2011-12 Goals for the Chancellor

The North Orange County Community College District believes that excellence and equity are complementary goals. This District will provide programs and services to assure that there will be no variances in academic achievement by race.

The Chancellor's Goals for 2011-1012 Focus on Four Main Areas:

1. Increase Student Success
2. Meet Accreditation Standards
3. Reduce Achievement Gap
4. Maintain Financial Stability

It is the Board's Direction to the Chancellor to:

1. **Increase Student Success**
   a. Create and implement an integrated professional development plan, including evaluation components and appropriate innovation funding. Components of the district-wide professional development plan could include a District certificate in "Teaching and Learning" for staff and the creation of a NOCCCD Institute for Professional Development.
   b. By June 2012, identify, implement, and document specific actions linked to the Educational Master Plan that impact student success district-wide.
   c. Support ongoing SLO development and evaluation processes.
      i. Using SLO data and utilizing best practices, focus on designing and implementing models for student success in all programs, including: Career Technical Education, non-credit, basic skills, and transfer.
   d. Clarify and focus the work of the District Planning Council (DPC) to concentrate on student success and student equity by examining its
      i. Mission
      ii. Responsibilities
      iii. Composition
      iv. Evaluation Procedures

2. **Meet Accreditation Standards**
   a. Present a Program Discontinuance Board Policy to the Board for consideration.
   b. Create and implement a district planning process that:
      i. Is data-driven
      ii. Is transparent
      iii. Is inclusive
      iv. Identifies responsible individuals for continuous oversight, improvement, and ongoing evaluation
      v. Is documented in a district-wide Governance Assessment Report
      vi. Satisfies the accreditation recommendations
   c. Ensure that District planning integrates research from Cypress College, Fullerton College, and the School of Continuing Education to demonstrate district-wide institutional effectiveness and resource allocation.
3. **Reduce Achievement Gap**
   
a. In cooperation with the Academic Senates, draft language for job descriptions that focus on the hiring of faculty who reflect the diversity of the District and who will support the needs of underperforming student populations in the teaching/learning process.

b. (repeated) Create and implement an integrated professional development plan, including evaluation components and appropriate innovation funding. Components of the professional development plan can include a District certificate in “Teaching and Learning” for staff district-wide and the creation of an NOCCCD Institute for Professional Development.

4. **Maintain Financial Stability**
   
a. Create and present a budget and budget model that explains how it implements the priorities of the District planning processes, including the Educational Master Plan, the Strategic Plan, and Board goals and directions.

b. Assess the overall employees benefits plan; particularly to address the District’s Unfunded Liability.

c. Clarify the role, function, and effectiveness of the foundations throughout the District.

In order to be inclusive and transparent to members of NOCCCD’s community:

1. Add the District’s strategic directions to the Board agenda packet and the website.

2. Implement a Board planning calendar to be communicated district-wide and on the website.
APPROVED

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

August 23, 2011

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, August 23, 2011, at 5:30 p.m. in the Board Room at the Anaheim Campus.

Board President Barbara Dunsheath called the meeting to order at 5:31 p.m. and Dorothy Owens Whitehurst led the Pledge of Allegiance to the Flag.


RESOURCE PERSONNEL PRESENT: Ned Doffoney, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Jeff Horsley, Vice Chancellor, Human Resources; Rajen Vurdien, President, Fullerton College; Mike Kasler, President, Cypress College; Christine Terry, Provost, School of Continuing Education; Kai Stearns Moore, District Director, Public & Governmental Affairs; Deborah Ludford, District Director, Information Services; Fred Rocha, representing the District Management Association; Candace Lynch-Thompson, representing the School of Continuing Education Academic Senate; Pat Ganer, representing the Cypress College Academic Senate; Sean Chamberlin, representing the Fullerton College Faculty Senate; Dale Craig, representing United Faculty; Rod Lusch, representing CSEA; Sam Russo, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Bob Simpson from Cypress College; Toni DuBois, Terry Giugni, Dennis Howey, Paul McKinley, and Michael Perez from Fullerton College; Martha Gutierrez and Terrie Taylor from the School of Continuing Education; and Claudette Dain, Bob Hughes, Lorenzo Legaspi, Tami Oh, and Rick Williams from the District Offices.

VISITORS: Scott Connors, Ed Fitzgerald, Kathy Flynn, Russell Flynn, Andrew Hanson, Mary Jones, Joanne Lee, Rauya Mhtar, and Dorothy Owens-Whitehurst.

COMMENTS: MEMBERS OF THE AUDIENCE:

A. Paul McKinley addressed the Board to provide an update on the Fullerton College Veterans Resource Center, and introduced Joanne Lee, the Veterans Club President, who presented the Board with recently designed commemorative coins.

B. Rauya Mhtar addressed the Board to inform them on current efforts to have the U.S. Congress enact the JOBS BANK (the Employment and Energy Mobilization Act) in order to create 20 million new jobs.
BLOCK VOTE APPROVAL: It was moved by Trustee Leonard Lahtinen and seconded by Trustee Jeff Brown that the following items be approved by block vote:

Finance & Facilities: 3.a, 3.b, 3.d, 3.e, 3.f, 3.h, 3.i, 3.j, 3.k
Human Resources: 4.a, 4.b, 4.c, 4.d

Motion carried unanimously by those members present, including the Student Trustees’ advisory votes.

REPORTS

A. Chancellor Ned Doffoney noted that the final draft of the Board’s goals for him and the District for the 2011-12 year has been completed. The goals include: 1) Increase Student Success; 2) Meet the Accreditation Standards; 3) Reduce the Achievement Gap; and 4) Maintain Financial Stability. With the Board’s permission, it was agreed to post the goals on the District website in order to maintain full disclosure and clearly communicate the direction that the District is pursuing.

In addition, Dr. Doffoney announced that the District has contacted Dr. Eva Conrad, of the College Brain Trust, to act as the principle consultant to assist in the coordinated response to the Accrediting Commission for Community and Junior Colleges (ACCJC). If approved by the Board, Dr. Conrad would work with staff to craft initial documents which will then be vetted through the appropriate governance councils and the Board. He further added that those documents will ultimately comprise the reports submitted to ACCJC which are intended to fully disclose the progress that is being made. While each college will create specific responses to their particular recommendations, all responses will be reviewed for internal consistency.

B. Honor Retirees: As part of the Chancellor’s Report, Russell Flynn of Cypress College and Dorothy Owens-Whitehurst from the District Offices were honored upon their retirement from the District.

C. Also as part of the Chancellor’s report, Fred Williams, Vice Chancellor, Finance & Facilities, provided a budget update for the 2011-12 fiscal year based on the most recent information from Sacramento. The presentation outlined revenue projections, expenditure budgets, the District’s full-time faculty obligation, FTES targets, as well as ongoing revenue and expenses. Mr. Williams noted that while additional workload measure reductions and mid-year cuts are expected, no additional cuts to categorical programs are expected.

The overall ending balance for the 2011-12 fiscal year was $50.8 million, which reflects an increase of $5.4 million from the previous year due to negative COLA that did not materialize and growth funds that were not allocated. Mr. Williams also reported that the District has specifically set aside $19 million to handle the projected deficit.

(See Supplemental Minutes #1073 for a copy of the Budget Update presentation.)
In response to inquiries from the Board, the following was clarified: 1) while there will be no salary increases, step and column increases have been budgeted for; 2) benefits will remain the same, but annual premiums have increased for the District; 3) there are 2 new faculty hires this year; the anticipated student fee increase is not expected to materialize until the summer 2012 term; and 4) the full budget will be presented at the next Board meeting.

D. Mike Kasler, Cypress College President; Rajen Vurdien, Fullerton College President; and Chris Terry, School of Continuing Education Provost, reported on their respective campus activities.

COMMENTS

A. Pat Ganer expressed her appreciation of faculty's efforts to accommodate students during these difficult times, and noted that faculty should be mindful of the best interest of students when over-enrolling their classes.

B. Sean Chamberlin reported that the Fullerton College Academic Senate has asked faculty to stay as close to class limits as possible. He commended former Fullerton College Geology student Michelle Vitale for receiving the National Association of Geoscience Teachers' Outstanding Teaching Assistant Award, and also noted that the newly activated Fullerton College Faculty Senate Staff Development Committee is now under the leadership of Dr. Ken Collins.

C. Dale Craig reported on concerns with instructional programs at the La Habra site which might have been avoided if faculty's input would have been implemented.

D. Student Trustee Jennifer Caspellan expressed her gratitude for being able to attend the Student Trustees Workshop where she was elected Communications Officer for the California Community College Association of Student Trustees (CCCAST). She also reported on Cypress College campus activities.

E. Student Trustee Chris Sanchez reported on Fullerton College campus activities, and thanked the Board for the opportunity to attend the Student Trustees Workshop. He also extended an invitation to the Bienvenidos event on September 13, 2011, where Cruz Reynoso, Fullerton College alumnus and retired California Supreme Court Justice, will be the guest speaker.

F. Trustee Molly McClanahan reminded anyone interested in attending the speaking engagement of Supreme Court Associate Justice Stephen Breyer at the Richard Nixon Presidential Library to make a reservation. She also commented on a recent article in the Los Angeles Times on Lenny Vincent and Fullerton College students, who along with arachnologist Rick Vetter, are studying the brown widow spider.

G. Trustee Leonard Lahtinen noted that Trustee Jeff Brown was quoted on the front page of the Orange County Register in an article on new hydrogen technology and he encouraged everyone to attend the upcoming Dick Dale anniversary concert. He also commented on the fundraising success of the Columbia College Foundation to
receive matching funds from the Osher Foundation, attributed largely in part to the commitment of their Board of Trustees.

H. **Trustee Barbara Dunsheath** thanked Adjunct Faculty United for encouraging faculty to inform students, who are unable to add classes, to contact their elected representatives. She also referred to a book review she authored on *Higher Learning, Greater Good* which appears in the *Journal of the Faculty Association of California Community Colleges*.

**MINUTES:** It was moved by Trustee Molly McClanahan and seconded by Trustee Donna Miller that the Board approve the minutes of the Special Closed Session Meeting of August 6, 2011, as submitted. **Motion carried unanimously by those members present, including the Student Trustees’ advisory votes.**

It was moved by Trustee M. Tony Ontiveros and seconded by Trustee Leonard Lahtinen that the Board approve the minutes of the Regular Meeting of August 9, 2011, as submitted. **Motion carried, including the Student Trustees’ advisory votes, and Trustee Barbara Dunsheath abstaining from the vote.**

**FINANCE & FACILITIES:**

**Item 3.a:** By block vote, the Board adopted a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §85311 of Title 5 of the California Code of Regulations.

Further authorization was granted to rescind previous resolutions and to immediately close any open accounts not listed on the resolution.

Additional authorization was granted to require two authorized signatures on each check on every account, and that account signers, banks, and credit unions not be authorized to issue counter checks or cashier’s checks on any of the accounts.

**Item 3.b:** By block vote, authorization was granted to file the Notice of Completion for Energy Efficient Replacement of the Various Existing Air Conditioning Systems at Cypress College, with PPC Air Conditioning, Inc., and release the final payment when due.

**Item 3.c:** Upon clarification on who the College Brain Trust is, it was moved by Trustee Leonard Lahtinen and seconded by Trustee Donna Miller to grant approval to enter into a contract with College Brain Trust, for Consultant Services to facilitate and act as a resource to address the Accreditation Recommendations regarding planning and budget within the Master Plan, in an amount not to exceed $35,000, plus $1,000 for travel reimbursement, effective August 24, 2011, through February 29, 2012. **Motion carried unanimously by those members present, including the Student Trustees’ advisory votes.**

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to execute the agreement on behalf of the District.
Item 3.d: By block vote, authorization was granted to award quotation PS89390, Installation of Floor Covering for the Fine Arts Department Dance Studio at Cypress College, to American Harlequin Corp., in the amount of $47,802.42.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to execute the agreement and approve and forward to the Board for ratification any further specification charges up to 10% of the original contract or $15,000, whichever is greater, on behalf of the District.

Item 3.e: By block vote, authorization was granted to enter into an agreement with The Liquidation Company to conduct an auction for the sale of surplus and obsolete supplies and equipment on August 27, 2011. The auction company will collect the gross proceeds from the sale; the proceeds will be split between the District (65%) and the auction company (35%).

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to execute the contract on behalf of the District.

Item 3.f: By block vote, authorization was granted to amend the agreement with Securtec, Inc. for on-site patrol services for the Fullerton College Technology & Engineering Complex Project to increase the contract amount by $1,949 from $76,591 to $78,540.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to execute the agreement on behalf of the District.

Item 3.g: Subsequent to discussion on the impact of instructional programs, it was moved by Trustee Molly McClanahan and seconded by Trustee Jeff Brown, to grant approval to amend the agreement with R2A Architecture for architectural services for the La Habra Swing Space for the Fullerton College Technology & Engineering Complex Project and increase the contract amount by $31,820 from $568,829 to $600,649. The term of the contract remains the same. Motion carried unanimously by those members present, including the Student Trustees' advisory votes.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the amendment to the agreement on behalf of the District.

Item 3.h: By the block vote, the Board ratified the current change orders for the public works projects listed per the Change Order Request, with a total of $37,606.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute each contractor agreement on behalf of the District.

Item 3.i: By block vote, authorization was granted to enter into an agreement with PlanNet Consulting Services to provide Network Assessment Services to Fullerton College at a cost not to exceed $30,000.
Further authorization was granted for the Vice Chancellor, Finance & Facilities, to execute the agreement on behalf of the District.

Item 3.j: By block vote, the Board approved the resolution to establish a Capital Outlay sub-fund with the Orange County Department of Education.

Item 3.k: By block vote, authorization was granted to enroll the Fullerton College Technology & Engineering Complex Replacement Project in the Alliance of Schools for Cooperative Insurance Program's (ASCIIP) Owner-Controlled Construction Insurance Program (OCIP) for the total cost of $556,441, 90% of which will be paid from State Capital Outlay funds and 10% will be the District's match, retroactive July 19, 2011.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to execute any and all documents related to participation in the program on behalf of the District.

HUMAN RESOURCES:

Item 4.a: By the block vote, authorization was granted for the following academic personnel matters, which are within budget:

RETIREMENT

Stanger, Claudia
FC English Instructor
Eff. 12/17/2011
PN FCF728

RESIGNATION

Coletta, Michelle
FC Music Instructor
Eff. 07/14/2011
PN FCF828

CHANGE IN SALARY CLASSIFICATION

Abutin-Mitsch, Jeannie
CC Counseling Instructor (ADJ)
From: Column 1, Step 0
To: Column 1, Step 1 (Schedule A)
Eff. 08/15/2011

Anton, Emma
CC Radiological Technology Instructor (ADJ)
From: Column 1, Step 1
To: Column 1, Step 2
Eff. 08/15/2011

Biggs, Steven
FC Theater Instructor (ADJ)
From: Column 1, Step 1
To: Column 1, Step 2
Eff. 08/15/2011
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<td>Botta, Valerie</td>
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<td>Breen Theresa</td>
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<td>Haley Peaslee, Denise</td>
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<td>Class B</td>
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<td>Pantano, Lynne</td>
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<td>Pashaie, William</td>
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<td>Librarian</td>
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Eff. 08/10/2011

Sak, Kathleen
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To: Column 1, Step 1
Eff. 08/15/2011

Skaar, Suzy
CC Photography Instructor (ADJ)
From: Column 1, Step 1
To: Column 1, Step 2
Eff. 08/15/2011

Terranova, John
FC English Instructor (ADJ)
From: Column 1, Step 1
To: Column 1, Step 2
Eff. 08/15/2011

Urquidi, Carlos
CC Air Conditioning & Refrigeration Instructor
From: Class D
To: Class E
Eff. 08/10/2011

Vu, David
SCE Short Term Vocational Instructor (ADJ)
From: Column 2, Step 0
To: Column 2, Step 1
Eff. 09/12/2011

White, Todd
CC Biological Sciences Instructor (ADJ)
From: Column 3, Step 0
To: Column 3, Step 1
Eff. 08/15/2011

Willis, Marc
FC Earth Sciences Instructor
From: Class C
To: Class D
Eff. 08/10/2011

Wcng, Suzanne
FC Music Instructor (ADJ)
From: Column 1, Step 2
To: Column 2, Step 2
Eff. 08/15/2011

Zuluaga, Lorraine
SCE ESL Instructor (ADJ)
From: Column 2, Step 0
To: Column 2, Step 1
Eff. 09/12/2011

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS-2011 SUMMER INTERSESSION
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**LEAVES OF ABSENCE**

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**TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2011 FALL SEMESTER TRIMESTER**

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<td>Wall, David</td>
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**TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL**

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**TEMPORARY ACADEMIC HOURLY-SUBSTITUTES**

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**TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES**

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Stipend not to exceed $50
Eff. 08/29/2011

Tanouye, Ann  SCE  CTE Staff Development Workshop
Early Childhood Education
Stipend not to exceed $50
Eff. 08/31/2011

Wahba, Remon  SCE  CTE Staff Development Workshop
Pharmacy Technician
Stipend not to exceed $50
Eff. 08/29/2011

Yeon, Jennifer  SCE  CTE Staff Development Workshop
Pharmacy Technician
Stipend not to exceed $50
Eff. 08/29/2011

STUDENT INTERNS WITHOUT PAY

Beyer, Bryan  FC  Library and Learning Resource Center
Eff. 08/24/2011-12/16/2011

Cook, Kyle  FC  Sociology Department
Eff. 08/24/2011-12/16/2011

Freis, Jessica  FC  Counseling Division
Eff. 08/24/2011-12/23/2011

Rodriguez, Maura  FC  EOPS Department
Eff. 08/24/2011-12/16/2011

Item 4.b: By the block vote, authorization was granted for the following classified personnel matters, which are within budget:

RESIGNATION

Munoz, Michelle  SCE  Instructional Assistant/DSPS
11-month position (100%)
Eff. 9/06/2011
PN SCC921

NEW PERSONNEL

Chaundhry, Mohammad  CC  Library Assistant II
12-month position (100%)
Range 36, Step A+5% Shift
Eff. 9/01/2011
PN CCC963
VOLUNTARY CHANGE IN ASSIGNMENT

Carpenter, Terry  CC  Temporary Executive Assistant (100%)

End of Temporary Assignment
Eff. 8/29/2011

Carpenter, Terry  CC  Administrative Assistant I (50%)

Temporary Change in Assignment and Increase in Percent Employed
To:  CC Administrative Assistant I (50%)
     Range 33, Step E+5% Long
     CC Administrative Assistant II (50%)
     Range 36, Step E+5% Long
     Eff. 8/30/2011 – 6/30/2012

Fraser, Charlesworth  FC  Laboratory Clerk/Chemistry
                        12-month position (100%)

Temporary Change in Assignment
To:  FC Laboratory Technician/Physical Science
     12-month position (100%)
     Range 36, Step D
     Eff. 6/21/2011 – 12/16/2011

Jimenez, Victor  CC  Facilities Custodian II (100%)

Temporary Change in Assignment
To:  CC Facilities Custodian Coordinator II
     12-month position (100%)
     Range 34, Step D+10% Shift+20% Long
     Eff. 7/07/2011 (2 hrs), 7/15/2011 (8 hrs),
     7/18/2011 – 7/22/2011 (8 hrs/day),
     7/27/2011 (8 hrs)

Sanchez, Patricia  FC  Executive Assistant
                        12-month position (100%)
                        PN FCC966

Permanent Lateral Transfer
To:  CC Executive Assistant
     12-month position (100%)
     Eff. 8/30/2011
     PN CCC832

Santana, Layna  FC  Production Center Specialist (75%)
Temporary Change in Assignment and Increase in Percent Employed
To: FC Production Center Coordinator
11-month position (100%)
Range 34, Step D+15% Long+PG&D

VOLUNTEER PERSONNEL WITHOUT PAY

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<tr>
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<td>Veteran's Work Study</td>
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**Item 4.c:** By the block vote, authorization was granted for the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1073 for a copy of the professional expert personnel listing.)

**Item 4.d:** By the block vote, authorization was granted for the hourly personnel per the hourly personnel listing.

(See Supplemental Minutes #1073 for a copy of the hourly personnel listing.)

**GENERAL:**

Item 5.a: It was moved by Trustee Molly McClanahan and seconded by Trustee M. Tony Ontiveros that the Board appoint Donna Miller as the District's trustee representative and Wayne Wedin as the District's community representative on the Orange County Community Colleges Legislative Task Force for the 2011-12 year. **Motion carried unanimously by those members present, including the Student Trustees' advisory votes.**

**CLOSED SESSION:** At 7:19 p.m., Board President Barbara Dunsheath adjourned the meeting per the following sections of the Government Code:
Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR JEFF HORSLEY, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 1606, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.

Per Section 54956.95: LIABILITY CLAIMS

Claimant: Mohammad Entezampour
Agency Claimed Against: NOCCCD

RECONVENE OPEN SESSION: At 8:58 p.m., Board President Barbara Dunsheath reconvened the meeting in open session and reported the following action taken in closed session:

It was moved by Trustee M. Tony Ontiveros and seconded by Trustee Donna Miller to approve the settlement as recommended in the matter of Mohammad Entezampour. Motion carried unanimously by those members present.

ADJOURNMENT: At 9:00 p.m., it was moved by Trustee Molly McClanahan and seconded by Trustee Donna Miller to adjourn the meeting. Motion carried unanimously.