

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**May 20, 2020
Approved**

Due to the COVID-19 Pandemic, this meeting was held via conference call.

BOARD MEMBERS PRESENT

Dave Bollinger
Sherri-Le Bream, Chair
Diane Foster
Kelly Frager, Vice Chair
Dennis J. Hoover
Mary Kay Nevius-Maurer
Dave O’Callaghan
Dr. James D. Ball, Secretary/Treasurer

COMMISSIONER LIAISON

C. Richard Weaver

STUDENT GOVERNMENT

Nathaniel Flury

STAFF PRESENT

Marianne Anderson
Trish Carroll
Dr. Craig Clagett
Samantha Cluck
Dr. Kristie Crumley
Patti Davis
Scott Gore
Jeffrey Johnson
Becki Maurio
Dr. Rose Mince
Alan Schuman
Laurie Shields
Carol Shipley
Libby Trostle
Steve Wantz

Mrs. Bream announced today’s meeting was being recorded.

Mrs. Bream called the meeting to order at 3:02 P.M. and led the opening exercises.

Hearing no corrections or additions to the agenda of May 20, 2020, Mrs. Frager moved for approval of the meeting agenda, Mr. O’Callaghan seconded. The April agenda was unanimously approved.

Mrs. Foster noted that on page one of the minutes there was a typographical error. Mrs. Nevius-Maurer moved that the minutes of April 15, 2020 be approved as amended. Mr. Hoover seconded. The April minutes were unanimously approved as amended.

IV.A. President’s Report

Dr. Ball reported:

1. Dr. Ball asked the Board to move to the exhibit item of special recognition that was included in their Board materials. This special recognition is an action item to be presented from the Board. He referred this item to Board Chair, Sherri-Le Bream to bring forward to the Board.

Mrs. Bream reported that this special recognition item under the President’s report is a request to award Emeritus status.

Mrs. Bream preceded to read the background for this Emeritus award which states: The Board of Trustees formally grants Emeritus status. Dr. Craig Clagett will retire from the College on June 26, 2020, having served the College for 21 years as Vice President of Planning, Marketing and Assessment.

Mrs. Bream continued:

The proposal is to honor Dr. Clagett with the title “Vice President Emeritus.” The Vice Presidents of the College have petitioned his nomination for this designation through a signed letter to College President, Dr. James D. Ball.

Mrs. Bream reviewed segments of the nomination letter.

Motion: Mrs. Bream moved that the Board of Trustees award Emeritus status to Dr. Craig Clagett, effective June 26, 2020. Mr. Bollinger seconded.

Mrs. Frager congratulated Dr. Clagett and stated that she echoed everything that was said in the nomination letter. She thanked him for his many contributions to the College and his steadfast dedication. Mrs. Frager wished him well in his retirement and said that he would be greatly missed.

Dr. Clagett expressed his surprise and deep gratitude for this great honor. He stated, “The best decision of my career was to come to work at Carroll 21 years ago.” He thanked Dr. Joseph Shields, Carroll’s first President of the College, Dr. Faye Pappalardo, President Emerita, and Dr. James Ball, President. He also thanked his Executive Team colleagues throughout the years, his Planning, Marketing and Assessment team, and the entire Carroll Community College family for making him want to come to work every day for 21 years. Dr. Clagett also expressed his special appreciation to the Board of Trustees for their support throughout the years and allowing the Executive Team to exercise their judgement and grow professionally without interference. He thanked the Board for always listening and maintaining a dialogue with the good of the College and our students at heart. He thanked the Board for their governance of this great institution.

Dr. Clagett concluded stating, “After 41 years in higher education it is time for me to choose a new path, but not knowing my destination, I am ready to take the next step in my journey.”

Mrs. Bream asked for a final motion to grant Dr. Craig Clagett Emeritus status.

Motions status: Motion carried unanimously.

Mrs. Bream congratulated Dr. Clagett and thanked him for his dedicated years of service to the College.

Dr. Ball reaffirmed to Dr. Clagett that this award of Emeritus status was well deserved.

2. Dr. Ball reviewed several highlights of the status of remote and learning update report that was sent out to the Board today.
 - As written on this report on May 8, the College rescinded its decision to reopen the College campus on May 26.
 - Phase in the reopening the campus beginning on Monday, July 6. Confirmation date by June 15.
 - Remain in close coordination contact with County Health Department, Commissioners and Emergency Management and in compliance with CDC recommendations.
 - Purchased 3 sets of Seek Scan temperature readers for designated entries (9 in total).
 - Strict adherence to physical distancing and other increased safety measures will be required of anyone on campus until further notice. The College will comply with Carroll County Wellness Policy.
 - Summer Credit Session 1-3 will remain fully online.
 - Summer Credit Session 4 (or later) will be mostly online, holding limited face-to-face instruction on campus for STEM classes. Final confirmation by June 15.
 - Most CET career training will continue to be held online, only a few programs requiring hands-on skills training will be considered for face-to-face instruction. Final decision by June 1.
 - Student book purchases and buy backs are being accomplished through a drive thru process.
 - HED survey distributed to determine student experience with fully online format.

Dr. Ball asked Dr. Clagett and Dr. Crumley to further explain the process of the Higher Education Data Sharing Consortium (HED) Survey to the Board.

Dr. Clagett provided a deeper insight into the HED student survey that was sent out to learn student opinions on how well their colleges are responding to the Coronavirus pandemic.

Dr. Crumley reported on academic services outreach to those students who asked for a response in the survey.

Dr. Ball thanked Drs. Clagett and Crumley for their update.

- Dr. Ball reported that \$366,000 from the CARES Act funding was distributed to 523 eligible Carroll students to offset Spring semester expenses related to food, housing, course materials, technology, health care, and/or childcare. Carroll students will receive \$700 checks no later than Friday, May 22nd. Remaining Emergency Financial Aid Grants totaling \$186,341 will be distributed in phases. He also indicated that the Foundation would be providing emergency funds to students who do not qualify for CARES Act monies.

Dr. Ball acknowledged staff members who deserved special recognition for the steadfast work they have been undertaking in the College's Digital Fabrication Lab. As of date, 1,000 face shields have been created for local health organizations. Dr. Ball recognized Jeffrey Johnson, Samantha Cluck, and Scott Gore who have been constantly engaged in printing these masks. Mr. Johnson stated that over 200 masks a week are being produced. He acknowledged that this was a team effort on behalf of the College, and he was very happy to be a part of this production.

Dr. Ball thanked Jeff, Sam, and Scott for their incredible dedication to shepherding mask production.

Mrs. Frager thanked Dr. Ball for the internal efforts discussed. She also thanked the Foundation for the purchase of the 200 Science Kits for remote Science labs.

Mrs. Bream asked Dr. Ball to provide the Board with an enrollment update. Dr. Ball asked Dr. Clagett to provide an enrollment report to the Board.

Dr. Clagett made some general comments and speculation on enrollment during these uncertain economic times.

Dr. Mince added that summer enrollment is up, which is a positive sign. She indicated that Fall enrollment would probably lag about three weeks later than normal, due to student uncertainty. Dr. Mince remarked that they would know more come August on a better enrollment projection.

Dr. Crumley added the College is holding their first virtual Open House on Wednesday, May 27, 2020. This Open House will provide potential students on the affordability of Carroll compared to a four-year College. It will also focus on safety measures being taken on campus, and the different formats of instruction that the College has to offer. Dr. Crumley and her staff are hoping this Open House helps to increase enrollment numbers.

3. Dr. Ball invited Ms. Shields, Commencement Committee Chair, to provide the Board with an update on the 2020 Commencement plans.

Ms. Shields reported:

- The Committee is working on a social media campaign (#carrollccgrads2020): graduates who were invited to the 2020 ceremony have been invited to submit photos of themselves for an Instagram social media campaign.
- A graduation website will be created to update with letters/pictures based on the traditional Commencement Program.

Ms. Shields continued:

- A 2020 Drive-Through Celebration has been created to encourage student participants to decorate their vehicles and arrive with their families in their cars between 10:00 am – 12:00 noon to drive through. The date of this celebration is scheduled for Thursday, June 11 and rain date Friday June 12.
- Graduate cars will be directed to line up in queue at the direction of staff to follow a route TBD to receive their diplomas.
- A survey will be sent to students to determine how many would be interested in attending.

Dr. Ball indicated that he and Trustee Bream will attend to help distribute diplomas. He will keep the Board updated as we move forward.

Trustee Frager thanked Ms. Shields and the Committee for this fun alternative for the students.

4. Dr. Ball provided the Board with an update on the Title IX Policy Revision and will update them as we move forward with these policy revisions.
5. Dr. Ball asked Mr. Wantz, Executive Director of Institutional Advancement to update the Board on the Foundation's activity.

Mr. Wantz stated that a full report of the Foundation's recent activities was provided to the Board in their Board packets.

- Mr. Wantz informed the Board that the Foundation launched a Social Media awareness campaign highlighting donors, alumni, and current students with messaging that #CarrollCares.
- Due to these uncertain times the Foundation has created a Carroll Cares – Student Emergency Assistance Fund. A campaign largely conducted via e-mail and social media. This assistance will help students seeking assistance to continue their education at Carroll.
- The Foundation has also distributed gift cards from local grocery stores for those students in need of groceries.

IV.B. Academic Council

Mrs. Maurio reported:

- The Council approved a course description changes for STEM-101, as well as changes for a Music keyboarding class. These updates for all courses are ongoing, with a goal of making course descriptions more student friendly. The course "History of Classical Music" was discontinued due to low enrollment and student interest in other courses.
- The Council also approved reorganizing representation to better mirror the current structure of academic divisions; this will be voted on at the next meeting.
- The next meeting will be held June 5. New members will be welcomed at that meeting and new officers will be elected.

Ms. Maurio informed the Board that this report was provided in the May Board materials.

IV.C. Senate

Ms. Shipley reported:

The Senate met on April 17th

- Dr. Ball updated the Senate regarding the establishment of a COVID Response team, the CARES Act, and the College budget.

Ms. Shipley continued:

- Mr. Schuman gave a Facilities update and confirmed that the gender-neutral restroom conversion, in the L building, is still on schedule for this summer.
- Nomination and elections are currently being held for 2020/2021 Senate.

The Senate met on May 8th

- Dr. Ball gave an update on when the College could possibly re-open to staff. He also provided an enrollment update for Summer and Fall and discussed graduation activities.
- Mr. Schuman provided a budget update.
- Ms. Lisa Kuhn, Human Resources Director, discussed how to use Flexible Spending Account (FSA) balances before July 1st.
- The next meeting is June 12th.

Ms. Shipley informed the Board that this report was provided in the May Board materials.

IV.D. Student Government Organization President (SGO)

Mr. Flury reported:

- SGO elections for Executive positions for next year's SGO.
- Mr. Flury was saddened that Ms. Heather Diehl will no longer be the SGO advisor. She will be separating from the College at the end of the month. The Acting advisor for SGO will be assumed by Jen Milam, Director of Student Life, until a decision is made on the status of Ms. Diehl's position as we move forward.

Mrs. Bream congratulated Mr. Flury on his graduation and wished him the best in his future endeavors.

Dr. Ball asked Mr. Flury to share his thoughts on the 2020 Drive-Through Commencement Celebration.

Mr. Flury commented that he thought this is a great idea for students in these troubling times. He stated, "To be able to participate in this Drive-Through Commencement will give students and Carroll the opportunity to say their goodbyes and to remember their experiences and memories at Carroll."

IV.E. Commissioner

Commissioner Weaver reported:

- Commissioner Wantz urged everyone to complete the 2020 Census report.
- The Commissioners continue to work on the Fiscal Year 2021 Budget process. He conveyed that he appreciated the letters, e-mails, and texts that he has received from the College on their point of views on various issue. Please know your voices have been heard.
- The County has received a Grant from BG&E and the County will provide another round of loans for small business grants around the first of June.
- Summer employment for students will be hard this year. The Commissioners are looking into possible alternatives to provide summer jobs to these students.
- The Commissioners are working on reopening the County following State guidelines. They ask for everyone's patience during this process.
- Commissioner Wantz voiced his concerns on the food crisis for families in need within the County.

IV.F. Planning Advisory Council (PAC)

No report given

- The April, May, and June meetings of the Council have been canceled. Scheduled information sharing and planning activities will be conducted remotely.

Mrs. Bream reminded the Board as discussed at the April meeting, the Finance Committee would be reported by Mr. Schuman, Executive Vice President of Administration and the Personnel Committee Report would be reported by Dr. Mince, Vice President of Academic and Student Affairs. She conveyed that all action items would be approved in one consent vote at the conclusion of each Committee's Report under section V.A. and V.B. on the agenda.

V.A. Finance, Facilities, and Related Policies Committee

Mr. Schuman reported:

Mr. Schuman noted that he was honored to be a part of Dr. Clagett's Emeritus Award nomination and that Craig will truly be missed.

1. Financial monthly reports are provided to the Board of Trustees in order to keep the Board informed of the on-going status of the College's financial activities. The financial statements for the period ending April 30, 2020 reflects normal and reasonable receipts, disbursements and encumbrances.

Recommended Motion: The Board acknowledge receipt of the April financial report. Cumulative financial information will be annually audited and appropriate responses provided by the external auditors during the annual audit process.

2. The Board of Trustees must approve the Auxiliary Enterprise spending plans pursuant to the Board of Trustees Policy. The College operates a Bookstore, Cafeteria and Child Development Center for the benefit of students, faculty, and staff. Each operation is designed to be financially self-sufficient. Athletics is also included under the umbrella of an auxiliary enterprise operation. The projections have been made recognizing a possible impact by COVID-19. However, the underlying assumption, for purposes of this budget, is that the College will be operating near normal beginning in the Fall semester. Adjustments will be made if other realities are experienced.

Recommended Motion: The Board of Trustees approve the FY2020-2021 Auxiliary Enterprises Budget and authorize the transfer of funds from the Auxiliary Enterprises in FY2020-2021 of up to \$200,000 in support of the FY2021 College operating budget, if needed. In addition, the Board of Trustees authorize the proposed Child Development Center rates per the attached proposal. The childcare rate increases represent \$10 per category.

3. The Board of Trustees must review and approve the Student Government Budget. The President must approve the Student Government Budget and submit the Budget to the Board of Trustees. The Executive Vice President of Administration is responsible for proper financial records of all the Student Government funds. The College's controls and procedures are used to administer expenditures out of this budget.

The SGO Budget represents a plan developed by the SGO Board and the Student Activities Finance Board and accepted by the Office of Student Life.

Recommended Motion: Approve the FY2021 Student Government Budget for Carroll Community College.

4. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. In the spring of 2019, Carroll issued an Invitation for Bid (IFB) (Project CFY190119-03) through eMaryland Marketplace for printing, binding, and delivery of the Carroll Community College Non-Credit Schedule of Classes. Each printing required delivery to three locations.

Engle Printing Company of Lancaster, PA offered the lowest bid of \$ 78,889.49 as their base bid and was selected.

Engle Printing has produced the College's Non-Credit schedules for the last seven years. This renewal constitutes the first of two single year contract options. The estimated cost is \$93,917.02.

Mr. Schuman continued:

Recommended Motion: The Board of Trustees authorize Carroll to exercise its option to renew the agreement for one additional year, in accordance with RFP CFY190119-03 Printing of Non-Credit Schedule, with Engle Printing of Lancaster Pennsylvania for a base cost of \$93,917.02.

5. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. To convert more of the Summer semester classes from a face-to-face to an online format, the Science division has worked to obtain the materials necessary to sufficiently conduct the lab portion of the classes in the new format. eScience Labs is a respected company that is widely used in higher education. A kit is offered in each area of study that will meet the needs of the faculty and students. Each registered student will receive a voucher that can be redeemed with eSciences, who will mail the kit directly to the student. The ability to obtain these kits for the students at this time will greatly impact the ability to teach and learn the material.

The Board was provided with a list of courses, quantity, and costs associated with each type of kit.

Recommended Motion: The Board of Trustees authorize the College to purchase student lab sciences kits as part of the College's online learning program for the Summer semester in the amount of \$34,791.00 from the eScience Labs, a division of Science Interactive Group, LLC, 86475 Gene Lasserre Blvd, Yulee, FL 32097.

6. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. As part of the technology upgrade process, the College typically purchases computers to refresh labs as well as upgrade employee office computers. As a result of the COVID-19 pandemic and the transition to online learning and remote work, the College loaned technology related equipment to both employees and students upon request. To provide consistent technology resources for employees for remote work now and potential future directives resulting from state stay-at-home orders, the recommendation is to replace all desktop computers with laptops and docking stations. This will allow employees to work in the office as well as remotely when required without the overhead of loaning College equipment and downtime to make the transition. The estimated cost of this purchase is \$355,733.15.

These items will be purchased off an existing State of Maryland Contract.

Recommended Motion: The Board of Trustees authorize the College to award the purchase of Dell Latitude laptops in an amount not to exceed \$356,000 to Dell Advanced Systems Group, Round Rock, Texas, Maryland Education Enterprise Consortium (MEEC) Hardware Agreement 2017-2026 Contract #UMD-972016.

7. The Board of Trustees Calendar and Topics for 2020-2021 was presented for approval.

Recommended Motion: The Board of Trustees approve the Calendar and Topics for 2020-2021.

8. Consent Approval for All Action Items.

Mrs. Bream asked the Board for any questions or discussion on the items presented.

Mrs. Bream requested for a motion for items A.1.– A.7. as proposed.

Motion: Mr. O'Callaghan moved that the Board of Trustees approve College recommendation for items A.1.– A.7. as proposed. Mrs. Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

V.B. Personnel, Instruction, and Related Policies Committee

Dr. Mince reported:

1. The College proposed one new professional appointment for Dr. DaVida Anderson, Director of Student Care and Integrity, effective June 1, 2020.

Recommended Motion: The Board of Trustees approve the appointment of Dr. DaVida Anderson.

2. One separation included Heather Diehl, Coordinator of Experiential Learning and Student Organizations, effective May 29, 2020.
3. The FY2022 (2021-2022) Academic Calendar is provided to the Board for information.
4. Consent Approval for All Action Items

Mrs. Bream asked the Board for any questions or discussion on the items presented.

Mrs. Bream requested for a motion for items B.1. as proposed.

Motion: Mrs. Foster moved that the Board of Trustees approve College recommendation for item B.1. as proposed. Mr. Hoover seconded.

Motion status: Motion carried unanimously.

Mrs. Bream asked Mr. Bollinger and Mr. O’Callaghan to give the report of the Board of Trustees Nominating Committee for 2020/2021 Slate of Officers.

- Mr. O’Callaghan was pleased to nominate Mrs. Kelly Frager as Board Chair, and Mrs. Mary Kay Nevius-Maurer as Vice-Chair, for the 2020-2021 term of the Board of Trustees.

Mrs. Bream noted that a motion of these appointments will be conducted at the June 17, 2020 Board of Trustees Meeting. She thanked Trustees Bollinger and O’Callaghan for their report.

VI. Old Business/New Business

Dr. Ball reported on the nomination for College Medal and Distinguished Alumnus.

1. Dr. Ball was honored to nominate to the Board, Senator Justin Ready to receive the College medal.

Upon the recommendation by the Carroll Community College Alumni Association, the College recommends to the Board of Trustees that the Honorable Justin Ready, Maryland State Senator Representing Carroll County District 5, be awarded the College Medal and be honored as Distinguished Alumnus.

Justin Ready received his Associate of Arts degree from Carroll Community College in 2002. From Carroll he went on to receive a baccalaureate degree in political science with a minor in history from Salisbury University. He received a master’s degree in business administration from University of Maryland, University College in 2018.

Legislatively, Senator Ready has consistently voted to support Bills in support of increased funding for Community Colleges. In 2016, Senator Ready sponsored and fought for the successful passing of Senate Bill 521 Small Community College Funding Bill aimed at correcting an inequity in funding for small community colleges. His championing of this Bill in the Senate resulted in an increase of over \$400,000 annually in additional funding for Carroll Community College. This special legislation has enabled the College to flourish while also minimizing tuition increases.

Motion: Mrs. Bream moved in recognition of his distinguished achievement in public office, his service to Carroll County and the State of Maryland, and for his legislative support and advocacy for the betterment of Carroll Community College and its students; and, upon the recommendation of the Carroll Community College Alumni Association, the President nominates Senator Justin Ready to receive the Carroll Community College Medal and be honored as Distinguished Alumnus. This award will be highlighted in 2020 Commencement materials and will be conferred publicly on a date to be determined. Mrs. Frager seconded.

Motion status: Motion carried unanimously.

2. Nomination for College Medal and Honorary Degree: The Honorable Susan W. Krebs

Through her tireless work in the Maryland General Assembly and throughout her extant work representing the people and institutions of Carroll County, Delegate Susan W. Krebs has met the following award criteria: exceptional commitment to assuring the mission and goals of the College; preeminent support for and service to Carroll Community College; superior leadership for the improvement of higher education; preeminent support for and service to Carroll Community College; and, outstanding contributions to the Community.

Importantly for Carroll Community College, Delegate Krebs has consistently voted to support legislation to improve funding for Community Colleges. In 2017, she sponsored House Bill 204- Small Community College Funding, a Bill aimed at correcting an inequity in funding for small community colleges.

Delegate Krebs testified in support of the Bill in the House Appropriations Committee and worked behind the scenes to ensure its successful passing. The small college legislation resulted in a funding increase of over \$400,000 annually for Carroll Community College. This special legislation enabled the College to flourish while also minimizing tuition increases.

Delegate Krebs has long been an active supporter of Carroll Community College. She has hired students to serve as her legislative aid, and she is a strong public advocate for College. She graciously hosted student groups from Carroll Community College visiting Annapolis during Student Advocacy Day each year since she has been in office and has joined the group for lunch when time permitted. Delegate Krebs was also selected to deliver the Keynote Address for Carroll Community College's Commencement in 2020. Due to cancellation of the event, she is providing a congratulatory letter for graduates to be published in the Commencement materials.

Motion: Mrs. Bream moved in recognition of her exceptional commitment to assuring the mission and goals of the College; preeminent support for and service to Carroll Community College; superior leadership for the improvement of higher education; preeminent support for and service to Carroll Community College; and, outstanding contributions to the community, the Carroll Community College Board of Trustees awards the Carroll Community College Medal and the Honorary Associates Degree to the Honorable Susan W. Krebs. This award will be highlighted in 2020 Commencement materials and will be conferred publicly on a date to be determined. Mr. Bollinger seconded.

Motion status: Motion carried unanimously.

3. Nomination for College Medal and Distinguished Alumna

Upon the recommendation by the Carroll Community College Alumni Association, the College recommends to the Board of Trustees that Theresa C. Bethune be awarded the College Medal and be honored as a Distinguished Alumna.

The Carroll Community College Alumni Association recommends that Theresa C. Bethune be nominated for receiving the College Medal and Honored as Distinguished Alumna in recognition of her accomplishments in meeting several of the criteria.

Dr. Ball continued:

Theresa Bethune received her Associate of Arts degree from Carroll Community College from Carroll in 1996. At the advice of her counselor, she applied and was accepted into an accelerated B.S. program at Johns Hopkins University. She would graduate from Johns Hopkins with honors, ten years after completing high school. Like so many of Carroll's students, Theresa did not go to college directly out of high school due to a lack of funding. She attended Carroll part-time in the evenings earning her A.A., majoring in Business Administration in 1996.

Viewed as a leader in the business community, Theresa was brought onto the Carroll Community College Foundation Board in 2015. During her tenure on the Board, she has participated in numerous fundraising initiatives. Theresa proudly shares that her educational journey started at Carroll, proving that a Carroll education can lead anywhere!

The College is pleased to forward to the Board of Trustees the nomination of Theresa C. Bethune to receive the College Medal and recognition as Distinguished Alumna of Carroll Community College.

Motion: Mrs. Bream moved in recognition of her distinguished achievement in private industry, her membership and leadership on the Carroll Community College Foundation, her philanthropic support and advocacy for the betterment of Carroll Community College and its students; and, upon the recommendation of the Carroll Community College Alumni Association, the President nominates Theresa C. Bethune to receive the Carroll Community College Medal and be honored as a Distinguished Alumna. This award will be highlighted in 2020 Commencement Materials and will be conferred publicly on a date to be determined. Mrs. Foster seconded.

Motion status: Motion carried unanimously.

VII. Dates of Upcoming Meetings and Events

Mrs. Bream reviewed upcoming meeting and activity dates.

Dr. Ball recommended the June meeting be conducted through MS Teams Conference application. The Board agreed to use this conferencing application.

Mrs. Bream advised the Board that there will be an Executive Session following the June Board Meeting.

Mrs. Bream entertained a motion to adjourn the May 20, 2020, Board of Trustees meeting.

Motion: Mr. O'Callaghan moved to adjourn the May 20, 2020 Board of Trustees Meeting. Mrs. Foster seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Bream adjourned the meeting at 4:40 P.M.