

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

AGENDA

May 28, 1992

BOARD MEETING

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - A. Approval of Agenda
 - B. Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
 - A. For Approval
 - 1. Minutes--April 23, 1992 Regular Board Meeting and Executive Session, April 30, 1992 Special Board meeting, and May 13, 1992 Special Board meeting and Executive Session Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for April 17, May 1, and May 15, 1992. Estimated payrolls for May 16 through July 10, 1992 Exhibit VI-A-2
 - B. For Information
 - 1. Financial Statements Exhibit VI-B-1
 - 2. Committee and Liaison Reports Exhibit VI-B-2
 - 3. Grants and Gifts Status Report Exhibit VI-B-3
- VII. Approval of Bid Awards/Purchase Orders/No Award Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Action Sheets Exhibit VIII-A
 - B. RECOMMENDATION: Addendum to TSI Contract Exhibit VIII-B
 - C. RECOMMENDATION: Employment of Architect for 1992-93 Life Safety Repair and Renovation Projects Exhibit VIII-C
 - D. RECOMMENDATION: Prevailing Wage Act Exhibit VIII-D
 - E. RECOMMENDATION: Renewal of Lease--Northeast Center Exhibit VIII-E
 - F. RECOMMENDATION: Cooperative Agreement--Shriners Hospitals for Crippled Children Exhibit VIII-F
 - G. RECOMMENDATION: Second Reading and Adoption of Equal Employment Opportunity and Affirmative Action Program Exhibit VIII-G

IX. Other Business

X. President's Report

XI. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, May 28, 1992.

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Norwood on Thursday, May 28, 1992 at 8:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Coste, Howard, Moats, Norwood, and Student Member Sprake-Jones

Absent: Member Bakas

Also Present: Paul Thompson, President; Vern Manke, V.P. Administrative Services; Bonnie Henry, V.P. Student Affairs; Susan Webb-Kmiec, Recording Secretary; Felice Avila; Ted Agresta; Sam Barbara; Vic Berner; Larry Bielawa; Pat Bourke; Steve Catlin; Tom Choice; Marilyn Comer; Julie Ellefson-Kuehn; Rich Geary; Bill Howard; Lorel Kelson; Thea Keshavarzi; Joan Kindle; Sylvia Kingsley; Jack Lucas; Diane Westney, Harper College. Son Tran and Matt Eisman, Harper College students. Technology Services, Inc.: Jeff Gronemeyer; Dan Mooney; Barry Poulson. Trish Lichtenstein, Paddock Publications. Guest: Mike Gilfillan, Legat Architects.

CITIZEN PARTICIPATION: President Thompson recognized two Harper College students who represent the standard of excellence strived for at Harper College.

Son Tran is a computer science student and a Phi Theta Kappa scholar. He has become a valued member of the computer science department, and graduated this year with a 3.9 GPA. Son has earned the Transfer Leadership Scholarship to the Illinois Institute of Technology. He will pursue a Bachelor's degree in Computer Science.

Matthew Eisman was named to the Third Team of the Academic All-American Team competition for 1991-92 by the American Association of Community and Junior Colleges in co-sponsorship with USA Today and Phi Theta Kappa. In addition, Boston University has selected Matt as a Boston University Transfer Trustee scholar for 1992. He graduated from Harper College with an Associate in Arts degree and a 3.65 GPA, and will pursue a degree in law.

Citizen
Participation
(cont'd)

President Thompson introduced Mike Gilfillan from Legat Architects. Mr. Gilfillan displayed a rendering of the new Liberal Arts Classroom building that will be under construction from August 1992 through approximately November 1993. Copies of information regarding the building were distributed. This building will link Buildings A, C, P and the Library. This is the first phase of a multi-phase campus development project. Other projects include the renovation of Building F, renovation and remodeling of Building A, and consideration for the future Performing Arts Building which would be attached directly to this new building. Member Barton asked if this was for the addition of one or two Performing Arts buildings. Mr. Gilfillan answered that either option was available. President Thompson stated that an update on the master plan will be presented in June or July. President Thompson asked what the timetable is for this project. Mr. Gilfillan responded that the bid specifications will be printed on June 1, bids will be received in approximately one month, contracts will be awarded shortly thereafter, and construction will then begin.

Member Barton asked if the exterior work would be completed before winter. Mr. Gilfillan answered that it will.

COMMUNICATIONS:

Member Moats read a letter from Francis Larue thanking the Board and President Thompson for the check sent in memory of her husband, Robert. Pam Block sent a card thanking President Thompson, the Board and other Harper employees for the cards and thoughts she received on the sudden death of her father. A letter of thanks was received from Dick Kingdon, Lee Vogel-Kingdon's husband, for the flowers for his daughter Alicia's memorial service, and included was a portion of her memorial service to share with the Board.

UNFINISHED
BUSINESS:

Chairman Norwood noted that there would be an addition to the agenda, Exhibit VII-D, a change order concerning Building D.

Approval of Agenda

Member Barton moved, Student Member Sprake-Jones seconded, that the agenda be approved as amended.

In a voice vote, the motion carried.

Student Trustee
Report

Student Member Sprake-Jones had no report.

CONSENT AGENDA

Member Howard moved, Member Barton seconded, approval of the Consent Agenda, including the minutes of the April 23, 1992 Regular Board meeting and executive session, April 30, 1992 Special Board meeting, and May 13, 1992 Special Board meeting and executive session; bills payable, payrolls for April 17, May 1, and May 15, 1992; estimated payrolls for May 16 through July 10, 1992; for information, financial statements; committee and liaison reports; and grants and gifts status report; as described in Exhibits VI-A-1, VI-A-2; VI-B-1, VI-B-2, and VI-B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable

| | | |
|---|----|--------------|
| Education Fund | \$ | 654,638.13 |
| Operations & Maintenance Fund | | 288,265.24 |
| Operations & Maintenance Fund (Restricted) | | 27,858.36 |
| Auxiliary Fund | | 161,693.21 |
| Restricted Purposes Fund | | 59,196.83 |
| Trust & Agency Fund | | 1,263,536.94 |
| Liability, Protection & Settlement Fund | | 42,929.42 |
| Federal Funds | | 183,124.36 |

Payroll

The payroll of April 17, 1992 in the amount of \$1,261,960.12, payroll of May 1, 1992 in the amount of \$1,269,301.59, and payroll of May 15, 1992 in the amount of \$1,293,672.21; estimated payroll of May 16, 1992 through July 10, 1992 in the amount of \$3,882,905.31; estimated utility bills in the amount of \$120,000.00; payment to Linotype-Hell Co. for capital equipment in the amount of \$68,637.50; payment to Zeller & Letica for other services in the amount of \$344.00; payment to Ambassador Office Equipment for maintenance service in the amount of \$439.00; payment to Dubs Co. for engineering services in the amount of \$14,411.00; payment to Beiling Consultants for capital outlay in the amount of \$13,425.75; payment to Comark Inc. for capital outlay in the amount of \$359.00; payment to Baker & Taylor for books in the amount of \$282.20; payment to NW Suburban Furniture Service for capital equipment in the amount of \$2,500.00; payment to AC Dyna-Tite

Consent Agenda
(cont'd)

for materials in the amount of \$5.88; payment to West Publishing Co. for materials in the amount of \$47.25; payment to Western Business Systems for office supplies in the amount of \$3,010.10; and payment to Epos Corp. for equipment in the amount of \$44,485.00.

Financial
Statements

There were no questions regarding the Financial Statements.

Grants and Gifts
Status Report

There were no questions regarding the Grants and Gifts Status Report.

Ayes: Members Barton, Born, Coste,
Howard, Moats, and Norwood.

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

BID AWARDS:

Member Howard moved, Member Born seconded, approval of the bid awards in Exhibit VII-A, and including the change order in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Manke explained the added change order concerning Building D. Mr. Manke had received a call on the morning of May 28 that the contractors encountered some unforeseen conditions in the process of renovating the bathrooms. These included a deteriorating subfloor due to water leakage, broken drain lines, and deteriorating electrical sources such as conduit and wiring in the walls. The total cost to correct these deficiencies is \$21,387.13 as determined by the contractor and Legat Architects.

Ex. VII-A1 Award bid Q8448 to UARCO, Inc. the low bidder for computer paper, in the amount of \$20,973.19.

Ex. VII-A2 Award bid Q8455 to Universal Elevator Co., the low bidder for elevator maintenance, and renewal for one year if service is satisfactory, in the amount of \$6,720.00.

Bid Awards
(cont'd)

- Ex. VII-A3 Award bid Q8458 to Ward's Natural Science Establishment, the only bidder meeting specifications for student tables, in the amount of \$5,160.00.
- Ex. VII-A4 Award bid Q8457 to Fisher Scientific Co., the low bidder for the lab chairs, in the amount of \$6,264.00.
- Ex. VII-A5 Award bid Q8456 to Computers, Etc. in the amount of \$308.00, Nabih's, Inc. in the amount of \$8,793.60, and IBM Corp. in the amount of \$9,168.00, the low bidders meeting specifications for IBM computers and peripheral equipment, for a total of \$18,269.60.
- Ex. VII-A6 Award bid Q8452 to Gandalf Systems, Corp., the only bidder for a maintenance agreement covering Gandalf computer equipment, in the amount of \$9,240.00.
- Ex. VII-A7 Award bid Q8454 to Motorola Field Services Division, the only bidder for a maintenance agreement covering Sun computer hardware, in the amount of \$6,288.30.
- Ex. VII-A8 Award bid Q8461 to IBM Corp. in the amount of \$13,587.00 and to MicroAge Computer Store in the amount of \$199.00, the low bidders for a file server and peripheral equipment, for a total of \$13,786.00.
- Ex. VII-A9 Award bid Q8462 to Sears Business Centers, the low bidder for the laser printers, in the amount of \$14,607.00.
- Ex. VII-A10 Award bid Q8449 to Whitaker Carpenter Paper in the amount of \$58,923.20 and Nationwide

Bid Awards
(cont'd)

Paper Co. in the amount of \$22,843.87, the low bidders for recycled paper for the Print Shop, for a total of \$81,767.07.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste,
Howard, Moats, and Norwood
Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

Purchase Orders

Member Barton moved, Member Howard seconded, the approval of the purchase orders as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-B1 Approve issuance of a purchase order to Gandalf Systems Corporation for an upgrade to the Gandalf data switch in the amount of \$14,507.64.
- Ex. VII-B2 Approve issuance of a change order to purchase order D53711 issued to Hewitt Associates for the Classified Salary Survey in the amount of \$19,700.00 for a new total of \$76,426.00.
- Ex. VII-B3 Approve issuance of a purchase order to MACRO 4, Inc. for the rental of software, in the amount of \$25,284.00.
- Ex. VII-B4 Approve issuance of a purchase order to CEB McDonald for Ferranti mathematics software in the amount of \$10,800.00.
- Ex. VII-B5 Approve issuance of a purchase order to American College Testing Program, Inc. for a licensing and maintenance agreement for the use of the Student Financial Aid Software System, in the amount of \$20,412.00.

Purchase Orders
(cont'd)

- Ex. VII-B6 Approve issuance of a purchase order to Sterling Software, Inc. for TRACS mainframe software in the amount of \$8,700.00.
- Ex. VII-B7 Approve issuance of a purchase order to Integral Systems, Inc. for a maintenance agreement for the Human Resource Software System, in the amount of \$37,944.00.

Member Born questioned the change order in Exhibit VII-B2 for \$19,700.00, and asked who determines and approves a significant over-run such as this. President Thompson responded that this choice was made by the College. Mr. Moats asked if this was charged on an hourly rate; Mr. Manke responded that it was. There was an underestimation on our part concerning the time needed to get the required information by the July 1 fiscal year.

Member Moats asked for an explanation of the software purchase in Exhibit VII-B7. Dan Mooney explained that this maintenance is for the personnel payroll system, and supports changes in tax tables, enhancements to the system, etc. This is basically what we have been paying in the past, with some increase in cost each year. Member Moats asked if this software is part of that being replaced. Mr. Mooney responded that there are no current plans to replace this. The software being replaced is in the student and financial systems exclusive of the payroll personnel system, which is a relatively recent acquisition. Member Coste asked what the maintenance consists of. Mr. Mooney answered that it keeps up to date with the regulations associated with payroll changes and tax tables. Member Coste asked if the present staff could perform this task. Mr. Mooney stated that it is less expensive than adding additional staff, and that the current staff is not sufficient to handle the work load. Elena Pokot added that changes associated with the direct deposit system being implemented this year will be handled by this software.

Purchase Orders
(cont'd)

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste,
Howard, Moats, and Norwood

Nays: None

Motion carried. Student Member Sprake-
Jones voted aye.

No Award

Member Howard moved, Member Born seconded,
approval of the No Award of bid request Q8459
for furniture for the Business and Social
Science Division, as outlined in Exhibit VII-C
(attached to the minutes in the Board of
Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste,
Howard, Moats, and Norwood

Nays: None

Motion carried. Student Member Sprake-Jones
voted aye.

NEW BUSINESS
Personnel Actions

Member Barton moved, Member Born seconded, the
approval of the personnel actions as listed in
Exhibit VIII-A (attached to the minutes in the
Board of Trustees' Official Book of Minutes).

Administrative Appointments

Thomas Choice, Assistant to the Vice President
of Academic Affairs, 7/01/92,
\$53,000

Faculty Appointments

Barbara Bakel, Instructor, Technology,
Mathematics and Physical Science,
8/18/92, \$29,240

Patricia Kalanquin, Instructor, Liberal Arts,
8/18/92, \$32,138

Sandra Kreiling, Instructor, Life Science &
Human Services, 8/18/92, \$32,138

Susan Overland, Instructor, Physical
Education, Athletics and Recreation,
8/18/92, \$32,138

Professional/Technical Appointments

Jolene Frazier, Program Specialist, Women's
Program, 5/26/92, \$28,000

Tyra Imes-Salasel, Program Specialist,
Women's Program, 5/26/92, \$28,000
Ronald Tunis, Program Specialist, Women's
Program, 5/26/92, \$28,000

Classified Appointments

Michael Held, Information and Facilities
Coordinator, Registrar's Office,
5/18/92, \$21,509
Teresa Bachara, Secretary II, Liberal Arts,
5/18/92, \$24,452

Terminations

Faculty Terminations

Denise Huftalin, Counselor, Student
Development, 7/31/92, 10 months

Professional/Technical Terminations

Benjie Loanzon, Area Tutor Coordinator,
Tutoring center, 4/06/92, 7 months
Kathy Gilmer, Economic Development, Corporate
Services, 5/13/92, 7 years

Supervisory/Confidential Terminations

Mary Ann Clemens, AED Business-BASED
Coordinator, Adult Educational
Development, 5/29/92, 5 months

Classified Terminations

Lynne Lutman, Clerk Typist I, Financial Aid/
Veterans' Affairs, 4/30/92, 3 years
Gloria Tellschow, Administrative Secretary,
Office of Community and Program
Services, 5/15/92, 2 years

Ayes: Members Barton, Born, Coste,
Howard, Moats, and Norwood

Nays: None

Motion carried. Student Member Sprake-Jones
voted aye.

Member Howard noted that Kathy Gilmer has
resigned to take a new position to head the
new Northern Illinois University facility in
Hoffman Estates. Member Howard recognized
Ms. Gilmer as an outstanding employee at
Harper and for the tremendous leadership that
she has demonstrated. President Thompson
added his thanks to Kathy for her
contributions to Harper, and felt that her

Personnel Actions
(cont'd)

appointment establishes a nice link for Harper to Northern Illinois University's new site.

TSI Contract
Renewal

Member Barton moved, Member Howard seconded, that the Board approve the contract renewal with Technology Specialists, Inc. as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Born stated that although she will support this action, she does so reluctantly because of her concern with the amount of money being spent with TSI. She requested that now that Mr. McShane is on staff, we get our own people in place as soon as possible, which should reduce the amount of money spent with TSI.

Member Moats stated that he could not support this action because it is not a cost effective way of dealing with the computer challenges faced by Harper College. Member Coste responded that he has the same reservations as Members Born and Moats.

President Thompson noted that TSI has performed in an excellent manner within the parameters of the contract that was established this past year. He agreed that cost effectiveness is always questionable when spending large sums of money, but felt that TSI has done everything possible to be conservative in their purchases.

Member Barton added that she has gotten feedback from Harper staff that they have learned a good deal and their level of computing knowledge has improved because of their contact with TSI. President Thompson noted that part of the TSI contract dealt with providing learning opportunities to the Harper College staff, and TSI has lived up to that plan.

Chairman Norwood stated that she would support this motion, but she commented that she does agree with Member Born, and hopes that once the new Vice President takes over, we will be able to see additional savings in this area.

TSI Contract
Renewal
(cont'd)

Ayes: Members Barton, Born, Howard,
and Norwood

Nays: Members Coste and Moats

Motion carried. Student Member Sprake-Jones
voted aye.

Employment of
Legat Architects

Member Moats moved, Member Coste seconded,
that the Board approve the employment of Legat
Architects, Inc. to provide architectural
services for the 1992-93 Repair and Renovation
projects as outlined in Exhibit VIII-C
(attached to the minutes in the Board of
Trustees' Official Book of Minutes).

Member Born asked why this type of job does
not go out to bid. President Thompson replied
that any professional service contract does
not require a bid process.

Ayes: Members Barton, Born, Coste,
Howard, Moats and Norwood

Nays: None

Motion carried. Student Member Sprake-Jones
voted aye.

Prevailing Wage
Act

Member Coste moved, Member Moats seconded,
that the Board adopt the Prevailing Wage Act
resolution and authorize the Secretary of
the Board to file a certified copy with the
Secretary of State and the Illinois Department
of Labor, as outlined in Exhibit VIII-D
(attached to the minutes in the Board of
Trustees' Official Book of Minutes).

Ayes: Members Barton, Born, Coste,
Howard, Moats and Norwood

Nays: None

Motion carried. Student Member Sprake-Jones
voted aye.

Renewal of Lease -
Northeast Center

Member Howard moved, Member Coste seconded,
that the Board approve the lease agreement for
the Stevenson School facility for 1992-93 as
outlined in Exhibit VIII-E (attached to the
minutes in the Board of Trustees' Official
Book of Minutes).

Northeast Center
Lease (cont'd)

Member Barton asked if this action will have any effect on the future purchase of this or other facilities. President Thompson responded that the earliest that the Rand facility would have been available would have been 1993, so this gives Harper a good location until then.

Member Born asked when the Americans with Disabilities Act regulation comes into effect requiring Harper to have a permanent facility. President Thompson answered that some of the requirements of the ADA became law in January of this year, with others phased in at different periods. Member Born asked if we will be complying by still being in this building. Mr. Manke replied that we will be.

Member Coste noted that we have 13 months in which to make a final decision. President Thompson responded that a decision should be made by December. Member Coste stated that this building could have been bought two years ago for a relatively modest sum, and felt that if the economy turns around, this building may be sold for a higher price. President Thompson stated that there is a verbal agreement that Harper College would get first option on buying the building if another offer is made. Member Coste felt that a committee should be formed to study this and other sites and make a final decision regarding a permanent facility. President Thompson and other Board members agreed. Chairman Norwood appointed an Ad Hoc committee to work with the administration on this subject. Members Born and Barton volunteered to work with Member Coste on this. The committee will complete their work by November and report to the Board at the December 1992 meeting.

Ayes: Members Barton, Born, Coste,
Howard, Moats, Norwood

Nays: None.

Motion carried. Student Member Sprake-Jones voted aye.

Cooperative Agreement with Shriner's Hospital

Member Moats moved, Member Howard seconded, that the Board approve the Cooperative Agreement between William Rainey Harper College and Shriner's Hospitals for Crippled Children, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ayes: Members Barton, Born, Coste, Howard, Moats, Norwood

Nays: None.

Motion carried. Student Member Sprake-Jones voted aye.

Equal Employment Opportunity and Affirmative Action Program

Member Moats moved, Member Howard seconded, that the Board approve the adoption of the revised Equal Employment Opportunity and Affirmative Action Program, as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Born asked why "unfavorable discharge from the military service" is included in this document. Larry Bielawa answered that this is included by Federal and State order, and has been there included for at least 10 years. Student Member Sprake-Jones noted that an unfavorable discharge differs from a dishonorable discharge.

Ayes: Members Barton, Born, Coste, Howard, Moats, Norwood

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

OTHER BUSINESS

Chairman Norwood noted that there would be an Executive Session at the end of the regular meeting for the purpose of discussing the appointment, employment and dismissal of personnel.

PRESIDENT'S REPORT

President Thompson reported on the Business and Education Partnership Conference held at Harper College on this day, May 28. Over 200 people participated in this presentation and panel discussion concerning the relationships established between education and

President's Report
(cont'd)

business through partnerships. A video done by Harper College was shown highlighting the excellence existing in the schools through cooperative business partnerships in the area. President Thompson was able to meet with business counterparts and discuss their needs and how Harper could fit in.

President Thompson commended Member Howard for the leadership she has provided for Northwest 2001. Member Howard expressed her gratification in hearing from both major corporations and smaller businesses concerning the innovative and cooperative partnerships being developed at every level. She also felt that this was a very positive step for Harper in terms of our image in the community.

President Thompson commented on the excitement on campus at this time of year because of the awards banquets, commencement activities, etc. He extended his congratulations to all of the graduates and their families, and his thanks to all those involved at Harper to make these events successful. President Thompson also commended Member Larry Moats for his excellent commencement address.

President Thompson acknowledged the efforts of the Harper journalism students who were involved in the publication of "Write Now", as part of their Copy Editing and News Reporting class.

The Higher Education Consortium continues its efforts as a growing and important part of the roll in finding ways for community college students to go on to Junior/Senior level work.

Harper College has several presenters scheduled at the Leadership 2000 program to be held July 19 through July 22 in Chicago. Those wishing to attend should contact the President's office.

The Illinois Senate adopted a resolution on April 1, 1992 congratulating Harper College on the Workforce Preparation award received from the ICCB. This resolution was sponsored by Virginia Macdonald, and President Thompson has received an official copy, and again thanked those who contributed to that award.

President's Report
(cont'd)

Member Coste requested that all Board members receive a copy of the present lease for the Northeast Center, as well as the comprehensive information available on that building.

President Thompson reminded the Board of the ICCTA meeting on June 11 - 13.

Diane Callin of the Faculty Senate has requested a meeting on June 11 with the Board members previously chosen to work on bargaining issues. Because of the ICCTA meeting, another date will be selected.

EXECUTIVE SESSION

Member Coste moved, Member Born seconded that the Board adjourn into executive session for the purpose of discussing the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

Ayes: Barton, Born, Coste, Howard,
Moats, and Norwood

Nays: None

Motion carried. Student Member Sprake-Jones voted aye, and the Board adjourned into executive session at 8:50 p.m.

Following executive session, it was moved and seconded that the Board return to regular session. In a voice vote, motion carried and the Board returned to regular session at 10:14 p.m.

ADJOURNMENT

Member Howard moved, Member Bakas seconded, that the meeting be adjourned.

In a voice vote the motion carried, and the meeting adjourned at 10:15 p.m.

Chairman

Secretary