

UNION COUNTY COLLEGE
Cranford, New Jersey

BOARD OF TRUSTEES
Minutes of Meeting
March 22, 2022

CALL TO ORDER

The meeting was called to order by Victor M. Richel, Chair, at 6:30 p.m. in the Conference Room on the Scotch Plains Campus. The following were in attendance:

TRUSTEES

Mr. Richel; Lawrence D. Bashe; Rafael J. Betancourt, Esq.; Miguel A. Figueredo; Anjali Mehrotra; Daryl Palmieri; Mary M. Zimmermann; Dr. Margaret M. McMenamin, President.

GOVERNORS

Brian Campbell; Tamecka Dixon; Ryan J. Greco; Donna M. Herran; Gary S. Horan; Jeffrey H. Katz, Esq.; Paul T. O'Neill; Francis Raudelunas; Hugh C. Welsh.

ALSO PRESENT

Denise Collins; 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. Betancourt and seconded by Mrs. Zimmermann, the Minutes of the Meeting of the Board of Trustees of February 22, 2022, were approved as submitted.

COMMUNICATIONS

Completed.

REPORTS OF JOINT TRUSTEES AND GOVERNORS' COMMITTEES

EDUCATIONAL PLANNING AND POLICY COMMITTEE

Mrs. Zimmermann reported to the Board that at the Educational Planning and Policy meeting held earlier that Dr. Wilkin provided a review of the College's Cybersecurity Club. She also reported that as of March 22, 2022, enrollment for Summer is -24.9%

Mrs. Zimmermann submitted the following Resolutions for approval:

Resolution E022-011 - Staff Personnel Actions

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

Staff Appointments:

Paola Lobo, Public Safety Officer, Finance and Operations, effective February 14, 2022, \$32,728 per annum.

Lemar Davis, Public Safety Officer, Finance and Operations, effective February 16, 2022, \$32,728 per annum.

Deanna Muniz, Title V Program Secretary, Academic Affairs, effective February 16, 2022, \$34,000 per annum.

Samantha Monge, Title V Student Services Specialist, Academic Affairs, effective February 22, 2022, \$53,000 per annum.

Shiv Sood, Public Safety Officer, Finance and Operations, effective February 28, 2022, \$32,728 per annum.

Staff Promotions/Reclassifications/Reinstatements:

Dr. Tinny Cheung, Assistant Dean of Student Success and Director of ACT, from Director of Student Success Initiatives, Student Development, effective February 22, 2022, \$100,000 per annum.

Duane Reid, Director of Student Success Initiatives, from Associate Director of ACT, Student Development, effective February 22, 2022, \$80,000 per annum.

Dr. Lavon Williams, Associate Director of Student Success Initiatives, from Coordinator, Student Success Initiatives, Student Development, effective February 22, 2022, \$70,000 per annum.

Sarah Cunha, Title V Project Director, Academic Affairs, from Student Services Generalist, One Stop, Student Development, effective March 1, 2022, \$65,420, per annum.

Morgan Thompson, Student Services Specialist from Student Services Generalist, Student Development, effective March 1, 2022, \$52,000 per annum.

Staff Employment Separations:

Ralph Puma, Public Safety Officer, Finance and Operations, effective February 2, 2022.

Grace Pardo, Executive Assistant, Finance and Operations, effective March 8, 2022.

Robert Gray, Mailroom Clerk, Finance and Operations, effective April 1, 2022.

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

Resolution E022-012 - Memorandum of Understanding

WHEREAS, a Memorandum of Understanding has been reached between Union County College, New Jersey and Felician University, New Jersey, to allow Union County College, New Jersey, to undertake a collaboration with Felician University, New Jersey, on a Department of Education, Hispanic-Serving Institutions – Science, Technology, Engineering, or Math (HSI STEM) grant program (Exhibit 1), and

WHEREAS, Felician University, New Jersey, will serve as the lead agency and Union County College, New Jersey will be a partner to work in cooperation by supporting the HSI STEM grant application writing process and post-award activities through a STEM-focused articulation agreement and professional development opportunities for STEM faculty (Exhibit 1), and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College, New Jersey, approves the Memorandum of Understanding between Union County College, New Jersey, and Felician University, New Jersey (Exhibit 1), and

BE IT FURTHER RESOLVED that College officials be authorized to approve the Memorandum of Understanding between Union County College, New Jersey, and Felician University, New Jersey.

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

Resolution E022-013 - New Program Option–Environmental Science-Sustainability Option offered through Biology, A.S.

WHEREAS, it has been determined there is a need for an Environmental Science-Sustainability Option offered through Biology, A.S. (CIP code 26.0101) at Union County College, New Jersey (Exhibit 2) and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College approves, upon recommendation of the faculty, Environmental Science-Sustainability Option offered through Biology, A.S. (CIP code 26.0101) at Union County College, New Jersey (Exhibit 2) and,

BE IT FURTHER RESOLVED that the A.S. degree in Environmental Science–Sustainability Option offered through Biology (CIP code 26.0101) at Union County College, New Jersey be submitted to the New Jersey Commission on Higher Education for approval.

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

Resolution E022-014 - Program Option Deregistration–Sustainability Option offered through Engineering, A.S.

WHEREAS, there has been a continuing lack of enrollment in the Sustainability Option offered through Engineering, A.S., (Exhibit 3) and,

WHEREAS, changes in work-based skills and knowledge have resulted in the reevaluation of curriculum in relation to industry needs (Exhibit 3) and,

NOW, THEREFORE, BE IT RESOLVED that the Sustainability Option offered through Engineering, A.S. (CIP code 140101) at Union County College, New Jersey be submitted to the New Jersey Commission on Higher Education for deregistration.

On motion duly made by Mrs. Zimmermann, seconded by Mr. Betancourt 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 February 4, 2022 to March 3, 2022, 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 and stated revenue is down approximately 2.9% due to enrollment decrease. He reported that the College has experienced an increase in State funding of \$1.5 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 \$4.7 million is anticipated for fiscal year ended June 30, 2022.

Mr. Bashe also reported that the County has approached the College about transferring into their self-insured health insurance program. He stated that we are currently in the State's plan and any changes must be for a comparable value, so it is currently being reviewed by finance staff.

Mr. Bashe presented the following Resolutions for approval:

Grant Resolutions

Resolution F022-042 - Fostering Inclusive Excellence for STEM Achievement (FIESTA) Grant

WHEREAS, Union County College, as a comprehensive community college, seeks to expand educational opportunities for Hispanic and low-income students in STEM majors and strengthen STEM pedagogy for increased student engagement and success, and

WHEREAS, on May 6, 2021, the College signed an MOU with Felician University to work in cooperation to support the grant writing process including the provision of required data to complete an application for the proposed project, Fostering Inclusive Excellence for STEM Achievement (FIESTA) a collaboration between Felician University and Union County College, and

WHEREAS, Felician University, a private, Hispanic Serving Institution (HSI) located in Lodi and Rutherford, New Jersey applied as the lead agency, with Union County College as a partner, to the U.S. Department of Education, Hispanic-Serving Institution-Science, Technology, Engineering, and Mathematics (HSI-STEM) and Articulation Grant Program, and

WHEREAS, this program will develop a model transfer and articulation agreement between a 2-year HSI and a 4-year HSI Institution to increase the number of Hispanic and other low-income students attaining degrees in the fields of STEM. It will include distinct summer bridge programs for both first-year university students and community college transfer students, enhanced academic support such as peer tutoring, peer-led team learning, peer mentoring, integrative academic advising, participation in faculty mentored research experiences, career readiness programming, and expanded mental health services, and

WHEREAS, through this partnership, the College will, (1) map the curriculum to Felician University, (2) support student academic success and transfer with tutoring, research experience, and mentoring, (3) promote faculty professional development, and (4) increase student awareness of opportunities to transfer to Felician University, and

WHEREAS, Union County College received notification that \$234,005 has been awarded to the College from the U.S. Department of Education, as a sub-recipient through Felician University, for the period October 1, 2021 through September 30, 2026;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College accepts \$234,005 from The U.S. Department of Education for funding from the Fostering Inclusive Excellence for STEM Achievement (FIESTA) Grant, through Felician University for the period October 1, 2021 through September 30, 2026.

Resolution F022-043 - New Jersey Space Grant Consortium Training Grant

WHEREAS, Union County College, as a comprehensive community college, seeks to enhance undergraduate STEM education for its students by providing unique opportunities for them to engage in under-graduate research, new technology platforms, and inquiry-based experiences, and

WHEREAS, the College applied for a subaward from Rutgers, The State University of New Jersey, through the New Jersey Space Grant Consortium to participate in the NASA Community College Aerospace Scholarship (NCAS) program which will be ongoing and a pilot-study on campus in an authentic aerospace experience that can prepare students to work in a NASA-related field and promote continued interest in STEM and NASA-related careers, and

WHEREAS, Rutgers, The State University of New Jersey, was awarded the New Jersey Space Grant Consortium Training Grant and is considered the lead agency for purposes of this initiative in a consortium with affiliates consisting of two- and four-year colleges and non-profit institutions with a mission to develop programs that further space science, aerospace, and STEM education as well as fostering research and development in New Jersey, and

WHEREAS, Union County College has received notification that a subaward in the amount of \$12,500 has been approved by Rutgers, The State University of New Jersey, and added to the College's existing subaward of \$25,000 for the New Jersey Space Grant Consortium Training Grant for a total award of \$37,500 for the period October 1, 2020 to March 24, 2023;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College accepts \$12,500 from Rutgers, The State University of New Jersey, for the fiscal period October 1, 2020 to March 24, 2023, for a subaward for the New Jersey Space Grant Consortium Training Grant.

Resolution F022-044 - Northern New Jersey Bridges to the Baccalaureate Degree Grant

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

WHEREAS, Passaic County Community College (PCCC) applied as the lead agency to the National Science Foundation (NSF) for funding under the Northern New Jersey Bridges to the Baccalaureate Degree (NNJ-B2B) Program under the Louis Stroke Alliance for Minority Participation Program (LSAMP) grant, and

WHEREAS, the proposed project is a collaboration among four community colleges, including Passaic County Community College, Hudson County Community College, County College of Morris, and Union County College, and

WHEREAS, to ensure that students from underrepresented populations transition to STEM degree programs, the partner colleges, known as NNJ-B2B colleges, will provide their students undergraduate research and peer mentoring, collaborate on new and innovative recruitment and retention strategies, and transform the STEM learning environment while building supportive networks for these students, and

WHEREAS, the partner colleges will form a synergistic partnership with the Garden State LSAMP, a highly successful NSF-funded project headed by Rutgers University-Newark and including eight largely public four-year colleges and universities in the region, and

WHEREAS, Union County College has received notification that \$75,000 has been awarded to Union County College as a sub-recipient through Passaic County Community College, for the period September 1, 2021 through August 31, 2022, as a No-Cost-Extension year and final year of the grant;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College accepts \$75,000 from the National Science Foundation for funding under the Northern New Jersey Bridges to the Baccalaureate Degree Grant, through Passaic County Community College for the fiscal period September 1, 2021 through August 31, 2022.

Resolution F022-045 - Amendment to Carl D. Perkins Career and Technical Education Improvement Grant Spending Plan

WHEREAS, Union County College, as a comprehensive community college, seeks to provide career occupational training programs to prepare Union County College students and other Union County residents for employment, 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 post-secondary education, and

WHEREAS, on September 27, 2021, the College submitted the final phase of its Spending Plan to the State of New Jersey Department of Education for Perkins grant funding for the fiscal year end June 30, 2022, and

WHEREAS, on October 26, 2021, the State of New Jersey Department of Education notified Union County College that its Perkins application was “approved” for the amount of \$474,254 and, as a consequence, obligations against these funds were permissible effective that date, and on November 9, 2021, the Board of Trustees accepted this funding, 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 Union County College hereby approves the amendment to the Spending Plan of the Carl D. Perkins Career and Technical Education Improvement Grant as detailed in Exhibit A of this Resolution.

On motion duly made by Mr. Bashe, seconded by Mr. Betancourt and unanimously carried, the Board approved Resolutions F022-042 through F022-045 for adoption.

Contract Exempt from Competitive Bidding

Resolution F022-046 - Community College Opportunity Grant Advertising Services - NJ Transit Bus Advertisement

WHEREAS, the College, through the Community College Opportunity Grant, has a directive to promote tuition-free community college to the public, 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 for advertising for bids for personnel recruitment and advertising, including without limitation, advertising seeking student enrollment, and

WHEREAS, the College was notified that it was awarded \$404,628 under the State of New Jersey Office of Secretary of Higher Education Community College Opportunity Grant, for the period of July 1, 2021 through June 30, 2022, and

WHEREAS, Intersection Media, LLC, New York, NY had submitted a proposal for professional consulting services at a total cost not to exceed \$11,414 for Fiscal Year 2021-2022, which was under the threshold of \$17,500 and did not require Board of Trustee approval, and

WHEREAS, Intersection Media, LLC, New York, NY has submitted a proposal for \$24,098 to provide NJ transit bus advertisement for fall registration from May 2, 2022 through June 26, 2022, to promote the Community College Opportunity Grant, 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, Intersection Media, LLC, New York, NY 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 prior 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 Intersection Media, LLC, New York, NY to provide NJ transit bus advertisement for fall registration from May 2, 2022 through June 26, 2022 to promote the Community College Opportunity Grant at a cost not to exceed \$24,098 for a total award not to exceed \$35,512 for Fiscal Year 2021-2022.

On motion duly made by Mr. Bashe, seconded by Mr. Betancourt 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.

Mr. Katz reported that the College will explore the possibility of a baseball field on our Cranford campus by commissioning a survey. He stated that the current site, County-owned Shane Walsh Field, is not safe to use, and the teams are traveling for all games.

Kellogg Recovery Status:

Mr. Katz reported to the Board an update of the recovery of the Kellogg Building as a result of Hurricane Ida:

- Slab demo has been completed. The structural Engineer will confirm subsurface conditions before slab replacement.
- Four passenger elevators are now functional.
- Repairs on the freight elevator pending.
- Authorization has been given for a replacement switch gear.
- Expectation is to replace the generator with and alternate placement.
- Sprinkler work has been completed, pending testing.
- The team is currently troubleshooting the alarms.

Cell Tower Update:

Mr. Katz stated that there was no update to report.

Mr. Katz submitted the following Resolution for approval:

Resolution B022-003 - Amendment of Union County Vocational Technical School Lease in Scotch Plains

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-12(l), states that the Board of Trustees is authorized to lease, use, and operate property, whether real, personal, or mixed, or any interest therein, which is necessary or desirable for college purposes, and

WHEREAS, on February 23, 2021, the Board of Trustees of Union County College authorized a lease agreement between Union County Vocational Technical School (UCVTS) and Union County College for approximately 23,000 square feet (the entire second floor) of the University Center Building in Scotch Plains during school hours for UCVTS to operate a supply chain management program, the construction and renovation of which will be funded by the Securing our Children's Future Bond Act Grant that UCVTS has received, and

WHEREAS, the original lease ran from September 1, 2022 through August 31, 2044, during secondary school hours only, with the College retaining possession of the premises for evening classes, at an initial rent annual rent of \$72,000 for years 1-3, with escalations of rent every successive three years as follows: rent of \$73,440 for years 4-6, rent of \$74,916 for years 7-9, rent of \$76,416 for years 10-12, rent of \$77,952 for years 13-15, rent of \$79,511 for years 16-18, rent of \$81,108 for years 19-21, and a rent of \$83,541 for year 22, and

WHEREAS, Union County Vocational Technical School (UCTVS) has requested that the lease and rental payments date commence on May 1, 2022, instead of September 1, 2022, with all other terms of the lease remaining in full force and effect, and the College has no objections to the amended start date, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College hereby authorizes execution of an Amendment to the Lease to reflect a commencement date to May 1, 2022.

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

OPEN MEETING TO THE PUBLIC

No one addressed the Board.

UNFINISHED BUSINESS

On motion duly made by Mr. Figueredo, seconded by Mrs. Zimmermann 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 PT022-002 - Resolution Authorizing a Closed Session of the Board of Trustees of Union County College

WHEREAS, the Board of Trustees of Union County College 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 Board of Trustees of Union County College, pursuant to the Open Public Meetings Act that:

1. The Board of Trustees of Union County College shall hold a closed meeting on March 22, 2022 from which the public shall be excluded.
2. The Executive Session will convene at approximately 6:45 p.m. and is expected to last until approximately 7:05 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 involve employee compensation.
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. Figueredo and unanimously carried, the Board approved the Resolution for adoption at 6:45 p.m. The meeting went into Executive Session. The meeting resumed in public session and adopted the following Resolution:

Following Executive Session, the meeting resumed in public and adopted the following Resolution:

Resolution BT022-001 - Authorization for Retention Stipends

WHEREAS, the College values its employees and the extraordinary work that has been done during the novel COVID-19 pandemic on behalf of students. The current environment is one of uncertainty. Employees are exiting the workforce at record numbers and the College is looking to retain the current talented workforce, in support of the mission of the College, and

WHEREAS, the retention stipend is for full-time bargaining unit members with annual salaries of \$85,000 and under AND all non-aligned full-time employees. The stipend calculation compares a flat dollar amount versus a percentage of annual salary, and further selects the greater of the two.

WHEREAS, the criteria for participation is follows: Eligible employees must be hired on or before July 1, 2021. Eligible employees need to be active on the payroll at the time of processing. Any employees with future termination dates are not eligible. The retention stipend may not exceed \$5,000.00.

WHEREAS, the Vice President of Finance and Operations certifies that sufficient funds are available from the Emergency Employee Relief Fund, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College authorize Retention Stipends, as described above, for an amount not to exceed \$386,000 to be paid in FY 2022.

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

ADJOURNMENT

With no further business on the agenda, a motion for adjournment was made at 7:07 p.m.