

**COMMITTEE:** COLLEGE COUNCIL

MEETING DATE: March 17, 2021

LOC./TIME: Via Zoom 2:00pm-4:00pm

ATTENDEES: Mark Fields, Vicki Ferguson, Derek Pinto, Beth Maher, Karen Tellegen, Clifton

Coleman, Larena Baldazo, Fred Bourgoin, Leslie Blackie, Amy Bohorquez, Kim Glosson, Barbara Yasue, Nathaniel Pyle, Sarah Backes-Diaz, Francis Howard, Kathy Ma, Evelyn Lord, William Trego, Amy Marshall, Rupinder Bhatia, Nate Failing, Felipe Wilson, Marla Leech, YiPing Wang, Veronica Then, Heather Sisneros, Diana Davaasuren, Hope

Lane, Diane Chang, Martha (Ann)McMurdo, John Reager, Atiya Rashada

GUESTS: Laura Espino, Rebecca Bailey, Ian Latta, Laura Bollentino,

ABSENT: Alycia Raya, Emelin Hernandez, Alejandro Acosta, Rudy Besikof, Gary Albury,

Mingshi Song

**MINUTES:** Arlene Lontoc

HANDOUTS: • Meeting Agenda

• College Council Meeting Minutes – 2.10.21 Meeting

•2020-2021 College Council Mid-Year Report 2020-

•2020-2021 College Council Membership List

• College Council 2020-2021 Goals

• Laney College Augmentation Resource Prioritization for

FY2021-2022

• Student Loan Prevention Committee

Shared Governance Report Outs

Classified Senate Update
Budget Advisory Committee

Health, Safety & Security Update

**Curriculum Committee** 

• Facilities Planning Committee

Distance Education Committee
Academic Support Committee

**Professional Development Committee** 

Strategic Enrollment Management Committee

Technology Planning Committee

 Student Success and Equity Committee Learning Assessment Committee

 Institutional Effectiveness Committee Faculty Senate

NEXT MEETING: April 7, 2021

Page 1 of 14



Item	Discussion/Decisions	Action Item
1.1 Agenda Approval Presenter: Mark Fields	<ul> <li>MARK FIELDS CALLED A MOTION TO APPROVE THE MARCH 17, 2021 COLLEGE COUNCIL MEETING AGENDA. JOHN REAGER SECONDED THEMOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS.</li> </ul>	
1.2 Introduction of New Members & Guests Presenter: Mark Fields	No new member introductions were made.	
2.1 President's Report –Final Decisions made on Recommendations from Previous College Council Meeting Presenter: Mark Fields	No recommendation/action items forwarded to thePresident from the previous meeting.	
2.2 General Announcement Presenter: Mark Fields	President Besikof is not in attendance at this time.	
2.3 Accreditation Visit Debrief Presenter: Mark Fields	President Besikof is not in attendance at this time.	
3.1 Approval of the February 10, 2021 College Council Meeting Minutes Presenter: Mark Fields	FRED BOURGOIN CALLED A MOTION TO APPROVETHE FEBRUARY 10, 2021 COLLEGE COUNCIL MEETING MINUTES. VICKI FERGUSON SECONDED THE MOTION. NO ABSTENSIONS. THE MOTION WAS APPROVED UNANIMOUSLY.	
4.1 Classified Senate Update to College Council Presenter: Hope Lane	<ul> <li>Acting Classified Senate President Hope         Lanepresented.     </li> <li>Shared goals for the year.</li> <li>Encourage participation in Classified Senate meetings.</li> <li>Collaborate with administrators and faculty to address Classified Professionals needs.</li> <li>Establishing a survey to obtain Classified Professionals' input on the possibility of returning to work. (Safety protocols, social distancing, ACSO absence, etc.)</li> <li>Classified Senate meets the fourth Thursday of the</li> </ul>	

Page 2 of 14



	<ul> <li>month, next meeting will take place, March 25th @ 3:00 p.m. President Besikof will be providing the senate with some updates.</li> <li>Classified Professionals joined Dr. Ricky Shabazz last March 1-4 ACCJC peer review visit.</li> <li>Acting President Hope Lane expressed appreciation toall the Classified Professionals that worked tirelessly and for the contributions aided in the successful visit from the ACCJC Peer Review Visit.</li> </ul>
4.2 Budget Advisory Committee Update to the College Council Presenter(s): William Trego and Derek Pinto	Shared Goals of the BAC 2020-2021 Review the various funds in the college budget on a monthly basis to inform the budgeting process for subsequent years, and review the college's response to emergency situations particularly the response to the COVID-19 pandemic and shift to remote delivery of courses. Collect information from college and district SOPs, managers, and encourage feedback from other stakeholders in order to analyze the collegebudget, budgeting process, and monitor college expenditures. Review and modify (as necessary) the budget augmentation process and prioritize budgetary requests for the allocation of augmentation funds. The BAC will recommend a thematic emphasis forthe augmentation process to the College Council. The BAC will be available to the accreditation leads to consult and to participate in the ACCJCsite visit and follow-up.  Shared BAC Highlights  2 year spending plan for Parcel Tax Measure E,completed, through College Council & District. Met with IEC rep H. Sisneros, greater level ofcoordination with other resource committees. Focused on grants to make sur spending deadlinesare met. Vice Presidents and Deans attended BAC meetings Augmentation process focused on related issueslike addressing Covid response needs of
	the college.

Page 3 of 14



- Resource Prioritization, Budget Allocation
  - o 271 requests were submitted
  - Approximately \$142,200 to be distributed
  - O Identified 18 full and 8 partial requests for funding
  - Attended the ACCJC visit and provided evidence that were asked by the team
  - Shared success of the BAC and extra meetings were held to accomplished goals
  - Second year in a row will be distributing dollars toareas that needs it based on the 10% budget augmentation and Program Review process.
     -A question was asked where is the money be coming from. William Trego responded that it was from our discretionary budget.

#### 4.3 Health, Safety & Security Committee Update

Presenter(s): Amy Marshall & Felipe Wilson

- Shared goals and charge of the committee, which to hold open discussions on issues that relate to the health, safety, and security of the campus and to recommend actions to address concerns raised by the Laney community.
- Goals for 2020-2021 were shared.
- Write and distribute a survey to faculty, staff, and students about their health, safety, and security needs/concerns while our classes are primarily online. This survey will also include questions about health, safety, and security concerns for those classes/labs that will be held in-person during the fall and spring semesters.
- Collaborate with the Professional Development Committeeand our mental health services to host online workshops to help faculty, staff, and students in dealing with the stresses we are currently experiencing.
- Collaborate with faculty, staff, and public health care professionals regarding best practices for cleaning protocols, social distancing, and other COVID-related concerns for the spring semester labs and the eventual return of face-to-face classes.
- Gather and distribute information related to the public safety plan for replacing the Alameda County Sheriffs on campus.
- Fill our vacant positions on the committee.
- Reviewed and voted to endorse the evolving Holistic Safetyand Wellness Plan and offered our suggestions for its implementation
- April symposium happening more information to come.
- Al security providing graveyard shift & 24/7 during the

Page 4 of 14



4.4 Curriculum Committee Report to College Council Presenter(s): Heather Sisneros & John Reager	weekends  Marina Security Monday to Friday, handle dispatch services  Heath screener available for students.  Hosted a listening session with Acting VC Atheria Smith regarding the new safety and security at the campus. A list of follow up questions was compiled and submitted for response. A follow up safety presentation is scheduled for our April 13 <sup>th</sup> meeting. Watch for an invitation soon  In October we participated in the virtual Great Shake OutIt was suggested if a vaccination information can be included in the survey that is coming out. The HSS committee thought that is a great idea and will bring it back to the committee.  Shared what the committee has been working on.  Co-Chair John Reager was introduced.  Finalized and packed away the Emergency Temporary DEAddendum Project. Final due date 12/31/20.  As recommended by ASCCC, approved a consent agenda policy for non-catalog curriculum changes. Streamlines andsaves 20-45 minutes in our meetings.  Approved 500 courses for DE  Developed and approved (at CC and Faculty Senate) an official Curriculum Updating Process —streamlined, clearexpectations, clear deadlines  Aspirations of the Curriculum Committee were shared  New Curriculum Development Process  Continue developing better communication  Continue mini-trainings for committee members  Develop process for identifying and updating out-of-date curriculum-DONE  Continue to Clean up DE Storm  Criteria/template for reviewing courses proposed to betaught in a compressed time frame  Tested Resolutions by Committee: No new curriculum if assessment work is not significantly done & No New curriculum if plenty of it is out of date.
4.5 Facilities Planning Committee	<ul> <li>Shared charge and goals of the committee</li> <li>Bond Spending Plan Project Prioritization</li> </ul>
Presenter: Amy Marshall	&Implementation:  ✓ Title IX Locker Room Project – design build contract approved 3/10/21 • Library Learning Resource Center – DSA • New Eagle Village &

Page 5 of 14



Temporary Locker Rooms - contract approved 2/9/21 • Theater Modernization – expected to submit to DSA 5/2021. • Central Utility Plant Upgrade – design review in preparation for DSA • Leak Remediation Phase III – expect to award in April 2021. ✓ Fablab moving to the Art Center • Electrical upgrade project to include G building (machine tech, wood tech, architecture), welding, photography, graphic arts, student center and various other long-standing issues. • Student CenterRefresh – mini refresh to hold over until bond project ready to move forward. • Sports Complex repairs / modernization to repair safety and compliance issues (weight room floor; gates, locks and various vandalism repair. STEM building – analysis of programming and project budget. Engagement of stakeholders and end users for comprehensive analysis. Project schematic design could commence late 2021 / early2022. • Student Center Modernization –

• Committee completed the resource allocation rankings and submitted to BAC for consideration.

analysis of programming for submittal for state funding (FPP). Project design estimated spring 2023. • Student Welcome Center – analysis of programming for new initial project proposal for

- Recommendations for process improvements to consider include an adjusted timeline for committees to complete their work in a timely manner and revisiting the rubric andits appropriateness for the various resource committees.
  - -Question in the chat about is fixing of the boiler part of the plan. Amy responded yes it is part of Central Utility

#### 4.6 Distance Education Report to College Council

Presenter: Laura Espino & YiPing Wang

- The DE Committee shared the results of the Faculty surveydone in the Fall of 2020.
- Top 3 challenges faculty face teaching online:
  - ✓ Increased workload

state funding (IPP).

- ✓ Students facing barriers to access Peralta accountand Canvas
- ✓ Learning multiple new tools and technologies
- Also shared written responses from faculty.

Page **6** of **14** 



	DE committee also shared that a student survey was
	conducted as well. Collaborated with Student Success &
	Equity, and Academic Support Committee to conduct
	thesurvey
	Satisfaction of using CANVAS and Zoom to take
	online classes. Full survey report on 3/23, DE meeting
	Laney DE Plan from 2019-2020 was shared  Evaluate assument Laney Distance Education Plan
	Evaluate current Laney Distance Education Plan  Light for DE and a striction
	Identify DE goals and activities  Define 8 and lettered be attricted.
	Define & update goals and activities
151 1 2	Leslie Blackie expressed appreciation for the survey results.
4.7 Academic Support	Spring 2020-Spring 2021 Accomplishments were shared.
Committee Update to	✓ Focus on Basic Skills-online class
College Council	✓ Tech Tutoring
Presenter: Ian Latta	✓ Intersession tech classes
	✓ Updating tech support resources
	✓ ESOL Online Guided Self Placement
	✓ Noncredit Coordinator
	✓ Math Tutor Training
	✓ Embedded tutoring feedback-tutors and instructors
	✓ Input on DE surveys
	✓ Input on Canvas best practices
	✓ Transition tutor on-
	lineTech resources were
	shared
	✓ Intersessions tech class offered three times.
	o Introduction to Virtual College Workshop-
	covering Canvas, chrome books, Zoom, student
	services, andmore.
	ESOL 534A - English for Technology 1- Grammar
	and vocabulary for speaking, listening, reading and
	writing related to academic and ESOL
	technological resources.
	There be a Spring2021 and Summer 2021/Fall 2021
4.8 Professional	PD Committee shared highlights for Spring 2021
Development	✓ January and March flex day planning success
Committee Update to	✓ For both flex days, we have prioritized workshops that
College Council	focus on inclusivity and equity
Presenter (s):Felipe Wilson	✓ The committee has planned workshops that act as a
& Marla Leech	series as opposed to one-time discussions, we have
C III to Levell	emphasized sustaining and continuing discussions.
	The first of the f

Page **7** of **14** 



4.0 Strategie Envellment	<ul> <li>✓ We have worked closely with the PD committees at the other Peralta schools, and the district office, and have planned events together</li> <li>✓ Oversaw the sabbatical process which resulted in the committee recommending three sabbaticals for approval and we have worked to improve the sabbatical application process</li> <li>✓ The committee is currently planning "brown bag" professional development events for the remainder of the semester</li> <li>✓ Women history, meditation and other PD activities</li> <li>✓ Three Sabbaticals for next year and approved by the PD Committees and President now going for board approval.</li> <li>✓ More Flex activities for both faculty and staff</li> </ul>
4.9 Strategic Enrollment    Management    Committee Report to    College Council    Presenter(s): Mark Fields &    Vicki Ferguson	<ul> <li>Shared charge and goals of the committee         To develop a holistic and integrated approach to enrollment         management that supports college-wide collaboration,         engagement, creative-thinking and consensus building</li> <li>Goal 1: Review and update SEM Plan</li> <li>Goal 2: Identify, develop, and implement two (2)         Enrollment Management strategies from the         Implementation Matrix from the SEM Plan (Appendix III)</li> <li>Goal 3: Identify and promote intersectionality         between Student Services and Instruction</li> <li>Goal 4: Train committee members to improve         competencyon use of data tools and analysis</li> <li>Goal 5: Analyze online enrollment data for Fall 2020         academic year, including Student Support Services         andInstruction, to prepare for Spring 2021</li> <li>Efforts to date were shared         <ul> <li>Overview and analysis of enrollment data</li> <li>Peralta Data Dashboard presentation</li> <li>Sub-group work on Committee goals</li> <li>Development of timeline for new SEM Plan</li> <li>Proposal of the Student Loan Default</li> <li>Management Sub-Committee</li> </ul> </li> </ul>
4.10 Technology Planning Committee Report to College Council Presenter: Rupinder Bhatia	<ul> <li>Technology Planning Committee shared goals for 2020-2021</li> <li>✓ Assess Faculty/Staff Technology Training needs-survey sent out, 40 responses received-training with excel, outlook and adobe training.</li> <li>✓ Identify Student Technology Challenge</li> </ul>

Page 8 of 14



	<ul> <li>✓ Update Master Technology Plan</li> <li>✓ IT Resource Request Prioritization-ranked technology request-about 50 technology request</li> <li>IT Projects</li> <li>✓ New Student Orientation module launched inSpring '21-mobile responsive</li> <li>✓ Collaborating on District Master Technology Plan</li> <li>✓ Continuing Technology Trainings</li> </ul>
	✓ Enhance IT Asset tracking ✓ Bond Project- Campus-wide
4.11 Learning Assessment Committee Update to College Presenter: Rebecca Bailey	<ul> <li>Computer/laptoprefresh</li> <li>Shared the worked of the committee.</li> <li>Worked really hard over the last couple of years on a planfor ILO assessment.</li> <li>In Fall 2020 the committee presented and rolled out a wholenew way of assessing ILO's that integrate the ILO assessment into our everyday assessment work and it also allows continuous data collection.</li> <li>Responded with an action plan as a way to share our ILO assignments so this resulted in the creation of an ILO resources canvas shell.</li> <li>A quick demo on how to use the canvas shell was sharedand presented to the College Council.</li> <li>Every should have access but mostly faculty could use thecanvas to share assignments</li> <li>Rolled out a new way of assessing ILOs that allows continuous data collection for all institutional outcomes. Faculty asked for example assignments, and the LearningAssessment Committee responded by creating an ILO Resources Canvas shell, where faculty can share assignments related to ILOs.</li> <li>A quick review of how ILO assessment works at Laney, anda tour of the new Canvas shell was presented.</li> <li>Flex Day workshop includes the tour of the new</li> </ul>
4.12 Student Success and Equity Committee Update to College Council Presenter(s): Vicki Ferguson and YiPing Wang	<ul> <li>Shared the committees charge and goals.</li> <li>The Student Success and Equity Committee (SSE) will advance the visions and goals of the Laney College 2018-23Strategic Plan and the State Chancellor's Vision for Success. The purpose of the SSE Committee is to provide a platform for communication and collaboration across the College that will result in the coordinated efforts towards the Strategic Plan and the Vision for Success with an equity lens.</li> </ul>

Page 9 of 14



	<ul> <li>Shared 2021 goals:</li> <li>Define "Equity" with a focus on Critical Race Theory and Student Equity Plan Metrics</li> <li>Committee Develop Professional Development on Equityand Inclusion</li> <li>Analyze Student Survey Results around Technology and Basic Needs</li> <li>Review and Monitor Student Resources and ExpandInformation</li> <li>Provide Opportunity for Learning Communities &amp; OtherEquity Groups Present to SSE throughout the year</li> <li>Efforts to date; Collaboration with DE Committee-Faculty/Student Survey; taskforce creation to analyze results</li> <li>Partner with Randi B. to provide PD training on Equity andUnconscious Bias</li> <li>Learning Communities and Support Program Presentations. APASS and Gateway</li> <li>2020-2021 Master Calendar updated</li> </ul>	
4.13 Institutional Effectiveness Committee Update to the College Council Presenter(s): Mark Fields & Atiya Rashada	<ul> <li>Shared goals, charge and process for IEC</li> <li>Completed the first cycle of PRs</li> <li>PR Process Survey o Post Validation Meeting</li> <li>Pre-submission Review with the Dept./Manager</li> <li>PR Timeline and Calendar</li> <li>Meta updates Forward Planning</li> <li>Template Calendar &amp; 21/22</li> <li>APR coaches &amp; Training</li> <li>Generating needed reports</li> <li>Reach out to IEC with questions &amp; suggestions</li> <li>ACCJC Visit the IEC Committee meeting</li> </ul>	
4.14 Faculty Senate Update to the College Council Presenter: Fred Bourgoin & Leslie Blackie	<ul> <li>Faculty Senate shared goals of the committee.</li> <li>Promote equity</li> <li>Promote a collective institutional culture for communication, governance and decision making</li> <li>Offer students the highest quality curriculum and services</li> <li>Cultivate a culture of belonging, pride and self-reflectionsfor continuous improvement</li> <li>Laney Eagle recognitions at each regular meeting</li> <li>Scholarship committee meeting for awarding two \$1000scholarships to students from the faculty</li> <li>Outstanding work done by faculty in changing modality ofeducation from face to face to online and hybrid formats</li> <li>Shared ACCJC participation</li> </ul>	

Page 10 of 14



	<ul> <li>Academic Senate approved the Institutional Self Evaluation Report (ISER)</li> <li>Approved Nov 1, Response letter to ACCJC</li> <li>Various committees and faculty requested to speak with ACCJC visiting team</li> <li>Resolutions and Taskforces faculty participated.</li> <li>9/1 Curriculum committee equity resolution (goal 1)</li> <li>10/27 Resolution for return to F2F labs for Spring 2021(goal 2,4)</li> <li>11/17 Resolution requesting revised/optimized scheduling(goals 2,3,4)</li> <li>Faculty participated on Scheduling and Campus access taskforces</li> <li>Administration has requested reconvening of these taskforces to "listen more" to changes needed, faculty feel that suggested changes need to be implemented</li> <li>2/9 Censure Resolution to President Besikof due to variety of issues</li> <li>Faculty had a lot of special meetings both Fall and Spring.</li> <li>Faculty Senate Vice President Blackie added that a lot of concerns from faculty about communications and things notbeing implemented.</li> </ul>
4.15 Associated Students of Laney College Update Presenter: Alycia Raya	ASLC Council will be presenting at the next college councilmeeting.
4.16 Career Technology Education (CTE) Advisory Committee Update to the College Council Presenter(s): Kim Bridges & MyronFranklin	CTEA Committee will be presenting at the next collegecouncil meeting.
5.1 (First Read) Recommendation from the Budget Advisory Committee to Approve the Laney College Budget Augmentation Resource Prioritization for FY 2021-22 Presenter(s): William Trego & Derek Pinto	<ul> <li>An overview of the Laney College budget development and resource allocation/augmentation process was provided.</li> <li>List was provided of the awards and explained.</li> <li>All cost centers will be loaded at 90%, and the remaining 10% will be placed into a College general fund reserve.</li> <li>The College's unfunded resource priorities are ranked and submitted for consideration for funding. This is a presentation of the College's identified resource budget priorities. Clarification was provided on how request</li> </ul>

Page 11 of 14



#### 5.2 (Second Read)

Recommendation from the Budget Advisory Committee to Adopt a special emphasis for the prioritization of allocation requests to be funded by budget augmentation funds.

Presenter(s): William Trego & Derek Pinto

- BAC's recommendation was presented to the college council for a second read.
- Co- chair Derek Pinto provided a background on the adopted plan that was implemented 3 years ago. The plan was 10% of our discretionary budget would be held back and used to essentially to fund request that are presented inannual and comprehensive program reviews.
- Final Ranking: Resource Prioritization & Budget Reallocation was presented.
- The budget advisory committee has the job of going through hundreds of resource requests and scoring those using the common rubric and then putting together a prioritized list of projects that we would like to see funded. This year the BAC followed through from last year plan that was that was put together last year and we were funding approximately 22 projects to the tune of about \$140,000 this year.

FRED BOURGOIN CALLED A MOTION TO EXTEND THE MEETING FOR ADDITIONAL 5 MINUTES. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.

• DEREK PINTO CALLED A MOTION TO APPROVE THE RECOMMENDATION FROM THE ADVISORY COMMITTEE TO ADOPT A SPECIAL EMPHASIS FORTHE PRIORITIZATION OF ALLOCATION REQUESTES TO BE FUNDED BY BUDGET AUGMENTATION FUNDS. MARK FIELDS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.

#### 5.3 (Second Read) Student Loan Default Prevention Committee.

Presenter(s): Vicki Ferguson & Mark Fields

- Vicki Ferguson and Mark Fields presented on this item.
- Student Loan Default Prevention Committee was presented to the College Council for second read.
- The committees charge is to address the Department of Education Minority Serving and Under-Resource Division(MSURSD) Assessment Report with the explicit planningand goal of improving the colleges default rate.
- The committee will be a sub-committee within the collegesStrategic Enrollment Management Committee (SEM) that reports back to College Council.
- The responsibilities of the committee are: to receive professional development on Student Loan

Page 12 of 14



	Prevention from MSURD, review and discuss data about the Colleges default rate to include student demographics	
	related to the default rate and instructional programs associated with default rate and recommend strategies to lower the default rate and improve financial literacy for student success through the domains of access, persistence, retention and completion.  • -Fred Bourgoin asked why this is not happening at the District level? SEM Committee Co-chair Vicki Ferguson responded that this is for Laney and we are being proactive and would like to start the process. Another question raised by Diane Chang was how often this committee will be meeting. A respond was provided that this will still need to be decided and will bring back to the SEM. Sarah Backes-Diaz asked about quantitative bench mark to lower the default rate? SEM Co-chair Vicki Ferguson shared that our default rate had decreased FY 2015 28.2%, FY 2016 27.9% & FY 2017 20.9% and a healthy loan default rate is 10%or less.	
	FRED BOURGOIN CALLED A MOTION TO APPROVE THE RECOMENDATION OF THE STUDENT LOAN DEFAULT PREVENTION COMMITTEE TO BE A SUB-COMMITTEE WITHIN THE COLLEGES STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE (SEM). SARAH BACKES-DIAZ SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.	
6.1 College Council Business Check-In on College Council Membership/Attendance - Presenter(s): Rudy Besikof & Arlene Lontoc	To table this item for the next College Council meeting.	
6.2 College Council Business College CouncilMid-Year Evaluation 2020-2021 Presenter(s): Rudy Besikof & Arlene Lontoc	To table this item for the next College Council meeting.	

Page 13 of 14



6.3 College Council Business Check-in on College Council Goals for 2020-2021 Presenter(s): Rudy Besikof & Arlene Lontoc	To table this item for the next College Council meeting.	
7.1 Announcements	The meeting was already extended 5 minutes toinclude the two items for second read.	
7.2 Meeting Adjournment	FRED BOURGOIN CALLED A MOTION TO ADJOURN THE MARCH 17, 2021 COLLEGE COUNCIL MEETING. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.	

Meeting Adjourned 4:05 pm.

