

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular Board meeting on Tuesday, May 23, 2006, in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Chair Felix Ramon called the meeting to order at 1:30 p.m.

Present: Mike Blakely
Bob Holloway
Katherine Kenison
Felix Ramon
Cecilia DeLuna-Gaeta

Mike Blakely presented a newspaper article and picture of Dr. Bonaudi receiving the Shirley B Gordon Award for the record.

2. Introductions.

3. Consent Agenda

a) Approval of Minutes for the regular Board meeting of April 11, 2006 (A); b) Assessment Update (I); c) Accreditation Report (I); d) Capital Project Report (I); e) Enrollment Report updated May 22, 2006; f) Job & Career Fair Report (I); g) Hurricane Katrina Waiver (I); h) Emeritus Status Nomination (A); i) Exceptional Faculty Award Recommendation (A)

MOTION 06-20: Mike Blakely moved to approve the Consent Agenda as presented. Cecilia DeLuna-Gaeta seconded the motion, and the motion carried.

4. Remarks

Public Comment – none

- a. ASB Vice President, Mark Moss said over 300 people attended the TacoFest/Multi-cultural heritage event, which was held on May 9th. There was Andes music by Quichua Mashis and Folk dances were performed by a local youth group, co-sponsored by the MEChA Club and Students Supporting Students Club. A students vs. faculty & staff softball game was well attended with around 65 people present to see the students win the game. Free hot dogs were provided. Mark said the ASB would like to schedule another game in the fall and spring. “Big Money,” a money management presentation, was provided to 60 to 75 students. Coming ASB attractions include a dodge ball tournament, Spring Fling, Family Aquatic Center night, and Library camp out. Spring Fling will feature inflatable games, \$2 barbeque, live band, student faculty awards, distribution of stress balls, licorice and sandy candies, for all BBCC students and their families. Family Aquatic Center night will be fun with a water slide challenge between Trustee Katherine Kenison and ASB advisor Kim Jackson . The last ASB event of year is library camp out the night before finals.
- b. Margie Lane, Classified Staff Representative, informed the Board of several training opportunities a few staff recently accessed; BAR 101 Training on cashiering and customer accounts, Adobe training, On-line Computer Library Center training. There

were also a few conferences attended by select staff; Project Team of the Educational Needs Index Project, Washington Association for Office Professionals (WAOP), and Staff Training for Technical and Community Colleges (STTACC). Approximately 45 staff members attended the Health and Wellness Breakaway. Following the Breakaway trees were planted in honor of Frank Concha and Ginger Haring, members of the classified staff who passed away last year. Family and friends of the honorees were present when balloons were released into the breeze over the ATEC building. Several volunteers participated in the cancer walk team car wash as well as the Cellarbration Foundation event. Classified staff are searching for a new representative to follow Margie Lane when her term expires.

- c. Mike O’Konek, Faculty Association President, reported 120 pieces of artwork from BBCC students are featured in the Moses Lake Museum and Art Center exhibition through June 16th. Touring the Washington State Penitentiary in Walla Walla was very educational for 22 students from the criminal justice and sociology classes. Ryan Haw and Emery Smith accompanied the students while they learned about the corrections system. The students were complimented for their inquisitiveness and attention to the rules and the Corrections staff invited the school to return. The students enjoyed this trip and they would like to repeat this activity twice next year. Lake Roosevelt High School hosted two Running Start information sessions led by Max Heinzmann and attended by 27 students and 4 parents. Western Washington University’s (WWU) Online Program in Human Services visited the BBCC campus, 18 students from the BBCC college district have graduated from WWU. WWU plans to return next year and they may also visit our Grand Coulee site. “Budget Telescopes” were built by six students in Jim Hamm’s class. Weather permitting the students are observing Jupiter and its moons through their telescopes made of PVC pipe and wood. Kelsey Smith, student, finished first in Power Equipment at the regional power skills contest held April 15. Other students, including two more women, also competed in the auto service and maintenance portions of the event. Kelsey will be traveling to Kansas City, Missouri June 16 to compete in the national event. After 21 years of touching lives, Judy Kent is retiring from teaching in the preschool lab. An open house will be held, the date has not yet been announced for more information please contact Diane Russo at 793-2170. Mike relayed Diane Russo’s thanks to Cecilia DeLuna-Gaeta and Kara Garrett for their interest in the Parent Education Program. Cecilia and Kara recently traveled to Othello, their enthusiasm and curiosity of the program was appreciated by staff. The students in the Industrial Electrical Technology (IET) and Maintenance Mechanic Technology (MMT) programs visited the Grant County PUD facility at Wanapum Dam. The 24 students in attendance learned about employment options and skill requirements. The BBCC Rho Zeta Chapter of the Phi Theta Kappa Club (PTK) attended the International Conference and Greater Northwest Regional Conference in Seattle on April 19-23. Seven students and advisors Steve Matern and Barbara Whitney, were present when President Bonaudi was honored as the recipient of the Shirley B. Gordon Award of Distinction. BBCC’s Rho Zeta Chapter earned four recognition awards; the International 5 Star Award, the Pinnacle Award Platinum level, 1st place in the Regional Di Braun Visual Arts Award and 2nd place in the Regional Chapter newsletter section.
- d. Ken Turner, VP Administrative Services, presented the conceptual drawing of the proposed entrance enhancements to the Board. The project cost is approximately \$500,000. This figure may increase 3% due to inflation, newer projects being considered at the state level are required to budget a 13% rate of inflation.

- e. Mike Lang, VP Instruction /Student Services reported the new Division Chair list for next year; Katherine Christian, Allied Health and P.E.; Joe MacDougall, Aviation; Les Michie, Business Education; Gail Erickson, Developmental Studies; John Carpenter, Humanities; Chuck Cox, Industrial Technology; John Peterson, Math/Science; Chris Riley, Social Science. Mike also announced some end of the school year events; the Nurses Pinning Ceremony to be held June 2 in the Wallenstein Theater; the Skillsource Recognition is scheduled for June 6; and the GED Graduation will be held June 7.

Felix Ramon, Board Chairman expressed appreciation for the way Preston Wilkes handled a small fire in a dumpster on May 10th. Felix reported Preston did an excellent job containing the situation.

5. Exceptional Faculty Award Report -

Dan Moore, AMT Instructor, received an Exceptional Faculty Award in February, 2006. In April he attended an Aviation Technician Education Council Conference (ATEC) conference in Las Vegas. Dan reported there were guest speakers and aviation manufacturers also attended. Dan stated there was a much different tone to discussions; manufacturers were asking why more qualified mechanics weren't entering the workforce. Lower community college enrollment has impacted aviation employers and they're asking for more graduates. No conclusion was reached during these conversation however many ideas were exchanged. The FAA has controlled aviation programs for the past 40 years and they have not elevated the requirements at the same pace as the aviation industry has progressed. Employers want graduates to have experience working on 747's, 737's, and 777's, the cost for this is prohibitive. Dr. Bonaudi asked about potential sponsorship from employers. Dan responded that South Puget Sound Community College's proximity to Boeing has created a connection between them; however that kind of sponsorship is not the norm. Alaska Airlines performs maintenance on the JAL planes and our students observe some of those processes. Dan also reported that the Sabre liner is very beneficial for our students. Mr. Holloway asked about upgrading our training tools. Dan said computers are a big piece and the FAA needs to require more sophisticated training for an extended period of time. If we offer a program requiring more time for aviation students, the students may go shopping for programs with shorter time commitments. An expert program could be set up but funding is an issue. Mike Blakely, Trustee asked if BBCC has access to military discards. Dan indicated that we have received some of our simulators from Fort Lewis. Even when the military gives us equipment it can be expensive to transport because aircraft can not be dismantled and then reconstructed for flight. They must be flyable and that sometimes requires a large expense for repairs. Pieces of planes can be distributed and Dan has taken advantage of that in the past. Dr. Bonaudi presented Dan with a check from the Exceptional Faculty Award fund.

Steve Matern, co-advisor for Phi Theta Kappa (PTK), received an Exceptional Faculty Award in February, 2006. Steve expressed his gratitude for the financial assistance to attend the international conference at the Seattle Convention Center. The award funded 3 ½ students' attendance to the international conference. Steve reported the enthusiasm of the 3500 conference attendees was amazing and contagious. President Bonaudi received the Shirley B. Gordon award during the convention and his picture was taken with Madeline Albright, 64th United States Secretary of State. There were Universities present at the conference offering scholarships exclusively to PTK members. This is one of our most active student groups on campus and their excitement is higher than ever before, these academically excellent students are reaching out to build their chapter. Dr. Bonaudi presented Steve with a check from the Exceptional Faculty Award fund.

6. **Ends Statement Monitoring Report E-3 Partnerships**

President Bonaudi stated Valerie Kirkwood, Director of Institutional Research & Planning, would present the Board with the E-3 report on partnerships. Valerie stated partnerships are a very important part of reaching our goals. She noted that the shaded text in the report indicates new or changed information. Without partnerships we are unable to deliver services to many of our students. Partnering increases access for our students which enables them to move on to Baccalaureate schools. BBCC is partnering with school districts, adult basic education, and clinic sites all over the communities within our college district. People come to know BBCC through these outreaches. Best practices indicate that articulation agreements are very helpful for students to transition to Baccalaureate Institutions. We have articulation agreements with Embry-Riddle Aeronautical University, Central Washington University (CWU), and Heritage University. Dr. Bonaudi talked more about our relationship with Margaret Badgley, Asst to the Provost for University Centers & Community College Relations. She is committed to providing Baccalaureate opportunities to our students. Valerie indicated our most successful sustainable partnerships are with Heritage University and CWU. We have had some challenges getting passed the final point of publicizing our baccalaureate opportunities on campus. We have just released information regarding our first baccalaureate degree available on campus: a degree in Aviation Management from CWU. This degree is important to the commercial pilot program. Commercial airline pilots must possess a Bachelors degree. Investment of a large state supported aviation program will help recruit more students to BBCC Aviation Program. A full time staff member from CWU will be housed in the flight training center. Heritage also offers a Bachelors degree as well as a Masters cohort on campus. Additionally, Washington State University (WSU) has offered to bring their MBA program to the campus via interactive video training. Our visibility is being raised. These partnerships heighten access to education and student achievement. Mike Blakely inquired about our relationship with WSU and how to improve accessibility. WSU is an agricultural research facility and this is agricultural area, it seems like a good fit. The common point of agriculture is the idea behind WSU's MBA program offering. The Interim Chancellor of WSU Tri-Cities recently visited the ATEC and expressed interested in our campus. Dr. Bonaudi indicated we have been supportive of WSU's Tri-Cities campus hoping their efforts would be successful and that would lead them to reach out to BBCC. Anything developed through Columbia Basin College (CBC) could be developed with BBCC too. WSU may be able to bring classes to BBCC that will complement the classes offered by CWU.

Felix Ramon remarked that this was an excellent report and he asked President Bonaudi to mail a copy to Erin Munding of Omak. He went on to say that we need to continue to work on not just BBCC but also the community college system. Partnering can help meet the challenge community colleges are facing of doing more with less.

MOTION 06-21: Mike Blakely moved to accept the Ends Statement on Partnerships as presented. Katherine Kenison seconded the motion, and the motion carried.

Mr. Ramon adjourned the meeting for a 10 minute break from 2:37 to 2:47.

President Bonaudi introduced his new Executive Assistant, Melinda Dourte.

7. **Achieving the Dream**

President Bonaudi stated Mike Lang had some information to share regarding a grant from the Lumina Foundation. The grant has a larger focus than the Title V Grant and part of the requirements is a statement of support from the Board. Dr. Lang introduced Terry Kinzel, Director of Title V and Family Literacy Programs, to present the information. Ms. Kinzel stated

the Lumina Foundation is supported by ten national organizations. This initiative is focused on student success and barrier busters. Community college students face barriers to success in the educational system that can make it more difficult for them to earn a degree. These students are traditionally at risk for failure because they are non traditional students in need of more support such as flexible scheduling, counseling, student success coaching, and developmental classes. Ms. Kinzel thanked Mrs. DeLuna-Gaeta, for her recent trip to Mattawa and Royal City to visit the Migrant Even Start programs. Ms. Kinzel wrote the Lumina Foundation's Achieving the Dream grant application to give the college an opportunity to take an in-depth look at how the college would like to position itself to serve all students in the future. Our college district demographics show that 36% of the population is Hispanic, however the college student Hispanic population is 20% (credit). The college needs to reach the underserved populations in our district. This is about a systems change and how we see ourselves doing business. This grant will provide \$50,000 for an intensive one year study with a core team to think about how the institution could change to increase and retain students. This opportunity for institutional change and participation at many levels allows us to receive support of this kind. If BBCC is approved for the initiative after the one year study we will receive \$100,000 a year for four years to implement the model. We know certain things that work well in our programs and we would like to offer those successful strategies to all students. It is necessary to do the planning correctly and put an action plan in place. Success is measured by persistence and retention. BBCC is one of six community colleges in Washington State that were invited to apply for this grant. This reflects well on our school. Mrs. DeLuna-Gaeta indicated she definitely supports BBCC's efforts toward acquiring this grant. Trustee, Bob Holloway stated the subject of retaining students was discussed at the recent Trustees' Association of Community and Technical Colleges (TACTC) conference. Most new students are apprehensive and intimidated by their new surroundings. We need to make them feel welcome, he shared the idea of setting up a personal guide to help students access services, and have someone to lean on similar to a mentoring program. He stated it is easier to retain a student than to recruit another. Mr. Holloway stated he was very much in favor of this initiative. Trustee Mike Blakely indicated he is also supportive of this effort. He reported he has talked to former students about what BBCC could do better. One of the students stated he felt inadequate to ask for help and counseling. Mr. Blakely suggested requiring an advising appointment and perhaps asking alumni if they would mentor new students. He also encouraged BBCC to solicit information from the students and use it. Dr. Bonaudi responded that is a theme addressed in the Academic Master Plan (AMP) and monitoring reports; focus groups, former student surveys, student success. Ms. Kirkwood stated students report in surveys that they didn't search out class advisors. Mike O'Konek, Faculty Representative stated these things are discussed in the new student orientation. Students receive help finding their classes and it shows commitment on the part of the college. Mr. Blakely stated the student body and advisors have played a vital role in making new students welcome. Mr. Ramon stated there have been quite a few changes over the years, orientation, counseling, and more initiative to stay in touch with students. He would like to see these kinds of services continue. He suggested partnerships with alumni willing to help, BBCC could maintain a database of alumni and community members who are willing to assist new students. There is nothing better for recruiting people than success. Dr. Bonaudi thanked all for the productive conversation.

MOTION 06-22: Katherine Kenison moved to adopt the following statement of support
Cecilia DeLuna seconded the motion, and the motion carried.

The Board of Trustees of Big Bend Community College at its regular meeting of May 23, 2006, adopted by motion the following statement of support for college participation in the "Achieving the Dream: Community Colleges Count" initiative:

The Board is in full agreement with the intent of the initiative "...to help more students reach their individual goals, which may include obtaining a better job, earning a community college certificate or degree, or attaining a bachelor's degree." As evidence of that support the board includes the goals of the initiative into the board ends statement E-2 Access and E-4 Student Achievement.

8. Conservation District Property Updates

Ken Turner, VP Administrative Services, discussed the recent business that is leasing the Conservation District Property. Dr. Stuart O'Byrne has been working with Allan Peterson, Center for Business and Industry Services, and Dr. O'Byrne is using the property as an incubator for his mobile home refurbishing business. The purpose of this business is to develop a revenue stream to support Dr. O'Byrne's research and inventions. Dr. O'Byrne has also pledged one percent of his profits to BBCC.

Mr. Turner also met with Pat Molitor, owner of Holiday Inn Express, regarding access through the property. Mr. Molitor acquired the South Campus property, and he is interested in access off of highway 17. The Conservation District property has perpetual farm access but it will be changing with anticipated improvements. The Department of Transportation indicated they are granting an access and would like to see that in the blueprints and engineering. Mr. Molitor's land will be landlocked until Moses Lake Avenue reaches the back of the property. Mr. Molitor is also interested in renting the remaining half of the property to expand his golf course. Mr. Molitor will develop a proposal, Mr. Turner anticipates this is a long term investment. Mr. Turner also reported that the Moses Lake Christian Academy is considering moving onto the south campus property. Mr. Blakely stated this would be good because the property value will increase and the renters can maintain property. Irrigation is available to the property.

The Board adjourned to Executive Session at 3:20 p.m. for 20 minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualification of an applicant for public employment or to review the performance of a public employee; (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

The Board requested an additional 10 minutes at 3:40 p.m.

The meeting was reconvened at 3:50 p.m. with no action taken during executive session.

9. Probationary Tenure Reviews

MOTION 06-23: Katherine Kenison moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee, renew the second year probationary contract of Kathleen Duvall at Big Bend Community College effective September 11, 2006. It was further moved that the Board of Trustees direct the President to notify Ms. Duvall as soon as possible of this decision that her probationary contract for the academic year 2006-07 will be renewed. Cecilia DeLuna seconded the motion.

10. President's Evaluation

The President's evaluation process was discussed during the last Board meeting held April 11, 2006. President Bonaudi distributed a suggested list of people he has been in contact with this past year for the Board to use in gathering information. Mr. Holloway asked for a copy of the appropriate forms for gathering information for President Bonaudi's evaluation for the next

meeting. Mrs. Kenison suggested the evaluation be completed today if it is just a matter of completing a form.

MOTION 06-23: Katherine Kenison moved that based upon Board discussion earlier President Bonaudi's contract be extended another year. Mike Blakely seconded the motion. The motion carried. Based on community contacts, research and end statements the Board approved the one year extension of President Bonaudi's contract.

Mrs. Kenison stated she found overall feedback regarding Dr. Bonaudi to be excellent, executive limitations were met and strides have been made. Mr. Blakely stated he was pleased President Bonaudi is our leader and that he has more than met expectations. Mr. Blakely has seen the institution grow and President Bonaudi is the catalyst making it what it is. Mr. Holloway stated he agreed with Mrs. Kenison's statement. Mrs. DeLuna-Gaeta agreed with the group and went on to state she has also made several contacts with community members and they love President Bonaudi. Mr. Ramon stated he received all monitoring reports, reviewed goals, and ends statements, all agreed the finances are in good order, tasks are delegated appropriately, contacted the AAG and there are reports of litigation but not related to the president, he's in compliance. The Board agreed President Bonaudi is doing a great job. Mr. Ramon also stated when the Board evaluates the president they are evaluating the entire college. A good leader surrounds himself with good people. Within the next five years 70% of community colleges presidents in Washington will retire, we are fortunate to have President Bonaudi.

11. Assessment of Board Activity

Ms. Kenison attended Cellarbration.

Mr. Blakely attended the Job & Career, TACTC Spring Convention. He also completed the ACCT & TACTC award nominations for Trustee Felix Ramon. Mr. Blakely visited LoraLyn Allen, ABS/GED Program, the BBCC Bookstore to discuss expansion, Financial Aid office to discuss scholarship deadlines and availability. He attended the Quincy Kiwanis meeting and talked with the President, Harvey Bryant about BBCC speakers. Lastly, he spoke to several BBCC students, parents of students, faculty members and former faculty members and received all positive feedback about the college.

Mrs. DeLuna-Gaeta reported that she visited the Parent Education/Cooperative Preschool in Othello, May 15th. She talked with Maureen Roylance about the program and its operation. She also observed how the co-op worked and talked about the needs in society for parents to learn positive parenting skills. A couple of non-English speaking parents have participated recently, and one is now enrolled in the GED classes at Skillsource. May 17 Mrs. DeLuna-Gaeta visited the Migrant Education Even Start programs in Mattawa and Royal City. Blanca Fernandez in Mattawa was providing a parenting seminar in preparation for attending the PAC meeting at the school district that same evening. Diana Villafauna was providing a parenting activity for students. They also provided a demonstration of an ESL class taught using Washington On-Line and a GED class taught on-line using GED-Illinois. The students were pleased with their progress using these tools. She also attended the Royal City GED class taught by Karl Allison. May 20 she attended Cellarbration!

Mr. Ramon attended several committee meetings, Cellarbration, and chaired the Cellarbration auction committee. He also led a tour of the nursing facility with the 40/8 (Honor Society of the American Legion) group and attended lunch with President Bonaudi and the group the same day. The 40/8 group sponsors scholarships for nurses' training. Mr. Ramon was also on the committee

to review scholarship applications and lastly he attended the TACTC Conference. He stated the conference theme was about conquering all challenges: WASL, IBEST, recruiting. He stated our students will be the citizens of our communities who will have responsibility for the community and the nation. Washington is the most dependent of the 50 U.S. states on foreign trade.

Mr. Holloway reported he attended several meetings: a presentation on Washington bio-diesel on campus April 21 and April 27, he was a guest at Ephrata Rotary May 9, Nursing dinner on campus May 9, met with Tom Lucas from the USDA in Oklahoma an IPCI meeting, a Digital camera class on campus May 17, and TACTC Conference in Alderbrook May 18-20. Lastly, he attend Cellarbration!

During the TACTC conference Mr. Ramon received a Trustee of the Year Certificate for his nomination. Mr. Ramon stated he was very proud of this not because of the certificate, but because the nomination came from his fellow trustees and that makes it very worthwhile. He thanked all for the supporting documents.

Mr. Holloway stated it might encourage donors and generate positive public relations if BBCC Trustees developed an award process for friends of the college for individuals, organizations, or corporations. He would like to see us adapt a process to our local college.

Mr. Blakely stated Mr. Ramon has been nominated for an award at the Association of Community College Trustees Conference (ACCT) in Orlando, Florida in October. He also stated there is still time to nominate people associated with BBCC, for more information go to www.acct.org.

12. Next Regularly Scheduled Board Meeting

The next regularly scheduled Board meeting is June 27, 2006. President Bonaudi stated this date conflicts with the ACCT Governance Leadership Institute in Wa D.C. He asked if the meeting could be rescheduled to June 20. Several Trustees are not available on that date. The Board decided to reschedule the meeting on July 11, 2006.

MOTION 06-24: Katherine Kenison moved to approve rescheduling the next Board meeting to July 11, 2006, at 1:30 p.m. in the Hardin Community Room of the ATEC Building. Trustee Mike Blakely seconded the motion. The motion carried.

13. Miscellaneous

Mary Shannon presented brief information regarding the CWU Aviation Management degree. Copies of the advising sheet and the articulation agreement for the aviation flight program for BBCC students are available at the University Center. This is a wonderful opportunity, and good for faculty. This has been approved by the board and CWU is in the process of hiring a full time person.

Doug Sly briefly discussed the Glycol Project. Mr. Lucas from the USDA in Oklahoma met with bio-diesel companies. We are making sure BBCC is in a good position to partner with this project. An e-mail was received today that reported The Department of Ecology (DOE) is looking for pilot plants.

Doug Sly also reported on the Big Bend Community College Foundation event Cellarbration! More than 200 guests attended and the gross sales are \$77,500 with more donations anticipated. The gross from last year was \$68,000 and \$59,000 the year before that. He is looking toward a

gross of \$80,000 and net \$50,000. This is a real boost to the Foundation Board, college and community. We have exceeded the goals and the event continues to improve every year. This effort takes a lot of behind the scenes people, BBCC made new friends and renewed acquaintances. Each year a student scholarship recipient gives a speech that is well received by the audience.

President Bonaudi discussed the Board retreat at Cave B, September 7, 2006. The Board will meet for breakfast and then meet through the morning and lunch. The administrative staff will join the Board in the afternoon and then dinner. The Board agreed with this plan.

The ACCT annual meeting will be held October 11-17, 2006, in Orlando, Florida. Mr. Blakely stated ACCT will develop a toolkit and he hopes we will develop a toolkit and have a commonality of facts and talking points about BBCC.

Community Colleges will really be challenged to pick up the slack for students preparing for the WASL. We'll have to do more for less. Mr. Holloway stated some private schools have sprung up as prep schools for the WASL, is this a need we could fill? These private schools conduct a pre-WASL test and charge \$250 - \$1000. President Bonaudi noted that school districts are actively involved and some smaller districts are sending students to larger districts for summer classes. Mr. Holloway asked, can we help school districts through our internet freeway (ITV)? Dr. Bonaudi replied that we should carefully consider if we want a contract to teach to a particular test, i.e. the WASL..

VP Mike Lang mentioned that Ken Turner provided encouragement and administrative oversight to Terry Kinzel and the Achieving the Dream Initiative.

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11. Adjournment

MOTION 06-25: Mike Blakely moved to adjourn the meeting. Cecilia DeLuna-Gaeta seconded the motion, and the motion carried.

The meeting adjourned at 4:55 p.m.

Felix Ramon, Chair

ATTEST:

William C. Bonaudi, Secretary