

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

**BOARD OF TRUSTEES
Minutes of Meeting
May 6, 2024**

CALL TO ORDER

The meeting was called to order by Victor M. Richel, Chair, at 6:30 p.m. in Room K-517 on the Elizabeth Campus. The following were in attendance:

TRUSTEES

Mr. Richel; Rafael J. Betancourt, Esq.; Daniel J. Connolly; Jeffrey H. Katz, Esq.; Anjali Mehrotra; Miguel A. Merino; Daryl Palmieri; Mary M. Zimmermann (via phone); Krystal Villalobos; Dr. Margaret M. McMenemy, President.

GOVERNORS

Mr. Richel; Mr. Betancourt; Brian Campbell; F. Jim Della Sala; Stephen F. Hehl, Esq.; Donna M. Herran; Gary S. Horan; Mr. Katz; John Richel; 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. Betancourt and seconded by Mr. Katz, the Minutes of the Meeting of the Board of Trustees of March 19, 2024 were approved as submitted.

COMMUNICATIONS

Dr. Segal reported that there were no communications.

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, Dr. Lown presented the 2024-2025 Academic Master Plan to the Committee. Dr. Lown also reported that on April 10, 2024, UCNJ students participated in five experiential learning events as part of the Learning Playground. Mr. Betancourt reported that Dr. Ziner presented the Annual Planning Matrix for 2025-2026 which focused on institutional priorities. He stated that enrollment for Summer I is -13.3 in FTE hours and for Summer II is +1.1 in FTE hours.

Mr. Betancourt submitted the following Resolutions for approval:

Resolution E024-014 - Faculty Personnel Actions

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

Employment Separations

Nan Statton, Associate Professor, Psychology and Sociology, Academic Affairs, effective May 1, 2024.

Virginia Crisonino, Professor, Math, Academic Affairs, effective September 1, 2024.

Mr. Richel acknowledged the two retiring professors who served the College for over twenty-five years.

Resolution E024-015 - Staff Personnel Actions

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

Appointments:

Giannella Perfetti, Student Services Generalist, Student Development, effective April 1, 2024, \$44,600 per annum.

Samuel Sanchez, Student Services Associate, Student Development, effective April 1, 2024, \$38,426 per annum.

Leslie Feinholtz, Academic Specialist, Criminal Justice, Academic Affairs, effective April 8, 2024, \$80,000 per annum.

Carolyn Milhiser, Coordinator of Stewardship and Donor Relations, Union County College Foundation, President's Office, effective April 8, 2024, \$63,000 per annum.

Briana Johnson, Student Services Associate, Student Development, effective April 15, 2024, \$38,426 per annum.

Lindsey Mauldin, Custodial Site Lead, 3rd Shift, Finance and Operations, effective April 15, 2024, \$53,120 per annum.

Jaileen Diaz, Public Safety Officer, 1st Shift, Student Development, effective April 16, 2024, \$38,395 per annum.

Adriana Alvarado, Student Services Generalist/ABLE, Administrative Services, effective April 22, 2024, \$44,600 per annum.

Carolina Ibanez, Student Services Generalist/Progresando, Administrative Services, effective April 22, 2024, \$44,600 per annum.

Liu Mochizuki, Maintenance Mechanic Helper, Finance and Operations, effective April 22, 2024, \$39,775 per annum.

Justin Macaluso, Student Services Specialist/CTE Programs, Student Development, effective April 29, 2024, \$53,000 per annum.

Promotions/Reclassifications:

Gregory Benedict, Assistant Dean of Enrollment Management, from Director of Admissions, effective May 1, 2024, \$102,078 per annum.

Donnell Clement, Assistant Dean of Advising, Career and Transfer, from Associate Director of One Stop Operations, effective May 1, 2024, \$101,000 per annum.

Employment Separations:

Dr. Farah Laurent, Director of Nursing, Academic Affairs, effective March 12, 2024.

John Conlon, Custodian, Finance and Operations, effective March 26, 2024.

Christopher DeGisi, Maintenance Mechanic Helper, Finance and Operations, effective April 12, 2024.

Katherine Vivanco, Student Services Generalist, Student Development, effective April 19, 2024.

Hadieh Afshani, Academic Specialist, Graphic Arts, Academic Affairs, effective April 29, 2024.

Resolution E024-016 - Non-Aligned Staff Salary Increases

BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ upon recommendation of the President, authorizes salary increases of three and one-half (3.5%) percent of the aggregate total base salaries of all full time managerial and confidential personnel, effective July 1, 2024. The increases are to be applied for those employees on the payroll as of July 1, 2024, and providing the employee was hired on or before March 31, 2024. Employees hired from January 1, 2024 to March 31, 2024 shall receive prorated salary increases.

On motion duly made by Mr. Betancourt, seconded by Ms. Mehrotra and unanimously carried, the Board approved Resolutions E024-014 through E024-016 for adoption.

Resolution E024-017 Program Option Deregistration Cybersecurity Option offered through Mathematics, A.S.

WHEREAS, there has been a continuing lack of enrollment in the Cybersecurity Option offered through Mathematics, A.S. program (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 Cybersecurity Option offered through Mathematics, 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.

Resolution E024-018 New Program Option – Cybersecurity Option offered through Computer Science, A.S.

WHEREAS, it has been determined there is a need for a Cybersecurity Option offered through Computer Science, A.S. (CIP code 11.1003) 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, UCNJ Union College of Union County, New Jersey (Exhibit 1) and,

BE IT FURTHER RESOLVED that the A.S. degree in Cybersecurity Option offered through Computer Science (CIP code 11.1003) at UCNJ Union College of Union County, New Jersey be submitted to the New Jersey Commission on Higher Education for approval.

Resolution E024-019 New Program Option – Data Science Option offered through Computer Science, A.S.

WHEREAS, it has been determined there is a need for a Data Science Option offered through Computer Science, A.S. (CIP code 30.7001) 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, UCNJ Union College of Union County, New Jersey (Exhibit 1) and,

BE IT FURTHER RESOLVED that the A.S. degree in Data Science Option offered through Computer Science (CIP code 30.7001) at UCNJ Union College of Union County, New Jersey be submitted to the New Jersey Commission on Higher Education for approval.

Resolution E024-020 New Program Option – Music Option offered through Liberal Arts, A.A.

WHEREAS, it has been determined there is a need for a Music Option offered through Liberal Arts, A.A. (CIP code 50.0901) 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, UCNJ Union College of Union County, New Jersey (Exhibit 1) and,

BE IT FURTHER RESOLVED that the A.A. degree in Music Option offered through Liberal Arts (CIP code 50.0901) at UCNJ Union College of Union County, New Jersey be submitted to the New Jersey Commission on Higher Education for approval.

On motion duly made by Mr. Betancourt, seconded by Mr. Katz and unanimously carried, the Board approved Resolutions E024-017 through E024-020 for adoption.

Resolution E024-021 - College Policies

WHEREAS, UCNJ Union College of Union County, NJ, as a comprehensive community college, has college-wide policies to ensure compliance with policy objectives and accountability, and

WHEREAS, a College policy is a prescribed institutional course of action, a guiding principle, or a procedure intended to enhance strategic goals; reduce institutional risks; improve internal controls; establish delegation of authority and responsibility; promote compliance with federal, state and other applicable laws and regulations; further operational alignment, consistency, or efficiency; and/or influence and determine decisions, actions, conduct, and other matters at the College, and

WHEREAS, the College's Policy on Policies sets forth that the Board of Trustees or the President serve as the "Approval Authority" for College-wide policies, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ approves the rescinding of the policies attached as Exhibit 1: 200-14 Examination, Test, and Quiz Policy, 700-1 Authorized Computer Use Policy, 700-2 Colleague Use and Privacy Policy, 700-3 Computer Network Use Policy, 700-4 Guest Network Use Policy, and 700-5 Password Policy, and the addition of the policy attached as Exhibit 2: 700-6 Appropriate Information Technology Use Policy.

On motion duly made by Mr. Betancourt, seconded by Ms. Mehrotra 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 February 24, 2024 to April 12, 2024, Public Safety advised that there was a small fire that was intentionally set in an outside garbage can, and two separate incidents of theft of electric scooters from the rear parking lot of the Kellogg Building. All incidents were reported to the Elizabeth Police Department. There are no other incidents to report.

BUDGET AND FINANCE COMMITTEE

Mr. Connolly 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. Connolly 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.
- The net increase in expenses is primarily due to increases in full-time and variable compensation.

Current Estimate Report:

Mr. Connolly stated that also reviewed was the Current Estimate Report and reported that at this time, a transfer to Unrestricted Net Position of \$4.0 million is anticipated for fiscal year ended June 30, 2024.

Mr. Connolly presented the following Resolutions for approval:

Grant Resolution:

Resolution F024-034 – Union County Funding for Food Insecurity

WHEREAS, UCNJ Union College of Union County, New Jersey, as a comprehensive community college is committed to eliminating food insecurity within the College community to ensure the wellbeing of its students. The College has instituted a Food Insecurity Program which has multiple assistance sources in place to meet student's material needs, and actively seeks financial support from community organizations, individuals, corporations, foundations, and government sources for this effort, and

WHEREAS, the County of Union, a Body Politic of the State of New Jersey is applying for funding as a recipient of State and Local Fiscal Recovery Funds (SLRF) established by the American Rescue Plan Act of 2021 (ARPA) to help fund the College's Food Insecurity Program because the County has a reasonable basis for concluding that the College's Food Insecurity Program meets the criteria required for this funding, and

WHEREAS, the County of Union desires to provide funding to the College under the terms of an MOU in the amount of \$250,000 for the period July 1, 2024, through December 31, 2024, for the College to use strictly for the Food Insecurity Program with a detailed accounting of how the funds are being used in connection with the Program, and

WHEREAS, Social Workers at the College assess the needs of students with food insecurity and connect them with various community social service agencies, N.J. State

assistance programs and help from the Food Insecurity Program at the College. Article I of the MOU “the grant” from the County of Union will provide the College with funding to further expand its Food Insecurity Program to ensure support for its students, and

WHEREAS, the College received notification on March 14, 2024, that it was awarded the amount of \$250,000 under Article I of the MOU “the grant” for the College’s Food Insecurity Program for the period July 1, 2024, through December 31, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey accepts \$250,000 from the County of Union to expand the College’s Food Insecurity Program for the period July 1, 2024, through December 31, 2024.

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

Contracts Exempt from Competitive Bidding

Resolution F024-035 - Additional Biology Laboratory Supplies

WHEREAS, the College has a need for laboratory supplies to facilitate teaching and enhance student learning in biology and chemistry classrooms, in support of the mission of the College, and

WHEREAS, the County College Contract Law, N.J.S.A 18A:64A-25.10. provides authority for joint purchasing by county colleges, municipalities, or counties to enter agreements with other institutions of higher education or with other units of government, and

WHEREAS, on June 20, 2023, the Board of Trustees of UCNJ Union College of Union County, New Jersey awarded a contract to VWR Funding, Inc DbA VWR International, LLC, Radnor, PA for biology and chemistry laboratory supplies at a total cost not to exceed \$42,000, and

WHEREAS, Camden County College issued and awarded bid #FY23 JPC-26 for laboratory supplies on behalf of the New Jersey Council of County Colleges Joint Purchasing Consortium (NJCC JPC), and

WHEREAS, VWR Funding, Inc DbA VWR International, LLC, Radnor, PA has submitted an additional proposal for biology laboratory supplies under the NJCC JPC bid #FY23 JPC-26 at a cost of \$9,292 for Fiscal Year 2023-2024, 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, the 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, NJCC JPC utilized competitive bidding for the awards of contracts to VWR Funding, Inc DbA VWR International, LLC, Radnor, PA, 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 for additional biology laboratory supplies at a cost not to exceed \$9,292 to VWR Funding, Inc DbA VWR International, LLC, Radnor, PA, for a total award not to exceed \$51,292 for Fiscal Year 2023-2024.

Resolution F024-036 - Dropout Detective Software Maintenance, Licensing and Support

WHEREAS, the College has a need to identify students and instructors that may require additional support or services using student retention software, which is essential to student success, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(19) provides for exceptions to the requirement for advertising for bids for the provision of goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware, and

WHEREAS, AspirEDU, Inc, Anna Maria, FL has submitted a proposal at a cost not to exceed \$45,976 to provide annual maintenance, licensing and support for Dropout Detective software used to increase retention and graduation rates for students for Fiscal Year 2024-2025, and

WHEREAS, the cost for the same software maintenance, licensing and support for Fiscal Year 2023-2024 was \$64,800, and

WHEREAS, the reduction in cost is due to the removal of Instructure Insight platform for Fiscal 2024-2025, and

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

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

WHEREAS, AspirEDU, Inc., Anna Maria, FL has completed and submitted Business Entity Disclosure and Political Contribution Disclosure Certifications, certifying that

they have not made any reportable contributions to a political or candidate committee in the one year previous to their contract award, and they will be prohibited from making any reportable contributions through the term of the contract, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey award a contract to AspirEDU, Inc., Anna Maria, FL at a cost of not to exceed \$45,976 for Dropout Detective software maintenance, licensing, and support for Fiscal Year 2024-2025.

Resolution F024-037 - Fire Systems Maintenance and Remediation Services

WHEREAS, the College requires annual fire systems maintenance and remediation of College-wide fire systems to provide for campus safety, 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 and accepted cooperative agreement that has been publicly bid for the product or service, and

WHEREAS, there was a payment to Johnson Controls US Holdings LLC Db a Johnson Controls Fire Protection LP, Milwaukee, WI a Sourcewell vendor, for \$1,512 which was "In Excess of Original Award" that didn't require Board approval, for Fiscal Year 2023-2024, and

WHEREAS, Johnson Controls US Holdings LLC Db a Johnson Controls Fire Protection LP, Milwaukee, WI a Sourcewell vendor, has submitted a proposal for systems maintenance and remediation services for all campuses utilizing contract #030421-JHN at a cost not to exceed \$77,489 for Fiscal Year 2024-2025, and

WHEREAS, the cost for the same systems maintenance and remediation service for Fiscal Year 2023-2024 was \$74,134, 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, Sourcewell utilized competitive bidding for the awards of contracts to Johnson Controls US Holdings LLC Db a Johnson Controls Fire Protection LP,

Milwaukee, 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 Johnson Controls US Holdings LLC Dba Johnson Controls Fire Protection LP, Milwaukee, WI for fire system maintenance and remediation services at a cost not to exceed \$77,489 for Fiscal Year 2024-2025.

Resolution F024-038 - Legal Services

WHEREAS, there are ongoing needs for legal counsel services at 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.(1) provides an exception to the requirement of advertising for bids for professional services, and

WHEREAS, the College currently utilizes the legal firm of Cleary Giacobbe Alfieri & Jacobs, LLC, Matawan, NJ as employment law counsel, including lead negotiator in bargaining unit talks and counsel for miscellaneous related matters, and

WHEREAS, Cleary Giacobbe Alfieri & Jacobs, LLC, Matawan, NJ has submitted a proposal to provide legal counsel with respect to bargaining unit negotiations with faculty, labor law, and other miscellaneous legal matters at an hourly fee of \$215 for partner involvement, \$175 for associate involvement and \$90 for paralegal and law clerk involvement in an amount not to exceed \$180,000 for Fiscal Year 2024-2025, and

WHEREAS, the cost for similar legal services for Fiscal Year 2023-2024 is projected to be \$170,000, 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, Cleary Giacobbe Alfieri & Jacobs, LLC, Matawan, 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 award a contract to Cleary Giacobbe Alfieri & Jacobs, LLC, Matawan, NJ for legal services at a total cost not to exceed \$180,000 for the Fiscal Year 2024-2025.

Resolution F024-039 - Strategic Enrollment Management (SEM) Consulting

WHEREAS, the College has a need for a professional consulting firm and to utilize innovative technological tools for strategic enrollment management (SEM) activities and strategies to support recruitment and enrollment efforts, in support of the mission of the College, and

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

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(19) provides 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-25.5.a.(20) provides for an exception to the requirement of advertising for bids for professional recruitment and advertising, including without limitation advertising seeking student enrollment, and

WHEREAS, EAB Global Inc., Washington, D.C. has submitted a multifaceted proposal as follows: for a one year period for enhancement of recruitment efforts which include a virtual tour on the website for \$16,500, and for the platforms Appily, which is an inquiry subscription that allows prospective students to engage in an interactive virtual experience for \$18,066, and Intersect which works with Naviance, a tool high school students and counselors utilize, and offers a professional landing page to highlight events and to virtually connect for \$17,200, for a total cost not to exceed \$51,766, 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, EAB Global Inc., Washington, DC has completed and submitted their Business Entity Disclosure and a Political Contribution Disclosure Certification, certifying that they have not made any reportable contributions to a political or candidate committee in the one year previous to their contract award, and that they will be prohibited from making 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, NJ award contracts to EAB Global Inc., Washington D.C. at a cost not to exceed \$35,266 for Fiscal Year 2023-2024 and \$16,500 for Fiscal Year 2024-2025 for strategic enrollment management (SEM) and consulting services.

Resolution F024-040 - Upgrade Lab Room 108- Plainfield Campus

WHEREAS, the College has a need to upgrade instructional space lab 108- Plainfield Campus with new computers, cabling, and lab chairs to support learning experience, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A.18A:64A.25.5.a.(1) provides for an exception to the requirement of advertising for pricing when soliciting professional services, and

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

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.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 below vendors submitted the following proposals for the upgrade of the instructional lab:

Vendor	Description		Cost
Contract: Edge Marketing 269EMCPS-21-001-EM-SHI			
SHI Intl.	60- Lenovo Desktop Computers		\$66,465
Aspire Technology	Professional Services/Cabling		\$29,302
State Contract A81629			
Business Furniture Inc.	60- Knoll Chairs		\$19,562
		Total	\$115,329

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, Edge Marking and NJ State Purchasing Services utilized competitive bidding for the award of the contract to Business Furniture Inc. Db a BFI, Elizabeth, NJ and SHI International Corp., Somerset, NJ 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 Business Furniture Inc. Db a BFI, Elizabeth, NJ at a cost of \$19,562, SHI International Corp., Somerset, NJ at a cost of \$66,465 and Aspire Technology Partners, LLC, Eatontown, NJ at a cost of \$29,302 for upgrade lab room 108-Plainfield Campus for a total award not to exceed \$115,329.

Resolution F024-041 - Broker and Risk Management Consultant and Administrative Services

WHEREAS, the College requires the services of an insurance broker and risk management consultant to provide broker and risk management consulting services including marketing and placement of insurance, provide policy administration, serve as a liaison between the College and insurance providers, aid with special projects and to market and place additional lines of coverage, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(11) provides for an exception to the requirement of advertising for bids for insurance, including the purchase of insurance coverage and consulting services, and

WHEREAS, RSC Insurance Brokerage, Inc. Db a Risk Strategies Company, Boston, MA has submitted a proposal to provide specified insurance broker and risk management consulting services at a cost not to exceed \$46,350 for Fiscal Year 2024-2025, and

WHEREAS, RSC Insurance Brokerage, Inc. Db a Risk Strategies Company, Boston, MA has also submitted a proposal to provide brokerage services including consulting and administration for the College's group dental and vision insurance plans at a cost not to exceed \$15,000 for Fiscal Year 2024-2025, and

WHEREAS, the cost for services for Fiscal Year 2023-2024 was \$46,350 for insurance broker and risk management consulting services and \$15,000 for dental and vision insurance brokerage services, 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, RSC Insurance Brokerage, Inc. Db a Risk Strategies Company, Boston, MA has completed and submitted Business Entity Disclosure and Political Contribution Disclosure Certifications, certifying that they have not made any reportable contributions to a political or candidate committee in the one year previous to their contract award, and they will be prohibited from making any reportable contributions through the term of the contract, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey award a contract to RSC Insurance Brokerage, Inc. Db a Risk Strategies Company, Boston, MA for insurance broker and risk management consulting services for Fiscal Year 2024-2025 for a total cost not to exceed \$61,350.

Resolution F024-042 - Some College, No Degree Grant Funded Professional Marketing Services

WHEREAS, the College has a need for professional marketing services to target nontraditional adults, twenty-four (24) years and older, for enrollment through specific branding and advertising efforts, in support of the mission of the College, and

WHEREAS, on March 19, 2024, the Board of Trustees accepted funding in 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 to re-engage non-traditional students, 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, on March 19, 2024, the Board of Trustees awarded an additional \$40,000 to SG&W Integrated Marketing Communications Inc., Montville, NJ for an earlier initiation of marketing efforts for the Fall semester through June 30, 2024, and

WHEREAS, SG&W Integrated Marketing Communications Inc., Montville, NJ has submitted a proposal for a grant funded professional marketing service targeted to engage non-traditional adult students, at a cost not to exceed \$50,000, 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 award a contract to SG&W Integrated Marketing Communications, Montville, NJ at a cost of \$50,000 for grant funded professional marketing services, for a total award not to exceed \$290,000 for Fiscal Year 2023-2024.

Resolution F024-043 - Temporary Staffing Services

WHEREAS, vacancies find the College in need of additional temporary staffing to ensure ongoing functionality, 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 awarding of contracts for personnel recruitment and advertising, without public competitive bids, and

WHEREAS, on June 20, 2023, the Board of Trustees of UCNJ Union College of Union County, New Jersey awarded a contract to Robert Half International, Inc., San

Ramon, CA for temporary staffing services at a total cost not to exceed \$35,000, and

WHEREAS, on November 6, 2023, the Board of Trustees of UCNJ Union College of Union County, New Jersey awarded a contract to Robert Half International, Inc., San Ramon, CA for temporary staffing services at a total cost not to exceed \$40,000, and

WHEREAS, Robert Half International, Inc., San Ramon, CA has submitted an additional proposal for temporary staffing services at a cost not to exceed \$29,500 through June 30, 2024, and

WHEREAS, Robert Half International, Inc., San Ramon, CA has also submitted a proposal for temporary staffing services at a cost not to exceed \$75,000 for the period of July 1, 2024 through June 30, 2025, and

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

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

WHEREAS, Robert Half International, Inc., San Ramon, CA, has completed and submitted Business Entity Disclosure and Political Contribution Disclosure Certifications, that certify that they have not made any reportable contributions to a political or candidate committee in the one year previous to the 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 UCNJ Union College of Union County, New Jersey ratify an award to Robert Half International, Inc., San Ramon, CA for temporary staffing services at a cost not to exceed \$11,164 and award a contract of \$29,500, for a total award not to exceed \$110,000 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 Robert Half International, Inc., San Ramon, CA, for temporary staffing services, at a cost not to exceed \$75,000 for the period of July 1, 2024 through June 30, 2025.

Resolution F024-044 - 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 and ratify an award between \$17,500 and \$41,600 to the listed vendors for a total spend of \$44,163.

On motion duly made by Mr. Connolly, seconded by Ms. Mehrotra and unanimously carried, the Board approved Resolutions F024-035 through F024-044 for adoption.

Resolution F024-045 - Additional Banking Institution

WHEREAS, the Treasurer of UCNJ Union College of Union County, New Jersey is authorized to open and maintain a bank account or accounts for and in the name of UCNJ Union College of Union County, New Jersey with the following financial institutions: TD Bank, Bank of America, PNC Bank, Santander Bank, Wells Fargo Bank, HSBC, Valley National Bank, Investors Savings Bank, Connect One Bank, New York Community Bank, Citizens Bank, Peapack-Gladstone Bank, BCB Community Bank, Spencer Savings Bank and Northfield Bank, and

WHEREAS, in the interim between regularly scheduled meetings of the Board of Trustees, the President of UCNJ Union College of Union County, New Jersey has been granted the authority to add to the authorized list of banks any Government Unit Deposit Protection Act (GUDPA) approved bank that meets the Board of Trustees' established ratings criteria, subject to review and approval by the Board of Trustees at its next regularly scheduled meeting, and

WHEREAS, that the Treasurer of UCNJ Union College of Union County, New Jersey has determined that Kearny Bank and Flagstar Bank, N.A. have met the ratings and

GUDPA requirements established by the Board of Trustees of UCNJ Union College of Union County, New Jersey;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey approves the addition of Kearny Bank and Flagstar Bank, N.A. as an authorized depository for College funds.

On motion duly made by Mr. Connolly, seconded by Mr. Betancourt 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 Negotiations are continuing and a mediator has been secured that the carriers and Cranford have agreed upon. She stated that the carriers are readying for summary judgement and motion practice.

Mr. Katz presented the following Resolutions for approval:

Contracts Exempt from Competitive Bidding

Resolution B024-006 - UCNJ Exterior Signage and Installation -All Campuses

WHEREAS, there is a need to upgrade the exterior signage on all campuses, in support of the mission of the College, and

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

WHEREAS, KGC Enterprises, Inc. T/A KC Sign, Aston, PA, is an authorized vendor under Educational Services Commission of New Jersey (ESCNJ) and has submitted a proposal under ESCNJ Bid #21-26 to provide UCNJ exterior signage and installation for all campuses at a total cost not to exceed \$400,111, and

WHEREAS, the following campus/building locations will be done as groups in the following order

Group A	
Campus/Building	Cost
Plainfield	\$72,991
Kellogg	<u>\$39,370</u>
Sub Total:	\$112,361
Group B	
Campus/Building	Cost
Cranford	\$10,505
Scotch Plains	\$23,215
Lessner	<u>\$254,030</u>
Sub Total:	\$287,750
Grand Total	\$400,111

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, ESCNJ utilized competitive bidding for the awards of contracts to KGC Enterprises, Inc. T/A KC Sign, Aston, PA, 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 at a cost of \$112,361 and award a contract to KGC Enterprises, Inc. T/A KC Sign, Aston, PA, in the amount of \$287,750 for UCNJ exterior signage and installation on all campuses at a total cost not to exceed \$400,111.

Resolution B024-007 - Modernization Campus Center Elevator - Cranford Campus

WHEREAS, there is a need for the modernization of the campus center elevator on the Cranford Campus beyond general maintenance services, in support of the mission of the College, 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 the “Local Public Contracts Law” (N.J.S.A. 40A:11-1 et seq.), and

WHEREAS, Kone, Inc, Moline, IL. has submitted a proposal under the Union County Cooperative Pricing System (UCCPS) contract BA#10-2021 for the modernization of the campus center elevator on the Cranford Campus at for a total cost not to exceed \$139,750, 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, UCCPS utilized competitive bidding for the award of the contract to Kone, Inc Moline, IL 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 Kone, Inc, Moline, IL. for the modernization of the campus center elevator on the Cranford campus at a cost not to exceed \$139,750.

Resolution B024-008 - Public Service Electric & Gas Company (PSE&G) Utility Separation- Scotch Plains Campus

WHEREAS, the College requires a separate utility meter on the Scotch Plains Campus as it is currently combined with the Union County Vocational-Technical High School, in support of the mission of the College, and

WHEREAS, on March 21, 2023 the Board of Trustees awarded a contract after a fair and open bid to EII Inc., Cranford NJ for a utility separation on the Scotch Plains campus for a total cost not to exceed \$520,870, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(8) provides for an 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, Public Service Electric & Gas Company (PSE&G) Newark, NJ, a public utility, has submitted a proposal to establish a new pathway, which will include poles, wires, meters or other PSE&G equipment or facilities, in an amount not to exceed

\$38,875 which is necessary for the effectuation of the utility separation project on the Scotch Plains campus and

WHEREAS, the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4. et seq. provides that vendors 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 UCNJ Union College of Union County, New Jersey award a contract to Public Service Electric & Gas Company (PSE&G), Newark, NJ for the utility separation on the Scotch Plains campus for a total award not to exceed \$38,875.

Resolution B024-009 - 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 contract 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 a contract between \$17,500 and \$41,600 to the listed vendor for a total spend of \$31,625.

On motion duly made by Mr. Katz, seconded by Mr. Betancourt and unanimously carried, the Board approved Resolutions B024-006 through B024-009 for adoption.

Contracts to be Awarded Through a Bid or Request For Proposal

Resolution B024-010 - Demolition of Structure-Plainfield Campus

WHEREAS, the College requires the demolition of the structure on 254 East Third Street on the Plainfield Campus, in support of the mission of the College, and

WHEREAS, a request for bids was publicly advertised in the Star Ledger, Newark, NJ on February 21, 2024 for the demolition of the structure on the Plainfield Campus, and

WHEREAS, the bid invitation was also downloaded by nineteen (19) vendors and five (5) bids were received and opened publicly on April 16, 2024, and

WHEREAS, Two Brothers Contracting, Inc. Totowa, NJ submitted the lowest responsible bid for demolition of the structure at a cost not to exceed \$338,800, and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, New Jersey award a contract to Two Brothers Contracting, Inc. Totowa, NJ for demolition of the structure on the Plainfield Campus at a cost not to exceed \$338,800.

On motion duly made by Mr. Katz, seconded by Mr. Connolly 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 Ms. Mehrotra, seconded by Mr. Katz 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 PT024-004 - 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 May 6, 2024, 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 involves potential litigation.
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. Connolly and unanimously carried, the Board approved the Resolution for adoption.

The meeting went into Executive Session and the meeting resumed at 6:52 p.m.

ADJOURNMENT

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