

Pratt Community College

The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.

Board of Trustee Minutes of May 15, 2023, Meeting

- I. **Call to Order:** Trustee Chair Mike Koler called the May 15, 2023, Board of Trustee meeting to order at 6:03 p.m.
- II. **Pledge of Allegiance** was led by Trustee Dean Fitzsimmons

Trustees Present: Mike Koler, Chair, Ed Barrett, Vice Chair (VC), Dean Fitzsimmons, Michele Hamm, and Stan Reimer

Trustee(s) Absent: Dwane DeWeese and Eric Scott Killough

Administrative Present: 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, Director of Athletics, Jerry Sanko, Chief Information Officer, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations, and Donna Meier Pfeifer, President's Assistant and Board Clerk

Administrative(s) Absent:

Media Representation: No representation

- III. **Comment(s) from the Public:**
No public comment(s) brought before the Board.
- IV. **Introduction of Guest(s) – Dr. Michael Calvert, President**
No guests were introduced.
- V. **Introduction of Awards of Excellence – Dr. Calvert, President**
Late Night Breakfast
Great Western Dining: Alyson Ellis, Phil Sutterfield, Mackenzie McMannis, and Jay Loard
Housing Staff: Brad Luthe, Kenny McCartney, Mathew Scott, Henry Dickman, Kevin Kewley, Felica Teeter, Quintin Powell, Carried McDonald
Administration: Dr. Michael Calvert, Dr. Kent Adams, Monette DePew, Lisa Perez-Miller, Jerry Sanko, and Tim Swartzendruber.
Barry Fisher, Foundation Director, and Donna Meier Pfeifer, Foundation Assistant, 35th Annual Scholarship Auction raised \$107,000.

Action Item Addition to General Agenda:

Human Resources: Resignation / Appointment and Hiring Automotive Instructor - The motion was made by Trustee Hamm to add Human Resources – Resignation, Appointment and New Hire to the General Agenda Action Items. Motion was seconded

by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

VI. Discussion:

A. MIS Report – Dr. Calvert, President

PCC Minority Participation & Service Area Participation

Part A: Minority Participation – Institution Percent Minority (Fall 2022 20th Day)

Student 23% (Prior Year 25%)

Employee 7% (Prior Year 6%)

Part B: Service Area Participation (Spring 2022 High School Graduates)

Percent Enrolling - 3 Year Average 10%

Completion / Transfer Rates (based on IPEDS' Graduation Rate Survey)

PCC 3 – Year Average IPEDS Grad Rate – 41%

– Average all 19 Community Colleges 3-year average IPEDS Grad Rate – 35%

PCC 3 Year Average Grad Athlete Sub-Cohort - 36%

PCC Completed or Transferred in 3 Years – PCC 64%, 19 Community Colleges 59%

Athlete Sub-Cohort – 66%

B. Student Information System (SIS) Update- Jerry Sanko, Chief Information Officer

Enterprise Resource Planning (ERP) is a software solution that integrates essential college processes (recruitment, admissions, student records, financial aid, human resources, accounting, and payroll).

- ✓ Significant decrease in the number of Ellucian PowerCampus schools attending conferences and Ellucian seems to be focusing on Mexico, Central America. With the low number of colleges using PowerCampus anticipating it will again be sold.

SaaS (Software as a Service) provides data confidentiality, integrity and accessibility has become more difficult to manage and higher costs (local servers, remote access, backups, disaster recovery, and cybersecurity insurance). SaaS is cloud hosted in data centers. Some Cybersecurity insurance companies are requiring the use of SaaS. Allows for remote work without Virtual Private Networks or virtual Desktop interfaces. Ellucian PowerCampus has not been approved to move to SaaS. Wanting a system that other Kansas community colleges have for collaboration on issues/solutions and external reporting.

Ellucian Banner – Cost is very high, and the scale of the system is for bigger colleges.

Jenzaber One (JI)

- Rated #1 by Gartner

- Pay \$150,000 upfront and nothing until the project is completed and the balance of the implementation over the next few years. Would not be paying multiple licenses during the implementation. Drawback is longer implementation time. There main focus is on the SIS portion and not the others.

Ellucian Colleague

- Implementation would be faster (many Ellucian PowerCampus customers have moved to Colleague so the pathway has been established).

- Current registrar has over 13 years of experience with Colleague.

Arranging Demos

Time Frame – would like to be up and running by July 2026.

- Jenzabar One (SIS 18-24 months) – Demos August 23rd and 24th

- Ellucian Colleague (complete 18-24 months) – Demos July 23 and 24th

The Data Base Committee will view the demos and present their recommendation.

Currently paying \$120,000 - \$150,00 per year. Both Jenzabar and Ellucian Colleague anticipating running \$400,000 per year. Implementation cost \$800,000. How is this going to be paid? Mr. Adams is looking at the possibility of using the Cyber Security money.

C. State Funding Update – Kent Adams, VP Finance and Operations

<u>Funding Type</u>	<u>FY24</u>	<u>FY23</u>	<u>Change</u>
Non-Tiered (Academic)	\$1,427,408	\$1,440,158	<\$ 12,750>
Tiered (Vocational)	\$1,141,410	\$1,081,090	\$ 60,320
SB 155 - Career Tech Ed (CTE)	\$ 376,308	\$ 357,139	\$ 19,169
Vocational Capital O/L	\$ 357,469	\$ 389,587	<\$ 32,118>
Workforce Development	\$ 255,696	\$ 0.00	\$255,696
Cyber Security – (One Time)	\$ 250,000	\$ 0.00	\$250,000
	\$3,808,291	\$3,267,974	\$540,317

D. Cash Reserves Analysis- Kent Adams, VP Finance and Operations

Cash Reserve Analysis

	<u>6/30/2022</u>	<u>6/30/2021</u>
General Fund	\$12,592,630	\$11,905,167
Post Secondary Technology fund	\$3,553,620	\$3,755,681
Capital Outlay	\$1,736,141	\$1,643,605
Total Operating Funds	\$17,882,391	\$17,304,453
Less June Property Tax Payment	-\$2,223,659	-\$2,224,128
Net Cash Reserves	\$15,658,732	\$15,080,325
Budgeted Expenditures	\$16,246,770	\$14,428,755
Budgeted Monthly Expenditures	\$1,353,898	\$1,202,396
Months Operating Expenditures	11	13
Housing Fund Cash Reserve	\$ 7,207,766	\$ 6,523,846
Cash Reserve Op Funds & Housing	\$22,866,498	\$21,604,171
Budgeted Total Expenditures Operating & Housing	\$18,246,770	\$16,378,755
Budgeted Expenditures Op Funds & Housing	\$1,520,564	\$1,364,896
Months Operating and Housing Expenditures	15	16

VII. Communication to the Board – *Donna Meier Pfeifer, Board Clerk*
Nothing to present before the Board.

VIII. Calendar of Events – *Dr. Michael Calvert, President*
June 2 – 3, 2023 - KACCT Dodge City Community College

IX. Consent Agenda – *Mike Koler, Chair*
Chair Koler asked for a motion to approve the consent agenda as presented. VP Barrett made a motion to approve the consent agenda as presented. Seconded by Trustee Hamm.

Chair Koler asked if there were any discussion topics to be pulled. None was requested.

With no further discussion the consent agenda was approved unanimously.

Departments included in the consent agenda were:

Minutes: *Donna Meier Pfeifer, Board Clerk*

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

Human Resources: *Dr. Michael Calvert, President*

APPOINTMENTS

Jason Kegler	Vice-President of Enrollment Services (Starting 06/01/2023)
Kimberly Lee	Coord. Of Enrollment Services & HS/College Start
Shelly Herd	Office Assistant – Student Services
Madison Tyler	Financial Aid Counselor
Granson “Bill” Nash	Groundskeeper/Custodian

CHANGE IN STATUS

Paige Huber **from** Admissions Representative/Recruiter **to** Assistant Director of Admissions

RETIREMENT

Larry Clay	Evening Custodian
Juan Perron	Computer Specialist (Network Ops)
Carol Ricke	Business & Accounting Instructor

RESIGNATIONS/TERMINATIONS

Kendall Beitz	North Campus Farmhand/Maintenance
Bradley Herndon	Vocal & Instrumental Music Instructor
Philip Spillman	Automotive Technology Instructor

ADMINISTRATOR CONTRACT RENEWALS – 2023-2024

Kent Adams, Vice-President, Finance & Operations
Monette DePew, Vice-President of Instruction
Lisa Perez Miller, Vice-President, Enrollment Management
Jason Kegler, Vice-President, Student Services
Jerry Sanko, Chief Information Officer
Tim Swartzendruber, Director of Athletics

FACULTY CONTRACT RENEWALS – 2023– 2024

Misty Beck (1.0 FTE)	Chris Nelson (1.0 FTE)
Jason Birkenbaugh (1.0 FTE)	Otto Orosco (1.0 FTE)
Dave Campbell (1.0 FTE)	John Patton (1.0 FTE)
Dave Chambers (1.0 FTE)	Paul Primrose (1.0 FTE)
Brandon Cummins (1.0 FTE)	Jason Ratcliffe (1.0FTE)
Valarie Dellrocco (.67 FTE)	Rocky Robinson (1.0 FET)

Amber Graves (1.0 FTE)	Elmo Dean Senter (1.0 FTE)
Carmen Forest (1.0 FTE)	Barrett Smith (1.0 FTE)
Mark Freeman (1.0 FTE)	Angie Tatro (1.0 FTE)
Jason Ghumm (1.0 FTE)	Jerry Thompson (1.0 FTE)
Jerry Haskell (1.0 FTE)	Tyler Wells (1.0 FTE)
Jeff Hoffman (1.0 FTE)	Stephanie Wiese (1.0 FTE)
Michael Jackson (1.0 FTE)	Ralph Williams (1.0 FTE)
Sarah Jackson (1.0 FTE)	Heather Wilson (.80 FTE)
Daryl Lucas (1.0 FTE)	Alan Ziegler (1.0 FTE)
Justin Maughan (1.0 FTE)	
Daniel Meng (1.0 FTE)	
Lori Montgomery (1.0 FTE)	

Staff Contracts Appointments for 2023-2024 for the following departments:

Division of Instruction	Executive Management
Information Technology	Athletics
Finance and Operations	Student Services

Searching:

Adjunct Clinical Instructors, Allied Health
Admin Asst to VP of Students & EM
Admissions Rep./Recruiter
Asst. Athletic Trainer
Automotive Technology Instructor
Business & Accounting Instructor
Case Manager
Computer Specialist (Network Ops)
Custodian/ Maintenance
Evening Custodian
Social Media & Website Manager
Vocal & Instrumental Music Instructor
Welding Instructor
Data Services Assistant (on hold)
Director of IT (on hold)
Custodian (full time, on hold)
Evening Security Officer (full time, on hold)
Office Assistant – Student Services (on hold)
Maintenance (full-time, on hold)

Financial Report: Kent Adams, VP of Finance and Operations

- Combined General and Vocational Funds

Revenue through April is running \$147K favorable. This compares to \$296K favorable through March. Tuition is \$189K overbudget due to enrollment increase. Ad valorem taxes are \$199K under budget. Motor vehicle taxes are under budget \$42K. Delinquent taxes are over budget \$7K. State revenue was received as budgeted. Miscellaneous income is \$292K over budget due to EDUKAN payment of \$111K for FY22 coming in after the end of the fiscal year and miscellaneous student charges being \$73K overbudget.

Expenditures are \$602K under budget through April. This compares to \$627K in March. Expenditure is trending positively as we work through the end of the fiscal year.

- Analysis of Budget Over Runs for 10% Over Year to Date

11-5565	(13,791)	OB – Tennis
601 –	(\$22,392)	Travel

Explanation: Travel \$21K over annual budget. Auxiliary funds will cover annual overrun.

11-5576	(27,192)	OB – Wrestling
601 –	(\$16,934)	Travel
700 –	(\$ 9,320)	Supplies
850 –	(\$ 3,978)	Equipment

Explanation: Travel, supplies , and equipment are \$30K over the annual budget. Auxiliary funds will cover annual overrun.

- Finance Committee Minutes –

The finance committee met with the Vice President of Finance and Operations, Thursday May 4, 2023. The committee reviewed the cash disbursements for the month of April 2023.

Recommendation: The committee recommends the cash disbursements for the month of April 2023 be approved. No major trends were identified.

Recommendation: No problems or exceptions noted.

Other Items: No other items were discussed.

**Enrollment Update and Board Report – May 15, 2023 – Lisa Perez Miller,
VP of Students and Enrollment Management**

1. 2022-2023 Academic Year

- Credit hour production to the academic year is 26,488 or a 7.2% increase for the same period in 2022.

2. Spring 2023 Semester Enrollment

- Credit hour production is 11,561 or a 10% increase for the same period in 2022
- Student headcount is 1,060 or a 9% increase
- EDUKAN credit hour production is 1,288 or a -14% decrease
- Pratt Online credit hour is 1,599 or a 27% increase
- Outreach credit hour production is 1,406 or a 13% increase
- College Start/High School enrollment is 1,781 or a 21% increase

- Credit hour production for the “Nine Core County Region” is 4,822 credit hours for a 6% increase.
- 3. Spring 2023 Residence Hall Occupancy
 - 84.6% or 291 students compared to 78.5% or 267 students for the final Spring 2022 semester.
- 4. Summer 2023 Semester Enrollment
 - Summer Semester credit hour production is 2,097 or a 6% increase
 - Student headcount is 407 or an 8% increase
- 5. Fall 2023 Semester Enrollment
 - Fall Semester credit hour production is 6,378 or an 6% increase
 - Student headcount is 434 or an 2% increase
- 6. Fall 2023 Residence Hall Contract Status
 - Hall contracts processed is 70% or 241 students compared to 74% or 256 students for the comparable period in 2022.

XI Action Item(s):

Verbal Additions: Human Resource and Automotive Instructor

Chair Koler asked for a motion to act on the following items:

Resignation/Termination: Dr. Jason Kegler, Vice-President of Enrollment Services

Appointment: Dr. Kwanna King, Vice-President of Enrollment Services, starting June 1, 2023.

New Hire: The automotive instructor interview committee is recommending Max Caldwell be hired to the Pratt Campus automotive instructors.

Trustee Fitzsimmons made a motion to act on the following:

- Resignation/Termination of Dr. Jason Kegler, Vice-President of Enrollment Services
- Appointment of Dr. Kwanna King, Vice-President of Enrollment Services, starting June 1, 2023.
- New Hire – Max Caldwell - hired as an automotive instructor.
Motion was seconded by VC Barrett. With no further discussion motion carried unanimously.

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 for the sole-source purchases of the following in the total amount of \$10,435.00:

1. Balfour Company - \$4,386.00 for graduation regalia for students. Company allows returns on unused regalia.
2. Realityworks - \$3,049.00 for equipment for stimulated tractor pulls. Only company that makes this simulator.
3. Ely’s Machine - \$3,000 – repairs to the shear at the welding shop. The annual maintenance on the shear is done by Ely’s Machine and a safety issue was found so the repair was made immediately.

Motion was made by Trustee Hamm to approve the sole-source purchases as presented. Motion was seconded by Trustee Fitzsimmons. With no further discussion motion carried.

Friday Afternoon Work Policy – Dr. Michael Calvert, President

Campus Culture Task Force recommendation was to close business offices (Admissions, Business, Student Success, Financial Aid, and Switchboard) on campus on Friday at noon. With the Board’s permission to pilot the program started June 2022 for one year. Campus was open, activities and classes continued. The pilot project was assessed, administered a

survey which showed most people agreed or strongly agreed with the program and the benefits it provided. Comments mirrored the responses. It was presented as a benefit to hire and retain people. Time versus money.

Dr. Calvert's recommendation to the Board was to continue with the program from the positive feedbacks for another year with 1) Mail room or switchboard will continue to be open throughout Friday afternoon, 2) An identifiable administrator in charge on duty.

Chair Koler asked for a motion to accept the administration recommendation to continue with the program for another year. The motion was made by VC Barrett to approve the administration recommendation as amended. Motion was seconded by Trustee Fitzsimmons. With no further discussion motion carried.

Policy Second Reading - Dr. Michael Calvert, President

Chair Koler asked for a motion to accept the second reading on policy 4-11 *Trustee / Board Development & Travel Policy* with the requested changes from the April meeting. VC Barrett motion to approve Policy 4-11 as amended and waive the second reading. The motion was seconded by Trustee Hamm. With no further discussion the motion was carried unanimously.

Policy Second Reading - Dr. Michael Calvert, President

2-01 *Mission Statement and Statement of Institutional Purpose*

2-02 *Statement of Philosophy*

2-04 *Institutional Core Values*

6-01 *Vision Statement*

Trustee Hamm made the motion to wave the second reading on policies 2-01, 2-02, 2-04, and 6-01 with administration edits. The motion was seconded by VC Barrett.

Dr. Calvert explained the Collaborating Planning Council (CPC) met with Cabinet, faculty, and staff felt there were areas that needed to be amended and the policy is solid with these edits.

With no further discussion motioned carried unanimously.

Policy First Reading – Dr. Michael Calvert, President

VC Barrett made the motion to waive the first reading and approve the policies:

3-08 *Communication and Counsel to the Board* and 3-09 *Asset Protection* as presently written. Motion was seconded by Trustee Hamm. With no further discussion the motion carried unanimously.

XI. Written Reports:

✓ **Faculty Report – Dave (Kip) Chambers, PHEA President**

STEM Club has proven to be a good addition to the science and math departments. Plant sales raised a net gain of \$220.30. Already making plans for next year.

STEMM FIRE (Science Technology Engineering Math and Medicine) event at Fort Hays State University. High School students can learn what jobs in STEMM are available. Speakers presenting were from a wide variety. The event provided insightful ideas to the science faculty on working toward helping PCC students to connect with STEMM industries and to build contact with the *STEMM FIRE* non-profit organization.

PCC students, Jason Ghumm, Justin Maughan and Paul Primrose presented at the Pratt Public Library. Demonstrated how to expand marshmallows, suspend beach balls, erupt soap suds.

Carmen Forest – Personal Community and Health class participated in their annual mortuary behind the scenes tour. Stephanie Becker did a presentation to the nutrition class.

Misty Beck – 10 productions of *Schoolhouse Rock Live* at 7 area elementary schools, churches, and nursing homes. The choir and Jazz Band concert was hosted May 7, Encore performed at the auction and commencement. Off to Tennessee and will be opening for the Country Tonite show, a show at The Island in Pegeon Forge, and performing at Graceland. Summer camp is June 12 – 24 preparing for *Finding Nemo, Jr.*

Kip Chambers – Biology II students participated in a study of the fish and macroinvertebrate communities of the South Fork of the Ninescah River. Project is done in collaboration with Wildlife and Parks and was their 20th year. Appreciation to KDWP Ryan Waters and Jeff Siam for their support of this educational experience for PCC biology students.

Carol Ricke – Congratulations on 30 years of service at PCC.

✓ **Athletic Report** - *Tim Swartzendruber, Athletic Director*
News

- Baseball concluded regular season 12-20 in conference, 24-31 overall. Seventh place – placed eighth last year. Played Cowley in first round of playoffs.
- Softball concluded season 4-28 conference, 5-45 overall. Eighth place in conference which qualified the team for the playoffs for first time since 2018. Lost in the playoffs to end the season.
- Track competed in Region VI track meet in Coffeyville May 5-6. Pratt will host Region VI track meet in 2024. NJCAA National Track Meet in Hobbs, NM, May 18-20.
- Tennis-men placed third and women fourth at Region VI Tournament held April 21-23. Men have qualified for NJCAA National Tournament in McKinney, TX, May 15-20. 4 won the men's singles first match, 1 double team won.
- Wrestling-three PCC wrestlers competed at U.S. Team Trials in Las Vegas the week of April 24-30. Easton Taylor and Blake Jouret qualified for the U20 World Team Trials in Ohio this summer. Cayleb Atkins also participated but was injured. Easton qualified for both Greco-Roman and Freestyle, while Blake qualified for Freestyle. Coach Kepley accompanied the group.

Social Media

- Gobeaversports.com – website
- Twitter: @PrattBeavers (1893 followers as of May 8; 1873 last month)
- Facebook: Pratt Community College Athletics (over 1,400 follow this page)
- Instagram: @PrattBeavers 1025 followers as of May 8, 1013 last month)
- Tik Tok: @PrattBeavers
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✓ **Chief Information Officer** – *Jerry Sanko, CIO*

Information Technology Project Update:

Replace computers in Rm 438 and EPT May - June

Replace computers in Rm 438 and EPT (68) (May 4th and 5th the machines are scheduled to arrive and the replacement is scheduled to start 16 May)

Replace staff/faculty machines that are 8+ years old (68) using the machines from 438 and EPT

Rm 110, Rm 4, Automotive, Attica and Kingman computer July – August

Rm 110, Rm 4, Automotive, Attica and Kingman computer replacements (68 machines)

Replace staff/faculty machines that are 6+years old and classroom instructor use machines (40 from 110/4).

Security Compliancy Program

Creating the written information security program (WISP) (completed)

Active Directory audit (completed)

Firewall policy audit (scheduled)

Data Classification Policy (draft 1)

New Password policy is in effect

Privacy policy (draft 1)

Third Party Vendor Access Nondisclosure Agreement (draft 1)

Removing old security camera equipment from the dorms. No change.

Chemistry Room upgrade (est. time June)

Using Viewsonic from Welding and installing it into the Chemistry Room.

Alertus (no change)

Installation complete on server.

Completed the first meeting with selected members of the Crises Intervention Team and Alertus to better understand the integration between the College Crises Plan and Alertus.

New SIS

Exploring different Student Information Systems (now – January 2024)

Research Different SIS platforms

Demos

Contracting (July 2024)

Implementation (July 2024 – July 2026)

Summer Projects

Staff Faculty Technology Training development (Viewsonic, Zoom, Teams and other)

Projector replacement and maintenance

Data Services Department Update:

Assist with KBOR Performance Agreement reporting (due in June)

Assist with finalizing HEERF reporting.

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

The fundraising goal for this year's auction was \$100,000. To date, we have raised \$107,593, which is a record! Waiting on a donor to decide if they are going to make a large gift as part of the event.

NEXtera Energy – Has consented to do a \$25,000 Endowed Fund. This is not included in the auction amount.

✓ **KACCT** – *Eric Scott Killough, KACCT Secretary*

KACCT meetings on June 2nd and 3rd, dinner Friday will be at Boot Hill and witness a gunfight.

ACCT/NLS – *Dr. Michael Calvert, President*

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

Other:

Nothing was presented.

XII. Wrap Up

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

- Mr. Swartzendruber and Mr. Fisher are working on a fundraising project to raise additional dollars for facilities on campus.
- Dr. Calvert expressed his appreciation to the Trustees who could attend the commencement ceremony and the Recognition of Serve Awards.
- Board Budget Planning meeting, Saturday, May 20th at 8:30 a.m. Cabinet will be present except for Monette DePew, VP of Instruction.

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

Chair Koler had no comments.

XIII. Executive Session for Non-Elected Personnel Matters

Trustee Reimer made a motion to go into executive session and not to exceed 30 minutes, for the purpose of discussing a legal contract with the PCC attorney starting at 7:40 p.m. Motion was seconded by Trustee Fitzsimmons. Dr. Calvert requested Monette DePew, VP of Instruction, Kent Adams, VP of Finance and Operations, and Jerry Sanko, Chief Information Officer as well as Dr. Calvert to be present. With no further discussion motion carried unanimously.

7:40 p.m. went into executive session. Present were; Chair Mike Koler, VC Ed Barrett, Trustee Dean Fitzsimmons, Trustee Michele Hamm, and Trustee Stan Reimer. Administration; Dr. Michael Calvert, VP Kent Adams, Finance and Operations, VP Monette DePew, VP of Instruction. Tom Black, Attorney.

8:09 p.m. VC Barrett made the motion to exit from executive session. Motion was seconded by Trustee Fitzsimmons. With no further discussion motion passed unanimously.

XIV. Meeting Adjourned – *Ed Barrett, Vice Chair*

8:09 p.m. Chair Koler asked for a motion to adjourn the general session. VC Barrett moved to adjourn the general session. Seconded by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer, Board Clerk