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Governors State University Board of Trustees Meeting Minutes - December 7, 2007

Board of Trustees

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Governors State University

Board of Trustees Meeting, December 7, 2007 Minutes

The Board of Trustees meeting was held on Friday, December 7, 2007, in the William D. McGee Hall of Honors at Governors State University.

Call to Order and Roll Call

Chair Samuels called the meeting to order at 1:05 p.m. Roll call was taken, and the following Trustees were present: Bruce Friefeld, Kristi DeLaurentiis, Jack Beaupre, Lorine Samuels, Lois Mayer, and Student Trustee Elizabeth Green. Trustee Kathleen Field Orr was absent.

Also present were: Elaine Maimon, Gebe Ejigu, William Nowlin, Peggy Woodard (arrived at 1:45), Alexis Kennedy, Colleen Rock, Michael Wortham, Paul Blobaum, Kathy Miller, and Rosa Moran.

Approval of Minutes

Chair Samuels requested a motion for the approval of the minutes of the September 7, 2007 Board meeting. DeLaurentiis moved that the minutes be approved. Beaupre seconded the motion. The minutes were approved by unanimous voice vote.

Remarks and Reports

Chair's Report: Chair Samuels stated that a friend and colleague, Trustee Bill McGee, passed away one week ago. Everyone will miss his humor and his wise judgment. The Chair requested that everyone stand and remember Bill with a moment of silence. **Resolution 08-21: Memorial Resolution for William D. McGee** expressing appreciation for Bill's outstanding services to the University was read by DeLaurentiis, Board secretary. The Board expressed to the family and friends of William D. McGee its appreciation for his service, his friendship, and his support of the University and all of its students and faculty; its sorrow at their loss; and extended its condolences and sympathies for the passing of a man who was a loving and caring example to us all. DeLaurentiis moved to approve Resolution 08-21. Beaupre seconded the motion. The Trustees shared personal memories of McGee. The motion was approved by unanimous voice vote. On behalf of the Board, Chair Samuels extended sympathies to Bill McGee's wife, Patricia, and to his family. Wortham will have the resolution printed, framed, and delivered to Mrs. McGee as soon as possible. There will be a memorial service for Trustee McGee at the University on Saturday, January 5, 2008.

Chair Samuels reported that GSU is coming to the end of a very productive year. A new president was appointed and, in just six months, thanks to President Maimon's leadership, GSU is gaining momentum on several fronts. Particularly, the new direction of the GSU Foundation; the *GSU Promise*, which is one of the most exciting developments GSU has seen in a long time; the University-wide initiatives the President proposed in the form of the *Seven Imperatives*, which provide a real direction for GSU; and the progress GSU is making with new doctoral programs. The Board had a very productive retreat that helped the Trustees focus on the issues GSU faces and the opportunities ahead. The Board streamlined the way it conducts business and established some key goals for GSU. An inclusive strategic planning process has begun, which will assure that there is input from all of GSU's stakeholders. The Board authorized issuing \$10 million in revenue bonds for long-overdue deferred maintenance and building renewal projects. The bonds were sold in November at favorable rates.

Overall, the past year has been one of the most productive years in the Board's history. Chair Samuels thanked her colleagues on the Board for their support, their hard work on behalf of the students, and their commitment to GSU's mission and to its future. She also thanked the senior leadership, the faculty, and the staff for their commitment to the University, with special thanks to Dean Nowlin, who intends to step down as dean. Chair Samuels wished everyone a safe and happy holiday.

President's Report: President Maimon stated that the September 7 Board meeting was the first time she had the privilege of meeting Bill McGee. He represented so much of what GSU is about. He was a "P-20 guy." He devoted his life to education at all levels, and he served in the K-12 arena, community college, and at the University. Trustee McGee was always encouraging and full of information, history and background. Everyone will miss him. The President was pleased that Trustee McGee was present at the September Board meeting, when the proclamation changing the name of the Hall of Honors to the William D. McGee Hall of Honors was presented. Moving into the holidays, he once again teaches us something of value—not to wait until people are gone, but instead to make sure to say things that we want our friends and loved ones to hear while they are still with us. The tribute to Bill's life will be on January 5, 2:00 p.m. in the Center for Performing Arts. It will be a celebration of a life that we all would like to try to emulate.

The President thanked everyone for his/her participation in the installation. It was very strategic—to have the University as a focal point for local and national attention. Information packets of installation and University documents were prepared for the Trustees. These packets can be used in "friend making" and for potential donors. A CD of the installation ceremony is available, and the ceremony is posted on the GSU website. Tony Labriola and GSU's Emmy award-winning staff did a great job. President Maimon announced that Dean Nowlin chose to step down at the "highest high" of his GSU career. He will take a short leave and then return as a talented professor and researcher. His accomplishments in the last four months were truly remarkable. She thanked him for his work and service as Dean of the College of Business and Public Administration, Acting Vice President for Advancement, Acting CEO of the Foundation, and Chair of the Installation Committee. Nowlin led the *GSU Promise* initiative. The information packets include some of the amazing editorials that GSU received on that initiative. One editorial appealed to readers to participate in the *GSU Promise*, which was good timing because it is year-end gift time. There is a link on the GSU website that makes it easier to give a donation to the *GSU Promise* or other areas at GSU. Nowlin oversaw the year end gift campaign and a major mailing campaign. Nowlin worked with others to set a new direction for the GSU Foundation. Twenty-first century philanthropy requires that public university foundations be engaged in ways that the GSU foundation needs to catch up with. Bill Sanders, Chair of the Foundation Board, and Nowlin, brought in Campbell and Company, top fund-raising consultants, to do a full review of the foundation. A November 14 retreat was held with the Foundation Board and some tough recommendations, including minimum levels of gifts to stay on the Foundation Board, were discussed. The President reported to the Foundation Board that the GSU Board of Trustees contributed to the foundation at 100%, which the Foundation Board did not.

GSU was successful in the evaluation from Standard and Poor and Moody's. GSU received an A-, which was terrific. They stated their confidence in the new administration and in the plan for moving forward. Through the bonding, GSU will address deferred maintenance. To accomplish this, GSU must build a strong leadership team. The new provost, Dr. Jane Hudak, will begin in March 2008. The provost search process was a model of success. Woodard will continue as Interim Provost and then return to her Associate Provost position when Hudak arrives. President Maimon introduced Dr. Sandra Mayfield, who was recently appointed Assistant Provost. Joan Vaughan was hired as the Vice President for

Advancement and CEO of the Foundation and will begin in January 2008. Joan earned her master's degree from GSU. The search for the Dean of the College of Education was extended.

At the December 4 Illinois Board of Higher Education (IBHE) meeting, the Doctorate in Nursing Practice (DNP) program proposal was approved. IBHE has a more routine process than the Illinois State Board of Education (ISBE), which was mentioned earlier in the Academic Affairs meeting regarding the ISBE approval for the mathematics program. The DNP program will prepare senior nurses for hospitals and will prepare nurse educators. The major reason, nationally, for the nursing shortage is the lack of nursing instructors. President Maimon congratulated Dean Linda Samson and her faculty and staff for the success.

The administration is looking at various ways to be student-centered and to reallocate and revamp approaches to student services. An offer was extended to a person to coordinate tutoring. The primary responsibility of the individual will be to set up walk-in tutoring services. Student commentary on this issue was taken very seriously. To date, over 525 *Why Not?* suggestions have been received. This is more than a suggestion campaign; this is continuous improvement, culture change, and empowerment of employees to observe and make suggestions. The Planning and Budget Advisory Council (PBAC) was established with the goal of true transparency in budgeting. As priorities are set, there will be discussions and hard choices to be made about how to strategically invest current resources, while at the same time try to expand resources. Which leads to strategic planning—the President thanked all those who participated in the meeting on November 16. That was the launching of the strategic planning process, which is under PBAC. The point of the strategic plan, which will be completed and presented to the Board in June 2008, is to have a template for strategic investment.

Enrollment trends continue to be encouraging. Fall trimester student credit hours were up 7.26% and head count was up 5.76%. Preliminary winter enrollment is up 4.4%. The administration is confident that graduate enrollment will continue to increase, but if GSU wants overall enrollment to increase, then undergraduate enrollment will need special attention.

Being involved with an engaged, supportive Board of Trustees makes it possible to do amazing things at the University. The President thanked the Board for setting policy, for not micromanaging and for its confidence in her. She wished everyone happy holidays and continued positive momentum in 2008.

In response to a question from DeLaurentiis, the President stated that she intends to present the final strategic plan to the Board at the June 2008 meeting. This is an evolutionary process, having a vision in place from the November 16 meeting. An update will be presented at every Board meeting prior to the June meeting. The administration will have a good idea of what the strategic initiatives will be because PBAC budget hearings will be held in April or May. The unit heads will be challenged to do their own rethinking on strategic investment.

Faculty Senate President's Report: Blobaum reported that the calendar year 2007 could aptly be called "The Year of Searching." There were faculty searches and searches for a President, a Provost, a Director of the Office of Sponsored Programs and Research, a Director of Public Safety, a Vice President for Advancement, and a Dean of the College of Education.

This 2007 year of transition was also a year of finding. Rephrasing remarks from the installation: Dr. Maimon and Dr. Ejigu are excellent finds. The installation ceremony, and especially President Maimon's address, was a memorable event to mark a rite of passage and renewal for this academic community. After all of the searching, the University is finding a renewed sense of purpose and vision for the future. The Faculty Senate is undergoing transition and renewal as well. The Senate conducted biennial elections

for officers and the executive committee on September 18th, and the new committees and officers are working very hard. A list of new officers and committee members is posted on the Faculty Senate web page.

It is an exciting time for the University, and, admittedly, transitions can also be times of anxiety and fear of the unknown, but everyone seems to be navigating the detours that have appeared along the way. As GSU moves into the future, governance structures are being transformed. This president is like a roof: she is all over the place—engaged in listening and conversation with all levels of the University through constituency meetings and open forums. The Senate did not know what to think when Dr. Maimon announced that she always arranged her schedule around Faculty Senate meetings, so that she could attend. The Senate appreciates that the president has made the administration/faculty relationship a priority. Dr. Maimon, Dr. Ejigu, and Dr. Woodard present regular reports to the Faculty Senate and to the Faculty Senate Executive Committee. One way shared governance is being transformed is through PBAC, which is a welcomed fresh approach. Recently it came to the faculty's attention that the governing constitution, which was made under the Board of Governors, is basically null and void, but it seems to be a non-issue on campus. The faculty looks forward to working within the new process. Blobaum hopes that the academic policy processes can be reviewed and possibly transformed as well, to better make the policies which are needed to support growing graduate programs, especially the professional doctorate programs.

In March, Dr. Maimon visited campus and met with representatives from University-wide constituencies to advise her on the priorities for her first 100 days. With the Virginia Tech tragedy fresh in mind, this group recommended that campus safety and security be given top priority. Blobaum thanked Dr. Maimon, Dr. Ejigu and others, especially the Department of Public Safety and Safety Committee for their efforts thus far. However, this is still an area of concern for the faculty. Work still needs to be done, not the least of which is allocating resources and hiring a permanent director of public safety and additional full-time police officers. Many would like to see regular emergency preparedness training and drills for faculty and staff, so there is no question of what is supposed to be done to ensure the safety and health of everyone when disaster strikes.

The Senate is pleased that Dr. Hudak has agreed to come to GSU as the new provost and looks forward to welcoming her to campus. The Senate also welcomed the appointment of Sandra Mayfield as Assistant Provost and looks forward to working with her. Blobaum joined in thanking Bill Nowlin for his service and leadership in the College of Business and Public Administration as he “steps up” to faculty.

The faculty shares the concern with administration that the right College of Education dean for GSU be brought in as soon as possible. The College of Education is working very hard to keep its National Council for Accreditation of Teacher Education (NCATE) accreditation, and permanent leadership is needed. The Division of Education has been chaired by an interim chair for six months, and the Division of Psychology has a new interim chair. This college also needs more tenure track faculty to ensure the quality of its programs, and this issue is often discussed.

Announcement: Woodard joined the Board meeting. She and Linda Samson reported that they had just come from the accreditation exit interview for the Health Administration program. The interview was very positive. President Maimon, again, thanked Dean Samson and her faculty and staff.

Student Senate President's Report: Moran reported that the students' presentations for installation week, “Seeds of Greatness,” was on the front page of the student newspaper, the *Phoenix*. The students were proud to have participated in the installation activities and were proud to welcome the

president and special guests, including Lorine Samuels, to the event. Chair Samuels commended the students for their excellent presentations.

The Student Senate now has a regular column in the student newspaper. On November 29, the Vice President and his staff presented the Student Senate with a detailed presentation on deferred maintenance. The Senate was pleased to receive the report and plans to support that initiative, which the Senate thinks is very important and relevant. The Senate appreciates being informed in such a detailed fashion. The Senate will present a life skills empowerment series. The first topic, "Living Your Best Life," will be presented at the Notes at Noon. Another topic will be presented in January and another in February. This series will also involve some details about entrepreneurship, business ownership, copyrights, etc. The series will be presented at both the Notes at Noon and the Notes at Night. Moran wished everyone happy holidays and expressed special thanks to the new administration.

Civil Service Senate President's Report: Miller echoed all of the sentiments about Bill McGee. He was a tremendous asset to this University and will be greatly missed. She thanked Gebe for the call to her home on the night of the bomb threat. This exemplifies how honest and inclusive the administration is. Since Miller was informed, she could pass on accurate information in response to questions from the Civil Service employees.

The Senate awarded two scholarships for fall and is accepting applications for winter. Human Resources is reviewing the non-negotiated salary ranges that have not been revised within the past 18 months. The editing of the "Employee Handbook" will be completed by the end of the year. Both projects are long over-due.

In September, the Annual Arts and Crafts Fair was held and made a profit of \$945.15. The event was organized by Shelina Hurd-Jenkins. On Halloween, a "Halloween Trivia Trail and Costume Contest" was held. Dr. Maimon and Jeff Slovak were the judges of the costume contest. All of the prizes and refreshments were donated. In November, the 2nd Annual At-Home Demonstration at Work was held and made a profit of \$1200.00. Since July, total fundraising is \$3,266.84.

In February, the Senate executive and the governance committees will be meeting for a retreat. The Senate will review the senate by-laws and update the committees. Gebe, or a representative of his, was invited to assist.

Everyone received an email that the University would be closed over the holidays instead of "minimally staffed" as in the past. It appears that new employees, not eligible for vacation, will have to take time off with no pay. The short notice is also a concern to those who normally work during minimal staffing days and did not comp time and do not have vacation days to use.

Be sure to keep December 14th open for civil service day at 10:00 am in the Hall of Governors. This year the show is terrific! Chair Samuels stated she will not be available on December 14 and that Trustee DeLaurentiis will represent her at the event.

Gebe stated that the concern about closed days will be addressed. The decision about working on the closed days is left to the supervisors. Employees can make arrangements, such as alternate work days, working at home, or coming to work. If any of those options cannot work, the Human Resources Department will work with the employees to make sure they are not unduly harmed. Gebe offered to

meet with Miller to discuss. Miller suggested that another email, which would clarify the options, be sent to the University community. Gebe agreed to have an email sent.

Executive Session

Chair Samuels requested a motion to move into Executive Session. DeLaurentiis moved that the Board convene in Executive Session, as permitted under the Open Meetings Act, to consider and discuss litigation matters and review of Executive Session minutes. Green seconded the motion. The motion was approved by unanimous roll call vote. The general public was asked to leave the room, and the Trustees went into Executive Session at 2:00 p.m.

The Executive Session adjourned at 2:12 p.m. The general public was invited to return to the meeting. Chair Samuels stated that the Board met in Executive Session to discuss litigation issues and the release of closed session minutes. No final action was taken.

Approval of Minutes

Chair Samuels requested a motion for the approval of the minutes of the November 16 Board meeting. DeLaurentiis moved that the minutes be approved. Friefeld seconded the motion. The minutes were approved by unanimous roll call vote.

Public Comment Period

Consistent with Public Act 91-0715 and reasonable constraints determined by the Board of Trustees, at each regular or special meeting of the Board or its committees that is open to the public, members of the public may request a brief time on the approved agenda of the meeting to address the Board on relevant matters within its jurisdiction. Committees of the Board review University proposals for action and make adjustments and endorsements as appropriate for further consideration by the full Board. Public comments are generally most useful at meetings of Board committees, where proposals are first considered and the time of interaction is most feasible. Marsha Katz, University Professionals of Illinois (UPI) Chapter president, requested to speak.

Katz wished everyone happy holidays. There will be a lobby day on April 9. Last year, the union, students, staff, and administration went at the same time, and it was a very successful lobby day. Katz thanked Liz Green, who helped organize the event last year and will help, again, this year. Katz welcomed Bill Nowlin to the faculty and to the UPI. The union recognizes the need for a better relationship with the administration. The provost search committee had University-wide representation, and the union thought it was extremely important to be represented. An agreement was almost reached on that. Katz recommended that, in the future, union representation be included as part of the structure—that UPI be represented on any search committee that has to do with working conditions. If the union and administration have a good working relationship, it needs to be transparent. The UPI needs to work with administration, and the administration needs to work with the union. There needs to be collaboration among the union, the Senate, and the administration. The union should be at the table with the Senates at Board meetings. The union should be represented at commencement, convocation, and other events.

Strategic Planning Update

Gebe stated that Maimon referenced PBAC, which is a council designed to make the University-level decision process as inclusive and transparent as possible. It covers all major areas of the University, from planning through resource allocation. The council is advisory to the President. PBAC operates through six different committees, including accreditation, strategic planning, budget and finance, information technology, facilities, and enrollment management & student services. There are over 65 members involved—administrators, faculty, staff, and students. Over 50% of the members are faculty. One of the

key committees is the Strategic Planning Committee, co-chaired by Dean John Stoll and Chair Karen D'Arcy. That committee has been working very hard, and Stoll will present a progress report.

Stoll gave a PowerPoint presentation, "Strategic Planning Update." From the brainstorming session on November 16, two tiers of themes emerged. The first tier includes community benefits from faculty, staff, student presence and involvement; increased diversity among students, faculty and staff; a vibrant campus which is the focus of students and community life 24/7; and interactive teaching learning model. The second tier includes increased enrollment/improved retention; updated green/sustainable campus; state of the art technology; expansion of programs and offerings; support for faculty research; excellent student services; partnership; enhanced collaboration and community; GSU viewed as students' first choice; and recognition of faculty and staff at all levels. The themes are a good match for the *Seven Imperatives*. The outcome of the planning process is to have a clear and concise document that will drive decision-making and resource allocation. The next steps include identifying a facilitator, developing a timeline, scheduling focus groups, and completing an environmental scan. Information will be posted at the PBAC website.

Gebe stated that GSU will do a lot of planning over the next 12 months and the Strategic Plan will inform each of the other committees, which have been charged to develop their own plans. An example: a strategic plan will give a general direction and strategic priorities and goals—all have resource implications. The Finance and Budget Committee of PBAC is charged to develop a financial plan by December 2008. The Enrollment Management and Student Services Committee will take the strategic goals and determine which programs to focus on and what enrollment should be, both on- and off-campus, and develop a plan by December 2008. Those plans will have implications on facilities; the PBAC Facilities Committee is working on a site master plan. The Information Technology committee will do likewise. Each process is very open and transparent. Each committee will have its own inputting and feedback processes through various governance groups, through the University community, and through the external community as needed. Stoll explained that some of the strategic planning focus groups will look at drafts, subsequent groups will react to drafts—all 50 will not meet before moving forward. DeLaurentiis commented that it is a very aggressive schedule. Gebe agreed, and President Maimon stated that they also have observation and experience of best practices in strategic planning. This can be done and will be done. DeLaurentiis noted that the challenge will be to manage it; it is an opportunity to involve others in the process and create buy-in; there is benefit to making sure that everyone is appropriately included.

Committee Reports

Human Resources Committee: DeLaurentiis, chair of the committee, reported that the committee met in the morning and discussed one action item, Resolution 08-15, approval of labor union agreement with SEIU Local 73 building service workers, which will be included in the consent agenda for full Board consideration. It was agreed to review a timetable at the February meeting. DeLaurentiis welcomed the new faculty representative to the committee.

Academic Affairs Committee: Mayer, chair of the committee, reported that the committee discussed one action item, Resolution 08-16, authorization to confer Professor Emeritus status, which will be included in the consent agenda for full Board consideration. Three information items were discussed: program accreditation status update, GSU's Global Initiatives and Activities, and review of future agenda items. The committee welcomed the new faculty representative.

Budget and Finance Committee: Beaupre, chair of the committee, reported that the committee discussed and considered Resolution 08-17, approval of a contract award for exterior electronic signage. The discussion resulted in a motion to include Resolution 08-17 in the consent agenda for full Board

consideration. The committee also discussed Resolution 08-18, a contract for the elevator, which resulted in a motion to include the item in the consent agenda for full Board consideration. The committee discussed the information items in a comprehensive manner.

Adoption of Consent Agenda

Chair Samuels stated that the committees have met and deliberated and the following resolutions will be placed on the consent agenda: 08-15, 08-16, 08-17, and 08-18.

Approval of Items on the Consent Agenda

Resolution 08-15: Approval of Labor Union Agreement with SEIU Local 73—Building Service Workers: Upon the recommendation of the President and with the concurrence of the Human Resources Committee, the Governors State University Board of Trustees approves the collective bargaining agreement between the University and the SEUI Local 73—Building Service Workers covering the period October 1, 2007 through September 30, 2010.

Resolution 08-16: Authorization to Confer Professor Emeritus Status: Upon the recommendation of the President and with the concurrence of the Academic Affairs Committee, the Governors State University Board of Trustees approves the conferring of Professor Emeritus status to Professors Edwin Cehelnik, Peter Gunther, Ana C. Kong, Vinicio H. Reyes, Michael Stelnicki, and Leon J. Zalewski.

Resolution 08-17: Approval of Contract Award for Exterior Electronic Signage: Upon the recommendation of the President and with the concurrence of the Budget and Finance Committee, the Governors State University Board of Trustees approves the award of a purchase order and contract to All-Right Sign, Inc. of Steger, IL, in the amount of \$250,997 for the production and installation of electronic signage as specified in the bidding documents. With the standard 10% contingency, this action authorizes the University to spend up to \$276,097 on this project.

Resolution 08-18: Approval of Contract Award for Modernization of C-Wing Elevator: Upon the recommendation of the President and with the concurrence of the Budget and Finance Committee, the Governors State University Board of Trustees approves the award of a purchase order and contract to Chicago Heights Construction Company of Chicago Heights, IL, in the amount of \$341,400 for the modernization of the C-Wing hydraulic elevator and related work as specified in the bidding documents. With the standard 10% contingency, this action authorizes the University to spend up to \$375,540 on this project.

Green moved to approve the consent agenda. Mayer seconded the motion. The motion was approved by unanimous voice vote.

Approval of Action Items

Resolution 08-19: Annual Meeting Schedule: The Governors State University Board of Trustees adopts the annual meeting schedule for calendar year 2008. The schedule is as follows; meetings are to be held at Governors State University in the William D. McGee Hall of Honors.

Friday, February 15, 2008	1:00 p.m.; amended to 12:00 noon
Friday, April 18, 2008	1:00 p.m.; amended to 12:00 noon
Friday, June 13, 2008	1:00 p.m.; amended to 12:00 noon
August 24, 25, 25, 2008	Trustee Retreat
Friday, October 17, 2008	1:00 p.m.; amended to 12:00 noon
Friday, December 12, 2008	1:00 p.m.; amended to 12:00 noon

Meetings of the Governors State University Board of Trustees Committees will be held on the mornings of the posted dates for the full Board meetings. All such committees will be announced and posted as required by the State of Illinois Open Meetings Act.

After a brief discussion, Beaupre moved to amend Resolution 08-19, to change the start time of the Board meetings to 12:00 noon. DeLaurentiis seconded the motion. The motion was approved by unanimous voice vote. DeLaurentiis moved to approve Resolution 08-19 as amended. Mayer seconded the motion. The motion was approved by unanimous voice vote.

Resolution 08-20: Release of Executive Session Minutes: Upon the recommendation of the President Maimon, the Governors State University Board of Trustees approves the release of the Executive Session minutes of the following meetings: Board of Trustees, March 1, 2007, March 16, 2007, and June 1, 2007; Finance and Budget Committee, March 9, 2007; and Personnel Committee, May 14, 2004. Pursuant to the Illinois Open Meetings Act, the Governors State University Board of Trustees has determined that a need for confidentiality continues to exist for the minutes of the Executive Sessions for the following meetings: Board of Trustees, September 15, 2006; and Finance and Budget Committee, May 23, 2007.

Friefeld moved to approve Resolution 08-20. Mayer seconded the motion. The motion was approved by unanimous voice vote.

Comments by Trustees

Green stated that she was glad to hear the information about tutoring services. Beaupre commented that the *GSU View* is a very positive publication and commended those who create it. Beaupre will be available to address Trustee issues while Samuels is out of the country. The individual Trustees wished everyone happy holidays.

Adjournment

Chair Samuels requested a motion to adjourn. Friefeld moved that the meeting be adjourned. Mayer seconded the motion. The motion was approved by unanimous voice vote. The meeting adjourned at 3:10.

Respectfully Submitted,

Colleen Rock