

UNION COUNTY COLLEGE
Cranford, New Jersey

BOARD OF TRUSTEES
Minutes of Meeting
April 19, 2022

CALL TO ORDER

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

TRUSTEES

Mr. Richel; Rafael J. Betancourt, Esq.; George A. Castro, II; Miguel A. Figueredo; Anjali Mehrotra; Miguel A. Merino; Dr. Kamran Tasharofi; Noura Elgazar; Dr. Margaret M. McMenamin, President.

GOVERNORS

Tamecka Dixon; Ryan J. Greco; Stephen F. Hehl, Esq.; Jeffrey H. Katz, Esq.; Francis Raudelunas.

ALSO PRESENT

Denise Collins; Michael M. Horn, Esq., McCarter English; 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

Dr. Segal read the following statement: Pursuant to New Jersey Statutes Annotated 10:4-6, a revised notice of this regular meeting of the Board of Trustees of Union County College was transmitted to the Star Ledger, Newark and Courier News, Somerville, which specified time and place of this meeting as Tuesday, April 19, 2022 at 6:00 p.m. in the Executive Education Center, Cranford Campus. In addition, adequate notice was also posted at the Union County Courthouse, Elizabeth, N.J., and the Union County College campuses in Cranford, Elizabeth and Plainfield and on the Union County College website at www.ucc.edu. Please note that the electronic notice on the website was updated on April 14, 2022 to confirm that this would be an in-person meeting with no virtual option.

MINUTES

On motion duly made by Mr. Castro and seconded by Mr. Figueredo, the Minutes of the Meeting of the Board of Trustees of March 22, 2022, were approved as submitted.

COMMUNICATIONS

Dr. Segal stated there were no communications received.

INSIDE THE COLLEGE

Dr. Takeem L. Dean, Dean of Students presented on the various support services available through his Office's Social Work Services that are available to students on all campuses.

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:

- On March 26, Union County College students, staff and faculty marched in the Union County St. Patrick's Day Parade.
- On March 24, Union County College and the Union County Board of County Commissioners held their Board of School Estimate hearing which allocates funding by the County for the College's operating and capital expenses for 2022-2023.
- On March 21, the College hosted the meeting of the New Jersey Council of County Colleges (NJCCC). In attendance were 40 community college presidents, trustees and NJCCC staff, headed by newly elected Chair, Union's Board of Governors Chair and Trustee, Mary M. Zimmermann.
- Union's History Academic Specialist, Joseph Margiotta, held the Women in Hindu Art, Buddhist Art, and Iconography Museum Day on March 24.
- On March 11, students in the Model UN Club took a trip to the Princeton Cemetery and learned about various historical and political figures that are buried there.
- Marlene Sousa, Union's Assistant Vice President of Finance, has been named a 2022 NJBIZ Leader in Finance.
- On March 25, the College hosted its first annual Women's Leadership Conference at the Scotch Plains Campus.
- On March 19, Union County College played its first softball game in ten years.

Dr. McMenemy stated that the College is in the waning days of the spring semester and the days and evenings are filled with induction and awards ceremonies. She stated all are focused on getting through the semester safely and successfully, and our dedicated staff and faculty are committed to our mission. Dr. McMenemy stated that our Aspen nomination has dramatically because it offers best practices in all areas of operations, and we are trying to adopt some of those best practices to improve our outcomes. Dr. McMenemy concluded by stating that none of this cannot be done without the support of our boards.

REPORTS OF JOINT TRUSTEES AND GOVERNORS' COMMITTEES

EDUCATIONAL PLANNING AND POLICY COMMITTEE

Mr. Betancourt reported to the Board that at the Educational Planning and Policy meeting held earlier that Dr. Lown provided a review of the College's Undergraduate Research Journal which offers students the opportunity to engage in the research process and to develop their findings for publication. He also stated that Dr. Ziner provided the Annual Planning Matrix for 2023-2024 which is comprised of the College's five Master Plans. Mr. Betancourt reported that as of April 12, 2022, enrollment for Summer I is -10.3%, Summer II is -13.1%, and Fall is -1.2%.

Mr. Betancourt submitted the following Resolutions for approval:

Resolution E022-015 - Staff Personnel Actions

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

Staff Appointments:

Tawn D. Walker-Cohen, Coordinator of High School Initiatives, Student Development, effective March 14, 2022, \$53,000 per annum.

Waleed Refaat, Custodian, Finance and Operations, effective April 11, 2022, \$27,934 per annum.

Robert Conklin, Academic Specialist and Program Director of Paramedic Program, Academic Affairs, effective April 18, 2022, \$90,000 per annum.

Staff Promotions/Reclassifications/Reinstatements:

Sonia Bebenova, Educational Support Coordinator from Tutoring Center Services Coordinator, Academic Affairs, effective April 1, 2022, \$53,900 per annum.

Lester Bosea, Associate Registrar from Assistant Registrar, Student Development, effective April 16, 2022, \$70,000 per annum.

Staff Employment Separations:

Remond Carter, Student Services Generalist, Student Development, effective March 18, 2022.

Gary Bontempo, Lead Copy Operator, Administrative Services, effective March 29, 2022.

Daisy Espana, Clerk, CEWD, Administrative Services, effective March 31, 2022.

Dr. Malika Tukibayeva, Institutional Research Analyst, Administrative Services, effective April 13, 2022.

Amanda Jones, Executive Assistant, Academic Affairs, effective April 22, 2022.

Yessika Morales-Diaz, Facilities Operations Coordinator, Finance and Operations, effective April 22, 2022.

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

Resolution E022-016 - Emergency Operations Plan

WHEREAS, N.J.S.A. 18A:3B-69, Emergency operations plan for institutions of higher education, requires among others that the governing board of each institution of higher education to develop and coordinate an emergency operations plan to ensure the continuity of essential institution functions under all circumstances, and

WHEREAS, the College has developed the Emergency Operations Plan (EOP), revised March 1, 2022, which is attached to and made part of this Resolution, and

WHEREAS, such plan comports with the requirements of the afore cited law in that it identifies a baseline of preparedness for all potential emergencies, including pandemics, to establish a viable capability to perform essential functions during any emergency that disrupts normal operations; and establishes procedures under which coordination with State and local authorities including, but not limited to, the State Office of Emergency Management, local law enforcement officers, county and local health officers, county offices of emergency management, and other emergency responders is to be carried out; and includes, among others, identification of essential functions, programs, and personnel; procedures to implement the plan; delegation of authority and lines of succession; identification of alternative facilities and related infrastructure, including those for communications; identification and protection of vital records and databases; and schedules and procedures for periodic tests, training, and exercises, and

WHEREAS, the plan is consistent with the local emergency operations plan of Union County and the Township of Cranford, NJ;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College adopts the Emergency Operations Plan attached to and made part of this Resolution and directs that this Plan together with this Resolution be submitted to the Secretary of Higher Education, the State Office of Emergency Management, the Department of Health, and the Office of Homeland Security and Preparedness forthwith, and

BE IT FURTHER RESOLVED that the Board of Trustees of Union County College directs the College administration to review, update, and resubmit the plan to this Board every five years and if an emergency incident occurs at Union County College during the five-year period, the College review the Plan immediately.

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 N.J.S.A. 18A:3B-71 requiring reporting of campus crimes and fire incidents for the period from March 3, 2022 to April 1, 2022, Public Safety advised that there were no incidents to report.

BUDGET AND FINANCE COMMITTEE

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

Financial Report:

Mr. Betancourt reviewed the Financial Report and stated revenue is down approximately 3.2% 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. Betancourt 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. Betancourt reviewed the Current Estimate Report and stated that at this time, a transfer to Unrestricted Net Position of \$4.6 million is anticipated for fiscal year ended June 30, 2022.

Mr. Betancourt presented the following Resolutions for approval:

Grant Resolutions

Resolution F022-047 - County of Union Workforce Innovation and Opportunity Act Funding

WHEREAS, Union County College, as a comprehensive community college, seeks to provide career occupational training programs designed to assist adult and dislocated worker employment and training activities for eligible residents of the County of Union (the County) and support the development of a strong globally competitive labor force, targeting the key growth sectors within New Jersey, and

WHEREAS, the College applied to the County for Workforce Innovation and Opportunity Act (WIOA) funding to coordinate the Workforce Innovation Business Center (WIBC) to operate as an American Job Center Affiliate (AJCA) Career Service Center to provide job search, training and job development services to eligible residents of the County to meet the needs of business by supporting local businesses and organizations in their recruitment of employees according to grant requirements, and

WHEREAS, local employers will be able to leverage the resources of the College's academic and workforce initiatives which will be carried out through the College's Center for Economic and Workforce Development (CEWD), the Industry Business Institute (IBI), the Department of Continuing Education, and the College's associate degree-granting credit divisions, and

WHEREAS, an agreement was proposed by the County whereby the College would take the lead on providing training that will support employers in health care, life sciences, financial services, advanced manufacturing, transportation, logistics and distribution, technology, entrepreneurship, retail, hospitality and tourism. The

College has been selected by the County as the grant recipient and administrative entity for Workforce Innovation and Opportunity Act (WIOA) funding, and

WHEREAS, the County approved, and the College received notification on March 24, 2022 of funding in the amount of \$650,000 for the period January 1, 2022 to December 31, 2022, which is allocated as follows: \$150,000, WIOA Dislocated Worker, account G-02-20-365-372-439, \$150,000, WIOA Dislocated Worker, account GS-02-21-365-372-439, and \$350,000, WIOA Adult, account G-02-20-365-366-439;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College accepts \$650,000 in Workforce Innovation and Opportunity Act (WIOA) funding from the County of Union under the Workforce Innovation and Opportunity Act (WIOA) for the fiscal period January 1, 2022 to December 31, 2022.

Resolution F022-048 - Displaced Homemaker Program

WHEREAS, Union County College, as a comprehensive community college, seeks to provide career occupational training programs designed to assist displaced homemakers in Union County, and

WHEREAS, the College received notification on March 09, 2022 that the contract with the State of New Jersey Department of Children and Families for funding for the Displaced Homemaker Program has been renewed for the period July 1, 2022 through June 30, 2023, and

WHEREAS, the College will continue to provide job counseling and other supportive services for women of Union County through the Displaced Homemaker Program which provides expanded services with a priority to educational training to displaced homemakers who have been dependent on the income of another household member, which has been lost due to such hardships as death or disablement of a spouse, separation or divorce, and

WHEREAS, Union County College is expected to service 90 clients during the duration of this program by assisting qualified individuals to successfully complete a short-term program that will lead to future employment, and

WHEREAS, Union County College will provide the required documentation to the State of New Jersey, Department of Children and Families by the due date of May 5, 2022 for the renewal of the Displaced Homemaker Program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union County College accepts \$169,999 from the State of New Jersey Department of Children and Families for the renewal of the Displaced Homemaker Program for the Fiscal Year 2022-2023.

On motion duly made by Mr. Castro, seconded by Ms. Mehrotra and unanimously carried, the Board approved Resolutions F022-047 and F022-048 for adoption.

Contract Exempt from Competitive Bidding

Resolution F022-049 - Additional Fire Systems Maintenance and Remediation

WHEREAS, the College requires inspection, maintenance and remediation of College-wide fire systems to provide campus safety, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.9.a. provides an exception to the requirement of advertising for bids when there is a State Contract for the product or service, and

WHEREAS, on May 25, 2021, the Board of Trustees awarded a contract to Johnson Controls US Holdings LLC dba Johnson Controls Fire Protection LP, Milwaukee, WI to provide fire systems maintenance and remediation for a total cost not to exceed \$67,156 for Fiscal Year 2021-2022, and

WHEREAS, on January 25, 2022, the Board of Trustees awarded a contract to Johnson Controls US Holdings LLC dba Johnson Controls Fire Protection LP, Milwaukee, WI to provide the required five (5) year cycle fire sprinkler inspection, maintenance, and remediation, for all campuses in an amount not to exceed \$35,000 for Fiscal Year 2021-2022, and

WHEREAS, Johnson Controls US Holdings LLC dba Johnson Controls Fire Protection LP, Milwaukee, WI a New Jersey State Contract vendor, has submitted an additional proposal utilizing State contract #83717 to provide additional maintenance and remediation of fire systems for all campuses in an amount not to exceed \$15,000 from July 1, 2021 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 values of all contracts to a single vendor exceed \$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, New Jersey State Contract vendors are subject to the New Jersey Local Unit Pay-to-Play Law, N.J.S.A 19:44A-20.4 and are required to maintain Business Entity Disclosure and Political Contribution Disclosure Certifications with the State of New Jersey, 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 Johnson Controls US Holdings LLC dba Johnson Controls Fire Protection LP, Milwaukee, WI to provide additional maintenance and remediation of fire systems for all campuses at a cost not to exceed \$15,000 for a total award not to exceed \$117,156 for Fiscal Year 2021-2022.

Resolution F022-050 - Emergent Elevator Repair – Lessner Building-Elizabeth Campus

WHEREAS, there is an emergent need to repair the elevator in the Lessner Building-Elizabeth Campus, in support of the mission of the College, and

WHEREAS, County College Contracts Law, N.J.S.A. 18A:64A-25.6. provides that any purchase, contract, or agreement may be made, negotiated, or awarded without public advertising when an emergency affecting the health, safety, or welfare of occupants of college property requires the immediate performance of work, and

WHEREAS, on December 1, 2020, the Board of Trustees awarded a three (3) year contract to Kone, Inc, Moline, IL under OMNIA Partners contract # 2019001564 for maintenance and repair services for all campuses from the January 1, 2021-December 31, 2023, with a one (1) year renewal option, at a total cost of \$173,160, and

WHEREAS, Kone, Inc, Moline, IL has provided a proposal for emergent repair service at a cost not to exceed \$20,445 for the Lessner Building-Elizabeth Campus, 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, Kone, Inc, Moline, IL 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 Union County College ratify an award a contract to Kone, Inc, Moline, IL for emergent elevator repair at the Lessner Building-Elizabeth Campus at a cost of \$20,445 for a total award not to exceed \$78,165 for Fiscal Year 2021-2022.

Resolution F022-051 - Outdoor Directory Signage and Installation-Cranford Campus

WHEREAS, there is a need to upgrade the outdoor directory signage on the Cranford Campus, 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 awarding of contracts for textbooks, copyright materials, pictorials, graphic works, maps, microfilms, globes, charts, films, films strips slides, without public competitive bids, and

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

WHEREAS, Springfield ABC, LLC DbA Print Tech, Springfield, NJ had submitted proposals for services at a total cost not to exceed \$13,270 for Fiscal Year 2021-2022, which was under the threshold of \$17,500 and did not require Board of Trustee approval, and

WHEREAS, Springfield ABC, LLC DbA Print Tech, Springfield, NJ has submitted a proposal to provide four (4) outdoor directory signage and installations on the Cranford Campus at a cost not to exceed \$6,320, 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, the award of the contract to Springfield ABC, LLC DbA Print Tech, Springfield, NJ 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 prior 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 Springfield ABC, LLC DbA Print Tech, Springfield, NJ to provide four (4) outdoor directory signage and installations on the Cranford Campus in an amount not to exceed \$6,320 for a total award not to exceed \$19,590 for Fiscal Year 2021-2022.

BE IT FURTHER RESOLVED that the Board of Trustees of Union County College award a contract to Springfield ABC, LLC Dba Print Tech, Springfield, NJ subject to the College's receipt of properly executed Pay-to-Play documentation certifying that they have 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 F022-052 - Additional Digital Subscription Services

WHEREAS, the College has a need for additional digital course subscription services to offer greater affordability of learning materials to enhance student and outcomes 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, on February 23, 2021, the Board of Trustees awarded a two-year contract to Cengage Learning, Inc., Boston, MA for digital learning materials at an annual cost of \$780,000, which provides 6,000 subscriptions at a cost of \$130 per student, for a total amount not to exceed \$1,560,000 for the period of March 1, 2021 through February 28, 2023, and

WHEREAS, an additional 1,940 students were provided access to Cengage Unlimited subscriptions through the Follett bookstore at a cost of \$130 per student for a total added cost of \$252,200 for the period of March 1, 2021 through February 28, 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 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., Boston, MA 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 before their contract award, and the contract will prohibit Cengage Learning, Inc., Boston, MA from making any reportable contributions through the term of their contracts, and

WHEREAS, 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 for additional digital subscription services to Cengage Learning, Inc., Boston, MA for a total cost not to exceed \$252,200 for the twelve months ended February 28, 2022, for a total award for Fiscal Year 2021-2022 of \$1,032,200.

Resolution F022-053 - Additional Natural Gas Delivery – Cranford and Elizabeth Campuses

WHEREAS, natural gas supply and delivery service is necessary for heating all campuses of the College, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(8) provides for exception to the requirement for advertising for bids for the supplying of any product or rendering of any service by the public utility subject to the jurisdiction of the Board of Public Utilities (BPU), and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.10. provides authority for joint purchasing by county colleges, municipalities, or counties or with other units of government pursuant to “Local Public Contracts Law,” P.L.1971, c.198 (C.40A:11-1 et seq.), and

WHEREAS, Noresco Sustainability Services, Edison, NJ issued a bid for natural gas supply and delivery service on behalf of the New Jersey Council of County Colleges Joint Purchasing Consortium (NJCCC JPC) for the twenty-four (24) month period of November 1, 2020, through October 31, 2022, and

WHEREAS, on December 1, 2020, the Board of Trustees awarded a twenty-four (24) month estimated contract total of \$280,800 to Pivotal Utility Holdings, Inc. dba Elizabethtown Gas Company, Atlanta, GA for natural gas delivery to the Cranford and Elizabeth Campuses, and

WHEREAS, the projected estimates for delivery usage services for the Cranford and Elizabeth Campuses were below the actual usage, and an additional \$52,000 is needed to satisfy amounts due through June 30, 2022. The invoices from the vendor are sent 45 days after the actual usage, which attributes to the delayed payment request, and

WHEREAS, 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 and the transmission of natural gas by vendors that are regulated by the Board of Public Utilities are exemptions to the Pay-to-Play law, 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 Pivotal Utility Holdings, Inc. dba Elizabethtown Gas Company, Atlanta, GA for natural gas delivery at a cost of \$52,000 for a total cost not to exceed \$332,800 for Fiscal Year 2021-2022.

Resolution F022-054 - 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, a Marketing Firm Selection Committee, consisting of the President and nine (9) College staff members from Admissions, Administrative Services, Student Development, Academic Affairs, IT, Web Design, the Foundation, College Relations and Finance & Operations, invited seven (7) marketing firms with a variety of private, public education sector experience to make presentations. After careful consideration and deliberations, the Committee selected two (2) firms, SG&W Integrated Marketing Communications Inc., Montville, NJ, and Stamats Communications Inc, Cedar Rapids, IA to collaborate with the College in reaching enrollment, advertising, and branding goals, and

WHEREAS, Stamats Communications Inc, Cedar Rapids, IA and SG&W Integrated Marketing Communication Inc., Montville, NJ both submitted proposals based on a complete marketing survey analysis of 2021 media service activities (e.g., campaign metrics, performance, recent recruitment funnel, enrollment and student data etc.) and for the implementation of an integrated marketing approach with a multi-faceted marketing strategy for all forms of media targeting both traditional students and non-traditional students respectively, and

WHEREAS, Stamats Communications Inc, Cedar Rapids, IA had submitted a proposal for professional consulting services at a total cost not to exceed \$9,500 for Fiscal Year 2021-2022, which was under the threshold of \$17,500 and did not require Board of Trustee approval, and

WHEREAS, Stamats Communications Inc, Cedar Rapids, IA has submitted a proposal at a cost not to exceed \$289,000 for a complete marketing survey analysis of media service activities (e.g., campaign metrics, performance, recent recruitment funnel, enrollment, and student data etc.) for a twelve (12) month term for the period May 1, 2022 to April 30, 2023, and

WHEREAS, SG&W Integrated Marketing Communications Inc., Montville, NJ has submitted a proposal at a cost not to exceed \$100,000 to implement an integrated 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, 2022, through April 30, 2023, and

WHEREAS, the cost for integrated marketing services program for the last twelve (12) months was projected to be \$200,000, 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, Stamats Communications Inc, Cedar Rapids, IA and SG&W Integrated Marketing Communications, Montville, NJ and have 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 Union County College award a contract to Stamats Communications Inc, Cedar Rapids, IA to provide a complete marketing services analysis at a cost not to exceed \$289,000 for the period of May 1, 2022 through April 30, 2023, and

BE IT FURTHER RESOLVED that the Board of Trustees of Union County College award a contract to SG&W Integrated Marketing Communications, Montville, NJ, to a produce print marketing materials and creative production to promote the overall Union County College brand at a cost not to exceed \$100,000 for the period of May 1, 2022, through April 30, 2023.

On motion duly made by Mr. Castro, seconded by Ms. Mehrotra and unanimously carried, the Board approved Resolutions F022-049 through F022-054 for adoption.

Resolution F022-055 - Skillsmatch and Skillabi Learning Outcome Licenses and Consulting

WHEREAS, shifts in the greater economy and career landscape due to the pandemic necessitate tools which will align our learning outcomes to workplace skills which will allow improvement both in our employment readiness and curriculum offerings, 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, 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, Economic Modeling, LLC, Moscow, ID had submitted a proposal for professional consulting services at a total cost not to exceed \$5,500 for Fiscal Year 2021-2022, which was under the threshold of \$17,500 and did not require Board of Trustee approval, and

WHEREAS, Economic Modeling, LLC, Moscow, ID has submitted a proposal not to exceed \$27,000 to provide Skillsmatch and Skillabi licenses and consulting, which provides an interactive web-based tool along with a consulting team to review course offerings and program learning outcomes and to align those to work based skills as required by employers as found in local job market ads to enhance both employment readiness and curriculum offerings, for the period of May 1, 2022 through April 30, 2023, 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 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, the award of the contract to Economic Modeling, LLC, Moscow, ID 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 prior 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 Economic Modeling, LLC, Moscow, ID to provide Skillsmatch and Skillabi learning outcome licenses and consulting in an amount not to exceed \$27,000 for a total award not to exceed \$32,500 for Fiscal Year 2021-2022.

BE IT FURTHER RESOLVED that the Board of Trustees of Union County College award a contract to Economic Modeling, LLC, Moscow, ID subject to the College's receipt of properly executed Pay-to-Play documentation certifying that they have 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 F022-056 - Removal and Rerouting of Fiber Network Cabling- Rahway Building and Dark Fiber Equipment Support Services

WHEREAS, fiber network cabling must be removed and rerouted to the street from the Rahway Building due to the cessation of the lease and the continued need for dark fiber equipment and support services, 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-25.28 (d) 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 not more than five (5) years, and

WHEREAS, Cross River Fiber LLC, Morristown, NJ submitted a proposal to remove and reroute the fiber network cabling from the Rahway Campus Building at a cost not to exceed \$15,000, and

WHEREAS, Cross River Fiber LLC, Morristown, NJ provides dark fiber lease and maintenance across all campuses at a cost of \$78,000 for Fiscal Year 2021-2022, and

WHEREAS, Cross River Fiber LLC, Morristown, NJ, has submitted an additional proposal to provide, recurring monthly charges related to ongoing dark fiber equipment and support services at \$3,250/month for 60 months, from Fiscal Years 2022-2027, at a cost per year at \$39,000 for a total cost not to exceed \$195,000, 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, Cross River Fiber LLC, Morristown, NJ has completed and submitted Business Entity Disclosures and Political Contribution Disclosure Certifications, certifying that Cross River Fiber LLC, Morristown, NJ has not made any reportable contributions to a political or candidate committee in the one year before their contract awards, and the contracts will prohibit the listed vendors from making any reportable contributions through the term of the contract, and

WHEREAS, the 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 Cross River Fiber LLC, Morristown, NJ for the removal and rerouting of fiber network cabling at the Rahway Building at a cost not to exceed \$15,000, for a total award not to exceed \$93,000 for Fiscal Year 2021-2022.

BE IT FURTHER RESOLVED that the Board of Trustees of Union County College award and additional contract to Cross River Fiber LLC, Morristown, NJ for dark fiber equipment support services at a cost per year of \$39,000 for a total award to exceed \$195,000 for Fiscal Years 2022-2027.

Resolution F022-057 - Router Replacements-Kellogg and Hardware, Software Licenses and HP Color Printer

WHEREAS, there is a need for the replacement of routers for the Kellogg Building due to Hurricane Ida, along with the need for hardware, software licenses and HP color printer for the Cranford Campus Innovation Center 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.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, on November 9, 2021, the Board of Trustees awarded a contract to SHI International Corp, Somerset, NJ an authorized NJ State Contract Vendor for server upgrades for the Elizabeth Campus and for vaccine tracking software at a cost not to exceed \$34,738, and

WHEREAS, on December 7, 2021, the Board of Trustees awarded a contract to SHI International Corp, Somerset, NJ an authorized NJ State contract vendor for Rubrik network data management services system at a cost not to exceed \$15,000, and

WHEREAS, SHI International Corp, Somerset, NJ an authorized NJ State Contract Vendor has submitted a proposal under NJ Edge Net Inc, Newark, NJ contract #269EMCPS-21-001-EM-SHI for router replacements for the Kellogg Building on the Elizabeth Campus for \$18,418, and

WHEREAS, the cost of \$18,418 for the router replacement has been identified as a cost that is reimbursable under our insurance claim due to the damage attributable to Hurricane Ida on the Kellogg Building, and

WHEREAS, on November 9, 2021, the Board of Trustees accepted a grant from the U.S. Department of Education-Title V Individual Development for \$2,949,492 for the period of October 1, 2021 to September 26, 2026, and

WHEREAS, SHI International Corp., has submitted a proposal under NJ Edge.Net. Inc. contract #269EMCPS-21-001-EM-SHI for hardware, software licenses and HP color printer for the Cranford Campus Innovation Center funded by the Title V Grant at a cost not to exceed \$49,062 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 Edge Net Inc, Newark, NJ utilized competitive bidding for the awards of their contracts to SHI International Corp, Somerset, NJ, and the New Jersey Local Unit Pay-to-Play law, N.J.S.A. 19:44-A20.4 et. seq., provides that contracts arrived at through an open and fair process are exempt from 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 SHI International Corp, Somerset, NJ for router replacements for the Kellogg Building-Elizabeth Campus at a cost not to exceed \$18,418.

BE IT FURTHER RESOLVED that the Board of Trustees of Union County College award a contract for \$49,062 for hardware, software licenses and HP color printer in service of the Title V Individual Development Grant, for a total award of \$748,102 for Fiscal Year 2021-2022.

On motion duly made by Mr. Castro, seconded by Mr. Figueredo and unanimously carried, the Board approved Resolutions F022-055 through F022-057 for adoption.

Resolution F022-058 - 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 \$2,375.50, and

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. Castro, seconded by Mr. Figueredo and unanimously carried, the Board approved the Resolution for adoption.

Dr. Wilkin reported the College is continuing to review the self-insured health insurance program to ensure that this program is in our best economic interest.

BUILDINGS AND GROUNDS

Mr. Katz reported that there were three changes to the Project Prioritization List.

Kellogg Recovery Status:

Dr. Wilkin reported to the Committee an update of the recovery of the Kellogg Building as a result of Hurricane Ida.

- New Switch Gear on order
- Kitchen/Dining area flooring removed and to be replaced
- Removal of emergency generator and UPS underway
- Lecture hall - all seats, tables and carpet have been removed
- Reviewing proposal for replacement and upgrade of water pump system
- York air handler in punch list complete
- Roof furnace and boilers in punch list phase

Cell Tower Update:

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

OPEN MEETING TO THE PUBLIC

No one addressed the Board.

UNFINISHED BUSINESS

There was no unfinished business to report.

NEW BUSINESS

The next meeting will be a joint meeting scheduled for Tuesday, May 24, 2022.

Mr. Richel stated that Dr. Segal will be sending an email this week asking for RSVPs to attend Commencement. He reported that this will be the first in-person Commencement in over two years, and it will be held on our Cranford campus with two ceremonies on Wednesday, May 25.

Mr. Richel reminded the Board to complete their annual financial disclosures if not already done. They are due on April 30.

Mr. Richel stated that the Foundation is looking to raise \$30,000 to help fund student scholarships for summer classes. There are approximately 150 students who need help who are on track to graduate on time. Please contact Doug Rouse to help support this vital effort. He stated that the Foundation golf outing is Monday, April 25th.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

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