

UNION COUNTY COLLEGE
Cranford, New Jersey

BOARD OF TRUSTEES
Minutes of Meeting
November 9, 2021

CALL TO ORDER

The meeting was called to order by Victor M. Richel, Chair, at 7:07 p.m. in the Executive Education Center, Cranford Campus. The following were in attendance:

TRUSTEES

Mr. Richel; Lawrence D. Bashe; George A. Castro, II; Daryl Palmieri; Dr. Kamran Tasharofi; Mary M. Zimmermann; Dr. Margaret M. McMenamin, President.

GOVERNORS

Brian Campbell; Jeffrey H. Katz, Esq.; J. Anthony Manger, Esq.; Francis Raudelunas.

ALSO PRESENT

Denise Collins; Dr. Demond T. Hargrove, Vice President of Student Development; Dr. Maris Lown, Vice President of Academic Affairs; Dr. Bernard Polnariiev, Vice President of Administrative Services; Dr. Jaime M. Segal; Dr. Lori Wilkin, Vice President of Finance & Operations.

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 Dr. Tasharofi, the Minutes of the Meeting of the Board of Trustees of September 21, 2021, were approved as submitted.

COMMUNICATIONS

Dr. Segal stated that one communication was received, a letter of resignation from Board of Trustees member, Nick Fixmer. On motion duly made by Mr. Castro and seconded by Dr. Tasharofi, the Board of Trustees accepted the resignation of Mr. Fixmer.

INSIDE THE COLLEGE

Dr. Hargrove provided the Boards with a COVID-19 update as it relates to the College. He also introduced Dr. Lavon Williams, Coordinator of Student Success Initiative and Mr. Salim Williams, Student Services Generalist, who presented on the success of the College's Project Achievement program.

REPORT OF THE PRESIDENT

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

- Union has been recognized as an Aspen Top 150 Community College for the second consecutive time.
- On September 29, the College hosted a ribbon cutting ceremony to mark the completion of a massive renovation of the Roy W. Smith Theater on the Cranford campus.
- Women's head soccer coach, Angie Correia, marked her 50th win.
- The Union County College Foundation accepted a \$4,000 donation from the Union County Police Chiefs Association in support of the Law Enforcement Scholarship Fund.
- The U.S. Department of Education named Union County College as one of recipients of the Title V Individual Development Grant. The award is \$2.9 million over the next five years and is aimed to strengthen and expand educational opportunities for Hispanic students and students from low-income backgrounds.
- On October 19, Union unveiled a plaque dedicating Weidenburner Hall, formerly known as the Humanities Building, in honor of the nearly \$2.7 million donation by the estate of Union alumnus, Bruce Weidenburner.
- A team of students from Union County College was invited to participate in the NASA Community College Aerospace Scholars program (NCAS).
- In support of breast cancer awareness month, Union's student-athletes wore pink for their various games.
- Congratulations to Dr. Barbara Gaba, former Provost of the Elizabeth Campus and currently the President of Atlantic Cape Community College, for her induction into the 2021 Hall of Fame of the Rutgers African American Alumni Alliance, Inc.
- And lastly, congratulations to Chairman Richel who was the recipient of the 2021 Northeast Region Trustee Leadership Award at the ACCT Leadership Congress in San Diego.

Dr. McMenemy, along with Trustee Mrs. Zimmermann presented Mr. Richel with a plaque in recognition of being the recipient of the 2021 Northeast Region Trustee Leadership Award.

Dr. McMenemy stated that things are starting to feel more like normal on campus, however it's a slow process but it's happening. She thanked everyone for their support as we reimagine and rebuild our college into the 21st century college that we really aspire to be. Dr. McMenemy thanked the Board members for their work as leaders of this great institution and for transforming our community one student at a time.

REPORTS OF JOINT TRUSTEES AND GOVERNORS' COMMITTEES

MARKETING, ADVERTISING AND PUBLIC RELATIONS COMMITTEE

Mrs. Zimmermann reported that at the Marketing Committee held earlier, SGW Integrated Marketing reviewed last year's performance and a 2022 projected marketing campaign. She stated that the new campaign is focused on overall enrollment and retention. The campaigns include: The real U and Unique as U with a concentration on Union helping you, the student, complete and graduate and achieve your goals.

EDUCATIONAL PLANNING AND POLICY COMMITTEE

Mrs. Zimmermann reported to the Board that at the Educational Planning and Policy meeting held earlier that Dr. Hargrove provided a presentation of activities that support a variety of initiatives aimed at showcasing the diversity of our students. She also reported that as of November 9, 2021, winter session FTE is +6.6%

Mrs. Zimmermann submitted the following Resolutions for approval:

Resolution E022-001 - Staff Personnel Actions

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

Staff Appointments:

Derrick Collins, Division Secretary, STEM, Academic Affairs, effective September 9, 2021, \$45,000 per annum.

Ramases Carter, Public Safety Officer, Public Safety, Finance and Operations, effective September 13, 2021, \$35,000 per annum.

James Fyfe, Maintenance Mechanic Helper, Facilities, Finance and Operations, effective September 13, 2021, \$31,394 per annum.

Donnamarie LaTempa, Division Secretary, SSBH, Academic Affairs, effective September 27, 2021, \$45,000 per annum.

Colleen Barry, Associate Director of Human Resources, Human Resources, Finance and Operations, effective October 4, 2021, \$105,000 per annum.

Armand Lamberti, Academic Specialist, Education, SSBH, Academic Affairs, effective October 4, 2021, \$70,000 per annum.

Andrea Martinez Moreira, Student Services Generalist, Student Development, effective October 4, 2021, \$44,000 per annum.

Mari Stack, Academic Specialist and Director of Clinical Education, Respiratory Care, Academic Affairs, effective October 11, 2021, \$86,000 per annum.

Talia Martinez, Instructional Support Specialist, Distance Education, Academic Affairs, effective October 18, 2021, \$60,000 per annum.

David Piro, Public Safety Officer, Public Safety, Finance and Operations, effective October 18, 2021, \$35,000 per annum.

Nancy Arana, Student Services Associate, Student Development, effective October 25, 2021 \$35,337 per annum.

Taylor Nelson, College Life and Athletics Operations Coordinator, Student Development, effective October 25, 2021, \$48,000 per annum.

Malika Tukibayeva, Institutional Research Analyst, Assessment, Planning, and Research, Administrative Services, effective October 26, 2021, \$55,000 per annum.

Linda Araya, Director of Student Research and Science Laboratories, STEM, Academic Affairs, effective November 1, 2021, \$85,000 per annum.

Al Elbanna, Academic Specialist, Computer Science, STEM, Academic Affairs, effective November 8, 2021, \$75,000 per annum.

Jeoffrey Refuerzo, 3rd Shift Custodian, Financial Affairs, effective November 1, 2021, \$29,120 per annum

Eric Rodriguez, Student Services Generalist, Student Development, effective November 1, 2021, \$44,000 per annum.

Faraz Siddique, Assistant Dean of STEM, STEM, Academic Affairs, effective November 1, 2021, \$80,000 per annum.

Kelsey Gallagher, Assistant Director of Library, Learning Resources, Academic Affairs, effective November 8, 2021, \$60,000 per annum.

Ali Ragoub, Academic Specialist, Engineering, STEM, Academic Affairs, effective November 8, 2021, \$85,000 per annum.

Staff Promotions/Reclassifications/Reinstatements:

Anthony Vaz, Intercampus Shuttle Van Driver from Mail/Printing Clerk, Facilities, Finance and Operations, effective August 30, 2021, \$36,360 per annum

James Russo, Assistant Dean of Social Sciences, Business, and History from Academic Specialist, Criminal Justice, Academic Affairs, effective September 27, 2021, \$87,000 per annum.

Gillyam Suazo, Assistant Director of EOF from Student Services Specialist, Student Development, effective October 1, 2021, \$57,880 per annum.

Staff Employment Separations:

Kyle Benson, Public Safety Officer, Finance and Operations, effective September 17, 2021.

Dr. Sharon Watts, Senior Analyst, Institutional Research, Assessment, Planning, and Research, Administrative Services, effective September 24, 2021.

Dr. Elizabeth Cooner, Executive Director of Institutional Research, Assessment, Planning, and Research, Administrative Services, effective October 27, 2021.

Julia Torres, Financial Aid Counselor, Student Development, effective November 1, 2021.

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

Resolution E022-002 - Transfer Articulation Admission Agreement – Rutgers University, School of Public Affairs and Administration

WHEREAS, a Transfer Articulation Admission Agreement has been reached between Union County College, New Jersey (Union) and Rutgers, University School of Public Affairs and Administration (SPAA), that establishes a cooperative academic relationship for students who graduate from Union with an Associate of Arts, Public Administration Option offered through Business to obtain a Bachelor of Arts degree from SPAA (Exhibit 1), and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College, New Jersey approves the Transfer Articulation Admission Agreement between Union County College, New Jersey (Union) and Rutgers University, School of Public Affairs and Administration (SPAA) (Exhibit 1), and,

BE IT FURTHER RESOLVED that College officials be authorized to approve the Transfer Articulation Admission Agreement between Union County College, New Jersey (Union) and Rutgers University, School of Public Affairs and Administration (SPAA) (Exhibit 1).

On motion duly made by Mrs. Zimmermann, seconded by Dr. Tasharofi 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 September 8, 2021 through October 25, 2021, Public Safety advised that there were no incidents to report.

BUDGET AND FINANCE COMMITTEE

Mr. Bashe reviewed the Investment Report and reported that all investments are found to be in order and are within acceptable norms.

Financial Report:

Mr. Bashe reviewed the Financial Report for October 31, 2021 and stated revenue is down approximately 4.83% due to enrollment decrease. He reported that the College has experienced an increase in State funding of \$1.4 million due to appropriations returning to normal funding levels, and the net increase in other income is directly related to parking fees and the return to

campus. Mr. Bashe stated that the net decrease in total expenses year over year is a result of reduction in personnel offset by an increase in other expenses related to the return to campus.

Current Estimate Report:

Mr. Bashe reviewed the Current Estimate Report and stated that at this time, a transfer to Unrestricted Net Position of \$1.8 million is anticipated for fiscal year ended June 30, 2022.

President's Expense Reports:

Mr. Bashe stated that the President's Expense Reports were reviewed, and all information was found to be in order.

Mr. Bashe presented the following Resolutions for approval:

Resolution F022-001 - Banking Authority

WHEREAS, on November 25, 2008, the Board of Trustees of Union County College approved a resolution on banking which authorized certain employees within the College to sign checks and drafts on behalf of the College. The position of Vice President of Finance and Operations was created in FY 2022 and therefore, the listing of authorized bank signers needs to be amended;

WHEREAS, the Vice President of Academic Affairs, Vice President of Administrative Services and Vice President of Student Development be included in the list of approved employees to sign checks and drafts on behalf of the College.

BE IT RESOLVED that the Vice President of Finance and Operations, Vice President of Academic Affairs, Vice President of Administrative Services and Vice President of Student Development of Union County College be hereby authorized to sign any or all checks, drafts, notes, acceptances, and other instruments and orders for the payment or withdrawal of any or all monies, credits, items, and property at any time held for account of Union County College, and the bank is hereby authorized to honor any and all thereof and other instruments and others to be paid by the bank.

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

Grant Resolutions:

Resolution F022-002 - College Readiness Now VIII Grant

WHEREAS, Union County College, 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 9th through 12th 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, Union County College received notification from the New Jersey Council of County Colleges (NJCCC) that \$61,482 was approved for the College Readiness Now VIII Grant for the period July 1, 2021 to June 30, 2022, and

WHEREAS, the College will partner with Linden Public Schools to recruit juniors and seniors for an online English 101 Accelerated Learning Program (ALP) and provide tuition for 50 students. Based on their self-placement questionnaire, students will co-enroll in a supplemental course in addition to enrolling in English 101. There will be a career exposure event that will be delivered to provide students an introduction to the concept of meta-majors, an exploration of careers within each and the major differences in curriculum and career placement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College accepts \$61,482 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 fiscal period July 1, 2021 to June 30, 2022 for the College Readiness Now VIII Grant.

Resolution F022-003 - Scaling Apprenticeships through Sector Based Strategies Grant

WHEREAS, Union County College, as a comprehensive community college, seeks to expand educational and apprenticeship opportunities for minority and other low-income students, and

WHEREAS, Bergen Community College, applied to the U.S. Department of Workforce Development as the lead agency representing a consortium of 13 public New Jersey community colleges, who will work with employer partners to serve 5,000 healthcare apprentices, and

WHEREAS, the 13 community colleges, included in the consortium are Atlantic Cape Community College, Brookdale Community College, Camden County College, County College of Morris, Essex County College, Hudson County Community College, Mercer County Community College, Middlesex College, Ocean County College, Passaic County Community College, Rowan College at Burlington, Rowan College of Gloucester County and Union County College, and

WHEREAS, the goals of this grant are to accelerate the expansion of apprenticeships in the healthcare sector, increase the level of apprenticeship occupations and promote the expansion of apprenticeships in New Jersey, the Northeast Region and across the country by creating apprenticeship career pathway opportunities for underserved populations, and

WHEREAS, the partner colleges will form an apprenticeship partnership with the principle employer partners: CVS Health, Trinitas Regional Medical Center, East Orange Medical Practice, Advanced Subacute Rehabilitation Center, RWJ Barnabas Health System and Roosevelt Care Center in addition to working with regional workforce development boards, one-stop operations, local government agencies, community-based organizations and the N.J. Department of Labor and Workforce to provide needed opportunities for employers to meet current and future skill needs of high-demand health sector occupations in New Jersey, and

WHEREAS, Union County College has received notification that \$299,024 has been awarded to Union County College as a sub-recipient through Bergen Community College for the period July 15, 2021 through July 14, 2022;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College accepts \$299,024 from the U.S. Department of Workforce Development for funding under the Scaling Apprenticeship through Sector-Based Strategies Grant through Bergen Community College for the fiscal period July 15, 2021 through July 14, 2022.

Resolution F022-004 - Title V Individual Development Grant

WHEREAS, Union County College, as a comprehensive community college, seeks to improve the retention, academic success, and transfer and career readiness of Hispanic and low-income students enrolled in Education, Business and Graphic Design (EBGD) Programs through the Experiential Center for Education and Leadership (ExCEL), and

WHEREAS, the college applied to and was awarded a Title V Individual Development Grant, by the U.S. Department of Education (the “Department”) for funding to increase the retention, graduation, transfer, and career readiness of Hispanic & low-income students enrolled in Education, Business and Graphic Design (EBGD) Programs, and

WHEREAS, the project responds to the following challenges: (1) Low retention and degree completion of Hispanic and low-income students enrolled in Education, Business and Graphic Design (EBGD) Programs, (2) Limited access to experiential learning opportunities (ELOs) in milestone Education, Business and Graphic Design (EBGD) courses, resulting in students being underprepared to meet transfer and/ or industry requirements, (3) Limited fiscal resources to introduce experiential learning opportunities (ELOs) with the use of technology, comprehensive support services, and faculty and staff professional development to address the needs of the Hispanic and low-income students in Education, Business and Graphic Design (EBGD) Programs, and

WHEREAS, Union County College will implement the following activities to address these challenges: (1) Establish an Education Incubator and enhance the Innovation Center to best serve Education, Business and Graphic Design (EBGD) students,

(2) Implement a comprehensive student development program focused on Education, Business and Graphic Design (EBGD) students, and (3) Establish a teaching Excellence Network (TEN) to enhance faculty and staff professional development, and

WHEREAS, Union County College has received notification that funding in the amount of \$2,949,492 has been approved and awarded for the period October 1, 2021 to September 30, 2026;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College accepts \$2,949,492 from the U.S. Department of Education for the fiscal period October 1, 2021 to September 30, 2026.

Resolution F022-005 - Carl D. Perkins Career and Technical Education Improvement Grant

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

WHEREAS, the Carl D. Perkins Career and Technical Education Improvement Grant (“Perkins”) 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, 2021, 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, 2022 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, 2021 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 Carl D. Perkins Career and Technical Education Improvement Grant, and

WHEREAS, on October 26, 2021, the State of New Jersey Department of Education notified Union County College that its Perkins application was awarded and “approved” for the amount of \$474,254;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College accepts \$474,254 in funding from the Carl D. Perkins Career and Technical Education Improvement Grant for the fiscal year ending June 30, 2022.

On motion duly made by Mr. Bashe, seconded by Mr. Castro and unanimously carried, the Board approved the Resolutions F022-002 through F022-005 for adoption.

Contracts Exempt from Competitive Bidding

Resolution F022-006 - Amazon School Specialty Supplies

WHEREAS, the College requires school specialty supplies for all campuses to facilitate teaching and administration, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.11a.b. provides for awarding contracts without public competitive bids when there is a nationally recognized cooperative agreement, and

WHEREAS, the approximate spend with Amazon Capital Service, Inc., Seattle, WA, under OMNIA contract #R-TC-17006 was projected to be \$30,000 for Fiscal Year 2021-2022, which was under the threshold of \$37,500 and did not require Board of Trustee approval, and

WHEREAS, the College will need to utilize Amazon Capital Service, Inc., Seattle, WA, OMNIA contract # R-TC-17006 to satisfy additional ongoing school specialty supplies needs in the amount of \$20,000, and

WHEREAS, the spend for Fiscal Year 2020-2021 with Amazon Capital Service, Inc., Seattle, WA, was \$14,610 and was artificially low due to the remote learning and work environment engendered by COVID-19, 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, OMNIA utilized competitive bidding for the awards of their contracts to Amazon Capital Service, Inc., Seattle, WA and the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4. et seq., provides that contracts arrived at through an open and fair process are exempt from the Pay-to-Play law, thereby releasing Union County College from the requirement to obtain such 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 County College award a contract to Amazon Capital Service, Inc., Seattle, WA at a cost not to exceed \$20,000, for a total award of \$50,000 for Fiscal Year 2021-2022.

Resolution F022-007 - Printing Services for Newsletters

WHEREAS, the College has a need for the printing of newsletters to foster support of alumni, donor, and college community relations and publishes Union Stars, 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 quotes for the printing and processing of the Union Stars newsletters from five (5) vendors and three (3) vendors responded, and

WHEREAS, AJ Images Inc, Roselle, NJ submitted the lowest responsible quotation meeting the specifications at a total cost not to exceed \$17,550 for the printing and processing of the Union Stars newsletters through June 30, 2022, 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 value 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, and

WHEREAS, AJ Images Inc, Roselle, 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 County College award a contract to AJ Images Inc, Roselle, NJ for printing and processing of the Union Stars newsletters at a cost not to exceed \$17,550 through June 30, 2022.

Resolution F022-008 - Emergent Exterior Clean-Up - Plainfield Campus

WHEREAS, the College required an emergent exterior clean-up to the 254-56 East 3rd Street property on the Plainfield campus to assure safe operations, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.6 provides for awarding contracts without public competitive bids when there is an emergency affecting the health, safety and welfare of the college, and

WHEREAS, First Knight Enterprises, Inc. DBA Servpro of Central Union County, Mountainside, NJ had previously submitted a proposal in the amount of \$5,212 for a full-scale sanitization of the kitchen at Cranford after it had lain dormant because of COVID-19, which was under the threshold of \$17,500 and did not require Board of Trustee approval, and

WHEREAS, the College received a notice of code violation 2021-002140 from the City of Plainfield, NJ for the property on 254-56 East 3rd Street on the Plainfield Campus which required an external clean-up to satisfy the violation, and

WHEREAS, First Knight Enterprises, Inc. DBA Servpro of Central Union County, Mountainside, NJ submitted a proposal for exterior emergent clean-up at a cost not to exceed \$14,656, 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, First Knight Enterprises, Inc. DBA Servpro of Central Union County, Mountainside, 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 previous one year 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 County College ratifies an award to First Knight Enterprises, Inc. DBA Servpro of Central Union County, Mountainside, NJ at a cost not to exceed \$14,656, for a total award of \$19,868 for Fiscal Year 2021-2022.

Resolution F022-009 - On-Call Plumbing Services

WHEREAS, the College has a need for on-call plumbing services, including parts, to maintain normal operations on all campus buildings, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.11.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, the College can utilize Robert Griggs Plumbing and Heating LLC, Hillsborough, NJ to satisfy ongoing on-call plumbing services under Hunterdon County Educational Service Commission (HCESC) contract # SER-20C in an amount not to exceed \$73,854 from December 5, 2021 to December 4, 2022, and

WHEREAS, the spend for last twelve (12) months with Robert Griggs Plumbing and Heating LLC, Hillsborough, NJ was \$42,718 and is artificially low due to the remote learning and work environment engendered by COVID-19, 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, Hunterdon County Cooperative utilized competitive bidding for the awards of their contracts to Robert Griggs Plumbing and Heating LLC, Hillsborough, NJ and the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4. et seq., provides that contracts arrived at through an open and fair process are exempt from the Pay-to-Play law, thereby releasing Union County College from the requirement to obtain such 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 County College award a contract to Robert Griggs Plumbing and Heating LLC, Hillsborough, NJ at a cost not to exceed \$73,854 for on-call plumbing services, including parts, from December 5, 2021 to December 4, 2022.

Resolution F022-010 - Additional Electronic Signature Software Licenses

WHEREAS, there is an additional need in response to the COVID-19 pandemic for a software application which will allow students, faculty and staff the availability of an electronic signature which is essential to ensure administrative continuity, especially for financial aid applications, 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, on April 20, 2021, the Board of Trustees awarded a contract to DocuSign Inc., San Francisco, CA to provide electronic signature licenses at a cost of \$74,400 for the period of April 28, 2021 through April 27, 2022, and

WHEREAS, DocuSign Inc., San Francisco, CA has submitted a proposal to provide additional electronic signature licenses at a cost not to exceed \$24,244 until June 30, 2022, 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 the purchase above has been identified as a cost that is reimbursable under such funding, 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, the award of the contract to DocuSign Inc., San Francisco, CA is subject to the College's receipt of properly executed 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, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College award a contract to DocuSign Inc., San Francisco, CA for additional electronic signature software licenses at a cost not to exceed \$24,244 for a total award of \$98,644 for Fiscal Year 2021-2022.

BE IT FURTHER RESOLVED that the award of this contract is contingent on Union County College's receipt of properly executed Pay to Play documents certifying that DocuSign Inc., San Francisco, CA has not made and will not make any reportable contributions to a political or candidate committee pursuant to N.J.S.A. 19:44A-20.26 that would statutorily prohibit issuance of a purchase order or agreement execution.

Resolution F022-011 - Additional Instructor Insight and Dropout Detective Software Maintenance, Licensing and Support

WHEREAS, the College has a need to increase the number of students and instructors that are receiving additional support, especially during the remote learning environment precipitated by COVID-19, through the use of student retention software, which is essential to student success, 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 exceptions to the requirement for advertising for bids for 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 22, 2021, the Board of Trustees awarded a contract to AspirEDU Inc., Tampa, FL to provide annual maintenance, licensing and support for Dropout Detective software used to increase retention and graduation rates for students and to provide annual maintenance, licensing and support for Instructor Insight software used to provide metrics on the engagement and performance of instructors in their courses for a total award not to exceed \$41,600 for Fiscal Year 2021-2022, and

WHEREAS, AspirEDU Inc., Tampa, FL has submitted an additional proposal for an additional 2,943 students at a cost not to exceed \$10,966 to provide annual maintenance, licensing and support for Dropout Detective software used to increase retention and graduation rates for students at a cost not to exceed \$6,580 to provide annual maintenance, licensing and support for Instructor Insight software used to provide metrics on the engagement and performance of instructors in their courses for a total award not to exceed \$17,546, and

WHEREAS, the cost for these services for Fiscal Year 2020-2021 was \$39,070, 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, 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, AspirEDU Inc., Tampa, FL 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 Vice President of Finance and Operations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College award a contract to AspirEDU Inc., Tampa, FL at a cost not to exceed \$17,546 for Instructor Insight and Dropout Detective software maintenance,

licensing, and support for a total award not to exceed \$59,146 for Fiscal Year 2021-2022.

Resolution F022-012 - Server Upgrade - Elizabeth Campus

WHEREAS, there is a need for an upgraded server at the Elizabeth Campus to enhance Wi-Fi authentication, 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) 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 June 22, 2021, the Board of Trustees awarded a contract to SHI International Corp., Somerset, NJ, an authorized NJ State Contract vendor and distributor for OMNIA Partners for virtual desktop software licenses, maintenance, and support for a cost not to exceed \$458,371, and

WHEREAS, on September 21, 2021, the Board of Trustees awarded contracts to SHI International Corp., Somerset, NJ, for additional virtual desktop software licensing for five years (5) from September 22, 2021 through September 21, 2026 and for ID card printers, service and supplies at costs not to exceed \$150,000 and \$22,513 respectively, for a total award not to exceed \$172,513, and

WHEREAS, SHI International Corp., Somerset, NJ, an authorized State Contract vendor has submitted a proposal under National Association of Purchasing Officials (NASPO) contract # WNWNC-108 for a server upgrade for the Elizabeth Campus at a cost not to exceed \$8,638, 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 the purchase above has been identified as a cost that is reimbursable under such funding, 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, NJ State Contract vendors are subject to the Pay-to-Play Law and are required to maintain Business Entity Disclosure and Political Contribution Disclosure

Certifications with the State of New Jersey to maintain their position as a state contract vendor, thereby releasing Union County College from the requirement to obtain such documentation, and

WHEREAS, NASPO, utilized competitive bidding for the awards of their contracts to SHI International Corp., Somerset, NJ, thereby releasing Union County College 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 County College award a contract to SHI International Corp., Somerset, NJ for a server upgrade for the Elizabeth Campus at a cost not to exceed \$8,638 for a total award of \$639,522 for Fiscal Year 2021-2022.

Resolution F022-013 - Texting Platform Services

WHEREAS, the College has a need to update the texting platform to allow for one-on-one texting or personalized mass texts to students and staff, which is essential to communication, especially during a pandemic when reaching members of the College community quickly and efficiently is critical, 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 exceptions to the requirement for advertising for bids for 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-25.5.a.(3) provides for an exception to the requirement of advertising for bids for the purchase of items or services not available from more than one potential bidder, and

WHEREAS, Mongoose Research, Inc., Orchard Park, NY has submitted a three (3) year agreement to provide a texting platform for a total award not to exceed \$116,190, and

WHEREAS, Mongoose Research, Inc., Orchard Park, NY has provided a sole source justification that they are the only texting platform that integrates as a stand-alone product to Recruit, the College's customer relations management (CRM) system, 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, 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, the award of the contract to Mongoose Research, Inc., Orchard Park, NY, is subject to the College's receipt of properly executed 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 County College award a contract to Mongoose Research, Inc., Orchard Park, NY for an award not to exceed \$116,190 for texting platform services for Fiscal Year 2021-2022.

BE IT FURTHER RESOLVED that the award of this contract is contingent on Union County College's receipt of properly executed Pay to Play documents certifying that Mongoose Research, Inc., Orchard Park, NY has not made any reportable contributions to a political or candidate committee pursuant to N.J.S.A. 19:44A-20.26 that would statutorily prohibit issuance of a purchase order or agreement execution.

Resolution F022-014 - Bloomberg LED Ticker Display

WHEREAS, the College requires a LED ticker display to provide real-time financial information in the Bloomberg Lab, 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, Rise Display Inc., Las Vegas, NV has submitted a proposal not to exceed \$24,000 for a Bloomberg LED ticker display and installation, 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, 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 County College award a contract to Rise Display Inc., Las Vegas, NV for a Bloomberg LED ticker display for a total award not to exceed \$24,000.

Resolution F022-015 - Vaccine Tracking Software

WHEREAS, the College has a need to institute a vaccine tracking software data base for faculty, staff, and students during this pandemic should a vaccine mandate be established, 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 exceptions to the requirement for advertising for bids for 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.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, on June 22, 2021, the Board of Trustees awarded a contract to SHI International Corp., Somerset, NJ, an authorized NJ State Contract vendor and distributor for OMNIA Partners for virtual desktop software licenses, maintenance, and support for a cost not to exceed \$458,371, and

WHEREAS, on September 21, 2021, the Board of Trustees awarded a contract to SHI International Corp., Somerset, NJ an authorized NJ State Contract vendor and distributor for OMNIA partners for virtual desktop software licensing and ID card printers at a cost not to exceed \$172, 513, and

WHEREAS, SHI International Corp., Somerset, NJ, an authorized NJ State Contract, and distributor for NJEdge.Net Inc. has submitted a one-year proposal for vaccine tracking software under contract number #269EMCPS-21-001-EM-SHI at a total award not to exceed \$26,100, which includes a one-time set-up fee for \$8,100, 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, 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, NJ State Contract vendors are subject to the Pay-to-Play Law and are required to maintain Business Entity Disclosure and Political Contribution Disclosure Certifications with the State of New Jersey to maintain their position as a state contract vendor, thereby releasing Union County College from the requirement to obtain such documentation, and

WHEREAS, NJ Edge.Net Inc., Newark, NJ, is a not-for profit organization and is exempt from New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4 et seq.,

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 County College award a contract to SHI International Corp., Somerset, NJ for an award not to exceed \$26,100 for vaccine tracking software for a total award not to exceed \$656,984.

On motion duly made by Mr. Bashe, seconded by Mr. Castro and unanimously carried, the Board approved the Resolutions F022-006 through F022-015 for adoption.

Resolution F022-016 - 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 **\$223.**

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College 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 Union County College Purchasing Policies.

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

BUILDINGS AND GROUNDS

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

Hurricane Ida Update

Mr. Katz reported an update of the damages sustained to the Kellogg Building as a result of Hurricane Ida. He stated the foundation testing was complete, and no further damage was noted, and we are currently working with the contractor to install a temporary power solution in order to begin assessment of all building systems and plan for next phase of recovery.

Cell Tower Update

Mr. Katz reported that in Verizon's federal lawsuit to appeal the Cranford Zoning Board of Adjustment's decision, a scheduling conference took place in October 2021 with the following: all discovery will be finished by June 2022 and at that point either a trial or motion will be the next step.

OPEN MEETING TO THE PUBLIC

No one addressed the Board.

UNFINISHED BUSINESS

Mr. Bashe reported that the Foundation is sponsoring a 50/50 raffle. Tickets are \$50 each with only 50 tickets available for sale. He also reminded the Board that the Holiday party is on December 9th.

NEW BUSINESS

Mr. Richel stated that the next meeting is a Joint Meeting scheduled for Tuesday, December 7, 2021 in Cranford.

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 and seconded by Dr. Tasharofi at 7:47 p.m.