

**UNION COLLEGE  
OF UNION COUNTY, NEW JERSEY**

**BOARD OF TRUSTEES  
Minutes of Meeting  
November 2, 2022**

**CALL TO ORDER**

The meeting was called to order by Rafael J. Betancourt, Esq., Vice Chair, at 6:07 p.m. in the Executive Education Center on the Cranford Campus. The following were in attendance:

**TRUSTEES**

Mr. Betancourt; George A. Castro, II; Daniel J. Connolly; Miguel A. Figueredo; Anjali Mehrotra; Daryl Palmieri; Dr. Kamran Tasharofi; Mary M. Zimmermann; George E. Stephens; Dr. Margaret M. McMenamin, President.

**GOVERNORS**

Brian Campbell; Stephen H. Hehl, Esq.; Jeffrey H. Katz, Esq.; J. Anthony Manger, Esq.; Carl J. Napor; Francis Raudelunas.

**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. Figueredo, the Minutes of the Meetings of the Board of Trustees of September 20, 2022 and October 12, 2022, were approved as submitted.

**COMMUNICATIONS**

Dr. Segal stated there were no communications to report.

**INSIDE THE COLLEGE**

Dr. Polnariev presented a review of Standard I - Missions and Goals in preparation for the Middles States Commission on Higher Education.

**REPORT OF THE PRESIDENT**

Dr. McMenamin addressed the members of the Boards highlighting some of the events that have taken place at the College over the past month:

- Dr. McMenamin stated that we set a new graduation record – 35.1% as well as a new record for Project Achievement – 29.7%.

- On October 18, 2022, at the College's 89<sup>th</sup> Founder's Day, the new Union College logo was revealed.
- This year's Foundation Gala raised more than \$250,000.
- Dr. McMenamin, Union staff and students attended the 36<sup>th</sup> Annual Conference of the Hispanic Association of Colleges and Universities (HACU) held in San Diego, California.
- From October 10, 2022 through November 19, 2022, Union is hosting the exhibition Museums on Main Street: Voices and Votes, Democracy in America.
- Board of Governors member, Nancy J. Benz has been inducted into the Crane's Ford Chapter of the Daughters of the American Revolution.
- Board of Governors member and CEO of Trinitas Regional Medical Center, Gary S. Horan, received the Christopher Columbus Humanitarian Award presented by the Italian Tribune at the Annual Columbus Day Gala.
- Assistant Professor in English, Roberto Garcia, performed a poem and spoke at the Afro-Latinx Poetry Now Conference.
- Dr. Phillip Papas hosted a reading and discussion of the book, That Ever-Loyal Island: Staten Island and the American Revolution. Dr. Papas has written several books on the American Revolution.
- The Progress Pride Flag was hung on each of the campuses in recognition of LGBTQ+ month.
- Dr. McMenamin reported that the College lost a dedicated and well-liked employee, John Kaminskas, Patrol Supervisor, in October.

Dr. McMenamin addressed the Board and stated that the work they do is so important for our community, our students and their families, and thanked them for all they do.

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

### **MARKETING, ADVERTISING & PUBLIC RELATIONS COMMITTEE**

Mr. Napor reported to the Board that at the Marketing Committee meeting held earlier, the College's Marketing and Communications Coordinator Margaret Ortuso, SGW Integrated Marketing, and Stamats Communications, Inc. provided a presentation and discussed overall marketing goals, which included targeting social media and digital ads.

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

Mrs. Zimmermann reported to the Board that at the Educational Planning and Policy meeting held earlier, Dr. Lown reported that Academic Affairs has developed a process through which previous learnings and skills can translate into college credit where the College can award credit for prior learning provided there is documented evidence that the student has mastered course learning outcomes and demonstrated college level work and critical thinking. She stated that Dr. Ziner provided a presentation outlining the results of the Fall 2022 Enrollment Report. Mrs. Zimmermann reported that as of September 22, 2022, fall enrollment is +.2% in FTE.

Mrs. Zimmermann submitted the following Resolutions for approval:

**Resolution – E023-001 - Faculty Personnel Actions**

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

**Appointments:**

Casey Williams, Librarian I, Academic Affairs, effective July 20, 2022, \$70,000 per annum.

Emma Trevena, Librarian I, Academic Affairs, effective July 25, 2022, \$70,000 per annum.

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

**Resolution E023-002 - Staff Personnel Actions**

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

**Appointments:**

Andrew Mathews, Educational Support Specialist, Academic Affairs, effective September 16, 2022, \$42,000 per annum.

Denzell Moore, ExCEL Grant Coordinator for Experiential Learning, Academic Affairs, effective September 19, 2022, \$48,000 per annum.

Laura Sanzari, Student Services Specialist, Academic Affairs, effective September 19, 2022, \$53,000 per annum.

Frances Saulino, Student Services Generalist – CCOG, Student Development, effective September 26, 2022, \$44,000 per annum.

Tania Scott, Student Services Associate, Student Development, effective October 1, 2022, \$35,337 per annum.

Katherine Vivanco, Student Services Generalist, Student Development, effective October 4, 2022, \$44,000 per annum.

Monique Brathwaite, Program Director – Allied Health Programs, Administrative Services, effective October 10, 2022, \$65,000 per annum.

Joyce Morell, Student Services Specialist, Title V, Academic Affairs, effective October 10, 2022, \$53,000 per annum.

Michelle Sorillo, Custodian, Finance & Operations, effective October 10, 2022, \$28,641 per annum.

Marisa Carlucci, Program Secretary, Title V, Academic Affairs, effective October 17, 2022, \$34,000 per annum.

Julie Garcia, Student Services Generalist – Progresando, Academic Affairs, effective October 17, 2022, \$44,000 per annum.

**Promotions/Reclassifications/Reinstatements:**

Dr. Kevin Majewski, Senior Analyst of Institutional Research from Assistant Dean of Humanities, effective September 16, 2022, \$78,000 per annum.

**Employment Separations:**

Yolanda Grant, Executive Assistant, Academic Affairs, effective September 19, 2022.

Kathryn Vellios, Director of Student Accounts, Student Development, effective September 26, 2022.

Jadiel Perez, Student Services Associate, Student Development, effective September 30, 2022.

John Kaminskas, Patrol Supervisor, Finance & Operations, effective October 7, 2022.

Jaclyn Sagona, Student Services Generalist, Student Development, effective October 14, 2022.

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 N.J.S.A. 18A:3B-71 requiring reporting of campus crimes and fire incidents for the period from August 30, 2022 to October 14 2022, Public Safety advised that there was a theft of a student's backpack from the lobby of the Lessner Building.

**BUDGET AND FINANCE COMMITTEE**

Mr. Connolly 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.

Mr. Connolly stated that Financial Report was also reviewed and reported revenue is up slightly due to an increase in credit hours year over year, and the net increase in total expenses year over year is a result of timing of expenses and the increase in compensation.

**Current Estimate Report:**

Mr. Connolly stated also reviewed was the Current Estimate Report and reported that at this time, a transfer to Unrestricted Net Position of \$1.1 million is anticipated for fiscal year ended June 30, 2023.

Mr. Connolly presented the following Resolutions for approval:

**Grant Resolutions**

**Resolution F023-001 - Community College Opportunity Grant**

**WHEREAS,** Union College of Union County, New Jersey, is a comprehensive community college providing quality, affordable, accessible educational programs that serve the greater Union County region, and

**WHEREAS,** the Community College Opportunity Grant (CCOG) is the State of New Jersey's free community college initiative that will provide last dollar awards to New Jersey community college students who do not have a prior college degree, completed a Free Application for Federal Student Aid (FAFSA) or the New Jersey Alternative Financial Aid Application according to agency deadlines, make satisfactory academic progress and have a total household adjusted gross income (AGI) under \$65,000 and

**WHEREAS,** Union College of Union County, New Jersey has been notified that it was awarded \$431,641 for the Community College Opportunity Grant (CCOG) Student Success Initiative funding to be implemented during the period July 1, 2022 through June 30, 2023, by the State of New Jersey, Office of the Secretary of Higher Education (OSHE), and

**WHEREAS,** the purpose of the partnership between the Office of the Secretary of Higher Education (OSHE) and the College is to increase matriculation and support the goals of the Community College Opportunity Grant (CCOG) by implementing goals and strategies for capacity building and increasing enrollment, improving student completion and reducing financial burdens on students;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Union College of Union County, New Jersey accepts \$431,641 in funding from the State of New Jersey, Office of the Secretary of Higher Education (OSHE) for the Community College Opportunity Grant (CCOG) Student Success Initiative Funding for the period July 1, 2022 through June 30, 2023.

**Resolution F023-002 - Strengthening Career and Technical Education for the 21<sup>st</sup> Century Grant ("Perkins")**

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

**WHEREAS,** the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Grant is a Federally authorized grant whose aim is to increase the academic achievement of career and technical education students and strengthen the connections between secondary and postsecondary education, and

**WHEREAS,** on September 27, 2022, the College submitted the final phase of its Spending Plan in substantially approvable form to the State of New Jersey Department of Education in the application process for Perkins grant funding for the fiscal year ending June 30, 2023 principally covering related personnel, materials and supplies, instructional equipment, travel and other costs, and

**WHEREAS,** pursuant to EDGAR, 34 CFR Part 76.708, the College may begin to obligate these funds the later of the program duration start date of July 1, 2022 or the date the application was received by the State in substantially approvable form, and

**WHEREAS,** the State of New Jersey Department of Education requires the governing body of eligible recipients to formally accept all funds awarded under the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Grant, and

**WHEREAS,** on September 30, 2022, the State of New Jersey Department of Education notified Union College of Union County, New Jersey that its Perkins application was awarded and “approved” for the amount of \$855,773;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Union College of Union County, New Jersey accepts \$855,773 in funding from the State of New Jersey Department of Education for the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Grant for the fiscal year ending June 30, 2023.

On motion duly made by Mr. Connolly, seconded by Mr. Castro and unanimously carried, the Board approved Resolutions F023-001 and F023-2 for adoption.

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

#### **Resolution F023-003 - Landscaping Services-Kellogg Building**

**WHEREAS,** the College has a need for landscaping services at the Kellogg Building, in support of the mission of the College, and

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

**WHEREAS,** Rich Tree Service Inc., South Plainfield, NJ has provided landscaping services at a cost of \$15,000 for Fiscal Year 2022-2023, which was under the threshold of \$17,500 and did not require Board of Trustee approval, and

**WHEREAS,** Rich Tree Service Inc., South Plainfield, NJ has submitted an additional proposal under Hunterdon County Educational Service (HCESC) contract # SER-20H to provide necessary landscaping services with the return of occupancy to the Kellogg Building at a cost of \$23,750, 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 contract award will exceed \$17,500 each, and

**WHEREAS,** HCESC utilized competitive bidding for the award of the contracts to Rich Tree Service Inc., South Plainfield, NJ thereby releasing Union College of Union County, New Jersey 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 Union College of Union County, New Jersey ratify an award to Rich Tree Service Inc., South Plainfield, NJ, for landscaping services at the Kellogg Building at a cost not to exceed \$23,750, for a total award not to exceed \$38,750 for Fiscal Year 2022-2023.

**Resolution F023-004 - Specialty Printing Services**

**WHEREAS,** the College has a need for specialty printing services, including materials related to the official name change, 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,** Springfield ABC, LLC, DbA Print Tech, Springfield, NJ has provided specialty printing services at a cost of \$16,320 for Fiscal Year 2022-2023, which was under the threshold of \$17,500 and did not require Board of Trustee approval, and

**WHEREAS,** Springfield ABC, LLC, DbA Print Tech, Springfield, NJ has submitted an additional proposal to provide specialty printing services, including materials related to the College's official name change, at a cost of \$25,000, 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 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 contract award will exceed \$17,500 each, and

**WHEREAS,** Springfield ABC, LLC, DbA Print Tech, Springfield, NJ 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 Union College of Union County, New Jersey award a contract to Springfield ABC LLC, DbA Print Tech Springfield, NJ for specialty printing services at a cost not to exceed \$25,000 for a total award not to exceed \$41,320 for Fiscal Year 2022-2023.

**Resolution F023-005 - Temporary Staffing Services**

**WHEREAS,** staffing vacancies find the College in need of additional administrative and professional level temporary staffing to ensure ongoing functionality, in support of the mission of the College, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a. (20) provides for awarding of contracts for personnel recruitment and advertising, without public competitive bids, and

**WHEREAS,** Robert Half International, Inc., San Ramon, CA has provided temporary staffing services at a cost of \$15,000 for Fiscal Year 2022-2023, which was under the threshold of \$17,500 and did not require Board of Trustee approval, and

**WHEREAS,** Robert Half International, Inc., San Ramon, CA, has submitted an additional proposal to provide temporary staffing services, for an amount not to exceed \$25,000 through June 30, 2023, 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,** Robert Half International, Inc., San Ramon, CA, has completed and submitted Business Entity Disclosure and Political Contribution Disclosure Certifications, that certify that they have not made any reportable contributions to a political or candidate committee in the one year previous to the contract award, and 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 Union College of Union County, New Jersey award a contract to Robert Half International, Inc., San Ramon, CA for temporary staffing services for an amount not to exceed \$25,000, for a total award not to exceed \$40,000 for Fiscal Year 2022-2023.

**Resolution F023-006 - Conference Room Network Infrastructure Upgrades-Cranford Campus and Kellogg Building**

**WHEREAS,** the College requires network infrastructure upgrades for conference rooms on the Cranford Campus and Kellogg Building to support non-Webex meetings such as Zoom, Microsoft teams and Google Meet, to facilitate remote conferencing and learning opportunities, which are essential to teaching and administrative functions, 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-25.11.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,** the College has received Federal and State grant awards to cover costs associated with the disruption of campus operations due to the Coronavirus and this purchase has been identified as a cost that is reimbursable under such funding, and

**WHEREAS,** on June 21, 2022, the Board of Trustees awarded a contract to Aspire Technology Partners, LLC, Eatontown, NJ to provide voice and data, software maintenance renewal and support for a total cost not to exceed \$222,999, and

**WHEREAS,** on September 20, 2022, the Board of Trustees awarded contracts to Aspire Technology Partners, LLC, Eatontown, NJ to provide additional cloud management smart cameras and UPS upgrades to all network closets for a total cost of \$580,834, and

**WHEREAS,** Aspire Technology Partners, LLC, Eatontown, NJ has submitted a proposal under the National Cooperative Purchasing Alliance (NCPA) Contract #21-TELE-01506 to provide conference room network infrastructure upgrades to support

non-Webex meetings on the Cranford Campus and Kellogg Building at a cost not to exceed \$72,447, 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,** NCPA utilized competitive bidding for the award of contracts to Aspire Technology Partners, LLC, Eatontown, New Jersey thereby releasing Union College of Union County, New Jersey 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 Union College of Union County, New Jersey award a contract to Aspire Technology Partners, LLC, Eatontown, NJ for conference room network infrastructure upgrades on the Cranford Campus and Kellogg Building to support for non-Webex meetings at a cost not to exceed \$72,447 for a total award not to exceed \$876,280 for Fiscal Year 2022-2023.

**Resolution F023-007 - Spend \$17,500-\$37,500**

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

**WHEREAS,** the attached purchase of goods and services are under the bid threshold of \$37,500, 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 Union College 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, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Union College of Union County, New Jersey award contracts and ratify an award between \$17,500 and \$37,500 to the listed vendors for the total spend of \$68,329.

TYPE OF SERVICE	SOLICITATION/ EXEMPTION	COOPERATIVE STATE CONTRACT #	AWARD AMOUNT	PRIOR AWARD	TOTAL AWARD	DESCRIPTION	DEPARTMENT/ FUNDING SOURCE	VENDOR
Service	Professional Services	N/A	\$20,000 Ratify	\$0	\$20,000	Access Realtime requiring in-transcription services	Section 504 Disability Services 11-401025-52530	Karasch & Associates
Service	Professional Services	N/A	\$18,000	\$6,500	\$24,500	Economic Impact Study	Assessment Planning & Research 11-501500-	Economic Modeling LLC
Service	18A:64A-25.11.a. Cooperative	ESCNJ 20/21-55 65MCESCCPS	\$8,495	\$15,334	\$23,829	Install new electric stainless tailgate spreader with shields.	Facilities 11-600005-54010	A+K Equipment Co. Inc.
				Total: \$68,329				

On motion duly made by Mr. Connolly, seconded by Mr. Castro and unanimously carried, the Board approved Resolutions F023-003 through F023-007 for adoption.

### **BUILDINGS AND GROUNDS**

Mr. Katz reported that there were no changes to the Project Prioritization List.

### **Cell Tower Update:**

Mr. Katz reported that there are no new updates regarding the cell tower. Mr. Katz requested that Dr. Wilkin request an update.

Dr. McMenemy emphatically stated that the College supports the installation of the cell tower as a public safety issue to ensure the safety of our students, our employees, first responders, and visitors to our campus.

### **OPEN MEETING TO THE PUBLIC**

No one addressed the Board.

### **UNFINISHED BUSINESS**

There was no unfinished business to report.

### **NEW BUSINESS**

Mr. Betancourt stated that the last meeting of this calendar year will be a Joint Board Meeting on Tuesday, December 6<sup>th</sup> on the Cranford Campus

**EXECUTIVE SESSION**

There was no Executive Session following the meeting:

**ADJOURNMENT**

With no further business on the agenda, a motion for adjournment was made by Mr. Castro, seconded by Mr. Connolly at 6:36 p.m.