



BOARD OF TRUSTEES REGULAR MEETING

Minutes
March 19, 2019

The Clark State Community College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, March 19, 2019. Chairman Brad Phillips presided and called the meeting to order at 6:17 p.m.

Roll Call:

Present: Andy Bell, Jim Doyle, Sharon Evans, Kyle Hall, Maurice McDonald, Peggy Noonan, Vice Chair David Ball, Chairman Brad Phillips, and President Jo Alice Blondin

Excused: Mike McDorman

Others Present: Lesli Beavers, Director of Workforce and Business Solutions; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Travis Binkley, Assistant Dean of Advising and Enrollment Services, Greene Center; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; Scott Dawson, Assistant Professor, Arts and Sciences; Dr. Theresa Felder, Senior Vice President of Student Success; Ron Gordon, Dean of Enrollment Services; Dr. Tiffany Hunter, Vice President of Academic Affairs; Natalie Johnson, Associate Dean, Greene County Campuses; Crystal Jones, Assistant Dean of Business and Applied Technologies; Daylan Lanier*, student; Naomi Louis, Dean of Arts and Sciences; Dr. Victoria Marling, Professor, Business and Applied Technologies/Faculty Senate President; Laurie Means, Executive Director of Marketing; Kathy Nelson, Controller; Toni Overholser, Director of the Foundation; Diane Roux, Associate Professor, Business and Applied Technologies; Gwen Stevenson, Interim Dean of Health, Human and Public Services; Amy Sues, Dean of Institutional Effectiveness, Planning and Assessment; Mellanie Toles, Assistant to the President; Larry Wakefield, Vice President for Business Affairs; Nathan Walters, Network and Systems Administrator/Staff Senate President; Laura Whetstone, Director of Human Resources; Anarra Williams, Vice President of Student Senate; Mia Yaniko, Assistant Attorney General – Education Section, Ohio Attorney General’s Office; and Nina Wiley, Dean of Student Engagement and Support Services

Oath of Office

President Blondin administered the Oath of Office to reappointed Trustee Peggy Noonan.

Recognition of Guests

Chairperson Phillips welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Student Success Story

Travis Binkley, Assistant Dean of Advising Services, introduced Daylan Lanier, a basketball player and soon-to-be-graduate with an associate of science degree.

Mr. Lanier shared that he has been through some tough things in his life, and school was never really his thing. He lost loved ones along the way and never thought he would be successful in school, but Clark State faculty, staff, coaches and other players really helped him through the rough times. The relationships he formed with some of them outside the College helped him stay on track to graduate, and he is proud to know and say that he will graduate now. He noted that he had been to four other colleges before Clark State, and the faculty, staff and coaches are not just here for a paycheck; they really bond with students and care about what they go through. This is what made the difference for him. He was overwhelmed by the support he received and the fact that he will really graduate in May. He sincerely thanked the Clark State family for making it possible. When asked about his future plans, Mr. Lanier indicated that he would like to go into Sports Management and become an agent; he will most likely go to Wright State or Urbana University since he lives in Dayton.

Chairman Phillips thanked Mr. Lanier for taking the time to share his uplifting story and wished him continued success.

Approval of Minutes

Chairman Phillips asked for a motion to approve the minutes of the Reorganization and Regular Board Meetings held on January 15, 2019. Trustee Bell made a motion to approve the minutes as written; Trustee Doyle seconded, and the motion passed unanimously.

*Mr. Lanier exited the meeting at 6:25 p.m.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Friday, March 15, at 7:30 a.m. in TLC Room 113. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, Sharon Evans, Peggy Noonan; Brad Phillips, Board Chair; Dr. Blondin, President; Dr. Theresa Felder, Senior Vice President of Student Success; Dr. Matt Franz, Vice President of Information Technology; Dr. Tiffany Hunter, Vice President of Academic Affairs; Larry Wakefield, Vice President for Business Affairs; Laurie Means, Executive Director, Marketing; Adele Adkins, Executive Director, Performing Arts Center; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; Susan Kelly, Recorder.

Agenda items included:

- Approval of February 20, 2019 Meeting Minutes - ACTION
- Monthly Financial Report
- Rhodes Hall Update
- Banking – Information Gathering Update
- Mercy Primary Care Clinic Update
- Faculty/Staff Compensation Market Study Update (Findley)

- Tuition Reimbursement Policy Change
- Dayton Region Priority Development and Advocacy Committee (PDAC)
- Other Business
- Next Meeting – April 10, 2019, at 7:30 a.m. – TLC Room 113

Financial Statements through February 2019

A report detailing the Revenues and Expenses through February 28 was distributed to Trustees prior to the meeting. It was noted that the first column reflected the FY 2018-2019 Annual Budget. The following was also noted:

State Share of Instruction (SSI) reflects the original projection from the Ohio Department of Higher Education at July 1, 2018. The final version is \$44,646 below the original budget.

Student Tuition and Fees Revenue represents Fall Semester and Spring Semester through February 28. Summer revenue has been deferred. The deficit has increased from January due to lower Spring B-Term enrollment than expected, combined with higher College Credit Plus (CCP) enrollment, which is heavily discounted. Credit hours for Spring are down 5% compared to FY 2018.

As a reminder, we added a separate line for Other Student Fees and restated prior months. This is to help us better track the Student Credit Hour (SCH) based revenue projected by Dr. Felder and the other primarily headcount-related fees. Other Student Fees for Fall and Spring are down 10.6% compared to FY 2018.

Workforce Non-Credit Training revenue continues to be below budget. Revenue is expected to pick up in the Spring. Approximately \$186,000 in restricted revenue has been brought in through grants. Even though revenue is down, Workforce spending is less than revenue.

Performing Arts Center (PAC) shows and rentals are up.

Expenditures by object code and by function are tracking favorably with budget. Total expenses are up \$1.2M over last year, but we are still showing a surplus of revenue over expenses. As a reminder, we increased the overall budget for FY 2019 by \$2.35M.

We continue to monitor Bookstore revenue decline due to the new virtual bookstore partnership with eCampus. The Commercial Transportation Training Center and Parking continue to do well. Food Service is performing slightly better than budget.

Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 12/31/18:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,187,015
Commonfund Management Fees (June 2002 to present)	\$(81,337)
Foundation Management Fee (2007 to present)	\$(158,409)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009 to present)	\$(230,047) \$151,136
Market Gain/(Loss) (June 2002 to present)	
Balance 12/31/18	\$1,915,601
Quarterly (Oct-Dec) Rate of Return	1.25%
Barclays Aggregate Bond Index (Oct-Dec)	1.64%
December Return	1.50%
Barclays Aggregate Bond Index (Dec)	1.84%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing a management fee to endowment accounts it manages. This figure (\$158,409) represents the 1.25% management fee of the PAC Endowment. Kelso Morrill from The Commonfund met with the Foundation's Finance/Audit/Investment Asset Management Advisory Services Sub-Committee on October 26, 2018, and reviewed fund performance, asset allocation, and answered questions the Committee had.

Human Resources Update

The following actions are for non-exempt employee positions only. The open/advertised positions cover all faculty and staff, both exempt and non-exempt.

New Hires:

- Erica Stanley, Accounts Payable/Purchasing Technician, Business Affairs, effective 2/11/19
- Elizabeth Kelly, Administrative Support, Health, Human, and Public Services, effective 2/25/19

Resignations/Terminations:

- Sara Quinones, Human Resources Generalist, Human Resources, effective 2/8/19
- Chester Brigham, Custodian, Physical Plant, effective 2/14/19
- Sherri Martin, Retail Associate, Bookstore, effective 2/15/19

Open/Advertised Positions:

- Admissions Specialist (1.0 FTE)
- Agriculture Instructional Faculty (1.0 FTE)
- Client Support Technician (1.0 FTE)
- Dean, Health, Human and Public Services (1.0 FTE)
- Diagnostic Medical Sonography Instructional Faculty (1.0 FTE)
- Director, Access and Retention Services (1.0 FTE)
- Director, Client Support (1.0 FTE)

- Early Childhood Education Instructional Faculty (1.0 FTE)
- English Instructional Faculty (2) , Springfield and Greene Center (1.0 FTE)
- Human Resources Assistant (1.0 FTE)
- Medical Lab Technician Instructional Faculty (1.0 FTE)
- Registered Nursing Instructional Faculty (6) (1.0 FTE)
- Retail Associate, Greene Center (1.0 FTE)

Board Government/Community Relations Committee Report

The Board Government/Community Relations Committee met on Tuesday, January 15, at 3:30 p.m. just prior to the Board of Trustees Reorganization Meeting in TLC Room 113. Those present included: Committee Chair Mike McDorman; Committee Members Kyle Hall and Brad Phillips; Board Chair Sharon Evans; President Blondin; and Lisa Dodge, Sean P. Dunn Associates. Agenda items included:

- Governor Dewine’s Preparing Ohio’s Future Plan and Next Steps with the New Administration
- Association of Community College Trustees’ National Legislative Summit, Washington, DC, in February 2019
- Levy Authority for Two-Year Colleges in Ohio
- Next Meeting – TBD

Graduation Schedule May 2019

In order to accommodate our graduates, Clark State will hold two commencement ceremonies on Saturday, May 11, 2019. By having two graduations, we have eliminated the need for tickets, and students can bring an unlimited number of guests. The expectation is to have participation at both ceremonies by the Board, administrators, faculty and staff.

We will observe the following schedule:

9:30 – 10:30	Health, Human, and Public Services Commencement Ceremony
10:45 – 12:00	Brunch/Lunch at the HBC for Board, Faculty, Staff, and Special Guests
12:00	Return to Performing Arts Center for Lineup
12:30 – 1:30	Arts and Sciences/Business and Applied Technologies Commencement Ceremony

Trend Analysis – SSI Funding Distribution

A report detailing the changes in funding by State Share of Instruction (SSI) component for Clark State for FY18 to FY 19, as well as the five year change from FY15 to FY19, was distributed to Trustees prior to the meeting. The report also compares Clark State to the overall system changes during the same time periods.

Overall, Clark State increased funding by 31.5% since FY 2015, compared to the system increase of 8.9% over the same period. From FY18 to FY19 and over the five year time period, Clark State had significant increases in course completions, success points and completion milestones. Compared to the system average, Clark State is above the system average for course completions, success points, and completion milestones over the past year and for the time period between FY15 to FY19.

Since FY15, Clark State has increased total SSI funding by \$3,510,950 and increased total SSI funding by \$861,093 from FY18 to FY19. The biggest dollar increase over the past five years is in course completions (\$1,759,275). The largest decrease in funding was in Dev Ed English, which is due to the implementation of the corequisite model and less students testing into Dev Ed English. The funding model is expected to change to accommodate the new approach to Dev Ed education, which has been implemented throughout the Ohio community colleges.

Foundation Update

- Our Annual Campaign has raised \$121,604 through the end of February. This is an increase of \$23,664 over last year's annual campaign.
- We will be offering scholarships for summer semester; applications will be accepted April 15-April 30.
- Our alumni outreach efforts have increased. We now have over 15,000 alumni in our database. We are engaging through social media and quarterly newsletters.
- Project Jericho's winter arts camp, "The Hero in You", was a huge success. There were 38 total attendees.
- Our Scholars program retreat for Champion City Scholars was held March 5. Nearly 60 students toured our campus, participating in career exploration and informational sessions on College Credit Plus and Admissions.
- The Dayton Development Coalition PDAC Community Prioritization List was released. Clark State's Center for Workforce Development was designated a *priority*, and the Performing Arts Center Expansion was designated as *recommended*.

Performing Arts Center Update

- The Broadway tour of ROCK OF AGES was on January 17, and there were 871 in attendance.
- Sara Goldrick-Rab spent the day on campus on January 23. Dr. Goldrick-Rab held a panel discussion for faculty and staff regarding food insecurity for college students, which was moderated by Dr. Blondin. This was followed by a reception and a free lecture, open to the public, on the Kuss Auditorium stage.
- Aquila Theatre Company of London was in Springfield on February 14 for a day of outreach activities and a performance of FRANKENSTEIN.
 - A performer from the company held two lectures at Springfield-Clark Technology Center. Two of the English classes read FRANKENSTEIN in preparation of seeing the performance.
 - Dr. Blondin gave a lecture on Mary Shelley's novel FRANKENSTEIN before Aquila's performance with approximately 172 people at the lecture; it was standing room only in the Turner Studio.
 - Two of the actors from Aquila held a Shakespeare workshop for the Theater Arts program students. Four Wittenberg drama students also joined the class.
 - Another two actors from Aquila went to the Youth Detention Center and did a physical workshop for 19 incarcerated youth. One of the actors commented, "Working with those students was the most important thing I have done in my career. One of the boys told me they forgot where they were for an hour."
 - There were 602 people in the audience for FRANKENSTEIN, well above the attendance expected.
- Grammy-Award winning Gospel singer CeCe Winans performed on February 16. There were 922 in attendance, and most of the audience was on their feet for the entire concert.
- Melissa Etheridge went on sale on February 15, and we broke the record for the most money for a single show in one day. To date there are only 302 tickets left, and we have patrons attending from six other states.

Action Items

The following items were presented for Board approval:

Personnel Recommendations ~ Exempt Employees

In accordance with established hiring procedures and after approval by President Blondin, the following recommendations for exempt employees are being presented to the Board of Trustees for formal approval:

New Hire:

- William Weekley, Commercial Transportation Trainer, Workforce and Business Solutions (1.0 FTE), effective 2/4/19

Resignations:

- Brendan Greaney, Director, Access and Retention Services, Student Affairs (1.0 FTE), effective 3/15/19
- Jadine Rafi, Admissions Specialist, Student Affairs (1.0 FTE), effective 2/28/19

Promotion:

- Kelly Neriani, Institutional Research Analyst (Grade Level 6) to Senior Research Analyst, Academic Affairs (Grade Level 7) (1.0 FTE), effective 3/4/19

Impact on students and/or student learning:

- The Commercial Transportation Trainer is responsible for serving as an instructional leader in the classroom, on the driving range, in the yard and on the road.
- The Director, Access and Retention Services manages and coordinates the operation of the Accessibility Office, testing and tutoring.
- The Admissions Specialist is responsible for building relationships with prospective students while generating and collecting prospective student information through recruitment events to positively impact enrollment.
- The Senior Research Analyst is responsible for gathering, organizing, maintaining, and updating information for federal, state, local, and institutional reports including those that influence the financial viability of the College.

Implications for budget, personnel, or other resources: Funding for all above personnel actions is in the 2018-2019 budget.

It was requested that the Board of Trustees approve the personnel recommendations as presented.

Personnel Recommendation ~ Instructional Faculty

In accordance with established hiring procedures and after approval by President Blondin, the following recommendation for instructional faculty is being presented to the Board of Trustees for formal approval.

Termination:

- Lori Ludwig, Assistant Professor, Health, Human, and Public Services, effective 1/15/19

Impact on students and/or student learning: All Instructor positions are vital to students and student learning by providing the necessary instruction and support in the various disciplines.

Implications for budget, personnel, or other resources: The above personnel action is in the 2018-2019 budget.

It was requested that the Board of Trustees approve the personnel recommendation as presented.

Trustee Evans made a motion to approve the personnel recommendations for exempt staff and instructional faculty as presented, and Trustee Hall seconded. The motion passed unanimously.

Bachelor of Applied Science Web Design and Development Program Approval

In 2017 the Ohio Department of Higher Education (ODHE) accepted proposals from community colleges to establish applied bachelor's degree programs. In November, 2018, Clark State Community College received official approval from ODHE for a second applied baccalaureate degree. The four-year degree in Web Design and Development is anticipated to be available to students beginning in 2020 pending final approval by the Higher Learning Commission (HLC).

The Bachelors of Applied Science in Web Design and Development (BAS-WDD) program was developed by College faculty and has been approved by the appropriate faculty committees. The next step in the process is approval from the Board of Trustees. Once approved by the Board of Trustees, the attached application will be submitted to the ODHE and the HLC for their approval to offer the BAS-WDD program. The application includes the required course offerings, program sequence, program and CORE outcomes, and the course descriptions.

(A copy of the new program proposal was distributed to the Board prior to the meeting and is available in the office of the Vice President of Academic Affairs.)

Impact on students and/or student learning: The Bachelor of Applied Science Degree in Web Design and Development will prepare students for employment as Web Developers, Web Designers, Front End Developers, Software Developers, and Full Stack Web Developers.

Implications for budget, personnel, or other resources: The salary for this position will be budgeted in the 2019-2020 College budget.

It was requested that the Board of Trustees approve the Bachelor of Applied Science Web Design and Development program for offering Fall semester 2020.

Appointment of OACC Delegate and Alternate

Clark State Community College is a member of the Ohio Association of Community Colleges (OACC). OACC is governed by a governing board made up of the president and one trustee from each member college.

According to OACC bylaws, each college Board of Trustees shall designate one trustee to serve as the college delegate as well as one trustee to serve as an alternate member of the governing board. Both the trustee delegate and the alternate shall have the right to attend and fully participate in meetings of the

governing board. However, only the delegate and the president from each college shall be counted for purposes of determining the quorum, and only the delegate and the president have the right to vote at a meeting. If the delegate Trustee is not present at the meeting, the alternate shall be counted for quorum purposes and shall have the right to vote. Presidents may not designate an alternate for voting purposes.

Each college district shall have a maximum of two votes on any matter which comes before the governing board. The college delegate trustee and president shall have one vote each. In the absence of a delegate trustee, the appropriate alternate trustee shall have one vote.

In accordance with OACC bylaws, trustee delegates and alternates are to be appointed annually, on or before March 31, by resolution of the respective member boards.

It is recommended that Jim Doyle be appointed as the college delegate and Brad Phillips be appointed as the alternate delegate.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Jim Doyle as the college delegate and Brad Phillips as the alternate delegate to the OACC governing board.

A motion was made by Trustee Bell to approve the Bachelor of Applied Science Web Design and Development program for offering Fall semester 2020 and affirm the appointment of Jim Doyle as the college delegate and Brad Phillips as the alternate delegate to the OACC governing board. Vice Chair Ball seconded the motion, and it passed unanimously.

Report of the President

President Blondin deferred to the Faculty, Staff, and Student Senates for updates.

Faculty Senate President Dr. Victoria Marling reported that a definition of shared governance has been created and approved by both Faculty and Staff Senates and will soon be forwarded to President Blondin. Faculty Senate is still working on faculty coordinator responsibilities and pay, and the Faculty Personnel Committee has been tasked with developing recommendations for Open Educational Resources (OER) and Quality Matters.

Student Senate Vice President Anara Williams reported that a Transfer Fair will be held tomorrow, during which four-year universities are invited on campus to provide information to students. Spring Flings will be held at both the Springfield campus (April 16) and the Greene Center (April 17). A variety of activities and offerings are planned for Finals Week to help alleviate stress for students.

Staff Senate President Nathan Walters reported that vacancies on the Senate due to employees leaving the College have been filled; many people expressed interest in serving, so he is excited about potential new Senators for next fiscal year. Staff Senate is working on revising its bylaws and constitution for better clarification, and Staff Assembly will be asked to approve them in April.

President Blondin reported the following:

- Next year's Charter Night event will have an Academy Awards theme, and Nathan Walters may be asked to emcee again.
- As a result of Amy Sues' very important work and leadership, the College has been re-accredited through 2028, and the REACH location in Xenia has been approved. Dr. Blondin expressed appreciation for the hard work of faculty and staff for these achievements as well. We have chosen to continue on the Open Pathway.
- The joint visit by the Higher Learning Commission and Ohio Department of Higher Education regarding the Bachelor of Applied Science in Web Design and Development program went very smoothly. Trustees Evans, Hall and McDorman met with the visitors, and they noted that our team was very well prepared.
- Governor Dewine released his budget last Friday, and it is positive for community colleges. It proposes a 1% budget increase in the first year of the biennium as well as a 1% increase the second year, which will be split between all community colleges. The budget also proposes \$50 million in funding for short-term certificates and \$6 million in OCOG funding to community colleges for OER. This budget will be debated in the House and Senate so it is subject to change, but it shows that the Governor is a proponent of community colleges.
- A survey was conducted in the fall regarding the possibility of changing the College's name to Clark State College. The campus is still debating this issue, and a vote will be taken at the end of April during the college-wide strategic planning session. She noted that the change would be to denote the highest degree offered here, not to take service to the community away.
- 2019-2020 SOAR applications have been released. This year's SOAR group will deliver a presentation regarding the program with Dr. Blondin and Trustee Evans at the American Association of Community Colleges conference in mid-April.
- An Innovate Now grant will be kicked off by Dr. Blondin on campus in the near future.
- A cross-functional group met with Dr. Blondin this morning to help her frame an RFP to go out to the campus for groups to submit "Rethink the Semester" proposals; this initiative is designed to spark new ideas regarding how we offer classes.
- The Findley compensation and benefits market study should be completed by June, and a presentation will be delivered to the Board at its June meeting.
- Clark State is providing curriculum development for the Ohio Department of Job and Family Services (ODJFS) for addiction studies and peer-to-peer recovery specialists. We are still waiting to hear from the Department of Labor on the apprenticeship grant for addiction studies. Dr. Blondin has reached out to Congressman Davidson's office, and he has not heard anything yet.
- The College has been featured prominently in the press recently with articles regarding:
 - Being the first college or university in the state to offer training on a the 5-axis CNC machine;
 - Congressman Warren Davidson being on campus to participate in the Army Leadership Conference; and
 - Dr. Blondin serving as a faculty member at the January 2019 Future Leadership Institute at AACC's Workforce Development Institute.
- The American Association for Women in Community Colleges (AAWCC) has selected Crystal Jones, Assistant Dean of Business and Applied Technologies, as a member of the Women Under 40, Class of 2019.
- The College will hold its annual family event at a Dayton Dragons game on Sunday, June 2, 2019, at 2:00 p.m. Two free tickets will be available to each faculty, staff, adjuncts, Trustees and Foundation Board members to show our appreciation for their efforts throughout the year; additional tickets may be purchased at \$14 each.

Report of the Board Chair

Chairman Phillips stated that the College has a lot going on including new programs and initiatives, improvements, and modifications that all make Clark State a real force for change in our service area and thanked faculty, staff and administration for that. He also expressed great appreciation for all of the work done for our reaccreditation, noting that the Higher Learning Commission team was very impressed with our faculty and staff.

Trustees' Open Forum

Trustee Evans inquired about the status of the addiction studies baccalaureate degree. President Blondin indicated that she believes the new chancellor will review the process and may open a new application cycle after the budget cycle, noting that we will absolutely reapply. She also noted that we may need to partner with a four-year university, such as Central State, to get it approved.

Trustee Noonan reported that she recently attended the ACCT Governance Leadership Institute with Drs. Blondin and Franz to deliver a presentation regarding how the College came to the conclusion that we would not allow firearms on campus. She noted that the presentation focused on the process, communication on campus, and how the Board was involved.

Executive Session ~ Compensation of a Public Employee

Trustee Doyle made a motion to enter Executive Session to discuss the compensation of a public employee. Trustee Hall seconded, and the motion passed 8-0 by a roll call vote. Executive Session commenced at 7:02 p.m.

Trustee McDonald made a motion to exit Executive Session and return to regular session at 7:25 p.m. Trustee Evans seconded, and the motion passed 8-0.

Adjournment

Trustee Hall made a motion to adjourn the meeting, and Vice Chair Ball seconded. The motion passed unanimously, and the meeting adjourned at 7:25 p.m.