

**North Central State College
Board of Trustees' Meeting
April 28, 2021**

I. CALL TO ORDER

NOTE: Due to the continuing circumstances brought about by the COVID-19 pandemic, the offices of the Ohio Attorney General, the Secretary of State have temporarily extended Trustee participation in Regular Open Meetings via teleconference and similar means beyond December 1, 2020. Such participation may also be counted for Trustee attendance and applied towards meeting quorum requirements for that meeting. This was based on extended legislation under section 12 of House Bill 197_06. This meeting was held in a hybrid format with some participants attending in-person in 165-Fallerius and others online via Zoom.

Chair Smith called the meeting to order at 5:30 p.m. in a Zoom hybrid meeting space. At that time, he asked all to rise and join him in reciting the pledge of allegiance followed by him reading of the Global ENDS Policy for North Central State College.

II. ROLL CALL

The Secretary, Mr. Stephen Williams called the roll.

Present:

Mr. Mark Masters
Dr. Dwight McElfresh
Mr. Roger Miller
Ms. Elisabeth Morando
Ms. Pamela Mowry
Ms. Linda Nelson
Mr. Matthew Smith
Mr. Steven Stone
Ms. Kimberly Winkle

III. INTRODUCTION OF GUESTS

Board Chair, Mr. Matthew Smith asked President Dorey Diab to introduce the guests present. President Diab acknowledged the presence of: Dr. Kelly Gray, Vice President of Academic Services; Ms. Lori McKee, Vice President of Business Services; Mr. Tom Prendergast, Vice President of Student Services; Ms. Chris Copper, Vice President of the College Foundation; Ms. Margaret Puckett and Ms. Tonya Stanger representing the Faculty; Ms. Brandel Boyd representing the Staff Caucus and Mr. Dustin Boyd representing the Student Organizations.

IV. FOCUS OF THE MEETING – *Mr. Matthew Smith*

Mr. Matthew Smith explained that the primary focus of tonight's meeting will include: A Report from our Students, our Foundation, and our President. We will attend to our Required Approval Agenda, our Policy Governance Agenda and an Executive Session to discuss Collective Bargaining Strategies with no business expected to follow the Executive Session.

V. OSU-MANSFIELD ADVISORY BOARD REPORT

Board Chair, Mr. Matthew Smith announced that he did not see our representative from the Ohio State University, Mansfield Advisory Board present so, there would be no report at this meeting. President Dorey Diab noted that the OSU-M Advisory Board meeting for May 20th has been cancelled so the next meeting will be on September 16, 2021.

VI. PRESIDENT'S REPORT – *Dr. Dorey Diab*

Dr. Dorey Diab introduced Mr. Dusty Boyd to present the student reports.

A. Phi Theta Kappa (PTK) and Sigma Alpha Pi (SAP) Updates

PTK

With current Covid restrictions, the Chapter has put off on hosting any events. All students who are members and currently enrolled were called to discuss engagement. There are currently 61 members.

The Chapter went to Malabar Farm last weekend and is going again this weekend to do a service project. Members are painting a chicken coup. The building is over 100 years old.

SAP

All currently enrolled members were called to discuss completion of the induction steps. Within two weeks of our calls, induction increased 15%. There are currently 380 members.

Both

Members of both organizations are getting ready to decorate cars for graduation.

A group of social work students held a clothing drive on April 10th. They collected clothing for about 4 months, washed and sorted all of the clothes. Over 100 people from the community attended the event. 18 participants completed an evaluation form and rated the event a success.

Members of both organizations are excited to have the ability to again engage in service. We are observing all COVID safety protocol to ensure student safety.

B. North Central State College Foundation Development and Update – Ms. Christine Copper

Dr. Dorey Diab introduced Ms. Chris Copper to present the Foundation Report. Ms. Copper presented the Foundation Development and Update Report as follows:

Emerald Club

Goal: \$330,000

Total: \$763,909.45

2021 % to goal: 231%

The FY22 Emerald Club letter and sheet will be going out in May 2021

Secure funding for scholarship programs, including Tuition Freedom and certificates.

- The Foundation is offering Career Centers students, Mansfield Senior High, and the Crawford County High School students an opportunity to receive a scholarship or a gift card to generate more students applying to NCSC.
- The Foundation has awarded over \$290,000 in scholarships for FY22, including tuition freedom scholarships. Letters are out and students have begun to turn in their acceptance agreement.
- The FY22 Employee Campaign has been launched and will include weekly opportunities for Cedar Fair tickets, gift cards, and recognition.
- A new gift was contributed to the NCSC foundation to use for grants that are provided to students that experience a hardship and need assistance.

Community Engagement

- The Foundation hosted the 2020/2021 Hall of Excellence virtually. Feedback from donors, corporate sponsors, the Board of Trustees and Foundation, along with other key stakeholders was that it was very successful.

Grants

- A Title III grant submission is in the drafting phase, Mr. Howard Walters has agreed to support and take a strong role in the submission.

Increase Technology support, including HyFlex/Next Gen classrooms

Secure donors and grants to fund emerging College and program needs especially to build the information technology infrastructure inside and outside the classroom.

- A new gift request has been approved for a \$50,000 gift to fund portable workforce development equipment. The equipment will allow for training at manufacturers site.
 - The donor company has agreed to expand their staff training to be part of our workforce training program.
- The NCSC Foundation has requested support from an area donor for the Kehoe auditorium to upgrade IT and hybrid training with technology equipment.
- A visit with the Stark County “Project Rebuild” was completed and the process used for the program is being evaluated for inclusion with a possible similar program in Crawford County.

Increase Alumni Engagement

- The FY22 Alumnus of the Year request has gone out to the Alumni Committee and will be available soon for nominations.

C. Monitoring Report: ENDS Policy – Diversity Ends Policy (1.10)

Dr. Dorey Diab explained that the monitoring report discussion is continuing with going over the six Ends policies and the 10 Executive Limitations.

This report focuses on the work of the College and the Diversity, Equity and Inclusion (DEI) Committee to meet College objectives for DEI. Policy 1.10 Diversity Ends policy states,

The College maintains an environment that encourages tolerance of differences while recognizing similarities and providing equalizing opportunities for participation by all.

President Diab reported the following items related to Diversity:

1. President Diab indicated that the College’s percentage of service to diverse students compared to the population of communities we serve remains generally the same. However, in some targeted areas such as the Mansfield City area, we still have work to do.
2. The College’s Diversity, Equity and Inclusion Committee has been making great progress in educating and transforming the culture of understanding within the College Community since it has been established. Dr. Toni Johnson has recently picked up on the work begun by Ms. Cheryl Carter before her departure from the College. Ms. Margaret Puckett has been very active in that committee as well on behalf of the College faculty. Key highlights of their report includes:

- a. They have adopted the Strategic Planning for Diversity, Equity and Inclusion toolkit from the University of California at Berkley as a framework for the DEI work at our college.
 - b. They have modified the mission, vision, charge of the committee, and strategic initiative and updated the college webpage with information.
 - c. They have developed the DEI statement to be included on all course syllabi beginning with summer 2021.
 - d. They are encouraging deans and other leadership to conduct DEI items at each of the department meetings.
 - e. They have developed questions and plans for student focus groups. Three student focus groups will be held.
 - f. They have recruited four new members to serve on the College DEI committee to replace those who have retired or departed including student representation.
 - g. They made the Fall In-service presentation on Equity and discussed survey results facilitated by Achieving the Dream partners.
 - h. The Spring 2021 In-service professional development included a guest speaker, Demia Kandi, founding partner of SIGNIFICANCE, LLC who delivered a presentation entitled “Celebrating our Commonalities and Respecting Our Differences. She spoke about preferred terminologies and ways of referencing different groups. Feedback from event surveys showed 92% rated Ms. Kandi as a good speaker.
 - i. Created a sub-committee to research and implement college approach for use of preferred personal pronouns.
 - j. Developed statement in regards to “Stop Asian-hate” that was included in a letter from President Diab to all students and employees and was posted on College website and social media.
3. Originally it was discussed with the Executive Committee to show the OACC video by Tia McNair at the board meeting. However, out of respect for the Board’s time it was provided separately so that Trustees may view it ahead of time and use this time for a robust discussion of the video’s key points. To begin this discussion, President Diab identified some of the key points of the video as:
- a. Equity and Equality are intertwined as a foundation for excellence in undergraduate education in service to democracy. Especially in the development of professional skills (soft-skills) that we are often called upon to instill in our students by local employers.
 - b. Nationally, forty-six percent of undergraduates are students of color so, in order to fulfil our mission of access and success we can build our institutions capacity by building an equity-minded campus.
 - c. We must disaggregate the data to understand the why and how to advance equity.
 - d. The role of Trustees is to define clarity in language and goals in equity and equity-mindedness, and establish equity-minded outcomes for all students by taking systemic actions.
 - e. Establish an understanding of the difference between Equality and Equity (the picture of people with different height and support boxes was used to illustrate the concept.

- f. Being equity conscious means understanding that everyone does not start with the same advantages and disadvantages; and ensuring everyone having access to a wide range of opportunities through understanding and intentionality.
- g. Another key concept from the book involves interpreting equity gap as a signal that practices are not working as intended and asking equity-minded questions on how and why current practices are failing to serve students who are experiencing inequities.

After presenting the questions to the Board members from the book “Equity Talk to Equity Walk,” President Dorey Diab asked Trustees for discussion on the topic.

Dr. Dwight McElfresh discussed Dr. McNair’s concept of “corrective justice”. While many institutions want to conduct inclusion, the effectiveness of that inclusion is what is in jeopardy. The most compelling point is that we as Trustees can set the tone by having the proper broad policies but it still takes admissions to effectively administer those policies and probably most importantly it takes faculty to recap the practices in teaching. There are lots of places to dig into the data to formulate action plans but one that Dr. McNair suggests is that 60% of the high schools’ populations are minorities yet only 7% participate in College Credit Plus. This illustrates that we can have the greatest College Credit Plus program in the world but if we are not getting the right students into that program then we can’t effectively correct the justice in equity that we are trying to accomplish. There are many ways to look at the data but what we do with that data will make the difference.

Mr. Matthew Smith discussed the importance in having our Diversity data disaggregated to share with the Board at their retreat to help educate the Board on where we are at.

Mr. Steven Stone referenced the discussion of Qualitative Data and Quantitative Data and asked what we do in effort to capture the Qualitative portion of the NCState story regarding the equity question? What mechanisms do we have in place to gather that data and what do we do with the information gathered? President Diab addressed Mr. Stone’s questions and called upon Ms. Margaret Puckett to share her insight on the topic from the faculty perspective.

Ms. Linda Nelson discussed some of the challenges faced by students in the FAFSA completion task. Vice President, Tom Prendergast addressed her question and discussed some of the initiatives the College is doing to assist are through community interaction and grant submissions. Ms. Kim Winkle added a perspective on pros and cons of requiring FAFSA completion as a condition for high school graduation. While it brings benefit it also can serve as an obstacle.

Mr. Roger Miller inquired about the effect of community interaction with Mansfield City Schools toward increasing enrollment in that region. President Diab addressed his question.

D. Updates/Other

1. The College has hired a marketing company to help address the drop in enrollment. We know that the drop is mostly due to the pandemic, and decrease in demographics. Nonetheless we need to do what we can to overcome the drop.
2. The consultant has analyzed data from 1,539 students during fall 2018, spring 2019, and summer/fall 2019 prior to COVID. They reviewed ten onboarding tasks and identified an important tipping points which is that students are more likely to register after six tasks. Therefore students are more likely to register after they experience more touch points (such as meeting with an advisor, doing financial aid, getting the transcript, participating in orientation) to create success and momentum through early engagement.
3. Significant factors for not attending include gender (not converting females from application to admission), and not recruiting enough African American and adults
4. More informal, social interactions early in the relationship were also identified as key to putting students more at ease and building a more personal relationship with members of the college before tackling the more difficult tasks in the application to registration process.
5. Making better use of the “Mechanics Model” was also discussed in bringing the educational opportunities directly to companies with employees who are seeking higher education.

Preparation work on the Title III grant continues although the Request for Proposals (RFP) has not been published yet. The previous proposal focused more on the student services aspect of student success through advising whereas the new proposal is focusing more on the academic services aspects such as doing more online, shorter terms and ensuring our faculty and staff have the proper/sufficient professional development to take the College down this road.

Stimulus payments for students is moving forward. We are providing stimulus payments to all of the Pell-eligible and non-Pell-eligible students according to our guidance from the fed and will be doing more of the same for the coming fall semester based on the established criteria of need. We are also looking at other non-fed initiative funding (such as Foundation funding, etc.) to encourage students toward completion.

Thanks to the support of Avita Health System we have been doing vaccine clinics for students, faculty, and staff and are planning to offer one additional clinic prior to the end of the term for folks who would like to get their vaccine before leaving for the summer.

We have been very involved with OACC. We invited the Chair of the House Higher Education Finance Sub-Committee to the last presidents meeting. He noted the biggest challenge for Ohio is lack of population growth.

On the House budget news.

- a. The State Share of Instruction (SSI) is looking to remain the same with a one percent increase this year and a 0.9 percent increase in the second year.
- b. Initially we were excited about the sub-committee allowing the split in the SSI line item between two-year and four-year sectors. However, the House has decided to put the two back together again. We will be approaching the Senate to consider splitting the two back out again.
- c. The House is allowing for a tuition increase of \$5 per credit hour although we are not thinking about doing that at this time due to the pandemic and the stimulus from the federal government.
- d. The House did allow for the Trustees meeting in a virtual setting to continue until the end of the year.
- e. The FAFSA completion requirement for high school graduation was not maintained by the House so we will once again be advocating to the Senate to consider putting that back into the bill. President Diab explained why this is important not only to institutions of higher education but to high school graduates planning to continue on to College after high school as well.

VII. REQUIRED APPROVALS AGENDA

CONSENT AGENDA

The Chair presented the Consent Agenda and called for any items that should be removed from the consent agenda for further discussion. On a motion by Ms. Linda Nelson and seconded by Ms. Elisabeth Morando and passing unanimously, the following items were approved:

A. Approval of Minutes for March 24, 2021 “Regular Meeting”

B. Consideration of Approval of Employment of College Personnel – R-2021-13

***CONSIDERATION OF APPROVAL OF
EMPLOYMENT OF COLLEGE PERSONNEL***

R-2021-13

NEW HIRES

BE IT RESOLVED: by the Board of Trustees that the following staff and faculty members are hereby employed at the dates stipulated below:

BEGINNING April 12, 2021

*Sarah Bowin, Retention Specialist
Harvard University, Bachelors of Arts, Psychology*

BEGINNING April 19, 2021

Wendy Thompson, Director, Early Head Start and Child Care

Walden University, Masters of Science in Early Childhood Studies

BEGINNING April 19, 2021

Amanda Sheets, Director of Admissions, Recruiting and Gateway Services
St. Leo University, Masters in Educational Leadership

BEGINNING May 3, 2021

Amy Baldy, Transition Specialist
The Ohio State University, Associates of Science

BEGINNING May 10, 2021

Kelly Grimes, Nursing Clinical Liaison/Interdisciplinary Simulation Coordinator
Chamberlain College of Nursing, MSN

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2021-13

Sarah Bowin is hired as Retention Specialist to replace Shane Smith who was promoted to Assistant Director, Trio.

Wendy Thompson is hired as Director, Early Head Start and Child Care, to replace Kim Washington who is retiring in June.

Amanda Sheets is hired as Director of Admissions, Recruiting and Gateway Services to replace Thomas Mansperger.

Amy Baldy is hired as Transition Specialist to replace Marc Pumala

Kelly Grimes is hired as Nursing Clinical Liaison/Interdisciplinary Coordinator.

REGULAR AGENDA

A. Consideration of Approval of Designation of Emeritus Status for Ms. Elisabeth Franz – R-2021-14

CONSIDERATION OF APPROVAL OF DESIGNATION OF EMERITUS STATUS FOR MS. MARGARET PUCKETT

R-2021-14

WHEREAS: in accordance with Board Resolution R-1998-20, and the NCState – NCFA-AAUP Collective Bargaining Agreement dated August 23, 2017, qualified retiring faculty members may be recommended for the designation of Emeritus status, and

WHEREAS: Ms. Margaret Puckett, who after 22 years retired as an Associate Professor of First Year Experience, has met all qualifications, and

WHEREAS: Ms. Margaret Puckett has requested consideration for Emeritus status, has been approved by the regular bargaining unit faculty of her division and is endorsed by the Vice President, Academic Services and the President's Staff.

NOW, THEREFORE, BE IT RESOLVED: by the Board of Trustees, that Ms. Margaret Puckett is granted Emeritus Status.

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of resolution R-2021-14 Designation of Emeritus Status for Ms. Margaret Puckett. Ms. Pamela Mowry seconded the motion and the motion carried unanimously.

B. Treasurer's Report for March 31, 2021 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer's Report for the period ending March 31, 2021. She stated that revenues for the month totaled \$836,444. Expenditures were \$1,062,535 leaving a deficit of \$226,091. Year-to-date revenues totaled \$18,068,258. Year-to-date expenditures totaled \$10,455,510 leaving an excess of \$7,612,748. The Month End Investment Balance for March 31, 2021 was \$6,101,919 (\$3,050,655 in Star Ohio and \$3,051,264 in Richland Bank). Ms. McKee described the trends that are demonstrated by the Tracking of the Monthly Cash Flow feature as well as the dashboard indicators. She also noted a special accounting of activity at the Child Development Center regarding "Cares" dollars. While we are running the CDC at a loss on the reports, one of the inflows was from "ratio support" to offset the loss of service due to the pandemic.

ACTION TAKEN: Ms. Linda Nelson moved for approval of the Treasurer's Report for the period ending April 31, 2021. Ms. Kimberly Winkle seconded the motion and the motion carried unanimously.

VIII. POLICY GOVERNANCE

A. Discussion of Agenda Planning – Ms. Pamela Mowry

1. Review of Actionable Items.

Board Chair, Mr. Matthew Smith reviewed the listing of Actionable Items which Included:

a. Executive Committee to decide if April meeting will be Zoom, In-person, or hybrid – This item was completed in preparation for this meeting.

b. Respond to Trustee Miller's question regarding College's eligibility for Retention Credit – This item was discussed earlier in the agenda by Mr. Miller and CFO, Ms. Lori McKee.

c. Send 2021 ACCT Presentation Proposal information on proposal #1 and #3 to presentation team and others for consideration at the 2021 ACCT Leadership Congress

– This item will be discussed later in the agenda.

d. BOT to receive Performance/Self-Evaluation Trends Analysis on a quarterly basis with 1st Quarter Report at April BOT Meeting – This item was completed with discussion to take place later in the agenda.

2. Owners Connections.

Dr. Dwight McElfresh – Shared that he had sat in on a couple of meetings this past week where a number of employers were talking about their inability to find qualified candidates or any candidates. Some companies were talking about special incentives they were considering in order to “keep” their employees. This is a great time for folks who have particular skills and want to work.

He also shared that he was at a community foundation meeting, the Women’s Fund in Ashland is taking on an initiative of Child Care. He suggested to them to consider contacting the NCSC Child Development Center for a potential collaboration. The initiative is about breaking down the barriers of access to quality care and affordability to child care. Currently, in Ashland County there was no access to child care available for those who work second shift. This of course, affects some people’s ability to go back to work.

Ms. Pamela Mowry – shared that she recently attended a dinner in Richland County and sat at the table with some others who indicated that they had a son, who graduated from NCSC and went on to become a medical doctor. They spoke very highly of NCSC.

She also shared information on the upcoming Veterans Appreciation event in Ashland as well as a military acquaintance who shared that after service they are now working in cyber-security certification and forwarded contact information that may prove useful to the College for consideration.

Ms. Elisabeth Morando - shared that she had attended a meeting where some ladies were talking and the topic of NC State came up and the knowledge, professional skills and people skills quality of NC State Nursing Program Graduates compared to some others.

Ms. Kimberly Winkle – shared that she had attended the Crawford County Partnership meeting where members had received a survey from the Crawford Success Center regarding the type of employees various companies are looking for.

Mr. Matthew Smith - shared several publications that illustrated NC State collaborations with local school systems and community.

B. Board Policy Governance Training (IAW 02.70) – Mr. Matthew Smith

1. Ms. Kimberly Winkle led the discussion of policy governance principle 6 (Executive Limitations Policies). Principle 6 states, *Executive Limitations Policies: The board*

makes decisions with respect to its staff's means decisions and actions only in a proscriptive way in order simultaneously (a) to avoid prescribing means and (b) to put off limits those means that would be unacceptable even if they work. Policy documents containing solely these decisions are categorized as "Executive Limitations" in describing the Policy Governance model, but can be called by whatever name a board chooses, as long as the concept is strictly preserved.

2. Policy Governance Policy Review (IAW 02.14) – training will continue to include a review, refresher, and reassessment of current Policy Governance policies. Dr. Dwight McElfresh led the discussion and review of Governance Process policies 2.6 – Board Secretary's Role policy, 2.7 Agenda Planning policy, 2.8 Board Committee Principles policy & 2.9 – Board Committee Structure policy.

In the discussion of each policy, the Board concluded that all policies were still accurate as written and relevant to the Board's current governance process/practice.

C. Board Performance/Self-Evaluation Survey Trend Analysis, 1st Quarter 2021

Mr. Matthew Smith asked if all Trustees had the opportunity to review the Board Performance/Self-Evaluation Survey Trend Analysis for the 1st Quarter of 2021. The Board reviewed each survey topic, discussed trend analysis results, and considered areas for improvement.

IX. BOARD CHAIRPERSON REPORT- *Mr. Matthew Smith*

A. 2021 Financial Disclosure Statement Filing Deadline Monday, May 17, 2021

Mr. Matthew Smith reminded Trustees of the financial disclosure statement filing deadline coming up next month on Monday, May 17, 2021 and asked those who have not filed to please do so by the deadline.

B. 2021 All-Ohio Academic Team Recognition Ceremony

Mr. Matthew Smith reminded Trustees of the 2021 All-Ohio Academic Team Recognition Ceremony that would be held virtually on Monday, April 29th from Noon to 1:00pm. All who were interested and available were encouraged to view the event. Registration was required and Trustees were directed to information provided in the Board package with registration details. NC State has four students being recognized and information on each student was provided.

C. 2021 NCSC Graduation Drive-Thru Event on Friday, May 7th 4:15pm-8:00pm

Mr. Matthew Smith called for an update on Trustee participation at the Graduation Drive-Thru event. President Dorey Diab recapped the flow and timing of the event and outlined the area and task assigned for Trustee participation. Special event shirts will be

distributed to all Trustees once they are available. Trustees having any additional questions, were encouraged to contact Mr. Steve Williams for assistance.

D. 2021 ACCT Leadership Congress (October 13-16, San Diego, CA)

Many trustees indicated interest in participating.

E. ACCT Listening Tour with ACCT President & CEO J. Noah Brown

Mr. Matthew Smith summarized the discussion from the listening tour.

F. Events: Reflection on Hall of Excellence “Virtual Event” (April 9, 2021)

Trustees were pleased with the quality and success of the virtual event

X. EXECUTIVE SESSION – *Mr. Matthew Smith*

The Chair called for an Executive Session at 7:38 p.m. to discuss preparing for, conducting, or reviewing collective bargaining strategy. Mr. Smith announced that he does not expect further business following the executive session. Dr. Dwight McElfresh made a motion and it was seconded by Ms. Elisabeth Morando to adjourn to Executive Session. A roll call vote on the motion was approved unanimously by all members in attendance.

Mr. Mark Masters – “yes”
Dr. Dwight McElfresh – “yes”
Mr. Roger Miller – “yes”
Ms. Elisabeth Morando – “yes”
Ms. Pamela Mowry – “yes”
Ms. Linda Nelson – “yes”
Mr. Matt Smith – “yes”
Mr. Steve Stone – “yes”
Ms. Kimberly Winkle – “yes”

At 7:48 p.m., Chair, Mr. Matthew Smith declared the Executive Session concluded and the Regular Session resumed.

XI. MEETING EVALUATION (IAW 02.16) – *Mr. Matthew Smith*

Board Chair, Mr. Matthew Smith called for a discussion on tonight’s meeting evaluation. Trustees commented that it was good that all were present. There were good reports. There are a lot of things going on despite the challenging circumstances. The discussion on the equity was terrific. There was a little trouble hearing the Zoom participants from the Board room over the exhaust fans that were running during the meeting. President

Diab stated that he has made a note to ensure the fans are turned off for any future meetings that include Zoom participation.

XII. TIME AND PLACE OF NEXT MEETING

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, May 26, 2021 at 5:30 p.m. as a hybrid meeting in the Kehoe Center and via Zoom.

XIII. ADJOURNMENT

The Chair called for any additional information items.

ACTION TAKEN: As there was no further business or information items, the Board Chair, Mr. Matthew Smith declared the meeting adjourned at 7:50 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Mr. Matthew Smith, Board Chair