

Board of Trustee Minutes Meeting of April 19, 2021

I. Vice Chair Koler called the meeting to order at 6:01 p.m.

II. Pledge of Allegiance was led by Stan Reimer

Trustees Present: Mike Koler, Vice Chair (VC), Ed Barrett, Kim DeClue, Michele Hamm, Stan Reimer, Jeff Shumway,

Trustee(s) Absent: Dwane DeWeese, Chair

Administrative: Dr. Michael Calvert, President, Kent Adams, VP of Finance and Operations, Lisa Perez Miller, VP of Students and Enrollment Management, Monette DePew, VP of Instruction, Tim Swartzendruber, Athletic Director, Jerry Sanko, Chief Information Officer, Diana Mitzner, Director of Nursing, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations, and Donna Meier Pfeifer, Admin. Asst. to President and Clerk of the Board

Administrative(s) Absent: Jerry Sanko, Chief Information Officer

Media Representation: No media present

III. **Introduction of Guest(s):**

Beth and Kent Montei and Porter Loomis

IV. **Introduction of Awards of Excellence – Dr. Calvert**

Dr. Calvert recognized Josh Campbell and Joel Pearson, Track Team Coaches for a successful 16 team event held on March 20, 2021 held at the Track and Soccer Facility.

The following were being recognized for their prompt response and taking appropriate measure to evacuate students from North Hall on April 1, 2021 due to a fire:

Josh Campbell - Charles Keefer - Justin Schwab - Al Wiese - Darrell Kruse

Recognizing the Cheer Team who took 2nd place in the Intermediate Small Co-Ed Open
2021 NCA Collegiate Cheer Championship, 2nd Place

Coach Shae Napier	Alexia Torres	Grant Murray
Shelby Cunningham	Gina Olivas	Sami DeFord
Madi Adams	Stephanie Kerst	Addy Wells
Lexi Marshall	Noah Eck	Jazmin Levari
Natalie Denaro	Hailey Curran	Kyler Ward
Jallen Sullivan	Coleman Wright	

2021 KJCCC Wrestling Champions

Coach Ken Kepley	Kobe Grijalva	Deston Miller	Jazmyne Shannon
Cayden Atkins	Jason Henschel	Jacob Mitchell	Moo Soe
Britney Bayer	Darius Island-Jones	Dayton Porsch	Michael Spangler
Jake Beeson	Daron Island-Jones	Isaac Richie	Juan Urbina
Jose Cervantes	Braydon Lemuz	Vinny Rider	Bryce Westmoreland
Devon Dawson	Aubrey Meyers	Carsyn Schooler	Darius Wilkins
			Taidon Wills

V. COVID-19 Update – Dr. Calvert

PCC campus continues to be on course with observing masks and social distancing and will continue through commencement. No positive cases reported on campus.

VI. Student Leadership – Lisa Perez Miller, VP of Students and Enrollment Management

Students introduced themselves and responded to questions. Question asked;
How would you describe PCC in two words?

Student Leadership Council:

Chariah Daniels – Wichita – Mathematics – Freshman – *Community Base*
Noah Eck – Pratt, KS, - Liberal Arts – Sophomore - *Friendly and Inviting*

Student Life Advisory Team:

Marvin Jean Francios – West Palm Beach, FL – Engineering – Sophomore - *Learning Environment*

Delajah “Lay” Long – Columbus, Ohio, - Psychology – Sophomore – *Small and Diverse*

Danielle “Dani” Daugherty - Yukon, OK – Mathematics – Sophomore – *Home Like*

Matthew Waldemeier, Jordan Mathis, and Jameka Chrisholm were unable to attend.

VII. Automotive Program – Daryl Lucas, Auto Instructor, Monette DePew, VP of Instruction

Presented videos of the Kingman and Attica Automotive Program:

- Daniel Meng – Attica – South-Central Career Pathways Center, Partners with PCC, Attica, Medicine Lodge and Chaparral. This is a CPE program meaning tuition books and tools are at no cost to the student and they do receive 3 college credit hours which can be transferred to any technical school in the state of Kansas. Program is offered to sophomore, juniors and seniors.

- Tyler Wells – Kingman High School – 3 college credit, gives the student a jump on the job market. The automotive technician field is in demand.

- Lane Tunstead – PCC Campus and Alan Ziegler – PCC Campus

- Daryl Lucas – PCC Campus – The automotive program has been very busy the last two years. The high school automotive programs are evaluated and what is usually found is the equipment and the facility is in poor condition. Structure in the high school automotive department has been kept current. PCC is providing structure, equipment and the ability for the student to focus in small curricular areas, instead of taking a “big bite” in their automotive repair industry. Four classes are provided to students receiving a Level I Certificate with 16 credit hours total if they go two years. They are eligible to take ASC certification test when they are done. Incorporated an Introductory class at Kingman which basically is an overview of an automobile. Mr. Wells will be teaching a recruiting class to the multiple college classes in Kingman. Without SB155 funding this could not have been accomplished. There will be a “No Boys Allowed” clinic in Kingman and 22 girls are signed up. There will be five different rotations. The following week the same clinic will be held in Attica and there are 30 girls signed up. Perkins and Vocational Capital Outlay money assists in the purchase of the equipment. The CPE funding is the only thing that is fully funded.

A. Higher Learning Commission – Composite Financial Index – Kent Adams

Primary Reserve Ratio – Measures sufficiency and flexibility of expendable resources to meet current expenses – Expendable Net Assets/Total Expenses

Viability Ratio – Measures availability of expendable net assets to cover long-term debt – Expendable Net Assets/Long-term Debt

Return on Net Assets – Measures return earned on net assets – Change in Net Assets/Total Beginning Net Assets

Net Operating Revenue Ratio – Net profit margin – Operating Surplus/Total Operating Revenue

Composite Financial Index (CFI) Values Range From -4 to 10

Above The Zone – CFI 1.1 to 10 – No Follow Up Required

In The Zone – CFI – 0 to 1.0 – Letter of Concern Issued by HLC, Institution Must Respond

In The Zone for a Second Year Institution Must Go Through a Panel Review Process

Below The Zone – CFI -4 to -0.1 – Requires an Institutional Report and a Panel Review Process

Ratio	2019/20	2018/19	2017/18	2016/17	2015/16
Primary Reserve Ratio (35%)	3.50	3.50	3.50	3.50	3.50
Viability Ratio (35%)	3.50	3.50	3.50	3.50	3.50
Return on Net Assets (20%)	0.54	0.89	1.02	0.76	0.59
Net Op Revenue Ratio (10%)	0.77	1.00	1.00	0.89	0.80
Composite Financial Index	8.31	8.89	9.02	8.65	8.39

Pratt Community College has a Standard and Poor's Rating of A

B. Management Information System (MIS) Report(s) – Dr. Calvert,
Average Section Size, Student/Faculty Ratio & Faculty Load - Fall 2020 (3 -YR Avg)
A: Average Credit Section Size – PCC 3-YR Avg. – 15

B: FTE Student/FTE Faculty Ratio (for courses with 6 or more students)
3 -YR Avg. Student 1.0 Faculty Ratio -17

C: Instructional Faculty Load:
Total Faculty – 141
Total Credit Hours Taught – 12,407
Total Credit Sections Taught – 283
Percent of Sections Taught – Full-time – 65%; Part-time 35%

IX. Communication to the Board – Donna Meier Pfeifer, Board Clerk

A Thank You acknowledgment received from:

- Ratcliffe Family for the Roger Ratcliffe Memorial
- EXETER Hospital Center for Cancer Care for the Lynda Beck Memorial

X. Calendar of Events – Dr. Calvert, President

May 7, 2021 33rd Annual Scholarship Auction – Online and Virtual portion for the live items.

XI. Consent Agenda:

Vice Chair Koler asked if anyone had information they wanted pulled for discussion?
No information was requested to be pulled or addressed.

Vice Chair Koler asked for a motion to approve the consent agenda as presented.
Trustee Reimer made the motion to accept the consent agenda as presented, motion was seconded by Trustee Barrett. With no further discussion motion passed unanimously.

Minutes of Board Meeting March 15, 2021

Complete minutes on <http://prattcc.edu/departments/board-trustees>)

Personnel Report

No verbal additions were presented.

Financial Report – Kent Adams, Finance and Operations

Revenue through March is running \$95K favorable. This compares to an unfavorable \$57K in February. Tuition is \$88K over budget. Ad valorem property tax is \$113K under budget. The ad valorem property tax underrun appears to be budget time-phasing and should catch up to budget in June. Motor vehicle tax is \$30K over budget. Delinquent tax is \$29K favorable. Miscellaneous income is over budget \$61K due to payment plans.

Expenditures are running \$537K favorable through March. This compares to an underrun in February of \$687K. The underrun is good for this point in the budget year.

Finance Committee Minutes

The finance committee met with the Vice President of Finance and Operations, electronically. The committee reviewed the cash disbursements for the month of March 2021.

Recommendation: The committee recommends the cash disbursements for the month of March 2021 be approved. No major trends were identified.

The presidential and board travel expenses were reviewed.

Recommendation: No problems or exceptions noted.

Other Items: No other items were discussed.

Enrollment Update and Board Report – Lisa Perez Miller, VP of Students and Enrollment Management,

Enrollment Update & Board Report – April 12, 2021 (*Updates as of April 19 are noted in red below*)

1. **2020-2021 Academic Year** – Credit hour production for the academic year is 25,509 and -1.9% below the figure reported on April 13, 2020. **(25,502 or -1.9%)**
2. **Spring 2021 Semester Enrollment**
 - Spring Semester credit hour production is 10,895 and -3% less than the same period last year. **(10,888 or -3%)**
 - Student headcount is 1,014 and equal to the Spring headcount for the same period last year. **(1,013 or 0%)**
 - EduKan credit hour production is 1,666 and -5% less than the same period in 2020.
 - Pratt Online credit hour production is 1,521 or an increase of 148% for the same period in 2020. **(1,516 or 147%)**
 - Outreach credit hour production is 1,344 or 3% greater than the same period last year.
 - College Start/High School enrollment is 1,418 credit hours, a 2% increase in production compared to the same period in 2020. **(1,394 or 0%)**
 - Credit hour production for the “Nine Core County Region” (*Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford*) is 4,682 hours, a comparison with the 2020 Spring Semester total of 4,970 for the Nine Core County Region. **(4,675 hours)**
3. **Spring 2021 Residence Hall Occupancy**
 - Residence hall occupancy is 80% or 261 students compared to Spring 2020 final figure of 289.5 or 85%. *Note: Maximum occupancy is 356; spots available for a residence hall contract plan are 326.* **(79% or 259 students)**
4. **2021-2022 Academic Year** – Credit hour production for the academic year is 2,512 or a 6.2% increase for the same period in 2020. **3,254 or 5.4%)**
5. **Summer 2021 Semester Enrollment**
 - Summer Semester credit hour production is 730 or -2% for the same period last year. **(875 or -19%)**
 - Student headcount is 133 and -6% for the same period last year. **(163 or -20%)**
6. **Fall 2021 Semester Enrollment**
 - Fall Semester credit hour production is 1,782 and a 10% increase for the same period last year. **(2,379 or 18%)**

- Student headcount is 139 and a 34% increase for the same period last year. **(196 or 43%)**

7. Fall 2021 Early Enrollment Goal Tracking

- % of possible (non-grads) returners enrolled in fall classes: 25% compared to 26% in Fall 2020
- % of student-athlete (non-grads) enrolled in fall classes: 33% compared to 30% in Fall 2020

8. Upcoming All-Campus Recruiting & Enrollment Event Dates

- April 20 Beaver Building Day (One-on-One Small Group)
- April 27 Beaver Building Day (One-on-One Small Group)

XII. Action Items

Seek Approval to Add the Tennis Program – Dr. Michael Calvert

VC Koler asked for a motion to approve the administration recommendation to add a Men's and Women's Tennis Program to PCC. Motion was made by Trustee Barrett to approve the administration recommendation to add a Men's and Women's Tennis program starting the Fall semester of 2021. Motion was seconded by Trustee DeClue.

Beth and Kent Montei expressed their delight in hearing PCC was considering reinstating the Tennis program. They request the Jack Montei Tennis Scholarship funds go back to funding the tennis program. The scholarship was currently designated to baseball scholarship. They may also consider donating startup funds for purchase of balls, ball machines, training rackets and restringing rackets. They will support the tennis program. At the time of this meeting a tennis coach has not been hired.

Porter Loomis - 2017 Porter Legacy Trust has pledged a \$100,000 gift over a 5 year period if PCC can maintain a Men's and Women's Tennis program. Mr. Loomis is willing to underwrite the program to ensure operating expenses if 20 students were not recruited. Mr. Loomis shared with the cutback on the Division I Level in recent years there are more players looking for opportunities. With only three teams competing in the Jayhawk Junior College Conference, recruiting opportunities in Kansas is good. They are good on the international front as well. Mr. Loomis expressed if you can convince a coach to come to PCC the odds for staying an extended period of time is good. And would add enrollment to the institution.

AD Swartzendruber expressed why he felt bringing the tennis program back was positive:

1. Blake Complex now has 10 courts as before was 6
2. Blythe Family Fitness Center has an indoor facility for practicing in the winter months. The program will definitely be a recruiting tool.

With no further discussion motion passed unanimously.

Dr. Calvert expressed his gratitude to Mr. Loomis for his help in making this possible to bring this sport back to PCC. Beth and Kent Montei for their support. Men's and Women's Tennis Program is coming back to PCC fall 2021.

Ratify Waiver of Board Policy No. 3-07 – Kent Adams, VP of Finance and Operations
VC Koler asked for a motion to approve the ratification of Waiver Board Policy No. 3-07 for the sole-source purchase of two laptop computers for faculty in the amount of \$3,103.11 from Dell Computers. Sole-source due to the College purchasing only Dell Computers to maintain consistency and a three-year warranty.

Motion was made by Trustee Hamm to approve Waiver Board Policy No.3-7 for the afore-refenced 2 laptop Dell Computers in the amount of \$3,103.11 and to waive the second reading. Motion was seconded by Trustee Shumway. With no further discussion motion passed unanimously.

Rates for Financing Two 15 Passenger Transit Vans

VC Koler asked for a motion to accept the administration recommendation to accept the 60 month term from Fusion Bank. Motion was made by Trustee DeClue to accept the 60 month term from Fusion bank. Motion was seconded by Trustee Barrett.

The bids for financing \$68,433.50 for 2 Ford Transit 15 passenger vans were received as follows:

	<u>48 months</u>	<u>60 months</u>
Legacy	2.95%	2.95%
The Peoples Bank	3.216	3.216%
Fusion	1.99%	2.11%
SJN	2.4%	2.4%

With no further discussion motion passed unanimously.

Approve Sole-Source Purchase of Cyber Security Monitoring

Cyber Security Monitoring

VC Chair Koler asked for a motion to accept the administration recommendation to accept the Oculus IT for Security Operations Center Service to monitor and mitigate cyber security threats to PCC computer operations at the cost of \$25,000 per year and \$10,000 for Oculus IT to conduct a review of compliance with Gramm-Leach-Bliley Act and General Data Protection Regulations for a one-time cost of \$10,000.

Motion was made by Trustee DeClue to accept the administration recommendation to sole-source purchase Oculus IT for Security Operations Center Service at the cost of \$25,000 per year and \$10,000 for the compliance review with Gramm-Leach-Bliley Act and General Data Protection regulations. Motion was seconded by Trustee Hamm.

Mr. Adams due to increased staff and student offsite access due to COVID-19 has increased the need for this monitoring. Oculus IT will conduct a review of compliance with Gramm-Leach-Bliley Act and General Data Protection regulations for a one-time cost of \$10,000.

With no further discussion motion passed unanimously.

Approve Sole-Source Purchase of Welding Simulator

Lincoln Electric V TEC Welding Simulator

VC Koler asked for a motion to approve administration recommendation sold-source purchase of a Lincoln Electric V TEC Welding Simulator in the amount of \$59,144.85.

Motion was made by Trustee Hamm the purchase of a Lincoln Electric V TEC Welding Simulator in the amount of \$59,144.85. Motion was seconded by Trustee Shumway.

Mr. Adams explained this simulator is needed in order for the welding program to be LEEDS Certified PCC must have the trainer from Lincoln Electric. Two simulators will be needed for 2021-2022 for the Kingman and Attica welding program. This purchase would be funded from Vocational Capital Outlay and Perkins Grant.

Daryl Lucas invited the students from USD 382 and USD 438 students to come on campus to view the simulators. They were impressed. A joint meeting was held with USD 382 and USD 438 with instructors, superintendent from 438, and faculty rep from 382.

With no further discussion motion pass unanimously.

Policy First Reading(s) – Dr. Calvert, President

VC Koler asked for a motion to approve the administration recommendation of no change or modification to *Policy 2-02 Statement of Philosophy*. Motion was made by Trustee Hamm to accept the administration recommendation of no change to *Policy 2-02 Statement of Philosophy* and to waive the second reading. Motion was seconded by Trustee DeClue. With no further discussion motion passed unanimously.

XIII. Oral Reports

Nursing – Diana Mitzner, Director of Nursing

- No first Quarter testers for either program
- Students are finishing clinical rotations at Pratt, Hutchinson, and Winfield clinical. No days were missed due to COVID-19.
- Students will be starting their 7 week ATI assessment perp on April 12th which will evaluate their readiness for the upcoming NCLEX exam, after they graduate.
- KSBN Virtual Site Visit Occurred March 31 – April 1, 2021. The KSBN site visit was an opportunity to gain insight into the program's strengths and opportunities. The survey team is reviewing their findings.
- Interviews of PN and ADN applicants will begin on April 9 – 14, 2021. Notifications will be sent out around April 21st. Number of scheduled interviews:
ADN Online approximately 22; Pratt and Winfield campuses approximately 7
PN – Pratt and Winfield campuses approximately 12

Faculty Report – Carol Ricke, PHEA President

Jenny Egging had video pertaining to Modern Distribution Sales and Management (MDSM). The link to view the video <https://vimeo.com/528905477>

Chris Nelson had students from Skyline, Pratt, St. John, and Great Bend for a one-day session. Eleven students completed all requirements to receive their BSA merit badge in Programming.

Brad Hernden – The Performing Arts Department will be bringing back a Jazz Band Fall semester of 2021. Ensemble will be made up of 15-20 students. Mr. Hernden's would like to have a traditional Big Band that could be an outreach for recruiting and retention. Looking for Saxophone, Trumpet, Trombone, Percussion, Piano and Bass

players to get the ensemble started. If you are interested please contact Mr. Hernden at: 620-450-2183 or bradh@prattcc.edu.

Staff Senate Report – *Justin Schwab, Senate President*

No report was submitted

Athletic Report – *Tim Swartzendruber, Athletic Director*

Tim Swartzendruber gave a recap of the different sports for the year.

- Wrestling 14-0 conference duals, won first ever KJCCC Wrestling Championship, ranked #2 in the Nation. Will be traveling to NJCAA National Tournament April 20-21. Four of the team are in the top 4 and have a good potential.
- Cheer/Dance placed 2nd in the Nation at National Cheer and Dance Competition in Florida.
- Recognition given to Bill and Cindy Keller for their contribution for a new scoreboard at Stanion Field.
- May 1, 2021 Maydew Thibault Optometry (Troy Maydew and Seth Thibault) and Eck Electric (Travis Eck) will be recognized for the Track and Soccer Field scoreboard.
- PCC Golf Tournament will be held on Sunday, August 29, 2021 at Park Hills Country Club

Chief Information Officer – *Jerry Sanko, Chief Information Officer*

Mr. Sanko was absent; no verbal report was given.

Information Technology Project Update:

- **Virtualization Server Upgrade Project:** Project is complete. Servers have been moved to the new environment, and all system upgrades have been performed.
- **PowerCampus/Selfservice Upgrade to Version 9:** Sub-groups of the Data Management Committee meets each Wednesday this semester to work on setting up and testing end user functionality. We have a target for rolling out the latest version of PowerCampus and SelfService in June of 2021. This upgrade will involve downtime (upgrade/configuration/AD switch-over/Client Install).
- **PowerFAIDS 26.2 Upgrade:** PowerFAIDS has released version 26.2. IT has coordinated with the FinAid office to plan testing and roll out the latest version.
- **Updating Media in Room 312:** We have been working with several vendors to acquire project proposals.
- **GreatPlains:** IT and the Business office have been working with Microsoft Support to resolve a handful of issues. Issues have been resolved, working on preparations for upgrading the GreatPlains system after the PowerCampus is completed in June.
- **Personnel:** Interviewed two candidates and a decision made within the week.
- **Prep for Summer Projects:** Preparing for summer projects (computer lab upgrades, completing dorm wiring project, PowerCampus upgrade, GreatPlains upgrade), as well as IT needs for the graduation ceremony and Beaver Building Days.
- **Security Services:** Identified a need to bring in external support for the purposes of regulatory compliance and security of sensitive information. IT has spoken with several vendors who provide security services, and we have

identified one vendor, OculusIT, who exclusively works for higher education entities. We will be requesting approval to utilize OculusIT's services as a sole-source provider. *(This was approved under Action Items at this meeting.)*

Data Services Department Update:

- IPEDS Spring Collection Surveys have been submitted.
- KBOR Excel in CTE (formerly SB155) Collection is due this month.

Foundation Report – *Barry Fisher, Executive Director*
Scholarship Auction

Auction site is up and running, registration is open, bidding for the online auction will begin at midnight on May 7th. The Virtual Live Auction will begin at 7:00 p.m. To register go to www.prattcc.edu/auction. All items will be available for viewing on the auction site.

Capital Campaign

Events are happening at the Track and Soccer complex which has renewed the interest in the project. Working with USD 438 Skyline to be a partner in the Community Partnership for the facility. This partnership currently includes PCC, City of Pratt/Pratt Recreation, and USD 382, Pratt. It is critical to bring Skyline into this group.

KACCT – *Michele Hamm, Past President*

Nancy Ingram, KACCT President, is sending a Survey monkey link to presidents and trustee delegates for Heather Morgan, KACCT Executive Director's annual evaluation

ACCT/NLS – *Dr. Calvert, President*

No report presented

AACC (American Association of Community Colleges) – *Dr. Calvert, President*

No report presented

Other: No item(s) was brought before the Board

XIV. Wrap Up

Comments from the Public – No representation from the public

Comments from the President – *Dr. Calvert, President*

1. Participated in Taxing Entities meeting
2. Participated in EDUKAN Board meeting
3. Participated in weekly Presidents meetings
4. Participated in NJCAA President's Advisory Zoom Call
5. Participated in Campaign Leadership Council meeting
6. Attended KBOR meeting via Zoom
7. Attended Technical Education Authority meeting via Zoom
8. Participated for in Higher Learning Commission's Virtual Conference
9. Participated in KJCCC President's meeting
10. Met with EDUKAN Presidents to discuss potential loss of member school
11. Met with Cowley College administrators to discuss Nursing partnership in Winfield
12. Met with representatives from area community college to discuss partnership opportunities

13. Participated in KSBN Virtual Site Visit
14. Participated in Virtual visit with Student Leadership Council
15. Attended first ever Track/Field Meet at our new facility!
16. Participated with 5 other presidents and CFO's to discuss spending options/ideas for CARES/Rescue Funds
17. Participated in recognition ceremony for Bill and Cindy Keller for donating new scoreboard at Stanion Field (PCC campus baseball field)
18. Participated in several meetings of Track/Field Management Committee
19. Facilitated All-Employee meeting
20. Participated in AACC Virtual Conference
21. Met with current PN Nursing Students along with cabinet
22. Met with President's Advisory Council

Comments from the Board Chair – *Dwane DeWeese, Chair*

Due to Chair DeWeese being absent, VC Koler updated the Board Chair DeWeese was recovering and doing good.

XVII. Executive Session for Non-Elected Personnel Matters

8:05 p.m. VC Koler announced they would be going into executive session.

Trustee Hamm moved the Board recess for an executive session for 30 minutes for the purpose of discussing legal contract terms with Kent Adams, VP of Finance and Operations be present, after a five minute break. Motion was seconded by Trustee Shumway. With no further discussion motion passed unanimously.

8:10 p.m. VC Koler called the Executive Session to order.

8:36 p.m. Trustee DeClue made a motion to come out of executive session and to re-enter executive session and not to exceed 9:00 p.m. Motion was seconded by Trustee Barrett. With no further discussion motion passed unanimously.

8:37 p.m. Re-Entered Executive Session not to exceed 9:00 p.m.

9:00 p.m. VC Koler asked for a motion to come out of executive session. Trustee DeClue made the motion to come out of executive session. Motion was seconded by Trustee Barrett. With no further discussion motion passed unanimously.

XVIII. Meeting Adjourned

9:01 p.m. VC Koler asked for a motion to adjourn the regular session of the board meeting. Motion was made by Trustee DeClue to adjourn the regular session of the board meeting. Motion was seconded by Trustee Shumway. With no further discussion the motion passed unanimously.

Minutes Recorded by:

Donna Meier Pfeifer, Board Clerk