

**Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
January 19, 2021
Zoom**

Present: Trustee Glenn Johnson, Board Chair, Trustee Mike Wilson, Vice Chair; Trustee Beth Thew; Trustee Kiantha Duncan; Trustee Steve Yoshihara.

Christine Johnson, Emily Yates

Also, in attendance: Kevin Brockbank, Kimberlee Messina, Carolyn Casey, Keith Sayles, Valerie Senatore, Jim Brady, Rick Sparks, Bobbi Woodral, Katella DeBolt, David Williams, Lisa Hjaltalin, Cathy Shaffer, Rebecca Goss, Landon Johnston, Shawna Shelton, Jenni Martin, Glen Cosby, Brenda Martinson, Amy McCoy, Carla Naccarato-Sinclair, Joshua Temple, Greg Stevens, Katherine Satake, Rob Sramek, Hanna Thompson , and Courtney Taylor (recorder)

Absent:

SFCC & SCC Guided Pathways Work: As Guided Pathways work continues, the importance of advising from the beginning to the end of a student’s journey is critical to student success and completion. SCC/SFCC Counseling Services will share information on the present and future of SCC/SFCC counseling and advising.

The presentation went over the following:

- The importance of Academic Advising and Counseling
- Current State of Academic Advising and Counseling
- Overview: Academic Advising & Counseling Structure
- Guided Pathways: The Future State of Academic Advising and Counseling

Cathy Shaffer at SCC started the presentation and her work for the last two years on the Governor’s Taskforce for the Community and Technical College Counselors in the state of Washington which was HB 1355. The taskforce was made up Legislators, College President and Vice Presidents and members of the SBCTC Counselors. The focus was to research, determine and to present a final report on the minimum standards staffing ratios best practices for Community and Technical Colleges. The report was submitted to the Washington State Legislators House of College of Work and Developmental Committee. This committee plays into student success because the committee looked at how we ensure our students across the state will be provided the best services and resources to be stable in both academic and personal work.

Rebecca Goss Counselor at SCC presented on the Guidance 102 Course.

- Around 2014-2015 Counselors at SCC noticed that the reoccurring theme in the challenges that students were presenting which were time management, study skills, money

management, lack of clarity around career goals, confusion around education planning and unaware of resources and services available.

- Guidance 102 was developed to be a proactive way of working with students to develop skills, relationships, and address challenges.
- A main focus of Guidance 102 is developing relationships with students in the classroom and as well as the counselors
- A shared assignment all students are required to meet with counselor at least once a quarter to work on their education plan, clarify career goals and discuss any challenges.
- Guidance 102 class is now a requirement for first time, full time, transfer, and undecided students since fall of 2017.

Landon Johnson SCC Counselor went over his Guidance 102 which he teaches fully online. Mr. Johnson class is discussion based with a new emphasis in his class is our Diversity, Equity and Inclusion which is now a new learning outcome and was introduced last quarter.

Student Success Stories:

- Noah Wiese: A student from SCC talked about the importance from Guidance 102 and how it helped him be successful in the college. The counselors from SCC make it easy for students to focus on solely the course work.
- Jasper Grayson: Winter quarter 2021 will be graduating SCC with honors. Mr. Grayson will be graduating with three degrees. Mr. Grayson thanked the SCC counseling department for his success. Mr. Grayson has been accepted to Whitworth University to future his educational career.

Dr. Chrissy Davis Jones presented with Shawana Shelton to show the work that SFCC is doing in Advising & Counseling and focused on engagement and retention when it comes to Academic Advising and how it relates to our Guided Pathways framework.

- In fall quarter we have 5500 students visited with an academic counselor. Duplicated visits were at 9200 during fall quarter for either advising, career counselling and personal counseling and mental health wellness services.
- Instructional Faculty on average carry a caseload of 15 students
- SFCC Guided Pathways Student Lifecycle
- Students New Hierarchy of Needs due to COVID 9 and quarantine.
- SFCC Advising Lifecycle which was created through the Title III grant that SFCC received and the development of professional development training module for faculty advisors to be able to provide six key meeting points for students throughout their advising cycle.
- SFCC Guided Pathways lifecycle: Student will have the support from a Faculty consultant, Faculty counselor and curriculum advisor for the students advising experience at SFCC.

Trustee Wilson commended both SFCC & SCC for the phenomenal presentation that included, Students, Faculty, Staff and Leadership at both colleges.

Trustee Thew asked if SCC and SFCC has seen a difference in retention. Ms. Shelton stated they are making more consistent relationships with students which have been very positive. Ms. Shaffer stated that SCC is seeing the same at their campus.

Trustee Thew asked if Guided Pathways works with non-returning students. Ms. Davis-Jones stated yes that they do, they reach out to students that have not registered for the following quarter or applied for graduation.

Trustee Johnson said this report is really encouraging and thanked the Counselors for all that they do.

Consent Agenda:

- a. Board Minutes: 11/17/20
- b. Capital Projects in Progress – John Gillette
- c. Budget and Expenditures – Lisa Hjaltalin
- d. Head Start – Bobbi Woodral

Trustee Johnson asked Ms. Woodral to do a summary on her report.

Ms. Woodral went over the following:

- Community Needs Assessment that is done once every five years that is completed by KH consulting agency. There were several recommendations with a lot of good data as far of what are community needs are currently and where are services are mostly likely be required and where we should seek opportunities in the future. Other recommendations that included partnerships with mental health expansions offering support to our staff with training. Ms. Woodral stated they looked at this report in more qualitative format in this program year. We got a lot of staff and community agency feedback which.
- Outcomes report for Children. Headstart does assessment three times a year for our preschool and infant toddler age groups. Two areas which were lower are math and literacy. In the coming quarters we will be working on growing those areas.
- In late December a new guidance from the Department of Health where Headstart could increase from 10 to 15 in a classroom. This is based on much research that has shown that children are not passing covid-19 onto one another. Working towards transitioning more children from remote virtual services to on site as space becomes available. This is will help support our revenue this year.

Trustee Wilson asked Ms. Woodral if children getting adequate nutrition at home on the weekends? Ms. Woodral stated that most of the children are suffering from nutrition scarcity during the weekends. Ms. Woodral said they see a lot of children come ready to eat on Monday when they return, and they try to educate the families on proper nutrition for their children.

Trustee Johnson made a motion to approve the consent agenda. Trustee Wilson moved and Trustee Yoshihara seconded the motion. Motion approved unanimously.

Tenure Alert: Greg Stevens

DISCUSSION: ALERT OF TENURE CONSIDERATION

BACKGROUND

The following faculty members are in their eighth quarter of tenure review and will be considered for tenure by the Board of Trustees at the March 16, 2021 board meeting.

BREKKE, CIELITO
CROSS, JESSICA

ENGLISH SECOND LANGUAGE
COUNSELOR

SCC
SCC

DEYO, ROBERT	ADULT BASIC EDUCATION	SCC
GROTH, JEREMY	PHYSICAL EDUCATION	SCC
HILTON, SAMANTHA	BUSINESS TECHNOLOGY	SCC
HUSEBY, JOE	POLITICAL SCIENCE	SCC
KUHLE, TEYADORA	HORTICULTURE	SCC
BROOKE-MCCABE, JANELLE	BUSINESS TECHNOLOGY	SCC
MUJICA, JOHN	GRAPHIC DESIGN	SFCC
NORDQUIST, STEPHEN	HVAC-R	SCC
PETRETEE, PAUL	AUTOMOTIVE	SCC
SHEARER, RICHARD (JAMES)	AVIATION MAINTENANCE	SCC
TEVIS, JAMES	RADIOLOGY TECHNOLOGY	SCC

In addition, any probationary faculty member who is in less than eight quarters of his/her review process may also be considered, depending on recommendations from his/her tenure review committee.

The colleges have been asked to forward the evaluation report by not later than February 3rd, 2021, and at that time, the complete file for the above faculty members will be made available for Board review. The timeline established for Board review is as follows:

January 19	Alert Board of Trustees of tenure consideration
February 16	Executive Session review and discussion of files, if any
March 16	Approval/denial of tenure

Prepared by: Symone Legg
 Executive Assistant to the Chief Strategy and Administration Officer
 January 4, 2021

Presented by: Greg Stevens
 Chief Strategy and Administration Officer

Approval for updated FY2021 Budget: Lisa Hjaltalin

BACKGROUND

On June 16, 2020 the Board of Trustees of the Community Colleges of Spokane authorized the continued operation of the District, under full delegation of authority provided to the Chancellor, by authorizing a State Operating Allocation and Tuition Revenue budget Continuing Resolution. The approved and adopted Continuing Resolution was in effect from that date, through September 30, 2020.

In addition, on June 16, 2020, the Board approved tuition, fee and waiver schedules and those items not dependent on the state operating allocation budget. Those items are the Student Services and Activities fee rate and budgets, Technology Fee budgets, and Lab and Course and Administrative fees and the Athletic budget.

On September 15, 2020, the Board approved the Community Colleges of Spokane Fiscal Year 2020-21 state operating allocation and tuition revenue budget, effective as of October 1, 2020, through June 30, 2021, with any material changes to be brought forward again to the Board for approval.

After September 15, 2020, the State of Washington has experienced better than originally forecasted state revenue projections, which Administration is being told will result in lower than anticipated state operating allocation budget reductions for fiscal year 2020-21. In addition, due to the ongoing COVID pandemic, CCS has experienced an additional further decline in student enrollment. To be fiscally responsible, Administration believes this unanticipated decline in enrollment requires a reduction to the previously approved tuition revenue budget for fiscal year 2020-21.

FOR CONSIDERATION AND APPROVAL

Administration is requesting the Board approve an update to the previously approved state operating allocation and tuition revenue budget. The attachment presents the updated proposed FY 2020-21 state operating allocation and tuition revenue budget. The operating budget is supplemented at each college by the use of local operating support funds as available.

RECOMMENDATION

The Administration recommends the Board of Trustees approve the updated Fiscal Year 2020-21 state operating allocation and tuition revenue budget as presented. The state operating allocation and tuition revenue budget so approved, is effective as of February 1, 2021.

Budget Prepared by: David Williams, CPA
Director of Budget and Accounting

Presented by: Lisa Hjaltalin, CPA
Chief Financial and Risk Officer

Trustee Johnson asked Ms. Hjaltalin if the healthcare cost reflected in the budget. Ms. Hjaltalin stated that will be in the FY2022 budget that will be brought to Trustee in later Spring.

Trustee Yoshihara moved to approve the updated FY2021 budget. Trustee Wilson seconded the motion. Motion passed unanimously.

Dr. Johnson asked Ms. Hjaltalin to give a brief update on the State of Washington CAFR Audit and the Governor's budget. Ms. Hjaltalin stated the CCS gets audited every year as part of the comprehensive annual financial review because CCS is material to the ctcLink system. This year the audit had no mentionable claims besides two recommendations. One was from our Capital asset that had to do with the migration to the new system. The second recommendation is the cash summary account and CCS is continuing to work with the State Board to get those identified and cleared up and CCS will be able to make an adjustment for in our financial statements. Ms. Hjaltalin pointed out in the Caper Audit that the State Board for Community and Technical Colleges has a write up from not providing accurate numbers in the state accounting system. When the auditors come into audit CCS they pull information out of the state system and our system does not match. CCS also has the State of Washington single Audit A133 Federal Audit. The State decided they will

be auditing the CARE Act dollars CCS received. Ms. Hjaltalin gave an update on our CCS financial statement had a meeting with Moss Adams that are compiling our statement for audit.

Ms. Hjaltalin gave an update on the proposed Governors budget cuts. Ms. Hjaltalin stated the OFM Budget coming out does not specifically address the increase healthcare cost but the 24 furlough days are causing a lot of controversy and whether that can be imposed on Higher education. The concern is that even if it cannot be imposed as a furlough day it will be imposed as a cut. The Governors supplemental budget for the current fiscal year does ask CCS to cut our budget by the cost of the Exempt and Administrators COLAS increases.

Ms. Naccarato-Sinclair stated that furlough days are a huge impact on our instructional side and the quality of Education. We have a lot of ground on the Senate and the House understanding we are education and not the government and they did not impose this on K-12.

SCC Expenditure of WSDOT Funds: Kevin Brockbank


BACKGROUND

As part of the North-South Corridor (NSC) project being constructed by Washington State Department of Transportation, Spokane Community College (SCC) received funds to compensate for property acquisition and operational impacts. The impact of the construction of the NSC on the SCC campus has been a part of conversations and planning that have spanned multiple years, multiple leadership teams, and many changes to the Board of Trustees. As we enter the 2021 calendar year WSDOT has initiated construction on the SCC campus and the reality of a new SCC is in front of us.

The accompanying document is the current plan for necessary construction projects and campus improvements on the SCC campus, using the WSDOT compensation funds. These projects are the result of many years of planning, including countless revisions along the way and are designed to prepare SCC for the future. Completing this list of projects is estimated to take 4-5 years.

The list of construction projects and campus improvements also show the entirety of the \$16.2 million committed/encumbered toward this effort. While this local fund looks large as a stand-alone account it is important to recognize that those funds are not available for other purposes.

President Brockbank will present a short verbal explanation of each project on the list and the importance of that project for SCC.

 Community Colleges of Spokane Spokane Community College		SCC Project List for Local Funds Use DEC 2020	
Project	Total Funding Amount	Cumulative Funding Amount	
<i>Bldg. 8 Renovation</i> Design & Construction Project: •Renovate and modernize academic space for Environmental Science Program; •Create space for SCC Facilities - Custodial, Trades, Grounds, & Fleet. •Create service yard space within existing Parking lot P11.	\$ 3,000,000.00	\$ 3,000,000.00	
<i>Campus Wayfinding</i> Construction Project(s): •Install campus entrance monument at Mission and Sycamore which becomes the new campus frontage.; Install new road, parking, directory, and building signage to promote better wayfinding for campus students and visitors. •Wayfinding elements were designed during 2019-2020 wayfinding study.	\$ 2,000,000.00	\$ 5,000,000.00	
<i>Building 19 Renovation, HEQ</i> Design & Construction Project: •Remodel and Transition former SCC Facilities spaces back to Heavy Equipment program spaces; •Enhance and modernize the overall facilities for academic use; •Funding will be supplemental to MW State appropriation for 21-23.	\$ 450,000.00	\$ 5,450,000.00	
<i>Creation of Realigned Campus Frontage</i> Construction Project(s): •Project to implement prioritized elements of a 2019-2020 campus study to focus on creating a "new frontage" for campus along Mission Street (away from Greene Street) required by the impact of the North Spokane Corridor freeway construction. •Additional scopes of work will include wayfinding implementation, exterior lighting, water conservation measures, and the campus core redesign to evolve into beneficial outdoor study and activity space.	\$ 1,200,000.00	\$ 6,650,000.00	
<i>Campus Security Cameras</i> Construction Project(s): •Installation of campus-wide, exterior camera systems; •Will enhanced campus security and aid in incident prevention; •Provide a means for the Office for Campus Safety to review and provide valuable information after and incident.	\$ 500,000.00	\$ 7,150,000.00	
<i>Building Access Control</i> Construction Project(s): •Installation of building electronic access control for exterior and select interior doors for all campus buildings. •Will help eliminate key control issues and provide convenient means of building access for faculty and staff.	\$ 400,000.00	\$ 7,550,000.00	
<i>ADA Upgrades/Compliance Repairs</i> Construction Project(s): •Implement ADA upgrades and repairs utilizing a comprehensive compliance and deficiency study completed in 2019. •Project will focus on high priority areas needing immediate attentions such as egress, clear floor area, and compliant paths of travel; but extend to moderate priorities as funding allows.	\$ 650,000.00	\$ 8,200,000.00	
<i>Student Services Relocation</i> Design & Construction Project: •Renovation of the northeast wing of Building 1, Main, to relocate Student Services; •Move from Building 15 to align with new campus frontage alignment due to the North Spokane Corridor freeway.	\$ 8,000,000.00	\$ 16,200,000.00	

Trustee Wilson asked Ms. Hjaltalin if we had the 25 million and if we do how are we investing and accounting for the future earnings. Ms. Hjaltalin stated we do have the amount of money and it is part of our investments and will bring that forward at another board meeting.

Facilities Update: John Gillette

Mr. Gillette presented a PowerPoint that went over the following:

- Facilities Organization
- Maintenance and operations scope of operations
 - Staff of 87
 - 300 Acres
 - Nearly 2 million square feet
 - 50 Buildings
 - 4,400 work orders of all types (half are preventative maintenance)
 - 99% preventative maintenance completion rate
 - Client reported discrepancy repairs average 7.4 days
- M&O Funding
 - District Allocated funds from state allocation and tuition
 - Capital maintenance funds
 - Building Improvement Requests
- Capital Funding
 - Major Capital projects
 - Minor works
 - Unidentified Repair Funds
- Capital Construction Projects
 - Current: 23 projects valued at \$83 million
 - Next Biennium: 30 projects valued at \$100 million
- Who approves funding?
 - Greater than \$250K Chancellor and Board of Trustees
 - \$100k-<250k VP/District Officer to Executive Cabinet
 - \$10K-<\$100K VP/District Officer to Executive
 - \$5K-<\$10K 1st Level Administrator to 2nd Level Administrator
 - <\$5K Initiator to Administrator

Trustee Thew asked how the minor works and RMI funds are decided? Mr. Gillette stated that the State Board uses a formula on the age of the building and square footage, the infrastructure funding assesses the age and the material of the infrastructure.

Sustainability Policy: Andrew Lemberg

Mr. Lemberg presented a PowerPoint Presentation on Resource Conversation and what it provides for the Colleges.

- Constant analysis of Utility Bills with solution-based ideas to reduce compensation
- Identify sustainable projects with positive and impactful returns on investment
- Work with Capital projects to create sustainable standards
- Partner with Student body, Faculty, Local utility providers and non-profits

Successful complete resource conservation projects

- Water Savings
 - Found a repaired a very large water leak on SCC campus, saving \$14,000 per month
 - Irrigation and smart watering projects at Magnuson and Colville
 - Working with ground crew to reduce irrigation use in summer months
- Waste Reduction
 - A complete overhaul of campus waste system

- Increased diversion rate from a single digit to over 35%
- Involved Students through audits, student body and presentations
- 2019 Washington State Recycler of the Year
- Electricity Conservation
 - Implemented district Wide computer monitor time out
 - Solar select a solar installation at Building 1 SCC
 - Heating and Cooling water pumps at Building 1 SCC
 - Reduction of 4,800.000 kWh of electricity of 2017
- Impact
 - \$300,000 in annual savings to date
 - Building district financial infrastructural resiliency
 - Increasing student and faculty awareness and participation
 - Being good stewards of the environment and a place that others in the community can look towards
- What's Next
 - Policy
 - Projects that can save substantial amount of money
 - Projects that can further education and our campus habits.

Request for Board Consideration for Adoption: Sustainability Policy

- The Community Colleges of Spokane (CCS) will work to identify, promote, and coordinate best practices that preserve and utilize the efficient use and conservation of energy, water, and other resources. CCS will also increase promotion of conservation efforts to reduce resource consumption and waste while simultaneously striving to achieve excellence. Innovation and performance in a sustainable manner.

Break at 11:19 a.m. reconvened at 11:25 a.m.

Chancellor Update:

Dr. Johnson gave an update on the following:

- Welcomed AG Emily Yates back to our Board meetings.
- Acknowledged both colleges with their impressive work with Guided Pathways.
- Thanked Facilities for all that they are doing and our Fiscal team for all their hard work through being audited more than any college in our system.
- CCS will seek advocacy to support our opposition for the 24 Furlough Days and the increase in healthcare by OFM.
- Very impressed with the work our Colleges are doing on Diversity, Equity, and Inclusion. We have a lot of work to do but will send the link to the session that was hosted at SFCC for a speaker and author to talk on the issues of equity.
- Despite all the challenges proud of the employees of CCS of the job at hand with helping the students and showing support.
- Kudos to the Human Resource team for helping employees in these hard times.

President Reports:

SCC President Kevin Brockbank Reported on the following:

- SCC Equity plan and 2021 Work: An update on planning for Equity work during the remainder of 2021.

- North South Corridor Impacts update: Changes on campus related to construction of the North South Corridor construction
 - At the end of January and beginning of February SCC will begin renumbering Building 1.
- NWCCU Accreditation: Report back on final interview with accreditation commissioners
- Winter Start 221: The changing landscape of COVID and SCC operations.

SFCC President Kimberlee Messina reported on the following:

Dean Bonnie Brunt presented SFCC President Report

- Diversity, Equity, and Inclusion efforts: SFCC Administrative Council started a five-part series of training to increase our skills in leading the college to be more intentionally anti-racist.
- Enrollment: SFCC is down 18% this winter from the same date last Winter overall. SFCC is seeing increases in Running start and BAS Programs,
- Guided Pathways: SFCC is identifying our student equity goals and timelines, piloting an annualized schedule for Fall of 2021, transitioning our program maps to our website, as well as incorporating labor market data and career options.

AHE President Report: Carla Naccarato-Sinclair

- WA Labor organization is very much committed to the DEI agenda. WA Started 18 months ago to make sure all teachers are taught on inclusion, social justices and their Legislative agenda is leading with that.
- Different bills that are being dropped that have different parts of Diversity equity inclusion items in there. Not in support of some of the bills that give support to unfunded mandates.
- First Senate meeting for Winter quarter and it started great with very few complaints and Covid concerns.
- Kudos to the WACTC Group and State Board for having Gary Locke be the main speaker for making a big impression on the issues of furlough days and compensation and how it is not good for Community and Technical Colleges.

WSFE Report: Brenda Martinson

- WFSE is committed to Diversity, Equity and Inclusion, our executive director, cabinet, and all local presidents are being deliberate in our conversations and will roll out some more robust DEI trainings for stewards and members.
- There was a slew of retirements by the end of December 2020, leaving a lot of holes around our campuses and district office.
- Checking in with classified staff in IT, facilities, business office, student services and instructional services staff since the quarter started, for two things:
 1. How are you doing?
 2. Please meet with your legislators to tell your stories!
- Lots of concern about budget cuts, layoffs. Classified staff have wonderful stories about and are committed to our students!
- WFSE encourages and trains members to take the time off to meet with their legislators to tell the stories of the work they do with our students. The second week in and we already have had great response and interaction with legislators.
- Morale among members/classified staff seems to be flat I encourage and challenge all of you to connect with an IT Tech when you submit a helpdesk ticket, talk to the grounds crew

when you're walking on campus, high-five (maybe in a thank you note!) a program coordinator for helping a student over a hurdle that allowed them to attend classes this quarter, thank the custodian who is wiping down all the flat surfaces in your building for the 10th time today, thank a trades person who is updating fixtures.

Student Government Reports:

SCC Report:

- Winter quarter has begun, and although we're not all back on campus, the college continues to stay open and available for us. COVID-19 is still of paramount concern among the students, as it affects our ability to learn and actively participate in higher education.
- Impacts of COVID19, SCC ASG have had several executives and senators come ill with the virus, but there has been no student to student transmissions on campus. We urge members to; adhere to established health and safety guidelines,
- Messaging students through our social media app, *TheBigfootExperience*, continues to be our primary method of reaching the broadest audience. Weekly messages include a profile of an ASG officer or an update on a current project and news about upcoming meetings.
- Throughout the month of December, SCC ASG, Bigfoot Events, and other student groups put together a mailer going to every enrolled student for the Winter Quarter. Students that read those mailers and engage via the *BigfootExperience App* will receive gift packages with an assortment of items. This initiative is one small thing we can do to stay connected with our fellow students.
- ASG officers have moved into our new Student Leadership Center space.
- SCC ASG's commitment to financial stewardship of funds continues. SCC ASG is examining the best use of fees and their distribution; our members are preparing to submit proposals for the Comprehensive Fee split that was brought forth at the end of last academic year.
- Annual budgeting processes underway as SCC ASG ramps up our committees to deal with budgeting concerns.

SFCC Report:

- SFCC ASG is excited to start this new quarter and we are all looking forward to seeing what we can do around campus this quarter. This last week we had our first team and Senate meetings of the quarter as well as a Farmer's Market.
- Virtual Office and Senate Socials: To start this quarter, SFCC ASG developed a system to make sure all team members spend a certain number of hours in the virtual office every week. Our academic team is also working hard to plan some senate socials for the quarter.
- Online Events: Our team already has some events planned for this quarter and is brainstorming more for both now and Spring Quarter 2021. Coming up we have a presentation on human trafficking awareness and a virtual concert. We are also working on hosting a comedian and a magician as well as having DIY and trivia events. Our Activities Board also has their first meeting of the quarter today.

BOARD REPORT

Trustee Johnson noted that the Sustainability Policy will be reviewed by Cabinet and AAG Emily Yates and be presented to the board for approval.

Trustee called the meeting to adjourn at 12:12 pm. Trustee Thew moved the motion to adjourn and Trustee Wilson seconded the motion. Motion passed unanimously.

EXECUTIVE SESSION

ADJOURNMENT

Being no further business, the meeting adjourned at 12:12 p.m.