

**Lake Superior State University
Board of Trustees
Minutes of Meeting
Walker Cisler Student and Conference Center
Sault Ste. Marie, Michigan
March 12, 2021**

The Board of Trustees of Lake Superior State University met in regular session beginning at 8:30 a.m. on Friday, March 12, 2021, in the Superior Room, of the Walker Cisler Student and Conference Center, Lake Superior State University, Sault Ste. Marie, Michigan. The meeting was pursuant to Section 1.01. of the Bylaws of said Board with notice to the Board pursuant to Section 1.04., and public notice pursuant to Section 1.05. of the Bylaws.

The section numbers and headings of these minutes correspond to the agenda. A copy of the proposed agenda was distributed to each Trustee at the public session of March 12, 2021. The proposed agenda had been sent pursuant to Section 1.04. of the Bylaws. Copies of all such material are contained as appendices to these minutes.

At the call to order, there were several members in the audience.

I. Roll Call

Mr. Thomas Bailey, Chair, called the meeting to order at 8:30 a.m. He asked Ms. Lauren Pierce, Secretary, to call roll. The following members responded, “present”:

Mr. Thomas C. Bailey
Ms. Patricia Caruso
Mr. Timothy Lukenda
Dr. Mark W. Mercer
Ms. Sandi Frost Steensma
Ms. Cynthia Williams
Dr. Rodney S. Hanley, President and ex-officio

Six Trustees were recorded as present with Trustees Bailey, Lukenda, Mercer, and Frost Steensma, connected via Zoom conference. Mr. Barch was experiencing technical difficulties but was confirmed to be connected via Zoom conference two minutes after roll was taken. Present for the University were Ms. Wendy Beach, Director of Human Resources, Safety and Risk; Dr. Michael Beazley, Dean of Student Affairs; Mr. Thomas Coates, Foundation Director; Dr. Lynn Gillette, Provost and Vice President for Academic Affairs; Mr. Keegan Hoose, Student Government President; Mr. Dan Kozal, Chief Steward for the Education Support Professionals; Dr. David Paitson, Director of Athletics; Mr. Fred Pierce, Dean of Admissions and Marketing; and Mr. Maurice Walworth, Vice President for Finance and Operations.

II. Approval of the Agenda for March 12, 2021

Ms. Frost Steensma moved for Board approval of the agenda for March 12, 2021, as presented; supported by Mr. Lukenda. The motion carried with unanimous voice vote.

III. Approval of the Minutes for January 22, 2021

Mr. Bailey made note that Mr. Barch experienced technical difficulties while on the phone during the January 22, 2021 meeting and would like the Board to know that all of his roll call votes were intended to be “Yes” votes. Mr. Bailey asked for a motion to approve the January 22, 2021 minutes with Mr. Barch’s intended votes.

Dr. Mercer moved for Board approval of the minutes for January 22, 2021, as presented; supported by Ms. Frost Steensma. The motion carried with unanimous voice vote.

IV. Addresses to the Board

There were no addresses to the Board.

V. Chair’s Remarks

Mr. Bailey shared appreciation for all the efforts made by students, faculty, staff and community and looking forward to meeting in person.

VI. President’s Remarks

Dr. Hanley provided updates surrounding COVID-19, including:

- To date, two cases of COVID-19 on campus after going three weeks with no cases among students, faculty, and staff.
- LSSU has had only 28 total cases this year, and continues to test regularly.
- Saliva-based COVID-19 testing continues to be performed by Dr. Steven Johnson and COVID-19 technicians, Caitlin Wilson and Michelle Jarvie. To date, over 5,000 tests have been performed.
- Students and faculty from both the Nursing and Emergency Medicine programs have partnered with the Chippewa County Health Department, the Sault Tribe of Chippewa Indians, War Memorial Hospital, and Mackinac Straits Health System in offering COVID-19 vaccination clinics in St. Ignace and Sault Sainte Marie, most often on the LSSU campus.
- Approximately half of the LSSU faculty and staff have received at least the first dose of the vaccine and it is believed that about a quarter of LSSU students have now been vaccinated.

- Dr. Hanley shared appreciation to Dr. Steven Johnson, Ben Southwell, Karen Storey, the Health Care Center staff, and to those who have played a role in COVID-19 testing. The Bay Mills Indian Community, the Chippewa County Health Department, the Sault Sainte Marie Tribe of Chippewa Indians, and War Memorial Hospital has also played a critical role.
- Dr. Hanley thanked the members of the university's COVID-19 response team, Dr. Lynn Gillette, Wendy Beach, Dr. Michael Beazley, and Fred Pierce.

Also in response to COVID-19, Dr. Hanley shared the difficult decision to transition from an in-person graduation ceremony to a virtual one. LSSU joins a strong majority of public universities in Michigan in announcing plans for a virtual commencement, including Eastern Michigan University, Ferris State University, Grand Valley State University, Northern Michigan University, the University of Michigan, Wayne State University, and Western Michigan University. Although a virtual commencement is not ideal, there should be vigilance and caution during this final stretch of the battle against COVID-19 to ensure that everyone stays safe.

In recent events, Dr. Hanley shared his opportunity to speak in front of the Higher Education Appropriations Committee of the Michigan House of Representatives. Dr. Hanley shared exciting initiatives that LSSU has underway, which led to many questions and requests from representatives for follow-up meetings.

Also since the last Board meeting, the university was awarded a major grant for \$787K from the USDA Distance Learning and Telemedicine Grant Program to expand and update the distance learning capacity across the Eastern Upper Peninsula Intermediate School District. Additional project partners in this project include Bay de Noc Community College, North Central Michigan College, and numerous rural community library sites. The LSSU portion of this award is approximately \$330K, which will equip multiple classrooms and laboratories on campus, at CFRE, and the LSSU Regional Centers.

The LSSU Men's Hockey team has had its best season in 25 years and has secured the second seed in the WCHA standings. The team ended the season ranked #18 in the nation with four student-athletes receiving all-conference honors. The No. 2 seed Lakers will host the No. 7 seed Alabama Huntsville Chargers in the WCHA Quarterfinals. Dr. Hanley offered big congratulations to Coach Whitten, his staff, and all of the players for achieving this accomplishment, especially during these rigid times.

Lastly, Dr. Hanley reported on some accomplishments from the University Strategic Plan:

- With the goal of enacting a campus-wide recycling initiative, the University has been working with the Waste Management Company to collect the campus single stream recycling materials and cardboard.
- LSSU is working with Sodexo to install a food digester with the goal of eliminating 66K pounds of food per year going to the landfill.
- A food monitoring system has been fully enacted by Sodexo, which measures and monitors the food waste created during food preparation. Through active monitoring, Sodexo staff can modify preparation quantities and work to create savings in the Food Service operational budgets. Dr. Hanley provided thanks to Dr. Beazley and Mr. Walworth for their work in this important initiative.
- With the goal of supporting the creation of additional multicultural or inclusion groups, events, and activities, the University helped form two new inclusion groups among campus organizations: a First-Generation group and an LGBTQ student group.
- With the goal of maintaining good standing with the Higher Learning Commission (HLC) and appropriate accreditation bodies, LSSU submitted the 4th Year Comprehensive Review to the Higher Learning Commission. An HLC team will visit campus on March 22nd and 23rd. Dr. Hanley acknowledged the entire campus community for all of the work that has gone into preparation for this review. Special thanks went to the Provost, Dr. Lynn Gillette, and the Vice Provost for Accreditation and Assessment, Dr. Gail Essmaker.

Dr. Hanley made two announcements around personnel, first with the introduction of Mr. Scott Smith as the new Vice President of Advancement. Dr. Hanley welcomed Scott to the team. Secondly, Vice President for Finance and Operation, Morrie Walworth has announced his retirement for later this summer. Dr. Hanley acknowledged Mr. Walworth for his dedication, diligence, persistence, and commitment to the University, and thanked him for his years of service.

Mr. Bailey echoed Dr. Hanley's comments and appreciation to Mr. Walworth.

VII. Finance Report

Mr. Walworth provided information on the Board approved FY21 dashboards, showing initial fund balance, proposed budgets (revenues, expenditures, and transfers), and the expected year end fund balance for the General Fund (GF), Housing, Cisler Operations, and Athletics. The revenues are at 82% of budget, this compares between 82% and 85% over the past few years. The expenditures are at 70% of budget and compares very well to past values between 76% and 78% for the past few years.

The Housing Fund summary has 93% of budget revenue collected, which compares to past value between 98% and 99% for the past few years.

Expenditures are at 65% of budget, which compares well to past values between 70% and 71% for the past few years. The best estimate for Housing is that it will end the year with a near balanced budget.

The Cisler Operations summary has revenues at 94% of budget, which compares to past values between 93% and 98%, 93% being the norm. Expenditures are at 69% of budget, compared to pas values between 69% and 77% for the past few years, closer to 70% being the norm. Cisler operations will end the year with close to \$300K in the good.

The Athletics budget shows about 53% of the revenue collected compared to between 63% and 70% in previous years, with 63% being the norm. Athletic expenditures are at 61% of budget, 67% of the way through the year compares to 73% to 76% for past years. There are no significant concerns at this time.

Cash balances include LSSU and Foundation cash that is comingled. Some of the Foundation cash is designated for CFRE construction. The current cash balance is \$17M, which is about \$1.5M more than LSSU had at this time last year due to withheld state allocations in FY20 and later received in FY21.

Mr. Walworth presented to the Board, an action item to establish the Room and Board rates for FY22. LSSU strives to set these costs as early as possible in an effort to provide current and prospective students with accurate information as they plan for the upcoming year. Student Affairs and Business Office staff met to review current information from Lansing, review information from other MASU institutions, community housing projections, and the Consumer Price Index (CPI) to discuss options for setting the FY22 cost of Room and Board Rate. LSSU is recommending an increase of 2.004% to the Room and Board rate for FY22. This would be an increase to LSSU's base rate for room and board. Mr. Walworth referenced the breakdown of charges in Appendix A. The Environmental Fee is an auxiliary based fee which covers laundry services, TV services, IT/AV support & equipment, and residence hall programming was covered last year. This fee is bundled with the Room and Board cost, but LSSU is not recommending any change to the Environment Fee for FY22.

Dr. Mercer moved for Board approval of a 2.004% increase to the basic Room & Board rate for FY22; supported by Ms. Caruso. The Chair requested a roll call vote. The results of the roll call were:

Mr. Thomas C. Bailey	“Yes”
Mr. Richard Barch	Abstain
Ms. Patricia Caruso	“Yes”
Mr. Timothy Lukenda	“Yes”
Dr. Mark W. Mercer	“Yes”
Ms. Sandi Frost Steensma	“Yes”

Ms. Cynthia Williams “Yes”

The motion carried with six affirmative votes.

Mr. Barch was experiencing technical difficulties at the time of voting.

Mr. Walworth provided an update on accomplishments and activities related to campus wide facilities. Mr. Walworth gave special recognition to the facilities staff who have been extremely busy. In addition to the typical work load, there has been numerous COVID related activities and several open positions that have yet to be filled. In addition, two sets of layoffs have created a backlog of work orders. The grounds crew has been doing a great job to keep campus open and safe in preparing the sidewalks, and parking areas during the winter months. There are about 190 open work orders and about 90 of those are overdue. Several work orders were determined to be completed but not closed in the system. Staff prioritizes service to student and community areas first. Mr. Walworth also recognized the Food Service department for their role in delivering meals to students in isolation and quarantine. Mr. Walworth noted that management has started listening sessions with the Education Support Professionals (ESP) starting last month, with the intention to host a session every month for the remainder of the year. The sessions are intended to listen for ideas and operational efficiencies.

Some recent highlights and completed initiatives on campus include:

- Installation of a new roof on the Central Heating Plant (CHP).
- Installation of a new water treatment plant at the CHP.
- Added an ADA suite at Osborn Hall and ADA suite at Huron Hall.
- Replaced the steam and condensation lines and repaired pipe supports in the steam tunnel.
- Implemented remote controlling at the CHP to monitor the steam plant.
- Purchase of a new front loader for grounds/snow removal.

Some campus projects that are underway include:

- Server room fire suppressions upgrades for IT.
- New \$500K pool infiltration system.
- Observation bee hive at Crawford Hall.
- New exterior signage on the CHP.
- Replacement of boilers nearing end-of-life.

Projects in planning stage include:

- Summer shutdown for steam plant work.
- Sidewalk replacement.
- Parking lot repair/replacement.

Mr. Walworth provided the Board with updates surrounding CFRE activities. Most of the work is occurring on the inside of the building at this time. Steel stud framing continues, some internal walls have been erected, and trades work is ongoing through the structure. There is still a lot of work to be done on the Mesocosm Room and Exhibit Area. The Brownfield site work continues to be about 90%-95% complete. The Brownfield grant has been expended and approximately \$500K of the loan has been expended. LSSU has expended its share of the project (\$5.3M). Going forward, the state will pay for additional funding up to \$14.2M.

VIII. Academic Affairs Report

Dr. Gillette presented to the Board, an action item to confer Winter 2020/2021 candidates for degrees.

Dr. Mercer moved for Board approval to confer the appropriate degrees upon the list of candidates for Winter Semester 2020/2021 as certified by the Registrar as having completed their graduation requirements; supported by Ms. Caruso. The motion carried with unanimous voice vote.

Dr. Gillette informed the Board of a new BSN Online Completion Program. Dr. Gillette recognized Dr. Kathy Berchem and the nursing faculty for their efforts related to the program. The Curriculum Committee approved the BSN Online Completion Program on February 4, 2021. This program targets Associate Degree Registered Nurses who will need to complete their Bachelor of Science in Nursing in order to keep their employment (by 2030), advance their career, or pursue graduate studies. This program also addresses the current shortage of nurses. Enrollment is projected to increase by 5 every year over the next four years, with no increase to cost.

Dr. Gillette provided an update for the upcoming HLC 4th Year Comprehensive Review. He acknowledged Dr. David Myton for his role in preparing for the HLC review prior to Dr. Gillette's arrival at LSSU, as well as providing continuous support. Dr. Gillette also acknowledged Dr. Joe Susi who was on the HLC leadership to and the lead author of the original draft of criteria five. Dr. Gillette stated that LSSU is extremely prepared for the upcoming assessment visit.

Dr. Gillette shared highlights from Academic Affairs and a report from the CFRE to include:

- With thanks to Dr. David Myton and Dr. Steven Johnson, Agilent Technologies has donated and installed new science equipment valued at \$588K for the College of Science and Environment.

- Thanks to Dr. Kimberly Muller, for hiring a new Professor of Mathematics, Dr. Jennifer Gorman. Dr. Gorman is committed to first-generation students needing developmental mathematics.
- New campus reporting and analysis of assessment data from graduating seniors six months after graduation, in order to determine the ability of LSSU graduates to obtain employment, continue education, and gauge their preparation for employment in the field. For the spring of 2020, 89.6% of survey respondents indicated that they were employed or continuing their education, or both.
- LSSU and partners were awarded a grant in the amount of \$787K from the USDA Distance Learning and Telemedicine Grant Program, of which \$330K will be portioned for LSSU. Dr. Gillette thanked Erica Newland, Marc Bouche and Academic Deans for their role in submitting the proposal.
- The CFRE leadership continues to pursue hosting U.S. Coast Guard National Center of Expertise for Oil Spills (NCOE) in its partnership space in the new building. Drs. Moerke and Kapuscinski have met with organizers and USCG Sector Sault to highlight what LSSU has to offer.
- On March 18, 2021, the Curriculum Committee will be considering a proposal from Dr. Chris Smith, for a new bachelors program in Data Science that will begin in fall of 2022. The Data Science program and concentrations draw upon current disciplinary strengths at LSSU, using cross-disciplinary approach. There are three new courses in information science, data science, and artificial intelligence for eight total credits. Even with modest enrollment growth, in annual net revenue for this program is projected to be over \$400K by 2026-2027.

Mr. Oshelski presented to the Board, one action item to appoint or reappoint members of the Board of Directors of public school academies.

Dr. Mercer moved for Board approval for the recommendation to appoint Philip DeJonge as a member of the Board of Directors at iCademy with a term expiring on June 30, 2024; supported by Ms. Frost Steensma. The motion carried with unanimous voice vote.

IX. Student Affairs Report

Dr. Beazley presented to the Board, updates on the Club Sports initiative. Shooting Sports progress is going forward. Consultant, Bart Spieth is in the process of developing a master plan to guide development of the shooting range. The ACHA Hockey teams have been competing throughout the spring semester. Active recruiting is taking place to add additional men's and women's teams. The process to hire the first band director for the Laker Legion Pep Band is underway, along with the addition of a Spirit Team. An athletic trainer is an anticipated addition to the Club Sports initiative. Dr. Beazley thanked Dr. Kathy Berchem

and Dr. Joe Susi for discussions in partnering between athletic trainers and the Kinesiology department.

Dr. Beazley provided an update about the University response to the COVID-19 pandemic. Towards mid-semester, there were no active cases of COVID-19 on campus. This past week, there have been two new active cases on campus. Those students are currently housed in Brown Hall. COVID testing has been going well. Dr. Beazley thanked Dr. Steven Johnson, Caitlin Wilson, Michelle Jarvie, and Sharmay Wood for overseeing surveillance testing. LSSU has been involved with rolling out the COVID-19 vaccine by providing facilities and volunteers to during mass community vaccination clinics. LSSU continues to promote the Four Pillars of Laker Safety and state-mandates for athletic and campus events.

Mr. Hoose provided the Board with Student Government (SG) updates and highlights including:

- File membership with National Study Learning, Voting, and Engagement to obtain student voter registration and turnout data.
- Planning a COVID safe leadership banquet for students.
- Working with Campus Life and Housing, to provide a student sense of belonging and increase the student experience.
- Expansion of First Aid resources on campus and first aid response.
- SG relationship with Administration – coordinating efforts of HLC accreditation review and the Strategic Plan.
- Community partnership and engagement.
- Northern Michigan University recently hosted the annual IUP Conference – LSSU is hosting next year.
- United Way and SG partnered with Feeding America to distribute approximately 15K pounds of food during a Feeding America food drive in Pickford for Chippewa County families.
- SG members discuss and identify future sustainability initiatives.

Mr. Hoose stated that this would be his last meeting as graduation approaches, and thanked everyone for the opportunity to share the progress of SG and collaborate with the Administration.

Mr. Bailey wished Mr. Hoose the best and shared appreciations for his work and service.

Dr. Paitson shared activities within the department of athletics, providing data related to ethnicities of student athletes on athletic scholarships. In 2019-20, 44% of LSSU male student-athletes receiving aid identified as minorities and 14 countries represented.

Dr. Paitson provided a status update on the Office of Civil Rights report received in 2018 and Athletics steps toward addressing concerns issued in the report. Potential Title IX concerns were identified, with plans to address these concerns.

One concern is the disparity between men's and women's athletic programs. LSSU will address the issues with the potential to add three new women's sports; soccer, bowling, and STUNT.

LSSU athletics has remained committed to ensuring the health and safety of all student-athletes. On-going testing has allowed teams to compete, despite challenges surrounding COVID-19. Laker Hockey is ending the season with the highest finish in 25 years with playoffs this weekend.

X. Admissions & Marketing Report

Mr. Pierce shared with the Board, an update on the progress associated with enrollment services. In Admissions, recruiting has intensified with more communication with K-12 counselors, teachers and students. On-campus tours began at the end of February, and are restricted to eight people per group. The current pandemic order will expire in April, at which time tour capacity will be revisited. In addition, Saturday tour options will be added in late spring. Open Houses are planned for May, June, July, and August; following COVID-19 guidelines. The kick off Open House event will be in Hessel, at the culinary school. As of March 4, total applications are trending 9.1% ahead and total admits 24.1% ahead of the 2020 recruitment cycle. First Time in College (FTIC) applications are running 12.9% ahead and FTIC admits are 29.1% ahead of the fall 2020 recruitment cycle. Admits have increased by 55.8% between 2019 and 2021. In spring 2021, responsibility for summer camps, day camps and charter camps transitioned into the Enrollments Services division. Orientation for new summer students will take place May 7 and fall new student orientations have been set over multiple dates during the month of June. Enrollment Services added a new Representative/Site Operations position to support students at the St. Helen location. In development, the addition of management and oversight of the University mascot, 'Seamore', is underway to institutionalize Seamore requests and deployment. New student enrollment for the summer semester shows a 33% increase in admitted students from the last summer cycle. In addition, data shows a 150% increase in FTIC students.

Mr. Pierce provided the Board with an update on the progress in the area of Financial Aid. FTIC student Free Application for Federal Student Aid (FAFSA) submissions are running 8.7% ahead from this time last year. Returning/current student submissions are behind which is not unusual. The streamlining of aid packaging processes has resulted in 11.1% increase in FTIC awards as compared to last year. LSSU was awarded \$801K from the HERF II federal stimulus

package. LSSU has developed a compliance rubric to prioritize students and the amount of their award, which will range from \$200-\$700 dollars for each eligible student. In addition to the emergency relief funds provided by the federal government, LSSU continues to assist students through the Bud Mansfield Emergency Fund. Scholarships are now awarded through the Scholarship Universe platform. The current scholarship submission window will conclude in April. At this time, the Philip A. Hart Memorial Scholarship has received 107 applications. A new annual, full tuition scholarship was recently established for students at Les Cheneaux Community Schools – Cedarville High School and will be awarded for the first time fall 2021.

In Marketing and Communications (MarComm), five priorities have been the focus of the past few months. Those priorities include:

- Branding,
- Unicorn Hunters,
- 2020 and 2021 graduation photos, program booklets, and online ceremony preparation,
- Social media spotlights, and
- Best practices in processes and products.

MarComm has generated six press releases at about one a week. MarComm is beginning to compile monthly web analytics about the LSSU website overall. The data confirmed that the Unicorn Hunters and Banished Words are highly effective and popular. Since the Unicorn Hunter press release, 135 unicorn packets have been requested, and data shows a potential reach of 16.57M. Throwback Thursdays continue to be the most popular posts. MarComm has taken several steps forward with branding initiatives, including:

- Various exterior building signage,
- CFRE building interior/exterior signage,
- Style Guide, and
- Team Seamore.

MarComm is putting together the final touches on the overhauling of its work order requests, which will be launched next week.

XI. Fundraising Report

Mr. Coates provided the Board with a summary of recent and pending major gift activities in support of the University's current key initiatives. To date, 18 major gifts at or over \$10K have been received, totaling \$717K. To date total gift revenues total \$1.3M for FY21. The CFRE campaign continues to be the top

priority capital campaign for the LSSU Foundation. The total campaign goal is just shy by \$140K.

Mr. Coates provided the Board with updates on LSSU Foundation annual fundraising activities. The Bud Mansfield Student Emergency Fund has been a key focus in increasing and maintaining a funding source for student emergencies. To date in FY21, 483 gifts have been received, totaling \$45K. This is more than double the previous balance in this fund. The Fund for LSSU Annual Fund Campaign has received 210 gifts for a total of \$12K to date in FY21. The LSSU Laker Club fundraising initiative for athletics has received 146 gifts for a total of \$41K to date. The Superior Give-a-thon has been adapted due to COVID and has replace the traditional annual student-run phone-a-thon. This year, emails and social media have been utilized to receive 29 gifts for a total of \$10K towards the \$15K goal, which will end at the beginning of May.

Mr. Coates shared annual and endowed scholarship, and Alumni Relations activities and highlights, including:

- CFRE scholarship increase,
- Annual scholarship proposal pending with cannabis company,
- Increase to Les Cheneaux Community Schools Endowment,
- Spring 2021 Laker Log released,
- Laker Loft holders, and
- Ongoing social media and database updates.

XII. Human Resources Report

Ms. Beach provided the Board with Title IX data and information on cases reported to the Title IX Office from January 1 to February 28. Nine reports were made, two did not meet the definition of Title IX, five had no investigation, one is currently under investigation, and one had a referral to HR. There have been eighteen total reports for FY21.

Human Resources, with support from IT, launched the Employee Self-Service System (ESS). The enhanced system will enable employees to view and make changes to personal information online instantly, in addition to many other features. Plans are in place to convert the current 100% paper payroll process to a virtually paperless process by fall 2021 by using the ESS. In January, LSSU launched the revamped employee wellness program, Live Well Lakers. The program motivates and promotes healthy living for employees, and assists to maintain low insurance rates. There are plans to host wellness groups and

activities once COVID-19 restrictions are lifted. Currently there are 50 employee participating in a fitness challenge that concludes at the end of March.

Ms. Beach stated that the University has created a leadership development program, Lakers Inspiring Lakers. The leadership program will aim to empower faculty and staff to create a culture of positive-leadership based on self – actualization and a growth mindset. The new program is set to launch in fall of 2021.

Mr. Dan Kozal, LSSU Norris rink mechanic and ESP representative, provided the Board with updates from the ESP Union.

XIII. Other Business

No other business.

XIV. Adjournment

Mr. Frost Steensma moved for adjournment at 10:15 a.m.; supported by Mr. Lukenda. The motion carried with unanimous voice vote.

Thomas C. Bailey
Chair

Rodney S. Hanley
President

Minutes prepared by Ms. Lauren Pierce Secretary.
A draft of these minutes was completed on March 31, 2021.