

## Public Session Minutes

The meeting of the Morgan State University Board of Regents was called to order by Chairman Kweisi Mfume at 12:03 p.m.

**Present:** Hon. Kweisi Mfume, Chairman, Regent; General (Ret.) Larry Ellis, Vice Chair, Regent; Hon. Tracey Parker-Warren, Secretary, Regent (virtual); Ms. McCall Brown, Student Regent; Dr. Harold Carter, Regent; Dr. Linda Gilliam, Regent; Dr. Burney Hollis, Regent; Ms. Emily Hunter, Regent; Mr. Wayne Resnick, Regent (virtual); Mr. William Sherman, Regent (virtual); Ms. Shelonda Stokes, Regent; Mr. Carl Turnipseed, Regent; Mr. Winston Wilkinson, Regent; Dr. David Wilson, University President; Mr. Thomas Faulk, Principal Counsel for Morgan State University, Office of the Attorney General

**Absent:** Dr. Shirley Malcom, Regent

### Minutes

The Chairman opened the floor for a motion to jointly adopt the minutes of February 1, 2022 and March 7, 2022. It was **MOVED** by Regent Wilkinson and **SECONDED** by Regent Turnipseed. The **MOTION CARRIED** unanimously.

### Chairman's Remarks

The Chairman opened the meeting by welcoming everyone to the first in-person meeting in over two years (the hybrid format would not be routine going forward). He noted that the agenda is quite ambitious and will require effort from everyone to get through it with great dispatch while maintaining a thorough review of all the items before us today. Following the Public Session, the Board would convene in Closed Session to address the matters identified as such on the agenda.

Chairman Mfume thanked board members for making time in the month of March for several called meetings, which required calendar adjustments and being flexible. He also expressed appreciation to Regents for taking part in recent events to include: the memorial service for alumnus, Earl G. Graves, Sr. held on April 6th (special thanks extended to Dr. Wilson and members of his team who worked with the family to ensure that the service went as well as it did), and the Honors Convocation held on April 7th in which Regent Brown brought forth greetings and remarks on behalf of the Board. The Spring 2022 Commencement exercises will be held outdoors in Hughes Stadium on Thursday, May 19th (graduates) and Saturday, May 21st (undergraduates). The Board Retreat is scheduled for Saturday, June 25th at the Baltimore Marriott Waterfront Hotel. Finally, individuals were reminded to complete and submit the annual financial disclosure statement, which was due by April 30th.

Chairman Mfume commended Regent Malcolm, in her absence, for receiving a prestigious honor. She was named a pioneer in science and honored by Penn State University on April 8th. The University renamed one of its campus buildings formerly known as Innovation Park. The facility is now called the Dr. Shirley M. Malcolm Building. He also commended Dr. Wilson for his recent election to the American Academy of Arts and Sciences, his selection as the commencement speaker at Tuskegee University on May 7th, and his selection as the Afro Person of the Year 2021.

The Chairman recognized Regent Brown for her service to the Board over the past year. Regent Brown thanked fellow Regents for the opportunity to serve as a member of the Board of Regents. She commented that it has been a life-changing and eye-opening experience. On behalf of the Board, Chairman Mfume wished her the best in her future endeavors.

### Nominating Committee Report and Election of Officers

Regent Wilkinson reported that the call for board officer nominations went out in March. Based on feedback received, it is recommended that the slate of officers remain in place for the upcoming fiscal year.

Regent Wilkinson MOVED to confirm the recommended slate of officers for the 2023 fiscal year – the Honorable Kweisi Mfume as Chair, General Larry Ellis as Vice Chair, and the Honorable Tracey Parker-Warren as Secretary. It was SECONDED by Regent Turnipseed. The MOTION CARRIED unanimously.

### **Report of the President**

Dr. Wilson provided a report to the Board covering some major developments that occurred at the University since the last meeting in February 2022. Those highlights include: (a) memorial service for Earl G. Graves, Sr.; (b) visits from U.S. Secretaries – commerce, army, trade, education, and transportation; (c) 2022 Honors Convocation; (d) the new strategic plan – Transformation Morgan 2030; (e) Thurgood Marshall project update; (f) Northwood Commons update; (g) Lake Clifton High School property; (h) increases in state appropriations (operating and capital); (i) plans for investment of initial HBCU Chapter 41 funds; (j) Goldman Sachs market madness team; (k) spring 2022 commencement; (l) President’s town hall; (m) intercollegiate athletic winners (softball and track & field); and (n) the introduction of our new Vice President and Athletic Director, Dena Freeman-Patton.

Regent Gilliam asked if the secretary visits were by invitation. Dr. Wilson responded that all of the secretaries have come without any invitation being extended. They initiated the visits, which is extraordinarily unusual.

Chairman Mfume commented that the Lake Clifton High School property acquisition is really significant. He thanked the administration for working with the City of Baltimore to see this through.

The Chairman opened the floor for a motion to adopt the President’s Report. It was MOVED by Regent Gilliam and SECONDED by Regent Stokes. The MOTION CARRIED. The President’s Report was unanimously adopted.

### **Report of the Executive Committee**

The Chairman provided an update from the April 29, 2022 Executive Committee meeting. He stated that the meeting was informational in nature and there were no items for action.

### **Report of the Standing Committees**

#### **Academic and Student Affairs Committee**

Regent Gilliam stated that there are nine items for action to include program proposals (7), the cultural diversity plan, and the new student regent recommendation (to be discussed in closed session).

- **Ph.D. in Computer and Electrical Systems Engineering** – Regent Gilliam yielded the floor to Dr. Yu and Dean Oscar to provide a brief overview on the program proposal. Dean Barton stated that we are positioned to be the first HBCU and first public university in the State of Maryland to offer a doctoral program in Computer and Electrical Systems Engineering. It will expose graduate students to cutting edge engineering research and has the potential to positively address the lack of diversity in the tech industry. It will provide a framework for multidisciplinary engagement toward the advancement of knowledge in research and other scholarly activities; and use the synergy of computer engineering and electrical systems to address significant life problems that are interdisciplinary in nature.
- **Ph.D. in Industrial Engineering** – Dean Barton stated that we are positioned to be the first HBCU and first public university in the State of Maryland to offer a doctoral program in Industrial Engineering (IE). It will provide a framework for research in several subareas through the IE program, including ergonomics, energy systems, manufacturing and production systems, reliability and quality engineering, and systems engineering. It better prepares our graduates to meet the increasing need for efficient manufacturing and better implementation of quality control systems in the health care and manufacturing industries such as food and bio-pharmaceuticals.
- **Ph.D. in Sustainable and Resilient Infrastructure Engineering** – Dean Barton stated that we are positioned to be the first HBCU and first public university in the State of Maryland to offer a doctoral program in Sustainable and Resilient Infrastructure Engineering. The program will prepare our graduates for the design, management, and innovation of sustainable, resilient infrastructure systems; meet the growing need for a diverse workforce in Maryland focused on urban and sustainability issues; create new opportunities for research activity and sponsorship; and incorporate industry as sustainable partners and as program constituents.

Chairman Mfume opened the floor for a motion to approve the three new doctoral programs – (1) Ph.D. in Computer and Electrical Systems Engineering, (2) Ph.D. in Industrial Engineering, and (3) Ph.D. in Sustainable and Resilient Infrastructure Engineering. It was MOVED by Regent Gilliam and SECONDED by Regent Hollis. The MOTION CARRIED unanimously.

- **B.S. in Sustainable Urban Environmental Engineering** – Dean Barton stated that this proposed program creates a first of its kind environmental engineering degree at the undergraduate level in the State of Maryland. It will increase the number of underrepresented minority groups in environmental engineering as well as in the School of Engineering; leverage existing resources within the School of Engineering to develop an interdisciplinary degree to address pressing environmental and sustainability challenges; connect minority health issues to the disparate environmental health conditions directly through its curriculum; and expose students to local environmental efforts such as the Chesapeake and Coastal Bay Watershed Protection and Resource Program.
- **Ph.D. in Applied Sociology and Social Justice** – Regent Gilliam yielded the floor to Provost Yu, Dean N’gom and Dr. Howell to provide a brief overview on the program proposal. Dean N’gom commented that the proposal aligns with the University’s initiative to move the institution towards R1 status. The College of Liberal Arts already offers three unique Ph.D. programs. If this program is approved, it would increase the College’s doctoral program offering and inventory. Dr. Howell stated that this terminal degree will equip students to apply the sociological lens to reform the criminal justice system; promote community development and social change; advocate for racial, gender, and economic justice; and apply advanced applied sociological methods to the study of all social problems. Graduates of the program will apply their training in academia, the non-profit sector, program development and evaluation, policy analysis, consulting as well as in a range of other arenas. The program will be transdisciplinary and low residency (students only have to travel to Baltimore annually).
- **M.S. in Applied Neuroscience** – Regent Gilliam yielded the floor to Provost Yu, Interim Dean Hughes Darden and Dr. Hohmann to provide a brief overview on the program proposal. Dr. Hohmann stated that neuroscience is a growth industry in Maryland and nationally. There is a strong need for a neuroscience workforce trained at the intersection of biomolecular science, data science and neuroengineering. The proposed program has a health equity focus and is well-designed to meet the needs of working individuals who want to advance their job prospects. Only a few M.S. programs exist nationally that can prepare students with the skillsets offered by this program, and none are online. There is no M.S. in Applied Neuroscience Program offered in the State of Maryland for direct matriculation.
- **Doctor of Social Work (DSW)** – Regent Gilliam yielded the floor to Provost Yu and Dean McPhatter to provide a brief overview on the program proposal. Dean McPhatter stated that the proposed doctorate in social work is a practice-based social work degree distinct from a Ph.D. The Ph.D. focuses on preparing graduates for academic and research careers. There is a critical need for advanced clinical practitioners, administrators, and organizational leaders. This would be the first and only DSW Program at an HBCU. It is unique because of its focus on urban communities and congruent with Morgan’s strategic plan. It will provide master’s level social workers with advanced clinical and community-based practice knowledge and skills to serve urban families and communities; enhance credentialed status of social workers aligned with other practice-based professions (nursing, public health, physical therapy, psychologists); increase clinical practice-based research; and address critical national issues – mental health, addiction, behavioral health, violence, and urban crime.

Chairman Mfume opened the floor for a motion. Regent Gilliam MOVED to approve the remaining programs – (1) B.S. in Sustainable Urban Environmental Engineering, (2) Ph.D. in Applied Sociology and Social Justice, (3) M.S. in Applied Neuroscience, and (4) Doctor of Social Work. It was SECONDED by Regent Hollis. The MOTION CARRIED unanimously.

- **Cultural Diversity Plan** – Regent Gilliam yielded the floor to Ms. Berrien to provide a brief overview. Ms. Berrien stated that the plan is required by state law, but also complements our strategic plan for transformation. She noted significant increases in our Hispanic and international population with students, staff and faculty since our last plan in 2010. This puts us in a great position to have a global impact as outlined in our strategic plan. Those goals include increasing cultural diversity while maintaining our inherent goal towards including African Americans within our educational community and responding to our culturally diverse community by implementing strategic plans that have more inclusive practices.

Chairman Mfume inquired about the three-year period. Ms. Berrien responded that three years is essentially the practice within the diversity and inclusion community. She added that the University has to submit an annual progress report that is a lot more detailed than the plan. The plan is an outline of the goals and the benchmark.

Chairman Mfume opened the floor for a motion to approve the Cultural Diversity Plan. It was **MOVED** by Regent Gilliam and **SECONDED** by Regent Hollis. The **MOTION CARRIED** unanimously.

Regent Gilliam stated that the informational items can be found in the Board book. She noted that the University will be filling 70 faculty positions to support these new programs. She added that since 2018, the Board has approved 12 programs plus the seven today.

Regent Gilliam yielded the floor to Dr. Turner to highlight two slides from the follow-up report on enrollment growth. Dr. Turner summarized data related to growth (majors, in-state jurisdictions, and out-of-state origins and percentages) and student surveys (influences to apply and enroll).

### **Finance and Facilities Committee**

Regent Stokes stated that there are 10 items for action (one to be discussed in closed session). She noted that the Committee received several updates related to facilities, research, institutional advancement and enrollment management. She commended Dr. Wilson, senior leaders, faculty and staff for their phenomenal work and collaborative efforts to move the University forward towards the goal of achieving R1 status.

- **Revisions to Policy on Student Residency Classification for Admission and Tuition Purposes** – Dr. Turner stated that two changes are being requested. One is due to a new federal law related to veteran benefits. The other is to allow students who have completed all of their AmeriCorps service hours in the State of Maryland to also be classified as in-state residents.

The Chairman opened the floor for a motion. It was **MOVED** by Regent Stokes to approve the revisions to the Policy on Student Residency Classification for Admission and Tuition Purposes. It was **SECONDED** by Regent Turnipseed. The **MOTION CARRIED** unanimously.

- **FY 2024 Capital Budget Request** – Ms. McCalla stated that the University will submit its FY 2024 Five-Year Capital Budget Request to the Department of Budget and Management (DBM) on July 1, 2022. The five-year request totals \$518.8 million of which \$126 million is requested for FY 2024. She noted that these figures are estimates. The President shall be authorized to make adjustments as future events dictate. Such revisions, if any, shall be reported to the Board at its next scheduled meeting.

The Chairman opened the floor for a motion. It was **MOVED** by Regent Stokes to approve the FY 2024 Capital Budget Request and authorize the President to make adjustments as future events dictate. It was **SECONDED** by Regent Turnipseed. The **MOTION CARRIED** unanimously.

Ms. McCalla reported that we will be awarding the architectural services for the science project to Moody Nolan, a national African American design firm. Dr. Wilson added that this is the largest capital construction project in our history in the neighborhood of \$240M.

- **Off-Campus Student Housing Resolutions** – Mr. Evans stated that, if approved, the three resolutions will result in the Board of Regents authorizing the President, in coordination with the Chair of Finance and Facilities Committee, to finalize the negotiated lease terms for additional student housing at the Altus, Towson Town Place, and the Varsity (owned by HH Midtown). Based on the recommendation from our legal team, we are submitting three individual resolutions for each apartment complex. The University has negotiated the business terms; however, the legal terms and the need for the leases to be approved for legal form and sufficiency is taking a bit more time.

The Chairman opened the floor for a motion. It was **MOVED** by Regent Stokes that the Board of Regents authorize the President, in coordination with the Chair of the Finance and Facilities Committee, to finalize the negotiated lease terms for additional student housing at the Altus, Towson Town Place and HH Midtown, and have said lease approved for form and legal sufficiency by the Office of the General Counsel and Office of the Attorney General; and approval by the Board of Public Works, if necessary, following approval by Board of Regents meeting on May 3, 2022. It was **SECONDED** by Regent Turnipseed. The **MOTION CARRIED** unanimously.

- **FY 2023 Additional Off-Campus Lease Housing Rate Recommendations** – Mr. Evans stated that the University is seeking approval of additional housing rate increases for two apartment complexes – the Altus and Towson Town Place. It was noted that inflation and market rates were factors in making this decision. Without increasing student rates for these complexes, the University would have an estimated \$1.3 million subsidy. The proposed rates are in line and slightly above the new Thurgood Marshall rates for similar type facilities.

Chairman Mfume asked about the percentage of increase rates. Mr. Evans responded that there is not a percentage increase since these rates are brand new. It was noted, however, that these rates are higher than our current campus rates. At the low end, \$1,000 per year and \$3,500 per year at the high end.

Chairman Mfume asked if the fiscal impact would be break even. Mr. Evans responded affirmatively that these rates would enable the University to break even.

The Chairman opened the floor for a motion. It was MOVED by Regent Stokes to approve the FY 2023 additional off-campus lease housing rate recommendations. It was seconded by Regent Gilliam. The MOTION CARRIED unanimously.

- **HBCU Capital Financing Program Application** – Mr. Evans stated that the administration would like to submit an application to the HBCU Capital Financing Program for up to \$65M to address the current backlog of deferred maintenance, but most importantly, to renovate residential facilities. It was noted that the State of Maryland does not fund auxiliary facilities, housing, athletics, etc.

The Chairman opened the floor for a motion. It was MOVED by Regent Stokes to grant approval to the administration to submit an application to the HBCU Capital Financing Program, through the Department of Education, for up to \$65 million. It was SECONDED by Regent Turnipseed. The MOTION CARRIED unanimously.

- **Acquisition of Air Rights Over Legacy Bridge** – Ms. McCalla stated that the City of Baltimore owns Hillen Road and the air rights above it. They gave us permission to build a bridge and now we are seeking approval to acquire the air rights for a one-time cost of \$2,600.

The Chairman opened the floor for a motion. It was MOVED by Regent Stokes to approve the acquisition of air rights over the legacy bridge. It was SECONDED by Regent Gilliam. The MOTION CARRIED unanimously.

- **Northwood Basement Lease** – Mr. Evans stated that the University proposes to enter into a 10-year lease for 11,605 GSF at the lower level of the Northwood Commons Shopping Center. The lease has two (2) renewal options of five (5) years each. The property is contiguous to the University campus – both the New Jenkins and School of Business facilities. The purpose of the space will be to house any one of the three new academic centers or as surge/growth office space. The lease price is \$1 dollar per year. However, there is a one-time build out capital investment of \$1.8M. Design and Construction Management will need to invest an additional \$1.5 to \$2 million to tailor the space for specific needs. The final determination will be through a transparent process with appropriate administrators.

The Chairman opened the floor for a motion. It was MOVED by Regent Stokes to approve the Northwood basement lease. It was SECONDED by Regent Turnipseed. The MOTION CARRIED unanimously.

- **Lake Clifton High School Land Disposition Agreement** – Ms. McCalla stated that the acquisition of the Lake Clifton High School and associated land from the City of Baltimore totals approximately 59 acres. The cost is \$254,902.80 consisting of \$93,652.80 to pay the debt still owed by the city to the state, and \$161,250 to relocate a basketball court. Other costs will be determined as the property is developed. She noted that we received approval from the Board of Estimates and will be seeking approval from the Board of Public Works next week, pending approval by the Board of Regents.

The Chairman opened the floor for a motion. It was MOVED by Regent Stokes to approve the Lake Clifton High School land disposition agreement. It was SECONDED by Regent Turnipseed. The MOTION CARRIED unanimously.

- **Workforce Technology Center Lease** – Mr. Evans stated that the University proposes to enter into a 10-year lease for 18,500 GSF with the State of Maryland Department of Education at the Workforce

Technology Center, which is contiguous to the University campus. The annual amount will be \$220,500 for years one to five, and \$238,500 annually for years six to 10 for a total of \$2.3 million over the life of the agreement. The annual lease payment covers our portion of the operating expenses for the building. This facility will provide office space for the Physical Plant staff and allows for the demolition of the Washington Service Center and construction of the Science Center. A budget of \$3.5M has been established for technology, finishes and renovations to retrofit the facility.

The Chairman opened the floor for a motion. It was **MOVED** by Regent Stokes to approve the Workforce Technology Center Lease. It was **SECONDED** by Regent Carter. The **MOTION CARRIED** unanimously.

### **Audit and Institutional Assessment Committee**

Regent Ellis stated that the Audit and Institutional Assessment Committee met earlier this morning. There were no items for action. The Committee had a fruitful discussion on the draft policy on enterprise risk management and the draft enterprise risk assessment grid. He believes we are moving forward in the right direction.

Dr. Wilson commented that we are close to having a legally approved policy on enterprise risk management. With the feedback received this morning from the Audit Committee, we will work with the legal team and get their last comments and then send a draft of that proposed policy to the Audit Chair and committee members. They will look it over, provide feedback, and we would take that feedback into consideration and then bring it before the Audit and Institutional Assessment Committee as an action item eventually. We hope to have a policy ready for the Committee and the full board to act on no later than the August meeting. In the meantime, we are standing up within the institution an Office of Enterprise Risk Management and Compliance. We are proceeding to start the process of recruiting a director for this office with the understanding that the policy may be approved by the full board later this summer or early fall. He noted that the administration also brought to the Committee an illustration of what an enterprise risk management program would look like in terms of how we calculate risk. The grid is not static; it will move depending on emerging risks.

Chairman Mfume shared the concern he raised during the Executive Committee meeting, in which he stated that he wanted to make sure that if we develop, stand up, and establish an Office of Enterprise Risk Management and Compliance, that it does not bump up against or compromise the principles in the Audit Charter that was adopted. At that time, Dr. Wilson responded that he did not think a problem existed, and Regent Ellis stated that it was an opportunity for us to talk some more.

Regent Ellis suggested the possibility of setting aside some time during the retreat to present this to the full Board for a comprehensive review. Chairman Mfume agreed, noting that it is important for everybody to have an opportunity to weigh in, have some sense of authorship, and an opportunity to raise questions, comments and observations.

Regent Ellis stated that the Audit Committee adjourned after receiving an update from the Office of Internal Audit in closed session.

### **New Business**

There were no new business items brought forward for the Board's consideration.

### **Adjournment of the Public Session**

Chairman Mfume announced that the Board of Regents would convene in Closed Session to consider items specifically exempt from public consideration under § 3-305(b)(1)(2)(7)(8) of the Open Meetings Act. In Closed Session, the Board of Regents will receive an update from the Evaluation Committee; consider Honorary Degree Recommendations; consider the New Student Regent Recommendation; receive an EEO Report; receive a Litigation Update and consider Naming Opportunities. The Board may reconvene in Public Session at the conclusion of the Closed Session, if necessary.

After reading the citation into the record, the Chairman opened the floor for a motion to adjourn the PUBLIC SESSION to move into CLOSED SESSION. It was **MOVED** by Regent Hollis and **SECONDED** by Regent Gilliam to adjourn the PUBLIC SESSION. The **MOTION CARRIED** unanimously.

The PUBLIC SESSION adjourned at 2:46 p.m.

**MORGAN STATE UNIVERSITY  
CITATION OF AUTHORITY FOR CLOSING A MEETING  
UNDER THE OPEN MEETINGS ACT  
BOARD OF REGENTS MEETING**

Date: Tuesday, May 3, 2022

Time: 12:00 p.m.

Location: ESR Library Boardroom

Motion to close meeting made by: Regent Hollis

Seconded by: Regent Gilliam

Members voting in favor: All Regents in attendance

Opposed:

Abstaining:

Absent: Regent Malcom

**THE STATUTORY AUTHORITY TO CLOSE THIS MEETING CAN BE FOUND AT (check all that apply):**

**General Provisions Article, § 3-305 (b)(1)(2)(7)(8):**

(1) (i) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or (ii) any other personnel matter that affects one or more specific individuals;

(2) To protect the privacy or reputation of individuals concerning a matter not related to public business;

(3) To consider the acquisition of real property for a public purpose and matters directly related thereto;

(4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;

(5) To consider the investment of public funds;

\_\_\_ (6) To consider the marketing of public securities;

(7) To consult with counsel to obtain legal advice on a legal matter;

(8) To consult with staff, consultants, or other individuals about pending or potential litigation;

\_\_\_ (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

\_\_\_ (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;

\_\_\_ (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;

\_\_\_ (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;

\_\_\_ (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;

\_\_\_ (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

**General Provisions Article, § 3-103 (a):**

\_\_\_ (1) To carry out an administrative function;

\_\_\_ (2) To carry out a judicial function;

\_\_\_ (3) To carry out a quasi-judicial function.

**FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:**

1. To receive an Evaluation Committee Update.
2. To consider Honorary Degree Recommendations.
3. To consider the New Student Regent Recommendation (FY23).
4. To receive an EEO Report.
5. To receive a Litigation Update.
6. To consider Naming Opportunities.

**THE BOARD MAY RECONVENE IN PUBLIC SESSION AT THE CONCLUSION OF THE CLOSED SESSION IF NECESSARY TO TAKE ANY FINAL AND BINDING ACTION.**

This statement is made by Kweisi Mfume  
Chairman of the Board of Regents

**SIGNATURE:**



\*\*\*\*\* FOR USE IN MINUTES OF NEXT REGULAR MEETING: \*\*\*\*\*

**TOPICS DISCUSSED AND ACTION(S) TAKEN (IF ANY):**