

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

**BOARD OF TRUSTEES  
Minutes of Meeting  
November 3, 2025**

**CALL TO ORDER**

The meeting was called to order by Victor M. Richel, Chair, at 6:20 p.m. in the Executive Education Center on the Cranford Campus. The following were in attendance:

**TRUSTEES**

Mr. Richel; Rafael J. Betancourt, Esq.; Brian Campbell; George A. Castro II; Daniel J. Connolly; Jeffrey H. Katz, Esq.; Miguel A. Merino; Emily L. Root; Marisol Ramos-Rodriguez; Dr. Margaret M. McMenemy, President.

**GOVERNORS**

Mr. Richel; Mr. Betancourt; Stephen F. Hehl, Esq.; Donna M. Herran; Mr. Katz; Matthew R. Nazzaro; John Richel; Robert J. Sloan; John Toriello; Lisa Vecchione; Allan L. Weisberg; Mary M. Zimmermann.

**ALSO PRESENT**

Denise Collins; Michael M. Horn, Esq., McCarter English (via phone); Dr. Jaime M. Segal.

**OPEN PUBLIC MEETING ACT**

Completed

A quorum of the Board of Trustees was present.

**MINUTES**

On motion duly made by Mr. Betancourt and seconded by Mr. Campbell, the Minutes of the Meeting of the Board of Trustees of September 16, 2025 were approved as submitted.

**COMMUNICATIONS**

There were no communications to report.

**INSIDE THE COLLEGE**

Dr. Sara Lacagnino introduced Dr. Melissa Sande, Associate Vice President for Academic Affairs & Dean of Humanities, who presented on the Honors Program at UCNJ.

**REPORT OF THE PRESIDENT**

Dr. McMenemy addressed the members of the Boards highlighting some of the events that are currently taking place at the College:

- UCNJ has been named one of the top 200 community colleges in the country by the Aspen Institute College Excellence program making the College eligible to apply for the \$1 million 2027 Aspen Prize.
- Board of Trustees Chairman Victor M. Richel received the Association of Community College Trustees (ACCT) 2025 Northeast Regional Award for Trustee Leadership at its Annual ACCT Leadership Congress in New Orleans.
- The College hosted a groundbreaking ceremony for the Physical Education Center (PECK). This modern facility will feature basketball courts, a wrestling room, weight training area, eSports arena, physical training spaces, a therapy room as well as academic classrooms.
- The Union County College Foundation raised nearly \$225,000 at its Annual Scholarship Gala which is a 6% increase over last year.
- Students and staff accompanied Dr. McMenamin to the 39<sup>th</sup> Annual Conference of the Hispanic Association of Colleges and Universities (HACU) held in Aurora, Colorado.
- UCNJ hosted the second stop of Senator Jon Bramnick and Senator Joseph Cryan's Civility Tour where some of the topics were healthcare, climate change, gun control, and immigration issues,
- The Office of College Life accompanied 30 student leaders to Camp Bernie for a NASPA, Certified Peer Educator (CPE) two-day retreat.

Dr. McMenamin stated that our Board of Trustees was admitted to the Aspen Presidents and Trustees Collaborative which is designed to get board members more connected to student success outcomes and post -completion work. Dr. McMenamin stated that in September, she along with Chairman Richel, Vice Chair Betancourt, and Trustee Campbell attended the first session of this collaborative in Washington, DC. She stated that she will be modifying future president's reports to the Board to include information on our outcomes and our student success reform agenda. Dr. McMenamin reported that we have four major goals here at the college, and they're all part of our reform agenda.

## **REPORT OF THE ASPEN INSTITUTE PRESIDENTS AND TRUSTEES COLLABORATIVE**

Mr. Betancourt reported that the first session of the collaborative was a high-level overview of their trustee framework, increasing the participation between board members and our president.

Mr. Campbell added that from talking to other trustees around the country, the real differentiation which sets us apart is the establishment of two boards,

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

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

Mr. Toriello stated to the Board that at the Educational Planning and Policy meeting held earlier, Dr. Lacagnino reported that the Practical Nursing Program held its accreditation visit from October 20-22 by the Commission for Nursing Education Accreditation, which is the first of three main steps in the accreditation process. Mr. Toriello stated that Dr. Ziner presented on the 2025 Fall Enrollment. He also stated that enrollment for Winter 2025 is +24.5% in FTE hours.

Mr. Toriello submitted the following Resolutions for approval:

**Resolution E026-001 Staff Personnel Actions**

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

**Appointments:**

Lamont Padilla, Instructional Design Specialist, Academic Affairs, effective September 8, 2025, \$58,000 per annum.

Lamont Law, Custodian – 3<sup>rd</sup> Shift, Finance & Operations, effective September 29, 2025, \$40,620 per annum.

Victoria Caprello, Student Services Specialist/Social Worker, Student Development, effective October 6, 2025, \$60,163 per annum.

Angelo Fiorenza, Maintenance Mechanic Helper, Finance & Operations, effective October 6, 2025, \$41,159 per annum.

**Promotions/Reclassifications:**

Kristin Kulick, Grant Manager, from CCOG Project Director, Finance and Operations, effective July 1, 2025, \$80,000 per annum.

Beatriz Rodriguez, Dean of College Life, from Assistant Dean of Students, Student Development, effective October 1, 2025, \$120,500 per annum.

Marta Cianfano, Academic Compliance & Reporting Coordinator, from Executive Assistant, effective October 1, 2025, \$68,000 per annum.

Joshua Law, Financial Compliance & Reporting Coordinator, from Executive Assistant, effective October 1, 2025, \$67,000 per annum.

Alex Davorson, Maintenance Mechanic, from Maintenance Mechanic Helper, Finance & Operations, effective October 6, 2025, \$51,000 per annum.

Liu Mochizuki, Maintenance Mechanic, from Maintenance Mechanic Helper, Finance & Operations, effective October 6, 2025, \$50,000 per annum.

Fadjy St. Fleur, Student Success Navigator, from Admissions & Enrollment Generalist, Student Development, effective November 1, 2025, \$58,000 per annum.

**Separations:**

Hilda Regalon, Student Services Generalist, Student Development, effective September 24, 2025.

Samantha Fox, Alumni Relations Coordinator, Administrative Services, effective September 30, 2025.

Susana Gomez, Secretary, WIBC, Administrative Services, effective September 30, 2025.

Deana Muniz, ExCEL Grant Coordinator for Career & Leadership, Academic Affairs, effective September 30, 2025.

Isaias Rivera, Center Director, WIBC, Administrative Services, effective September 30, 2025.

Alex Patino, Maintenance Mechanic, Finance & Operations, effective September 30, 2025.

Michael Sanzari, Student Services Specialist, Title V, Academic Affairs, effective September 30, 2025.

Marisa Carlucci, Program Secretary, Title V, Academic Affairs, effective October 3, 2025.

Madeline LaTempa, Student Services Specialist, ACT, Student Development, effective October 16, 2025.

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

**Resolution E026-002 - 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: 200-7 Attendance Policy, 300-9 County Chargebacks Policy, 300-17 Interpreter Policy, 300-30 Satisfactory Academic Progress Policy, and 600-8 Social Media Policy.

On motion duly made by Mr. Richel, 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 August 12, 2025 through October 14, 2025, Public Safety advised that there were no incidents to report.

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

##### **Investment Report:**

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

##### **Financial Report:**

Mr. Connolly reviewed the Financial Report and stated that the Committee discussed the variances in student and grant receivables, as well as grant revenue, which are primarily timing related. He stated that Financial Aid follows a three-step process: it's first applied to student accounts; then posted to the ledger; and finally drawn down as reimbursement. These variances simply reflect the timing of those steps, not a change in overall funding. Mr. Connolly reported that in FY26, the application and posting occurred in September, while the drawdown was completed in October 2025. In FY25, all three steps were completed in October 2024.

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

Mr. Connolly reviewed the Current Estimate Report and stated that at this time, a transfer from Unrestricted Net Position of \$1.6 million is anticipated for fiscal year ended June 30, 2026:

Mr. Connolly reported that Ms. Sousa provided a budget presentation on the revenue assumptions for the FY2027 budget. He stated she will provide similar presentations each month before the Board approves the FY2027 Budget.

Mr. Connolly presented the following Resolutions for approval:

#### **Grant Resolutions**

##### **Resolution F026-001 - College Readiness Now XII Grant**

**WHEREAS**, UCNJ Union College of Union County, NJ, as a comprehensive community college, seeks to provide opportunities to increase college readiness of high school students prior to graduation, and

**WHEREAS,** the College responded to an opportunity offered by the New Jersey Council of County Colleges (NJCCC) through a partnership with the New Jersey Office of the Secretary of Higher Education (OSHE). The program's priority is to identify students in the 9<sup>th</sup> through 12<sup>th</sup> grade, living below the poverty line who are not yet "college ready". Recipients of this grant are responsible for defining and documenting the methodology utilized to identify students who are living below the poverty line by using an assessment tool, and

**WHEREAS,** UCNJ Union College of Union County, NJ received notification from the New Jersey Council of County Colleges (NJCCC) that \$41,928 was approved for the College Readiness Now XII Grant for the period July 1, 2025, to June 30, 2026, and

**WHEREAS,** the College will partner with various high schools in the area to recruit juniors and seniors for "college readiness" courses in the spring and summer semesters. The program in the spring will focus on strengthening student's math skills to prepare them for higher level math courses, and the program in the summer will offer courses in Math and English with both programs providing "college readiness" focused seminars for the students;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ accepts \$41,928 in funding from the New Jersey Office of the Secretary of Higher Education (OSHE) through the New Jersey Council of County Colleges (NJCCC) for the period July 1, 2025, to June 30, 2026, for the College Readiness Now XII Grant.

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

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

#### **Resolution F026-002 - Renewal of Cyber Security Software Licenses**

**WHEREAS,** the College requires renewal of software licenses, 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-25.28.d. provides for awarding contracts beyond the fiscal year for use, support or maintenance of proprietary computer hardware, software and system development for the hardware for any term of not more than five (5) years, and

**WHEREAS,** on June 17, 2025, the Board of Trustees of UCNJ Union College of Union County, NJ awarded contracts to Aspire Technology Partners, LLC, Eatontown, NJ for hardware and software licenses, network maintenance, and hardware at a total cost not to exceed \$2,833,086 for Fiscal Year 2026, and

**WHEREAS,** Aspire Technology Partners, LLC, Eatontown, NJ has submitted a three (3) year renewal proposal for cyber security awareness training with a one-time implementation fee for 1,500 licenses per year under the National Cooperative Purchasing Alliance (NCPA) contract no. 01-170 as follows:

	Agreement Period	Monthly Cost	Agreement Length	Extended Cost
Year 1	12/1/25-11/30/26	\$833.34	12 Months	\$10,000
Year 2	12/1/26-11/30/27	\$833.34	12 Months	\$10,000
Year 3	12/1/27-11/30/27	\$833.34	12 Months	\$10,000
One-time Implementation Fee				<u>\$3,001</u>
			<b>Total</b>	<b>\$33,001</b>

**WHEREAS,** the cost for similar software licensing and network maintenance for Fiscal Year 2025 is projected to be \$8,325, 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 Chief Financial Officer 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 Chief Financial Officer;

**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, for renewal of cyber security software licenses for the period of December 1, 2025 through November 30, 2027 at a cost not to exceed \$33,001, for a total award of \$2,866,087.

**Resolution F026-003 - Emergency Alert Notification System**

**WHEREAS,** the College requires renewal of the emergency alert notification system which notifies students, faculty and staff in the event of an emergency on campus to ensure public safety, 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-25.28.d. provides for awarding contracts beyond the fiscal year for use, support or maintenance of proprietary computer hardware, software and system development for the hardware for any term of not more than five (5) years, and

**WHEREAS,** Rave Wireless, Inc. DBA Rave Mobile Safety, Framingham, MA has submitted a proposal for an enhanced emergency alert notification system which can integrate with Colleague and includes simultaneous posting to social media platforms from February 1, 2026 through January 31, 2029 at a cost not to exceed \$18,633 per year for a total cost of \$55,899, and

**WHEREAS,** the prior annual cost for the emergency alert notification system was \$17,917, 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 Chief Financial Officer has determined that the total contract award will exceed \$17,500, and

**WHEREAS,** Rave Wireless, Inc. DBA Rave Mobile Safety, Framingham, MA has completed and submitted 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 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 Chief Financial Officer;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Rave Wireless, Inc. DBA Rave Mobile Safety, Framingham, MA for an emergency alert notification system at a cost not to exceed \$55,899 for the period of February 1, 2026 through January 31, 2029.

**Resolution F026-004 - Spend \$17,500-\$44,900**

**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 \$44,900, 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 Chief Financial Officer 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 Chief Financial Officer 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 \$44,900 to the listed vendors for a total spend of \$29,262.

TYPE OF SERVICE	SOLICITATION/ EXEMPTION	COOPERATIVE/ STATE CONTRACT#	AWARD AMOUNT	PRIOR AWARD	TOTAL AWARD	DESCRIPTION	DEPARTMENT/ FUNDING SOURCE	VENDOR
Technology Related Items	18A:64A-25.5(19) Software	N/A	\$24,512	\$ 0	\$24,512	Personalized on line video acceptance letters	Office of Admissions 11-402010-52530	Allied Pixel
Technology Related Items	18A:64A-25.5(19) Software	N/A	\$ 4,750	\$18,695	\$23,445	Upgrade to unlimited licenses	Instructional Design 11-300020-52563	Respondus Inc
		<b>TOTALS</b>	<b>\$29,262</b>	<b>\$18,695</b>	<b>\$47,957</b>			

On motion duly made by Mr. Connolly, seconded by Mr. Castro and unanimously carried, the Board approved Resolutions F026-002 through F026-004 for adoption.

**Resolution - F026-005 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 \$10, 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. Connolly, seconded by Mr. Castro and unanimously carried, the Board approved the Resolution adoption.

## **BUILDINGS AND GROUNDS**

Mr. Katz presented the following Resolution for approval:

### **Resolution B026-001 - Spend \$17,500-\$44,900**

**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 \$44,900, 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 Chief Financial Officer 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 Chief Financial Officer certifies that sufficient funds are available for 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 \$44,900 to the listed vendors for a total spend of \$15,000.

TYPE OF SERVICE	SOLICITATION/ EXEMPTION	COOPERATIVE/ STATE CONTRACT#	AWARD AMOUNT	PRIOR AWARD	TOTAL AWARD	DESCRIPTION	DEPARTMENT/ FUNDING SOURCE	VENDOR
Building Concrete Materials		N/A	\$15,000	\$15,000	\$30,000	Additional funds needed for building/concrete materials in preparation for PECK construction.	Land, buildings & Improvement 12-001000-52530	Weldon concrete
		<b>TOTALS</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$30,000</b>			

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.

**PECK Construction Update:**

Mr. Katz reported that the groundbreaking ceremony took place on October 21, and there has been a lot of development since. He stated that 200 tons of gravel has been added to the back parking lot 6 because we are going to require additional parking spaces to account for lot 2 being closed. Mr. Katz stated that Mr. Lotano and Dr. Hargrove visited Holy Trinity Greek Orthodox Church and the church couldn't be more cooperative and generous offering their parking lot for the college and we will have access to approximately 150 spots. He stated that we'll use our internal vehicles to shuttle students back and forth.

**Cell Tower Update:**

Mr. Katz stated that at September's meeting, it was reported that Verizon had already filed the DEP permits to begin the work, and in the interest of transparency, the permits have not been filed yet.

**Kellogg Recovery Status:**

Mr. Katz reported that we are still in process of receiving kitchen equipment and gathering the equipment that we need to reopen that cafeteria. He stated that we are still in the process of working with the health department on permitting, but they will only inspect when we have the full equipment in place.

Mr. Katz reported that Mr. David Hawes provided summary on the several suggested locations for the backup generator as well as their respective costs, and his recommendation for its location.

**OPEN MEETING TO THE PUBLIC**

No one rose to address the Board.

**UNFINISHED BUSINESS**

There was no unfinished business to report

**NEW BUSINESS**

Mr. Richel stated that the next meeting is scheduled for Tuesday, December 9, 2025 on the Cranford Campus. This will be a Joint Board Meeting and the last meeting of the calendar year.

Mr. Richel stated that Winter Commencement will be held on Thursday, January 15, 2026 at the UCPAC in Rahway with ceremonies at 2:30 p.m. and 6:00 p.m. Please reach out to Dr. Segal if you plan to attend so that she can order caps and gowns.

**EXECUTIVE SESSION**

There was no Executive Session this month.

**ADJOURNMENT**

With no further business on the agenda, a motion for adjournment was made by Mr. Castro, seconded by Mr. Campbell at 6:52 p.m.