

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Minutes of the Tuesday, April 2, 2019
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on Tuesday, **April 2, 2019**, in the Technology Building 128 BC at Bergen Community College, 400 Paramus Road, Paramus, New Jersey. Chairperson Carol Otis called the meeting to order at 5:00 p.m. and the following announcement was made:

"The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by an annual notice, including the date, time, and place of this meeting posted in the first floor main lobby of the Pitkin Education Center of Bergen Community College and mailed to The Record and The Herald News, and filed with the Clerk of the County of Bergen, November 26, 2018."

ROLL CALL

Present

Mr. Joseph A. Barreto
Ms. Dorothy Blakeslee
Mr. Gerard L. Carroll
Mr. Patrick Fletcher
Mr. Mark Longo
Ms. Carol Otis
Ms. Irene Oujo
Dr. Sheetal Ranjan
Ms. Sibora Peca, Alumni Trustee

Also Present

Dr. Michael D. Redmond, President
Ms. Judy Verrone, Esq.

Regrets

Mr. Joseph Zarra

PLEDGE OF ALLEGIANCE

Chairperson Carol Otis led those present in the Pledge of Allegiance.

VICE-CHAIRMAN'S REPORT

Vice Chair Carroll attended the following events in March, 2019:

- 13th Annual Black, Brown, College Bound Summit in Tampa, Florida, along with Dr. Damyen Davis, Mr. Ronald McKnight and approximately eight Bergen Community College students.
- The New Jersey Council of County Colleges meeting at Middlesex County College.
- The 2nd Annual Junior Chef Competition, hosted by the Hospitality Restaurant Management Program.
- The Women's History Month Luncheon.

SECRETARY

No report from Secretary Barreto.

TREASURER'S REPORT – AUDIT AND FINANCE COMMITTEE/LEGAL AFFAIRS

Treasurer Blakeslee informed the board members that the Audit and Finance Committee met on March 20, 2019, and reviewed the financial position of the college and recommends resolutions A/F 1 to A/F 11 and Institutional 1 and 3.

PRESIDENT'S REPORT

Dr. Redmond, Chair Otis, Vice Chair Carroll, Trustee Ranjan and Alumni Trustee Sibora Peca attended the 2019 National Legislative Summit sponsored by The Association of Community College Trustees (ACCT) in Washington, D.C., February, 2019.

The following members of the board shared their comments from the ACCT Meeting:

Vice Chair Carroll, a member of The Governance and By-laws Committee, attended the Governance and By-Laws meeting, the sessions on Improving Access with Success with Males at Urban and Rural Community Colleges, and the African American Trustee Caucus.

Trustee Ranjan, a member of The Diversity and Inclusion Committee, attended the *Diversity and Inclusion Committee meeting* and provided an update regarding the New Second Chance Pell Pilot Program. The pilot program will allow eligible incarcerated Americans to receive Pell Grants and pursue postsecondary education with the goal of helping them get jobs and support their families when they are released.

Chair Otis, a member of the Audit and Finance Committee and Chair, Membership Committee attended meetings for these sessions.

We met with each of our legislators in Congress to advocate for higher education.

President Redmond distributed the 2019 Community College Federal Legislative Priorities document. If you would like a copy, please contact the board assistant or visit the Office of the President, A-320 to obtain a copy.

Dr. Redmond noted that Governor Murphy announced the Higher Education Strategic Plan. This plan includes five working groups:

- The On-Ramps to College
- Making College Affordable
- Student Success
- Safe and Inclusive Learning Environment
- Research, Innovation and Talent

Dr. Redmond encouraged board members, administration, faculty and students to apply to participate in these working groups. The link is on-line and will be included in the Bergen Daily. The deadline to complete the application is Friday, April 5, 2019.

Congress is being asked to create a National Student Unit Record Data System to track completion and data of earnings for students, after graduation.

The College hosted the Governor's visit to the Statewide Hispanic Chamber of Commerce at the Meadowlands Campus. President Redmond welcomed the Governor and met with several Consulate Generals from South American and Latin America to discuss future Bergen Community College partnerships.

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Dr. Redmond introduced Dr. Hlavenka, Executive Director of Public Relations, Community and Cultural Affairs.

Dr. Hlavenka reported on the following topics:

On April 3, 2019, attended the Bergen County Freeholders Meeting at 4:30 p.m. to acknowledge National Community College Month. A resolution signed by the County Executive and the Freeholders will be presented to President Redmond.

In April several FAFSA workshops will be given for students and prospective BCC students. These workshops are designed to assist students with the application.

April 25, 2019 – Bergen Community College Open House.

April 30, 2019:

11:30 a.m. – STEM Student Research Center, in A-327.

12:30 p.m. – Legislative Lunch – C-210

3:00 p.m. – Unveiling of the \$50 for 50 Campaign – lobby of Pitkin Education Building.

4:00 p.m. – Foundation Spring Scholarship Awards Ceremony – Anna Maria Ciccone Theatre.

Dr. Brian D. Agnew, Executive Vice President

Dr. Agnew introduced Ms. Ruth Greenfield, serves as Executive Secretary to Dr. Agnew and Staff Senate President. Ruth led the Staff Senate team and organized Staff Development Week, a schedule which consisted of four days that committed investment for Bergen Community College employees. The topics were identified by Staff Senate with Ruth's guidance including:

- Communication and Conflict Resolution
- Time Management
- Hackensack Meridian – Stop the Bleed
- Valley Hospital – The Drumming Circle

Dr. Agnew introduced and thanked the Staff Senate team:

Dr. Drorit Beckman, Mr. Kevin Porro, Ms. Tracy Miceli, Mr. Nino Schreck, Ms. Pamela Coles, Ms. Lisa DiGaetano, Ms. Kim Makoe-Brown, Ms. Janet Doyle, Ms. Cinzia D'Iorio and Ms. Christine Gillespie.

President Redmond congratulated Dr. Mullaney on his recent appointment as President of SUNY Corning Community College.

COMMITTEES

AUDIT AND FINANCE AND LEGAL AFFAIRS

Treasurer Blakeslee of the Audit and Finance Committee recommended approval of Audit and Finance Resolutions A/F 1 to A/F 11 and Institutional 2 and 3.

BOARD OF SCHOOL ESTIMATE

No meeting scheduled with the Board of School Estimate.

EDUCATION AND STUDENT AFFAIRS

Secretary Barreto, Chairperson, Education and Student Affairs Committee recommended approval of Institutional 1.

PERSONNEL

Trustee Fletcher, Chair, Personnel Committee, informed the board members that the Personnel Committee met on March 19, 2019 and recommended resolutions P1A, P1B, P1C, 2, P3A, P3B, P4 to P18. for board approval.

SITE AND FACILITIES

Trustee Longo, Chair, Site and Facilities Committee recommended resolution S/F1 for board approval.

STRATEGIC PLANNING AND ISSUES

Trustee Oujo, Chair, Strategic Planning Committee. The Strategic Planning Committee met in March and discussed goals for President Redmond in line with the Strategic Plan. Presentations regarding mid-year goals were given by Dr. Anaya, Finance, Mr. Corcoran, Facilities and Mr. Spaide, Ellucian.

Alumni Trustee

Ms. Peca introduced representatives from Student Government Association and the Phi Theta Kappa Students. They gave a presentation regarding College Week.

Student Government Association:

Melvis Ventura
Gabriella Setti
Azul Cestau-Heredia
Marlen Herrera
Alicia Moran
Sebastian Nazal
Erick Moreno
Joshua Jimenez
Kleidon Ndreu

Phi Theta Kappa:

Bryant Gomez
Jenna Maddalena
Daniel Currier
Rafael Zarifa
Sebastian Nazal
Alicia Moran
Erisa Ganellari

CHAIRPERSON'S COMMENTS

Chair Otis thanked the students for a wonderful presentation.

UNFINISHED BUSINESS/BOARD MEMBERS

No unfinished business.

NEW BUSINESS/BOARD MEMBERS

President Redmond recommended a 2019 summer board retreat. Chair Otis along with the board officers will plan the agenda and organize the board retreat. All suggestions for agenda topics can be forwarded to the board officers.

A recommendation from the board officers regarding the retreat will be given at the May 7, 2019 board meeting.

OPEN TO THE PUBLIC

Chairperson Otis requested a motion to Open to the Public. Treasurer Longo made a motion to open to the public, seconded by Trustee Oujo. All trustees were in favor.

Mr. Luis DeAbreu, Director, STEM Program, Bergen Community College.

On Tuesday, April 30, 2019 at 11:30 a.m. is the grand opening of the STEM Research Center. This is the first STEM Research Center in the nation to be multi-disciplined and cover all the disciplines. An invitation will be distributed by the board assistant.

On Tuesday, May 14, 2019 is the STEM C2 Research Summit located in Technology 128 from 8:30 a.m. to 3:00 p.m. This is a student research conference that will expose you to high quality research that students from the tristate area are working on. IBM and some of their senior level executives play an integral role in the event.

Chairperson Otis requested a motion to close the open session of the board meeting. A motion was made by Trustee Blakeslee and seconded by Trustee Barreto.

All trustees were in favor.

ADOPTION OF MINUTES

Secretary Barreto recommended approval of the following minutes:

Chairperson Otis requested a motion to accept the following minutes:

Approval of the board minutes dated March 5, 2019.

A motion was made by Trustee Longo and seconded by Trustee Barreto.

Roll Call Vote to approve the March 5, 2019 board meeting minutes:

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll - Yes
Mr. Patrick J. Fletcher - Yes
Mr. Mark Longo - Yes
Ms. Carol Otis - Yes

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Ms. Irene Oujo - Yes
Dr. Sheetal Ranjan – Yes
Mr. Joseph Zarra – Absent
Ms. Sibora Peca - Yes

Motion passed – 9 – Yes, 1 – Absent

Chairperson Otis requested a motion to accept the following minutes:

APPROVAL OF THE CONSENT AGENDA

Chairperson Otis requested a motion to approve the Consent Agenda, dated April 2, 2019.

Audit and Finance - A/F 1 to A/F 11 and Institutional 2 and 3.
Education and Student Affairs – Institutional 1.
Personnel – P 1A to P 1C, P2, P3 A and B and P 4 to P 18.
Site and Facilities – S/F 1.

A motion was made by Chair Carroll and seconded by Trustee Oujo.

Roll Call Vote for approval of the consent agenda dated April 2, 2019.

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll – Yes
Mr. Patrick J. Fletcher - Yes
Mr. Mark Longo – Yes

***Trustee Mark Longo abstained from voting on Resolution A/F1
Exempt from Bidding: Appointment General Counsel –
DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.***

Ms. Carol Otis - Yes
Ms. Irene Oujo - Yes
Dr. Sheetal Ranjan – Yes
Mr. Joseph Zarra – Absent
Ms. Sibora Peca - Yes

8 Yes/1 Abstention on A/F1; 9 Yes on A/F2 thru A/F11, 1 Absent.
9 Yes/Institutional 1, 2 and 3, 1 Absent.
9 Yes on P 1A to P 1C, P2, P3 A and B and P 4 to P 18, 1 Absent
9 Yes on S/F1, 1 Absent

Chairperson Carol Otis stated, “The consent agenda has been approved.”

No executive session was held.

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A/F1 – Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.

February 1 2019 to February 28, 2019 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 27,917.85

A/F2 Approval of Labor Invoices – Eric M. Bernstein & Associates, L.L.C.

February, 2019: Invoices: 57694 \$ 120.00

A/F3 - To approve payment for advertisements with various vendors for support outreach for the Community College Opportunity Grant, FAFSA completion, the open house, and summer/fall registration. Approval is hereby granted to spend \$22,703.30 through June 30, 2019 with multiple vendors to support outreach for the Community College Opportunity Grant, FAFSA completion, the April 25 open house and summer/fall registration.

A/F4 - To authorize the purchase of an X-ray digital conversion system from Patterson Veterinary Supply. Approval is hereby granted to purchase Vet-Ray Digital Vet conversion system, at a cost of \$25,000.00, from Patterson Veterinary Supply.

A/F5 - To authorize the purchase of furniture for the Health Professions Building from KI Inc. This is funded by GO Bond.

Approval is hereby granted to purchase furniture for the Health Professions Building at a cost of \$13,868.99, from KI Inc. through the Educational Services Commission of New Jersey cooperative bid ESCNJ 17/18-16.

A/F6 - To authorize the purchase of a ventilator from Philips Healthcare for the Respiratory Care Laboratory. This is funded by GO Bond.

Approval is hereby granted to purchase a V60 ventilator and related accessories at a cost of \$15,649.03, from Philips Healthcare.

A/F7 - To authorize the award of Public Bid P-2291 to Technotime Business Solutions, for the upgrading of SMART Classrooms at all campus locations.

Approval is hereby granted to award Public Bid P-2291 Smart Classrooms to Technotime Business Solutions, in the amount of \$286,327.00.

A/F8 - To authorize the College to continue to purchase office supply products from W.B. Mason through cooperative bids.

Approval is hereby granted to purchase office supplies, printer toner and ink, and other miscellaneous office items from W.B. Mason, through the Somerset County Cooperative Pricing System, Bid # CC-0001-18, until May 30, 2020, and to purchase office paper on Bid # CC-0059-18, until October 15, 2019.

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A/F9 - To authorize the purchase of IMac computers and iPads from Apple through the ESCNJ Cooperative. This is funded by the First in the World Grant.

Approval is hereby granted to purchase thirty-five (35) IMAC computers, three (3) iPad Pro tablets, with Apple Care + protection plans, and related accessories, at a cost of \$44,276.00, from Apple, through ESCNJ Cooperative bid # 15/16-69.

A/F10 - To authorize the purchase of furniture for the new STEM Student Research Center from Hertz Furniture. This is funded by Buehler Grant.

Approval is hereby granted to purchase furniture including a conference table and chairs, reception desk with chair, student chairs, teacher desks with chairs, teacher podiums, and collaborative classroom tables, from Hertz Furniture, at a cost of \$ 23,691.40.

A/F11 - To amend Board Action, AF 13, dated November 7, 2018, to increase the approved amount with Ajilon/Accounting Principals, which will be used to fund a temporary employee in the Purchasing Department.

Approval is hereby granted to increase the authorized amount from not to exceed \$40,000 to \$70,000.

Institutional 1 – Approval of the Preferred Name Policy

Approval is hereby granted for the Preferred Name Policy and Procedures.

Institutional 2 – Approval of the Bergen Community College Data Classification and Handling Policy.

Approval is hereby granted for the classification and handling of sensitive and confidential information policy.

Institutional 3 - Approval of the Bergen Community College Google Drive Usage Policy.

Approval is hereby granted for the Google Drive Usage Policy.

P1A - Authorize re-appointment of Michael D. Redmond, Ph.D. as President of Bergen Community College.

Approval is hereby granted to authorize the re-appointment of Dr. Michael D. Redmond and approve a one-year extension to Dr. Redmond's contract to serve as President of Bergen Community College, under the same terms and conditions

P1B - Appointment: Student Affairs Athletic Program (Coaching Staff)

Approval is hereby granted for the extended appointment of the following individuals as part-time Head Coach and Assistant Coach positions at the stipends indicated:

<u>Name</u>	<u>Head Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Samoya Bailey	Women's Volleyball	\$1,000.00	03/05/19 – 04/30/19 (retroactive)
Toni DiFranco	Women's Soccer	\$1,000.00	03/05/19 – 04/30/19 (retroactive)

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Giovanni Soto	Men's Soccer	\$1,000.00	03/05/19 – 04/30/19 (retroactive)
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<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Christian Casal	Men's Soccer	\$500.00	03/05/19 – 04/30/19 (retroactive)
Shane Havrilla	Women's Soccer	\$500.00	03/05/19 – 04/30/19 (retroactive)
Paul Nganansou	Men's Soccer	\$500.00	03/05/19 – 04/30/19 (retroactive)

P1C - Appointment: Support Staff (This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of the probationary period.)

Approval is hereby granted for the appointment of the following individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Keron Best	Custodian/Buildings & Grounds	\$31,124.00 (pro-rated)	01/07/19 (retroactive)
Ronald Orso	Public Safety Officer/Public Safety	\$36,000.00 (pro-rated)	1/02/19 (retroactive)
Brian Tervo	Library Associate/Library Services	\$36,000.00 (pro-rated)	01/14/19 (retroactive)

P2 - Reappointment Faculty - First Reappointment

Approval is hereby granted to reappoint the following individuals for their first reappointment to the indicated division & rank for the period September 1, 2019 through June 30, 2020 unless otherwise noted.

<u>Name</u>	<u>Rank</u>	<u>Discipline/Division</u>
Timothy Blunk	Assistant Professor	Art/Business, Art and Social Sciences
Neel Haldolaarachchige	Assistant Professor	Physics/ Physical Sciences/
	Mathematics, Science and Technology	
Brian Hemstreet	Assistant Professor	Communications/Humanities
Stephanie Niemiec	Associate Instructor	Paramedic Science/Health Professions
Kevin Olbrys	Assistant Professor	Philosophy and Religion/Humanities
David Scalcione	Assistant Professor	Mathematics/Mathematics, Science and Technology
Julie Seda	Assistant Professor	Wellness and Exercise Science/ Health Professions

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P3A – Retirement: Faculty

Approval is hereby granted for the retirement of the following individual:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Harold Kahn Humanities	Associate Professor/American Language Program/	07/01/19

P3B - Retirement: Professional Staff

Approval is hereby granted for the retirement of the following individual.

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Maria (Ria) Bloss	Program Supervisor/Continuing Education and Workforce Development	07/01/19

P4 - Approve: Return from Leave of Absence/Support Staff

Approval is hereby granted for the return from a Leave of Absence, without pay, for the following individual to the position listed below, effective date as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Alfred Savastano	Custodian/Buildings & Grounds	03/11/19 (retroactive)

P5 - Salary Increase: Confidential Personnel

Approval is hereby granted for a 2% increase to the base salary of all confidential personnel who were employed as of July 1, 2018 and still actively on payroll as of April 2, 2019. To increase confidential staff salaries within a 2% budget to be consistent with salary increases given to other employees through collective bargaining agreements.

P6 - Appointment: Professional Staff

Approval is hereby granted for the appointment of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Darrilyn Di Nardo	Program Supervisor/ Continuing Education & Workforce Development	\$50,000.00	4/22/19

P7 - Approval of Position/Title and job description: Director, Human Resources and Employee Relations

Approval is hereby granted for the following position/title: Director, Human Resources and Employee Relations.

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P8 - Approval of Position/Title and job description: Assistant Director of Human Resources
Approval is hereby granted for the following position/title: Assistant Director of Human Resources

P9 - Approval of Position/Title and job description: Assistant Director of Payroll
Approval is hereby granted for the following position/title: Assistant Director of Payroll

P10 - Approval of Position/Title and job description: Employee Relations Coordinator
Approval is hereby granted for the following position/title: Employee Relations Coordinator

P11 - Approval of Position/Title and job description: Senior Human Resources Generalist
Approval is hereby granted for the following position/title: Senior Human Resources Generalist

P12 - Approval of Revised Job Description – Confidential
Approval is hereby granted for the revised job description for the Vice President of Academic Affairs.

P13 - Resignation: Executive
Approval is hereby granted to accept the resignation of the following individual:

Name	Position	Effective Date
William Mullaney (Dr.)	Vice President, Academic Affairs	06/29/19

P14 - Approve Interim Assignment and Stipend
Approval is hereby granted for the appointment of the following individual to the interim position and monthly stipend as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Date</u>
Priscilla Klymenko	Interim Vice President, Student Affairs	\$1,000.00	03/25/19 (retroactive)

P15 - Approve Support Staff Merit Award Program recipients as per the agreement in the Support Staff Memorandum of Agreement, Article XVI, approved by the Board of Trustees on January 7, 2016.
Approval is hereby granted for the merit award increases for the following individuals with the contractual amount of 5.5% retroactive to 7/1/18:

<u>Name</u>	<u>Position/Department-Division</u>	<u>Salary</u>
Joseph Breitenbach	Electrician/Maintenance-Buildings and Grounds	\$87,781.00
Abuid Caban	Public Safety Officer/Public Safety	\$52,189.00
Edward Campanella	Public Safety Officer/Public Safety	\$39,092.00
Luis Colon	Custodian/Custodial Operations-Buildings & Grounds	\$43,296.00

James Daly	Custodian/Custodial Operations-Building and Grounds	\$49,423.00
Franklin Guzman	Library Associate/Library Services-Academic Affairs	\$40,893.00
Andreanna Madsen	Secretary/Center for Advising & Career Development-Academic Affairs	\$42,420.00

P16 - Approve Professional Staff Merit Award Program recipients as per the agreement in the Professional Staff Memorandum of Agreement, Article XXXI, approved by the Board of Trustees on February 2, 2016.

Approval is hereby granted for the merit award increases for increases for the following individuals with the contractual increase of 6.75% retroactive to 7/1/18:

<u>Name</u>	<u>Position/Department/Division</u>	<u>New Salary</u>
Patricia Aguilar	Office Supervisor/International Student Center/ Student Affairs	\$45,810.00
Gregory Fenkart	Coordinator, Student Development/Student Life and Conduct/Student Affairs	\$66,879.00
April Harrison	Coordinator, Summer Intensive Program/Academic Affairs	\$48,144.00
Beverly Margolies	Manager, Web Designer & Content/Center for Innovation In Teaching and Learning/Academic Affairs	\$78,877.00
Nilda Pardo	Junior Accountant/Accounting/Finance	\$58,843.00
Kirsten Perino	Office Manager/Information Technology	\$57,359.00
Frank Reilly	Assistant Director/Purchasing Services/Finance	\$99,944.00

P17 - WHEREAS the Bergen Community College ("College") and the Bergen Community College Administrators Association ("BCCAA") agree to recommend the terms for a successor collective bargaining agreement subject to Board approval.

Approval is hereby granted for the Bergen Community College Administrators Association ("BCCAA") agree to recommend the terms for a successor collective bargaining agreement

P18 - To adopt the attached MOA which aligns the "last man standing" clause in the Bergen Community College Administrators Association ("BCCAA") collective bargaining agreement with the Bergen Community College Professional Staff Association ("BCCPSA") collective bargaining agreement.

Approval is hereby granted to adopt the MOA which aligns the "last man standing" clause in the Bergen Community College Administrators Association ("BCCAA") collective bargaining agreement with the Bergen Community College Professional Staff Association ("BCCPSA") collective bargaining agreement.

S/F1 – To award professional services to RSC Architects for the preparation of plans and specifications for the replacement of the Baseball Field, Softball Field and Soccer Field Bleachers.

Approval is hereby granted to pay \$\$15,400.00, plus direct costs of \$500.00, to RSC Architects for the preparation of plans and specifications for the replacement of the Baseball Field, Softball Field and Soccer Field Bleachers.

ADJOURNMENT

As no further business was brought before the Board of Trustees, Chairperson Carol Otis asked for a motion to adjourn the board meeting.

Trustee Barreto made a motion to adjourn the meeting, seconded by Trustee Longo.
All trustees were in favor.

The board meeting adjourned at 5:50 p.m.

Thank you,
Trustee, Joseph A. Barreto
Secretary, Board of Trustees