

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

**BOARD OF TRUSTEES
Minutes of Meeting
May 6, 2025**

CALL TO ORDER

The meeting was called to order by Victor M. Richel, Chair, at 6:40 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; Daniel J. Connolly; Jeffrey H. Katz, Esq.; Anjali Mehrotra; Daryl Palmieri; Dr. Kamran Tasharofi; Mary M. Zimmermann (via phone); Dr. Margaret M. McMenamin, President.

GOVERNORS

Mr. Richel; Mr. Betancourt; Brian Campbell; F. Jim Della Sala; Stephen F. Hehl, Esq.; Donna M. Herran; Gary S. Horan; Mr. Katz; Sandra D. Rice; John Richel; John Toriello; Mrs. Zimmermann (via phone).

ALSO PRESENT

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

OPEN PUBLIC MEETING ACT

Completed.

A quorum of the Board of Trustees was present.

MINUTES

On motion duly made by Mr. Castro and seconded by Mr. Connolly, the Minutes of the Meeting of the Board of Trustees of March 18, 2025 were approved as submitted.

COMMUNICATIONS

Completed.

SWEAR IN NEW MEMBER

Dr. Segal administered the oath of office to Brian Campbell as a member of the Board of Trustees.

REPORTS OF JOINT TRUSTEES AND GOVERNORS' COMMITTEES

EDUCATIONAL PLANNING AND POLICY COMMITTEE

Mr. Toriello stated to the Board that at the Educational Planning and Policy meeting held earlier, Dr. Lacagnino reported that the Historic Tree Project, launched in 1995, has provided UCNJ

students with experiential opportunities related to biology, ecology, and conservation that offer an interdisciplinary perspective of local, state, and national history. She stated that the Historic Tree Grove is dedicated to preserving the lineage of our significantly historic American trees for which some parent trees no longer exist. Mr. Toriello reported that Dr. Ziner provided a presentation on the Annual Planning Matrix for 2026-2027. He stated that enrollment for Summer I is +18.7, Summer II is +20.3% and Fall is +23.7% in FTE hours.

Mr. Toriello submitted the following Resolutions for approval:

Resolution E025-015 Staff Personnel Actions

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

Appointments:

Kayla Calixte, Student Services Generalist, CEWD, Administrative Services, effective March 3, 2025, \$50,000 per annum.

Carolina Ibanez, Student Services Generalist, CEWD, Administrative Services, effective March 3, 2025, \$50,000 per annum.

Herica Favarato, Executive Assistant, Administrative Services, effective March 10, 2025, \$58,000 per annum.

Chris Williams, Custodian, 3rd Shift, Finance, Finance and Operations, effective March 17, 2025, \$39,120 per annum.

Kaveena Bullock, Educational Support Coordinator/Retention Specialist, Academic Affairs, effective April 1, 2025, \$55,000 per annum.

Willie Faulks, Jr., Public Safety Officer, 1st Shift, Student Development, effective April 1, 2025, \$40,000 per annum.

Colleen Badalis, Student Services Associate, Student Development, effective April 14, 2025, \$38,426 per annum.

Promotions/Reclassifications:

Marlene Sousa, Chief Financial Officer, from Assistant Vice President of Finance, Finance and Operations, effective March 19, 2025, \$200,000 per annum.

Keith Daniels, Assistant Director of Media Services, from Audio Visual Tech-Coordinator, Academic Affairs, effective April 1, 2025, \$70,000 per annum.

Kevan Pidgeon-Hammock, Student Services Specialist, from Student Services Generalist, effective April 1, 2025, \$58,129 per annum.

Dr. Melissa Sande, Associate Vice President for Academic Affairs and Dean of Humanities, from Assistant Vice President for Academic Affairs and Dean of Humanities, Academic Affairs, effective May 1, 2025, \$160,680 per annum.

Separations:

Dominique Maynard, Assistant Director of One Stop Operations, Student Development, effective April 25, 2025.

Dr. Lori Wilkin, Vice President of Finance and Operations, Finance and Operations, effective June 30, 2025.

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

Resolution E025-016 - Program Deregistration

WHEREAS, there has been a continuing lack of enrollment in the following programs: Cyber Forensics, A.A.S., Mathematics Major Education Option, A.S., Medicinal Plant Chemistry Option offered through Biology, A.S., Photovoltaic (PV), CT., and Web and Mobile Application Development Option offered through Computer Information Systems and Technology, A.S. (Exhibit 1) and,

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

NOW, THEREFORE, BE IT RESOLVED, that the Cyber Forensics, A.A.S., Mathematics Major Education Option, A.S., Medicinal Plant Chemistry Option offered through Biology, A.S., Photovoltaic (PV), CT., and Web and Mobile Application Development Option offered through Computer Information Systems and Technology, A.S. programs (Exhibit 1) at UCNJ Union College of Union County, NJ be submitted to the New Jersey Presidents' Council and Office of the Secretary of Higher Education for deregistration.

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

SAFETY REPORT

Dr. McMenamin stated that in compliance with the Cunningham – Ruiz Law (S485, codified at N.J.S.A. 18a:3B-71) requiring reporting of campus crimes and fire incidents for the period from February 28, 2025 through April 9, 2025, Public Safety advised that there were no incidents to report.

BUDGET AND FINANCE COMMITTEE

Investment Report:

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

Financial Report:

Mr. Connolly reviewed the Financial Report and reported that variances within the report are due to the following: an increase in enrollment which impacted tuition revenue and student receivable; the timing of a payable for the Trinitas Spring allocation, which was dated March 2025 and processed in April 2025. By comparison, the corresponding FY2024 payment was made in March 2024; the net increase in expenses, primarily driven by the various contract negotiations, rising healthcare premium, utilities and the addition of new software.

Current Estimate Report:

Mr. Connolly reviewed the Current Estimate Report and stated that at this time, a transfer from Unrestricted Net Position of \$4.1 million is anticipated for fiscal year ended June 30, 2025:

Mr. Connolly presented the following Resolutions for approval:

Resolution F025-047 - Banking Authority

WHEREAS, on November 25, 2008, the Board of Trustees of UCNJ Union College of Union County, NJ approved a resolution on banking which authorized certain employees within the College to sign checks and drafts on behalf of the College. The position of Chief Financial Officer was created in Fiscal Year 2025 and therefore, the listing of authorized bank signers needs to be amended, and

WHEREAS, the Supervising Senior Accountant is also to be included in the list of approved employees to sign checks and drafts on behalf of the College;

NOW, THEREFORE, BE IT RESOLVED that the Chief Financial Officer and Supervising Senior Accountant be hereby authorized to sign any or all checks, drafts, notes, acceptances, and other instruments and orders for the payment or withdrawal of any or all monies, credits, items, and property at any time held for account of UCNJ Union College of Union County, NJ, and the bank is hereby authorized to honor any and all thereof and other instruments and others to be paid by the bank.

BE IT FURTHER RESOLVED that the current list of authorized bank signers within the College is as follows: Assistant Vice President of Finance, Controller, Budget Director, Vice President of Academic Affairs, Vice President of Administrative Services, Vice President of Student Development, Vice President of Finance and Operations, and Director of Financial Reporting.

Resolution F025-048 - Additional Banking Institution

WHEREAS, the Treasurer of UCNJ Union College of Union County, NJ is authorized to open and maintain a bank account or accounts for and in the name of UCNJ Union College of Union County, NJ with the following financial institutions: TD Bank,

Bank of America, PNC Bank, Santander Bank, Wells Fargo Bank, HSBC, Valley National Bank, Connect One Bank, Citizens Bank, Peapack-Gladstone Bank, BCB Community Bank, Spencer Savings Bank, Northfield Bank, Kearny Bank, and Flagstar Bank, N.A., and

WHEREAS, in the interim between regularly scheduled meetings of the Board of Trustees, the President of UCNJ Union College of Union County, NJ 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, NJ has determined that Alma Bank and Manufacturers and Traders Trust Company (M&T Bank) have met the ratings and GUDPA requirements established by the Board of Trustees of UCNJ Union College of Union County, NJ;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ approves the addition of Alma Bank and Manufacturers and Traders Trust Company (M&T Bank) as authorized depositories for College funds.

On motion duly made by Mr. Connolly, seconded by Ms. Mehrotra and unanimously carried, the Board approved Resolutions F025-047 and F025-048 for adoption.

Contracts Exempt from Competitive Bidding

Resolution F025-049 - Virtual Student Services Management Platform

WHEREAS, the College has a need for an educational technology platform to create a comprehensive virtual student services environment to enhance engagement and streamline communications, 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, Cranium Café, LLC DbA ConexED, Salt Lake City, UT has submitted a proposal at a cost not to exceed \$52,000 to provide a virtual student services management platform for Fiscal Year 2025-2026, 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 Chief Financial Officer has determined that the total contract award will exceed \$17,500, and

WHEREAS, the award of a contract to Cranium Café, LLC Dba ConexED, Salt Lake City, UT is subject to the College's receipt of properly executed Business Entity Disclosure and Political Contribution Disclosure Certifications, certifying that they have not made any reportable contributions to a political or candidate committee in the one year previous to their contract award, and that they will be prohibited from making any reportable contributions through the term of the contracts, and

WHEREAS, a Certification of Funds availability has been filed by the Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Cranium Café, LLC Dba ConexED, Salt Lake City, UT for a virtual student services management platform for a total award not to exceed \$52,000 for Fiscal Year 2025-2026.

BE IT FUTHER RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Cranium Café, LLC Dba ConexED, Salt Lake City, UT 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 F025-050 - 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, in support of the mission of the College, 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. Dba 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 \$47,509 for Fiscal Year 2025-2026, and

WHEREAS, RSC Insurance Brokerage, Inc. Dba 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 2025-2026, and

WHEREAS, the cost for services for Fiscal Year 2024-2025 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 Chief Financial Officer has determined that the total contract award will exceed \$17,500, and

WHEREAS, RSC Insurance Brokerage, Inc. Dba 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 Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to RSC Insurance Brokerage, Inc. Dba Risk Strategies Company, Boston, MA for broker and risk management consultant and administrative services for a total cost not to exceed \$62,509 for Fiscal Year 2025-2026.

Resolution F025-051 - Certified Medical Assistant and Certified Patient Care Technician Review Courses

WHEREAS, the Center for Economic and Workforce Development (CEWD) has a need to provide students enrolled in the Certified Medical Assistant (CMA) and Certified Patient Care Technician Program (CPCT) with comprehensive review courses, including electronic resources, to enhance and evaluate student's knowledge of content and to prepare for certification exams, 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 awarding of contracts for professional services without public competitive bids, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(6) provides for an exception to the requirement of advertising for bids in the provision of textbooks, copyrighted materials including without limitation books, periodicals and other printed or published matters, 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, Ascend Learning Holdings, LLC Db a Assessment Technologies Institute, LLC, Leawood, KS has submitted a proposal to provide a comprehensive review course from enrollment to completion for students enrolled in the CMA program consisting of online review, study guides, testing and retesting for a total cost not to exceed \$24,910 for Fiscal Year 2025-2026, and

WHEREAS, Ascend Learning Holdings, LLC Db a Assessment Technologies Institute, LLC, Leawood, KS has also submitted a proposal to provide a comprehensive review course from enrollment to completion for students enrolled in the CPCT program consisting of online review, study guides, testing and retesting for a total cost not to exceed \$24,510 for Fiscal Year 2025-2026, and

WHEREAS, the cost for similar CMA and CPCT programs for Fiscal Year 2024-2025 is projected to be \$42,064, 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 Chief Financial Officer has determined that the total contract award will exceed \$17,500, and

WHEREAS, Ascend Learning Holdings, LLC Db a Assessment Technologies Institute, LLC, Leawood, KS has completed and submitted their 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 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 Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Ascend Learning Holdings, LLC Db a Assessment Technologies Institute, LLC, Leawood, KS to provide comprehensive review courses that meet the needs of students enrolled in the CMA and CPCT programs for the College at costs not to exceed \$24,910 and \$24,510, respectively, for a total award not to exceed \$49,420 for Fiscal Year 2025-2026.

Resolution F025-052 - Cloud-Based Video Management System

WHEREAS, the College has a need for a cloud-based video management system that will allow faculty and students to store, publish, and stream video collections and other media, 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, Kaltura, Inc., New York, NY has submitted a two (2) year proposal at a cost not to exceed \$59,658 to provide a cloud-based video management system for the period of July 1, 2025 through June 30, 2027, and

WHEREAS, the cost for the same cloud-based video management system for Fiscal Year 2024-2025 was \$21,450 with the price difference attributable to the purchase of a greater number of licenses and interactive pathways, 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 Chief Financial Officer has determined that the total contract award will exceed \$17,500, and

WHEREAS, Kaltura, Inc., New York, NY has completed and submitted Business Entity Disclosure and Political Contribution Disclosure Certifications, certifying that they have not made any reportable contributions to a political or candidate committee in the one year 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 Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Kaltura, Inc., New York, NY for a cloud-based video management system at a cost not to exceed \$59,658 for the period of July 1, 2025 through June 30, 2027.

Resolution F025-053 - 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 2025-2026, and

WHEREAS, the cost for similar legal services for Fiscal Year 2024-2025 is projected to be \$160,000, 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 Chief Financial Officer 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 Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to Cleary Giacobbe Alfieri & Jacobs, LLC, Matawan, NJ for legal services at a total cost not to exceed \$180,000 for Fiscal Year 2025-2026.

Resolution F025-054 - 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, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(20) provides for an exception to the requirement for advertising for bids for personnel recruitment and advertising, including without limitation, advertising seeking student enrollment, and

WHEREAS, SG&W Integrated Marketing Communications, Inc., Montville, NJ has submitted a proposal for professional marketing services for \$250,000 for Fiscal Year 2025-2026, and

WHEREAS, the cost for similar professional marketing services for Fiscal Year 2024-2025 is projected to be \$250,000, and

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

WHEREAS, the Chief Financial Officer has determined that the total contract award will exceed \$17,500, and

WHEREAS, SG&W Integrated Marketing Communications, Inc., 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 Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to SG&W Integrated Marketing Communications, Inc., Montville, NJ for professional marketing services at a total cost not to exceed \$250,000 for Fiscal Year 2025-2026.

Resolution F025-055 - Annual Renewal Texting and Chat Bot Platform

WHEREAS, the College has a need to renew the artificial intelligence powered texting and chat bot platform which allows for 24/7 interactive texting to promote student engagement, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(3) provides for an exception to the requirement of advertising for bids for the purchase of items or services not available from more than one potential bidder, 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, AdmitHub, PBC DbA Mainstay Boston, MA has submitted a proposal to provide an annual renewal of texting and chat bot platform for a total award not to exceed \$42,594, and

WHEREAS, the cost for the texting and chat bot platform for Fiscal Year 2024-2025 is projected to be \$40,565, and

WHEREAS, AdmitHub, PBC DbA Mainstay Boston, MA has provided a sole source justification that they are the only texting platform that uses behavioral science, natural language processing and artificial intelligence to blend both automated proactive and reactive communication to engage students, and

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

WHEREAS, the Chief Financial Officer has determined that the total contract award will exceed \$17,500, and

WHEREAS, AdmitHub, PBC DbA Mainstay 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 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 Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to AdmitHub, PBC DbA Mainstay Boston, MA for an annual renewal of texting and chat bot platform at a cost not to exceed \$42,594 for Fiscal Year 2025-2026.

Resolution F025-056 - Student Data Management and Reporting System- Non-Credit Programs

WHEREAS, the College has a need for a student data management and reporting system for non-credit programs and funding sources, 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 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 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, American Government Services (AGS), LLC, Hudson, WI has provided consulting services at a cost of \$8,750 for Fiscal Year 2024-2025, which was under the threshold of \$17,500 and did not require Board of Trustee approval, and

WHEREAS, American Government Services (AGS), LLC, Hudson, WI has submitted a proposal to provide a student data management and reporting system for Fiscal Years 2024-2026 at a cost not to exceed \$88,000 as follows:

Item	Cost	Cost Type
Deployment and Training for Staff FY24-25	\$24,000	One Time Fee
Consulting Services for Application Development- FY24-25	\$40,000	One Time Fee
AGS Prime Subscription- FY25-26	\$24,000	Annually
Total	\$88,000	

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 Chief Financial Officer has determined that the total contract award will exceed \$17,500, and

WHEREAS, American Government Services, LLC, Hudson, WI 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 Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to American Government Services (AGS), LLC Hudson, WI for training and development of a student data management and reporting system for non-credit programs for Fiscal Year 2024-2025 at a cost of \$64,000 for a total award not to exceed \$72,750.

BE IT FUTHER RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to American Government Services (AGS), LLC Hudson, WI for an annual AGS Prime subscription for a student data management and reporting system for non-credit programs for Fiscal Year 2025-2026 at a cost not to exceed \$24,000.

Resolution F025-057 - Student Recruitment and Employee Applicant Tracking Platforms

WHEREAS, the College has a need for online platforms for student recruitment to engage high school students and to track applicants for employment, 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, PowerSchool Holdings LLC Db a PowerSchool Group LLC, Folsom, CA has submitted a proposal for (14) fourteen months from May 2025 through June 2026 for Intersect which works with Naviance, a tool high school students and counselors utilize, which offers a professional landing page to highlight events and connect virtually for a total cost not to exceed \$20,493, and

WHEREAS, the cost for the student recruitment platform for the previous twelve (12) month period is projected to be \$17,200, and

WHEREAS, PowerSchool Holdings LLC Db a PowerSchool Group LLC, Folsom, CA has also submitted a proposal for a human resources applicant tracking platform for Fiscal Year 2025-2026 at a cost not to exceed \$35,434, and

WHEREAS, the cost for the human resources recruitment applicant tracking platform for the previous twelve (12) month period is projected to be \$33,500, 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 Chief Financial Officer has determined that the total contract award will exceed \$17,500, and

WHEREAS, PowerSchool Holdings LLC Db a PowerSchool Group LLC, Folsom, CA 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 before 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 Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to PowerSchool Holdings LLC Dba PowerSchool Group LLC, Folsom, CA. for student recruitment and employee applicant tracking platforms at costs of \$20,493 and \$35,434 respectively for a total award not to exceed \$55,927 for the period of May 2025 through June 2026.

Resolution F025-058 - Software Monitoring Platform

WHEREAS, the College requires a software monitoring platform to enhance network and system supervision, ensuring proactive management and swift issue resolution, 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 18, 2024, the Board of Trustees of UCNJ Union College of Union County, NJ awarded contracts to SHI International Corp., Somerset, NJ for software licenses, network maintenance, and hardware at a total cost not to exceed \$1,875,515 for Fiscal Year 2024-2025, and

WHEREAS, on November 4, 2024 the Board of Trustees awarded contracts to SHI International Corp., Somerset, NJ, for annual renewal of Jamf software licenses and operating supplies at a total cost not to exceed \$6,477, for Fiscal Year 2024-2025, and

WHEREAS, SHI International Corp., Somerset, NJ has also provided technological equipment at a cost of \$7,949 for Fiscal Year 2024-2025, which was under the threshold for the "Report of Authorized Payments in Excess of Original Award," and which did not require Board of Trustee approval, and

WHEREAS, On March 18, 2025, the Board of Trustees awarded a contract to SHI International Corp., Somerset, NJ for additional computer hardware and accessories at a cost not to exceed \$3,241 for Fiscal Year 2024-2025 and

- WHEREAS,** SHI International Corp., Somerset, NJ has submitted a proposal under NJEdge.Net contract #269EMCPS-21-001-EM-SHI for the SolarWinds software monitoring platform at a cost not to exceed \$1,363 for the period of June 4, 2025 through June 4, 2026, 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 Chief Financial Officer has determined that the total contract award will exceed \$17,500, and
- WHEREAS,** NJEdge.Net utilized competitive bidding for the awards of their contracts to SHI International Corp., Somerset, NJ thereby releasing UCNJ Union College of Union County, NJ from the requirement to obtain Pay-to-Play documentation, and
- WHEREAS,** a Certification of Funds availability has been filed by the Chief Financial Officer;
- NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to SHI International Corp., Somerset, NJ for a software monitoring platform at a cost not to exceed \$1,363 for a total award not to exceed \$1,894,725 for Fiscal Year 2024-2025.

Resolution F025-059 - Strategic Enrollment Management (SEM) Consulting

- WHEREAS,** the College has a need for a professional consulting firm and to utilize innovative technological tools for comprehensive 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,** on May 6, 2024, the Board of Trustees of UCNJ Union College of Union County, NJ awarded a contract to EAB Global Inc., Washington, DC for a virtual tour web platform for \$16,500 for Fiscal Year 2024-2025, and

WHEREAS, on June 18, 2024, the Board of Trustees awarded a contract to EAB Global Inc., Washington, DC for student success management consulting services at a total cost of \$59,486 for the period of July 31, 2024 through July 30, 2026, and

WHEREAS, on January 28, 2025, the Board of Trustees awarded a contract to EAB Global Inc., Washington, DC for student recruitment and data analytic platforms for the period of January 29, 2025 through January 30, 2027 at a total cost not to exceed \$925,766, and

WHEREAS, EAB Global Inc., Washington, DC has also provided aerial content capture and a team photo shoot for a virtual campus tour at a cost of \$7,500 for Fiscal Year 2024-2025, which was under the threshold for the “Report of Authorized Payments in Excess of Original Award,” and which did not require Board of Trustee approval, and

WHEREAS, EAB Global Inc., Washington, D.C. has submitted a proposal for the fourteen (14) months from May 2025 through June 2026 for Appily, which is an inquiry subscription that allows prospective students to engage in an interactive virtual experience for a total cost not to exceed \$44,780, and

WHEREAS, the cost for similar SEM consulting for the prior twelve (12) month period is projected to be \$34,566, with the increase in cost due to the addition of a module for adult degree leads, 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 Chief Financial Officer 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 Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award contract to EAB Global Inc., Washington D.C. for strategic enrollment management (SEM) consulting from May 2025 through June 2026 at a cost not to exceed \$44,780, for a total award not to exceed \$1,054,032 for Fiscal Year 2024-25.

Resolution F025-060 - 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 to provide annual maintenance, licensing, and support for Dropout Detective software used to increase retention and graduation rates for students at a cost not to exceed \$45,900 for Fiscal Year 2025-2026, and

WHEREAS, the cost for the same software maintenance, licensing, and support for Fiscal Year 2024-2025 was \$45,976, 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 Chief Financial Officer 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 Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award a contract to AspirEDU, Inc., Anna Maria, FL for Dropout Detective software maintenance, licensing, and support at a cost of not to exceed \$45,900 for Fiscal Year 2025-2026.

Resolution F025-061 - Additional Mail Postage

WHEREAS, bulk and metered mail postage for dispatch of College materials is necessary to support ongoing operations, in support of the mission of the College, and

WHEREAS, the County College Contracts Law, N.J.S.A. 18A:64A-25.5.b. provides for awards without public competitive bids when made or entered into with the United States of America, the State of New Jersey, with a county or municipality

or any board, body, or officer, agency or authority or any other state or subdivision thereof, and

WHEREAS, on June 18, 2024, the Board of Trustees of UCNJ Union College of Union County, NJ awarded a contract to United States Postal Service (USPS) for bulk and metered postage at a total cost not to exceed \$140,000 for Fiscal Year 2024-2025, and

WHEREAS, additional funds for postage is needed for Fiscal Year 2024-2025 at a cost not to exceed \$20,000, and

WHEREAS, the United States Postal Service, Eagan, MN is a government agency and is exempt from New Jersey Local Unit Pay-to-Play Law, N.J.S.A.19:44A-20.4. et seq., and

WHEREAS, a Certification of Funds availability has been filed by the Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ approve additional mail postage to the United States Postal Service at a cost of \$20,000 for a total award not to exceed \$160,000 for Fiscal Year 2024-2025.

Resolution F025-062 - Spend \$17,500-\$41,600

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of UCNJ Union College of Union County, NJ award contracts between \$17,500 and \$41,600 to the listed vendors for a total spend of \$112,592.

TYPE OF SERVICE	SOLICITATION/ EXEMPTION	COOPERATIVE/ STATE CONTRACT#	AWARD AMOUNT	PRIOR AWARD	TOTAL AWARD	DESCRIPTION	DEPARTMENT/ FUNDING SOURCE	VENDOR
Supplies	18A:64A-25.5(6) Text Books/online exam	N/A	\$19,995	\$ 0	\$ 19,995	Textbooks/ Online Books, Assessments, Student Membership Fee, Exam (1) and Make-up Exams (1) FY25-26	Con. Ed- Adult Education 11-200010-52020	AAPC Holdings
Supplies	Quote -Four (4) Vendors Submitted Pricing	N/A	\$ 5,321	\$16,187	\$ 21,508	Printing Spring Graduation Programs	Dean of Students 11-407010-52569	Roelynn Litho
Service	N/A	N/A	\$ 15,030	\$13,500	\$ 28,530	Kellogg Building Basement Rekeying	Public Safety 12-001000-52503	Firstline Locksmith LLC
Technology Related Items	18A:64A-25.5.(19) Hardware/software	N/A	\$ 5,996	\$ 0	\$ 35,996	Online scholarship application for students to be considered for an Institutional Scholarship- Three (3) Year Contract- July 1, 2025-June 30, 2028 1st Year payment \$11,999	Financial Aid Office 11-401015-52563	AwardSpring
Technology Related Items	18A:64A-25.5.(19) Hardware/software	N/A	\$ 25,000	\$ 0	\$ 25,000	Annual BudgetPak Re- newal FY25-26	Finance 11-500525-52563	Jonas Software
Technology Related Items	18A:64A-25.5.(19) Hardware/software	N/A	\$ 11,250	\$10,000	\$ 21,250	Career Coach Platform	Title V Grant 21-191086-52563	Economic Modeling
		TOTALS	\$112,592	\$39,687	\$152,279			

On motion duly made by Mr. Connolly, seconded by Dr. Tasharofi and unanimously carried, the Board approved Resolutions F025-049 and F025-062 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 utility markings are completed; ready for excavation for the foundation.

Kellogg Recovery Status:

Mr. Katz reported that the punch list items are being scheduled over the next few weeks.

OPEN MEETING TO THE PUBLIC

No one rose to address the Board.

UNFINISHED BUSINESS

On motion duly made by Dr. Tasharofi, seconded by Mr. Castro and unanimously carried, the Board ratified all actions taken at the Joint Board of Governors and Trustees that immediately preceded this Trustees Meeting, and that the Minutes of the Joint Meeting shall be appended to and made part of these Trustees Minutes.

NEW BUSINESS

Completed.

ADJOURNMENT

With no further business on the agenda, a motion for adjournment was made by Mr. Richel, seconded by Mr. Castro at 6:50 p.m.