

Board Minutes

Sonoma County
Junior College District

December 10, 2002

The regular meeting of the Board of Trustees of Sonoma County Junior College District convened at 3:05 p.m., Tuesday December 10, 2002, in Pedroncelli Center, Santa Rosa Junior College Campus. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Kathleen Doyle, W. Terry Lindley, Mike Smith, and Don Zumwalt. Absent: Trustee Carole Ellis.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Call/Doyle) the Closed Session Agenda was approved as listed on the December 10, 2002 agenda.

PUBLIC COMMENTS ON CLOSED SESSION AGENDA

There were no comments on the agenda.

The Board of Trustees recessed into Closed Session at 3:06 p.m. Closed Session adjourned at 4:06 p.m.

OPEN SESSION

The Board of Trustees reconvened into Open Session at 4:08 p.m. in Pedroncelli Center, Santa Rosa Junior College Campus. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Kathleen Doyle, W. Terry Lindley, Mike Smith, Don Zumwalt and Student Trustee Nick Caston. Absent: Trustee Carole Ellis.

1. ANNOUNCEMENT OF REPORTABLE ACTIONS TAKEN IN CLOSED SESSION

Board President Lindley reported that the Board would reconvene into Closed Session at the end of Regular Session.

2. OATH OF OFFICE

Board President Lindley administered the Oath of Office to re-elected Board members — B. Robert Burdo (Area VII), Kathleen Doyle (Area II), Mike Smith (Area I), and Don Zumwalt (Areas III, IV and V).

3. ANNUAL ORGANIZATIONAL MEETING

M/S/C (Zumwalt/Doyle) the Board of Trustees took the following actions.

A. Installation of Officers

The following were installed as officers for the upcoming year:

Board President
Board Vice President
Board Clerk

W. Terry Lindley
Don Zumwalt
Mike Smith

B. Selection of Time and Dates of Regular Meetings

For all meetings: Closed Session begins at 3:00 p.m. and Open Session at 4:00 p.m. unless posted differently prior to meeting. Special Study Sessions will also be posted.

Tuesday	January 14, 2003	Petaluma Campus
Tuesday	February 11, 2003	SRJC Campus
Tuesday	March 11, 2003	SRJC Campus
Tuesday	April 8, 2003	SRJC Campus
Tuesday	May 13, 2003	SRJC Campus
Tuesday	June 10, 2003	Petaluma Campus
Tuesday	July 8, 2003	SRJC Campus
Tuesday	August 12, 2003	SRJC Campus
Tuesday	September 9, 2003	SRJC Campus
Tuesday	October 14, 2003	SRJC Campus
Wednesday	November 12, 2003	SRJC Campus
Tuesday	December 9, 2003	SRJC Campus

C. Board Committee Appointments

The following were appointed to standing committees for the upcoming year:

Facilities Committee	Trustees Burdo, Call and Zumwalt
Finance Committee	Trustees Doyle, Ellis and Smith
Foundation Liaison	Trustee Call
Scholarship Committee	Trustee Ellis
Legislative Representative	Trustee Smith

D. Appointment of Representative to Sonoma County Committee on School District Reorganization

Board President Lindley will fill this position.

E. Appointment of Superintendent/President Agrella as Secretary of the Board of Trustees, per District Policy 0.7.

4. APPROVAL NOVEMBER 12 , 2002 MINUTES

M/S/C (Call/Burdo) the Board of Trustees approved the minutes of November 12, 2002 meeting.

5. SPECIAL PRESENTATIONS

A. PRESENTATION OF "EMPLOYEE OF THE MONTH"

Joe Morello, Dean/PE, Dance and Athletics, introduced Therese Jennings, Administrative Assistant III/PE, Dance and Athletics, as the December "Employee of the Month" and presented her with a plaque from the College, two tickets to SRT, two admissions to the SRJC Culinary Cafe, and a gift from the College.

6. **PUBLIC COMMENTS**

A. **Political Information**

Mike Gilbert, a taxpayer, questioned the Board on the appropriateness of posting signs asking students to work on a recent campaign involving one of the SRJC Social Science instructors, as well as political cartoons that are posted in the Political Science Department.

B. **Parking Overpass**

Steve Wysocky discussed the need for an overpass over Highway 101 for students to get from one side to the other side and the possibility of the College joining with the various groups that will be involved in construction projects in the future in SMART, the widening of 101 and public transportation in the upcoming months.

C. **Housing**

Duane DeWitt spoke regarding the need to keep Kent Hall open for students as well as the affordable housing crisis in Sonoma County.

D. **Demolition of Elliott Avenue Buildings**

Linda Pitkin spoke to her concern regarding the demolition of buildings recently purchased by the District on Elliott and Salem Avenues.

7. **MONTHLY UPDATE**

A. **Board Facilities Committee (Trustee Burdo)**

Trustee Burdo reported that the Board Facilities Committee met on December 3, 2002 and reviewed/discussed the following:

1. Parking and Traffic Analysis: Walker Parking Associates have nearly completed their analysis.
2. Culinary Arts at the Brickyard: The final inspections have been completed and the follow up items are minor.
3. Petaluma Interim Planning: The basis for bringing approximately 10,000 sf of temporary modulars to Petaluma is to transfer courses and activities from Casa Grande High School to the Petaluma Campus and to provide much needed office and support space until Petaluma Phase II is completed.
4. Baker Hall Remodel Bid Award: This item is on the tonight's agenda for approval.
5. Library Project Planning Update: Working drawings have been submitted to DSA and should be approved by mid-March and receive Public Works Board approval is anticipated in late May.
6. Space Planning Update: Maas and Associates is working with City Schools and SRJC in developing some much needed collaborative planning.

B. **Board Finance Committee (Trustee Doyle)**

Trustee Doyle reported that the Board Finance Committee met on November 21, 2002 and reviewed/discussed the District and Foundation Audit Reports for the year ending June 30, 2002. She will report on this later in the agenda.

C. Legislative Report (Trustee Smith)

Trustee Smith reported on the proposed cuts to the State budget by Governor Davis and urged everyone to contact their legislators regarding their concerns/suggestions.

D. Foundation

Trustee Call reported on the following:

1. Mahoney Library Endowment: Connie Mahoney is sponsoring a dollar-for-dollar challenge match for donations for this project. The Bank of Petaluma has made a lead gift of \$5,000 to this endowment. The Friends of the Petaluma Campus has a goal of raising an additional \$35,000 for the endowment.
2. President's Circle Annual Giving Society: Has been created by the SRJC Foundation Board of Directors and the College President to assist with financial support for the work of the Foundation. To join, donors make a contribution of \$1,000 or more.

Thanks to the generosity of an anonymous donor, the SRJC Foundation has received a challenge match of \$50,000 to match gifts made at the Gold Circle — gifts of \$5,000 or more; and the Platinum Circle — gifts of \$10,000 or more.

E. Board Member Comments

1. Trustee Smith thanked the members of the Board and staff for their help in sponsoring the October 19th Health Care Forum. Special thanks were offered to Ezbon Jen, Dean/Health and Life Sciences.

8. CONSENT AGENDA

M/S/C (Call/Burdo) the Board of Trustees approved the Consent Agenda as follows:

Trustee B. Robert Burdo	Aye
Trustee Richard W. Call	Aye
Trustee Kathleen Doyle	Aye
Trustee Carole Ellis	Absent
Trustee W. Terry Lindley	Aye
Trustee Mike Smith, RN	Aye
Trustee Don Zumwalt	Aye
Student Trustee Nick Caston	Aye

Ayes: *7

Noes: 0

Absent/Abstaining: 1

Includes Student Trustee's vote.

A. RATIFICATION OF CONTRACTS

For the period October 24-November 20, 2002 that meet District Policy 5.8.2, Standards of Ratification.

B. DECLARATION OF SURPLUS PROPERTY

As listed on page 32 of the agenda.

C. RESOLUTION #34-02, TRANSFER OF FUNDS

Resolution #34-02 increasing the Disabled Students Programs and Services (DSPS) restricted revenue and expenditures by \$236,065.00; decreasing the Faculty and Staff Diversity restricted revenue and expenditures by \$341.00; increasing the Matriculation restricted revenue and expenditures by \$119,947.00; increasing the Independent Living restricted revenue and expenditures by \$320.00; increasing the Extended Opportunity Programs and Services (EOPS) revenue and expenditures by \$108,168.00; decreasing the Technology and Telecommunications Infrastructure Program (TTIP) restricted revenue and expenditures by \$99,025.00; and, increasing the Non-credit Matriculation restricted revenue and expenditures by \$57,215.00.

D. THEATRE ARTS/ENGLISH FIELD COURSE IN ASHLAND, OREGON IN SPRING 2003 AND SUMMER 2003

The Theatre Arts and English Departments offering of a course, "Field Studies in Shakespearean Staging" in Ashland, Oregon, during Spring 2003 and Summer 2003, contingent upon adequate enrollment and budget.

E. INSTRUCTIONALLY RELATED FEES FOR SPRING 2003

The new course fees effective with the Spring 2003 semester and as listed on the addendum to the agenda (and included in the agenda behind page 44).

F. INSTRUCTOR LOAD REPORTS FOR FALL 2002 AND SPRING 2003

Changes to the Fall 2002 Instructor Load Report since the November Board meeting and the initial Spring 2003 Instructor Load Report.

G. RESOLUTION #35-02, CALIFORNIA DEPARTMENT OF EDUCATION FUNDS FOR CHILD DEVELOPMENT INSTRUCTIONAL MATERIALS AND SUPPLIES

Resolution #35-02 to accept an agreement with the California Department of Education, Child Development Division, for funds in the amount of \$1,709.00 to purchase instructional materials and supplies for the Child Development Program.

H. CHANGE IN SABBATICAL LEAVE PROPOSAL FOR SPRING 2003

Changes in Richard Cheek's sabbatical leave proposal for Spring 2003, as listed on pages 47-50 of the agenda.

I. APPROVAL OF PROPOSAL FOR THE MAJOR FOR PHARMACY TECHNICIAN

The Pharmacy Technician proposal for the major.

J. BAKER HALL CLASSROOM & LABORATORY REMODEL PROJECT, AWARD OF BID

Carr's Construction Service's request to withdraw his bid and awarded the lowest responsive base bid, in the amount of \$994,922.00, plus Additive Alternate A for \$64,000.00, for a total cost of \$1,058,922.00 to Alten Construction, of San Rafael, for the Baker Hall classroom and Laboratory Remodel Project.

K. 2003-2004 FIVE-YEAR SCHEDULED MAINTENANCE PROGRAM SUBMITTAL

Authorizing the submittal of the 2003-2004 Five-Year Scheduled Maintenance Program to the California Community Colleges System (seven projects totaling \$999,956.00).

L. 2003-2004 HAZARDOUS SUBSTANCES PROJECT SUBMITTAL

Authorizing the submittal of the District's 2003-2004 Hazardous Substances Project to the California Community College System (one project totaling \$110,400.00).

M. LOUNIBOS UNDERGROUND TANK REMOVAL PROJECT, PERMISSION TO BID

Authorizing the administration to go to bid on this project.

N. SPACE PLANNING CONTRACT ADDITIONAL SERVICES

An additional services contract to Maas Companies, in the amount of \$24,500.00, for extended space planning services.

O. CULINARY ARTS AT THE BRICKYARD PROJECT, NOTICE OF COMPLETION

The Notice of Completion on this project and directed staff to file said Notice with the County of Sonoma.

Note: Trustee Burdo expressed concern regarding the final cost on this project and asked that the District take precautions with its upcoming projects to hire enough staff to see that all needed information is available prior to going to bid.

P. POLICY/PROCEDURE 2.7, DISCRIMINATION AND COMPLAINT — SECOND READING

Policy/Procedure 2.7, Discrimination and Complaint, for inclusion in the Policy Manual.

Q. 2003-2004 ACADEMIC YEAR CALENDAR

The 2003-2004 Academic Calendar as proposed and approved by the Calendar/Registration Committee and College Council and as listed on page 86 of the agenda.

ACTION AGENDA

9. HUMAN RESOURCES

M/S/C (Doyle/Zumwalt) the Board of Trustees approved the following Human Resources actions, as included in the agenda.

A. MANAGEMENT

Employment

1. 4940

In accordance with California Education Code Section 72411(b), the Board of Trustees elected to revise the term of an Educational Administrator's contract from a two year to a one year term.
Effective June 30, 2003

Resignation/Intent to Retire

1. **Campbell, Lu Ann** Dean III, Workforce & Economic Development
1.0 FTE, 12 Months/Year, Range 15.0, Step E
\$109,404.00/Year
Date of Hire: 08-10-92
Date of Resignation: 04-21-03
Date of Retirement: 04-22-03

B. FACULTY

Employment

1. **Boldt, Brian** Temporary Contract Per Ed Code 87482
Instructor/English
.674014 FTE, Class B, Step 6, \$20,039.06/
Semester
Long Term Substitute (partial coverage)/M.
Ellingson
Effective 08-14-02 to 12-20-02

Intent to Participate in Early Retirement Option

1. **Magoon, Kenneth** Instructor/Behavioral Sciences
1.0 FTE, Class C, Step 16, \$79,949.00/Year
Has met the requirements of District Policy 4.18
Budget Impact: From Base Revenue Funds,
until normal retirement age at current rates:
\$37,381.68
Date of Hire: 09-10-70
Resignation Effective: 05-24-03
Retirement Effective: 05-25-03
2. **Shimizu, Gordon** Instructor/College Skills
1.0 FTE, Class C, Step PG 24, \$83,179.00/
Year
Has met the requirements of District Policy 4.18
Budget Impact: From Base Revenue Funds,
until normal retirement age at current rates:
\$68,773.76
Date of Hire: 09-04-79
Resignation Effective: 05-24-03
Retirement Effective: 06-20-03
3. **Velasquez, Eligio** Instructor/Modern & Classical Languages
1.0 FTE, Class D, Step PG20, \$83,179.00/
Year
Has met the requirements of District Policy 4.18
Budget Impact: From Base Revenue Funds,
until normal retirement age at current rates:
\$10,254.40
Date of Hire: 09-03-86
Resignation Effective: 05-24-03
Retirement Effective: 05-25-03

Resignation/Intent to Retire

1. **Traverso, Everett** Instructor/Philosophy
1.0 FTE, Class C, Step PG 28, \$84,842.00/
Year

Date of Hire: 09-10-70
Resignation Effective: 05-24-03
Retirement Effective: 05-25-03

Resignation

1. **Werring, Joel** Instructor/Art Department
1.0 FTE, Class B, Step 5, \$56,658.00/Year
Effective 12-20-02

D. Classified Personnel Actions

Employment

1. **Cabrera-Mendia, Guadalupe** Account Technician I/Accounting
1.0 FTE, 12 Months/Year
Grade I, Step 3, \$2,876.00/Month
Replacement L. Coots
Effective 12-02-02
2. **Lowry, Megan** Account Clerk/Bookstore
1.0 FTE, 12 Months/Year
Grade G, Step 1, \$2,374.00/Month
Replacement/D. Green
Effective 10-25-02
3. **Marcelli, Patricia** Permanent Decrease in Hours
Administrative Assistant I/Health Sciences
12 Months/Year, Grade I, Step 5
From: 1.0 FTE, \$3,329.55/Month (\$3,171.00
Plus \$158.55, 11th Year Longevity)
To: .50 FTE, \$1,664.78/Month (\$1,585.50 Plus
\$79.28, 11th Year Longevity)
Effective 02-01-03
4. **Soto, Esther** Temporary Working Out of Class
Administrative Assistant I/Environmental Health &
Safety
1.0 FTE, 12 Months/Year, Grade I, Step 4
From: \$3,020.00/Month
To: \$3,322.00/Month (\$3,020.00 Plus \$302.00,
10% Working Out of Class)
Effective 02-02-02 to 06-30-02
AND
From: \$3,171.00/Month
To: \$3,488.10/Month (\$3,171.00 Plus \$317.10,
10% Working Out of Class)
Effective 07-01-02 to 11-08-02
Coverage/Some duties of Environmental Health
and Safety Manager
5. **Tekeste, Kinfe** Permanent Increase in Hours
Custodian/Public Safety
12 Months/Year, Grade H, Step 5
From: .50 FTE, \$1,509.50/Month
To: 1.0 FTE, \$3,019.00/Month
New Position: Board Approved 08-13-02
Effective 11-01-02

Promotions/Transfers

1. **Brady, Carrie** Temporary Promotion
From: Administrative Assistant I/Lark Service Center
1.0 FTE, 12 Months/Year, Grade I, Step 3, \$2,876.00/Month
To: Administrative Assistant III/Lark Service Center
1.0 FTE, 12 Months/Year, Grade M, Step 1 Coverage/J. Kay's position
Effective 11-20-02 to 12-31-02

2. **Delgado, Hector** Interdepartmental Transfer
From: Financial Aid Technician I/Financial Aid
1.0 FTE, 12 Months/Year, Grade I, Step 2, \$2,739.00
To: Financial Aid Technician I/Bilingual/Financial Aid
1.0 FTE, 12 Months/Year, Grade I, Step 2, \$2,875.95/Month (\$2,739.00 Plus \$136.95, 5% Bilingual Stipend)
Replacement/R. Ramseier
Effective 11-01-02

Intent to Participate in Early Retirement Option

1. **Chaney, April** Coordinator, Assessment Testing/Assessment
1.0 FTE, 12 Months/Year
Grade N, Step 3, \$4,600.69/Month (\$3,785.00 Plus \$815.69, 26th Year Longevity)
Has met the requirement of Early Retirement Option Program, SEIU Agreement, Article 9.4
Budget Impact: From Base Revenue Funds, until normal retirement age at current rates: \$84,404.16
Date of Hire: 09-01-71
Resignation Effective: 02-14-03
Retirement Effective: 02-15-03

Classified Staffing

1. **Administrative Assistant I/Purchasing** New Position
.75 FTE, 12 Months Year, Grade I
No new General Fund money. Existing funds expended for STNC's would be converted to fund this position.
Board authorized recruitment for this position.

2. **Administrative Assistant I/ Health & Life Sciences** Dividing existing 1.0 FTE position into two .50 FTE positions
12 Months/Year at Grade I
One .50 FTE position to remain with incumbent in 1.0 FTE position — Patricia Marcelli
Other .50 FTE position — presently vacant
No new General Fund money required. Existing funds will be utilized for the position.

3. **Administrative Assistant I/ Vocational Projects & Services/CalWORKS**
 Incumbent: Edward Graham
 Reclassification of 1.0 FTE Administrative Assistant I/Vocation Projects & Services/CalWORKS position, Grade I
 To: Administrative Assistant II/Vocational Projects and Services
 Grade K
 Funding for this position requires an additional \$3,888.00/year. This position is funded with categorical money. No new General Fund money is required.

E. Non-Student Hourly Employment Actions

As listed on pages 97-99 of the agenda.

F. Regular Instructional Aides

As listed on page 101-102 of the agenda.

G. Approval to Hire Prior to Next Board Meeting

Management

- | | | | |
|----|--|--------------------|---------------------------------|
| 1. | Employment Training Panel Contract Coordinator (.50 FTE) | Contract Education | New Position
Board Approved: |
|----|--|--------------------|---------------------------------|

Faculty

- | | | | |
|----|--|-------------------------|---------------------------|
| 1. | Business Administration Instructor (Temporary/ Spring '03) | Business Administration | Sabbatical Repl: R. Cheek |
|----|--|-------------------------|---------------------------|

Classified

- | | | | |
|----|--------------------------------------|-------------------------------|--|
| 1. | Administrative Assistant I (.75 FTE) | Purchasing | New Position:
Pending Board Approval 12-10-02 |
| 2. | Admin Assistant III | Agriculture/Natural Resources | RPL.: J. Kay |
| 3. | Custodian (.50 FTE) | Public Safety | RPL.: K. Tekeste |
| 4. | Financial Aid Tech I | Financial Aid | RPL.: C. Morris-Ruiz |

10. DISTRICT AND FOUNDATION AUDIT REPORTS FOR THE YEAR ENDING JUNE 30, 2002

Trustee Doyle reported on behalf of the Board Finance Committee. She reported that consistent with priors years, the District received a qualified opinion on the financial statements because the fixed assets have not been recorded. The Board Finance Committee was informed that this long-standing issue will be rectified with next year's statements. There were no material findings in the audit. The Financial Statements reported that the General Fund Reserve increased \$378,818, from \$12,311,773 to \$12,690,591 for the year 2001-02.

They Board Finance Committee also discussed upcoming reporting requirement of Governmental Accounting Standards Board Statement 35 requiring the District to adopt a capitalization policy which will establish the threshold for assets that must be depreciated.

The Foundation audit was also discussed, and there were no findings or adjustments noted.

M/S/C (Doyle/Zumwalt) the Board of Trustees accepted the District audit report for the year ended June 30, 2002, and the Foundation audit report for the year ended June 30, 2002.

11. SABBATICAL LEAVE PROPOSALS FOR 2003-2004

M/S/C (Call/Burdo) the Board of Trustees approved 16 Sabbatical Leave proposals for 2003-2004, as follows:

Noel Adams	Counseling	Spring 2004
Bob Berlin-Grous	Disability Resources	Fall 2003
Kirby Bunas	Mathematics	Spring 2004
Joe Corcoran	Communication Studies	Fall 2003 and Spring 2004
Douglas Fisher	English	Spring 2004 and Spring 2005
Craig Foster	English	Fall 2003 and Fall 2004
Lori Kuwabara	English	Fall 2003 and Fall 2004
Edward LaFrance	Communication Studies	Spring 2004
Donna Larsen	Art	Spring 2004 and Spring 2005
Josie Lee	Mathematics	Spring 2004
Barbara McClure	English	Fall 2003 and Fall 2004
Steven Morris	Counseling	Spring 2004
Karen Petersen	Library	Spring 2004 and Spring 2005
Cyndi Reese	Computer & Info Sciences	Fall 2003 and Spring 2004
Edwin Sikes	Electronics	Spring 2004 and Spring 2006
Kari Vigeland	Disability Resources	Spring 2004

12. RESOLUTION #36-02, CLASSIFIED EMPLOYEES RECOGNITION WEEK, APRIL 7-11, 2003

M/S/C (Zumwalt/Call) the Board of Trustees approved Resolution #36-02 recognizing the week of April 7-11, 2003 as "Classified Employees Recognition Week."

Trustee B. Robert Burdo	Aye
Trustee Richard W. Call	Aye
Trustee Kathleen Doyle	Aye
Trustee Carole Ellis	Absent
Trustee W. Terry Lindley	Aye
Trustee Mike Smith, RN	Aye
Trustee Don Zumwalt	Aye
Student Trustee Nick Caston	Aye

Ayes: * 7

Noes: 0

Absent/Abstaining: 1

Includes Student Trustee's vote.

13. REVISION TO HEALTH CARE REIMBURSEMENT PLAN

M/S/C (Burdo/Zumwalt) the Board of Trustees approved an increase in the IRC Section 125 Cafeteria Plan contribution limit for medical expenses to \$6,000.00.

14. OCTOBER 24-NOVEMBER 20, 2002 WARRANTS

M/S/C(Doyle/Call) the Board of Trustees approved the October 24-November 20, 2002 warrants as follows.

16. POLICY 0.25, CONFLICT OF INTEREST CODE — FIRST READING

Changes to Policy 0.25, Conflict of Interest Code, were reviewed. There were no changes suggested; therefore, the policy will be placed on the January 2003 agenda for final approval and inclusion in the Policy Manual.

17. REPORTS OF:

A. Academic Senate (Greg Granderson)

- Reported that the Senate has developed a new Web page which should be available on line next week.
- Reported that the Senate has reconstituted the Faculty Professional Ethics Committee.
- After discussing a report received, the Senate passed a resolution asking AFA to review the services/counseling/teaching issues that the non-credit ESL faculty believe they have.
- Wished everyone a Happy Holiday Season.

B. Classified Senate (Raoul Yriberry)

- Wished everyone a Happy and Safe Holiday Season.

C. Associated Students (Eric Allen)

- Reported that members of SGA attended the San Diego State University Leadership Conference in November.
- Announced that the "Winter Fest" held last week and the "Clo (Football) Bowl" events were successes.
- Announced that funds were provided to support both the Men's and Women's soccer teams to attend the State championships in Lemoore. Additional funds will be provided to assist in the purchase of team championship rings.
- Reported that an ad hoc smoking committee has been formed to help address ideas in a productive effort to address smoking issues on campus.
- Approved \$300 to purchase tickets from the Lions Club for a pancake breakfast. These will be donated to the families of the Call Child Development Center.
- Wished everyone a Merry Christmas from the Associated Students of SRJC.

18. ADJOURNMENT

There being no further business, the Regular Meeting was adjourned at 5:30 p.m. and reconvened into Closed Session. Closed Session was adjourned at 5:40 p.m.

Mike Smith, RN
Clerk

