

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

**BOARD OF TRUSTEES
Minutes of Meeting
March 19, 2024**

CALL TO ORDER

The meeting was called to order by Victor M. Richel, Chair, at 6:32 p.m. in the Engagement Arena on the Scotch Plains Campus. The following were in attendance:

TRUSTEES

Mr. Richel; Rafael J. Betancourt, Esq.; George A. Castro II; Jeffrey H. Katz, Esq.; Daryl Palmieri; Dr. Kamran Tasharofi; Mary M. Zimmermann (via phone); Dr. Margaret M. McMenamin, President.

GOVERNORS

Mr. Richel; Mr. Betancourt; Stephen F. Hehl, Esq.; Donna M. Herran; Gary S. Horan; Mr. Katz; J. Anthony Manger, Esq.; John Toriello; Mrs. Zimmermann.

ALSO PRESENT

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

A quorum of the Board of Trustees was present.

OPEN PUBLIC MEETING ACT

Completed.

MINUTES

On motion duly made by Mr. Castro and seconded by Mr. Katz, the Minutes of the Meeting of the Board of Trustees of February 27, 2024 were approved as submitted.

COMMUNICATIONS

Dr. Segal reported that there were no communications.

REPORTS OF JOINT TRUSTEES AND GOVERNORS' COMMITTEES

AUDIT COMMITTEE

Mr. Hehl reported that an audit of the 2023 Executive Compensation Report was performed by internal auditors, PKF O'Connor Davies, and no exceptions were identified. He reported that an audit of WIOA Adult and Dislocated Worker Services Grant Award Financial Management was performed and noted that some minor adjustments needed to be addressed. He also reported that an audit of WIOA Title II Consolidated Adult Basic Skills & Integrated English Literacy and Civics Education Adult Basic Literacy Education (ABLE) Grant Financial and Program Management was performed and some recommendations were made.

In addition, Mr. Hehl reported that audits for the Fiscal Year June 30, 2023 as well as for Agreed Upon Procedure Report of Credit Hour Enrollments were performed by external auditors, CliftonLarsenAllen, both which resulted in an unmodified opinion.

Mr. Hehl submitted the following Resolutions for approval:

Resolution A024-001 - Acceptance of FY 2023 Audit and Other Reports

WHEREAS, the Board of Trustees of Union College of Union County, New Jersey adopted a resolution on February 22, 2022 that appointed the audit firm of CliftonLarsonAllen LLP as its Independent Auditor, and

WHEREAS, the audit firm of CliftonLarsonAllen LLP has completed (1) an audit of the College's basic financial statements as of, and for fiscal years ended June 30, 2023, including the Single Audit Schedules of Expenditures of Federal Awards, and State Financial Assistance for the fiscal year ended June 30, 2023 with a Report on Internal Controls Over Financial Reporting and on Compliance and Other Matters prepared in conjunction with its audit and (2) an examination in accord with "agreed-upon procedures" applied to the College's reporting requirements for fundable credit hours for the fiscal year ended June 30, 2023, and

WHEREAS, all of its audits were conducted in accordance with Government Auditing Standards, issued by the Comptroller General of the United States; and in compliance with audit requirements as prescribed by the Department of Treasury, State of New Jersey, and its examination of "agreed-upon procedures" was conducted to procedures developed by the Council of County Colleges for use by the Department of Treasury;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Union College of Union County, New Jersey accepts CliftonLarsonAllen LLP Independent Auditor's Report of Union College of Union County, New Jersey basic financial statements as of, and for the fiscal years ended, June 30, 2023, the Single Audit Schedules of Expenditures of Federal Awards, and State Financial Assistance for the fiscal year ended June 30, 2023, the Report on Internal Control over Financial Reporting and On Compliance and Other Matters prepared in conjunction with its audit, and the Report on Applying Agreed Upon Procedures to the College's fundable credit hours for the fiscal year ended June 30, 2023.

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

Resolution A024-002 - Additional Fees of Independent Auditor

WHEREAS, the need exists for a College-wide Independent Auditor, in support of the mission of the college, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(15) provides for awarding of contracts for professional consulting services without public competitive bids, and

WHEREAS, on February 22, 2022, the Board of Trustees of Union College of Union County, New Jersey awarded a contract to CliftonLarsonAllen LLP (CLA), Plymouth Meeting, PA to provide independent auditing services in the amount not to exceed \$126,000 for two years, with \$63,000 allotted for the audit ending Fiscal Year 2022, and

WHEREAS, as a result of consultations related to Governmental Accounting Standards Board (GASB) Statements No. 87 and No. 96 and the required additional single audit testing imposed for the audit ending June 30, 2023, additional funding was needed in the amount not to exceed \$11,760, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union College of Union County, New Jersey ratify an award to CliftonLarsonAllen LLP, Plymouth Meeting, PA for additional audit fees for consultation and additional single audit testing at a cost not to exceed \$11,760, for a total award not to exceed \$74,760 for Fiscal Year 2023-2024.

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

EDUCATIONAL PLANNING AND POLICY COMMITTEE

Mr. Betancourt reported to the Board that at the Educational Planning and Policy meeting held earlier, Dr. Lown reported that on February 8, 2024, UCNJ students and alumni from all campuses participated in the Allied Health Sciences Career Fair. He reported that Dr. Ziner provided the results of the Survey of Graduates (One-Year Out) and UCNJ Work Force Survey (Five-Years Out). Mr. Betancourt stated that enrollment for Summer I is -2.0 in FTE hours and for Summer II is -7.4 in FTE hours.

Mr. Betancourt submitted the following Resolutions for approval:

Resolution E024-010 - Faculty Personnel Actions

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

Appointments

Rachel Sliker, Assistant Professor, Practical Nursing, Academic Affairs, effective April 15, 2024, \$99,826 per annum.

Alexandra Tegethoff, Assistant Professor, Practical Nursing, Academic Affairs, effective May 6, 2024, \$99,826 per annum.

Reappointments

Marie Maudeline Dessaint, Assistant Professor, Practical Nursing, Academic Affairs, effective September 1, 2024 to May 31, 2025.

Tosha Houston, Assistant Professor, Practical Nursing, Academic Affairs, effective September 1, 2024 to May 31, 2025.

Employment Separations

Michele Cislo, Associate Professor, Practical Nursing, Academic Affairs, effective September 1, 2024.

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

Resolution E024-011 - Staff Personnel Actions

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

Appointments:

Sanaz Oghlidos, Academic Specialist, Biology, Academic Affairs, effective February 1, 2024, \$80,000 per annum.

Gina Sturgis, Public Safety Officer, 2nd Shift, Student Development, effective February 1, 2024, \$40,375 per annum.

Joshua Law, Executive Assistant, Finance and Operations, effective February 20, 2024, \$57,000 per annum.

Sandra Garcia, Student Services Generalist, CEWD, Administrative Services, effective March 4, 2024, \$44,600 per annum.

Lina Du, Senior Grant Accountant, Finance and Operations, effective March 11, 2024, \$70,000 per annum.

Promotions/Reclassifications:

Jasmine Jilus, Director of Career Services, from Associate Director of Advising, Career and Transfer Services, Student Development, effective February 16, 2024, \$80,000 per annum.

Titilola Price, Associate Director of Admissions, from Student Services Specialist (EOF), Student Development, effective February 16, 2024, \$73,500 per annum.

Valeriya Reis, Budget Director, from Budget Analyst, Finance and Operations, effective March 1, 2024, \$80,000 per annum.

Employment Separations:

Marvin Gabriel, Student Services Generalist, Student Development, effective March 11, 2024.

Adan Farrah, Student Services Specialist (Financial Aid), Student Development, effective March 29, 2024.

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

Resolution E024- E024-012 New Program – Architecture, A.S.

WHEREAS, it has been determined there is a need for the conversion of the Architecture Option offered through Engineering, A.S. to a full Architecture, A.S. program (CIP code 04.0201) at UCNJ Union College of Union County, New Jersey (Exhibit 1) and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey approves, upon recommendation of the faculty, the Architecture, A.S. (CIP code 04.0201) program at UCNJ Union College of Union County, New Jersey (Exhibit 1) and,

BE IT FURTHER RESOLVED that the A.S. degree in Architecture (CIP code 04.0201) New Academic Degree Program Proposal from UCNJ Union College of Union County, New Jersey be submitted to the New Jersey Presidents' Council Chair of the Academic Issues Committee and the New Jersey Office of the Secretary of Higher Education Office of Licensure for approval.

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

Resolution E024-013 Program Deregistration – Psychosocial Rehabilitation and Treatment, A.S.

WHEREAS, there has been a continuing lack of enrollment in the Psychosocial Rehabilitation and Treatment A.S. (Exhibit 1) and,

WHEREAS, changes in work-based skills and knowledge have resulted in the reevaluation of curriculum in relation to industry needs (Exhibit 1) and,

NOW, THEREFORE, BE IT RESOLVED that the Psychosocial Rehabilitation and Treatment, A.S. at UCNJ Union College of Union County, New Jersey be submitted to the New Jersey Presidents' Council and Office of the Secretary of Higher Education for deregistration.

On motion duly made by Mr. Betancourt, 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 of January 24, 2024 to February 24, 2024, Public Safety advises that there were no incidents to report.

BUDGET AND FINANCE COMMITTEE

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

Financial Report:

Mr. Richel reviewed the Financial Report and stated variances within the report are due to the following:

- Increase in enrollment impacted the student receivable balance, tuition revenue and the variable compensation for instruction.
- Decrease in grants receivable is due to the HEERF student portion ending in June of 2023.
- The net increase in expenses is primarily due to increases in full-time and variable compensation.

Current Estimate Report:

Mr. Richel stated that also reviewed was the Current Estimate Report and reported that at this time, a transfer to Unrestricted Net Position of \$3.6 million is anticipated for fiscal year ended June 30, 2024.

Mr. Richel presented the following Resolutions for approval:

Grant Resolutions:

Resolution F024-024 - ABLE PLUS Consortium State Funding Acceptance

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

WHEREAS, the College applied, as the lead agency of the WIOA Title II, ABLE PLUS Consortium, to the State of New Jersey Department of Labor and Workforce

Development (the “Department”) for funding under the Workforce Investment Act of 1998, Title II, the Adult Education and Family Literacy Act, and

WHEREAS, the ABLE PLUS Consortium (“Consortium”) consists of UCNJ Union College of Union County, New Jersey as the lead agency, and three public education partners; Elizabeth Board of Education, Literacy New Jersey Union County Program, and Urban Workforce Advantage Inc., and

WHEREAS, the purpose of the Consortium is to deliver Adult Basic Skills Programs that assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency, to become full partners in the educational development of their children and complete a secondary school education, and

WHEREAS, on June 30, 2023, the State of New Jersey, Department of Labor and Workforce Development notified UCNJ Union College of Union County, New Jersey that the Consortium was awarded \$1,624,730 in pass through Federal WIOA funding, and the Board of Trustees accepted this funding at the September 19, 2023, Board Meeting, and

WHEREAS, on December 4, 2023, the College was notified by the State of New Jersey, Department of Labor and Workforce Development that State funds were being apportioned to the original contract for FY2024 WIOA Title II Grantees, and

WHEREAS, the College submitted a budget which was approved on January 24, 2024, for their apportioned share of State funding from the State of New Jersey, Department of Labor and Workforce Development, in the amount of \$49,238;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey accepts the State funding for the amount of \$49,238 from the State of New Jersey, Department of Labor and Workforce Development through June 30, 2024, for a total award of \$1,673,968.

Resolution F024-025 - “Some College, No Degree” (SCND) Statewide Partnership Grant

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

WHEREAS, the College applied to the State of New Jersey, Office of the Secretary of Higher Education (OSHE) to participate in the Statewide Targeted Solicitation Institutional Grant Opportunity for the implementation of institutional grants for “Some College, No Degree” (SCND) funding, and

WHEREAS, the purpose of the partnership between the State of New Jersey, Office of the Secretary of Higher Education (OSHE) and UCNJ Union College of Union County, New Jersey, as an eligible institution to receive funding is to re-engage students who may have some college but no degree to re-enroll and complete a

credential, and to assist in implementation of the partnership and additional support services for this population to further enable the success of this initiative, and

WHEREAS, for fiscal year 2024, the State of New Jersey, Office of the Secretary of Higher Education (OSHE) is providing eligible institutions funding with two distinct portions. These are defined as student focused incentives, where institutions are required to allocate a minimum one quarter of their grant funding to this purpose, and institutional focused funding to provide or improve institutional policies and practices to better support this student population, and

WHEREAS, on February 7, 2024, the College was notified that it was awarded a “Some College, No Degree” (SCND) Targeted Solicitation Institutional Grant in the amount of \$150,000 from the State of New Jersey, Office of the Secretary of Higher Education (OSHE) to support activities related to executing the FY24 Statewide Partnership for the “Some College, No Degree (SCND) population for the period February 1, 2024, through June 30, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey accepts the funding for the amount of \$150,000 from the State of New Jersey, Office of the Secretary of Higher Education (OSHE) for participation in the “Some College, No Degree” (SCND) Statewide Partnership for the period February 1, 2024, through June 30, 2024.

Resolution F024-026 - Amendment to Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Grant (“Perkins”)

WHEREAS, UCNJ Union College of Union County, New Jersey as a comprehensive community college, seeks to provide career occupational training programs to prepare UCNJ Union College of Union County, New Jersey students and other Union County residents for employment, and

WHEREAS, the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century 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 post-secondary education, and

WHEREAS, on June 14, 2023, the State of New Jersey Department of Education (“NJDOE”) notified the College of its preliminary allocation of \$901,972 under the Perkins Grant for FY 2024, and

WHEREAS, on November 3, 2023, the State of New Jersey Department of Education notified UCNJ Union College of Union County, New Jersey that its Perkins application was “approved” for the amount of \$901,972 and, as a consequence, obligations against these funds were permissible effective that date, and on December 12, 2023, the Board of Trustees of UCNJ Union College of Union County, New Jersey accepted these funds, and

WHEREAS, the State of New Jersey Department of Education requires that reallocations of budgeted amounts between and among Spending Plan component line items be presented through an amendment to the Spending Plan, and

WHEREAS, revisions to needs of the College result in reallocations of the total amount budgeted among component line items as detailed on attached Exhibit A;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey hereby approves the amendment to the Spending Plan of the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Grant as detailed in Exhibit A of this Resolution.

On motion duly made by Mr. Betancourt, seconded by Mr. Castro and unanimously carried, the Board approved Resolutions F024-024 through F024-026 for adoption.

Contracts Exempt from Competitive Bidding

Resolution F024-027 - Classroom Furniture-All Campuses

WHEREAS, the College has a need to upgrade our instructional spaces with new furniture to allow a comfortable and accessible learning experience, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A. 25.11.a. provides for an exception to the requirement of advertising for bids when there is a cooperative pricing system established pursuant to the laws of the State of New Jersey for the product or service, and

WHEREAS, Bridget Soyka Smith DbA Soyka Smith Design Studios, Montclair, NJ, an authorized distributor of Krueger International furniture, has submitted a proposal under Quote #ES08-645466ADA/C under Educational Services Cooperative of NJ (ESCNJ) contract #22/23-08 for Intellect Wave cantilever height-adjustable ADA student desks and Strive chairs for all campuses, including delivery and installation, at a cost not to exceed \$74,126, 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 utilized competitive bidding for the award of the contract to Krueger International, Green Bay, WI, thereby releasing UCNJ Union College of Union County, New Jersey from the requirement to obtain Pay-to-Play documentation, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey award a contract to Bridget Soyka Smith DbA Soyka Smith Design Studios, Montclair, NJ for classroom furniture for all campuses for a total award not to exceed \$74,126.

Resolution F024-028 - Financial Aid and Admissions Platform

WHEREAS, there is a need to provide students with twenty-four (24) hours a day, seven (7) days a week access to financial aid and admissions information and guidance to support student enrollment and retention, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(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 goods or services for use, support or maintenance of proprietary computer hardware, software peripherals and system development for hardware for any term of not more than five (5) years, and

WHEREAS, CAREERAMERICA LLC, DbA Ocelot, Sacramento, CA has submitted proposals to provide licenses for a proprietary platform of thousands of Financial Aid TV (FATV) videos guiding students through the financial aid process for three years (3) at a cost not to exceed \$40,170 from March 20, 2024 through March 19, 2027 and for artificially intelligence (AI) enabled Chatbots for Financial Aid and Admissions inquiries, at a cost not to exceed of \$6,375 from March 20, 2024 through June 14, 2024, and

WHEREAS, the cost for the service for Fiscal Year 2022-2023 was \$21,000, and

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

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

WHEREAS, CAREERAMERICA LLC, DbA Sacramento, CA has completed and submitted their Business Entity Disclosure and Political Contribution Disclosure Certifications, certifying they have not made any reportable contributions to a political or candidate committee in the one year previous to their contract award,

and that they will be prohibited from making any reportable contributions through the term of the contract, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey award a contract to CAREERAMERICA LLC, Dba Ocelot, Sacramento, CA for licensing of a financial aid and admission platform at a total cost of \$46,545 from March 20, 2024 to March 19, 2027.

Resolution F024-029 - Spend \$17,500-\$41,600

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

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

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

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

WHEREAS, the vendors provided information that exhibited compliance with the Pay-to-Play Law, N.J.S.A. 19:44A-20.4 et seq., or the contracts were arrived at through an open and fair process thereby releasing UCNJ Union College of Union County, New Jersey 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, New Jersey award contracts between \$17,500 and \$41,600 to the listed vendors for a total spend of \$30,250.

Perkins-Resolution F024-030 - Spend \$17,500-\$41,600

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

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

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

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

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

WHEREAS, on March 19, 2024, the Board of Trustees authorized the amendment to the spending plan of the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Grant, 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, New Jersey award contracts between \$17,500 and \$41,600 to the Perkins listed vendors for a total spend of \$43,634.

Resolution F024-031 - Amazon Supplies- Grant Funding

WHEREAS, the College requires supplies provided by Amazon for approved federal, state and private grant funding, in support of the mission of the College, and

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

WHEREAS, the College can utilize Amazon Capital Services, Inc., Seattle, WA, under OMNIA contract #R-TC-17006 to satisfy grant related supplies, and

WHEREAS, there was a spend of \$17,508 from the period of July 1, 2023 to March 1, 2024 which was between the threshold of \$17,500- \$41,600 for grant related supplies, 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 the contracts to Amazon Capital Services, Inc., Seattle, WA, thereby releasing UCNJ Union College of Union County, New Jersey from the requirement to obtain Pay-to-Play documentation, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey ratify an award for \$17,508 and award a contract to Amazon Capital Services, Inc., Seattle, WA grant related supplies at a cost not to exceed \$17,663 for a total award not to exceed \$35,171 Fiscal Year 2023-2024.

Resolution F024-032 - Professional Marketing Services

WHEREAS, the College has a need for professional marketing services to increase enrollment through unified branding and advertising efforts and to publicly tout key academic programs, accomplishments, and strengths, in support of the mission of the College, and

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

WHEREAS, on March 21, 2023, the Board of Trustees awarded contracts to SG&W Integrated Marketing Communications Inc., Montville, NJ for implementation of an integrated professional marketing service program with a multi-faceted marketing strategy for all forms of media targeting both traditional students and non-traditional students for twelve (12) months for the period of May 1, 2023 through April 30, 2024, at a cost not to exceed \$200,000, and

WHEREAS, the College needs to initiate marketing efforts for the Fall semester at an earlier date, and requires an additional \$40,000 through June 30, 2024, and

WHEREAS, SG&W Integrated Marketing Communications Inc., Montville, NJ has submitted a proposal for an integrated professional marketing service program for twelve (12) months for the period of July 1, 2024 through June 30, 2025, at a cost not to exceed \$250,000, and

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

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

WHEREAS, SG&W Integrated Marketing Communications, Montville, NJ 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 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 UCNJ Union College of Union County, New Jersey increase the award to SG&W Integrated Marketing Communications, Montville, NJ at a cost of \$40,000 for a total award not to exceed \$240,000 for Fiscal Year 2023-2024.

BE IT FURTHER RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to SG&W Integrated Marketing Communications, Montville, NJ, for continuation of the integrated professional marketing service program for twelve (12) months at a cost not to exceed \$250,000 for the period of July 1, 2024 through April 30, 2025.

On motion duly made by Mr. Betancourt, seconded by Mr. Castro and unanimously carried, the Board approved Resolutions F024-027 through F024-032 for adoption.

Surplus

Resolution F024-033 - 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 \$743.50.

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

On motion duly made by Mr. Betancourt, 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 Verizon has agreed to a court requested mediation in April/May 2024, but the mediation will not affect the timeline for summary judgement.

Mr. Katz presented the following Resolution for approval:

Resolution B024-005 - Authorization for Certification for the Cranford Campus Physical Education Facility Renovation

WHEREAS, on November 9, 2023, UCNJ Union College of Union County, New Jersey (the “College”) submitted a preliminary a request to the New Jersey Council of County Colleges (“NJCCC”) for capital funding under N.J.S.A. 18A:72A-12.4. County College Capital Projects Funding (“Chapter 12”), and

WHEREAS, NJCCC had advised the College of its recommendation to the State Treasurer that preliminarily would make available an amount not to exceed \$4.201 million to the College under Chapter 12 funding, and

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

WHEREAS, the college is having the project re-evaluated for cost as the original estimate of \$20 million is four-year old and at this time the cost of the project as adjusted for inflation is estimated to be approximately \$25 million, and

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

WHEREAS, on February 23, 2021, the UCNJ Union County College Board of Trustees authorized renovations to the Cranford Campus Physical Education Facility Renovation and certified an amount of money for such purpose as \$5.578 million to be provided under the provisions of the fiscal year 2022 Chapter 12 funding, and

WHEREAS, on February 22, 2022, the UCNJ Union County College Board of Trustees authorized renovations to the Cranford Campus Physical Education Facility Renovation and certified an amount of money for such purpose as \$4.264 million to be provided under the provisions of the fiscal year 2023 Chapter 12 funding, and

WHEREAS, on February 21, 2023, the UCNJ Union County College Board of Trustees authorized renovations to the Cranford Campus Physical Education Facility Renovation and certified an amount of money for such purpose as \$4.567 million

to be provided under the provisions of the fiscal year 2024 Chapter 12 funding, and

WHEREAS, on February 15, 2024, the NJCCC has advised the College of its updated recommendation to the State Treasurer that would make available \$3.097 million to the College under Chapter 12 funding, and

WHEREAS, UCNJ Union College of Union County, New Jersey has an interest in pursuing funds that may be available under the provisions of Chapter 12 for financial assistance in connection with this project and accordingly has included it in its preliminary request to the NJCCC for fiscal year 2025 Chapter 12 funding, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey hereby determines a) the need for the College to expend \$25 million for a renovated physical education facility on the Cranford campus, and b) the estimated cost of this construction is \$25 million, c) the amount of money needed for such purpose by the Board of Trustees of the College is \$25 million, and d) the College will pursue Chapter 12 State funding for all or a portion of said purpose.

BE IT FURTHER RESOLVED that The Board of School Estimate is hereby requested to certify to the Union County Board of County Commissioners that \$3.097 million be raised through the issuance of County College bonds and notes by the County of Union to fund the renovated physical education facility on the Cranford campus.

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

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

OPEN MEETING TO THE PUBLIC

No one rose to address the Board.

UNFINISHED BUSINESS

On motion duly made by Mr. Betancourt, seconded by Mr. Castro and unanimously carried, the Board ratified all actions taken at the Joint Board of Governors and Trustees that immediately

preceded this Trustees Meeting, and that the Minutes of the Joint Meeting shall be appended to and made part of these Trustees Minutes.

NEW BUSINESS

Completed.

EXECUTIVE SESSION

Mr. Betancourt read the following Resolution:

Resolution PT024-003 - Resolution Authorizing a Closed Session of the UCNJ Board of Trustees

WHEREAS, the UCNJ Board of Trustees are subject to New Jersey's Open Public Meetings Act; and

WHEREAS, the Open Public Meetings Act generally requires that all meetings of public bodies be open to the public but that the public may be excluded from a portion of a meeting at which items requiring confidentiality are to be discussed as enumerated in N.J.S.A. 10:4-12b; and

NOW, THEREFORE BE IT RESOLVED by the UCNJ Board of Trustees, pursuant to OPMA that:

1. The UCNJ Board of Trustees shall hold a closed meeting on March 19, 2024, from which the public shall be excluded.
2. The Executive Session will convene at approximately 6:50 p.m. and is expected to last until approximately 7:10 p.m.
3. The Board of Governors is invited to attend this meeting.
4. The general nature of the subjects to be discussed at said closed meeting involves personnel matters.
5. The Minutes of said closed meeting shall be made available for disclosure to the public consistent with N.J.S.A.10:4-14, when the item which is the subject of the closed session is resolved and a reason for confidentiality no longer exists.

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

The meeting went into Executive Session and the meeting resumed at 7:14 p.m.

ADJOURNMENT

With no further business on the agenda, a motion for adjournment was made by Mr. Castro, seconded by Mr. Betancourt at 7:14 p.m.