-time:

Applicable to part-time, 1-11 credits per semester or term, and full-time credits in excess of 18 per semester or term.

Tuition, per credit	\$218	\$415
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The following fees are adjusted as follows:

- The digital book subscription fee will increase from \$140 to \$155.
- The student parking permit fee will decrease from \$65 to \$50.
- The refundable Bollwage parking tag fee will increase from \$25 to \$35.
- The \$10 transcript fee will be eliminated.

All other course and user fees remain unchanged at rates in effect during Fiscal Year 2025-2026.

**WHEREAS,** a public hearing for the UCNJ Union College of Union County, NJ community is being conducted on proposed revisions to tuition rates and fees on January 28, 2025 under the terms of the Higher Education Restructuring Act;

**NOW, THEREFORE BE IT RESOLVED,** that the Board of Trustees of UCNJ Union College of Union County, NJ adopts the tuition rates and fee changes, as proposed herein, for Fiscal Year 2025-2026 beginning with the academic semester of Fall 2025.

On motion duly made by Mr. Castro, seconded by Mr. Katz and unanimously carried, the Board approved the Resolution for adoption.

**Grant Resolutions:**

**Resolution F025-029 - Union County Funding for Food Insecurity**

**WHEREAS,** UCNJ Union College of Union County, NJ, as a comprehensive community college is committed to eliminating food insecurity within the College community to ensure the wellbeing of its students. The College has instituted a Food Insecurity Program which has multiple assistance sources in place to meet student's material needs, and actively seeks financial support from community organizations, individuals, corporations, foundations, and government sources for this effort, and

**WHEREAS,** the County of Union, a Body Politic of the State of New Jersey is providing funding to the College, as a recipient of State and Local Fiscal Recovery Funds (SLRF) established by the American Rescue Plan Act of 2021 (ARPA), to help fund the College's Food Insecurity Program, and

**WHEREAS,** the County of Union granted funding under the terms of an MOU in the amount of \$250,000 on March 14, 2024 for the period July 1, 2024, through December 31, 2024, for the College to use for the Food Insecurity Program, and the Board of Trustees of UCNJ Union College of Union County, NJ accepted this funding at the May 6, 2024 Board Meeting, and

**WHEREAS,** on December 26, 2024, the College received notification that the Food Insecurity Contract was amended for an additional amount of \$250,000 for a total contract award of \$500,000 for a revised term of July 1, 2024, through December 31, 2026, and

**WHEREAS,** social workers at the College assess the needs of students with food insecurity and connect them with various community social service agencies, N.J. State assistance programs and help from the Food Insecurity Program at the College, and the Food Insecurity Award from the County of Union will continue to provide the College with funding to further expand its Food Insecurity Program to ensure support for its students;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ accepts the additional amount of \$250,000 from the County of Union to continue to expand the College's Food Insecurity Program for the revised term of July 1, 2024, through December 31, 2026, for a total award of \$500,000.

**Resolution F025-030 - New Jersey Pathways to Career Opportunities Initiative**

**WHEREAS,** UCNJ Union College of Union County, NJ, as a comprehensive community college, seeks to provide career occupational training programs designed to assist students and other Union County residents to become employed, and

**WHEREAS,** New Jersey's Community Colleges and the New Jersey Business and Industry Association (NJBIA) have come together to launch a transformational initiative designed to align the State's educational system to build an innovative workforce. The New Jersey Pathways to Career Opportunities Initiative will align employers, industry associations, labor unions, educational institutions, and workforce development partners to provide students and workers with the career pathways they need to find new careers and opportunity, and to ensure that employers have access to a highly skilled workforce to meet critical labor market needs, and

**WHEREAS,** the initiative focuses on ten career areas through Centers of Workforce Innovation to build pathways with aligned curriculum shared across educational partners to serve the learning lifespan of students and workers to build an innovative workforce centering around four industries: Health Services, Technology and Innovation, Infrastructure and Energy, and Manufacturing and Supply Chain Management, and

**WHEREAS,** the College received funding for its participation in the New Jersey Pathways to Career Opportunities Initiative for Patient Care and Supply Chain Logistics from the New Jersey Community College Consortium for Workforce and Economic Development as follows: \$15,714 for the planning phase, awarded on February 21, 2022, and accepted by the Board of Trustees on June 21, 2022; \$149,000 for the first-year work phase, awarded on June 30, 2022, and accepted on September 20, 2022; \$181,820 for the second-year work phase, awarded on September 18, 2023, and accepted on November 6, 2023; \$116,200 for the third year work phase, awarded on October 28, 2024 and accepted on December 10, 2024, and

**WHEREAS,** on January 8, 2025, the College was notified that it was awarded the amount of \$25,000 from the New Jersey Community College Consortium for Workforce and Economic Development to serve as the Lead Institution for the Center of Workforce Innovation for Patient Care;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ accepts the funding of \$25,000 from the New Jersey Community College Consortium for Workforce and Economic Development to serve as the Lead Institution for the Center of Workforce Innovation for Patient Care.

On motion duly made by Mr. Castro, seconded by Mr. Katz and unanimously carried, the Board approved Resolutions F025-029 and F025-030 for adoption.

### **Contracts Exempt from Competitive Bidding**

#### **Resolution F025-031 - Additional Fire Systems Maintenance and Remediation Services**

**WHEREAS,** the College requires annual fire systems maintenance and remediation of College-wide fire systems to provide for campus safety, in support of the mission of the College, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A:64A-25.11.a.b. provides for awarding contracts without public competitive bids when there is a nationally recognized and accepted cooperative agreement that has been publicly bid for the product or service, and

**WHEREAS,** on May 6, 2024, the Board of Trustees of UCNJ Union College of Union County, NJ awarded a contract to Johnson Controls US Holdings LLC Db a Johnson Controls Fire Protection LP, Milwaukee, WI for systems maintenance and remediation services for all campuses at a total cost not to exceed \$77,489 for Fiscal Year 2024-2025, and

**WHEREAS,** Johnson Controls US Holdings LLC Db a Johnson Controls Fire Protection LP, Milwaukee, WI a Sourcewell vendor, has submitted a proposal for additional fire system maintenance and remediation services for all campuses utilizing contract #030421-JHN at a cost not to exceed \$20,000, and

**WHEREAS,** the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4. et seq. provides that when the values of all contracts to a single vendor exceed \$17,500 in the aggregate, that vendor is subject to the Pay-to-Play Law, and

**WHEREAS,** the Vice President of Finance and Operations has determined that the total contract award will exceed \$17,500, and

**WHEREAS,** Sourcewell utilized competitive bidding for the awards of contracts to Johnson Controls US Holdings LLC Db a Johnson Controls Fire Protection LP, Milwaukee, WI thereby releasing UCNJ Union College of Union County, NJ from the requirement to obtain Pay-to-Play documentation, and

**WHEREAS,** a Certification of Funds availability has been filed by the Vice President of Finance and Operations;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Johnson Controls US Holdings LLC Db a Johnson Controls Fire Protection LP, Milwaukee, WI for additional fire system maintenance and remediation services at a cost of \$20,000 for a total award not to exceed \$97,489 for Fiscal Year 2024-2025.

**Resolution F025-032 - Printing and Mail Processing of Non-Credit Tabloids**

**WHEREAS,** the College has a need for printing of student recruitment and promotional materials for Spring 2025 non-credit courses, in support of the mission of the College, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(18) provides for an exception to the requirement of advertising for bids for printing, including without limitation catalogs and course announcements, and

**WHEREAS,** the College solicited written quotes from four vendors and received three responses for Fall 2024 and Spring 2025 non-credit tabloids, and

**WHEREAS,** on June 18, 2024, the Board of Trustees of UCNJ Union College of Union County, NJ awarded a contract to Indiana Printing and Publishing Co. Inc., Indiana, PA for the printing and mailing of the Fall 2024 non-credit tabloids at a total cost not to exceed \$22,563, and

**WHEREAS,** Indiana Printing and Publishing Co. Inc., Indiana, PA has additionally submitted the lowest responsible quotation for printing and mailing processing of Spring 2025 non-credit tabloids at a cost not to exceed \$22,563, and

**WHEREAS,** the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, et seq. provides that when the values of all contracts to a single vendor exceeds \$17,500 in the aggregate, that vendor is subject to the Pay-to-Play Law, and

**WHEREAS,** the Vice President of Finance and Operations has determined the total contracts award will exceed \$17,500 each, and

**WHEREAS,** Indiana Printing and Publishing Co. Inc., Indiana, PA has completed and submitted their Business Entity Disclosure and Political Contribution Disclosure Certifications, certifying that they have not made any reportable contributions to a political or candidate committee in the one year previous to their contract award, and that they will be prohibited from making any reportable contributions through the term of the contract, and

**WHEREAS,** a Certification of Funds availability has been filed by the Vice President of Finance and Operations;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Indiana Printing and Publishing Co. Inc., Indiana, PA for printing and mail processing of non-credit tabloids for Spring 2025 at a cost not to exceed \$22,563 for a total award not to exceed \$45,126 for Fiscal Year 2024-2025.

**Resolution F025-033 - Annual UPS Battery Back-up Maintenance Agreement- Lessner Data Center**

**WHEREAS,** the College requires the annual renewal of our UPS back-up maintenance agreement for the Lessner Data Center, in support of the mission of the College, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a. (19) provides for an exception to the requirement of advertising for bids in the provision of goods or services for the use, support, or maintenance of proprietary computer hardware, software peripherals, and system development for the hardware, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A:64A-25.11a.b. authorizes County Colleges to be a participating contracting unit in nationally recognized cooperative pricing system established according to the laws of the State of New Jersey, and

**WHEREAS,** on June 18, 2024, the Board of Trustees of UCNJ Union College of Union County, NJ awarded contracts to Aspire Technology Partners, LLC, Eatontown, NJ for software licenses, network maintenance, and hardware at a total cost not to exceed \$261,951, and

**WHEREAS,** on November 4, 2024, the Board of Trustees of UCNJ Union College of Union County, NJ awarded a contract to Aspire Technology Partners, LLC, Eatontown NJ to replace a UPS battery back-up system at a cost not to exceed \$9,763, and

**WHEREAS,** Aspire Technology Partners, LLC, Eatontown, NJ has provided a license for Pixellot sports platform for \$4,485 for Fiscal Year 2024-2025, which was under the threshold for the “Report of Authorized Payments in Excess of Original Award,” and which did not require Board of Trustee approval, and

**WHEREAS,** Aspire Technology Partners, LLC, Eatontown, NJ has submitted a proposal for the annual renewal of UPS battery backup maintenance agreement under National Cooperative Purchasing Alliance (NCPA) contract #01-169 for the Lessner Data Center at a cost not to exceed \$9,162, and

**WHEREAS,** the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4. et seq. provides that when the values of all contracts to a single vendor exceeds \$17,500 in the aggregate, that vendor is subject to the Pay-to-Play Law, and

**WHEREAS,** the Vice President of Finance and Operations has determined that the total contract awards will exceed \$17,500, and

**WHEREAS,** NCPA utilized competitive bidding for the awards of their contracts to Aspire Technology Partners, LLC, Eatontown, NJ thereby releasing UCNJ Union College of Union County, NJ from the requirement to obtain Pay-to-Play documentation, and

**WHEREAS,** a Certification of Funds availability has been filed by the Vice President of Finance and Operations;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Aspire Technology Partners, LLC, Eatontown, NJ for the annual UPS battery back-up maintenance agreement for the Lessner Data Center at a cost not to exceed \$9,162 for a total award of \$285,361 for Fiscal Year 2024-2025.

**Resolution F025-034 - Student Recruitment and Data Analytic Platforms**

**WHEREAS,** the College has a need for student recruitment and data analytic platforms to manage data and create analytic workspaces for course planning, predicting student performance and improving retention, in support of the mission of the College, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(15) provides an exception to the requirement of advertising for bids for professional consulting services, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(19) provides an exception to the requirement of advertising for bids in the provision of goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware, and



**WHEREAS,** on June 20, 2023, the Board of Trustees of UCNJ Union College of Union County, NJ accepted funding of Title V Grant by the U.S. Department of Education in the amount of \$3,000,000 for the period of October 1, 2023-September 30, 2028, and

**WHEREAS,** on May 6, 2024, the Board of Trustees awarded a contract to EAB Global Inc., Washington, DC for a virtual tour web platform for \$16,500 for Fiscal Year 2024-2025, and

**WHEREAS,** on June 18, 2024, the Board of Trustees awarded a contract to EAB Global Inc., Washington, DC for student success management consulting services at a total cost of \$59,486 for the period of July 31, 2024 through July 30, 2026, and

**WHEREAS,** EAB Global Inc., Washington, DC has submitted a proposal for Navigate 360, a student recruitment and retention platform for two (2) years for the period of January 29, 2025 through January 30, 2027 along with a one-time implementation fee of \$69,674, at a total cost not to exceed \$542,654, and

**WHEREAS,** EAB Global Inc., Washington, DC has submitted an additional proposal for Edify, a data analytic program along with consulting services for two (2) years for the period of January 29, 2025 through January 30, 2027 at a total cost not to exceed \$383,122, and

**WHEREAS,** both proposals submitted by EAB Global Inc., Washington, DC are for two (2) years with three (3), one (1) year renewal options, and

**WHEREAS,** the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4. et seq. provides that when the values of all contracts to a single vendor exceeds \$17,500 in the aggregate, that vendor is subject to the Pay-to-Play Law, and

**WHEREAS,** the Vice President of Finance and Operations has determined that the total contract award will exceed \$17,500, and

**WHEREAS,** EAB Global Inc., Washington, DC has completed and submitted their Business Entity Disclosure and a Political Contribution Disclosure Certification, certifying that they have not made any reportable contributions to a political or candidate committee in the one year previous to their contract award, and that they will be prohibited from making contributions through the term of the contract, and

**WHEREAS,** a Certification of Funds availability has been filed by the Vice President of Finance and Operations;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to EAB Global Inc., Washington, DC for student recruitment and data analytic platforms from January 29, 2025 through January 30, 2027 at a cost not to exceed \$925,766, for a total award not to exceed \$1,001,762.

**Resolution F025-035 - Spend \$17,500-\$41,600**

**WHEREAS,** there exists a need throughout the College for goods or services, and

**WHEREAS,** the attached purchases of goods and services are under the bid threshold of \$41,600, and

**WHEREAS,** the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4. et seq. provides that when the values of all contracts to a single vendor exceeds \$17,500 in the aggregate, that vendor is subject to the Pay-to-Play Law, and

**WHEREAS,** the Vice President of Finance and Operations has determined that the individual contracts will exceed \$17,500, and

**WHEREAS,** the vendors provided information that exhibited compliance with the Pay-to-Play Law, N.J.S.A. 19:44A-20.4 et seq., or the contracts were arrived at through an open and fair process thereby releasing UCNJ Union College of Union County, NJ from the requirement to obtain such documentation, and

**WHEREAS,** the Vice President of Finance and Operations certifies that sufficient funds are available for the goods and services;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ award contracts between \$17,500 and \$41,600 to the listed vendors for a total spend of \$19,500

TYPE OF SERVICE	SOLICITATION / EXEMPTION	COOPERATIVE/STATE CONTRACT #	AWARD AMOUNT	PRIOR AWARD	TOTAL AWARD	DESCRIPTION	DEPT/ FUNDING SOURCE	VENDOR
Service	18A:64A-25.5.a.(20) Recruitment and Advertising	N/A	\$12,000	\$12,000	\$24,000	Advertising	CCOG 21-194086-52548	Townsquare NJ Holding Co. LLC
Technology and Related Items	18A:64A-25.5.a.(19) Hardware/Software	N/A	\$7,500	\$29,770	\$37,270	Time Management System	HR 11-500505-52563	Time Clock Plus
		<b>TOTAL</b>	<b>\$19,500</b>	<b>\$41,770</b>	<b>\$61,270</b>			

On motion duly made by Mr. Castro, seconded by Mr. Katz and unanimously carried, the Board approved Resolutions F025-031 through F025-035 for adoption.

### **Surplus Disposal**

#### **Resolution F025-036 - Surplus Disposal**

**WHEREAS,** the County College Contracts Law, N.J.S.A.18A:64A-25.27 provides for the disposal of surplus personal property no longer needed for College purposes, and

**WHEREAS,** the College has determined that the attached list of items should be declared surplus, obsolete and unusable property (Exhibit I), and

**WHEREAS,** the total fair value of the property (Exhibit I) is approximately **\$25**, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees UCNJ of Union College of Union County, NJ declares surplus, obsolete, unusable, and not needed for College purposes the property listed in Exhibit I, and

**BE IT FURTHER RESOLVED** that College officials be authorized to dispose of the surplus, obsolete, unusable property listed in Exhibit I in accordance with the County College Contracts Law and the UCNJ Union College of Union County, NJ Purchasing Policies.

On motion duly made by Mr. Castro, seconded by Mr. Katz and unanimously carried, the Board approved the Resolution for adoption.

### **BUILDINGS AND GROUNDS**

Mr. Katz presented the following Resolutions for approval:

#### **Resolution B025-006 - Authorization for Certification for the Cranford Campus Physical Education Center Renovation**

**WHEREAS,** UCNJ Union College of Union County, NJ (the “College”) informed the New Jersey Council of County Colleges (“NJCCC”) of its desire to participate in the capital funding allocation under N.J.S.A. 18A:72A-12.4. County College Capital Projects Funding (“Chapter 12”), and

**WHEREAS,** on January 24, 2025, the NJCCC has advised the College of its recommendation to the State Treasurer that preliminarily would make available an amount not to exceed \$6.967 million to the College under Chapter 12 funding, and

**WHEREAS,** the funds will be used to renovate the physical education center on the Cranford campus, and

**WHEREAS,** on February 25, 2020, the Board of Trustees of UCNJ Union College of Union County, NJ authorized renovations to the Cranford Campus Physical Education Center and certified an amount of money for such purpose as \$5.580 million to be provided under the provisions of the Fiscal Year 2021 Chapter 12 funding, and

**WHEREAS,** on February 23, 2021, the Board of Trustees authorized renovations to the Cranford Campus Physical Education Center and certified an amount of money for such purpose as \$5.578 million to be provided under the provisions of the Fiscal Year 2022 Chapter 12 funding, and

**WHEREAS,** on February 22, 2022, the Board of Trustees authorized renovations to the Cranford Campus Physical Education Center and certified an amount of money for such purpose as \$4.264 million to be provided under the provisions of the Fiscal Year 2023 Chapter 12 funding, and

**WHEREAS,** on February 21, 2023, the Board of Trustees authorized renovations to the Cranford Campus Physical Education Center and certified an amount of money for such purpose as \$4.567 million to be provided under the provisions of the Fiscal Year 2024 Chapter 12 funding, and

**WHEREAS,** on March 19, 2024, the Board of Trustees authorized renovations to the Cranford Campus Physical Education Center and certified an amount of money for such purpose as \$3.097 million to be provided under the provisions of the Fiscal Year 2025 Chapter 12 funding, and

**WHEREAS,** the College has an interest in pursuing funds that may be available under the provisions of Chapter 12 for financial assistance in connection with this project and accordingly has included it in its preliminary request to the NJCCC for Fiscal Year 2026 Chapter 12 funding, and

**WHEREAS,** pursuant to N.J.S.A. 18A:64A-19, the UCNJ Union College of Union County, NJ Board of Trustees is to deliver to the UCNJ Union College of Union County, NJ Board of School Estimate (the "Board of School Estimate") an estimate of its cost of the project and the amount of money needed for the project;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ hereby determines a) the need for the College to expend \$34.5 million for a renovated physical education center on the Cranford campus, and b) the estimated cost of this construction is \$34.5 million, c) the amount of money needed for such purpose by the Board of Trustees of the College is \$34.5 million, and d) the College will pursue Chapter 12 State funding for all or a portion of said purpose.

**BE IT FURTHER RESOLVED** that the Board of School Estimate is hereby requested to certify to the Union County Board of County Commissioners that \$6.967 million be raised through the issuance of County College bonds and notes by the County

of Union to fund the renovated physical education facility on the Cranford campus.

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be delivered to each member of the UCNJ Union College of Union County, NJ Board of School Estimate.

On motion duly made by Mr. Katz, seconded by Mr. Castro and unanimously carried, the Board approved the Resolution for adoption.

**Contracts Exempt from Competitive Bidding:**

**Resolution B025-007 - Security Upgrades and Repair Fencing- Cranford and Plainfield Campuses**

**WHEREAS**, the College needs to install security upgrades and repair fencing on the Cranford and Plainfield Campuses, in support of the safety and mission of the College, and

**WHEREAS**, the County College Contracts Law, N.J.S.A. 18A:64A-25.11a.a. provides for awarding contracts without public competitive bids when there is a participating cooperative pricing system pursuant to the laws of this state, and

**WHEREAS**, on November 4, 2024, the Board of Trustees awarded a contract to Guardian Fence Co., Inc., Newark, NJ for perimeter fencing at the Kellogg Building for \$93,000 for Fiscal Year 2024-2025, and

**WHEREAS**, Guardian Fence Co., Inc., Newark, NJ has provided a proposal under New Jersey Cooperative Alliance (NJCPA) under BC BID#24-07 for security fencing upgrades and repairs for a total of ten (10) locations on the Cranford and Plainfield Campuses at a cost not to exceed \$68,592, and

**WHEREAS**, there is an additional cost of \$16,408 for materials not covered under NJCPA cooperative pricing, and

**WHEREAS**, the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4. et seq. provides that when the values of all contracts to a single vendor exceeds \$17,500 in the aggregate, that vendor is subject to the Pay-to-Play Law, and

**WHEREAS**, the Vice President of Finance and Operations has determined that the total contract award will exceed \$17,500, and

**WHEREAS**, NJCPA utilized competitive bidding for the award of contracts to Guardian Fence Co., Inc. Newark, NJ thereby releasing UCNJ Union College of Union County, NJ from the requirement to obtain Pay-to-Play documentation, and

**WHEREAS**, a Certification of Funds availability has been filed by the Vice President of Finance and Operations;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Guardian Fence Co., Inc., Newark, NJ for security upgrades and repair fencing on the Cranford and Plainfield Campuses at a cost not to exceed \$85,000.

On motion duly made by Mr. Katz, seconded by Mr. Castro and unanimously carried, the Board approved the Resolution for adoption.

**Resolution B025-008 - Additional Engineering Design Services for Security Upgrades - Cranford Campus**

**WHEREAS,** the College requires additional engineering design services for security upgrades on the lots throughout the Cranford campus, in support of the safety and mission of the College, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A-64A-25.5.a.(1) provides for an exception to the requirement of advertising for bids for professional services, and

**WHEREAS,** on November 4, 2024, the Board of Trustees of UCNJ Union College of Union County, NJ awarded a contract to Suburban Consulting Engineers, Inc., Flanders, NJ for engineering design services for paving and trenching conduits throughout the Cranford Campus for \$79,150 for Fiscal Year 2024-2025, and

**WHEREAS,** Suburban Consulting Engineers, Inc., Flanders, NJ has submitted an additional proposal for engineering design services for supplemental topographic survey and engineering design phases to support enhanced security upgrades on the Cranford campus at a cost not to exceed \$25,850, and

**WHEREAS,** the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4. et seq. provides that when the values of all contracts to a single vendor exceeds \$17,500 in the aggregate, that vendor is subject to the Pay-to-Play Law, and

**WHEREAS,** the Vice President of Finance and Operations has determined that the total contract award will exceed \$17,500, and

**WHEREAS,** Suburban Consulting Engineers, Inc., Flanders, NJ has completed and submitted Business Entity Disclosures and Political Contribution Disclosure Certifications, certifying that they have not made any reportable contributions to a political or candidate committee in the one year previous to their contract award, and that they will be prohibited from making any reportable contributions through the term of the contract, and

**WHEREAS,** a Certification of Funds availability has been filed by the Vice President of Finance and Operations;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union

College of Union County, NJ award a contract to Suburban Consulting Engineers, Inc., Flanders, NJ for additional engineering design services for security upgrades on the Cranford campus at a cost not to exceed \$25,850.

On motion duly made by Mr. Katz, seconded by Dr. Tasharofi and unanimously carried, the Board approved the Resolution for adoption.

**Contract to be Awarded Through a Bid or Request for Proposal:**

**Resolution B025-009 - Kellogg Doors Replacement Project**

**WHEREAS,** the College requires the replacement and installation of fire rated doors and their accompanying structures at the Kellogg Building, in support of the safety and mission of the College, and

**WHEREAS,** a request for bids was publicly advertised in the Star Ledger, Newark, NJ on November 15, 2024 for the Kellogg doors replacement project, and

**WHEREAS,** the bid invitation was downloaded by fourteen (14) vendors and one (1) bid was received and opened publicly on December 17, 2024, and

**WHEREAS,** Jersey Architectural Door & Supply, Inc., Atlantic City, NJ submitted the lowest responsible bid for the Kellogg Door Replacement Project at a cost not to exceed \$55,217, and

**WHEREAS,** a Certification of Funds availability has been filed by the Vice President of Finance and Operations;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Jersey Architectural Doors & Supply, Inc. Atlantic City, NJ for the Kellogg doors replacement project at a cost not to exceed \$55,217.

On motion duly made by Mr. Katz, seconded by Mr. Castro and unanimously carried, the Board approved the Resolution for adoption.

**Campus Projects:**

Mr. Katz reported on the updates to the Project Prioritization List as well as the various projects on all campuses.

**Cell Tower Update:**

Mr. Katz reported that on January 13, 2025, the Cranford Zoning Board of Adjustment passed the proposed settlement agreement, and engineer work is scheduled to begin in spring.

**OPEN MEETING TO THE PUBLIC**

No one rose to address the Board.

**UNFINISHED BUSINESS**

On motion duly made by Mr. Betancourt, seconded by Dr. Tasharofi and unanimously carried, the Board ratified all actions taken at the Joint Board of Governors and Trustees that immediately preceded this Trustees Meeting, and that the Minutes of the Joint Meeting shall be appended to and made part of these Trustees Minutes.

**NEW BUSINESS**

Completed.

**ADJOURNMENT**

With no further business on the agenda, a motion for adjournment was made by Mr. Castro, seconded by Mr. Katz at 7:01 p.m.