



**BOARD OF TRUSTEES
AGENDA**

**MAY 20, 2021
12:30 p.m.**

- I. **CALL TO ORDER**

- II. **ANNOUNCEMENT OF PUBLIC MEETING**

- III. **ROLL CALL**

- IV. **RECOMMEND APPROVAL OF MINUTES OF THE APRIL 22, 2021,
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS** ***Bd. Action***

- V. **PRESENTATIONS/COMMENDATIONS**

- VI. **COMMITTEES**
 - A. **Finance Committee (Mr. Jerry Dasti, Chairperson)**
*(Ms. Sara Winchester, Executive Vice President of Finance
And Administration)*
 1. **Recommend approval of business/finance actions as
presented (Exhibit A)** ***Bd. Action***

B. Bylaw, Policy, and Curriculum Committee*(Mrs. Joanne Pehlivanian, Chairperson)**(Dr. Joseph Konopka, Vice President of Academic Affairs)*

1. Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B)

Bd. Action**C. Buildings and Grounds Committee (Mrs. Linda Novak, Chairperson)***(Mr. Matthew Kennedy, Associate Vice President of Facilities Management and Construction)*

1. Recommend approval of buildings and grounds items as presented (Exhibit C)

Bd. Action**D. Personnel Committee (Mr. Stephan Leone, Chairperson)***(Ms. Sara Winchester, Executive Vice President of Finance and Administration)*

1. Recommend approval of personnel actions as presented

Bd. Action**VII. MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, June 24, 2021, at 11:30 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation, the results of which will be released to the public when the need for confidentiality no longer exists.**

Bd. Action

VIII. **PRESIDENT'S REPORT**

IX. **NEXT MEETINGS OF THE BOARD OF TRUSTEES ON**

THURSDAY, JUNE 24, 2021

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| 1. International Programs Committee
(as needed) | Time: 9:30 a.m.
Place: Conference Center |
| 2. Bylaw, Policy, and Curriculum Committee
(as needed) | Time: 9:30 a.m.
Place: Conference Center |
| 3. Finance Committee | Time: 10:00 a.m.
Place: Conference Center |
| 4. Buildings and Grounds Committee | Time: 10:30 a.m.
Place: Conference Center |
| 5. Personnel Committee | Time: 11:00 a.m.
Place: Conference Center |
| 6. Entire Board | Time: 11:30 a.m.
Place: Conference Center
Purpose: Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 7. Entire Board | Time: 12:30 p.m.
Place: Campus Mall
Purpose: Regular Public Monthly Meeting |

X. **PUBLIC COMMENTS**

XI. **ADJOURNMENT**

This agenda includes all items that are known at this time.



BOARD OF TRUSTEES

Regular Meeting

Minutes

April 22, 2021

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:33 p.m. on Thursday, April 22, 2021, 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 2020 reorganization meeting and distributed as required by law. Also, given the current healthcare crisis, a notice was publicized on April 15, 2021, 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. Jerry Dasti, Mr. Stephan Leone, Mr. Robert Fall, Mr. Charles Muller, Ms. Emily Napolitano, 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 March 25, April 8, and April 16, 2021, Board of Trustees closed sessions and public meetings were unanimously approved by roll call vote.

Minutes Approved

Presentations/Commendations

Dr. Larson shared that OCC was selected to participate in the Technical Assistance Opportunity grant sponsored by the U.S. Department of Education, Office of Career, Technical, and Adult Education, to improve Career and Technical Education completion rates through the development and expansion of stackable credential opportunities. Dr. Larson introduced Ms. Eileen Schilling, Executive Director of Academic Articulation and Prior Learning Assessment, and members of the team comprised of Dr. Silvia Riviello, Dean of STEM; Ms. Kaitlin Everett, Director of Workforce and Professional Education; Ms. Susan O'Connor, Director of the Perkins Grant and Curriculum Compliance; Mr. Lincoln Simmons, Biology College Lecturer II; Dr. Amir Sadrian, Associate Vice President of Academic Affairs; and Ms. Deana Khemani, Technical Assistance Coach, Center for Occupations Research and Development; who shared progress made while working on this initiative. OCC was one of ten colleges, out of 120 that applied, selected for this initiative.

Presentations

Finance Committee

Mr. Dasti introduced Mr. Robert Nehila, Bowman and Company, who indicated he met with the Finance Committee prior to this meeting and was pleased to announce there were no findings to report for the Ocean County College FY 2020 audit. Mr. Nehila shared Ocean County College is in a strong financial position. He received outstanding cooperation from the College during the audit, and thanked Ms. Winchester and the Finance Department staff for their efforts, especially in this remote environment.

Ocean County
College FY 2020
Audit Accepted

- The Ocean County College FY 2020 Audit was accepted.

The following Finance Committee items were unanimously approved:

- The statement of income and expenditures as of March 31, 2021, was accepted.

Income/Expenditures
Accepted

- A resolution was adopted to extend the agreement with the County of Ocean through December 31, 2021, to receive funding through the Ocean County CARES Grant Program and direct appropriate College officials to execute the agreement in compliance with the terms and conditions of the December 10, 2020, agreement and its Clarification to the Ocean County CARES Act Agreement.

Agreement Extended
with the County of
Ocean for CARES
Grant Program

- The following contracts were awarded:

Contracts
Awarded

- A maximum of \$68,650 to UNITEMP, Inc., Somerset, New Jersey, for the second-year contract option for chiller maintenance services at Ocean County College.
- A maximum of \$43,510 to T&M Painting and Construction, Neptune, New Jersey, for the second-year contract option for maintenance and materials for painting services at Ocean County College.
- A maximum of \$78,847.44 to Timothy Peters Plumbing and Heating Company, Inc., Manasquan, New Jersey, for the second-year contract option for plumbing services at Ocean County College.
- A maximum of \$18,600 to Trinity Water Solutions, Inc., Point Pleasant, New Jersey, for the second-year contract option for maintenance and materials for water treatment services at Ocean County College.
- A maximum of \$36,695 to PDM Group, Cranbury, New Jersey, for the second-year contract option for professional boiler and burner maintenance services at Ocean County College.
- A maximum of \$29,000 to George Koustas Painting + Construction, LLC, West Long Branch, New Jersey, for general contractor construction services to install new stage flooring in the Grunin Center Theater at Ocean County College.

- A maximum of \$289,700 to Frankoski Construction Company, Inc., East Orange, New Jersey, for general contractor construction services for the cafeteria seating expansion project in the Jon and Judith Larson Student Center at Ocean County College.
- A maximum of \$40,000 to Educational Solutions Enterprises, Effort, Pennsylvania, for the purchase of technical training hardware and software equipment for use by the Engineering Department at Ocean County College.
- A maximum of \$84,840 for the first year with a second-year contract option for the operation and maintenance of the energy management system at Ocean County College:
 - \$26,940 to Automated Building Controls, Inc., Neptune, New Jersey
 - \$20,100 to Unitemp, Inc, Somerset, New Jersey
 - \$37,800 to Peterson Service Company, Inc., Medford, New Jersey
- A maximum of \$37,225 to Raw Power Generator Services, Brick, New Jersey, for the first year with a second-year contract option for professional generator preventative maintenance and repair services at Ocean County College.
- A maximum of \$180,815 to Custom Care Services, Inc., Wall Township, New Jersey, for the first year with second- and third-year contract options for professional ground and landscape maintenance services at Ocean County College and the Southern Education Center.
- A maximum of \$11,900 to Advanced Air Service Group, Aston, Pennsylvania, for the first year with a second-year contract option for HVAC duct and vent cleaning services at Ocean County College.
- Resolutions were adopted to award the following contracts:

	Resolutions Adopted for Contract Awards
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 - To identify a qualified pool of vendors for professional international and domestic support, travel, and consulting services for study abroad programs and overseas campus support to be used on an as-needed basis at Ocean County College.
 - A maximum of \$26,000 to Simon Property Group, Toms River, New Jersey, for sky banner advertising campaigns to promote the Community College Opportunity Grant at Ocean County College.
 - A maximum of \$39,368 to Hope Sheds Light, Toms River, New Jersey, for professional services to support the Student Recovery Support Program from October 1, 2020, through September 30, 2021, funded by the New Jersey Division of Mental Health and Addiction Services Grant at Ocean County College.
 - For the first year with a second-year contract option to Castle Branch, Inc., Wilmington, North Carolina, and Truescreen, Inc., Warminster, Pennsylvania, for employee and student background screening services, with Ocean County College acting as the lead agency, on behalf of the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium.

- A maximum of \$153,824.04 to NJEDGE.NET, Newark, New Jersey, for the annual dues as well as a one-year contract for campus-wide internet service through the NJEDGE.NET Consortium for use at Ocean County College, the Southern Education Center, and Montclair State University.
- A maximum of \$22,072.96 to B&H Photo Video Pro Audi, Inc., New York, New York, for the purchase of replacement broadcasting equipment for the TV Studio through the Hunterdon County Educational Services Commission Cooperative contract, funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds at Ocean County College.
- A maximum of \$93,102.80 to Dell Marketing, L.P., Round Rock, Texas, for the purchase of Dell Wyse 5070 Thin Client Devices for remote server access funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds to provide support to facilitate remote learning at Ocean County College.
- A maximum of \$73,819 to Dell Marketing, L.P., Round Rock, Texas, for the purchase of Dell laptops for students and faculty funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief funds to provide support to facilitate remote learning at Ocean County College.
- A maximum of \$88,290.09 to Aspire Technology Partners, LLC., Eatontown, New Jersey, for the purchase and installation of equipment to implement interactive classrooms for hybrid and video instruction 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 \$300,000 to Dell Marketing, LLP, Round Rock, Texas, for the purchase of Dell computers, parts, and supplies as needed for the repair of existing computers from July 1, 2021, through June 30, 2022, at Ocean County College.
- A maximum of \$30,000 to Home Depot Pro Institutional, Jacksonville, Florida, for a one-year contract for the purchase of custodial supplies for use at Ocean County College.
- A maximum of \$40,000 to TEC Elevator, Inc., Marmora, New Jersey, for an eleven-month contract for elevator repair and maintenance services at Ocean County College.
- A maximum of \$100,000 to Fastenal Company, Lakewood, New Jersey, for a one-year contract for the purchase of industrial maintenance repair and operations supplies and equipment for use by the Facilities Department at Ocean County College.
- A maximum of \$30,000 to Grainger, Eatontown, New Jersey, for the purchase of industrial and maintenance repair and operations supplies for use by the Facilities Department on an as needed basis at Ocean County College.

- A maximum of \$20,000 to NetQ Multimedia Company, Freehold, New Jersey, for the installation, repair, testing, and technical support of the campus-wide local area and wireless networks from July 1, 2021, through June 30, 2022, at Ocean County College.
- A maximum of \$48,000 to Mall Chevrolet, Inc., Cherry Hill, New Jersey, for the purchase of two mail service vehicles for use by the Facilities Department at Ocean County College.
- A maximum of \$20,000 to Atlantic Plumbing Supply Corporation, Toms River, New Jersey, for a one-year contract for the purchase of miscellaneous plumbing supplies for use at Ocean County College.
- A maximum of \$25,650 to Critical Environments Group, Glassboro, New Jersey, for the purchase and installation of a modular power revitalization service to provide an uninterruptible power supply at Ocean County College.
- A maximum of \$58,299 to Ellucian Company, L.P., Fairfax, Virginia, for a one-year subscription of the Recruit SaaS software for the recruitment of prospective students at Ocean County College.
- For the second-year contract option for online proctoring services, with Honorlock, Boca Raton, Florida, and Proctorio, Inc., Scottsdale, Arizona, with Ocean County College acting as the lead agency, on behalf of the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium.
- The following contracts were extended: Contracts
Extended
 - For a six-month contract extension from April 1, 2021, through September 30, 2021, and modified hourly rate requirement to New Hope Behavioral Integrated Health Care, Inc., Marlboro, New Jersey, for addiction counseling apprenticeship experience, funded through the Growing Apprenticeship in Non-Traditional Sectors (GAINS) Grant for students studying Addiction Counseling at Ocean County College. (contract originally awarded at the January 28, 2021, Board meeting).
 - For a six-month contract extension from April 1, 2021, through September 30, 2021, and modified hourly rate requirement to Ocean Mental Health, Bayville, New Jersey, for addiction counseling apprenticeship experience, funded through the Growing Apprenticeship in Non-Traditional Sectors (GAINS) Grant for students studying Addiction Counseling at Ocean County College. (contract originally awarded at the January 28, 2021, Board meeting).
 - For a six-month contract extension from April 1, 2021, through September 30, 2021, and modified hourly rate requirement to Preferred Behavioral Health, Lakewood, New Jersey, for addiction counseling apprenticeship experience, funded through the Growing Apprenticeship in Non-Traditional Sectors (GAINS) Grant for students studying Addiction Counseling at Ocean County College. (contract originally awarded at the February 25, 2021, Board meeting).

- For a six-month contract extension from April 1, 2021, through September 30, 2021, and modified hourly rate requirement to Relevance Behavioral Health, Freehold, New Jersey, for addiction counseling apprenticeship experience, funded through the Growing Apprenticeship in Non-Traditional Sectors (GAINS) Grant for students studying Addiction Counseling at Ocean County College (contract originally awarded at the January 28, 2021, Board meeting).
- The following contracts were amended: Contracts Amended
 - An additional \$25,950.69, for a maximum total of \$6,816,138.60, to Catel, Inc., Bradley Beach, New Jersey, for additional general contractor construction services to install additional sidewalks and curbing, and repair and reattach gutter and downspouts on metal awning, install new stucco over cinder block construction as part of the Student Enrollment Building at Ocean County College (contract originally awarded at the January 9, 2020, Board meeting).
 - An additional \$8,987, for a maximum total of \$254,575, to CDM Smith, Inc., Edison, New Jersey, for additional analysis of water quality samples for the Cedar Creek, Oyster Creek, and Forked River Watershed Restoration and Protection Plan project through the Barnegat Bay Partnership at Ocean County College (contract originally awarded at the January 23, 2020, Board meeting).
 - An additional \$390, for a maximum total of \$18,678, to Strategic Account Services, Bristol, Pennsylvania, to replace the drier filters for the refrigeration of Office of Information Technology equipment at Ocean County College (contract originally awarded at the May 28, 2020, Board meeting).
 - An additional \$87,139.40, for a maximum total of \$389,889.40, to Success Communications Group, Parsippany, New Jersey, for additional media placement agency services at Ocean County College (contract originally awarded at the May 28, 2020, Board meeting).
- A resolution was adopted to apply for a four-year Workforce Innovation and Opportunity Title II Adult Education and Family Literacy grant from the New Jersey Department of Labor and Workforce Development to provide adult basic education, literacy, and English as a Second Language in order to obtain/retain employment and become self-sufficient; to support adults who desire to complete a secondary school education or industry-valued credentials; and to assist adults who are parents to obtain the skills necessary to become partners in the education of their children. Project period: July 1, 2021, to June 30, 2025. Award amount: \$705,669 each year for a total of \$2,822,676. Project director: Ms. Kaitlin Everett, Director of Workforce and Community Programs. Resolution Adopted

Bylaw, Policy, and Curriculum Committee

Dr. Konopka explained today's agenda includes the Associate in Science in Advanced Studies with four tracks. OCC is the second college in New Jersey to apply for a 3+1 degree, which is in partnership with New Jersey City University and Southern New Hampshire University. Following Board approval, the proposed program will be forwarded to the Academic Issues Committee of the New Jersey's President's Council.

College Relations is preparing promotional information to highlight the benefits of the Intel program.

Dr. Konopka thanked the Trustees for their support enabling the ability to convert as many classrooms as possible in order to provide remote options to students who are not able to attend class in person once classes resume on campus in the fall.

In addition, Dr. Konopka shared that conversation continues regarding the possibility of a Civics course, following the April 16, 2021, Conversation with the Trustees.

- The following items, as accepted by the College Senate at its meeting on April 1, 2021, were approved unanimously upon roll call vote: College Senate
Items Approved
 - New Programs New Programs
 - Associate in Science in Advanced and Continuous Studies – Accounting Track
 - Associate in Science in Advanced and Continuous Studies – Human Services/
Addictions Counseling Track
 - Associate in Science in Advanced and Continuous Studies – Management Track
 - Associate in Science in Advanced and Continuous Studies – Marketing Track
 - New Courses New Courses
 - ANTH 135, Cultural Anthropology of Africa
 - ENVI 134, Carbon Footprint Analysis
 - New Course and Subject Code New Course
and Subject Code
 - ENGT 195, Tools for Technical Communications
- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Ocean County College Foundation Scholarship Celebration on Friday, June 8, 2021, on the Ocean County College Campus Mall from 6:00 p.m. to 10:00 p.m. Policy #8600
Suspended

Buildings and Grounds Committee

Mrs. Novak introduced Mr. Matthew Kennedy, Associate Vice President of Facilities Management and Construction, who provided an update on the following projects: the Student Enrollment Building ribbon-cutting ceremony will take place following the June 24, 2021, Board of Trustees meeting, and the Conference Center project is complete, with finalization of a lobby art display to follow. OCC is participating in the New Jersey Natural Gas Energy Conservation Program to provide savings to the College. The Bookstore/Cafeteria expansion will begin in July, to be completed by the start of the Fall semester.

- The Buildings and Grounds Committee Report for April 22, 2021, was unanimously accepted upon roll call vote. Building/Grounds
Report Accepted

Personnel Committee

Mr. Leone was pleased to share the recommendation to recognize Dr. William Rickert as Professor Emeritus, in recognition of his outstanding service to OCC. In addition, a one-year extension to the Support Staff Agreement through June 30, 2022, has been reach with the Support Staff Association.

Mr. Leone presented the Personnel Report, which was unanimously approved upon roll call vote.

Personnel Report
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to revise the Board of Trustees annual meeting notice, adopted on November 5, 2020, to reflect the addition of Webex information to access already scheduled meetings on May 20, June 24, July 8, and July 22, 2021.

Resolution Adopted
to Revise Annual
Meeting Notice

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, May 20, 2021, at 11:30 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted
for Closed Meeting -
May 20, 2021

The following meetings were scheduled:

Meetings
Scheduled

Thursday, May 20, 2021	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 discussed the student question at the April 16, 2021, event, A Conversation with the Trustees, about a civics course, as Dr. Konopka also mentioned in his report. It is a good time to review OCC's course offerings for revisions, the possible development of new courses, or the incorporation of civic literacy across the curriculum in order to allow OCC students to become engaged and knowledgeable citizens. The Trustees commended the Administration and Dr. Konopka for pursuing this matter and addressing these issues so that students have a better understanding of how Government works on all levels.

President's Report

Dr. Racioppi provided an update on high school graduate enrollment at OCC vs. national statistics, which shows an increased yield of 33.7% of graduating high school seniors enrolling at OCC, as compared to the average community college receiving a 13.3%. Dr. Racioppi attributes this success in part to the Pathways Program and outreach by HUB employees and volunteers. The Pathways Program is instrumental in getting the message of attending OCC

to graduating high school seniors who have not made the decision to attend college. An on-campus registration will be held in June.

Dr. Racioppi also shared federal CARES funding has been authorized to pay outstanding Spring, Summer, and Fall tuition balances for students as a one-time opportunity. After additional review, the College may consider the utilization of these funds in this way.

Dr. Racioppi then shared information regarding summer enrollment and provided an update on employee- and student-reported COVID exposures for the Spring semester, none of which are related to the OCC campus.

Upon unanimous roll call vote, a resolution was adopted to proclaim April as Community College Month at Ocean County College. Ms. Jan Kirsten, Executive Director of College Relations, shared efforts regarding marketing campaigns and publicity for Community College Month and Alumni Awareness at Ocean County College.

Resolution Adopted to Proclaim April Community College Month

Ms. Winchester shared that the Return to Campus Committee continues to meet and is currently refining definitions of class category options so that descriptions inform students of all course offering options for the Fall semester. Classroom occupancy limits have not been finalized for face-to-face learning on campus, but the College continues to equip many classrooms with video and audio technology which will allow students to connect synchronously to the class lecture, while some students will be able to return to the Toms River campus this Fall. Capacity limits will be set for each classroom in accordance with State guidelines. In addition, the County of Ocean will offer a vaccination clinic on campus for students at a date to be determined. The College will not mandate the vaccination of students.

Ms. Winchester explained options are being pursued for grab-and-go food service to be available for students and staff to be offered in the Larson Student Center. In addition, the coffee bar may also be opened for limited service.

Dr. Larson introduced Dr. Stephen Kubow, Associate Vice President of Kean Ocean, and Dr. Jessica Adams, Acting Associate Dean of Kean Ocean, who thanked Ms. Kirsten, for recently meeting with Dr. Kubow, Ms. Karen Smith, Vice President of University Relations, and Ms. Maureen Byrne, Associate Director, Kean Ocean, to discuss promotion of joint degree programs. Dr. Kubow also stated Kean Ocean will follow similar reopening plans for the Fall as OCC and Kean Union hope to be back at full capacity. Kean University and Kean Ocean extend congratulations to Mr. Ryan Luurtsema, Assistant Director, Veteran and Military Resource Center, for being named a 2021 Veteran Champion of the Year in Higher Education by VIQTORY. Dr. Larson and the Trustees welcomed back Dr. Kubow.

Dr. Adams reported that Kean University’s Veteran’s Program will be highlighted at the university’s upcoming Research Day by Mr. Vito Zajda, Director and VA Certifying Official, Office of Veteran Student Services.

Dr. Adams shared excitement to move into the newly renovated space on the first floor of the Gateway Building, which will provide an improved one-stop experience to students. Dr. Adams thanked Mrs. Novak, the Building and Grounds Committee, and all involved with this project. Plans for a ribbon-cutting ceremony to take place once it is safe to do so are currently being discussed.

Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director, OCC Foundation, who shared the hybrid 2021 Scholarship Celebration will be held on Friday, June 18, at 6:00 p.m.

Mr. Thulin thanked the County of Ocean for continued support to the College at the recent Board of School Estimate Meeting.

Dr. Larson shared an upcoming meeting will take place with the International Programs Committee as well as a retreat highlighting details of all International programs will be scheduled in order to update the Trustees.

With no further comments from the Board members or the public, the meeting adjourned at 2:10 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President