

Board of Trustee Minutes of December 20, 2021 Meeting

I. Chairman Mike Koler called the meeting to order at 6:03 p.m.

II. Pledge of Allegiance was led by Trustee Stan Reimer

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

Trustee(s) Absent: No Trustees Absent

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: No Administration Absent

Media Representation: No representation

III. **Introduction of Guest(s) – Kent Adams**

Mike Lowry, Allen, Gibbs & Houlik, L.C.

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

Late Night Breakfast Volunteers – Cafeteria volunteers and staff volunteers prepared and served a breakfast to the students in preparation for finals.

Country Christmas Hayrides – Barrett Smith and Ralph Williams represented the PCC Agriculture and Ag Power programs by providing hayrides through Lemon Park for students and the public.

Women's Soccer Team – Coach Ashley Burnett and her Team finished runner-up in the Kansas Jayhawk Community College Conference (KJCCC) for the second straight year. Three players were named All-KJCCC First Team - Amaya Meyers, Jada Lopez and Svenja Arnold and three players were named All-KJCCC Honorable Mention – Quemberli Merida, Natalia Richartz and Jade Massing.

Men's Soccer Team – Coach Kevin Kewley and his Team won the Kansas Jayhawk Community College Conference (KJCCC) conference championship, the National Junior College Athletic Association (NJCAA) Region 6 championship and made it to the district championship game for the first time in program history. Division 2 post season honors, Mark McDaid was named player of the year. Coach Kewley was named Coach of the Year for a second time as coach of the PCC Beavers. All-KJCCC First Team: Mark McDaid, Saul Munoz, Rylan Walter, Martin Cruz Soto, and Joao Neves Santos. All-KJCCC Honorable Mention: Ryan Jenkins, Omar Rios, and Rory O'Connor.

V. **A. Discussion – Allen, Gibbs & Houlik LC – Mike Lowry, Auditor**

Mr. Lowry representing AGH L.C. was engaged to audit the financial statement and single audit in accordance with accounting principles uniform guidance for 2021 year end. Mr. Lowry recognized Kent Adams and his staff for their work on preparing the audit. Two forms of communication with the governing body consisting of a

Planning Letter sent out to the Board of Trustees prior to the audit and when completed a Governance Letter which discusses the results of the audit.

Audit Standards require to communicate to the Board:

Did the College adopt any new accounting policies during the current year?

NO.

Three goals for the audit:

1. Did the College comply with all laws and regulations as it relates to financial accounting and reporting? - Yes
2. Were internal controls in place and did they work? - Yes
3. Financial accurately reflect the books and records? – Yes

The college received an Unmodified Opinion on the Financial Statement or a Clean Opinion for 2021. This is the highest level opinion that can be received during a financial statement audit.

The complete *Pratt Community College Financial Statements with Supplementary Information Year Ended June 30, 2021 and Independents Auditors Report* will be posted on the PCC website.

B. Action Item – Approve AGH, L.C. Audit Report

Chair Koler asked for a motion to approve the audit prepared by AGH, L.C. as presented. Motion was made by Trustee DeClue to approve the AGH, L.C. audit as presented. Motion was seconded by Trustee Shumway. With no further discussion motion carried unanimously.

VI. Discussion: MIS Reports

A. COVID-19 – Dr. Calvert

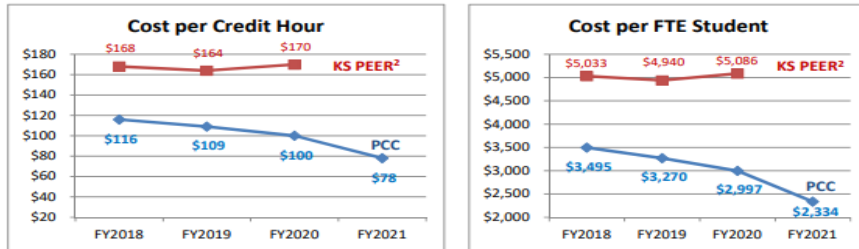
- There currently are no positive cases on campus
- Omicron, 35 current cases in the county as of this date
- After students, faculty and staff return from the Christmas break, depending on the number of cases, will determine if the mask requirement can be removed.

B. MIS Report – Dr. Calvert
Instruction & Development/Training Costs

PART A: Cost per Credit Hour and FTE Student

	Column 1	Column 2	Column 3	Column 4	Column 5	
FY 2021 (2020-21)		Total Direct Credit Instructional Expenditures	Total FY Credit Hours	Total FY FTE Students (Column 2/30)	Cost Per Credit Hour (Col. 1/Col. 2)	Cost Per FTE Student (Col. 1/Col. 3)
	OVERALL	\$ 1,994,180	25,520	850.67	\$ 78	\$ 2,344

- PCC Trendline & NCCBP¹ Benchmarking -



¹ NCCBP = National Community College Benchmarking Project

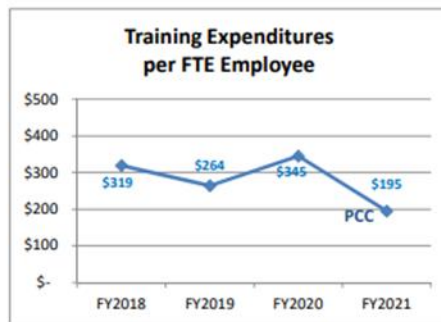
² Kansas Peer Participants = Average of selected Kansas Community Colleges peers participating in NCCBP.

Compiled by: Data Coordinator, Finance & Operations, Personnel

PART B: Development/Training Expenditures per FTE Employee

	Column 1	Column 2	Column 3	Column 4	Column 5
FY 2021 (2020-21)	Total Developmental/ Training Expenditures	Total FTE Faculty (credit hours taught/30)	Total FTE Staff	Total FTE Employees	Expenditures per FTE Employee
	\$ 38,975	115	85	200	\$ 195

- PCC Trendline -



¹ NCCBP = National Community College Benchmarking Project

² Kansas Peer Participants = Average of selected Kansas Community Colleges peers participating in NCCBP.

Compiled by: Data Coordinator, Finance & Operations, Personnel

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

Nancy Ingram, Johnson County Community College Trustee, Thank You to PCC for hosting the quarterly KACCT meeting.

Monette DePew, VP of Instruction – Thank You to the Board for the Chamber Bucks and the time off between Christmas and New Year’s.

Lorraine Prosser – Thank You for the Chamber Bucks and for the 41 years at PCC. *Her Home Away from Home!*

Roger Blasi Family Thank You for the donation to the Justin Cowboy Crisis Fund in memory of Roger Blasi.

VIII. Calendar of Events – Dr. Calvert, President

Additions to the calendar:

- Board of Trustee Retreat – February 18 – 19, 2022
- 34th Annual Auction – May 6, 2022

IX. Consent Agenda:

Chair Koler asked for a motion to approve the consent agenda as presented. Motion was made by Trustee Shumway to approve the consent agenda as presented. Motion was seconded by Trustee DeClue.

Chair asked if any there was any information to be pulled for discussion. No requests were made. With no further discussion motion carried unanimously.

Minutes:

Minutes of the Board Trustee Meeting for November 15, 2021 were presented.

(Complete minutes are listed on <http://prattcc.edu/department/board-trustees>)

Personnel Action – Information provided by Rita Pinkall, Director of Personnel

No verbal additions were presented.

Financial Report – Kent Adams, VP of Finance and Operations

Revenue through November is running \$20K favorable. This compares to \$127K favorable in October. Tuition is \$111K under budget due to low enrollment. Ad Valorem tax is \$55K unfavorable due to budget time-phasing. Motor vehicle taxes are \$26K over budget. Excel CTE is \$110K favorable due to increased high school CTE courses. Miscellaneous income is over budget \$5K due to payment plan revenue.

Expenditures is running \$666K favorable in November. This compares to an underrun of \$594K in October. Current trend is favorable but will need to monitor expenditures in January when spring enrollment can be better determined.

Weekly Enrollment Report – Lisa Perez Miller, VP Students/Enrollment Management

Enrollment Update & Board Report – December 13, 2021

(Updates as of December 20th are noted in red below)

1. **2021-2022 Academic Year** – Credit hour production for the academic year is 23,335 or -1.2%% less than the figure reported on December 14, 2020. **(23,855 or -1.4%)**
2. **Fall 2021 Semester Enrollment**
 - Fall Semester credit hour production is 12,110 or -2% less than the same period last year. **(12,155 or -2%)**
 - Student headcount is 1,143 or equal to the headcount reported for the same period last year. **(1,152 or 0%)**
 - EduKan credit hour production is 1,788 or 7% more than production for the same period in 2020.

- Pratt Online credit hour production is 1,286, an -8% decrease for the same period in 2020. (1,331 or -8%)
- Outreach credit hour production is 1,635 or -15% less than the same period last year.
- College Start/High School enrollment is 1,751 credit hours, an 8% increase in production compared to the same period in 2020. (1,754 or 8%)
- Credit hour production for the “Nine Core County Region” (*Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford*) is 5,160 credit hours or a -5% decrease compared to the same period in Fall 2020. (5,163 or -5%)

3. **EduKan Fall Term start dates:**

- Fall Term 1 & Fall Term 2 Last Date to Enroll: August 13 (Complete)
- Fall Term 3 Last Date to Enroll: September 10 (Complete)
- Fall Term 4: Last Date to Enroll: October 8 (Complete)
- Fall Term 5: Last Date to Enroll: November 19 (Complete)

4. **Fall 2021 Residence Hall Occupancy**

- Residence hall occupancy is 88% or 299 students compared to Fall 2020 for the same period. *Note: Maximum occupancy is 356; currently 28 spots are being used by staff or set aside for COVID-19 quarantine/isolation rooms.*

5. **Early Enrollment Spring 2022 Semester**

- Spring Semester credit hour production is 9,118 or an 1% increase for the same period last year. (9,593 or 0%)
- Student headcount is 740 or equal to the same period last year. (809 or 0%)

Upcoming 2022 Dates

- January 10 Residence Halls Open
- January 10-11 Registration & Enrollment
- January 12 Classes Begin

X. Action Items

Ratify Waiver of Board Policy No. 3-07 – *Kent Adams, VP of Finance and Operations* Chair Koler asked for a motion to accept the administration request to Ratify Waiver of Board Policy No. 3-07 for the sole-source purchases in the total amount of \$25,945.01 from the following vendors:

- Graphic Edge - \$15,003.21 for baseball gear due to contract with Graphic Edge
- Pantheon Web Hosting - \$7,375.00 annual web hosting services which is the best to fit the needs of the College.
- Offsite Datasync - \$3,566.80 annual cloud backup services which is the best to fit the needs of the College.

Motion was made by Trustee DeClue to approve the administration request to Ratify Waiver of Board Policy No. 3-07 the sole-source purchases from Graphic Edge, Pantheon Web Hosting, and Offsite Datasync in the total amount of \$25,945.01. Motion was seconded by Trustee Shumway. With no further discussion motion carried unanimously.

Bids on Financing Welding Equipment – Kent Adams

Chair Koler asked for a motion to approve the administration recommendation to accept SJN Bank 8 Years financing at 2.9% for the total price of \$475,000 for the Pioneer Tank and Steel assets consisting of: \$150,000 building and \$325,000 for Lease-Purchase for welding equipment .

Trustee Shumway made the motion to approve the administration recommendation to accept SJN Bank 8 Years financing at 2.9% for the total price of \$475,000 for the Pioneer Tank and Steel assets as stated. Motion was seconded by VC Barrett.

<u>Bids:</u>	<u>6 Years</u>	<u>8 Years</u>
SJN Bank	2.6%	2.9%
Fusion Bank	4.25%	Declined
Legacy Bank	2.98%	2.98%
The Peoples Bank	2.59%	3.1%

With no further discussion the motion passed with majority vote of 5 Aye and 1 Nay with Chair Koler abstaining.

2022 – 2023 Tuition / Fees/ Room and Board – Kent Adams

Chair Koler asked for a motion to accept the administration recommendation for 2022 – 2023 Tuition / Fees / and Room and Board as presented.

Trustee DeClue made the motion to accept the administration recommendation for 2022 – 2023 Tuition / Fees / and Room and Board as presented. Motion was seconded by VC Barrett.

Type of Cost	2021/2022	2022/2023	Dollar Change	Percentage Change
In State Tuition	\$66	\$68	\$2	3.03%
Out State Tuition	\$79	\$81	\$2	2.53%
International Tuition	\$100	\$105	\$5	5.00%
Concurrent Tuition	\$63	\$64	\$1	1.59%
General Fees	\$53	\$55	\$2	3.77%
Concurrent Fees	\$28	\$29	\$1	3.57%
EDUKAN	\$150	\$150	\$0	0.00%
Pratt Online (In State)	\$119	\$123	\$4	3.36%
Pratt Online (Out State)	\$132	\$136	\$4	3.03%
Pratt Online (International)	\$153	\$160	\$7	4.58%
Total Tuition and Fees in State Plus (\$50 Per Semester If Not Pratt County)	\$119	\$123	\$4	3.36%
Total Tuition and Fees Out State Plus (\$100 Per Semester)	\$132	\$136	\$4	3.03%
Total Tuition and Fees International Plus (\$150 Per Semester)	\$153	\$160	\$7	4.58%

In State Tuition/Fees for Select Colleges Based on 2021/22

	Tuition/Fees
Barton	\$118
Butler	\$123
Cowley	\$125
Dodge City	\$136
Garden City	\$115
Hutchinson	\$118
Seward	\$114
WSU Tech	\$126
Pratt	\$123

**Total Net Dollars Generated - Tuition
\$49,918 + Fees \$44,926**

	2021/2022	2022/2023	Dollar Change	Percentage Change
Dormitory Charges				
Woj 19 Meal	\$6,933	\$7,141	\$208	3.00%
Woj 14 Meal	\$6,684	\$6,885	\$201	3.00%
Woj 10 Meal	\$6,434	\$6,627	\$193	3.00%
North/Scholarship 19 Meal	\$6,076	\$6,258	\$182	3.00%
North/Scholarship 14 Meal	\$5,827	\$6,002	\$175	3.00%
North/scholarship 10 Meal	\$5,579	\$5,746	\$167	3.00%
Other Dorm 19 Meal	\$5,350	\$5,511	\$161	3.00%
Other Dorm 14 Meal	\$5,102	\$5,255	\$153	3.00%
Other Dorm 10 Meal	\$4,852	\$4,998	\$146	3.00%

**Total Dollars Generated - Room and
Board \$49,672**

Dormitory Charges for Select Colleges Based on 2021/22	19 Meal
Barton	\$5,909
Butler	\$6,585
Cowley	\$5,550
Dodge City	\$6,500
Garden City	\$6,600
Hutchinson	\$6,310
Seward	\$5,310
Pratt	\$6,076

*** All Rates Subject to Change If Funding Outlook Changes**

Mr. Adams explained the majority of the fees goes toward scholarships. PCC is in comparison to the other colleges and staying competitive. Total net dollars generated – Tuition \$49,918 + Fees \$44,926.


With no further discussion motion carried unanimously.

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

Administration is recommending adding to Policy 3-10 *Alcohol Exemption Policy* the *PCC Athletic Hall of Fame* to be exempt from said statutory prohibition. Tim Swartzendruber, Athletic Director, stated the feedback received has been very favorable and appreciation extended to the college.

Trustees agreed to add the *PCC Athletic Hall of Fame* to Policy 3-10, waive the first reading and be put on the January 2022 agenda for a second reading.

Addition to the policy is highlighted and in red.

 BOARD POLICY	Number	3-10
	Policy Type	General
	Adoption	01-28-2013
	Deletion	
	Revision	09-18-2017
	Review Date	09-20-2021

ALCOHOL EXEMPTION POLICY

Pursuant to K.S.A. 41-719, the board of trustees of a community college may exempt from the prohibition against consumption of alcoholic liquor on public property, specified property which is under the control of said board and which is not used for classroom instruction, in accordance with a written policy adopted by such board. The Board of Trustees of Pratt Community College hereby determines and declares the rooms listed below should be and are here now exempt from said statutory prohibition, to-wit:

- Delmar Riney Art Gallery (Room 301)
- Cafeteria (Room 302)
- Faculty Emeritus (Room(s) 312 and 314)
- Dr. and Mrs. Vernon Filley (Room 311)
- Naming Rights (Room 313)
- Dennis Lesh Sports Arena
- **PCC Athletic Hall of Fame (Room 46)**

The written policy as hereinafter set forth shall be complied with in regard to the consumption of alcoholic beverages in and on said properties of Pratt Community College, to-wit:

1. Any event or activity pursuant to this policy shall be in full compliance with the Kansas Liquor Control Act. Thus, for example, under no circumstances shall any individual under the age of 21 be served or be allowed to consume alcoholic beverages at any event.
2. No alcohol may be served or used on the campus of PCC except in or on said properties, and at college catered events, performing arts or fund-raising events sponsored by the College, the Beaver Backers Club, or the Pratt Community College Foundation.
3. All events must be approved in advance by the President.
4. The alcoholic beverages to be served shall be provided by the sponsoring organization, shall be the property of the sponsoring organization, and shall be removed from PCC property immediately upon

conclusion of the event.

5. All applicable ordinances of the City of Pratt shall be complied with.
6. In all cases, obtaining any required liquor permit shall be the responsibility of the sponsor.
7. In no event shall alcoholic beverages be served before 5 p.m. or after 12 midnight on any day.

X This replaces policy dated: 09-18-2017, 01-28-2013

XI. Oral Reports

Nursing – Diana Mitzner, Director of Nursing

1. Laurie Ackerman accepted the secretary position for Nursing and Allied Health department, started 29th of November. She is a PCC alumnus.
2. The Fall semester PN class is complete. All 6 students have successfully passed and will be moving forward to the Spring '22 semester.
3. Clinicals start at PRMC in the Spring. Facility emailed to determine status of vaccine requirements due to new vaccine mandate changes.
4. Nursing Fall Advisory Board Meeting – PRMC announced the vaccine mandate for students is temporarily on hold until further notice by the CDC. Medical and religious exemptions will be reviewed and action would be taken pending mandate requirements.
5. Barton County Community College December 7th luncheon went well. Good networking and toured the lab and campus. Pending on the last item to be approved by ACEN the classes will begin Fall of 2022.

Faculty Report – Carol Ricke, PHEA President

Faculty busy giving finals starting December 7 – 9, 2021

Staff Senate Report – Charles Keefer, Senate President

No report submitted

Athletic Report – Tim Swartzendruber, Athletic Director

News

- Men's Basketball 4-4 conference, 9-5 overall. Coach Kenny Eddy is doing a great progress with team. January 5, 2022 is the first home game of the Spring semester.
- Women's Basketball 1-4 conference, 2-7 overall
- Wrestling has been participating in Open Tournaments. Will begin conference duals after Christmas break?
- Indoor Track will begin after Christmas break. First meet is January 22.

Social Media

- Gobeaversports.com – website
- Twitter: @PrattBeavers (1509 followers as of December 6; 1501 last month)
- Facebook: Pratt Community College Athletics
- Instagram: @PrattBeavers 630 followers as of December 6, 620 last month)

Other

- P.A.H.S. Day at game vs NW Tech a success. One of the dogs brought to the game was adopted. \$170 raised for the shelter. Over 700 pounds of food donated.

Chief Information Officer – Jerry Sanko

- **Information Technology Project Update:**
- **Updating media in room 312:**
Work plan is currently being developed. Equipment will be ordered around the 19th of December and anticipate 6 to 8 weeks for delivery and 2 weeks for installation is the anticipated timeframe.
- **Computer Lab Upgrades:**
We have received 48 computers, Room 438 is complete, remaining 21 computers are not in production yet.

Main Campus ISP change over:

In the last phase of the project and will take place tomorrow. This phase consists of assigning new Ip addresses in our Domain Name Server for our public facing servers.

- **Comprehensive Leave Management and Time Matrix: (no change to the project)**
Automated leave time management system (Comprehensive Leave Management) and integrated time clock system (Time Matrix) for Great Plains. Pilot group to start in October with an institution wide go live scheduled for January.
- **Security Cameras Project:**
12 cameras 9 have been installed. 8 installed [Wojchiehowski Hall](#), 2 installed in Porter, 2 installed into the beaver dome. This phase is completed.
- **Data Services Department Update:**
 - KBOR Promise Scholarship Act Collection - Data Certification due December 2
 - IPEDS Winter Survey Collection Period opens December 8, closes February 9
 - KBOR Fall Census Day Collection - Data Certification due December 17
 - Providing SPuR Data for Academic and Technical Program review.
 - Compiling daily, weekly, and monthly reports for enrollment/recruiting processes
 - Updating Scholarship and Financial Aid forms for 2022-2023
 - Working with instruction and SSC to prepare for Noel-Levitz Student Satisfaction Inventory to be administered Spring 2022
 - KBOR Fall Census Day Collection - due December 3, 2021

**Foundation Report – Barry Fisher, Executive Director
Campaign**

Updated Campaign Totals (including large deferred scholarship gift from Lynda Beck)

Build Our Future Campaign				
	Track	Rodeo	Scholarship	Campaign Total
Goal	3,500,000	1,330,000	4,000,000	8,830,000
Total Raised	2,734,565	765,115	6,490,623	9,990,303
To Go	765,435	564,885	-2,490,623	-1,160,303

Year-End Appeal








Received \$3,450 so far from our Year-End Appeal. The second mailing for the appeal has been sent. Some people have selected specific programs to benefit while others have chosen to make their gifts to the General Scholarship Fund.

Donor Marquee

There was an issue with some of the vinyl graphics for the Donor Marquee and had to reorder. The new vinyl graphics are now here. Hoping the holiday break will give us an opportunity to install the cabinets. Trustee Reimer converted the previous pictures to digital.

Scholarship Auction – May 6, 2022

Auction items that are available for sponsorship. Donors who make the designated cash gift to the Foundation will be listed as the donor.

	<u>CASH DONATION</u>		
Trail Warrior UTV 6 V Ride-On	\$	100.00	
Paw Patrol Bumper Car	\$	100.00	
Hoverboard	\$	100.00	
Razor Electric Scooter	\$	100.00	
Apple Watch	\$	200.00	
Apple AirPods Pro	\$	200.00	
Onn 8" Android Tablet	\$	70.00	

Make Check Payable to: PCC Foundation
For more information contact
Donna 620-450-2240 donnamp@prattcc.edu

KACCT – Michele Hamm, PP

2022 Legislative Priorities & Positions – Heather Morgan, Executive Director, presented this at PCC’s Legislative Luncheon on December 13, 2021. Click on the icon to open.



KACCI Heather
-2.docx

Promise Scholarship hoping to give students additional growth and opportunities. PCC was one of the higher utilizing colleges percentage of students using. For the Tech programs this is great way to go to college and will provide an opportunity in recruiting. What the federal financial aid program doesn’t pay the scholarship will pick up. Tech programs on campus, welding, nursing, automotive, lineman, and education. Education program when you transfer to a four year institution.

Emerging Issue is Service Area challenges throughout the state. Pratt has a 6.5 county service area and share part of a county with Barton County. When a college does not have an approved program and another college does and there is a need for that program, college will signoff and allow that program come to their campus and receive state funding. Example, Barton Community College teaches EMS and EMT in Pratt because PCC does not offer that program. WSI Tech, Dodge City Community College and Coffeyville allow PCC to teach lineman in their institutions because they do not have this program.

ACCT/NLS – Dr. Calvert, President

Nothing to report

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

Nothing to report

Other:

Trustee Dwane DeWeese thank Mr. Adams, his staff for their work and efforts in receiving an Unmodified Opinion on the Financial Statement or a Clean Opinion for 2021. Expressed appreciation to Trustee Jeff Shumway, who is retiring from the Board, for his time and dedication to PCC. Also asked the status of Faculty Negotiations. Negotiations are in year 3 of a 3 year contract.

XII. 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 weekly Presidents meetings.
3. Participated in Campaign Leadership Council meeting.
4. Participated in KJCCC virtual meeting.
5. Participated in KBOR virtual meeting.
6. Participated in Technical Education Authority Virtual meeting.
7. Participate in NJCAA President’s Advisory Council meeting and Board of Regents meeting in Little Rock, Arkansas.
8. Participated with President’s Cabinet in virtual meeting with Student Leadership Council.

9. Met with Attica Superintendent to discuss Welding Program and Service Area situation.
10. Hosted quarterly KACCT meetings in Pratt.
11. Helped serve Late Night Breakfast in Cafeteria for students studying for final exams.
12. Participated in quarterly K-12 Re-Design Advisory Committee meeting.
13. Hosted annual Legislative Luncheon on campus.

Comments from the Board Chair – *Mike Koler, Chair*

- Chair Koler presented Trustee Shumway a retirement gift. Trustee Shumway expressed his appreciation to Dr. Calvert and his fellow Trustees.
- Chair Koler presented Dr. Calvert with his Christmas gift.

XIII. Executive Session for Non-Elected Personnel Matters

XIV. Meeting Adjourned

7:22 p.m. Chairman Koler asked for a motion to adjourn the regular session of the board meeting. Motion was made by Trustee Shumway to adjourn the regular session of the board meeting. Motion was seconded by Trustee DeClue. With no further discussion the motion carried unanimously.

Minutes Recorded by:
Donna Meier Pfeifer, Board Clerk