

Board of Trustee Minutes of November 18, 2024, Meeting

Pratt Community College

The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.

- I. **Call to Order:** 6:00 p.m. Trustee Mike Koler, Chair called the meeting to order.
- II. **Pledge of Allegiance** – Pledge of Allegiance was led by everyone.

Trustees Present: Mike Koler (Chair), Dean Fitzsimmons, Vice Chair (VC), Michele Hamm, Eric Scott Killough, Mark Morgan, and Suzan Patton.

Trustee(s) Absent: Ed Barrett

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP of Finance and Operations, Dr. Kwanna King, VP of Students and Enrollment Management, Monette DePew, VP of Instruction, Larry Johnston, Director of Athletics, Jerry Sanko, Chief Information Officer, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations and Donna Meier Pfeifer, President’s Assistant and Clerk of the Board of Trustees.

Administrative(s) Absent:

Media Representation: No representation

- III. **Comment(s) from the Public:** No comments from the public.

- IV. **Introduction(s):** – *Dr. Michael Calvert, President*
Lisa Kolm, Coordinator of Institutional Research & Effectiveness
Esther Lahargoue, CEO

FALC Members: Dr. Jason Ratcliff, Dr. Justin Maughan, Amber Graves, Barrett Smith, Jason Ghumm, JJ Rupe, Stephanie Wiese, Monette DePew and Dr. Tina Doggett

- V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*

Max Caldwell – winner of the Mitchell 1 ASE Technician of Year 2024

Department of Education’s Raise the Bar Initiative Research:

Dr. Tina Doggett, Dean of Technical Education/Accreditation Liaison Officer
Monette DePew, VP of Instruction

Faculty Assessment Learning Committee (FALC) Members

Amber Graves	JJ Rupe	Monette DePew
Barrett Smith	Dr. Justin Maughan	Dr. Tina Doggett
Jason Ghumm	Stephanie Wiese	
Dr. Jason Ratcliffe		

FALC Assessment Academy – Assessment is about improving student learning.

Dr. Justin Ratcliffe, Jason Ghumm, Stephanie Wiese, and Monette DePew attended the Assessment Academy wrap up conference in Chicago. The purpose was to complete their assessment project and to learn strategies to keep the momentum and enthusiasm going on campus. Dr. Ratcliffe was a key presenter/discussant at the Assessment Academy. Efforts of FALC on campus is to create an environment that is focused above all student learning and student success.

Dr. Justin Maughan – working with KSU faculty on a research project, and Desert Research Institute (DRI) in Nevada. Project is being funded by Los Alamos National labs. Group is looking at ways to measure the real and imaginary parts of the refractive index of aerosol particles by immersing them in a solution. Dr. Maughan’s role is to provide theoretical and computational support to the project.

Dr. Maughan attended the American Association for Aerosol Research (AAAR) conference. He also presented some of the research he was working on and the paper has been accepted for publication.

Men’s Soccer - 2024 All-KJCCC Men’s Soccer Division 2 Team One and Two

Freddie Fenton – Team One	Colm Rutledge – Team Two
Tayo Adedaja – Team One	Liam Donoghue – Team Two
Gregor Brown – Team Two	Coach Kevin Kewley
Luiz Felipe Borin – Team two	

Esports Unified Collegiate League Valorant Contenders Mountain Division Champions

Deven Anderson	Jaylen Craft
Kody Canfield	Jack Shaffer
Lucas Castanho	Coach Charles Keefer

Wildcat League Champions 20214

Kody Canfield	Jack Shaffer
Xander Lake	Joshua Packard
Deven Andeson	Coach Charles Keefer

VI. **Discussion:**

A. MIS Report(s) (Management Information System) – Lisa Kolm, Coordinator of Institutional Research & Effectiveness

Reports presented:

1. A Report Card of PCC Student Success – (Role & Responsibility for Student Success)
2. Career Preparation
 - Part A: Perkins Care Indicators
 - Part B: Employer Satisfaction
3. Persistence Rates
 - Fall 2023 to Spring 2024
 - Fall 2024 to Fall 2024
4. PCC Key Performance Indicators (KPI) Dashboard:
 - Enrollment Stability
 - Student Success
 - Financial Viability

B. Online Learning Update – Monette DePew, VP Instruction, Lisa Kolm, Coordinator of Institutional Research & Effectiveness, EDUKAN Chief Executive Officer

QUICK STATS:

- **35% of PCC’s 2023-2024 credit hour production was on-line** (20% EDUKAN + 15% Pratt-Online).
- **53% of PCC’s 2023-2024 headcount were enrolled exclusively in on-line courses.** This is up from 43% in 2019-2020.
- **76% of PCC’s 2023-2024 headcount were enrolled in one or more on-line courses.** This is up from 56% in 2019-2020.
- **48% of Fall 2024 Residence Hall students are enrolled in at least one on-line course. This is up from 21% in Fall 2020. 11% of the credit hour production of Residence Hall students is from on-line courses.** This is up from 5% in Fall 2020.
- **Non-degree seeking students are the primary consumers of the EDUKAN delivery mode. Degree seeking and high school students are the primary consumers of the Pratt On-Line delivery mode.** *Reference: Enrollment Goal Tracking Report (page 5 of this report)*
- **77% of 2023-2024 EDUKAN enrollees are out-of-state residents; 84% of 2023-2024 POL enrollees are in-state residents.**
- **The three-year average of the Enrollee Success Rate for distance learning/on-line courses is 83%. In comparison, the three-year average of the College-Level Course Enrollee Success Rate (all modalities) is 88%. Both rates exceed those of our peers.**
- **Of the 36 faculty under the Pratt Higher Education Association Master Agreement, 19 of 36 faculty members will teach both face-to-face and Pratt Online courses in 2024-2025.** *(Seven of the 36 faculty members covered under the master agreement teach at our off campus and high school locations where their teaching load is face-to-face (Welding, automotive, electric power technology).*

Consortia Partnership with the University of Tulsa felt PCC was so responsive and provided great customer service in the partnership process and the quality online education. This will start in 2025, and they project to be sending over 100 students. Exploring overseas contact exploring to develop a similar relationship with them. Pratt is attractive to many overseas, but for potential universities. Paid marketing has been the key to getting EDUKAN’s brand out to the public. Canada and Mexico so far there has been no contact with them.

VII. Communication to the Board – Donna Meier Pfeifer, Clerk of the Board
Young Guns sent a Thank You card for PCC’s supporting this program

VIII. Calendar of Events – Dr. Michael Calvert, President
December 6 & 7, 2024 – KACC Quarterly meeting on the Labette Community College, Parsons, Ks. Dr. Calvert and Trustee Killough will be attending.

ACCT National Legislative Summit, February 9-12, 2025 – Washington, DC
- Dr. Calvert, Trustee Killough and VP Fitzsimmons will be attending.

IX. Consent Agenda – Mike Koler, Chair

Chair Koler asked for a motion to approve the consent agenda as presented. Trustee Hamm made the motion to accept the consent agenda as presented. Motion was seconded by VC Fitzsimmons.

Chair Koler asked if there was discussion topic(s) to be pulled. Trustees Patton and Morgan requested financials be pulled for discussion.

Trustee Patton

- Deferred Maintenance
- Requested an update on the projects that were listed in the budget book for this year
 - Mr. Adams will provide the trustees prior to the meeting with an update on the projects.
- Interest rates have not decreased, may change with the incoming administration
- Reserves do short-term CD's which are currently at 5%
- Financial Statement October 2024 YTD – need guidance on how to read this report.
- Prepare a prospector general options to resent to the Board to consider

Trustee Morgan -

- Financial Statement budget asked what is the budget process?
- Major items are put into specific months

With no further discussion or comments the motion was carried out unanimously.

Departments included in the consent agenda:

- **Minutes:** *Donna Meier Pfeifer, Clerk of the Board of Trustees*
Complete minutes are listed on <http://prattcc.edu/departement/board-trustees>

- **Human Resources – Dr. Michael Calvert, President**
November 2024

APPOINTMENTS

CHANGE IN STATUS

Daniel McReynolds from Custodian/Maintenance to Groundskeeper/Custodian

RESIGNATIONS/TERMINATIONS

Evan Camperell	Head Women’s Soccer Coach
Granson “Bill” Nash	Groundskeeper/Custodian

SPRING 2025 CONTRACTS

Dave Chambers	BIO125-O-1E General Biology
Tyler Dallis	ART139-O-1E Art Appreciation
Tina Doggett	WLD136-O-1E Industrial Safety & OSHA 10
Tina Doggett	WLD110-O-1E Material Handling & Plant Layout
Meagan Etheridge	EDU277-O-1E Children’s Literature
Justin Maughan	PHS251-O-1E General Physics I
Jason Ratcliffe	HST131-O-1E Survey of Civilization I

Taryn Rennaker	BUS178-O-1E Introduction to Business
Jeremy Rupe	MUS176-O-1E Introduction to Music
Frank Stahl	PHL276-O-1E Introduction to Ethics
Angie Tatro	BUS162-O-1E Introduction to Word Processing
Angie Tatro	BUS235-O-1E Microcomputer Office Applications I
Jerry Thompson	SOC176-O-1E Introduction to Sociology

SEARCHING

Adjunct Clinical Instructors, Allied Health
 Adjunct EKG Technical Instructor
 Adjunct Phlebotomy Instructor
 Adjunct CDL Instructor
 Assistant Athletic Director
 Assistant Athletic Trainer
 Assistant Registrar
 Bus Drivers (Part Time)
 Case Manager
 CDL Instructor
 Coordinator of Student Engagement and Residence Life
 Faculty Assistant
 Head Women's Soccer Coach
 Maintenance / Bus Driver
 Social Media & Website Manager
 Student Success Coach, Sr.
 On Hold - Computer Specialist (Network Ops) (on hold)
 Data Coordinator (on hold)
 Data Services Assistant (on hold)

➤ **Financial Report – Kent Adams, VP of Finance and Operations**

Combined General and Vocational Funds

Revenue is \$980K favorable in October. This compares to \$726 favorable in September. Tuition is over budget \$143K due to EDUKAN enrollment. CTE funding was received and is \$256K over budget. Miscellaneous revenue is over budget \$587K due to EDUKAN final payout of \$296K and payment plan charges of \$202K.

Expenditures are \$168K under budget in October. This compares to \$111K under budget in September.

ANALYSIS OF BUDGET OVER RUNS 10% OVER YEAR TO DATE

11-1112	(\$45,649)	PB-EDUKAN
600	-\$42,536	Contractual Services

Explanation: Contractual services \$43K over budget is due to budget time-phasing, working with EDUKAN staff to reduce duplicative services.

CD Investments

The Peoples Bank	11 Months	5%	2-25-2025	\$1,000.00
The Peoples Bank	11 Months	5%	2-25-2025	\$1,000.00
The Peoples Bank	11 Months	5%	6-30-2025	\$4,000.00

Finance Committee Appointments

Month	Member 1	Member 2
November 2024	Eric Killough	Mike Koler
December 2024	Eric Killough	Mike Koler
January 2025	Michele Hamm	Mike Koler
February 2025	Michele Hamm	Mike Koler
March 2025	Michele Hamm	Mike Koler
April 2025	Michele Hamm	Ed Barrett
May 2025	Michele Hamm	Ed Barrett
June 2025	Michele Hamm	Ed Barrett
July 2025	Mark Morgan	Ed Barrett
August 2025	Mark Morgan	Ed Barrett
September 2025	Mark Morgan	Ed Barrett
October 2025	Mark Morgan	Ed Barrett

FINANCE COMMITTEE MINUTES November 18, 2024

The finance committee comprised of Board members Eric Scott Killough and Mike Koler met with the Vice President of Finance and Operations, electronically. The committee reviewed the cash disbursements, for the month of October 2024. In addition, the committee reviewed the most current bank statements, budget versus actual revenue and expenses by source/department.

Recommendation: The committee recommends the cash disbursements for the month of October 2024 be approved. No major trends were identified.

The presidential and board travel expenses were reviewed.

Bank statements as of 10-31-2024 were reviewed.

Recommendation: No problems or exceptions noted.

Other Items: None

Enrollment Update & Board Report - *Dr. Kwanna King, Students Services*

Enrollment Update & Board Report-November 11, 2024 (November 18, 2024)

1. Summer 2024 Semester Enrollment
 - Summer 2024 semester credit hour production is 3,411, a 50 percent **increase** compared to the same period last year.
 - Student headcount is 653, a 44 percent **increase** for the same period last year.
 - EDUKAN credit hour production is 2,339, an 81 percent **increase** for the same period last year.

- Pratt Online credit hour production is 733, a 10 percent **increase** for the same period last year.
- Outreach credit hour production is 104, a 16 percent **decrease** for the same period last year.
- College Start/High School enrollment is 208, an 84 percent **increase** for the same period last year.
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 801, a 28 percent **increase** for the same period last year.

2. Fall 2024 Semester Enrollment

- Fall 2024 semester credit hour production is 13, 052, a 0 percent **increase/decrease** for the same period last year. (13,039 a 0 percent **increase/decrease** for the same period last year).
- Student headcount is 1,285, a 12 percent **increase** for the same period last year. (no change in reporting).
- EDUKAN credit hour production is 2,291, a 54 percent **increase** for the same period last year. (2,291, a 53 percent **increase** for the same period last year).
- Pratt Online credit hour production is 2,206, a 41 percent **increase** for the same period last year. (2,201, a 41 percent **increase** for the same period last year).
- Outreach credit hour production is 1,383, a 15 percent **decrease** for the same period last year. (no change in reporting).
- College Start/High School enrollment is 2,137, a 5 percent **increase** for the same period last year. (2,134, a 4 percent **increase** for the same period last year).
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 5,083, a 7 percent **decrease** from the same period last year. (5,073, an 8 percent **decrease** from the same period last year).

3. Spring 2025 Semester Enrollment

- Spring 2025 semester credit hour production is 6, 856, a 19 percent **decrease** from the same period last year. (7,445, a 17 percent **decrease** from the same period last year).
- Student headcount is 538, a 13 percent **decrease** from the same period last year. (615, a 10 percent **decrease** from the same period last year).
- EDUKAN credit hour production is 499, a 96 percent **increase** from the same period last year. (658, a 67 percent **increase** from the same period last year).
- Pratt Online credit hour production is 1, 052, a 3 percent **increase** from the same period last year. (1,166, a 5 percent **increase** from the same period last year).
- Outreach credit hour production is 538, a 27 percent **decrease** from the same period last year. (664, a 10 percent **decrease** from the same period last year).
- College Start/High School Enrollment is 680, a 17 percent **decrease** from the same period last year. (909, a 3 percent **decrease** from the same period last year).
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 2, 253, a 35 percent **decrease** from the same period last year. (2,534, a 31 percent **decrease** from the same period last year).

X. Action Items

- **Ratify Waiver Board Policy No. 3-07 – Kent Adams, VP Finance & Operations**
There were no ratifications of Board Policy No, 3-07 brought before the Board.
- **Air Filtration System for the Welding Booths – Kent Adams, VP Finance and Operations**
Chair Koler asked for a motion to approve the administration recommendation of Micro Air and accept installation bids not to exceed \$19,999, total \$92,849.67. The motion was made by VC Fitzsimmons and seconded by Trustee Hamm.

Bids were requested for an air filtration system for the twelve welding booths at the welding shop and installation of ductwork from each booth to the filtration system and the results were as follows:

Air Filtration System

Micro Air, Wichita, KS	\$72,850.67
Lincoln Welding, Cleveland, OH	\$73,926.00

Installation

InteGreen Services, Pratt, KS	\$19,999 (Not to Exceed)
ECK Electric, Pratt, KS	Awaiting Final Quote

The Administration recommends Micro Air and accepts final installation bids not to exceed \$19,999 – total \$92,849.67.

With no further discussion the motion passed unanimously.

- **Policy Review – First Reading**

Chair Koler asked for a motion to approve the administrative recommendation no change to Policy *5-05 Evaluation*. The motion was made by Trustee Hamm to approve the administrative recommendation no change to *Policy 5-05 Evaluation* and to waive the second reading. The Motion was seconded by Trustee Patton.

With no further discussion the motion was carried unanimously.

XI. Written Reports:

- **Faculty Report – Dave (Kip) Chambers, PHEA President**
Dave (Kip) Chambers attended a symposium sponsored by the Kansas National Education Association (KNEA) which addressed the negotiation processes at the higher education institutions. 14 community colleges were represented.

Max Cadwell is the winner of the Mitchell 1 ASE Technician of the Future Award *Mitchell 1 2024 Technician of the Year*. ASE is the organization that accredits the automotive program. Mr. Caldwell will be attending the ASE banquet and will receive his award. Congratulations Max!

Dr. Justin Maughan – is working with KSU faculty on a research project, and Desert Research Institute (DRI) in Nevada. Project is being funded by Los Alamos National labs.

Group is looking at ways to measure the real and imaginary parts of the refractive index of aerosol particles by immersing them in a solution. Dr. Maughan's role is to provide theoretical and computational support to the project.

Dr. Maughan attended the American Association for Aerosol Research (AAAR) conference. He also presented some of the research he was working on and the paper has been accepted for publication.

Misty Beck – The Performing Arts Department continues to perform throughout the area as community engagement ambassadors. 60 alumni were on campus for the Encore Alumni Weekend and Concert. Upcoming events: November 17 – 2:30 p.m. Choir and Jazz Band Concert, December 6 and 7 will be Christmas *to Remember*.

➤ **Athletic Report** – *Larry Johnston, Director of Athletics*

Men's Soccer Players Named to All-KJCCC Teams:

The Kansas Jayhawk Community College Conference has released the 2024 All-KJCCC Men's Soccer Division 2 teams and awards. The Pratt Community College men's soccer team has six players recognized across the first and second teams.

Freddie Fenton finished the season with seven assists, leading the team in assists this season. He also scores one game winning goal during the season.

Tayo Adedoja finished the season with nine goals, two assists, and twenty points. He finished the season as the leading goal scorer for the Beavers.

The four remaining players honored were named to the second team: Gregor Brown, Luiz Felipe Borin, Colm Rutledge, and Liam Donoghue. Felipe Borin was second on the team with seven goals and 18 points. Team captains Brown and Rutledge finished the season with two goals apiece. Donoghue ended his season with three assists.

➤ **Information Technology Project Update** – *Jerry Sanko, Chief Information Officer*

Information Technology Project Update:

Moving Etrieve to the Cloud

- Board Approval (Complete 26 August)
- Contract (Complete)
- Implementation Kick off meeting (Complete 19 September)
- Project plan
- Implementation
- Estimated Go-Live (March 2025)

Security Compliancy Program

- Creating the written information security program (WISP) (in Tandem review)
- Firewall policy audit (scheduled)
- Data Classification Policy (in Tandem review)
- Privacy policy (in Tandem review)
- Third Party Vendor Access Non-Disclosure Agreement (in Tandem review)
- Incident Response Plan (in Tandem review)

- Vendor Management workflow map (in Tandem review)
- Risk assessment (in process)

Alertus

- Rolling out dispatcher configurations (was delayed with the Windows 11 roll out but now is Complete)
- Training and department level test (planning)
- Full scale test (planning)

New SIS Jenzabar (J1)

- Implementation (July 2024 – July 2026)
 - Assign tasks (on going)
 - Strategic planning (complete)
 - Business process discovery Common Module Oct 28 (complete)
 - Business process discovery Financial Aid Nov 6 (complete)
 - Business process discovery Student Registration Nov 12
 - Business process discovery Student Registration Nov 22
 - Business process discovery JFA setup and config Dec 2-4
 - Business process discovery Student Advising Dec 4
 - Business process discovery Student Life Dec 5
- Chatbot (deployment complete)
 - On going updates of answers to the questions from ask a human.
- Data Lake House (Analytics, Data warehouse, and reporting)
 - Advance level training

Replacing EDUKAN's Customer Relationship Management (CRM) with Jenzabar Campus Market Place.

- Implementation
 - Project Kick off (16 September Complete)
 - Project plan
 - Configuration document tasks
 - Contract payment provider
- Estimated Go-Live (March 2025)

New EPT building

- Setting up lab and classrooms
 - Installing Viewsonics (waiting on equipment for HDMI and USB over Ethernet)
 - Installing teacher podiums (waiting for new podiums to arrive)
 - Installing computers (complete)

Changing Security Camera network

- Planning (complete)
- Server installation (complete)
- Camera network segmentation (in process)

Data Services Department Update:

- Fall IPEDS Survey as been completed.
- Preparing data for the Legislative Luncheon
- Preparing data for the annual NCCBP & NCCCP collections.
- Preparing data for the KBOR Fall Census collection.
- Assisting with project management of Jenzabar implementation.

➤ **Foundation Report – *Barry Fisher, Executive Director***

Lynda Beck and Susan Ratnoff Gifts - Update

Contacted the current trustee for the Lynda Beck Trust. Expect to complete the transfer of the largest portion of this donation within the next few weeks. Two separate gifts will be transferred soon.

Rodeo Project

Solicitations are being made for additional financial contributions to complete the rodeo project. Seeking a donation of labor to assist with removing the existing arena and excavation work to prepare the site for the new arena. Ross Russell, the assistant rodeo coach, has significant experience with setting up arenas.

Year-End Appeal

“Students First, Community Always” annual appeal letter was sent out in November. Donors have the option of contributing to the General Scholarship Fund or supporting the area of greatest need for a specific program at PCC.

➤ **KACC – *Eric Scott Killough, Secretary***

2024 ACCT Leadership Congress – Seattle , WA

The Association of Community College Trustees, with support from the Cyril Taylor Charitable Foundation, has inaugurated a U.S.- UK Community College and Technical Education Exchange in conjunction with England's AoC. The tour partners up selected U.S. and UK community colleges to promote sustainability- or green skills-focused student exchange programs.

Areas Presented for Board Members/President:

1. Effective Board Governance
2. Artificial Intelligence (AI) Integration Sessions
3. FAFSA Mentor Session
4. Addressing Childcare Needs Through Head Start and Community College Partnerships
5. Cultivating Excellence in the Board/President Relationship

- **ACCT/NLS – *Dr. Michael Calvert, President***
ACCT Leadership Congress - Oct. 23 – 26, 2024 - Seattle, WA was attended by Trustee Eric Scott Killough and Dr. Michael Calvert, PCC President.
- **AACC (American Association of Community Colleges) – *Dr. Michael Calvert, President***
- **Other:**
Nothing was presented.

XII. Wrap Up

- **Comments from the President – *Dr. Michael Calvert, President***
 1. Participated in weekly President’s meetings.
 2. Participated in Technical Education Authority meeting virtually.
 3. Participated in Taxing Entities meeting.
 4. Attended Kansas Board of Regents Meeting virtually.
 5. Participate in NJCAA Board of Regents meeting.
 6. Participated in NJCAA President’s Advisory Commission meeting.
 7. Conducted numerous new employee orientation meetings.
 8. Met along with cabinet, International Students at student leadership luncheon.
 9. Attended and presented at ACCT Leadership Congress in Seattle, WA.
 10. Met with Kansas Board of Regent, Alysia Johnston with 3 other presidents to discuss “First Fifteen” Concurrent classes and progress on the KBOR requirement to move to away from remedial education towards co-requisite model.
 11. Facilitated EPT Building Dedication. Met with Senator Moran and Representative Estes on campus.
 12. Attended DeWayne Bryant’s retirement reception

Dr. Calvert received a letter from Senator Jerry Moran expressing the opportunity to attend and speak at the PCC Electrical Power Technology facility dedication. Expressed appreciation for the PCC’s efforts to provide quality programming and assisting students to reach their potential.

- **Comments from the Board Chairman – *Mike Koler, Chairman***
Chair Koler had nothing to share at this time.

XIII. Executive Session for Non-Elected Personnel Matters (If needed)

7:50 p.m. Trustee Morgan moved that the Board recess for executive session and not to exceed 10 minutes for the purpose of discussion of non-elected personnel starting at 7:55 p.m. and requested Dr. Michael Calvert, President be present. The motion was seconded by Trustee Killough.

7:55 p.m. Chair Koler called the executive meeting to order.,

8:05 p.m. Trustee Patton moved to leave executive session. The motion was seconded by Trustee Morgan.

XIV. Meeting Adjourned – *Mike Koler, Chair*

At 8:06 p.m. Chairman Koler asked for a motion to adjourn the general session. VC Fitzsimmons made the motion to adjourn the general session. The motion was seconded by Trustee Morgan. The motion carried unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer

Clerk of the Board of Trustees