

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES**

DATE: February 11, 2010
TIME: 5:30 p.m.
PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Charlie Boaz
Patricia Griffith
Clint Isaac
Mariam Mih
David Peter

PRESENT: Dr. Vicky R. Smith, President
Dr. Brian Inbody, VP for Student Learning
Ben Smith, VP for Administration
Brenda Krumm, Dean of Outreach and Workforce Development
Eric Tincher, Dean of Students
Sandi Solander, Business Manager/Board Treasurer
Sarah Robb, Faculty Senate
Dale Ernst, Dean of Ottawa
Meta Titel, Accountant for Jarred, Gilmore and Phillips
Kent Pringle, Board Attorney
Terri Dale, Board Clerk

Mr. Peter called the meeting to order.

III. Public Comment

There were no speakers.

III. Approval of the Agenda

Mr. Peter asked to amend the agenda by deleting E under reports and adding under new business Resignation as E, Resignation as F and changing executive session to G. Upon a motion and a second the agenda was approved as amended. Motion passed

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from January 14, 2010
- B. Claims for disbursement for January 2010
- C. Personnel

1. Nursing Instructor Reassignment

It was the President's recommendation that the Board approve the reassignment of nursing instructor Kay Shoemaker to the Independence site. Ms. Shoemaker has agreed to the reassignment and will replace Heidi Wiley who resigned in January, 2010.

2. Nursing Instructor

It was the President's recommendation that the Board approve the employment of Rebecca Butts as a nursing instructor at Chanute to fill the vacancy as a result of moving Kay Shoemaker to the Independence site. Ms. Butts is currently pursuing her Masters Option III degree at Pittsburg State University. She received a BSN and BS degree from Pittsburg State University.

Ms. Butts worked at Neosho Memorial Regional Medical Center from January 2006-present, Coffeyville Regional Medical Center from July 2003 to January 2006. She also worked for the Kansas Department of Human Resources, Industrial health and Safety from September 2000 through March 2003.

Ms. Butts will be paid at the MS level, step 2 (\$31,501) starting March 8, 2010.

3. STARS English/Reading Specialist

It was the President's recommendation that the Board approve the employment of Grace Riebel as the English and Reading Specialist for the STARS grant. Ms. Riebel is currently completing her master's degree in English Literature at Pittsburg State University with an anticipated graduation date of May, 2010. Her bachelor's degree in English is also from PSU. She attended Allen County Community College as well.

Ms. Riebel is a graduate assistant and teaches English Composition at PSU and was also a tutor in the writing center.

Ms. Riebel will be paid \$27,000 annually starting June 1, 2010 (upon completion of her master's degree).

Faculty Senate Report: Sarah Robb, President of the Faculty Senate, told the Board that the first exams of the semester are being completed. Faculty are making sure to update Inside NC prior to early academic warnings being posted. Jeff Almond, Coordinator of Advising is being very pro-active in getting faculty involved in the students that are struggling in class. Mr. Almond is also updating the advising lists for faculty which is important for on-line enrollment.

She also reported that faculty are working with students on intent to graduate information. Overload and supplemental contracts for this semester are being completed. Faculty appreciate the extra compensation for on-line courses. Ms. Robb is reviewing and updating the course rotation schedule of classes.

Audit Report for Fiscal Year 08-09: Meta Titel, CPA and lead auditor for Jarred, Gilmore and Phillips, discussed the audit for fiscal year 2008-09. Ms. Titel reviewed the Management Discussion and Analysis prepared by college staff and the rest of the audit document prepared by her firm. The audit revealed one material weakness that dealt with reporting for one of the federal grants. Additional training was recommended for staff to take care of this finding. The business office will provide additional training for grant personnel to ensure that all reports are prepared based off the general ledger amounts.

Dean of Ottawa Report: Dale Ernst, Dean of the Ottawa campus, thanked the Board for the opportunity to report and provide highlights of activities at the Ottawa campus. Dean Ernst reported that enrollment was up for the spring semester compared to 2009.

Mr. Ernst reported he had been asked to become a member of the Health Career Advisory Council at Ottawa High School. He also attended several workshops in the fall including the Title III Grant Workshop and 58th K-State Principal-Counselor-College Conference Day. Mr. Ernst's written report included information and reports from Brian Patrick, Karen McAdoo and Leslie Mader.

Treasurer's Report: Sandi Solander reported that state aid and the first half of the ad velorum taxes had been receipted and that the cash balance was at \$8,489,045. She reported that Quest and Blue Stem had paid the first half of their property taxes. Ms. Solander answered several questions about the audit and said the report was unqualified, which was the best the College could receive. Corrective actions on the one finding have been implemented.

President's Report: President Smith told the Board that each month an update on the progress of the new Ottawa Campus will occur. Dr. Smith shared the following information with the Board:

- At the Foundation Board meeting on Wednesday, December 10th, the Foundation Board of Directors approved the resolution, "... AUTHORIZING AND DIRECTING THE OFFERING FOR SALE OF CITY OF OTTAWA, KANSAS EDUCATIONAL FACILITY REVENUE BONDS, SERIES 2010 (NEOSHO COUNTY COMMUNITY COLLEGE FOUNDATION FACILITY)." Below is the wording of the essential directive.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NEOSHO COUNTY COMMUNITY COLLEGE FOUNDATION, AS FOLLOWS:

Section 1. The City is hereby authorized and directed to offer at competitive public sale, with sealed proposals, approximately \$5,270,000 principal amount of Series 2010 Bonds, in accordance with the Preliminary Official Statement referenced below. Gilmore & Bell, P.C., in conjunction with the President, Secretary and Financial Advisor, is hereby authorized to cause to be prepared a Preliminary Official Statement, and such officials and other representatives of the Foundation are hereby authorized to use such document in connection with the sale of the Series 2010 Bonds.

Section 2. The Financial Advisor is hereby authorized and directed to give notice of said bond sale by distributing copies of the Preliminary Official Statement to prospective purchasers of the Series 2010 Bonds. Proposals for the purchase of the Series 2010 Bonds shall be solicited by the Financial Advisor and shall be submitted as set forth in said Preliminary Official Statement, and shall be reviewed and be subject to approval by the Board of Directors at a meeting to be held on or about March 11, 2010.

Section 3. The President and Secretary are each hereby authorized: (a) to approve the form of said Preliminary Official Statement, and to execute a "Certificate Deeming Preliminary Official Statement", in substantially the form attached hereto as *Exhibit A*, as approval of the Preliminary Official Statement, such official's signature thereon being conclusive evidence of such official's and the Foundation's approval thereof; and (b) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary; to enable the purchaser of the Series 2010 Bonds ("Purchaser") to comply with the requirement of the Securities and Exchange Commission Rule 15c2-12.

Section 4. The Foundation agrees to provide to the Purchaser within seven business days of the date of the sale of Series 2010 Bonds or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 5. The President, the Secretary, the other officers and representatives of the Foundation, and the Financial Advisor are hereby authorized and directed to take such other action as may be necessary to carry out the public sale of the Series 2010 Bonds.

The Foundation Board approved the resolution and also approved the POS statement.

- The Foundation Board also approved receiving from the College's Board of Trustees the Assignment of the Deed of the property on East Logan Street. Board approval of the assignment of the Deed is later on the agenda.
- Dr. Smith also participated in a conference call with John Hass and the Standard and Poor firm, on what is call a "Ratings Call." She gave a statement and answered questions from the S & P individuals. The purpose of the call was to provide details that would help S & P "rate" the bonds for the new campus. A higher rating, the less costly is the financing.

Dr. Smith also said that March 1st is the deadline to submit the report on the accomplishment of the 2009 Performance Agreement Goals to the Board of Regents. A draft of the report was distributed and Dr. Inbody gave a brief report on the accomplishments of the goals outlined in the report. Of the four goals, three were met. Coursework has been redesigned and progress is being seen to accomplish the targets for improving student learning in English Composition.

Dr. Smith reminded the Board that she had scheduled a special Board meeting on Thursday, February 25th. The purpose of the meeting is to approve the recommendation of staff on the Design/Build Firm, and to recommend to the Board of Directors of the NCCC Foundation the Board's choice. Dr. Smith will as the NCCC Foundation Board Executive Committee to also attend the meeting

The National League for Nursing's accreditation team will be visiting NCCC from March 2nd through March 4th. Dr. Smith invited the Board to attend the public meeting portion of the visit on Wednesday, march 3 from 4-5 p.m.

Assistant Superintendent of Schools for USD 413 has communicated with the President that the house at 11th and Henry Street was under contract. This is the first house built by the Construction Technology class. It was placed on the market last April. The house sold for \$73,500.

Deb Brown, Nursing Instructor and Coordinator of the Nursing Simulation Lab at the Ottawa Campus was informed recently that her abstract, *Making the Most of Significant Learning Opportunities during Simulation* was accepted as a poster presentation for the upcoming 9th Annual International Nursing Simulation/Learning Resource Centers Conference in June of this year. Ms. Brown's abstract was one of 170 submitted to be considered for either a poster presentation or a speech presentation.

The NCCC Debate/Forensics team won the top place overall, Community College Sweepstakes Award, at a tournament held at Kansas Wesleyan University in Salina, on February 5th-6th. The Debate team won 4th place Debate Sweepstakes, and the Forensics team won 4th place Individual Events Sweepstakes. Alisha Bolz, Topeka sophomore, received 4th place Novice Speaker in Debate. Over 20 colleges attended the tournament from Oklahoma, Arkansas, Tennessee, Louisiana and Missouri.

Ottawa Educational Facility Project Report: Ben Smith, Vice President for Administration distributed a written report and highlighted items of special interest for the Board. He told them that Dr. Smith had named the following project team to lead the design/build process: Ben Smith, Project Leader, Brian Inbody, Claudia Christiansen, Dale Ernst, Brenda Krumm, Pam Covault and Kerry Ranabargar. Other individuals, such as Randy Kettler, Paul Smith as well as many others, will be brought in for advice to the team as needed. Faculty and staff will be integrally involved throughout the design process, and input will also be gathered from students and the community as well. Dr. Smith named Kent Pringle as attorney of record to handle the commercial real estate transaction.

The following table shows a timeline for the project.

RFP announced and published	1/15/2010
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Initial Project Meeting at Ottawa Beech Street campus	1/25/2010
RFPs due	2/10/2010
Selection of Finalists	2/11 – 2/18/2010
Finalist presentations	2/19/2010
Selection of Design/Builder by Foundation and College	2/25/2010
Design/Builder, Foundation and College finalize design/build contract	2/26 – 3/3/2010
Design/Build contract approved	3/11/2010
Facility design and site plan work begins	3/12/2010
Preliminary site plan filed with city of Ottawa	4/2/2010
Facility design finalized and filed with city of Ottawa	5/1/2010
Site work begins	5/1/2010
Construction begins	7/1/2010
Substantial completion of project	12/31/2010
Building occupancy	1/3/2011

Notifications of the project RFP were placed in both the Chanute Tribune and the Ottawa Herald. Invitations to submit proposals were also emailed or mailed to all vendors on our previous college project bid list plus to all contractors listed for the Chanute and Ottawa areas. A total of eighty-eight RFPs were issued.

The initial project meeting took place January 25, 2010 at the Ottawa Beech Street campus. Approximately forty-five (45) individuals attended representing twenty-three (23) different firms. Dr. Inbody, Dale Ernst and Ben Smith went through the RFP in detail and answered questions regarding the RFP. Following the meeting at the Beech Street campus, a meeting was held at the potential building site with the firms present. Two addenda to the RFP were issued prior to the meeting (one detailing the simulated hospital and skilled labs areas' needs, and one detailing a conceptual science lab floor plan for the facility). One addition addendum has since been issued with responses to the questions posed at the initial project meeting and the estimated technology equipment that would be supplied by the College for the completed facility.

Of the eighty-eight RFPs issued, ten proposals were received by the Foundation. Claudia Christiansen and the senior staff opened the submissions and made a preliminary review earlier in the day. The proposal submissions ranged from \$110 per sq. ft. to \$218 per sq. ft. with a total project cost of \$5.75 million to \$10.54 million. The proposals encompassed a wide range of architectural styles and designs and several project alternates have also been included with each.

Claudia Christiansen and the senior staff, along with input from the other project team members will evaluate each proposal based upon the RFP specifications and select several finalists. Sample criteria for the selection process will include, but not be limited to:

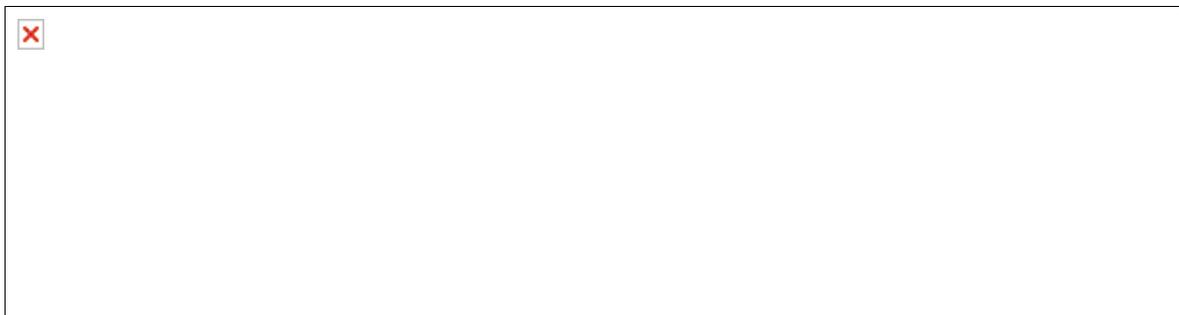
- Did the firms meet the minimum specifications of the RFP?
- What related project experience do the firms have?
- What is the capacity and ability to perform the work in the given timeframe?
- What is the firm's grasp of the project requirements, including design and construction?
- What management approach will be used, including cost controls and construction phases?
- What consultants/partners will the firm employ?

Those finalists will be invited to make presentations regarding their proposals on February 19th, 2010 at the Ottawa campus to the entire project team, as well as all Ottawa faculty and staff that are available.

Presentations and discussions will focus on how the design/build teams can best meet the College's overarching goals for the facility while still meeting the total project cost limitations. Based upon the RFP responses and the finalist presentations, it is expected that staff will make a recommendation regarding the preferred contractor and design/build team to be approved February 25, 2010.

During the period from February 26, 2010 through March 3, 2010, the College and Foundation will negotiate a final design/build contract with the approved contractor. During this period, design considerations having a major budgetary impact will be negotiated to keep the total project cost at or below what has been approved by the College and Foundation. The final design/build contract will be recommended to the College and Foundation for approval on March 11, 2010. After contract approval, work will continue on the facility design by the project team, Ottawa faculty and staff, and all other college constituencies, including students and the Ottawa community.

Mr. Smith said that a Phase 1 Environmental Site Assessment should be done as a part of due diligence prior to any large commercial real estate transaction. The standards and scope of a Phase 1 Environmental Site Assessment have been promulgated by the US Environmental Protection Agency (EPA) and are based upon recommendations of the American Society for Testing and Materials (ASTM). Several firms were contacted for proposals regarding a Phase 1 Environmental Site Assessment of the proposed property. The firm of Auqaterra Environmental Solutions, Inc. was selected for the Phase 1 study and environmental lien search at a cost of \$2,550. The Phase 1 study results have been received and the Conclusions section of the report is listed below:



Based upon the size and type of facility, an engineering traffic study is required for determining the impact of new traffic at the proposed building site. Several firms were contacted for proposals regarding the traffic study at the proposed building site. The firm of George Butler Associates, Inc. (GBA) of Lenexa, KS was selected to perform the study at a cost not to exceed \$6,800, including fees. GBA recently completed engineering traffic studies for Johnson County Community College and the K68 Corridor Study for the state of Kansas. The College provided current and projected enrollment figures, as well as potential growth estimates for the campus facilities. Preliminary results of the traffic study are due February 12, 2010. Based upon findings and recommendations, the project scope of the facility may need to be modified.

A meets and bounds survey (commonly called boundary survey) of the proposed property was necessary for closing. Several firms were contacted for proposals regarding the survey at the proposed building site. The firm of Taylor Design, Inc. of Ottawa, KS was selected to perform the study at a cost of \$2,578, including fees. A copy of the preliminary survey report has been delivered to the Franklin County surveyor's office for review and approval by the Register of Deeds. The College has received a copy of the preliminary survey report as well.

There is one particular item in the survey that could prove problematic: a utility easement has been granted to the city of Ottawa that extends the width of the property, approximately 264 feet from K68 (Logan Street), where current electrical utility poles are located. These utility poles were noted by the College at the initial project meeting as an item of concern. Contractors were directed to address this concern in their proposals, and many consulted with the city of Ottawa Planning and Codes department regarding the potential

movement of the utility poles. Details regarding the ultimate disposition of the utility poles still need to be determined through negotiations with the selected design/build contractor.

Assuming the College approves the purchase of the property, a closing date of February 26, 2010 has tentatively been set. Alternately, the College may elect to set the closing date of February 16, 2010, if Mr. Pringle is satisfied that all criteria have been met and it would be to the college's advantage to do so.

Agenda item VII-A: Copier Lease

In January the Board of Trustees approved a resolution to enter a lease agreement for copiers from Copy Products of Iola, KS. The bid specifications included two options to which the vendors could respond.

- Option A had three parts:
 - 1) Total annual Equipment cost (i.e., equipment costs are paid up front),
 - 2) Service, parts, labor & supplies, and
 - 3) Image overage cost.
- Option B had two parts:
 - 1) Total equipment, service, parts, labor & supplies (i.e. equipment costs included in cost of each image produced), and
 - 2) Image overage cost.
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All the companies that submitted bids were allowed to, in addition to meeting the specifications of Option A and/or Option B, include alternatives with each option. There were 27 different alternatives listed by the six companies. College staff undertook a detailed analysis of each of the 27 alternatives.

The staff recommended that the College select Copy Products, Inc.'s bid specified as *Option B-Alternate 1*, for a 2-year term; \$0.0163/page (image) for black and white copies; \$0.045/page (image) for color copies from Copy Products, Inc. This option and alternate allowed for a per copy charge with no up-front charge for equipment. This option was based upon the College guaranteeing an annual usage of 2.1 million copies.

After reviewing the actual lease-purchase agreement received from Copy Products, it was realized that Copy Product contract's wording was exactly what they had bid, but that language was not what was represented in the Resolution the Board passed. After discovering this fact, College staff entered into conversations with Copy Product and concluded that it was **Option A, Alternative 1** that was what the Board needed to approve. Therefore, the staff recommends that the college enter into a two year lease-to-purchase agreement with Copy Products Inc. using **Option A, Alternative 1**. This option and alternative will provide the college more flexibility and an overall lower cost than the *Option B, Alternate 1* previously approved, as well as the lowest cost of any of vendors who submitted a bid. The cost of **Option A, Alternative 1** will include two (2) annual payments of \$27,275.00 for the equipment, with cost per copy rates of \$0.0045 per page for black and white copies, and \$0.04 per page for color copies. These costs per page will include maintenance and supplies. The recommend lease-purchase agreement includes an option that would allow the college to purchase each piece of equipment at the end of the two year term for \$1 per copier, should the college wish to do so. The agreement would also allow the college to maintain the same cost-per-copy rates mentioned above for years 3, 4, and 5, should the college choose to stay with this vendor.

Resolution 2010-7

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the two-year lease-purchase agreement from Copy Products to include the equipment and services as previously approved by Resolution 2010-2, but using **Option A, Alternative 1** of the bid that requires two (2) annual payments of \$27,275.00, and a cost per copy rate of \$0.0045 per page for black and white copies, and \$0.04 per page for color copies, both billed for actual usage.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-A: Approval of the 2008-09 Fiscal Audit

It is the policy of the board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxiliary accounts. The College's auditors have completed the annual audit for fiscal year 2008-09.

Ms. Meta Titel of Jarred, Gilmore and Phillips, presented the results of the audit earlier in the evening. It was the President's recommendation that the board approve the audit report as presented.

Resolution 2010-8

RESOLVED, that the Board of Trustees of Neosho County Community College approves the audit report for fiscal year ending June 30, 2009.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-B: Real Estate Closing

All of the terms that the College put into the Vacant Land Contract Additional Terms of the Buyer document have been met. The survey and the EPA Phase I Site Assessment have been completed. The assessment has indicated there are no environmental issues. The administration will ask the seller to move the date for closing on the property at 934-1004 East Logan, Ottawa, Kansas to a date earlier than the date on the extension, i.e., March 3, 2010.

President Smith asked Mr. Kent Pringle to represent the College at the closing.

Resolution 2010-9

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the President or designee of the President to complete the purchase of real estate pursuant to the Vacant Land Real Estate Sale Contract, with Addendums and the Additional Terms Of Buyer (NCCC) dated effective December 30, 2009 for purchase of twenty-seven (27) acres more or less within the service area of Neosho County Community College, all as authorized by K.S.A. 71-201(b)(9), (c) and (d). This includes authority to pay the purchase price together with Buyer's costs in the transaction in the total amount of \$339,801.18 and to obtain certified funds therefore; approve a closing statement and other documents necessary therefore, and direct that the Seller's Deed transfer the real estate to Neosho County Community College Foundation. *The President is further authorized, if deemed necessary in the discretion of the President, to elect a 30 day extension of the closing and pay \$3,000.00 as non-refundable consideration for the same.*

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-C: Assignment of Property to NCCC Foundation

For the project to receive the lowest interest rates on bonds that will be sold for the Foundation to build the new Ottawa Campus, it will be necessary for the facility that will be built, will be built on property owned by the NCCC Foundation. Following the closing on the property, the College will then assign the property to the NCCC Foundation.

Resolution 2010-10

RESOLVED, that the Board of Trustees of Neosho County Community College approves the Assignment Of Right To Receive Deed At Closing to Neosho County Community College Foundation and authorizes its execution by the Chairman and Clerk of the Board.

Upon a motion and a second the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-D: Housing Policy Revision-first reading

Student safety in the residence halls is of chief concern to NCCC. The Administration recommended that College policies forbid those who have been convicted of felonies from living in the residence halls. If this policy is approved, NCCC will add a question to the housing contract about felony convictions. The college will conduct criminal background checks for all residence hall applicants. These background checks will be conducted for prospective residence hall students only, NOT on the general student body.

This policy has been approved by the Student Learning Division that encompasses housing and by the Executive Committee.

The language regarding unmarried students with dependents who live with them was added to reflect the current student handbook. The current policy and the proposed policy are on the following page.

Current Policy

Housing (revised 1-15-04)

Unmarried student under 21 years of age who are enrolled full-time and not living with parent(s) are required to live in college housing when space is available. When space is limited, college housing will be filled as follows:

- First, with international students;
- Second, students with scholarships;
- Third, with freshman students;
- Fourth, with sophomore students

Students with special circumstances who wish exemption from the housing requirement may apply in writing to the chief student affairs officer.

A housing policy booklet is provided to each housing resident to assist in assuring that college housing is managed as effectively as possible in serving the needs of the residents.

PROPOSED REVISED POLICY

Housing (revised 3-11-10)

Unmarried student under 21 years of age who are enrolled full-time and not living with parent(s) are required to live in college housing when space is available. Unmarried student under 21 years of age with dependents who live with them are not required to live in campus housing. When space is limited, college housing will be filled as follows:

- First, with international students;
- Second, students with scholarships;
- Third, with freshman students;
- Fourth, with sophomore students

Students with special circumstances who wish exemption from the housing requirement may apply in writing to the chief student affairs officer. Students who have been convicted of a felony in Kansas or equivalent offense in another jurisdiction shall not be eligible to live in student housing.

A housing policy booklet is provided to each housing resident to assist in assuring that college housing is managed as effectively as possible in serving the needs of the residents.

Amended Agenda Item VIII-E: Resignation

It was the President's recommendation that the Board accept the resignation of Derrick Bruenger, graphic design artist. His resignation was effective February 22, 2010.

Resolution 2010-11

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the resignation of Derrick Bruenger effective February 22, 2010.

Amended Agenda Item VIII-F: Resignation

It was the President's recommendation that the Board accept the resignation of Jo Jurgensen, HIT Coordinator/Instructor. Ms. Jorgensen's resignation is effective July 1, 2010.

Resolution 2010-12

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the resignation of Jo Jurgensen, HIT Coordinator/Instructor, effective July 1, 2010.

Mr. Peter called for a short break at 7:10 p.m. The meeting reconvened at 7:20 p.m.

Amended Agenda Item VIII-G: Executive Session-Negotiations

Upon a motion and a second the Board entered executive session 10 minutes to discuss matters relating to employer-employee negotiations and to include the president, vice president of student learning, vice president of administration, business manager and college attorney. Motion passed. The Board entered executive session at 7:21 p.m.

The Board returned to open meeting at 7:31 p.m.

Agenda Item IX-A: Adjournment

Upon a motion and a second the meeting adjourned at 7:32 p.m.