



BOARD OF TRUSTEES

Regular Meeting

Minutes

July 23, 2020

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:35 p.m. on Thursday, July 23, 2020, by Mr. Carl V. Thulin, Chair, via Webex.

Call to Order

The announcement of public meeting was made by Mrs. Connie Bello in compliance with the Open Public Meetings Act of 1975. Notice of this meeting was publicized through a resolution adopted at the November 2019 reorganization meeting and distributed as required by law. Also, given the current healthcare crisis, a notice was publicized on July 16, 2020, indicating this meeting would be held via Webex, as provided for by New Jersey Public Law 2020, Chapter 11, approved on March 20, 2020, for public bodies to conduct meetings by electronic means during periods of emergency.

Public Meeting
Announcement

Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, Mr. Robert Fall, Mr. Joseph Teichman, Mr. Steven Zabarsky, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Eileen Garcia, Vice President Joseph Konopka, Vice President Gerald Racioppi, and Mrs. Connie Bello.

Attendance

The minutes of the June 25 and July 9, 2020, Board of Trustees closed sessions and public meetings were approved by majority roll call vote, with an abstention from Mr. Zabarsky.

Minutes Approved

Presentations/Commendations

Dr. Larson introduced Dr. Henry Jackson, Executive Director of Academic Services, who was selected as the 2020 NROC National Ambassador of the Year for his focus on opening doors for first-generation college students in collaboration with OCC's secondary school partners. Dr. Jackson explained the NROC project is a community for various schools throughout the United States that use software to assist students become college and career ready. Dr. Larson and the Trustees commended Dr. Jackson for his wonderful leadership role. In turn, Dr. Jackson thanked Dr. Larson and the Trustees for their continued support of the Center for Academic Success.

Presentations/
Commendations

Dr. Larson then introduced Dr. Eileen Garcia, Vice President of e-Learning and Learning Enterprises, and Dr. Maysa Hayward, Associate Vice President of International Programs, who provided an update on e-Learning activities, including new courses utilizing Open Educational Resources (OER), technology, and international programs in Egypt.

Dr. Garcia shared a presentation highlighting e-Learning efforts which are aligned with OCC's recently updated Strategic Plan. She explained that fourteen courses are currently being designed utilizing OER in order to enhance student learning which will result in savings to both the student and the institution. Honorlock and Voicethread programs have been added in order to increase student and faculty engagement while working remotely or online. Instructional designers are using the software tool H5P, which allows designers to create games and animations to make the courses more interactive. Dr Garcia also explained that e-Learning is working with the Office of Information Technology in order to create reporting to measure student success through attrition in online courses by semester, session, and faculty member. This will help to schedule courses and improve course success by reviewing course design. In addition, courses will be developed to foster workforce development through e-Learning. In order to streamline back-of-the house processes, Adobe Sign will be used to simplify the signature routing process of development contracts and Snow to track e-Learning tickets.

Dr. Garcia explained that the Presidents and Chief Financial Officers of OCC and NJCU have been working with officers of MES in Egypt to develop a financial plan for the special programs project that is scheduled to begin this Fall, which is similar to the program between OCC/Kean University/Ain Shams University. Twenty-two programs have been submitted to the Egyptian Supreme Council for approval. Currently there are three Egyptian universities on board to participate: Ain Shams, Alexandria, and Helwan Universities; and three American Universities: Kean, NJCU, and William Paterson.

In response to Mr. Leone's request, Ms. Winchester will provide financial projections for Egypt to the Trustees for their review once finalized.

Finance Committee

Mr. Dasti commended Ms. Winchester and Ms. Christine Healey, Director of Purchasing and Payables, for providing the Finance Committee information prior to the Board Meetings regarding the Finance Agenda items, which is of great help to the members. Ms. Winchester thanked Ms. Healey for providing the detailed report to the committee. She also noted that a number of items presented at the meeting are being paid for by CARES Act Funding from the federal government, which will help enhance virtual instruction while the College remains primarily remote for the Fall semester.

Mr. Thulin commended Ms. Winchester and Ms. Healey for their work on behalf of the New Jersey Council of County Colleges Joint Purchasing Consortium, Best Practices, and Legislative remedies.

Upon unanimous roll call vote, the following Finance Committee items were approved as submitted:

- The statement of income and expenditures as of June 30, 2020, was accepted.

Income/Expenditures
Accepted

- The following contract was awarded: Contract Awarded
 - A maximum of \$263,900, to Santorini Construction, Neptune, New Jersey, for professional general contractor services for interior renovations for the student services area of Kean University at the Gateway Building at Ocean County College.

- Resolutions were adopted to award the following contracts: Resolutions Adopted for Contract Awards
 - A maximum of \$41,217.58 to SirsiDynix, Lehi, Utah, for a one-year renewal of the SirsiDynix Symphony SaaS software for the automated system in the Library at Ocean County College.
 - A maximum of \$35,385 to West Publishing Corporation, Eagan, Minnesota, for the purchase of miscellaneous books and Internet database subscriptions for use in the Library at Ocean County College.
 - A maximum of \$40,885.65 to Hyland, LLC, Lenexa, Kansas, for the maintenance license renewal for Document Imaging/Image Now software for use at Ocean County College.
 - A maximum of \$22,500 to PatronManager, LLC, New York, New York, for the second year of a five-year contract for a Box Office Ticketing System for the Theatre and Planetarium at Ocean County College.
 - A maximum of \$26,000 to Yankee Book Peddler, Birmingham, Alabama, for the purchase of miscellaneous books for use in the Library at Ocean County College.
 - A maximum of \$53,912.92 to NJEdge.NET, Newark, New Jersey, for the purchase of miscellaneous Internet database subscriptions and service fees through the VALE Consortium for use in the Library at Ocean County College.
 - A maximum of \$45,730.11 to Dell Marketing, L.P., Round Rock, Texas, for the purchase of Dell computers and accessories funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds, at Ocean County College.
 - A maximum of \$46,153.55 to Atrion Communications Resources, Inc., Branchburg, New Jersey, for a three-year agreement to renew the Exinda Network Orchestrator to monitor and troubleshoot network issues from June 16, 2020, through June 15, 2023, for use at Ocean County College.
 - A maximum of \$39,896.20 to Wolters Kluwer Health, Waltham, Massachusetts, for a one-year renewal of the DocuCare Simulation Software licensing funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds for use by the Nursing Department at Ocean County College.

- A maximum of \$120,000 to Nurse Tim, Inc., Waconia, Minnesota, for the purchase of a nursing clinical simulation package funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds for use by the Nursing Department at Ocean County College.
- A maximum of \$190,000 to The College Board, New York, New York, for the contract extension for the purchase of tests, study guides, and miscellaneous supplies from July 30, 2020, through October 31, 2021, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium, for use by various departments at Ocean County College.
- A maximum of \$40,000 to B&H Photo Video Pro Audio, Inc., New York, New York, for the purchase of audio video equipment and peripherals on an as needed basis through the Hunterdon County Educational Services Commission (HCESC) Cooperative Contract, for use at Ocean County College.
- For a three-month extension from July 30, 2020, through October 31, 2020, for the purchase of tests, study guides, and miscellaneous supplies through the New Jersey Council of County Colleges Joint Purchasing Consortium (NJCCC), for use by the Testing Center and various departments at Ocean County College.
- A maximum of \$45,000 to AdmitHub, Inc., Boston, Massachusetts, for one-year chat-bot software services from October 1, 2020, through September 30, 2021, for student enrollment and retention for the HUB at Ocean County College.
- A maximum of \$25,000 to Apple Computer, Inc., Austin, Texas, for the purchase of Apple computers and accessories, through the Education Services Commission of New Jersey (ESCNJ), for use at Ocean County College.
- A maximum of \$21,016.11 to SHI International Corporation, Somerset, New Jersey, for renewal of the Hewlett Packard hardware and software maintenance agreement for the Office of Information Technology at Ocean County College.
- A maximum of \$45,620 to Blackboard, Inc., Washington, District of Columbia, for a two-year agreement from August 1, 2020, through July 31, 2022, for the Blackboard Learning Management System Licensing through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) at Ocean County College.
- For the first year, with a second-year contract option, to the following vendors, for the purchase of tests, study guides, and miscellaneous supplies on behalf of the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium, with Ocean County College serving as the lead agency, for use by the Joint Purchasing Consortium member colleges:
 - Petersons, LLC, Denver, Colorado
 - Assessment Technologies Institute, LLC, Leawood, Kansas

- For the second-year contract with a third-year contract option with TurnItIn, LLC, Oakland, California, for the TurnItIn Plagiarism and Writing Software license on behalf of the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium, with Ocean County College serving as the lead agent, for use by Joint Purchasing Consortium member colleges.
- A maximum of \$130,000.02 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for a three-year contract for multi-factor authentication for the existing Cisco Network funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds for use at Ocean County College.
- A maximum of \$41,555.96 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for a one-year contract for analog gateway upgrades funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds for use at Ocean County College.
- A maximum of \$153,836.64 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for a three-year contract for the renewal of the Cisco security subscription funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds at Ocean County College.
- A maximum of \$361,389.56 to SHI International, Somerset, New Jersey, for the purchase of server hardware and licensing and integration service upgrades to deploy virtual desktops through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds for faculty, staff, and students at Ocean County College.
- A maximum of \$382,300 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for a three-year agreement from October 1, 2020, through September 30, 2023, for the renewal of the Cisco data/voice/video network security subscription at Ocean County College.
- A maximum of \$153,230.18 to Aspire Technology Partners, LLC., Eatontown, New Jersey, for the first year of a three-year agreement from July 1, 2020, through June 30, 2021, for the renewal of the Cisco SmartNet maintenance agreement at Ocean County College.
- A maximum of \$30,144.46 to The Senator Group, New York, New York, for the purchase of lobby furniture and wall systems through the Educational Services Commission of New Jersey (ESCNJ) for the new Student Enrollment Building at Ocean County College.
- For a professional services contract with Noresco, LLC, Westborough, Massachusetts, to provide the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium with assistance in the procurement of natural gas and electric for Consortium member colleges.

- The following contracts were amended: Contracts Amended
 - An additional \$12,000, for a maximum total of \$54,100, to Bahr and Sons Electrical Contractors, Inc., Bayville, New Jersey, for the rental of a generator while professional electrical contractor construction services are being performed at Ocean County College (contract originally awarded at the May 28, 2020, Board meeting).
 - An additional \$17,433.96, for a maximum total of \$1,521,265.01, to Tri-Form Construction, Inc., Metuchen, New Jersey, for allowance usage authorizations for the purchase and installation of necessary HVAC supplies for the Conference Center Renovation project at Ocean County College (contract originally awarded at the January 23, 2020, Board meeting).
 - An additional \$50,528.09, for a maximum total of \$6,630,476.89, to Catel, Inc., Bradley Beach, New Jersey, for additional general contractor construction services for the relocation of the sanitary sewer, the upgrade of manual to automated doors, and the relocation and installation of the sprinkler system and Fire Department connection as part of the construction of the new Student Enrollment Building at Ocean County College (contract originally awarded at the January 9, 2020, Board retreat).
- The Board accepted an \$150,000 grant award from the New Jersey Department of Children and Families, Division on Women, to provide funding for services to meet the needs of Displaced homemakers in Ocean County by fostering the development of career and employment skills and educational opportunities so clients and their families can become economically self-sufficient. Project Director: Dr. Kate Pandolpho, Director of Counseling and Student Development Services. Project period: July 1, 2020, through June 30, 2021. Grant Award Accepted
- The Board accepted a \$3,150 grant award from the Mid Atlantic Arts Foundation (MAAF), to fund the appearance of the American Patchwork Quartet to the Grunin Center as part of the American Patchwork Project. Project Director: Mr. Mark Wilson, Executive Director of Cultural Programs and Partnerships. Project period: July 1, 2020, through June 30, 2021. Grant Award Accepted
- The Board accepted a \$1,400 grant award from the Mid Atlantic Arts Foundation (MAAF), to fund the appearance of Drew Dollaz to the Grunin Center as part of the Anti-Bullying Series. Project Director: Mr. Mark Wilson, Executive Director of Cultural Programs and Partnerships. Project period: July 1, 2020, through June 30, 2021. Grant Award Accepted
- The Board accepted a \$50,000 grant award from the National Endowment for the Arts (NEA), to fund the appearance of dance artists Grunin Center performances and classroom collaboration. Project Director: Mr. Mark Wilson, Executive Director of Cultural Programs and Partnerships. Project period: July 1, 2020, through June 30, 2021. Grant Award Accepted

Bylaw, Policy, and Curriculum Committee

Mr. Thulin introduced Dr. Konopka, who reported new courses are being added in the apprenticeship area and explained course revisions continue in order to keep curriculum up-to-date.

Dr. Konopka shared activity taking place to prepare for Fall instruction through the Return to Campus Committee, headed by Ms. Winchester, including walk-throughs of classrooms to determine the feasibility to safely offer on-campus instruction and labs. Dr. Konopka thanked Ms. Heidi Sheridan, Dean of Arts and Humanities, who took the lead to develop OCC's reopening plan required by the State. The report addresses all functional areas on campus that are aligned to provide the safest experience to students. In addition, all Academic Deans have developed multi-layered plans for the Fall to include all possible instruction options, such as on campus, hybrid, and virtual, in order to provide the best learning experience possible for students, and also should the College need to change direction at any given time throughout the semester.

Dr. Konopka reported that approximately 70 Continuing and Professional Education healthcare students returned to campus over the last few weeks, 61 of whom sat for national certification exams, with 56 having passed the exams. Dr. Konopka thanked Ms. Kaitlyn Everett, Director of Continuing and Professional Education and Workforce Development, for her leadership in coordinating these efforts. Also returning to campus will be Nursing students for laboratory experiences while adhering to strict safety protocols for staff and students.

Lastly, Dr. Konopka announced a partnership with the Naval Air System Command Academy to partner with the Naval Base offering programs such as Cyber Security both for members of the base and those deployed through e-Learning. In addition, OCC retained approval of the GAINS Opportunity Grant largely due to OCC's efforts in Social Work.

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| ➤ The following items, as accepted by the College Senate at its meetings on July 2 and July 16, 2020, were approved unanimously upon roll call vote: | College Senate
Items Approved |
| ➤ New Course | New Course |
| ➤ APPR 151, Degree Apprenticeship | |
| ➤ Revised Courses | Revised Courses |
| <ul style="list-style-type: none"> ➤ BUSN 251, Business Law I ➤ BUSN 252, Business Law II ➤ CSIT 133, Web Developer Fundamentals ➤ CSIT 154, After Effects ➤ ENGR 124, Engineering Analysis ➤ ENGR 181, Graphics for Engineers ➤ LAAW 101, Introduction to Law and Legal Assisting ➤ LAAW 104, Introduction to Litigation | |

- LAAW 106, Mediation and Conflict Resolution
- LAAW 201, Legal Research and Writing for Paralegals
- LAAW 203, Law Office Management
- LAAW 204, Estate Administration

- Revised Course and Course Title
 - LAAW 206, New Jersey Family Law to Family Law

- Terminated Course
 - LAAW 108, Introduction to Employment Law

Revised Course and
Course Title

Terminated Course

Buildings and Grounds Committee

Mrs. Novak commended Dr. Konopka for his report and shared that the Performing Arts Academy Building continues to operate under a temporary certificate of occupancy as close-out documents are awaited. The gymnasium bleachers that will include safety railings will be installed in the next few weeks, which replace the original bleachers. The foundation has been poured on the Student Enrollment Building. The Crime Scene Lab, Security Building, and Conference Center projects near completion. The Health Department has moved the testing site from the Hovnanian Building to the Gateway Building. A deep cleaning will take place in the Hovnanian Building in order to be safe to accept students and staff. The campus will limit access to four buildings once students return in order to maintain proper safety protocols.

- The Buildings and Grounds Committee Report for July 23, 2020, was unanimously accepted upon roll call vote.

Building/Grounds
Report Accepted

Personnel Committee

Prior to approval of the Personnel Report, Mr. Leone noted that Ms. Shauna Ruutikainen, Part-Time Enrollment Services Technician, requested an opportunity to address the Board regarding the recommendation in the Personnel Report to terminate her employment. Ms. Ruutikainen had no further information to add since the June 25, 2020, Board meeting. Mr. Leone thanked Ms. Ruutikainen for her participation and explained a complete review of the circumstances has taken place and the Personnel Committee is prepared to take action.

The Board adopted, upon unanimous roll call vote, a resolution to acknowledge, with regret, the resignation of Mr. Mark Wilson, Executive Director of Cultural Programs and Partnerships, and expressed appreciation to Mr. Wilson for his dedicated service to Ocean County College.

Resolution Adopted
to Recognize, with
Regret, the Resig-
nation of Mr. Mark
Wilson

Mr. Wilson thanked Dr. Larson and the Trustees for the support he has received over the years and allowing him to grow in his position. He also acknowledged Ms. Jan Kirsten, Executive Director of College Relations, Ms. Heidi Sheridan, and the Grunin Center staff for their hard work.

The Personnel Report was unanimously approved as submitted upon roll call vote.

Personnel Report
Approved

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, August 27, 2020, at 11:30 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted
for Closed Meeting -
August 27, 2020

The following meetings were scheduled:

Meetings
Scheduled

Thursday, August 27, 2020	9:30 a.m.	International Programs Committee (As Needed)
	10:00 a.m.	Finance Committee
	10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)
	10:30 a.m.	Buildings and Grounds Committee
	11:00 a.m.	Personnel Committee
	11:30 a.m.	Closed Session
	12:30 p.m.	Regular Public Monthly Meeting

President’s Report

Dr. Larson introduced Dr. Racioppi, who shared an update regarding Fall Intercollegiate Athletics and Summer and Fall enrollments. After consultation with Ms. Ilene Cohen, Executive Director of Athletics, it was recommended to Dr. Larson and the Leadership Team that OCC not participate in athletic activity for the Fall 2020 semester in order to safeguard the health of students and staff, as well as to protect student athletes’ eligibility. Several NJCAA Fall sports will be moved to the Spring semester, including men’s and women’s soccer and volleyball. Dr. Racioppi and the Athletic Department staff met with the athletes and coaches to inform them of this decision. They understood and were appreciative of this decision.

President’s Report

Dr. Racioppi then shared Summer enrollment is currently up over 4% from last year and expected to remain increased, thanks to excellent efforts from many areas on campus, including Academic Affairs, Finance, and Student Affairs. While it is still too early to predict final enrollment, the Fall enrollment picture is currently down 9.8% in headcount from last year, due to the pandemic. While enrollment of new students appears to be improving with most area high schools reporting higher percentages of students indicating they will attend OCC. For example, Jackson’s two high schools indicated 27% and 33% plan to attend OCC this Fall. Dr. Racioppi also explained that increases in registration activity are generally experienced as the start of the semester gets closer. Student Affairs and staff from other areas continue to be redirected to assist the HUB in order to meet increased demand. Efforts to reach out to new and returning students continue utilizing the Reggie the Chatbot, high school embedded programs, and the RJW Barnabas partnership.

Mr. Leone thanked Dr. Racioppi for reporting back on Jackson High Schools and congratulated the team for the increased recruitment efforts for Summer and Fall.

Dr. Larson introduced Ms. Winchester and thanked her for chairing the Return to Campus Committee, described in great detail by Dr. Konopka in his report. Ms. Winchester then provided an updated report on the 2020 and 2021 budgets. She explained that the 2020 budget has closed, and a budget revision is needed for 2021 due to a 50% reduction of State aid for the first quarter and further reductions expected. In addition, investment interest income is also less than projected and the unknown final enrollment projections will impact the final budget. Ms. Winchester hopes projections will be clearer next month for Fall enrollment in order to bring forward a revised 2021 budget.

Dr. Konopka thanked Ms. Winchester and the Finance Team for allowing flexibility in funding sources to help prepare for the Fall semester. Ms. Winchester explained that the CARES Act funding received from the Federal Government has been helpful in addressing needs resulting from the pandemic.

Dr. Larson shared congratulations to Ms. Winchester and Ms. Healey from Ms. Linda Lam, Vice President of the NJCCC, for providing assistance on several issues in relation to the Joint Purchasing Consortium, for which a guidebook was created for Community Colleges.

In response to the comments of Mr. Neil Schiller, Associate Professor of Engineering and FAOCC President, at the June 25, 2020, meeting, regarding concern over lack of adequate technology for the faculty, Mr. James Ross, Chief Information Officer, shared a report on the current status of equipment and software available for faculty and staff.

Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director, OCC Foundation, who shared the Foundation will present the virtual Scholarship Celebration on Friday, August 7, at 6:00 p.m. Mr. Malagiere thanked Ms. Sherri Bray, Assistant Director of Events and Advertising, and reported over \$100,000 has been raised for this event to benefit students. The event will consist of five official watch parties and will take place over Zoom with a goal to raise an additional \$40,000 during the event.

Mr. Malagiere explained that Foundation meetings are taking place in a hybrid model, where Foundation members are able to meet either in person or virtually thanks to the Toms River Country Club.

Dr. Larson introduced Dr. Jessica Adams, Acting Associate Dean of Kean Ocean, who shared Dr. Lamont Repollet, President of Kean University effective August 1, 2020, expressed interest in visiting the Kean Ocean campus as soon as it is possible. She explained many program enhancements have been added to the Kean Ocean application. Instant decision days will take place on Wednesdays, with OCC students having application fees waived. In addition, OCC links have been added to the Kean Ocean webpage to assist students.

Lastly, Dr. Adams explained that Kean University also has a reopening committee and will stay in line with OCC's reopening plan for Kean Ocean.

Miscellaneous

Following Mr. Thulin's request for public comments, Dr. David Bordelon, Professor of English and Literature and FAOCC Chief Negotiator, expressed concern regarding the current status of negotiations. Dr. Bordelon asked the Trustees for additional assistance in reaching a resolution. Mr. Leone indicated the Trustees were pleased to hear progress was made and they continue to be optimistic that a contract settlement will take place as soon as possible. Dr. Bordelon responded he does not share Mr. Leone's optimism on reaching a resolution and, again, asked the Board to encourage the College to come to an agreement as soon as possible. Mr. Leone reiterated the Administration and Trustees are committed to reaching an agreement.

Public Comments

Mr. Neil Schiller, Associate Professor of Engineering and FAOCC President, expressed his thanks to Dr. Larson and Mr. Ross for responding to his concerns regarding available hardware and software. He will pass along contact information for Mr. Ross to the FAOCC members. Mr. Schiller expressed the need for remote whiteboard technology. Mr. Sean O'Leary, Technical Director, explained available resources in the Webex platform; however, Mr. Schiller stated this does not accommodate hand-drawn options.

Mr. Schiller then asked that faculty member representation be included in the Return to Campus committee.

With no further comments from the Board members or the public, the meeting adjourned at 2:16 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President