# MINUTES BOARD OF TRUSTEES MEETING THOMAS EDISON STATE UNIVERSITY December 11, 2020

**MEMBERS PRESENT:** Kemi Alli, Chair; Gualberto Medina, Vice Chair; Merodie A.

Hancock; J. Stanley Justice; Eric R. Lear; Brian Maloney; Michael Toscani; Sanket Shah (student trustee) and Jennifer Hutchinson

(student trustee)

**MEMBERS ABSENT:** Johnnie Whittington and Lydia Stockman

ALSO PRESENT: Cynthia Baum, Vice President and Provost; John Thurber, Vice

President for Public Affairs; Dennis Devery, Vice President for Enrollment Management; Chris Stringer, Vice President and CFO; Robin Walton, Vice President for Community and Government Affairs; Jennifer Hoff, General Counsel; Mary Chute, New Jersey State Librarian; Michael Mancini, Chief of Staff/COO and Secretary to the Board; and Jamie Adams, Executive Assistant to the

President.

Dr. Alli officially called the public meeting to order at 10:04 a.m., followed by a statement of public notice pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-6 to 10:4-21, which states, "In compliance with the New Jersey Open Public Meetings Act and with Chapter 231 of the Public Laws of 1975, notice has been given of this meeting by way of announcements in the Star Ledger and the Trenton Times. I hereby call this meeting of the Thomas Edison State University Board of Trustees to order."

## **CONSIDERATION OF MINUTES**

Dr. Alli presented the minutes of the September 11 and October 8, 2020 board meetings for approval and adoption. Mr. Medina made, and Mr. Lear seconded, a motion to adopt the minutes. Motion carried unanimously.

#### PRESIDENT'S REPORT

Dr. Hancock reported that the university's enrollment retention fund financial metrics are all strong. She said that the University gained support from the legislature and administration that resulted in state funding that largely holds us harmless in the base of COVID and restored 95 critical student focused positions. Key projects such as our middle states self-study, our new program development, business process improvement and enhance student engagement from prospect to alumni, all have been progressing and meeting important milestones.

Dr. Hancock informed the board that since moving everyone to remote work, the University had concerns regarding data reporting and security, operational functionality and issues with the student, employee user experience and productivity. She continued to state that our enterprise research planning (ERP), which is the backbone of our operational systems, is over 20 years old. Fortunately, the University has been able to secure nearly \$7,000,000 in various cares grants that are allowing us to address these issues as well as many other COVID related expenses including over 600,000 in direct student support. These grants come with very tight restrictions and

timelines, which are driving long workweeks for employees across the University and dictating much of our current work priority systems. In addition to the COVID-19 work, the University will focus on several noteworthy items in the coming months. First, we are building our student success initiative with a huge step coming in early January.

Dr. Hancock reported that our Provost has hired Jasmeial "Jazz" Jackson as a Chief Student Success Officer who will start in January. She noted that he has great ideas on how we can continue to engage our students and drive success.

Dr. Hancock reported that we have submitted our budget for next year and that it is very similar to this year's budget. We are requesting continuation of the 95 positions, which are still considered legislative add-ons, so we have to fight for them every year. We are requesting the National Guard waiver, which we would also like to see in the base of the governor's budget. It was listed last year, but because that was the first year, they are treating it as a legislative add-on. We are also looking for full treatment within the outcomes based assessment formula, which NJASCU members are signing a letter in support of Thomas Edison to receive full and equitable funding.

There will be a focus on Middle States due to their visit in spring of 2022. The board will receive an update in 2021 with a focus on board development (standard 7) and shared governance.

Dr. Hancock stated that the University would be addressing return to work plans. Currently, the target date to return is July 1 but it will depend upon any executive orders, public health and the vaccine updates.

Dr. Hancock stated that there are plans of a board retreat to set strategic direction for upcoming strategic planning. She added that this relates to the University's 50th anniversary celebration in 2022. Therefore, in January we will launch 50th anniversary planning teams. The strategic direction set by the board during the retreat will be a key part of the 50th anniversary and capital campaign highlights with a goal of a visual refresh of the University and a strengthening of our external brand that highlights our accomplishments and most importantly promotes our future potential.

Lastly, Dr. Hancock informed the board that John Thurber will be retiring in the fall of 2021 and that this is Mary Chute last meeting. She's retiring the end of January.

#### REPORT OF THE ADMINISTRATION, AUDIT AND FINANCE COMMITTEE

Dr. Alli introduced Mr. Lear to present the Administration, Audit and Finance Committee Report. Mr. Lear briefed the Board on the committee meeting held on November 18, 2020.

# FIRST QUARTER FINANCIAL RESULTS

Mr. Lear introduced Mr. Stringer to brief the Board on the first quarter financial results. Mr. Stringer reported that during the first quarter of FY 2021, the University realized a decrease of \$631,550, or 5% to the same quarter last year. This is due to a decrease in state appropriations of \$924,049, which was partially offset by an increase in student revenue of \$292,499. The University achieved \$12,854,742, or 23% of its combined revenue budget of \$56,629,080, excluding investment income, through the first quarter. In the previous fiscal year, 24% or \$13,486,292, was realized through the first quarter of that year's combined budget of \$56,195,310.

Mr. Stringer also discussed the Outcomes Based Formula for the state. The state has not yet come out with a full distribution schedule, but Mr. Stringer is optimistic we will get the full appropriation this year. Last year we did not get the full appropriation. Mr. Stringer also discussed different student sectors by tuition type, and he noted that all sectors are up except for Nursing.

Mr. Stringer also covered the federal CARES grants that have come into the University in Q1. Some funds were able to be used for FY20.

#### **CONSIDERATION OF BID WAIVERS**

Mr. Stringer provided a summary of the proposed bid waivers. Mr. Lear presented the following resolution.

WHEREAS: The "State College Contracts Law, N.J.S.A. 18A:64-52 et seq. requires that

contracts be made and awarded by the University, after public advertising, for bids for contracts in excess of the established bid threshold; and

WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-56, permits, in certain

specified instances, that contracts may be made, negotiated, or awarded by the University by resolution of its Board of Trustees without public

advertising for bids; and

WHEREAS: The Board of Trustees approved the "Thomas Edison State University

Purchasing and Contracting Policy," which governs purchases and

contracts for the University and Library, on June 10, 2016; and

WHEREAS: The Board of Trustees finds that the following purchases and contracts have

met the criteria for award without public bidding, under the provisions of

N.J.S.A. 18A:64-56; now therefore, be it

RESOLVED: That the Thomas Edison State University Board of Trustees hereby

approves waivers of advertisement for the following purchases and

contracts for the purposes designated:

#### **BID WAIVER REQUESTS**

The State College Contracts Law requires that contracts be made and awarded by the University only after they are publicly advertised for bids. N.J.S.A. 18A:64-56, a provision of that law, allows the Board of Trustees to waive advertising for bids in certain instances. The Board authorized the Thomas Edison State University Purchasing and Contracting Policy, by resolution dated June 10, 2016. The Policy requires that items exceeding \$3,000 be obtained through some price competition. The following proposed contracts will be processed in accordance with that Policy.

#### 1. Mentor and Course-Construction Consultants:

N.J.S.A. 18A:64-56(a) (25) permits the University to make, negotiate, or award a contract by Board resolution for consulting services involving curricula. The mentor and course-construction consultants listed below are currently providing services to Thomas Edison State University. They are rendering services to the University's Undergraduate and Graduate School programs. The cost of these services may exceed the bid threshold of \$34,400, but will not exceed \$100,000, for fiscal year 2021. Due to the necessity of these services to the University, the University proposes to allow the below named mentors and course-construction consultants to exceed the purchasing

# threshold:

1227 T. 1 LL C	C 111 T 1	NC 111C	
1337 Tech LLC	Goldberg, Jordan	Miel LLC	
Abdel Ghany, Khaled	Goldfine, Jill	Miller, Chloe Yelena	
Abschutz, Caren	Gossett Strauss, Jennifer Lynn	Miskin, Pregrag	
Adamo, Thomas	Goyette, Dennis	Monroe, Terrence	
Adhikari, Rajendra	Granett, Brandi	Moser, Tami	
AJC Education in Motion	Grove, Shayne Ann	Mpondi, Douglas	
Al-Kofahi, Mahmoud	Guerra, Gale	Murphy, Laurence Lyons	
Allen, Pamela	Haan, Perry Charles	Nalbandov, Robert	
Alverson, Kelly	Hallberg, Victoria	Ness, Lawrence	
Anwar, Sohail	Halpern, Sheldon	Newman, James	
Banor, Maxwell	Hamilton, Diane	Newman, James	
Bartlett, Michael	Hansen, Christine	Nwafor, Peters C	
Bearhawk Consulting Group	Hanson, Linda	O'Brien, Raymond Thomas	
Begley, Linda	Harrington, Jonathan	O'Brien, Robert	
Behl, Sanjiv	Havens, Brandy	Oguntimien, Gbekeldluwa	
Bella, Janice Kaye	Hayburn, Timothy	Olsen, Gaynel	
Berry, David	Haycock, Carlton	Orazio, PattiAnn	
Bigelow, Robert	Haydel, Nina	Otto, Randall	
Black, Augustus	Headley, Barbara	Page, Suzanne	
Blanton, Miles Cannon	Heit, Jamey	Pancza, Maureen	
Bowling, James	Herrera, Michele	Panja, Biswajit	
Boyer, Corey J	Herrmann, Ingrid Kay	Pao, Roger	
Bradley, John	Heter, Joshua	Penn Oaks Services, LLC	
Bradnick, David	Hill, Matthew	Powell, David	
Bradnick, David	Hill, Robert Lynn	Powers, Michael	
Brandquist, Kurt	Hoffman, Robert	Price, Robert	
Brey, Eric	Hogan, Alexander	Puchalski, Marilyn	
Brown, Dewayne Randolph	Horwitz, Noah	Rafalovich, Adam	
Brown, Heather	Hudson, Stephen	Redcay, Miriam	
Brown, Jordan	Hunt, Johnnie	Revell, Tara	
Byrne, John	Ishaq, Abul Faiz M	Riccioni, Regina	
Caicco, Gregory Paul	Ives, Jane H	Roberson-Steele, Joyce	
	Jack Lampman Online		
Campbell, Roberta	Educator	Robinson, Kristin	
Campbell, Tina M	JMM Consulting	Ross, David John	
Cantor, Philip	JMS Consulting	Rotaru, Ileana	
Card, Pamela	Joella, Ethan	Rotundo, Michael	
Castle, David	Jordan, Lauren	Russo, Rosemarie Carolyn	
Cates, Lynn	Katz, Lawrence	Sam, Paul E	
Chalk Dust Culture	Khaw, Arthur	Sands, Crystal	
Chan, Hilton	Khurana, Paramdeep	Schlissel-Lanch, Aileen	
Chawla, Nishi	Kiesow, Paul	Scotti, Russell	
Chubbuck, Robert	Kimberlee Hoftiezer Editing	Sedille, Kathleen	
Cody, James	Klosk-Gazzale, Laurie	Sellars, Jeffrey Thomas	
Coherence First LLC	Krolik, James	Silas, Michael	
Cole, Susan	Kulik, Edward	SLG REG LLC	
Consult a Professor	Langston, Kathy	Steele, Robert	
Coye, Dale	Lankar, Veronique	Stencel and Associates, LLC	
Crescenzi, Stephen	Lansford, Tom Strauss, Jennifer Lynn G		

Cruse-Cohen, Christie	Laster, Sherell	Sutton, Jimmy	
Cuccuini, Margaret	Layvand, Marina	Swedene, Jason	
Dalal, Vistasp Pheroze	Lee, Kwang	Swick, Lori	
DeCaro, Frank	Legare, Jill	Terry, Paul	
DeFino, Dominick	Levitt Consulting Services	Thomas N Massey Ltd	
Dery, Richard	Lewis, Jamieson Brett	Thompson, Jason	
DeVore, Russell	Lipkin, William	Tomko, Andrew	
Dew, Robert	Lipper, Jacqueline	Toops, Cheryl	
Dhital, Alok	Litz, Jason	Tracy, Katherine Paige	
Din, Imran	Lozano-Nieto, Albert	Val Gold Enterprises	
Domingue, Jackie Dees	Lukins, Rory	Vaughan, Robert	
Dool, Richard	MacCarty, Thomas K	Villanueva, Jr., Nicholas	
Dunn, Derrek	Machnic, John A.	Visniski, Steven Patrick	
DW Global Strategies	MacPherson, William	Wagner, Phillip Edward	
Eidadu, Aric	Makhanlall, David	Wang, Charles	
Elgin, Margaret Adele	Massey, Thomas	Wiley, Dan Michael	
Farinelli, Robert	McDaniel, Garry Lewis	Wolf, Robert Nathan	
Flegle, Janice	McDowell, Cheryl Ann	Yankowski, Anthony	
Fleming, Cynthia	McFaul, Janis	Yaworsky, Bohdan	
Frost, Douglas	McMurray, Andrew	Young, James Douglas	
Gagen, Gina	Medved, David	Zappia, Susan	
Gibson, Jane	Mellon, John		
Glass, Stephen	Metz, Allan		

# 2. ERP Reimplementation Consulting Services - \$150,000

The University seeks approval for a bid waiver to support external research and consulting services for on–boarding enterprise technology systems to facilitate the ERP reimplementation project at a cost not to exceed \$150,000. N.J.S.A. 18A:64-56(a) (15) permits the University to make, negotiate, or award a contract by Board resolution for professional consulting services.

#### 3. Educational Services and Course Content - \$150,000

The University seeks approval for a bid waiver to provide course content associated with certain credit and non-credit courses. The MS degree in Data Science and the graduate certificate in Data Analytics, along with the non-credit Radiation Safety Officer course, will be offered through the Heavin School of Arts, Sciences, and Technology. The University will utilize Statistics.com courses reviewed and approved by the American Council of Education toward completion of the discipline-specific portion of the Data Science and Data Analytics credentials. For the undergraduate degree, Statistics.com will offer the area of study courses (the major) while TESU will offer the general education portion. Statistics.com will offer all of the courses eligible for the graduate certificate. Dade Moller & Associates will provide content for the non-credit Radiation Safety Officer course. Payments to Elder Research and Dade Moeller, calculated on a per-student basis, will not exceed \$150,000 during FY 2021. N.J.S.A. 18A:64-56(a) (25) permits the University to make, negotiate, or award a contract by Board resolution for consulting services involving curriculum.

#### 4. <u>Library Curbside Pickup Software - \$200,000</u>

The Library seeks approval for a bid waiver with OCLC to cover the costs of a statewide license to Capira Curbside, software that will allow New Jersey's public libraries to easily organize and offer the scheduling of curbside pickup of library materials to patrons, at a cost not to exceed \$200,000 for a one-year period. N.J.S.A. 18A 64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution for information technology, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

#### 5. Instructional Design Consulting - \$100,000

The University seeks a bid waiver to allow for consulting services in connection with instructional design and course development. This will provide increased capacity to meet the growing needs for online degree programs and professional development brought on by the pandemic. The cost will not exceed \$100,000 for the period through September 30, 2021. N.J.S.A. 18A:64-56(a) (15) permits the University to make, negotiate, or award a contract by Board resolution for professional consulting services.

Mr. Medina made, and Rev. Justice seconded, a motion to adopt the resolution. The motion carried unanimously.

#### **FY 2020 AUDIT UPDATE**

Mr. Stringer noted there was not much to update on the audit, as the state has not yet released numbers that we need to complete the audit. The state notes that we should get them by the end of December. Mr. Stringer hopes we can review them at the December 2020 meeting, but he is unsure if we will get the information from the state by then.

#### FEDERAL CARES UPDATE

Mr. Stringer covered most of the Federal CARES update as part of Q1 report, but added information around how the CARES funds are being utilized at the institution.

# REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

Dr. Alli introduced Mr. Maloney who reported that the Committee met on November 18, 2020. Mr. Maloney introduced Dr. Baum to brief the Board on resolutions.

# CONSIDERATION OF CHANGES TO THE COURSE WITHDRAWALS AND REFUNDS POLICY

Dr. Baum discussed the changes to the Course Withdrawals and Refunds Policy, which close a loophole around TECEPs. The current iteration could allow students who fail a TECEP within the refund period to apply for a tuition refund. This adjustment will clarify the policy.

WHEREAS: The Board of Trustees of Thomas Edison State University has the

authority and the responsibility for oversight of academic

governance; and

WHEREAS: The University Academic Council has reviewed and recommended the

revision to the Course Withdrawals and Refunds policy as presented;

and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has

reviewed and concurred with the recommendation from the Provost

as presented; and

WHEREAS: The President of the University concurs with the policy changes as

presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State University does hereby approve the revisions to the Course Withdrawals and Refunds policy as presented and incorporated herein by reference.

Dr. Toscani made, and Rev. Justice seconded, a motion to adopt the resolution. The motion carried unanimously.

# CONSIDERATION OF BACHELOR OF SCIENCE (AREA OF STUDY) & UNDERGRADUATE CERTIFICATE IN CLOUD COMPUTING

Dr. Baum discussed the new program and its relevance to the industry. It is structured to have both a certificate program and full bachelor's degree. Within the industry, both are recognized as viable credentials for career trajectories.

WHEREAS: The Board of Trustees of Thomas Edison State University has the authority and the responsibility for oversight of academic governance; and

WHEREAS: The University Academic Council has reviewed and recommended the Bachelor of Science area of study in Cloud Computing as presented; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation from the Provost as presented; and

WHEREAS: The President of the University concurs with the addition of the Bachelor of Science area of study in Cloud Computing as presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State University does hereby approve the Bachelor of Science area of study in Cloud Computing as presented and incorporated herein by reference.

Mr. Medina made, and Dr. Toscani seconded, a motion to adopt the resolution. The motion carried unanimously.

WHEREAS: The Board of Trustees of Thomas Edison State University has the authority and the responsibility for oversight of academic governance; and

WHEREAS: The University Academic Council has reviewed and recommended the Undergraduate Certificate in Cloud Computing as presented; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation from the Provost as presented; and

WHEREAS: The President of the University concurs with the addition of the

Undergraduate Certificate in Cloud Computing as presented; now,

therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State University does

hereby approve the Undergraduate Certificate in Cloud Computing as

presented and incorporated herein by reference.

Dr. Toscani made, and Mr. Shah seconded, a motion to adopt the resolution. The motion carried unanimously.

#### REPORT OF THE COMPENSATION COMMITTEE

Dr. Alli presented the report of the Compensation Committee. The committee discussed manager adjustments and their appreciation for managers having gone without a cost of living adjustment since 2017.

The committee has decided to recommend a 3% cost of living adjustment for managers effective October 1, 2020.

Dr. Alli presented the following resolution:

**WHEREAS:** The Board of Trustees of Thomas Edison State University is

authorized to determine the compensation of University managerial employees, pursuant to N.J.S.A. 18A: 64-6(h), as well as of State Library employees, pursuant to N.J.S.A.

18A: 73-34(a); and

WHEREAS: The Compensation Committee of the Board, in accord with

its charge, has reviewed the President's recommendation that University and State Library managers are eligible for

a three percent cost of living adjustment; and

**WHEREAS:** The Compensation Committee appreciates that managerial

cost of living adjustments have been deferred since 2017 and

has accepted the President's recommendation; and

WHEREAS The Compensation Committee recommended to the full

Board that University and State Library managers are eligible for a three percent cost of living adjustment; now,

therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State

University does hereby authorize the President to confer a three percent cost of living adjustment for eligible University and State Library managers, and that the increase shall be

effective October 1, 2020.

Mr. Medina made, and Mr. Maloney seconded, a motion to adopt the resolution. Motion carried unanimously.

# CONSIDERATION OF CANDIDATES FOR DEGREE

Dr. Alli presented the following resolution:

The Board of Trustees of Thomas Edison State University does hereby approve the awarding of the appropriate degrees to those December 11, 2020 candidates cited on the lists provided and incorporated herein by reference.

The action herein taken is pursuant to a certification by the President that the aforementioned candidates have satisfied all relevant degree requirements as recommended by the Academic Council and as established by the Board of Trustees.

Mr. Maloney made, and Mr. Lear seconded, a motion to adopt the resolution. Motion carried unanimously.

#### **CONSIDERATION OF CONTRACT RENEWALS**

Dr. Alli presented the following resolution to approve the contract renewals:

WHEREAS: The Board of Trustees of Thomas Edison State University is

authorized to approve and act on contract renewal recommendations for employees of the University, pursuant to N.J.S.A. 18A: 64-6(h) and (i), as well as for State Library

employees, pursuant to N.J.S.A. 18A: 73-34; and

WHEREAS: The President has made the contract recommendations as

indicated on the lists provided and incorporated herein by

reference; and

WHEREAS: The action taken herein is pursuant to an evaluation of each

employee's work performance; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State University

does hereby approve the contract recommendations as indicated on the lists provided and incorporated herein by

reference.

Rev. Justice made, and Dr. Toscani seconded, a motion to adopt the resolution. Motion carried unanimously.

### CONSIDERATION OF PERSONNEL ACTIONS

Dr. Alli presented the following resolution to approve the personnel actions:

**WHEREAS:** The Board of Trustees of Thomas Edison State University

is authorized to approve and act on employee-appointment recommendations for employees of the University,

pursuant to <u>N.J.S.A.</u> 18A: 64-6(h) and (i), as well as for State Library employees, pursuant to <u>N.J.S.A.</u> 18A: 73-34; and

WHEREAS: The President has made the employee-appointment

recommendations as indicated on the list provided and incorporated herein by reference; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State

University does hereby approve the employee-appointment recommendations as indicated on the list provided and

incorporated herein by reference.

Mr. Lear made, and Mr. Maloney seconded, a motion to adopt the resolution. Motion carried unanimously.

#### **NEW BUSINESS**

# REPORT OF THE NOMINATION AND GOVERNANCE COMMITTEE UPDATE ON BOARD NOMINATIONS

Dr. Alli introduced Mr. Medina to review the report of the nomination and governance committee. Mr. Medina reviewed the background of Mr. Richard Thigpen, Mr. Willard Steinback and Ms. Brenda Ross Dulan. Mr. Medina informed that Mr. Richard Thigpen was unable to participate due to personal commitments. After a discussion, it was decided to vote upon the candidacy for Ms. Brenda Ross Dulan as a board of trustee.

Mr. Medina made, and Mr. Maloney seconded, the motion to recommend Ms. Brenda Ross Dulan for candidacy as a board of trustee. Motion carried unanimously.

# **RESOLUTION FOR MARY CHUTE**

Dr. Kemi Alli presented the following resolution:

WHEREAS: Mary Chute was appointed to the position of New Jersey State Librarian in

July of 2012 following a nation-wide search, and;

WHEREAS: in her capacity as New Jersey State Librarian, Ms. Chute presides over a

wide variety of statewide services and programs, focusing on technology infrastructure, interlibrary loan, electronic resources, and continuing education and training for New Jersey's librarians and library staff, and;

WHEREAS: Mary Chute has received numerous awards and recognitions for her

leadership and service, including the Leadership and Professional Achievement Award from the Association of Specialized, Government and

Cooperative Library Agencies, and;

WHEREAS: Mary Chute has provided extraordinary service in her capacity as New

Jersey State Librarian to the people of the State of New Jersey and the

library community of the State, and;

WHEREAS: Dr. Merodie Hancock, President of Thomas Edison State University,

expresses her deep appreciation for the exemplary record of service demonstrated by Ms. Chute in her more than nine years of service as New

Jersey State Librarian, now, therefore, be it

RESOLVED, that the Board of Trustees of Thomas Edison State University does hereby

commend Mary Chute for her record of outstanding accomplishment and dedication to public service over her tenure as New Jersey State Librarian.

Mr. Medina made, and Dr. Toscani seconded, a motion to adopt the resolution. Motion carried unanimously.

# **ADJOURNMENT**

There being no further business, the meeting adjourned at 11:25 a.m.

Submitted by,		Approved by,	
Maurel		Ken A	rea-
Merodie A. Hancock, PhD	Date	Kemi Alli	Date
Secretary of the Board		Chair	