

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

**Board Room
Third Floor, Administration Building
Blinn College, 802 Green Street
Brenham, Texas**

Regular Meeting, Tuesday, September 23, 2014, 6:30 p.m.

The Board of Trustees convened at 6:30 p.m., in the Board Room with the following members present: Mr. Douglas R. Borchardt, President, presiding; Mr. Atwood C. Kenjura, Vice President; Mr. David Sommer, Secretary; Mrs. Theodora "Teddy" V. Boehm; Mrs. Carolyn D. Miller, CPA and Mr. Leon B. Toubin.

Board members not present: Mr. Norwood Lange.

Members of the College staff in attendance were: Dr. Harold Nolte, District President; Dr. Sylvia McMullen, President, Brazos County Campuses; Ms. Kelli Shomaker, Senior Vice President, Finance and Administrative Services/CFO; Dr. Dennis Crowson, Senior Vice President, Student Services; Dr. Cynthia Griffith, Vice President, Instruction for Technical and Workforce Education; Ms. Cathy Boeker, Associate Vice President, Government & Public Affairs; Mr. Joe Baumann; Mr. Bryn Behnke; Mr. Mark Bernier; Mr. Richard Bray; Dr. Robert Brick; Mr. Mordecai Brownlee; Ms. Karen Buck; Mr. Marcelo Bussiki; Ms. Lisa Caton; Mr. Joseph Engle; Mr. Max Hibbs; Ms. Angela Lawrenz; Ms. Andi Liner; Mr. Harvey McIntyre; Dr. Diane Lovell; Ms. Susan Myers; Mr. Joe Al Picone; Mr. Doug Pierce; Mr. Richard O'Malley; Mr. Joe Rathmann; Mr. James Reed; Ms. Rebecca Ruffino; Mr. John Schaffer; Mr. Ross Schroeder; Ms. Kristin Stoley; Mr. Jeremy Thomas; and Mr. Jeff Tilley.

Also registered as in attendance were: Washington County Judge, John Brieden; Mr. Alex Hedgecock, Bryan Campus student and Mr. Richard Powell.

ITEM 1. CALL MEETING TO ORDER, INVOCATION AND PLEDGE TO THE AMERICAN AND TEXAS FLAGS

The meeting was called to order by Mr. Borchardt. The pledge was led by Mrs. Miller and the prayer was given by Mrs. Miller.

ACTION ITEMS:

ITEM 2. REVIEW AND POSSIBLE ACTION TO ADOPT A RESOLUTION IN APPRECIATION OF NORWOOD LANGE FOR HIS SERVICE ON THE BLINN COLLEGE BOARD OF TRUSTEES

Mr. Borchardt read the resolution of appreciation of Norwood Lange for his service on the Blinn College Board of Trustees (a copy of the resolution is attached and made a part of these *Minutes*).

On a motion by Mr. Kenjura, seconded by Mrs. Boehm, the Board voted to adopt the resolution as presented.

ITEM 3. REVIEW AND POSSIBLE ACTION TO ADOPT A RESOLUTION APPOINTING A REPLACEMENT BOARD MEMBER TO FILL VACANCY ON THE BLINN COLLEGE BOARD OF TRUSTEES

Mr. Borchardt reviewed the process for consideration of potential appointees and read a resolution appointing Mr. Richard Powell to the Blinn College Board of Trustees (a copy of the resolution is attached and made a part of these *Minutes*).

On a motion by Mr. Sommer, seconded by Mr. Toubin, the Board voted to adopt the resolution as presented.

ITEM 4. SIGNING OF OFFICER STATEMENT AND SWEARING-IN OF NEWLY APPOINTED BOARD MEMBER TO FILL POSITION UNTIL THE NEXT REGULARLY SCHEDULED TRUSTEE ELECTION

Washington County Judge, John Brieden, administered the Oath of Office and Officer Statement to Mr. Richard Powell (copies of the Officer Statement and Oath of Office are attached and made a part of these *Minutes*).

Mr. Powell took his seat as a voting Board member for the remainder of the meeting.

ITEM 5. READING OF A RESOLUTION FOR THE 2014 BASEBALL TEAM AND COACH OF THE YEAR

Mr. Borchardt read a resolution honoring the 2014 Baseball Team for a successful season and Coach of the Year awards. Coach Harvey McIntyre thanked the Board for their support (a copy of the resolution is attached and made a part of these *Minutes*).

On a motion by Mrs. Miller, seconded by Mr. Sommer, the Board voted adopt the resolution as presented.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:

ITEM 6. DISTRICT PRESIDENT ADMINISTRATIVE ANNOUNCEMENTS

Dr. Nolte reviewed a new communication structure which includes a re-vamped Administrative Council. He reviewed other announcements and upcoming events (copies of the presentation, announcements and upcoming events are attached and made a part of these *Minutes*):

- **COMMUNICATION STRUCTURE:** We recently announced a new communication structure designed to allow for efficient communication between Executive Council and all College stakeholders. To that end, we have repurposed the Administrative Council, which will now consist of representatives from Dean's Council, Faculty Senate, the Division Leadership Council and Staff Council, as well as an ex-officio student representative. The Administrative Council will meet twice per month, recommending items that may require action or information to the EC and sharing information from EC to the appropriate College Stakeholders.

Additionally, Dr. Dennis Crowson is leading a 24-member scheduling task force with the goal of creating an efficient College-wide system that shares scheduling and room availability among all divisions.

- **WORKFORCE EDUCATION GRANTS:** Under the leadership of Workforce Education Dean Megan Constanza and Rod Thomas, director of workforce and corporate partnerships, in the past month we have been awarded a pair of Skills Development Fund grants worth more than half a million dollars. These funds will be used to train employees at Axis Pipe and Tube in Bryan, which is opening a \$120 million, 183-acre plant to build pipe and tubing for the oil & gas industry, and Blue Bell Creameries here in Brenham.
- **NEW INTERIM VICE PRESIDENT:** Earlier this month we named Dr. Joseph Kirkland our interim vice president for instruction for academic programs. Dr. Kirkland brings more than 30 years of administrative experience, including the last five as vice president for academic affairs at Lamar State College - Orange. He begins full-time duties Sept. 29.

- **HALL OF HONOR:** Blinn College has selected five distinguished alumni and community leaders for induction in the College's 2014 Hall of Honor Class Oct. 25 at the Blinn - Brenham campus Student Center. Former *Brenham Banner-Press* publisher Charles Moser was recognized as person of the year, while Henry Boehm, Sr.; Mike Hopkins, Sr.; Sudie Stark and Walter Thielemann were also inducted. Since the Hall was founded by the Blinn Alumni and Friends Association in 2003, 61 civic leaders have been named to the Hall of Honor.
- **BRENHAM CAMPUS THEATRE:** Our Brenham campus theatre season began this month with our faculty showcase, GREATER TUNA. Brad Nies and Kevin Patrick, both theatre faculty, played all 20 parts in the comedy. Over the course of the three shows, more than 500 attended. The season will continue with DR. JEKYLL & MR. HYDE Oct. 16-19.

ComedySportz Houston, in improve comedy troupe, also came to campus earlier this month, and not only performed at the O'Donnell Center but also held a private workshop with close to 20 of our theatre majors, teaching the finer points of improvisational comedy.

- **UPCOMING COLLEGE EVENTS**

- Sept. 24 See You at the Pole, Bryan Campus Flagpole, 8:30 a.m.
- Sept. 24 Writing Center Workshop: Paragraph Development, Bryan campus Writing Center, noon - 1 p.m.
- Sept. 30 Volleyball vs. San Jacinto, P.E. Building, 6 p.m.
- Oct. 1 Writing Center Workshop: MLA Tips, Bryan campus Writing Center, 5-6 p.m.
- Oct. 2 Sam Houston St. Advisor Available, Brenham Advising Office, 10 a.m. - 3 p.m.
- Oct. 4 Buccaneer Marching Festival, Cub Stadium, 9 a.m. - 9 p.m.
- Oct. 7 Volleyball vs. Lee College (Dig Pink Night), P.E. Building, 6 p.m.
- Oct. 8 Bryan campus Health Fair, Barbara L. Pearson Banquet Room, 8 a.m. - 4 p.m.
- Oct. 9 Faculty/Staff Fall BBQ, Washington-on-the-Brazos State Park, 5-8 p.m.
- Oct. 10 CIRT Sky Warn Training, Bryan E-132, 1-4 p.m.
- Oct. 11 Football vs. Trinity Valley, Cub Stadium, 5 p.m.
- Oct. 13 Writing Center Workshop: Commas, Bryan campus Writing Center, noon - 1 p.m.
- Oct. 14 Texas A&M Advisor Available, Brenham Advising Office, 10 a.m. - 3 p.m.
- Oct. 14 Volleyball vs. Victoria, P.E. Building, 6 p.m.
- Oct. 15 Final Class Day, 8-Week Session
- Oct. 16 Texas State Advisor Available, Brenham Advising Office, 12:30-4 p.m.
- Oct. 16-18 "Antigone" Theatre Performance, Barbara L. Pearson Banquet Room, 7:30 p.m.
- Oct. 18 Baseball Home Run Derby Fundraiser, Leroy Dreyer Field, 5:30 p.m.
- Oct. 21 Board of Trustees Meeting, Brenham Administration Building, 6:30 p.m.
- Oct. 21 Marimba Recital, O'Donnell Performing Arts Center, 7 p.m.
- Oct. 22 Student Concerto Competition, O'Donnell Center, 7 p.m.
- Oct. 23 Writing Center Workshop: Formal Academic Writing, Bryan Writing Center, 5-6 p.m.
- Oct. 24 Volleyball vs. Laredo, P.E. Building, 6 p.m.
- Oct. 25 Hall of Honor Banquet, Janis Sneed Banquet Room, 11:30 a.m.
- Oct. 25 Volleyball vs. Coastal Bend, P.E. Building, 1 p.m.
- Oct. 25 Football vs. Navarro (Homecoming), Cub Stadium, 3 p.m.
- Oct. 29 10th Court of Appeals Session, Barbara L. Pearson Banquet Room, 9:30 a.m.
- Oct. 30 Volleyball vs. Trinity Valley, P.E. Building, 6 p.m.
- Oct. 30 Faculty Recital, O'Donnell Center, 7 p.m.

ITEM 7. BRAZOS COUNTY CAMPUSES UPDATE

Dr. McMullen read a letter from a former Blinn TEAM student who expressed appreciation for the TEAM Program. She reviewed other announcement (a copy of the announcements is attached and made a part of these *Minutes*):

- **ENROLLMENT & FACILITIES:** Preliminary enrollment numbers for TEAM = 1,075 students. Engineering Academy will be 227.

We are working to develop a survey that will allow us to identify the regions of the city in which our students live. With this data, we plan to analyze traffic patterns and develop strategies for managing traffic in and out of the campus.

We have also added a Grab & Go food location in the Barbara Pearson Banquet Room in the Student Center where students can purchase a hamburger meal for \$5.

- **NEW DISPLAY MONITORS:** We have purchased and installed eight new digital display screens, allowing us to have one on each floor of every building that contains classrooms on campus. We are using these monitors to provide key information for students and visitors, including information about upcoming events; the QEP; academic and safety resources; and registration reminders. Using these as a communication tool gives us one more way to reach our students, who are notoriously difficult to reach via email.
- **CONSTITUTION WEEK:** James Olson, senior lecturer at the Bush School of Government and Public Service and a former CIA operative, discussed his experiences in covert intelligence as part of Constitution Week Sept. 15 in the Barbara L. Pearson Banquet Room. Olson served in the Directorate of Operations of the Central Intelligence Agency for more than 25 years, mostly in clandestine operations overseas. He was chief of counterintelligence at CIA headquarters in Langley, Va. and has been awarded the Intelligence Medal of Merit, the Distinguished Career Intelligence Medal, the Donovan Award and several Distinguished Service Citations. His presentation was sponsored by the Division of Social Sciences.
- **BRYAN CAMPUS THEATRE:** The Blinn-Bryan theatre season opens Oct. 16-18 with Owen McCafferty's adaptation of ANTIGONE. The play is a modern twist on a classic Greek drama, and offers a profound reflection on the nature of power, democracy and human rights. Bryan campus theatre director Greg Wise and the student playing Antigone, Julie Cook, will be on KBTX's Brazos Valley This morning around 6 a.m. tomorrow morning promoting the theatre season, and will appear again on KBTX's noon show on Monday.
- **UPCOMING BRYAN CAMPUS EVENTS**
 - Sept. 24 See You at the Pole, Bryan Campus Flagpole, 9 a.m. & noon.
 - Sept. 24 Writing Center Workshop: Paragraph Development, Bryan campus Writing Center, noon - 1 p.m.
 - Oct. 1 Writing Center Workshop: MLA Tips, Bryan campus Writing Center, 5-6 p.m.
 - Oct. 8 Bryan campus Health Fair, Barbara L. Pearson Banquet Room, 8 a.m. - 4 p.m.
 - Oct. 9 Faculty/Staff Fall BBQ, Washington-on-the-Brazos State Park, 5-8 p.m.
 - Oct. 10 CIRT Sky Warn Training, Bryan E-132, 1-4 p.m.
 - Oct. 13 Writing Center Workshop: Commas, Bryan campus Writing Center, noon - 1 p.m.
 - Oct. 15 Final Class Day, 8-Week Session
 - Oct. 16-18 "Antigone" Theatre Performance, Barbara L. Pearson Banquet Room, 7:30 p.m.
 - Oct. 23 Writing Center Workshop: Formal Academic Writing, Bryan Writing Center, 5-6 p.m.
 - Oct. 29 10th Court of Appeals Session, Barbara L. Pearson Banquet Room, 9:30 a.m.

ITEM 8. **REPORTS:**

- **ENROLLMENT AND HOUSING:** Ms. Liner distributed additional enrollment information to the Board (copies of the information are attached and made a part of these *Minutes*) She reviewed fall enrollment numbers and preliminary comparisons with other colleges.

Mr. Reed distributed additional enrollment information to the Board (copies of the information are attached and made a part of these *Minutes*). He stated fall occupancy is currently 91%.

- **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES - REAFFIRMATION UPDATE:** Mr. Baumann reported that the focus report has been submitted and received (a copy of the update is attached and made a part of these *Minutes*). Final logistical preparations are being made for the on-site visit.
- **QUALITY ENHANCEMENT PLAN:** Mr. Thomas reviewed an update on the QEP implementation phase (a copy of the update is attached and made a part of these *Minutes*).
- **STRATEGIC OBJECTIVES:** Mr. Baumann reviewed the progress that has been made on the strategic objectives and metrics (copies of the information are attached and made a part of these *Minutes*). He responded to questions from the Board.
- **BUILDINGS AND GROUNDS:** Mr. O'Malley introduced his staff and thanked them for their hard work during the summer. He reviewed the written buildings and grounds report and responded to questions from the Board (a copy of the report is attached and made a part of these *Minutes*).

ITEM 9. PUBLIC COMMENT

Mr. Borchardt reviewed the guidelines related to public comment. Mr. Allen Hedgecock introduced himself as a Bryan Campus student who is also a veteran. Mr. Hedgecock proposed a parking garage and other parking options for the Bryan Campus. He intends to work with Dr. McMullen on potential solutions.

ITEM 10. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING AUGUST 31, 2014

Ms. Shomaker reviewed the financial statement and list of checks (copies of the information are attached and made a part of these *Minutes*). She highlighted outliers and responded to questions from the Board.

CONSENT AGENDA ITEM:

ITEM 11. REVIEW AND POSSIBLE ACTION TO APPROVE THE MINUTES FOR THE AUGUST 8, 2014, WORKSHOP MEETING AND THE AUGUST 19, 2014 REGULAR MEETING

ITEM 12. REVIEW AND POSSIBLE ACTION TO ACCEPT A GIFT TO THE COLLEGE OF MINI-MEDICAL RADIOLOGY DEVELOPER FOR STUDENT VETERINARY TECHNOLOGY TRAINING

ITEM 13. REVIEW AND POSSIBLE ACTION TO ACCEPT A GIFT TO THE COLLEGE OF STAGE SETTING FOR THE THEATRE ARTS PROGRAM

On a motion by Mr. Sommer, seconded by Mrs. Miller, the Board voted to approve **CONSENT AGENDA ITEMS: ITEM 11** - minutes for the August 8, 2014, Workshop Meeting and August 19, 2014, Regular Meeting (copies of the minutes are attached and made a part of these *Minutes*); **ITEM 12** - a gift to the College of mini-medical radiology developer for student veterinary technology training (a copy of the donation form is attached and made a part of these *Minutes*); and **ITEM 13** - a gift to the College of stage setting for the theatre arts program (a copy of the donation form is attached and made a part of these *Minutes*) as presented.

ADDITIONAL ACTION ITEMS:

ITEM 14. REVIEW AND POSSIBLE ACTION TO ADOPT ADDITIONAL FEES BEGINNING SPRING 2015

Ms. Shomaker reviewed the proposed fee adjustments (a copy of the fees is attached and made a part of these *Minutes*). The Board inquired about the revenue impact of the fees and the proposed changes in transcript fees with outsourcing of transcript services.

On a motion by Mrs. Boehm, seconded by Mr. Sommer, the Board voted to adopt additional fees as presented.

ITEM 15. REVIEW AND POSSIBLE ACTION TO ENTER INTO AN AGREEMENT WITH BRAZOS COUNTY EMERGENCY COMMUNICATIONS DISTRICT FOR EMERGENCY COMMUNICATION DISPATCHING FOR THE BRYAN CAMPUS

Mr. Borchardt reviewed the background information submitted to the Board on the request for contracting with the City of Bryan for dispatch services (a copy of the agreement is attached and made a part of these *Minutes*). Dr. Crowson discussed the need for the additional services.

On a motion by Mrs. Miller, seconded by Mr. Toubin, the Board voted to enter into an agreement as presented.

ITEM 16. REVIEW AND POSSIBLE ACTION TO AUTHORIZE ADMINISTRATION TO PURCHASE A 15-PASSENGER SHUTTLE BUS

Mr. Rathmann reviewed a request to purchase a 15-passenger shuttle bus (copies of the information are attached and made a part of these *Minutes*). The current usage of the suburbans requires multiple drivers and with a shuttle bus fewer drivers would be needed. He responded to questions from the Board. Mr. Sommer would like to see the shuttle bus have Blinn signage.

On a motion by Mr. Toubin, seconded by Mrs. Boehm, the Board voted to authorize the purchase as presented.

ITEM 17. REVIEW AND ACTION TO AUTHORIZE ADMINISTRATION TO NEGOTIATE A CHANGE ORDER WITH DUDLEY CONSTRUCTION FOR PARKING LOT AND LANDSCAPING IMPROVEMENTS ON THE BRYAN CAMPUS

Mr. O'Malley reviewed the need for the construction of an additional parking lot and landscaping improvements on the Bryan Campus.

On a motion by Mr. Sommer, seconded by Mrs. Miller, the Board voted to negotiate a change order with Dudley Construction as presented.

ITEM 18. REVIEW AND ACTION TO AUTHORIZE ADMINISTRATION TO NEGOTIATE A PROFESSIONAL SERVICES AGREEMENT WITH ARKITEX STUDIO, INC., FOR DESIGN AND CONSTRUCTION PHASE SERVICES RELATED TO DISTRICT-WIDE FACILITY COMPLIANCE IMPROVEMENTS

Mr. O'Malley reviewed the need to engage Arkitex Studio, Inc., for design and construction phase services for the district-wide facility compliance improvements. A recent facilities audit conducted by the Office of Civil Rights and the Texas Higher Education Coordinating Board identified areas that require correction.

On a motion by Mrs. Miller, seconded by Mrs. Boehm, the Board voted to negotiate a professional services agreement as presented.

ITEM 19. REVIEW AND ACTION TO AUTHORIZE ADMINISTRATION TO NEGOTIATE A PROFESSIONAL SERVICES AGREEMENT WITH MARMON MOK, INC., FOR DESIGN SERVICES RELATED TO GYMNASIUM FLOOR IMPROVEMENTS OF THE PHYSICAL EDUCATION BUILDING ON THE BRENHAM CAMPUS

Mr. O'Malley reviewed the need for the design services related to gym floor improvements in the P.E. Building.

On a motion by Mr. Toubin, seconded by Mr. Sommer, the Board voted to negotiate a professional services agreement as presented.

ITEM 20. REVIEW AND ACTION TO AUTHORIZE ADMINISTRATION TO NEGOTIATE A CONTRACT WITH XTRALIGHT MANUFACTURING FOR LIGHTING IMPROVEMENTS ON THE BRYAN CAMPUS

Mr. O'Malley reviewed the benefit of the proposed lighting improvements on the Bryan campus (a copy of the proposal is attached and made a part of these *Minutes*).

On a motion by Mr. Sommer, seconded by Mr. Toubin, the Board voted to negotiate a contract as presented.

ITEM 21. LEVEL V GRADE APPEAL PRESENTATION (MAY BE HELD IN CLOSED SESSION)

Mr. Borchardt announced that the Board will hear a Level V Grade Appeal. Since the appeal falls under two exceptions for closed session (Open Meetings Act 551.0821 and 551.074), the Board will now move to closed session to hear the appeal. Action regarding the appeal will be taken in open session.

RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The Board was recessed for a break at 8:00 p.m.

The public was excused for closed session at 8:12 p.m.

CLOSED SESSION:

ITEM 22. CLOSED SESSION:

- (A) **PERSONNEL MATTERS (GOV'T. CODE, SEC. 551.074)**
 - i. **COMPLAINT AGAINST AN EMPLOYEE RELATED TO LEVEL V GRADE APPEAL PRESENTATION**
- (B) **PERSONALLY IDENTIFIABLE STUDENT INFORMATION (GOV'T. CODE, SEC. 551.0821)**
 - i. **LEVEL V GRADE APPEAL PRESENTATION**

ADDITIONAL ACTION ITEMS:

ITEM 23. RECONVENE PUBLIC SESSION

The public session was reconvened at 8:38 p.m.

ITEM 24. ACTION ON CLOSED SESSION ITEMS:**(A) ACTION REGARDING LEVEL V GRADE APPEAL PRESENTATION**

On a motion by Mrs. Miller, seconded by Mr. Powell, the Board voted to deny the Level V Grade Appeal and uphold the Level IV decision.

RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The public was excused for closed session at 8:39 p.m.

CLOSED SESSION:**ITEM 25. CLOSED SESSION:**

- (A) REAL PROPERTY (GOV'T. CODE, SEC. 551.072)**
- i. DISCUSSION OF POSSIBLE PURCHASE, EXCHANGE OR LEASE OF REAL PROPERTY FOR THE BRENHAM, BRYAN, SCHULENBURG AND SEALY CAMPUSES**

ADDITIONAL ACTION ITEMS:**ITEM 26. RECONVENE PUBLIC SESSION**

The public session was reconvened at 9:55 p.m.

ITEM 27. ACTION ON CLOSED SESSION ITEMS:

- (A) REVIEW AND ACTION TO PURCHASE, EXCHANGE OR LEASE REAL PROPERTY FOR THE BRENHAM, BRYAN, SCHULENBURG AND SEALY CAMPUSES**

On a motion by Mrs. Boehm, seconded by Mrs. Miller, the Board voted to approve the Letter of Intent of approximately 22,430 square feet formerly occupied by Skyfiber known as 3125 South Texas Ave, Suite 1900, Bryan, TX , and authorize the administration to take all further action to effectuate the transaction including negotiating, finalizing, and executing a lease with the landlord on terms discussed in closed session, and executing any other documents required for leasing the property.

RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The public was excused for closed session at 10:00 p.m.

CLOSED SESSION:**ITEM 28. CLOSED SESSION:**

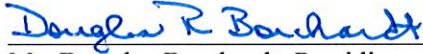
- (A) PERSONNEL MATTERS (GOV'T. CODE, SEC. 551.074)**
- i. DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL OF PUBLIC EMPLOYEES OR OFFICERS**

ADDITIONAL ACTION ITEMS:**ITEM 29. RECONVENE PUBLIC SESSION**

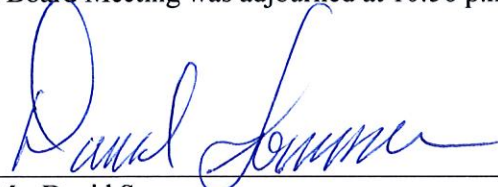
The public session was reconvened at 10:55 p.m.

ITEM 30. ADJOURNMENT

On a motion by Mr. Toubin, seconded by Mrs. Miller, the Board Meeting was adjourned at 10:56 p.m.



Mr. Douglas Borchardt, Presiding
President



Mr. David Sommer
Secretary