

JOHN A. LOGAN COLLEGE
Carterville, IL 62918

Minutes of the regular meeting of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, State of Illinois, held at Carterville, Illinois, on November 24, 2009, commencing at 6:30 p.m.

The meeting was called to order by Acting Board Chair Mike Hopkins.

The chair directed the recording secretary to call the roll:

John Sanders	–	present
Jake Rendleman	–	present
Bill Kilquist	–	absent
Michael Hopkins	–	present
Jim Snider	–	present
John O’Keefe	–	present
Rachel Grasher	–	present
David Hancock	–	absent

Also present were: Robert L. Mees, President; Brad McCormick, Vice-President for Business Services and College Facilities; Tim Daugherty, Vice-President for Administration; Julia Schroeder, Vice-President for Instruction; John Huffman, College Legal Counsel; Steve O’Keefe, Director of Community Relations and Marketing; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

Acting Board Chair Mike Hopkins led the Board in the Pledge of Allegiance to the flag.

INTERACTIVE SESSION WITH THE JOHN A. LOGAN COLLEGE STUDENT SENATE

Acting Board Chair Mike Hopkins welcomed members of the John A. Logan College Student Senate and their sponsor, Adrienne Barkley Giffin. The group reported on the meeting of the food service committee and shared some ideas. A copy of the current survey was distributed. One of the findings of the committee was that the hours of the cafeteria really cannot be changed. The committee was encouraged by Chartwell’s to suggest that students fill out comment cards when experiencing customer service problems. Concerns regarding use of debit cards are being checked into. Variety in food offerings has been discussed with food service. Another food service survey is planned for late January to assess some of the changes Chartwell’s has agreed to make. Formation of an advisory committee is planned for implementation in fall of 2010 to keep communication open. The committee would consist of one term faculty member, two full-time faculty members, one non-teaching professional member, one representative from LOSA, and three students. The group expressed its appreciation for the changes Chartwell’s is trying to implement, but concerns about pricing and quality remain.

Vice-President Brad McCormick said that a recommendation will be coming forth out of this committee’s meeting in February regarding possible request for proposals for the College’s food service. He said Chartwell’s understands this is a possibility. There was some discussion on what a process like this would entail. Vice-President McCormick said that an exploratory meeting will be held in December with he, Gail Rawson, David Hancock, and representatives of a company whose business it is to determine what is needed in a food service provider, how to get bidders, and how to make sure contract provisions are adhered to. There was a brief discussion on the type of investments and contract provisions that might be required. It was suggested that the food committee try to get more participation in the next survey by having tables set up at multiple locations on campus.

MINUTES OF THE OCTOBER BOARD MEETING AND NOVEMBER BOARD RETREAT

The minutes of the October 27, 2009 regular Board meeting and the November 2, 2009 Board retreat were previously distributed.

Jake Rendleman and Jim Snider moved and seconded the approval of the minutes of the regular meeting of October 27, 2009 and the Board retreat of November 2, 2009.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2401)

FINANCIAL REPORT (Appendix I)

The financial report for the period ending September 30, 2009, was previously mailed.

Jim Snider and Jake Rendleman moved and seconded the approval of the financial report for the period ending September 30, 2009.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2402)

ACCOUNTS PAYABLE (Appendix II)

The list of accounts payable for the period ending October 31, 2009, was previously mailed.

John O'Keefe and Jake Rendleman moved and seconded the approval of the list of accounts payable for the period ending October 31, 2009.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2403)

RECOGNITION OF GUESTS

None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

None.

BOARD OF TRUSTEES REPORTS

A. Illinois Community College Trustees Association (ICCTA)

Trustee John Sanders reported on the ICCTA seminar in Chicago the past week. He reported that he and David Hancock attended a leadership meeting made up mostly of board chairs. He said the main focus of the meeting was the state's financial woes and how schools are impacted. Mr. Sanders said he received good information at the seminar on changes in the Freedom of Information Act, and briefly summarized some of those changes. Trustee Rendleman reported that Mike Monaghan (ICCTA) and Ellen Andres (ICCB) gave an excellent presentation on the state of the budget and funding for community colleges. There was further discussion on the seriousness of the budget crisis.

B. Southeast Region Trustees (SERT)

No report.

C. John A. Logan College Foundation

No report.

D. Association of Community College Trustees (ACCT)

Trustee John Sanders reminded the Board to make arrangements if they plan to attend the ACCT Legislative Summit in Washington, DC in February.

E. Hiring Committee

Trustee John Sanders reported the Hiring Committee met recently and had a very productive meeting. He said the term faculty is still requesting that preference in hiring be added to board policies. Director of Personnel Clay Brewer briefly summarized other issues that were discussed including a process for identifying diverse candidates, continued tracking to be sure the same people aren't repeatedly serving on all search committees, probationary issues, hiring freeze, and updating job descriptions. It was noted that hiring processes are no longer being "rushed through." Mr. Sanders noted that a recommendation has come out of the Hiring Committee to change the Personnel Office to an expanded Human Resource Office, and an action item is on tonight's agenda.

F. Athletic Advisory Committee

Trustee Jake Rendleman reported the Athletic Advisory Committee will meet on November 30, and the topic of discussion will be athletic fund raising.

G. Developmental Education Committee

Trustee John O'Keefe said the Developmental Education Committee tentatively plans to meet with the Carterville School Board in February.

H. Nursing Committee

Trustee John O'Keefe reported that a tentative meeting has been set for April 18 at Heartland Community College on nursing programs. He said a date is still pending for the committee to meet with local people.

I. Diversity Committee

Trustee John Sanders said the College's Diversity Committee had not met since the last Board of Trustees meeting. He said he also sits on the Diversity Committee of ICCTA, and there is discussion to expand the name of its committee to "Diversity and Inclusion Committee". Mr. Sanders said he reported to the ICCTA committee on the events the College's Diversity Committee has sponsored, particularly the Multicultural Day, and noted that they were impressed. Vice-President Julia Schroeder said the tentative date for the next Diversity Committee meeting is February 16.

J. Student Senate

Student Trustee Rachel Grasher reported the Thanksgiving Food Drive sponsored by the Student Senate was a great success, providing food for six JALC students, one LOSA member who is out on

disability, 15 ASE students, and 16 grocery bags of food to the Neighbor to Neighbor organization. She expressed thanks to LOSA for contributing Kroger gift cards and a large amount of food to the effort. Ms. Grasher announced that “Logan’s Got Talent” will be December 2; a voter registration drive will be December 9, the *Holiday Hop* performance by the JALC music department will be December 11 and 12; the JALC band, choir, and orchestra performance will be December 13 at Illinois Centre Mall; and the Angel Tree project will begin November 30.

GROUP/ASSOCIATION REPORTS

A. Faculty Association

No report.

B. Term Faculty Association

No report.

C. Logan Operational Staff Association

No report.

OFFICERS REPORTS

A. Loss of Employee Jim Horn

Vice-President for Business Services and College Facilities Brad McCormick reported the Business Services Division recently lost a valuable employee – maintenance worker Jim Horn. He said Mr. Horn had been employed at the College since 1991, and gave the Board some background on Mr. Horn’s life. Mr. McCormick commented that Mr. Horn had a heart for the College and had many friends at the College. He was buried in a John A. Logan College jacket and his Center for Excellence Award pin. Mr. McCormick reported that a memorial scholarship fund has been set up in his name.

B. Update on Building Project

Vice-President McCormick reported on ongoing construction on the Communication Wing, noting that the last month has been very productive. He said the long-awaited culvert is fully installed and one final wall remains to be built on top of the piers, before they can proceed with the other walls. He said much brick has been laid over the last month, and he feels we are getting ready to see some dramatic progress.

Mr. McCormick reported a notice to proceed on the dugout project should be received the following week and work will then begin.

C. NEW Corporation Update

Vice-President for Administration Tim Daugherty reported that the College has been involved with training for the National Electronics Warranty group (NEW) for the past year. He stated that 125 of their employees have been trained at JALC, generating 1,700 hours. Dr. Daugherty said this meets the Colleges objectives and reported that new classes will start in the spring. He complimented Darren Pulley and the staff of the Center for Business and Industry for their efforts in this project.

D. Update on the Development of Guiding Principles for Resource Allocation

Vice-President Daugherty reported on the College's efforts to prepare for the current state budget woes. He distributed a copy of a letter that had been sent to faculty and staff and a copy of the guiding principles, and updated the Board on what the Planning Council is doing to start getting prepared for the budget issues we are facing. Dr. Daugherty noted that the council has set up a three-tiered plan, with efficiency, critical, and crisis phases. He reported that department chairs have been added to the planning council meetings in order to get a wider view of the institution. Dr. Daugherty said the council has set up criteria called Guiding Principles, and has asked for input from the entire College community as to what action they would suggest taking. After this information is received, it will be filtered and placed into the proper phase of the plan. Dr. Daugherty stressed that the institution is trying to be proactive in preparing for the coming budget issues, adding that this plan should be in place before the hard decisions have to be made.

E. K9 Project

Vice-President Julia Schroeder introduced faculty member Rick Ellett to give the Board a report on the K9 project. She complimented Mr. Ellett on the excellent job he does in working with local law enforcement agencies. Mr. Ellett reported this is the sixth year of the K9 project. This year the project gave \$6,800 to canine units in southern Illinois. He stressed that this project doesn't exist to establish new units, but to support existing units. Mr. Ellett said his students have worked with the Center for Business and Industry, groups and organizations, and the media on this project. He complimented the students on their hard work, and thanked the Board and administration for their support of the K9 project.

F. Presidents' Council

President Mees reported that much time was spent in the last Presidents' Council on the budget situation. He said that after a Southern Illinois Collegiate Common Market meeting earlier that day, the presidents and chief financial officer of the colleges in the consortium met to discuss ways to deal with the current problems. Dr. Mees said the most immediate concern is the cash flow problem caused by not getting the money that was allocated from the state. He stressed the seriousness of the problem, and reported that a breakfast for legislators will be held at John A. Logan College on January 11 to discuss these issues. Presidents, board chairs, and chief financial officers of the eight southernmost community college districts will be invited to attend along with the legislators that represent their districts and ICCB and ICCTA officials. Dr. Mees complimented the efforts taking place on campus to deal with the budget situation.

G. Higher Learning Commission Monitoring Report Response

President Mees reported that the Higher Learning Commission had accepted the Colleges monitoring report on Governance and Integrity and Ethical Behavior and no further reports are required. Dr. Mees read some complimentary excerpts from the HLC's analysis and complimented the staff for a job well done.

H. Veteran's Project

President Mees reported that he had heard from Bob Getz regarding the veteran's housing project that was proposed at a prior Board of Trustees meeting. He noted that information had been obtained indicating there would be a cost of around \$80,000 to the College to do a feasibility study. Dr. Mees said the College cannot commit to this. If Mr. Getz can get grant funding, his group will do the feasibility study and keep the College updated.

I. John A. Logan College Foundation

President Mees reported that the search for an executive director for the John A. Logan College Foundation is proceeding, noting that the most crucial aspect of this position will be fund raising ability. He stated that David Hancock will chair the committee, and Mike Hopkins will serve on the committee along with four members of the Foundation Board and Vice-President Tim Daugherty. College legal counsel John Huffman will provide counsel and direction. President Mees said that he will coordinate the search, and it will not be officially posted until after the first of the year. He said that a candidate can hopefully be brought to the February, 2010 Board of Trustees meeting.

J. Free Concert by Zach Spencer

Dr. Mees reported that a former JALC student, Zach Spencer, who has become a successful musician, recently was on campus and put on a free concert for students. Dr. Mees read the Board a complimentary note Spencer had sent to the College.

CONSENT AGENDA

A. Approval of Proposed Reasonable and Moderate Extension Certificate Program – Virtual Assistant – 41 Credit Hours

President Mees recommended that the Board of Trustees approve a request to offer a Virtual Assistant Certificate as an extension of the Administrative Assistant Associate in Applied Science degree program effective fall 2010.

B. Approval of New Career and Technical Education Curriculum – Welding Technology – 70 Hours

President Mees recommended that the Board of Trustees approve a new Associate of Applied Science degree Welding Technology curriculum effective fall 2010.

C. Special Issue Construction Bond

President Mees recommended that the Board of Trustees approve the Treasurer's Bond with Brokers' Risk Placement Service, Inc., in the amount of \$5,000,000 for the premium of \$2,576 through Consolidated Insurance Agency, Inc., of Carbondale, and that the administration be authorized to proceed with this bond coverage.

D. Resolution to Support Extension of Jackson County Enterprise Zone

President Mees recommended that the Board of Trustees approve the following resolution amending the original termination date for the Jackson County, Carbondale, Murphysboro Enterprise Zone:

RESOLUTION

WHEREAS, the Jackson County Board and the Cities of Carbondale and Murphysboro created the Jackson County-Carbondale-Murphysboro Enterprise Zone with an effective date of March 1, 1990, and termination date of February 28, 2010, and

WHEREAS, on November 7, 2007, the Illinois Department of Commerce and Economic Opportunity approved an application to extend the term of the Jackson County-Carbondale-Murphysboro Enterprise Zone to February 28, 2020, and

WHEREAS, the continued success of the Jackson County-Carbondale-Murphysboro Enterprise Zone depends upon community support and the nature of incentives to be offered, and

WHEREAS, this public taxing authority finds that the Jackson County-Carbondale-Murphysboro Enterprise Zone designation has served and will continue to serve the interest of all local taxing authorities and the entire Jackson County area by stimulating economic revitalization,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 530:

The Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry, and the State of Illinois, that all legal requirements have been complied with, and said Community College District No. 530 hereby authorizes and directs the County Clerk to abate that portion of its taxes on real property located in the Jackson County-Carbondale-Murphysboro Enterprise Zone resulting from an increase in assessed valuation which is attributable to the construction of improvements or to the renovation or rehabilitation of existing improvements and subject to the following limitation:

1. The abatement shall apply only to the taxes corresponding to an increase in assessed valuation after improvements (either new construction or renovation or rehabilitation) have been duly assessed to exceed \$10,000 market value and said abatement shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements.
2. The abatement shall pertain only to that parcel within the Enterprise Zone which has been improved after the designation of the Enterprise Zone provided, however, that no such abatement shall be applicable to any such improvement project located within the boundaries of any Tax Increment Redevelopment Project District.
3. Such abatement shall be at the rate of 100% of the value of the improvements on commercial and industrial property for a period of five (5) years and 50% of the value of the improvements on property for an additional period of five (5) years, beginning with the first year in which the improvements are fully assessed.
4. For improvements made to historic buildings (i.e., buildings on the National Historic Register), such abatement shall be at the rate of 100% of the value of the improvements on commercial and industrial property for a period of seven (7) years and 50% of the value of the improvements on property for an additional period of three (3) years, beginning with the first year in which the improvements are fully assessed.
5. The abatement is allowed only for improvements, the nature and scope of which building permits are required and have been obtained, for commercial, industrial or manufacturing property located within the zone.
6. While the abatement is in effect, this public taxing authority will continue to receive all taxes corresponding to the equalized assessed valuation for the tax year immediately preceding commencement of the project.

E. Protection Health Safety (PHS) Project Approval (Appendix III)

President Mees recommended that the Board of Trustees authorize the administration to proceed with the necessary planning for the following PHS projects:

Project No. 1	Roof Replacement - Gymnasium & Partial C-Wing Roof	\$515,200
Project No. 2	Water Service Main Replacement	\$ 42,400
TOTAL PHS Project Costs		\$557,600

and, in accordance with the following Resolution, submit the required application to the Illinois Community College Board and employ Image Architects, Inc., in further preparation of plans and specifications:

**RESOLUTION TO APPROVE
PROTECTION, HEALTH & SAFETY PROJECTS**

WHEREAS, pursuant to the provision of the statutes of the State of Illinois, Community College District No. 530 (hereinafter referred to as John A. Logan College) is authorized to complete necessary projects dealing with health or safety of students, employees or visitor; and,

WHEREAS, the Board of Trustees of Community College District No. 530 (hereinafter referred to as the Board) has received reports from the administration as to the condition of facilities at John A. Logan College, as defined in 23 Illinois Administrative Code, Code, 1501.601; and,

WHEREAS, the Board has received a report from a licensed professional architect that there are three projects at John A. Logan College which require repairs and alterations, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and,

WHEREAS, the projects recommended for repair and alterations are:

1.	Roof Replacement - C-Wing Phase I		
	A. Roof Replacement (Gymnasium)	\$184,700	
		(C-Wing - Partial)	241,100
	B. Contingency - 10%	42,600	
	C. A/E Compensation & Reimbursable	<u>46,800</u>	
	Project Total		\$515,200
2.	Water Service Main Replacement		
	A. Water Line Replacement	\$35,000	
	B. Contingency - 10%	3,500	
	C. A/E Compensation & Reimbursable	<u>3,900</u>	
	Project Total		<u>42,400</u>
	Total		<u>\$557,600</u>

(All projects include architectural supervision of the projects from bidding through total completions and all work to be completed in a workmanlike manner.)

WHEREAS, all facilities described by the projects set forth are owned by John A. Logan College.

Now, be it resolved by the Board of Trustees of Community College District 530, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the three projects set forth above require alterations or repairs and are necessary to remove health or safety hazards to the students, employees, or visitors of John A. Logan College.
3. There are not sufficient funds available in the Operation and Maintenance Fund of John A. Logan College to complete the project set forth above.
4. The cost of the projects set forth above, as determined in the certified estimate of a licensed architect, is not less than \$557,600.
5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of these projects consistent with Illinois Rev. Stat. Ch. 122 Paragraph 103-20.3.01 and 23 Illinois Administrative Code Section 1501.608.

Jake Rendleman and John O'Keefe moved and seconded that the Board of Trustees approve all items on the Consent Agenda as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2404)

OLD BUSINESS

A. Proposed New/Revised Board Policies (Appendix IV)

The following Board Policies were presented to the Board of Trustees at the October meeting for first reading and were brought for final action at the November meeting:

Board Policy #3367 – Identity Theft Prevention (new policy)
Board Policy #7370 – Tuition Waivers
Board Policy #8151 – Satisfactory Academic Progress, Probation and Suspension
Board Policy #8170 – Early Admission

Vice-President Brad McCormick asked that Board Policy #7370 – Tuition Waivers be removed from the group because of the need for further revisions.

President Mees recommended and John Sanders and John O'Keefe moved and seconded that the Board of Trustees approve new Board Policy #3367 and revisions to Board Policies 8151 and 8170; and that Board Policy #7370 – Tuition Waivers be tabled for further revision.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2405)

NEW BUSINESS

A. Adoption of 2009 Tax Levy (Appendix V)

A public hearing to approve a proposed property tax levy increase was held immediately prior to the Board meeting at 6:00 p.m. Based on the positive outcome of that tax levy hearing, President Mees recommended that the Board of Trustees adopt the following resolution:

BE IT RESOLVED BY THE Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry, and the State of Illinois, that all legal requirements have been complied with, and said Community College District No. 530 requires the following tax levy: That \$5,557,730 be levied as a tax for educational purposes; that \$926,288 be levied as a tax for operations and maintenance purposes; that \$1,140,267 be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that \$224,076 be levied as a special tax for Social Security and Medicare insurance purposes; that \$70,000 be levied as a special tax for audit purposes; and that \$758,273 be levied as a special tax for protection, health, and safety purposes, for a total of \$8,676,634 on an equalized assessed valuation of the taxable properties of said District for the year 2009 to be collected in the year 2010; and that the levy for the year 2009 be allocated 50% for Fiscal Year 2010 and 50% for Fiscal Year 2011.

BE IT FURTHER RESOLVED that the secretary or his designee, of said Board of Trustees of Community College District No. 530 is hereby authorized and instructed to file certificates of tax levy in accordance with Chapter 122, Section 103.20.5 of the Revised Statutes of the State of Illinois with the County Clerks of Williamson, Jackson, Franklin, Randolph and Perry Counties, State of Illinois.

Jake Rendleman and Jim Snider moved and seconded that the Board of Trustees adopt the above resolution certifying the tax levy for Community College District No. 530, and that certificates of tax levy be properly filed so taxes can be extended and collected by the county clerks.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2406)

B. Approval of Changing Personnel Office to Human Resources Office (Appendix VI)

President Mees stated that, based on recommendations from the Human Resources Committee and the Board Hiring Committee, it is desirable to change the name of the Personnel Office to Human Resources Office, and to expand the services of that office. A complete overview of the proposed functions of the Human Resources Office is included in Appendix VI.

President Mees recommended and Jake Rendleman and John O'Keefe moved and seconded that the Board of Trustees approve changing the name of the Personnel Office to Human Resources Office and expansion of that office's services as outlined in Appendix VI.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2407)

CLOSED SESSION

Acting Board Chair Mike Hopkins stated that it was desirable to hold a closed session to discuss the appointment, employment and compensation of specific individuals, and pending litigation, and that he would appreciate Board action and a roll call vote to that effect.

John O’Keefe and Jim Snider moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2408)

The meeting was declared in closed session at 7:50 p.m.

The meeting was declared back in regular session at 9:00 p.m.

It was determined that the Board needed to return to closed session to further discuss issues pertaining to the appointment, employment and compensation of specific individuals.

John Sanders and Jake Rendleman moved and seconded that the Board of Trustees return to closed session.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2409)

The Board went back into closed session at 9:02 p.m.

The meeting was declared back in regular session at 9:15 p.m.

CLOSED SESSION MINUTES

Jim Snider and Jake Rendleman moved and seconded that the Board of Trustees approve the content of the closed session minutes of October 27, 2009, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2410)

PERSONNEL

Operational Staff

President Mees recommended that Andrea Kerley be employed as a full-time, grade III, secretary III (Scheduling) effective December 1, 2009.

Non-Teaching Professional Staff

President Mees recommended that Vicky Turl be employed of full-time, grade III, (College/Grant), director of dual credit and partnerships effective December 7, 2009.

President Mees recommended that the Board of Trustees approve Pamela Karns as the Allied Health and Public Service Grant Department Chair effective January 1, 2010 for a 2 ½ year term, contingent upon Perkins Grant funding.

Extension of the president and vice-presidents’ contracts through June 30, 2012, was recommended.

Full-Time Faculty

President Mees recommended that business instructor Cindy Minor be approved for the academic rank of professor.

Term Faculty

President Mees recommended that LaVerne Cline be employed as a part-time instructor of nursing effective November 30, 2009.

Grant Personnel

President Mees recommended that Harry Cutting be employed as a part-time adult basic education instructor at John A. Logan College effective January 7, 2010.

President Mees recommended that Janet Russell be employed as a part-time adult basic education instructor at John A. Logan College effective January 7, 2010.

John O'Keefe and Jim Snider moved and seconded that the Board of Trustees approve all personnel items as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2411)

ANNOUNCEMENTS

None.

ADJOURNMENT

John Sanders and John O'Keefe moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be adjourned.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2412)

The meeting was duly adjourned.

Respectfully submitted: Donna Glodjo, Recording Secretary to the Board of Trustees

Mike Hopkins, Acting Chair

Jim Snider, Secretary

