

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

**BOARD OF TRUSTEES
Minutes of Meeting
February 18, 2025**

CALL TO ORDER

The meeting was called to order by Victor M. Richel, Chair, at 6:01 p.m. in the Cafeteria on the Plainfield Campus. The following were in attendance:

TRUSTEES

Mr. Richel; George A. Castro, II; Daniel J. Connolly; Jeffrey H. Katz, Esq.; Daryl Palmieri; Dr. Kamran Tasharofi; Mary M. Zimmermann; Katherine Mejia Reyes; Dr. Margaret M. McMenamin, President.

GOVERNORS

Mr. Richel; Brian Campbell; F. Jim Della Sala; Mr. Katz; Paul T. O'Neill; John Toriello; Mrs. Zimmermann.

ALSO PRESENT

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

A quorum of the Board of Trustees was present.

OPEN PUBLIC MEETING ACT

Dr. Segal read the following statement: Pursuant to New Jersey Statutes Annotated 10:4-6, notice of this regular meeting of the Board of Trustees of UCNJ Union College of Union County, NJ was transmitted to the Star Ledger, Newark and Courier News, Somerville, which specified time and place of this meeting as Tuesday, February 18, 2025 at 6:00 p.m. in the Cafeteria on the Plainfield Campus. In addition, adequate notice was also posted at the Union County Courthouse, Elizabeth, N.J., and the College's campuses in Cranford, Elizabeth, Plainfield, and Scotch Plains and on the College's website at www.ucc.edu.

MINUTES

On motion duly made by Dr. Tasharofi and seconded by Mr. Connolly, the Minutes of the Meeting of the Board of Trustees of January 28, 2025 were approved as submitted.

COMMUNICATIONS

Dr. Segal stated there were no communications.

REPORT F THE PRESIDENT

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

- The College was visited by a team from the Middle States Commission on Higher Education (MSCHE) to evaluate how UCNJ meets the standards for accreditation. More than 140 UCNJ faculty and staff members worked on the Self-Study and met with members of the team for the MSCHE visit. The visiting team offered no requirements and no recommendations.
- UCNJ kicked off Black History Month with an opening ceremony and the theme for the month is “African Americans and Labor.”
- The UCNJ’s Women’s basketball team’s 2024-2025 season is 22-1, moving up to #3 ranking.
- The College’s Athletics Department hosted an alumni event with a brunch and watching the Men’s and Women’s Basketball teams compete.
- UCNJ attended the “Walk to Washington” hosted by the New Jersey Chamber of Commerce.
- UCNJ Board of Governors Chair and Trustee Mary M. Zimmermann, Student Representative Katherine Mejia Reyes, and UCNJ’s AVP of External Affairs & Board Secretary Dr. Jaime Segal attended the Association of Community College Trustees (ACCT) 2025 National Legislative Summit in Washington, DC.
- The Institute of Intensive English (IIE), under the leadership of Director of IIE Elizabeth Schade, hosted their biannual completion ceremony. More than 20 UCNJ students celebrated completing this program, which gives students the opportunity to enhance their English language

Dr. McMenamin reported that an email was received from the Department of Education suspending all activities under the guise of DEI. She stated that UCNJ will focus on serving its students and complying with the law. Dr. McMenamin said that failure to comply with this directive could compromise our ability to access Title IV Federal Financial Aid for our students

With regard to the Middle States visit, Dr. McMenamin thanked the Board and the dedicated employees who did a terrific job preparing for the visit and she is proud of them. She stated that our visitors commented on how lucky she is to have to report to this Board.

Dr. McMenamin reported that a small team from UCNJ, including two Board members will travel to Washington DC in April to attend the Aspen Award Ceremony.

REPORT OF THE STUDENT TRUSTEE – ACCT NATIONAL LEGISLATIVE SUMMIT 2025

Student Representative Katherine Mejia Reyes, a 2024 graduate of UCNJ and currently a student at Drew University, reported to the Board she recently had the opportunity to share with our representatives in Washington, DC how attending UCNJ has positively impacted her life.

INSIDE THE COLLEGE

Dr. Hargrove introduced Mr. Joseph Hines, Executive Director of Public Safety, who provided an overview of the Public Safety Department at UCNJ.

REPORTS OF JOINT TRUSTEES AND GOVERNORS' COMMITTEES

EDUCATIONAL PLANNING AND POLICY COMMITTEE

Mrs. Zimmermann stated to the Board that at the Educational Planning and Policy meeting held earlier, Dr. Lown reported our Union Honors program welcomes high-achieving, academically motivated students who seek robust academic experiences as they pursue their goal of successfully earning their degree at UCNJ and graduating from their chosen transfer institution. She stated that Union Honors currently enrolls 141 honors students. Mrs. Zimmermann reported that Dr. Ziner presented the demographic factors of fall 2024 students participating in the RNL Student Satisfactory Inventory. She stated that enrollment for spring is +7.6 in FTE hours.

Mrs. Zimmermann submitted the following Resolution for approval:

Resolution E025-010 - Faculty Personnel Actions

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

Reappointments:

Marie Maudline Dessaint, Assistant Professor, Practical Nursing, Academic Affairs, effective September 1, 2025 to May 31, 2026.

Tosha Houston, Assistant Professor, Practical Nursing, Academic Affairs, effective September 1, 2025 to May 31, 2026.

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

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 December 31, 2024 through February 2, 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 reported that variances within the report are due to the following: an increase in enrollment which impacted tuition revenue and student receivables; the net increase in expenses, primarily driven by the various contract negotiations, rising healthcare premium, utilities and expected annual increases in software and other operating expenses.

Current Estimate Report:

Mr. Connolly reviewed the Current Estimate Report and stated that at this time, a transfer from Unrestricted Net Position of \$3.4 million is anticipated for fiscal year ended June 30, 2025:

Mr. Connolly presented the following Resolutions for approval:

Contracts Exempt from Competitive Bidding

Resolution F025-037 - Additional Janitorial Supplies

WHEREAS, the College has a need for additional janitorial supplies used in daily custodial operations, 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 and accepted cooperative agreement that has been publicly bid for the product or service, and

WHEREAS, on June 18, 2024, the Board of Trustees of UCNJ Union College of Union County, NJ, awarded a contract to Home Depot U.S.A., Inc. Db a The Home Depot Pro, Atlanta, GA for janitorial and building supplies at a cost of \$130,000 for Fiscal Year 2024-2025, and

WHEREAS, Home Depot U.S.A., Inc. Db a The Home Depot Pro, Atlanta, GA has provided a proposal under OMNIA contract # 17-21 for additional janitorial supplies at a cost not to exceed \$40,000 for Fiscal Year 2024-2025, 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 contracts to Home Depot U.S.A., Db a The Home Depot Pro, Atlanta, GA thereby releasing UCNJ Union College of Union County, NJ from the requirement to obtain Pay-to-Play documentation, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ, award a contract to Home Depot U.S.A., Inc. Db a The Home Depot Pro, Atlanta, GA for additional janitorial supplies at a cost not to exceed \$40,000 for a total award of \$170,000 for Fiscal Year 2024-2025.

Resolution F025-038 - Solid Waste Removal and Single Stream Recycling Management Services

WHEREAS, the College requires solid waste removal and single stream recycling management services on all campuses in support of day-to-day operations, in support of the mission of the College, and

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

WHEREAS, Direct Waste Services, Inc., Newark, NJ has submitted a proposal under Union County Cooperative Pricing System (UCCPS) extension contract BA#30-2022 to provide solid waste removal and single stream recycling management services for 21 months from February 2025 through October 2026 for a total award not to exceed \$302,796, and

WHEREAS, the cost for the same service for a twenty-four (24) month period from January 2022 through December 2024 is projected to be \$305,917, 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 Vice President of Finance and Operations has determined that the total contract award will exceed \$17,500, and

WHEREAS, UCCPS utilized competitive bidding for the award of the contracts to Direct Waste Services, Inc., Newark, NJ thereby releasing UCNJ Union College of Union County, NJ from the requirement to obtain Pay-to-Play documentation, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Direct Waste Services, Inc., Newark, NJ to provide to provide solid waste removal and single stream recycling management services on all campuses for a total cost not to exceed \$302,796 from February 2025 through October 2026.

Resolution F025-039 - Digital Subscription Services

WHEREAS, there is a college-wide need for affordability in course and learning materials, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(6) provides for exceptions to the requirements for advertising for bids for purchase of copyrighted materials, library books, magazines and periodicals and specialized library services, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(21) provides for exceptions to the requirements for advertising for bids for purchase of educational supplies, books, articles of clothing and other miscellaneous articles purchased by a county college bookstore, or by a service or management company under contract with a county college to operate a county college bookstore for resale to college students and employees, and

WHEREAS, Cengage Learning, Inc., Stamford, CT has submitted a proposal at a flat fee of \$145 per activated subscription per year, with access to over 20,000 digital learning materials, and

WHEREAS, under the contract from March 1, 2025 to February 28, 2027, the College through Follett, will purchase at least \$1,150,000 annually in Cengage Unlimited subscriptions for 7,000 students, with any excess subscriptions reconciled, for a total base contract value not exceeding \$2,300,000, and

WHEREAS, the cost for digital subscription services for the previous two (2) fiscal years was a flat fee of \$134 per year for 6,000 students, 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, Cengage Learning, Inc., Stamford, CT has completed and submitted their Business Entity Disclosure and Political Contribution Disclosure Certifications that certify they have not made any reportable contributions to a political or candidate committee in the one year previous to their contract award, and the contract will prohibit Cengage Learning, Inc., Stamford, CT from making any reportable contributions through the term of their contract, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a base contract for digital subscription services from March 1, 2025 through February 28, 2027 to Cengage Learning, Inc., Stamford, CT, for a total cost not to exceed \$2,300,000.

Resolution F025-040 - Annual OKTA Software License Renewal

WHEREAS, the College requires annual renewal of OKTA software as the College's Single Sign-On (SSO) and Multi-Factor Authentication (MFA) tool to authenticate logins, creating a secure digital environment, 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 18, 2024, the Board of Trustees of UCNJ Union College of Union County, NJ awarded contracts to Aspire Technology Partners, LLC, Eatontown, NJ for software licenses, network maintenance, and hardware at a total cost not to exceed \$261,951, and

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

WHEREAS, on January 28, 2025, the Board of Trustees awarded a contract to Aspire Technology Partners, LLC, Eatontown NJ for the annual UPS battery back-up maintenance agreement for the Lessner Data Center at a cost not to exceed \$9,162, and

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

WHEREAS, Aspire Technology Partners, LLC, Eatontown, NJ has submitted a proposal under OMNIA Contract #R191902 for OKTA MFA login with self-service abilities for \$95,998, and

WHEREAS, the cost for the same OKTA software was \$94,500 for the previous twelve month period, 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 award of contracts to Aspire Technology Partners, LLC, Eatontown, NJ thereby releasing UCNJ Union College of Union County, NJ from the requirement to obtain Pay-to-Play documentation, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Aspire Technology Partners, LLC, Eatontown, NJ for annual OKTA software license renewal at a cost not to exceed \$95,998, for a total award not to exceed \$381,359 for Fiscal Year 2024-2025.

Resolution F025-041 - Instructors' Classroom Chairs and Desks- All Campuses

WHEREAS, the College has a need to upgrade instructors' classroom chairs and desks on all campuses, in support of the mission of the College, and

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

WHEREAS, Global Industries, Inc. Db a Global Furniture Group, Marlton, NJ has provided a proposal under Educational Services Commission of NJ (ESCNJ) contract # 22/23-08 for instructors' classroom chairs and delivery at a cost not to exceed \$93,135, and

WHEREAS, Nickerson NJ LLC, Union Beach, NJ has provided a proposal under OMNIA contract # 07-93 for instructors' classroom desks and installation at a cost not to exceed \$167,489, 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, ESCNJ and OMINA utilized competitive bidding for the awarding of the contracts to Global Industries, Inc. Db a Global Furniture Group, Marlton, NJ and Nickerson Corporation, Union Beach, NJ thereby releasing UCNJ Union College of Union County, NJ from the requirement to obtain Pay-to-Play documentation, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award contracts to Global Industries, Inc. Db a Global Furniture Group, Marlton, NJ at a cost of \$93,135 and Nickerson Corporation, Union Beach, NJ at a cost of \$167,489 for instructors' classroom chairs and desks on all campuses for a total award not to exceed \$260,624.

Resolution F025-042 - Aspen Bus Wrap Advertisement

WHEREAS, the College has a need for Aspen bus wrap advertisement which is essential to recruitment efforts, 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 an exception to the requirement of advertising for bids for personnel recruitment and advertng, including without limitation advertising seeking student enrollment, and

WHEREAS, Intersection Media, LLC, New York, NY has provided advertisements for the College at \$10,800, which was under the threshold of \$17,500 and did not require UCNJ Board of Trustee approval, and

WHEREAS, Intersection Media, LLC, New York, NY has provided a proposal for bus wrap advertising the College's recognition as a top ten (10) finalist in the nation by The Aspen Institute College Excellence Program at a cost not to exceed \$35,550, 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 a contract to Intersection Media, LLC, New York, 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 the contract award, and that they will be prohibited from making any reportable contributions through the term of the contracts, and

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Intersection Media LLC, New York, NY to provide Aspen bus-wrap advertisement at a cost not to exceed \$35,500 for a total award not to exceed \$46,350.

Resolution F025-043 - Spend \$17,500-\$41,600

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 \$41,600, and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract between \$17,500 and \$41,600 to the listed vendor for a total spend of \$22,994.

TYPE OF SERVICE	SOLICITATION/ EXEMPTION	COOPERATIVE/ STATE CONTRACT #	AWARD AMOUNT	PRIOR AWARD	TOTAL AWARD	DESCRIPTION	DEPARTMENT FUNDING SOURCE	VENDOR
Supplies	18A:64a-25.6/ Recruitment and Advertising	N/A	\$16,994	\$6,000	\$22,994	Open House Giveaways	Office of Admission 11-402010-52530	Prime Time Custom Apparel
		TOTAL	\$16,994	\$6,000	\$22,994			

On motion duly made by Mr. Connolly, seconded by Mr. Castro and unanimously carried, the Board approved Resolutions F025-037 through F025-043 for adoption.

Surplus Disposal

Resolution F025-044 - 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 **\$695**, 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 for adoption.

BUILDINGS AND GROUNDS

Campus Projects:

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

Cell Tower Update:

Mr. Katz reported that the College has been informed that an updated lease agreement by the carriers is being drafted to incorporate the slight change in placement of the tower.

Kellogg Recovery Status:

Mr. Katz reported that work is continuing on the remaining areas of kitchen equipment replacement and generator placement.

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, March 18, 2025 on the Scotch Plains Campus. Mr. Richel reminded the Board that the Foundation's annual Golf Outing is on Monday, April 28, 2025 at Fiddler's Elbow.

ADJOURNMENT

With no further business on the agenda, a motion for adjournment was made by Mr. Castro, seconded by Dr. Tasharofi at 6:37 p.m.