

**UNION COUNTY COLLEGE**  
**Cranford, New Jersey**

**BOARD OF TRUSTEES**  
**Minutes of Meeting**  
**March 23, 2021**

**CALL TO ORDER**

The meeting was called to order by Victor M. Richel, Chair, at 7:47 p.m. via teleconference.  
The following were in attendance:

**TRUSTEES**

Mr. Richel; Lawrence D. Bashe; Rafael J. Betancourt, Esq.; George A. Castro, II; Edward J. Chrystal, Jr.; Nick Fixmer; Miguel A. Merino; Dr. Kamran Tasharofi; Mary M. Zimmermann; Dr. Margaret M. McMenamin, President.

**GOVERNORS**

Brian Campbell; Tamecka Dixon; Ryan J. Greco; Donna M. Herran; Gary S. Horan; Jeffrey H. Katz, Esq.; J. Anthony Manger, Esq.; Carl J. Napor; Francis Raudelunas Allan L. Weisberg.

**ALSO PRESENT**

Denise Collins; Dr. Demond T. Hargrove, Vice President of Student Development; Michael M. Horn, Esq., McCarter English; Dr. Maris Lown, Vice President of Academic Affairs; Dr. Jaime M. Segal; Lynne A. Welch, Vice President, Financial Affairs and Treasurer.

A quorum of the Board of Trustees was present.

**OPEN PUBLIC MEETING ACT**

Completed.

**MINUTES**

On motion duly made by Dr. Tasharofi and seconded by Mrs. Zimmermann, the Minutes of the Meeting of the Board of Trustees of February 23, 2021 were approved as submitted.

**COMMUNICATIONS**

There were no communications to report.

**REPORTS OF JOINT TRUSTEES AND GOVERNORS COMMITTEES**

Mr. Horan reported that the internal audit performed by PKF O'Connor Davies for the Faculty Credentials Report and Onboarding and Terminations Report resulted in no exceptions or findings noted. He also reported that the external audit performed by CliftonLarsenAllen for the financial statements of the College which included a Single Audit on Expenditures of Federal Awards and State Financial Assistance, the College received an unmodified opinion.

Mr. Horan submitted the following Resolution for approval:

**Resolution A021-001 - Acceptance of FY 2020 Audit and Other Reports**

**WHEREAS,** the Board of Trustees of Union County College adopted a resolution on February 25, 2020 that appointed the audit firm of CliftonLarsonAllen LLP as its Independent Auditor, and

**WHEREAS,** the audit firm of CliftonLarsonAllen LLP has completed (1) an audit of the College's basic financial statements as of, and for fiscal years ended June 30, 2020, including the Single Audit Schedules of Expenditures of Federal Awards, and State Financial Assistance for the fiscal year ended June 30, 2020 with a Report on Internal Controls Over Financial Reporting and on Compliance and Other Matters prepared in conjunction with its audit and (2) an examination in accord with "agreed-upon procedures" applied to the College's reporting requirements for fundable credit hours for the fiscal year ended June 30, 2020, and

**WHEREAS,** all of its audits were conducted in accordance with Government Auditing Standards, issued by the Comptroller General of the United States; and in compliance with audit requirements as prescribed by the Department of Treasury, State of New Jersey, and its examination of "agreed-upon procedures" was conducted to procedures developed by the Council of County Colleges for use by the Department of Treasury;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees of Union County College accepts CliftonLarsonAllen LLP Independent Auditor's Report of Union County College basic financial statements as of, and for the fiscal years ended, June 30, 2020, the Single Audit Schedules of Expenditures of Federal Awards, and State Financial Assistance for the fiscal year ended June 30, 2020, the Report on Internal Control over Financial Reporting and On Compliance and Other Matters prepared in conjunction with its audit, and the Report on Applying Agreed Upon Procedures to the College's fundable credit hours for the fiscal year ended June 30, 2020.

On motion duly made by Dr. Tasharofi, seconded by Mr. Castro and unanimously carried, the Board approved the Resolution for adoption.

**EDUCATIONAL PLANNING AND POLICY COMMITTEE**

Mrs. Zimmermann reported to the Board that at the Educational Planning and Policy meeting held earlier that Dr. Lown discussed the history and accomplishments of the honor society, Phi Theta Kappa (PTK). She introduced a video clip of Ahmed Mashaal, President of the College's chapter of PTK discussing the benefits of membership. Mr. Mashaal spoke regarding the value of PTK, highlighting the successful continuation of our Five Star Chapter status. Mrs. Zimmermann also stated that Dr. Cooner presented a survey of employers of graduates from the academic year 2018-2019. She also reported that enrollment for Summer I is +62% and enrollment for Summer II is +72%.

Mrs. Zimmermann submitted the following Resolution for approval:

**Resolution E021-010 - Staff Personnel Actions**

**RESOLVED**, that the following personnel actions recommended by the President be approved:

**Staff Appointments:**

Jasmine Sowah, Student Services Generalist (NJYC), CEWD, Financial Affairs effective March 1, 2021, \$42,010 per annum.

**Staff Promotions/Reclassifications/Reinstatements:**

Luis Lugo, Facilities Site Lead from Maintenance Mechanic Helper, Financial Affairs, March 1, 2021, \$70,000 per annum.

Dr. Lavon Williams, Coordinator of Student Success Initiatives from Student Services Generalist, Student Development, effective March 1, 2020, \$55,027 per annum.

**Staff Employment Separations:**

Monica Cunache, Division Secretary, Academic Affairs, effective January 29, 2021.

Luis Romero, Custodian, Financial Affairs, effective April 1, 2021.

On motion duly made by Mrs. Zimmermann, seconded by Dr. Tasharofi and unanimously carried, the Board approved the Resolution for adoption.

**SAFETY REPORT – S485**

Dr. McMenamin stated that in compliance with the Cunningham – Ruiz Law (S485, codified at N.J.S.A. 18:3B-71) requiring reporting of campus crimes and fire incidents for the period from February 9, 2021 to March 9, 2021, Public Safety advised that there were no incidents to report.

**BUDGET AND FINANCE COMMITTEE**

Mr. Bashe reviewed the Investment Report and reported that all investments are found to be in order and are within acceptable norms.

**Financial Report:**

Mr. Bashe reviewed the financial report for February 28, 2021 and stated revenue is down approximately 9.1% resulting from a year to date 9.5% enrollment decrease which has been a direct result of the pandemic. He reported that the College has also experienced a decrease in State funding of \$1.4 million compared to the previous year due to budget cuts, and that the decrease in total expenses year over year is primarily due to the College's efforts to control costs in this COVID environment. Mr. Bashe reported that overall positions have been reduced by retirements, many vacancies have not been replaced, positions have been eliminated and part-time positions have been drastically reduced throughout the College.

**Current Estimate Report:**

Mr. Bashe reviewed the Current Estimate Report and stated that at this time, a transfer to Unrestricted Net Position of \$3.9 million is anticipated for fiscal year ended June 30, 2021.

Mr. Bashe presented the following Resolutions for approval:

**Grant Resolutions**

**Resolution F021-045 - Higher Education Emergency Relief Funds for Minority Serving Institutions**

**WHEREAS,** Union County College, as a comprehensive community college, seeks to sustain quality undergraduate education and the well-being of its students during the COVID-19 Crisis which has affected colleges and universities nationwide, and

**WHEREAS,** the Higher Education Emergency Relief Fund (HEERF) was established by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide direct assistance to students as well as colleges and universities, and

**WHEREAS,** the College received funding on May 29, 2020, in the amount of \$461,699 for the period June 11, 2020 through June 10, 2021 for an award issued to the College as a Minority Serving Institution, to be used to defray expenses incurred including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll authorized by Section 18004(a)(2) of the CARES Act and the Board of Trustees accepted this funding at the June 23, 2020 Board Meeting, and

**WHEREAS,** on February 16, 2021 the College was notified of an increase in the allocation for the award issued to the College as a Minority Serving Institution on May 29, 2020 for an amount of \$4,230 for the time period June 11, 2020 through June 10, 2021, and

**WHEREAS,** on December 27, 2020, the President signed the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) and this new law gives the U.S. Department of Education approximately \$22.7 billion to distribute to institutions of higher education in order to prevent, prepare for, and respond to the coronavirus through the Higher Education Emergency Relief Fund (HEERF) II, and

**WHEREAS,** for existing private nonprofit and public Cares Act grantees, the Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA) authorized supplemental awards to existing Minority Serving Institution grantees under section 314(a)(2), and on March 6, 2021, the College was awarded \$788,748 from the U.S. Department of Education under this supplemental funding;



**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Union County College accepts the amount of \$4,230 from the U.S. Department of Education for the increase to the initial Minority Serving Institution award received on May 29, 2020 and \$788,748 under the Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA) section 314(a)(2) for a total Minority Serving Institution award of \$1,254,677 for the period June 11, 2020 through June 10, 2021.

On motion duly made by Mr. Bashe, seconded by Mr. Castro and unanimously carried, the Board approved Resolution for adoption.

**Resolution F021-046 - Amendment to Carl D. Perkins Career and Technical Education Improvement Grant Spending Plan**

**WHEREAS,** Union County College, as a comprehensive community college, seeks to provide career occupational training programs to prepare Union County College students and other Union County residents for employment, and

**WHEREAS,** the Carl D. Perkins Career and Technical Education Improvement Grant (“Perkins”) is a Federally authorized Grant whose aim is to increase the academic achievement of career and technical education students and strengthen the connections between secondary and post-secondary education, and

**WHEREAS,** on June 26, 2020 the College filed its application and Spending Plan with the State of New Jersey Department of Education for Perkins grant funding for the fiscal year end June 30, 2021, and

**WHEREAS,** on December 16, 2020 the State of New Jersey Department of Education notified Union County College that its Perkins application was “approved” for the amount of \$738,261 and, as a consequence, obligations against these funds were permissible effective that date and on January 26, 2021 the Board of Trustees accepted this funding, and

**WHEREAS,** the State of New Jersey Department of Education requires that reallocations of budgeted amounts between and among Spending Plan component line items be presented through an amendment to the Spending Plan, and

**WHEREAS,** revisions to needs of the College result in reallocations of the total amount budgeted among component line items as detailed on attached Exhibit A;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Union County College hereby approves the amendment to the Spending Plan of the Carl D. Perkins Career and Technical Education Improvement Grant as detailed in Exhibit A of this Resolution.

On motion duly made by Mr. Bashe, seconded by Mr. Castro and unanimously carried, the Board approved Resolution for adoption.

**Contracts Exempt from Competitive Bidding**

**Resolution F021-047 - Additional Professional Consulting Services**

**WHEREAS,** the College utilizes professional consulting services for the evaluation of STEM education for our Hispanic/Latino students, who are typically underrepresented in STEM programs, to increase academic scholarship and persistence, in support of the mission of the College, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A:64A-25.5.(15) provides for an exception to the requirement for advertising for bids in the provision of professional services, and

**WHEREAS,** Urbach Consulting Corp., dba Preferred Program Evaluations, Orlando, FL had submitted a proposal for professional consulting services at a total cost not to exceed \$9,000 for Fiscal Year 2020-2021, which was under the threshold of \$17,500 and did not require Board of Trustee approval, and

**WHEREAS,** Urbach Consulting Corp., dba Preferred Program Evaluations, Orlando, FL has submitted a proposal not to exceed \$9,000 to provide additional professional consulting services for Fiscal Year 2020-2021, and

**WHEREAS,** on September 25, 2018 the Board of Trustees of Union County College accepted a grant from the National Science Foundation through their Hispanic Serving Institution Program for \$1,499,101 for the period of October 1, 2018 to September 30, 2023 to improve undergraduate STEM education among Hispanic/Latino populations, and

**WHEREAS,** the consulting services above have been identified as a cost that is reimbursable under such funding as it will provide strategic evaluations and review with stakeholders to achieve educational objectives, and

**WHEREAS,** the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4. et seq. provides that when the values of all contracts to a single vendor exceeds \$17,500 in the aggregate, that vendor is subject to the Pay-to-Play Law, and

**WHEREAS,** the Vice President of Financial Affairs and Treasurer has determined that the total contract award will exceed \$17,500, and

**WHEREAS,** the award to Urbach Consulting Corp., dba Preferred Program Evaluations, Orlando, FL is subject to the College's receipt of properly executed Business Entity Disclosure and Political Contribution Disclosure Certifications, certifying that they have not made any reportable contributions to a political or candidate committee in the one year previous to the contract award, and that they will be prohibited from making any reportable contributions through the term of the contract, and

**WHEREAS,** a Certification of Funds availability has been filed by the Vice President of Financial Affairs and Treasurer;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Union County College award a contract to Urbach Consulting Corp., dba Preferred Program Evaluations, Orlando, FL for additional professional consulting services at a cost of \$9,000 for a total award not to exceed \$18,000 for Fiscal Year 2020-2021.

**BE IT FURTHER RESOLVED** that the Board of Trustees of Union County College award a contract to Urbach Consulting Corp., dba Preferred Program Evaluations, Orlando, FL subject to the College's receipt of properly executed Pay-to-Play documentation certifying that they have not made and will not make any reportable contributions to a political or candidate committee pursuant to N.J.S.A.19:44A-20.26 that would statutorily prohibit issuance of a purchase order or agreement execution

**Resolution F021-048 - Authorization for Funding for Student Lunches**

**WHEREAS,** the current novel COVID-19 pandemic has created extreme academic and economic uncertainty for students of Union County College and the College wishes to assist its students at this critical juncture in support of its mission, and

**WHEREAS,** the COVID-19 pandemic caused an increase in remote instruction and contributed to a decrease in student traffic on all campuses of the College, and

**WHEREAS,** the College's food services vendor, Aladdin, cancelled its contract with the College in August 2020 due to decreased revenues, and

**WHEREAS,** with the recognition that many students rely on public transportation and there is no place for students to eat on campus, the College solicited three Union County vendors to provide complimentary daily lunches for students, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A-64A-25.5.a.(7) provides an exception to the requirement of advertising for bids for food supplies and services, and

**WHEREAS,** the College selected Cioffi's Convenience Corner, Springfield, NJ based on price, availability of options, and safety protocols in provision of individual boxed lunches, and

**WHEREAS,** Cioffi's Convenience Corner, Springfield, NJ submitted proposals to date for daily lunches at a cost not to exceed \$16,100 for Fiscal Year 2020-2021, which was under the threshold of \$17,500 and did not require Board of Trustee approval, and

**WHEREAS,** Cioffi's Convenience Corner, Springfield, NJ provided an additional proposal for continuation of complimentary lunch services for students through the Spring semester at a cost not to exceed \$30,000, and

**WHEREAS,** the College has received Federal and State grant awards to cover costs associated with the disruption of campus operations due to the Coronavirus and this purchase has been identified as a cost that is reimbursable under such funding, and

**WHEREAS,** the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4. et seq. provides that when the values of all contracts to a single vendor exceeds \$17,500 in the aggregate, that vendor is subject to the Pay-to-Play Law, and

**WHEREAS,** the Vice President of Financial Affairs and Treasurer has determined that the total contract award will exceed \$17,500, and

**WHEREAS,** the award to Cioffi's Convenience Corner, Springfield, NJ shall be subject to the College's receipt of properly executed Business Entity Disclosure and Political Contribution Disclosure Certifications, certifying that they have not made any reportable contributions to a political or candidate committee in the one year previous to the contract award, and that they will be prohibited from making any reportable contributions through the term of the contract, and

**WHEREAS,** a Certification of Funds availability has been filed by the Vice President of Financial Affairs and Treasurer;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Union County College award a contract to Cioffi's Convenience Corner, Springfield, NJ for funding student lunches at a cost not to exceed \$30,000, for a total cost not to exceed \$46,100 through June 30, 2021.

**BE IT FURTHER RESOLVED** that the Board of Trustees of Union County College award a contract to Cioffi's Convenience Corner, Springfield, NJ subject to the College's receipt of properly executed Pay-to-Play documentation certifying that they have not made and will not make any reportable contributions to a political or candidate committee pursuant to N.J.S.A.19:44A-20.26 that would statutorily prohibit issuance of a purchase order or agreement execution.

**Resolution F021-049 - Additional Digital Subscription Services**

**WHEREAS,** the College has a need for additional subscription services to enhance students learning and outcomes in support of the mission of the College, and

**WHEREAS,** there is a College-wide need for greater affordability of course and learning materials in support of the mission of the College, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(6) provides for exceptions to the requirements for advertising for bids for purchase of

copyrighted materials, library books, magazines and periodicals and specialized library services, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A:64A-25.5.a.(21) provides for exceptions to the requirements for advertising for bids for purchase of educational supplies, books, articles of clothing and other miscellaneous articles purchased by a county college bookstore, or by a service or management company under contract with a county college to operate a county college bookstore for resale to college students and employees, and

**WHEREAS,** on February 26, 2019, the Board of Trustees awarded a two-year contract to Cengage Learning, Inc., Boston, MA for digital learning materials at an annual cost of \$720,000, which provided 6,000 subscriptions at a per student cost of \$120, for the period of March 1, 2019 through February 28, 2021, and

**WHEREAS,** on February 23, 2021, the Board of Trustees awarded a two-year contract to Cengage Learning, Inc., Boston, MA for digital learning materials at an annual cost of \$780,000, which provides 6,000 subscriptions at a per student cost of \$130, for a total amount not to exceed \$1,560,000 for the period of March 1, 2021 through February 28, 2023, and

**WHEREAS,** an additional 2,990 students were provided access to Cengage Unlimited subscriptions through the Follett bookstore at a per student cost of \$120 for a total added cost of \$358,800 for the period of March 1, 2020 through February 28, 2021, and

**WHEREAS,** the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4. et seq. provides that when the values of all contracts to a single vendor exceeds \$17,500 in the aggregate, that vendor is subject to the Pay-to-Play Law, and

**WHEREAS,** the Vice President of Financial Affairs and Treasurer has determined that the total contract award will exceed \$17,500, and

**WHEREAS,** Cengage Learning, Inc., Boston, MA has completed and submitted their Business Entity Disclosure and Political Contribution Disclosure Certifications that certify they have not made any reportable contributions to a political or candidate committee in the one year previous to their contract award, and the contract will prohibit Cengage Learning, Inc., Boston, MA from making any reportable contributions through the term of their contracts, and

**WHEREAS,** Certification of Funds availability has been filed by the Vice President of Financial Affairs and Treasurer;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Union County College award a contract for additional digital subscription services to Cengage Learning, Inc., Clifton Park, NY for a total cost not to exceed \$358,800 for the twelve months ended February 28, 2021 for a total award for Fiscal Year 2021 of \$1,078,800.

On motion duly made by Mr. Bashe, seconded by Mr. Castro and unanimously carried, the Board approved Resolutions F021-047 through F021-049 for adoption.

**Contract to be Awarded Through a Bid or Request for Proposal:**

**Resolution F021-050 - Charter Bus Services**

**WHEREAS,** the College requires charter bus services in support of student trips and to transport College athletes to athletic events and competitions in support of the mission of the College, and

**WHEREAS,** on September 19, 2019 the Board of Trustees awarded a contract to A-1 Billing Services, a Division of A-1 Limousine Inc., Princeton, NJ based on a bid solicitation to provide charter bus services for student trips and athletic events for \$94,861 from October 1, 2019 to September 30, 2020 with an additional one (1) year renewal, and

**WHEREAS,** due to the COVID 19 pandemic all College athletic events and competitions were cancelled for Spring 2020 and Fall 2020 semesters and there was no usage of the charter bus contract, and

**WHEREAS,** effective March 1, 2021, the College is rescheduling athletic events and competitions and intends to resume the charter bus contract until June 30, 2021, and

**WHEREAS,** the College is also seeking to renew the contract as per the bid and exercise a one-year extension for A-1 Billing Services, a Division of A-1 Limousine Inc., Princeton, NJ for Fiscal Year 2021-2022 at a cost of \$94,861, and

**WHEREAS,** a Certification of Funds availability has been filed by the Vice President of Financial Affairs and Treasurer;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Union County College award a contract to A-1 Billing Services, a Division of A-1 Limousine Inc., Princeton, NJ for a contract extension in an amount not to exceed \$94,861 for the Fiscal Year 2021-2022.

On motion duly made by Mr. Bashe, seconded by Mr. Castro and unanimously carried, the Board approved Resolution for adoption.

**Surplus:**

**Resolution F021-051 - Surplus Disposal**

**WHEREAS,** the County College Contracts Law, N.J.S.A.18A:64A-25.27 provides for the disposal of surplus personal property no longer needed for College purposes, and

**WHEREAS,** the College has determined that the attached list of items should be declared surplus, obsolete and unusable property (Exhibit I), and

**WHEREAS,** the total fair value of the property (Exhibit I) is approximately \$290;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Union County College declares surplus, obsolete, unusable and not needed for College purposes the property listed in Exhibit I, and

**BE IT FURTHER RESOLVED** that College officials be authorized to dispose of the surplus, obsolete, unusable property listed in Exhibit I in accordance with the County College Contracts Law and the Union County College Purchasing Policies.

On motion duly made by Mr. Bashe, seconded by Dr. Tasharofi and unanimously carried, the Board approved Resolution for adoption.

**BUILDINGS AND GROUNDS**

Mr. Katz reported that there was one (1) change to the Project Prioritization List.

**Cell Tower Update**

Mr. Katz reported that at the meeting held on March 22, after Verizon attorney's summation, the Cranford Zoning Board of Adjustment deliberated, and all variances were denied unanimously. He stated that Verizon and the other applicants are awaiting a written decision, which must be published within 45 days

Mr. Katz presented the following Resolutions for approval:

**Contract Exempt From Competitive Bidding:**

**Resolution B021-008 - Physics Laboratory Casework for the Scotch Plains Building**

**WHEREAS,** the College has a need for laboratory casework to facilitate teaching and enhance student learning in support of the mission of the College, and

**WHEREAS,** the County College Contracts Law, N.J.S.A. 18A:64A-25.11a.(b) authorizes county colleges to make purchases and contract for services using nationally recognized and accepted cooperative purchasing agreements, and

**WHEREAS,** Lab Design Inc., a manufacturer of laboratory casework, submitted a proposal through Thermo-Fisher Scientific, Hanover Park, IL, under U.S. Communities contract #C15-JL-12 to provide Physics Laboratory Casework for the Scotch

Plains Building at a cost not to exceed \$130,470 including installation and delivery, and

**WHEREAS,** the Vice President of Financial Affairs and Treasurer has determined that the total contract award will exceed \$17,500, and

**WHEREAS,** the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4. et seq. provides that when the values of all contracts to a single vendor exceed \$17,500 in the aggregate, that vendor is subject to the Pay-to-Play Law, and

**WHEREAS,** U.S. Communities utilized competitive bidding for the award of the contract to Thermo-Fisher Scientific, Hanover Park, IL thereby releasing Union County College from the requirement to obtain Pay-to-Play documentation, and

**WHEREAS,** a Certification of Funds availability has been filed by the Vice President of Financial Affairs and Treasurer;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Union County College award a contract to Thermo-Fisher Scientific, Hanover Park, IL for physics laboratory casework for the Scotch Plains Building at a cost not to exceed \$130,470.

On motion duly made by Mr. Castro, seconded by Mr. Fixmer and unanimously carried, the Board approved Resolution for adoption.

#### **OPEN MEETING TO THE PUBLIC**

No one came forward to speak.

#### **UNFINISHED BUSINESS**

On motion duly made by Mr. Castro, seconded by Mrs. Zimmermann and unanimously carried, the Board ratified all actions taken at the Joint Board of Governors and Trustees that immediately preceded this Trustees Meeting, and that the Minutes of the Joint Meeting shall be appended to and made part of these Trustees Minutes.

#### **NEW BUSINESS**

Mr. Richel stated that the next meeting is scheduled for Tuesday, April 20, 2021.

#### **EXECUTIVE SESSION**

There was no Executive Session this month.

#### **ADJOURNMENT**

With no further business on the agenda, a motion for adjournment was made by Mr. Castro and seconded by Dr. Tasharofi at 8:13 p.m.