



1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

June 25, 2009
7:00 p.m.
Room W214-215

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Presentations**
 - None
- V. Student Trustee Report**
- VI. Faculty Senate President's Report**
- VII. President's Report**
- VIII. Harper Employee Comments**
- IX. Citizen Comments**
- X. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 1. Minutes - May 19, 2009 Special Board Meeting; May 19, 2009 Regular Board Meeting Exhibit X-A.1
 2. Bills Payable, Payroll for May 8, 2009, May 22, 2009 and June 5, 2009; Estimated Payroll for June 19, 2009 Exhibit X-A.2
 3. Bid Awards Exhibit X-A.3
 4. Requests for Proposals Exhibit X-A.4
 5. Purchase Orders Exhibit X-A.5
 6. Personnel Action Sheets Exhibit X-A.6
 7. Honors Student Merit Awards – Spring 2009 Exhibit X-A.7
 8. Student Service Awards - Spring 2009 Exhibit X-A.8
 - B. For Information**
 1. Financial Statements Exhibit X-B.1
 2. Committee and Liaison Reports Exhibit X-B.2
 3. Grants and Gifts Status Report Exhibit X-B.3
 4. Summary of Items Purchased from State Contracts, Consortia or Cooperatives Exhibit X-B.4

* At the request of a Board member or the President, an item may be removed from the Consent Agenda for discussion. In addition, certain recurring recommendations may be included in the Consent Agenda at the discretion of the College President.

XI. New Business

- A. RECOMMENDATION: The Resource Allocation and Management Plan for Community Colleges (RAMP) Exhibit XI-A
- B. RECOMMENDATION: Health Career Programs Affiliation List Exhibit XI-B
- C. RECOMMENDATION: Educational Service Providers Exhibit XI-C
- D. RECOMMENDATION: Fiscal Year 2010 Budget Calendar and Spending Authorization Exhibit XI-D
- E. RECOMMENDATION: Memorandum of Understanding (MOU) Regarding Northwest Suburban Network Consortium (NSNC) Exhibit XI-E
- F. RECOMMENDATION: Retain Power Construction Company, LLC as College Construction Manager for the G and H Buildings Project Exhibit XI-F
- G. RECOMMENDATION: Children’s Memorial Hospital Nursing Clinical Agreement Exhibit XI-G

XII. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- *July 23 7:00 p.m. - Regular Board Meeting - W214-215
- *August 20 7:00 p.m. - Regular Board Meeting - W214-215
- *September 17 7:00 p.m. - Regular Board Meeting - W214-215
- *October 15 7:00 p.m. - Regular Board Meeting - W214-215

Off-Campus Events

- June 30 9:30 a.m. - Board Retreat - Pinstripes - South Barrington

XIII. Other Business (including closed session, if necessary)

XIV. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Special Board Meeting of Thursday, May 19, 2009

CALL TO ORDER: The special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Thursday, March 19, 2009 at 5:50 p.m. in Room W201 of the Wojcik Conference Center, 1200 W. Algonquin Road, Palatine, Illinois. Member Rita Canning acted as Secretary Pro Tem.

ROLL CALL: Present: Members Stone, Kelley, Hoffman, Borro, Canning, Graft, and Student Trustee Kelly Redmond

Absent: Member Hill

Also present: Dr. John Pickelman, Cathy Brod, Maria Coons, Joan Kindle, Cheryl Kisunzu, Dave McShane, Sheila Quirk-Bailey, Marge Skold, Judy Thorson

DISCUSSION: Presentations given by Vice Presidents regarding accomplishments in each of their areas.

ADJOURNMENT Member Hoffman moved, Member Kelley seconded, to adjourn the meeting. No action was taken.

In a voice vote, the motion carried at 7:00 p.m.

Chair

Secretary Pro Tem

Minutes of the Regular Board Meeting of Tuesday, May 19, 2009

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WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Tuesday, May 19, 2009

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Tuesday, May 19, 2009 at 7:08 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

Chair Stone announced that, in the absence of Member Hill, Member Canning will serve as Secretary Pro Tem.

Former Student Trustee Alaine Garcia introduced newly-elected Student Trustee Kelly Redmond. Ms. Garcia shared a brief background of Ms. Redmond. After graduating from Barrington High School, Student Member Redmond attended Harper College and was involved in Harper's radio station, WHCM. She transferred to UIC to pursue her BA in Psychology, where she worked, put herself through school, was a Student Council Senator and Phi Theta Kappa member. After graduating in 2003, she traveled to New Zealand where she lived until returning home to Barrington in 2007. She decided to make a fresh start, and returned to Harper College as a part-time student in the Cardiac Tech program in Fall 2008. She is an active honors student, Emerging Leaders participant, and now Student Trustee.

Kelly Redmond stood and repeated the Oath of Office with Chair Stone. The Board welcomed Ms. Redmond.

ROLL CALL:

Present: Members Borro, Canning, Graft, Hoffman, Kelley and Stone; Student Member Redmond
Absent: Member Hill

Also present: John Pickelman, Interim President; Catherine Brod, V.P. for Community Relations and Executive Director of Foundation; Maria Coons, Interim V.P. Enrollment and Marketing; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Sheila Quirk-Bailey, V.P. for Strategic Planning and Alliances; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Mike Barzacchini; Carol Blotteaux; Dave Braunschweig; Erin Brooks; Kathleen Canfield; Kim Dell'Angela; Tom Dowd; David Dwyer; Sam

Giordano; Sally Griffith; Patricia Hamlen; Yvonne Harris; Leslye Hess; Mia Igyarto; Njambi Kamoche; Andy Kidwell; Keiko Kimura; Sunil Koswatta; Justin LeBreck; Paul LeBreck; Cindy Luxton; Jim Ma; Maria Moten; Mark Mrozinski; Michael Nejman; Linda Nelson; Sean Noonan; Sheryl Otto; Bob Parzy; Steve Petersen; David Richmond; Tammy Rust; Ilona Sala; Bill Sarley; Katherine Sawyer; Darlene Schlenbecker; Rich Seiler; John Smith; Michael Solvig; Tom Thompson; Tryg Thoreson; Dennis Weeks and Beth Younglove. Students: Alaine Garcia and Sadaf Syed.

Guests: Michael Lundeen, Legat Architects; Rick Blair, Pete Woeste, Turner Construction.

Student Member Redmond led the Pledge of Allegiance.

Chair Stone noted that Exhibit X-A.6 has been revised.

APPROVAL OF AGENDA Member Graft moved, Member Kelley seconded, approval of the Agenda.

In a voice vote, the motion carried.

EDUCATIONAL PRESENTATIONS

There were no presentations.

STUDENT TRUSTEE REPORT

Student Member Redmond stated that she is honored to be Student Trustee, and she looks forward to working with everyone on the Board. She thanked Michael Nejman, Joan Kindle and Carol Blotteaux for their support. She noted that Alaine Garcia encouraged her to run for this position, and she is honored to follow in her footsteps. Although she has no formal report this evening, she noted that students are feeling stressed right now during finals week. She will have a report next month.

On behalf of the Board, Chair Stone welcomed Student Member Redmond. She noted that everyone on the Board is anxious to work with her and answer any questions she may have.

FACULTY SENATE PRESIDENT'S REPORT

Professor Tom Dowd welcomed Kelly Redmond to the Board. It will be a very exciting year. He thanked Alaine Garcia for her service this past year, and noted that he wished Alaine could write some of his reports, because she does a great job.

Dr. Dowd noted that they had a great semester with the faculty working with the administration; they hope to continue that when Dr. Ender comes. It has been great working with Dr. Pickelman; they have developed a friendship and have nothing but high praise for him.

He recognized the following two retirees from Math and Science: Derek Collis, associate professor, full time faculty member for 14 years; Nancy Rice, assistant professor, full time faculty for 10 years and adjunct from 1975 to 2000. Mr. Collis and Ms. Rice were not in attendance at the Board meeting, because they had finals. Dr. Dowd recognized retiring faculty Linda Nelson, full time faculty for 22 years in Adult Educational Development. He thanked her for her years of service to Harper College. She will be missed by her colleagues and her students.

Dr. Dowd noted that he attended the Student Awards Banquet on Friday. It is wonderful to see all the students who do extra things for the school; they truly develop the personality for the school. These student leaders do a lot of work and help to make Harper what it is.

PRESIDENT'S REPORT

Dr. Pickelman asked Vice President Joan Kindle to give several updates.

Re/new You Initiative

Vice President Kindle noted that, in January Dr. Pickelman inquired whether Harper might be able to respond to the economic crisis in our community by offering some assistance to those people who are unemployed. The Board was also very interested. That started things rolling on campus to take a holistic approach to assist the unemployed in our district. Launched in the end of February, the re/new you initiative has had some great results. Focusing on the whole individual, they looked at retraining needs, personal, social or career development needs, as well as some entertainment needs for the unemployed.

In the scholarship area, Harper worked cooperatively with Illinois workNet in identifying and qualifying the unemployed in the area, and figuring out how to assist them on educational planning and on tuition relief. The heart of the effort was to create a bridge, so that Harper is not just helping individuals for one semester's worth of education, free tuition, but a bridge so that they would get people into training now and allow them to continue into training as the Workforce Investment Act funds started to pick up in July.

The idea was to bridge people from the beginning of this year to this summer, and it worked. There are 134 students currently enrolled in both credit and CE; there are still 124 people in the pipeline who are going to be starting in the summer or in the fall. That is a total of 258 individuals. The pipeline of assistance helped these individuals get started when the funding was not available in the State and now picked up when the economic incentive moneys are starting to flow into Illinois.

Vice President Kindle explained that, in order to get those individuals ready for new training, decision-making and all the other things that go into place when somebody is unemployed, it required at least 500 additional appointments with individuals on this campus and in Arlington Heights. In addition, the Career Stimulus program was launched to assist students, unemployed individuals and those looking for new employment with networking and career development skills. That program reached 636 individuals in five sessions. Fifteen other career related workshops attracted more than 300 community members, and 1,500 attended the job fair in March. Health and personal development programs attracted an additional 80 individuals. Two free cultural events attracted 170 community members for nights out. Altogether, they have reached out to more than 2,000 community members.

There are many people on campus who worked hard in this effort; Dr. Pickelman would like for them to be recognized this evening. Many people added a large effort to their daily routines without missing a beat. She asked for the following people to stand: Sally Griffith, Mike Barzacchini, Kathleen Canfield, Kim Dell'Angela, Maria Moten, Mark Mrozinski, Michael Nejman, Sheryl Otto, Bob Parzy, Tammy Rust, Rich Seiler, Sue Skora, Beth Younglove and Jen Rojek. She recognized the following individuals who were not in attendance: Vicki Atkinson, Diane Carter-Zubko, Earl Dowling, Linda Frank, Dennis Kmiec, Karen Levington, Jennifer McGowan, Matt McLaughlin, Mark McPherrin, Phil Mortenson, Alice Paul, Suzanne Stark, Nancy Wajler and Jacqueline Wilhoit. Vice President Kindle noted that these individuals did a wonderful job. She expressed her gratitude to all of the Vice Presidents for supporting the initiative.

Vice President Kindle thanked Dr. Pickelman for this nugget of an idea. Additionally, it has spawned initiatives for Harper to move forward through the next year in working relationships with Illinois workNet.

Chair Stone noted that she is already hearing wonderful things at the Schaumburg Business Association about this program. She has heard great reports from people who feel they are being served.

Vice President Kindle affirmed that they have been getting tremendous gratitude from community members.

Dr. Pickelman added that the responsiveness and the real commitment to move quickly were extraordinary. Harper College saw a need and really took the ball and ran with it. Within a short period of time, Harper touched the lives of 2,000 people in this community, in various activities, and provided them real concrete help; it was amazing, and it took a great deal of teamwork. He noted that, obviously, they could not touch everybody; however, they did the best they could. All those who really contributed deserve high marks for this degree of responsiveness.

Chair Stone thanked everyone for their efforts.

Legislative Update

Dr. Pickelman noted that Phil Burdick is in Springfield. The Baccalaureate Bill is in limbo as to whether or not it will be called to the Senate floor. The vote is very tight, and they are now truly in the political dimension. There are those who see the importance of community colleges being able to respond to the workforce needs in their community, and there are those who see it on the opposite side - as being an intrusion upon their particular niche of higher education in the State. His belief is that the community college mission in its broadest sense is to respond to the needs, particularly in workforce development where it cannot be offered by any other institution. Harper's response is commendable. They anticipate that a vote will be called later this week or the first part of next week.

With regard to the Capital Bill, Dr. Pickelman explained that there is agreement to move the Bill outside the General Appropriations process. They have identified specific revenue forms that are not tied to any kind of income tax increase - taxing all the things that people might find objectionable, such as increased taxes on alcoholic beverages, video poker, etc. He noted that Harper is in a good position, as far as ranking, for renovation of Buildings G and H. There is a possibility that if legislature comes to agreement on some of the revenue measures, there will

indeed be a Capital Bill. It is very possible, given Harper's high ranking, that some funds could be turned loose.

Commencement

Dr. Pickelman noted that Thursday is commencement. It is an exciting time where they celebrate student success. He added that he is honored to be a part of it. He is pleased that they will have good Trustee representation, because it is important to the students and to the faculty to see leadership fully engaged in recognizing what Harper is all about. It will be a great time to celebrate.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Kelley moved, Member Graft seconded, approval of the minutes of the April 30, 2009 special Board meeting; April 30, 2009 organizational and regular Board meeting; bills payable; payroll for April 24, 2009; estimated payroll for May 10, 2009; bid awards; requests for proposals; purchase orders; personnel action sheets; financial statements, committee and liaison reports, grants and gifts status report, summary of items purchased from state contracts, consortiums or cooperatives, as outlined in Revised Exhibits X-A.1 through X-B.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Accounts Payable & Tuition Refunds \$1,778,361.69

The payroll of April 24, 2009 in the amount of \$1,800,700.76; and estimated payroll of May 10, 2009 in the amount of \$1,822,596.03.

Bid Awards

Ex. X-A.3.a Award bid request Q00622 for the Mechanical Renovations of the First floor of A Building, K-Wing to National Heat and Power Corporation, the low bidder, in the amount of \$148,720 and a 10 percent contingency of \$14,872, for a total award of \$163,592.

Award bid request Q00622 for the Data Cabling Renovations of the First floor of A Building, K-Wing to Continental Electrical Construction Co., the low bidder, in the amount of \$44,650 and a

10 percent contingency of \$4,465, for a total award of \$49,115.

In addition to the Mechanical Renovations and the Data Cabling with the associated contingencies of 10 percent, the Architectural fees of \$40,079, with a not to exceed reimbursables of \$2,500 bring the total value of this award to \$255,286.

Ex. X-A.3.b Award bid request Q00623 for the removal and replacement of the existing roofing systems for Buildings I and J to G.E. Riddiford Company, the low bidder, in the amount of \$607,180, architects fees of \$50,100, reimbursables in the not to exceed amount of \$2,000 and a ten percent contingency of \$60,718 for a total contract award of \$719,998.

Requests for Proposals There were no requests for proposals this month.

Purchase Orders and Adjustments

Ex. X-A.5.a Approve issuance of a purchase order to SANS Inc. for the purchase, installation, training, and one year software maintenance for a Virtuoso and Soloist digital language learning systems, in the amount of \$79,400. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with SANS Inc.

Ex. X-A.5.b Approve issuance of a purchase order to Nelnet Business Solutions for the hosting, maintenance, and technical support services for the QuickPay software, in the amount of \$30,000. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with Nelnet Business Solutions.

Ex. X-A.5.c Approve issuance of a purchase order to South Suburban College for the purchase of ACT COMPASS Test Units in the amount of \$29,571.10. In

addition, authorization for the Vice President of Information Technology to sign the contract agreement with South Suburban College.

Ex. X-A.5.d Approve issuance of a purchase order to AT&T for a three year contract to upgrade the transportation highway (physical connection) from the main campus to HPC and NEC, and to establish a new contract for the existing physical connection to ICN redundant Internet access during the period of July 1, 2009 through June 30, 2012, in the amount of \$44,654 per year, for a total amount of \$133,962. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with AT&T.

Personnel Actions

Administrator Appointment

Barbara Small, Associate Dean, Health Careers, 06/08/09, \$81,750/year

Faculty Appointment

Jane Suarez Del Real, Instructor-Adult Educational Development, AE/LS, 08/18/09, \$45,460/year

Professional/Technical Appointment

Jennifer Storm, AED Assessment & Resource Specialist, p/t, AE/LS, 04/06/09, \$24,939/year

Supervisory/Confidential Appointments

Robert Homa, Project Manager, Construction, PHY PLT, 05/11/09, \$72,500/year

Jerry Shore, Project Manager, Construction, PHY PLT, 05/04/09, \$71,000/year

Classified Staff Appointment

Susan Egan, Administrative Assistant, p/t, STR PLN/ALL, 05/18/09, \$24,700/year

Harper #512 IEA-NEA Resignation

Matthew Arena, Weekend Custodian, p/t, PHY PLT, 04/27/09, 3 months

Upon roll call of the Consent Agenda, the vote was as follows:

Ayes: Members Borro, Canning, Graft, Hoffman,
Kelley and Stone
Nays: None

Motion carried. Student Member Redmond voted aye.

Liaison Report
Educational Foundation

Member Canning brought attention to two documents distributed to Board members – *The Catalyst* and their *Small Works* books. Two new members have joined the Foundation – Keith Sanders and Luz Canino-Baker. Member Graft noted that they are two impressive individuals.

Liaison Report
Legislative

Member Borro noted that he was honored to participate in the selection of this year's Distinguished Alumni. Michelle Malkin, Director of Annual Giving and Alumni Relations, helped to organize and present the information, and she made sure the process flowed smoothly. There were many outstanding distinguished alumni from which to choose. Member Borro was able to talk with Ms. Malkin about upcoming alumni programs that will occur on campus; he will join with her to meet alumni throughout the year, to hear their Harper story and re-engage them with Harper College. Member Borro noted that it was great to see local, state and national alumni of this caliber - to see how high Harper alumni rise and how much they are able to accomplish over time.

NEW BUSINESS:

Prevailing Wage Act

Member Kelley moved, Member Graft seconded, adoption of the Prevailing Wage Act Resolution and authorization for the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois, as outlined in Exhibit XI-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Affiliation Agreement
with NorthShore
University HealthSystem,
Evanston Hospital

Member Canning moved, Member Graft seconded, approval of the Affiliation Agreement between Harper College and *NorthShore University HealthSystem, Evanston Hospital* for the Nursing program(s), and authorization for the Dean of Health Careers Division to sign the above, as outlined in Exhibit XI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Administrative
Employment Contract

Member Canning moved, Member Hoffman seconded, approval of the sum of \$298,937 for adjustments in salaries and fringe benefits. In addition, authorization for the Board Chair and Secretary to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2009/2010 fiscal year, as outlined in Exhibit XI-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Hoffman, Dr. Pickelman explained that the Board is voting to authorize the funds to be appropriated for salary increases for administrative personnel, up to a 4.3 percent salary increase. This "up to" language follows that some employees are at their cap. The Board is also voting to authorize a salary range base increase of two percent, which allows them to go two percent above the cap. In addition, the Board is asked to approve the dependent child waiver for the summer InZone program at 80 percent. Chair Stone added that this is in keeping with what the Board approved for all of the union contracts. Member Kelley asked if there were other changes to the contracts. Chair Stone responded, "No" and asked Dr. Pickelman if that is correct. Dr. Pickelman affirmed.

Upon roll call, the vote was as follows:

Ayes: Members Borro, Canning, Graft, Hoffman,
Kelley and Stone
Nays: None

Motion carried. Student Member Redmond voted aye.

Classified, Food Service
and Supervisory/
Confidential Salary and
Fringe Benefits

Member Hoffman moved, Member Canning seconded, approval of the sum of \$722,494 to implement the increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees effective July 1, 2009, as outlined in Exhibit XI-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Borro, Canning, Graft, Hoffman,
Kelley and Stone
Nays: None

Motion carried. Student Member Redmond voted aye.

IT Employment Services Contractor List Member Kelley moved, Member Hoffman seconded, approval of the list of IT employment services contractors to supplement and/or augment IT workforce as needed. In addition, authorization for the Vice President of Information Technology to sign the contract agreement(s) as required when selected employment services contractor(s) are engaged, as outlined in Exhibit XI-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

ANNOUNCEMENTS BY CHAIR

Communications Chair Stone distributed the Official Certificates of the Election to Carlos Borro, Bill Kelley and Rita Canning. It was noted that she will distribute Diane Hill's certificate at a later time. The certificates are from David Orr, County Clerk of Cook County.

Calendar Dates Calendar dates are printed on the Agenda for Board information. The next Regular Board meetings are Thursday, June 25, 2009 and Thursday, July 23, 2009. Commencement is Thursday, May 21, 2009. Chair Stone noted that she hopes to see many Trustees at the Commencement exercises. She also encouraged everyone to attend the Foundation Golf Outing on June 15 at Inverness Golf Club. It will be a wonderful day in the sunshine benefiting this great institution.

OTHER BUSINESS There was no other business.

ADJOURNMENT Member Graft moved, Member Hoffman seconded, to adjourn the meeting.

In a voice vote, the motion carried at 7:40 p.m.

Chair

Secretary