

The Board of Trustees of the Community College of Baltimore County Meeting Minutes, June 17, 2020

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, June 17, 2020 at 4:00 PM in a format that offered both in-person and dial-in options. This format was necessary because of precautions in place due to COVID-19. The following members of the Board were in attendance in person: Board Chair Gene J. Leitner; Trustees Mary Margaret O'Hare and Richard A. Scheper. The following Trustees participated by videoconference or conference call: Gayle Adams; Kimberly Carl; Gerald Gietka; James Gresham; Paulette Hammond; Michelle Jackson; Mary Margaret O'Hare; Douglas B. Riley; Monzella Saunders-Owings; Richard Scheper; Daryl Sidle; J.D. Urbach; and Gerard W. Wittstadt Jr. Also present in-person were Sandra L. Kurtinitis, President; Richard H. Lilley, Vice President of Enrollment and Student Services; Melissa Hopp, Vice President of Administrative Services; Kenneth Westary, Vice President of Institutional Advancement, Jack McLaughlin, Interim Vice President of Instruction, and Michael Netzer, Interim Vice President of External Outreach.

INTRODUCTION

Chair Gene Leitner welcomed and thanked everyone for attending the June 2020 meeting of the Board of Trustees. He thanked Chief Information Officer Craig Klimczak and the Information Technology Department for providing support for the virtual meeting platform. He then reminded those participating remotely to mute their microphones until they wish to speak.

ESTABLISHING A QUORUM

Chair Leitner announced that, due to the fact that the meeting was being attended both in-person and via videoconference, he would ask all speakers to state their name before they speak so that the business of the meeting could be correctly recorded. He also called the names of trustees so that they could confirm their presence on the call. All trustees and staff members identified in the first paragraph of these minutes confirmed their presence on the call.

CONSENT AGENDA

Chair Leitner asked for a motion and a second to approve the Consent Agenda. A motion was made by Trustee O'Hare and seconded by Trustee Scheper. The motion was unanimously approved: The following items were adopted:

1. Agenda for the Regular Session of the June 17, 2020 Board of Trustees Meeting
2. Minutes from the April 29, 2020 Regular Session of the Board of Trustees

REPORT OF THE BOARD CHAIR

Chair Leitner announced that he and President Kurtinitis decided not to send trustees to the 2020 Association of Community College Trustees (ACCT) Trustee Leadership Congress in Chicago. All conference travel for members of the college has been suspended until December 30 out of an abundance of caution related to the Coronavirus pandemic. [Note: after the June meeting, ACCT made the decision to shift to a virtual format for the conference.]

Chair Leitner called Trustees' attention to the schedule of Board meetings for the 2020-2021 Academic Year, which was included on page 163 of the Board Meeting Exhibits. He asked trustees to please take the time to note those dates in their calendars.

REPORT OF THE PRESIDENT

Comments

President Sandra Kurtinitis began her report by updating trustees on the state of the college due to COVID-19. She noted that at the April Board meeting we shared the extraordinary challenge that the college faced, converting 3000 in-seat classes into remote delivery and keeping all 4000 of CCBC's full- and part-time employees on the payroll through June 30. Dr. Kurtinitis stated that we learned some lessons during that time that will shape how we prepare for the eventual reopening of the college. One of those lessons was that not only was converting to remote delivery difficult for faculty who were not accustomed to teaching online, but for many students the conversion to remote instruction was very taxing. It was hard to address the impact on students of the March conversion to online delivery, especially when 4,200 students had to withdraw. However, that experience shaped our approach to reopening the college. From the \$9.4M which CCBC received in Stimulus Funds, CCBC awarded those students an emergency grant to retake those courses in the future for free. President Kurtinitis also highlighted some recent positive events, including the college's virtual Commencement, the virtual Gala, Student Awards, and Employee Service Awards. President Kurtinitis informed the trustees that Vice President Melissa Hopp's presentation will provide further details on the college's budget position, noting that in spite of all the COVID-related challenges, the college will end FY2020 successfully with a small reserve.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

CHANGE TO MEETING FORMAT

Chair Leitner announced that, in response to the COVID-19 pandemic, the June 2020 Board of Trustees meeting was being held via videoconference. As such, given this adjustment and in an effort to streamline the meeting, he did not ask the committees to meet separately to consider their respective agenda items. Instead he asked the Board as a whole to discuss and consider those agenda items typically reviewed in committee.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

CONSENT AGENDA

Board Chair Leitner asked if there were any objections to the Academic and Student Affairs Consent Agenda. Given none, he asked for a motion and a second to approve the Consent Agenda. A motion was made by Trustee Jackson and seconded by Trustee O'Hare. The motion was unanimously approved: The following item was adopted:

1. Agenda for the June 17, 2020 Academic and Student Affairs Committee meeting.

[Note: there are no separate Committee minutes for the April 2020 meeting. The Academic and Student Affairs Committee items were presented during the general session due to COVID-19 meeting restrictions, and the actions taken are recorded within the Regular Session minutes for the April 2020 meeting.]

RECOMMENDATION TO APPROVE NINE ACADEMIC PROGRAM REVIEWS

Interim Vice President Jack McLaughlin presented information about nine academic program reviews, all of which were recommended for continuance:

- Art, Design & Interactive Media
- Computer-Automated Manufacturing (Camm)
- General Studies
- Heating, Ventilation and Air Conditioning (HVAC) & Energy Technology
- Music Production and Audio Recording Technology
- Occupational Therapy Assistant
- Radiography
- Teacher Education
- Veterinary Technology

After the information was presented, Chair Leitner asked for a motion and a second to approve the continuance of the nine programs. A motion was made by Trustee Urbach and seconded by Trustee Carl. The motion was unanimously approved.

BUDGET AND FINANCE COMMITTEE

CONSENT AGENDA

Board Chair Leitner asked if there were any objections to the Budget and Finance Committee Consent Agenda. Hearing none he asked for a motion and a second to approve the Committee Consent Agenda. A motion was made by Trustee Riley and seconded by Trustee O'Hare. The motion was unanimously approved. The following items were adopted:

1. Agenda for the June 17, 2020 Budget and Finance Committee meeting;
2. Grants and Gifts
3. Fiscal and Facility Reports
4. FY2020 Summary of Noncompetitive Negotiated Contract Awards
5. Personnel Items

[Note: there are no separate Committee minutes for the April 2020 meeting. The Budget and Finance Committee items were presented during the general session due to COVID-19 meeting restrictions, and the actions taken are recorded within the Regular Session minutes for the April 2020 meeting.]

RECOMMENDATION TO APPROVE THE FINAL FY2021 OPERATING AND CAPITAL BUDGET

President Kurtinitis updated the Board on the anticipated impact of the COVID pandemic on the FY2021 budget.

Vice President Hopp stated that at the time of the June meeting, CCBC’s state funding level was not yet known. Governor Hogan’s pre-pandemic FY2021 budget included a \$3,171,981 increase for CCBC. Based on the legislature’s actions, CCBC expected to receive the full Cade formula increase of \$6.3M or 14.9% for FY2021. The Maryland Board of Revenue Estimates met on May 14 2020, to review two likely scenarios of state revenues for the current and next fiscal year that are reprised in the following table.

	FY2020	FY2021
Pre-Pandemic Estimate of State Revenues	\$18.7 Billion	\$19.1 Billion or 1.9% increase over FY2020
Estimate of State Revenues with Federal Assistance	\$17.7 Billion -4.9% or \$925M from pre-pandemic estimate	17.0 Billion -10.6% or \$2.1B from pre-pandemic estimate
Scenario Estimate of State Revenues without Federal Assistance	17.6 Billion -6.0% or \$1.1B from pre-pandemic estimate	16.5 Billion -13.6% or \$2.6B from pre-pandemic estimate

One scenario presented included a 13.6% decline in state revenues for FY2021. While state budget rescissions for FY2021 are not likely to be made across the board, it is a fair assumption that CCBC will not receive its hoped for 14.9% increase in state aid. Therefore, the recommended FY2021 amended budget includes state aid at its FY2020 level—or a decline of \$6.3M. Vice President Hopp explained that in the event that the state aid rescission is better or worse than our projected amount, the Board would be presented with an amended budget.

Vice President Hopp also recommended other adjustments in the amended budget to reduce expenditures for a balanced budget. Those adjustments are summarized below:

	Revenue	Expense
Reduction in State Aid	(\$6,343,963)	
Increased FY2020 Fund Balance Associated with CARES Expense Reimbursements	\$500,000	
CARES Payment of CCBC FY2021 Expenses	\$500,000	
No Salary Step or Longevity Bonus		(\$2,419,610)
20% Reduction in Conferences and Meetings		(\$232,598)
Eliminate a Redundant Student Assistant Budget		(\$215,300)
Reduce the Utility Estimate		(\$154,000)
Institute a FY2021 hiring chill to replace only the number of FY2021 separations (Reduce Salaries)		(\$2,322,455)
Total Change	(\$5,343,963)	(\$5,343,963)

FY2021 Capital Budget

Baltimore County provides CCBC’s capital funding on a biennial basis; the college’s allotment of capital funding came in FY2020. This year’s capital budget fees collected in the prior fiscal year total \$800,000. These fees are included within the capital maintenance and renovation

account throughout the budget process. There was no change in the county allocation in the budget process.

The final amended operating budget for FY2021 is shown below.

	FY2021 CCBC Recommended Budget February 2020	FY2021 Amended Budget
County Appropriation	\$74,383,502	\$68,673,564
Tuition and Fees	\$72,699,177	\$71,917,804
State Aid	\$45,623,299	\$42,451,318
Grants	\$63,200,000	\$63,200,000
Auxiliary Enterprises	\$780,000	\$780,000
Other Sources	<u>\$3,286,118</u>	<u>\$4,286,118</u>
Total Revenue	\$259,972,096	\$251,308,804

Tuition and Fees

There were two recommended adjustments to the Tuition and Fee table to finalize it for FY2021:

- The adoption of an out-of-state tuition for online students that is one dollar above the out-of-county rate or \$242/credit hour. Baltimore County residents taking online class will continue to be charged the in-county rate of \$122/credit hour. Out-of-county students taking online classes continue to pay \$241/credit hour. Out-of-state and international students taking online classes will see a discount from \$372/credit hour to \$242/credit hour.
- Curriculum changes subdivided many classes into multiple semesters, requiring a modification of the fee structure.

Chair Leitner asked for a motion and a second to approve the FY2021 Operating and Capital Budgets. A motion was made by Trustee Adams and seconded by Trustee Saunders-Owings. The motion was unanimously approved.

**RECOMMENDATION TO APPROVE SUBMISSION OF
THE FY2022 CAPITAL BUDGET REQUEST TO THE STATE OF MARYLAND**

Vice President Melissa Hopp reported that CCBC’s Capital Budget request will be submitted to the State Department of Budget and Management and Department of General Services in August 2020. Based upon the state’s collaborative review and recommendation, the governor and the state legislature will determine CCBC’s FY2022 State Capital Appropriations, effective June 1, 2021. CCBC’s request includes the following:

<u>Project</u>	
CCBC Essex Wellness and Athletics Center Addition and Renovations	\$4,150,000
CCBC Storm Water Management Compliance	\$425,000
CCBC Dundalk Student Services Renovation (2 nd Floor)	\$250,000
	<u>\$4,825,000</u>

Chair Leitner asked for a motion and a second to approve the FY2022 Capital Budget Request to the State of Maryland. A motion was made by Trustee Riley and seconded by Trustee O'Hare. The motion was unanimously approved.

CONTRACTS & PURCHASES OVER \$75,000

Vice President Hopp then presented the following contracts and purchases over \$75,000 for the Board's approval:

Instruction and Student Support

- Multiple science equipment vendors in an amount not to exceed \$375,000 for scientific supplies and equipment
- LYRASIS in the amount not to exceed \$159,217 for administration of database vendors for library services
- Assessment Technologies Institute in an amount not to exceed \$290,000 for nursing testing and remediation
- Flight training facilities in an amount not to exceed \$1,500,000 for the Aviation Program
- Multiple vendors in the amount of \$256,950 for trade apprenticeship programs
- Maryland Food Bank in an amount not to exceed \$315,000 for the culinary arts training partnership
- Earlbeck Gases and Technologies in the amount of \$219,300 for welding training
- North American Trade Schools in an amount not to exceed \$97,752 for Commercial Driver License training
- Contracts in an amount not to exceed \$110,000 for transportation of students in the Job Network Program
- ALEKS in an amount not to exceed \$90,000 for placement testing
- Multiple vendors in an amount not to exceed \$275,000 for interpreter services
- Dillon's Bus Service, Inc. in the amount of \$120,00 for intercollegiate athletic team travel

Flynn O'Hara Uniforms in an amount not to exceed \$139,348 for uniforms for the health professions

Information Technology

- Bell Techlogix in the amount of \$293,426 for annual Microsoft license renewals
- Microsoft in an amount not to exceed \$75,000 to provide 24/7 Microsoft Premier Support Services
- Computer Intelligence Association, Inc. in an amount not to exceed \$87,238 for the Adobe Creative Cloud Suite software
- Maryland Research and Education Network in the amount of \$94,298 for Internet and Internet 2 services
- Verizon in an amount not to exceed \$400,000 for telephone services
- TouchNet/Heartland Information Systems in an amount not to exceed \$310,445 for annual software subscription of the financial processing suite
- Presidio, Inc. in the amount of \$104,304 for ongoing maintenance of telephone equipment
- Presidio, Inc. in the amount of \$464,205 for maintenance and support of data network equipment
- Presidio, Inc. in the amount of \$104,136 for maintenance and support of security and monitoring equipment

- CAS Severn, Inc. in the amount of \$101,601 for on-going maintenance and support of the Banner ERP system
- Dell, Inc. in an amount not to exceed \$108,155 for remote and onsite support of the Enterprise Storage Area Network equipment
- Presidio, Inc. in an amount not to exceed \$67,955 for wireless access points and wireless controllers
- CCS Presentation Systems in an amount not to exceed \$307,000 for smart classroom audio visual equipment
- Carousel Industries in the amount of \$166,560 for equipment and services for external calling technologies

Support Operations

- Trane Company in an amount not to exceed \$177,200 for air conditioning equipment maintenance and repairs
- Otis Elevator in an amount not to exceed \$182,800 for maintenance and service for elevators and lifts
- BFI Waste Services, LLC d/b/a/ Republic Services of Baltimore in the amount of \$122,959 for trash removal and single stream recycling services
- Buckeye Cleaning Center in an amount not to exceed \$230,000 for general housekeeping and custodial supplies
- L. T. Services, Inc. in an amount not to exceed \$161,622 for janitorial services at the extension centers
- Abacus Corporation in an amount not to exceed \$160,000 for security guard services at extension centers
- Hayes Construction, Inc. in an amount not to exceed \$600,000 for carpentry and general construction services
- East Coast Welding & Construction, Inc. in an amount not to exceed \$500,000 for mechanical HVAC construction-related services
- M. T. Laney, Inc. in an amount not to exceed \$600,000 for bituminous concrete repairs
- Image Asphalt Maintenance, Inc. in an amount not to exceed \$250,000 for Portland cement concrete repairs

Capital

- GWWO Architects in the amount of \$1,184,691 for architectural and engineering services for the CCBC Essex Wellness Center addition and renovation
- Rocchi Construction in the amount of \$403,760 for upgrades to the CCBC Catonsville Data Center
- Ward-Boland Associates in an amount of \$153,666 for computer room air conditioning for the data center in the Eustis Center
- Multiple contracts in an amount not to exceed \$195,000 for furniture replacement.

Chair Leitner asked for a motion and a second to approve the Contracts and Purchases over \$75,000 presented by Vice President Hopp. A motion was made by Trustee O'Hare and seconded by Trustee Scheper. The motion was unanimously approved.

**RECOMMENDATION TO APPROVE THE
FY2021 SALARY POLICY FOR ALL CLASSES OF EMPLOYEES**

Vice President Hopp reported that the FY2020 salary scales will remain the same for FY2021 for full-time faculty, classified, administrative and professional staff, and non-union, non-exempt 40 hour/week employees. Due to the Maryland minimum wage increase on January 1, 2021, an adjustment will be made to the part-time associate pay scale for grades T101-T106, which are grades linked to the minimum wage and have only one step.

Chair Leitner asked for a motion and a second to approve the FY2021 Salary Policy. A motion was made by Trustee Riley and seconded by Trustee Adams. The motion was unanimously approved.

**RECOMMENDATION TO APPROVE THE AGREEMENT WITH THE
COMMUNICATION WORKERS OF AMERICA**

Vice President Hopp explained that the current collective bargaining agreement with the Communication Workers of America Local 2100 would expire on June 30, 2020. Both parties agreed that it would not be beneficial to engage in protracted negotiations in the midst of a pandemic. Therefore, CCBC and the CWA representatives agreed to a one-year agreement that extends all provisions of the current contract with the following substantive adjustments:

1. Neither a step nor a cost-of-living increase will be provided in FY2021. However, in the event that revenue significantly exceeds the FY2021 amended budget adopted by the Board of Trustees, the parties will negotiate a salary adjustment for FY2021.
2. CCBC will work to avoid any layoffs. If the college experiences or anticipates a significant revenue decline from the FY2021 amended budget approved by the Board of Trustees and seeks to declare a fiscal exigency in accordance with Board Policies 4.11 and 4.11A, the college will negotiate with the Union.
3. In addition to the already announced change from 24% to 25% in employee payments for PPO insurance premiums, there will be four other coverage changes on January 1, 2021:
 - The hospital emergency room co-pay will be \$100 under both the Cigna PPO and Cigna HMO plans. The co-pay will be waived if the patient is admitted to the hospital.
 - The co-pay for a specialist office visits will rise from \$20 to \$25 under both the Cigna PPO and Cigna HMO plans.
 - Within the CareFirst Blue Cross/Blue Shield Traditional Dental plan, the calendar year maximum per person will be increased from \$750 to \$1,250. Dental implants and orthodontia (for dependent children up to age 19) will be covered.
 - Within the CareFirst Blue Cross/Blue Shield Preferred PPO Dental plan, the calendar year maximum per person will be increased from \$1,000 to \$1,500. Dental implants will be covered.

Chair Leitner asked for a motion and a second to approve the agreement with the Communication Workers of America, Local 2100. A motion was made by Trustee O'Hare and seconded by Trustee Saunders-Owings. The motion was unanimously approved.

RECOMMENDATION TO APPROVE THE AGREEMENT WITH THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES

Vice President Hopp reported that the current collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME), Local 3376 would expire on June 30, 2020. Both parties agreed that it would not be beneficial to engage in protracted negotiations in the midst of a pandemic. Therefore, CCBC and the AFSCME representatives agreed to a one-year agreement that extends all provisions of the current contract with the following substantive adjustments:

1. Neither a step nor a cost-of-living increase will be provided in FY2021. However, in the event that revenue significantly exceeds the FY2021 amended budget adopted by the Board of Trustees, the parties will negotiate a salary adjustment for FY2021.
2. CCBC will work to avoid any layoffs. If the college experiences or anticipates a significant revenue decline from the FY2021 amended budget approved by the Board of Trustees and seeks to declare a fiscal exigency in accordance with Board Policies 4.11 and 4.11A, the college will negotiate with the Union.

Chair Leitner asked for a motion and a second to approve the agreement with the American Federation of State, County and Municipal Employees, Local 3376. A motion was made by Trustee Hammond and seconded by Trustee Riley. The motion was unanimously approved.

EXECUTIVE SESSION

Chair Leitner announced that he wanted to call to order a closed meeting of the Board of Trustees of the Community College of Baltimore County. Pursuant to Sections 3-103 and 3-305 of the General Provisions Article of the Annotated Code of Maryland, he moved that the Board of Trustees enter into closed session for the following purposes:

Under Section 3-305 (b) (1): To discuss the performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction, [and] any other personnel matter that affects one or more specific individuals.

He announced that they expected to discuss the President's performance evaluation, and that they were closing the meeting to discuss this topic because, under the law, the discussion of personnel matters, including performance evaluations, is confidential.

Chair Leitner asked for a second to his motion to enter into closed session. The motion was seconded by Trustee O'Hare. The motion was unanimously approved and the Board entered into closed session at 6:19 p.m. Chair Leitner asked the general meeting audience to stand by while the trustees switched to a private meeting link.

NEW BUSINESS

Upon returning from the Closed Session, Chair Gene Leitner asked for a motion and a second to come out of the Closed Session. A motion was made by Trustee O'Hare and seconded by Trustee Scheper. The motion was unanimously approved, and the Board returned to Open Session at 7:20 p.m.

RECOMMENDATION TO APPROVE NAMING OPPORTUNITIES

President Kurtinitis and Vice President Kenneth Westary proposed the installation of 17 naming plaques in the Carol Diane Eustis Center for Health Professions. Vice President Westary reported that in September of 2019, the CCBC Foundation embarked on a capital campaign to raise funds to support the equipment and technology needs within the Carol Diane Eustis Center for Health Professions building. As a result, over \$706,000 was raised from hundreds of individuals, corporation and foundation. CCBC donors whose generosity of a major gift of \$5,000 or more to CCBC through the Kahlert Foundation Challenge Grant resulted in a naming opportunity of their choice in the newly built Carol Diane Eustis Center for Health Professions.

The following represents a list of seventeen (17) naming opportunities for the Phase I Installation of donor plaques in the Carol Diane Eustis Center for Health Professions.

1. Ground Floor Plaques

- a. William and Theodora Welsh – Massage Center Reception Area -Room 026
- b. William and Theodora Welsh – Massage Therapy Treatment Center Room 026A
- c. Thalheimer-Eurich Charitable Fund – Massage Therapy Treatment Table
- d. Oakworks – Massage Therapy Treatment Table
- e. Medstar Franklin Square – Radiation MRI Lab – Room 028

2. First Floor Plaques

- a. CCBC Foundation, Inc. – Lobby
- b. Kahlert Foundation – Academic Conferencing Center Room 135
- c. Eleanor Greentree –Student Lounge C101A
- d. Lifebridge Health – Student Lounge C101B
- e. CCBC Foundation Dundalk – Student Lounge C101C
- f. Bruce and Mary Votta – Resource Room 110
- g. Sandra Kurtinitis – Testing Center 132
- h. Kenneth and Binee Westary – Breakout Room 110G
- i. Lenserft Company – Massage Therapy Treatment Table
- j. Sheldon and Jaime Caplis – Conference Room – 115
- k. CCBC Foundation Essex – Testing Center Room -134

3. Second Floor – Melissa Hopp – Academic Classroom 215

Chair Leitner asked for a motion and a second to approve the Naming Opportunities for the Phase I Installation of donor plaques in the Carol Diane Eustis Center for Health Professions. A motion was made by Trustee O’Hare and seconded by Trustee Carl.

RECOMMENDATION TO APPROVE THE AD HOC NOMINATING COMMITTEE’S SUGGESTED SLATE OF OFFICERS

Chair Leitner stated that the Ad Hoc Committee recommends that the Board of Trustees of the Community College of Baltimore County approve the recommendation of the Nominating Committee to elect the Chair and Vice Chair for the CCBC Board of Trustee for the 2020-2021

academic year. Pursuant to Section 2.02 B. 1. Of the Board of Trustees Policy Manual, the Board shall select from among its members a Chair and Vice Chair. The election of these officers shall occur annually at the June meeting of the Board. A majority vote of the Board is required for the election of officers.

Chair Leitner announced that the Committee recommended that the current Chair (Gene Leitner) and Vice Chair (James Gresham) continue in their positions for the 2020-2021 academic year.

Chair Leitner asked for a motion and a second to approve the Nominating Committee's suggested slate of officers. A motion was made by Trustee Adams and seconded by Trustee Jackson. The motion was unanimously approved.

**RECOMMENDATION TO APPROVE THE REPORT
OF THE AD HOC COMMITTEE ON THE PRESIDENT'S PERFORMANCE REVIEW**

Chair Leitner stated that the Ad Hoc Committee on the President's Performance Review recommended the following:

That the Board of Trustees of the Community College of Baltimore County approve the President's Performance Review and the rollover of one year to extend the President's current three-year contract through June 30, 2023.

Chair Leitner asked for a motion and a second to approve the recommendation. A motion was made by Trustee O'Hare and seconded by Trustee Gietka. The motion was unanimously approved.

TRUSTEE EMERITUS NOMINATIONS

President Kurtinitis shared information about former Trustee and Board Chair Stephen J. Nolan's service to the Board of Trustees. Trustee Nolan served on the Board of Trustees for 10 years, serving as Chair for 4 years. Chair Leitner asked for a motion and a second to approve the nomination of Stephen Nolan to Emeritus Trustee. A motion was made by Trustee Riley and seconded by Trustee Jackson. The motion was unanimously approved.

ADJOURNMENT

With no further business, Chair Leitner asked for a motion and second to adjourn the June 17, 2020 Board of Trustees meeting. A motion was made by Trustee O'Hare and seconded by Trustee Carl. The meeting adjourned at 7:27 PM.

Respectfully submitted,
Sandra L. Kurtinitis, Ph.D.

:sdb