

## MINUTES

### COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, March 13, 2012  
Cochise College Douglas Campus  
6:00 p.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

The meeting was called to order by Mrs. Guy at 6:02 p.m.

##### Board Members Present:

Mrs. Jan Guy  
Mrs. Jane Strain  
Mr. David DiPeso  
Dr. John Eaton  
Mr. Donald Hudgins

##### 1.02 Pledge of Allegiance

##### 1.03 Adoption of Agenda

The agenda was adopted as published.

##### 1.04 Citizen's Interim

The Citizen's Interim provides an opportunity for public comment. Fourteen requests to address the Board were received, and all were in reference to Agenda Item 4.03. As there were a significant number of persons desiring to speak, Mrs. Guy imposed a two minute time limit per speaker, and set an overall time limit of 30 minutes. Ms. Lanyi, at her request, was the first speaker. She provided the Board with a handout addressing the recommendation of the non-renewal of her employment contract, her defense thereof, and a request that her probation be extended by one academic year. The remaining speakers were, in order: Laura Dykstra; Rachel Slawson; Leo Cox; Thora Jean Parrish; Tom Carlson; Cinda Combs; Rita A. Carlson; Lucas Cordero; Maria Coleman; Margo Macartney; Natalie Lakosil; Laurie Eppard; and Felicity Englund. Speakers expressed their concerns regarding the non-renewal of Ms. Lanyi's contract, as well as praise for her talent and abilities as an art/ceramics instructor, the interest she takes in students (including a special needs student), her knowledge of the subject matter, her preparedness and organization skills, and her ability to relate to students. Speakers also expressed concerns that proper procedures may not have been followed in arriving at the decision not to renew Ms. Lanyi's contract, and requests were made to remove this item from the agenda. It should be noted that each of the 14 people who submitted a request to address the Board were heard.

Mrs. Guy thanked everyone for their comments.

## **1.05 Standing Reports**

### **1.05.1 Representative to the Arizona Association of District Governing Boards (AADGB)**

Dr. Eaton reported that there hasn't been a meeting of the AADGB since the last Governing Board meeting; however, all business will be recognized at the State Board meeting to be held on March 29<sup>th</sup>, which will be co-sponsored by the AADGB.

### **1.05.2 Representative to the Association of Community College Trustees (ACCT)**

Mrs. Strain reported that the next meeting of the ACCT will be the 43<sup>rd</sup> Annual Leadership Congress, to be held October 10-13, 2012, in Boston, MA. Mr. Hudgins commented on the ACCT National Legislative Summit he, Mrs. Strain, and Dr. Rottweiler attended in Washington, D.C., which was held last month. He and Mrs. Strain attended sub-committee meetings, and they, along with Dr. Rottweiler, met with representatives from the Department of Homeland Security, the office of Congressman Jeff Flake, and with Senator Jon Kyl's education policy staffer. Dr. Rottweiler stated that this was a wonderful opportunity. He also stated that this Governing Board is very active, and is recognized not only across the state, but across the nation as being active and progressive when it comes to advocating for community colleges. He added that Mr. Hudgins received an invitation to be one of 15 trustees to participate in the unveiling of President Obama's budget, which not only recognizes, but speaks highly of Cochise College.

### **1.05.3 Senate**

Wendy Davis, Vice President for Human Resources and member of the Senate, provided the report. She stated the Senate met in February and decided that, since many of the senators are new to the campus and did not have a lot of background in this area, they didn't feel comfortable making decisions related to the Faculty Emeriti standing. They asked Dr. Fick and the Senate Chair to establish a committee, made of up long-term faculty members, to carry out the process. The results of the committee are on this evening's agenda for action. The Senate approved three administrative policies; Social Standards, Disciplinary Dismissal and Re-Admission, and Release of Student Information.

### **1.05.4 Student Government Association (SGA)**

There was no Student Government Association report (Spring Break).

### **1.05.5 College President**

Dr. Rottweiler first thanked the Board for hearing the concerns of their constituency, and thanked everyone for coming and sharing their thoughts. He began his report by providing the Board with a legislative update. He stated that budget negotiations are underway, sharing once again that the governor's budget proposal includes a \$2.2M cut to Cochise College, which is a significant amount, adding that the college has seen a 25% cut in state revenues over the last two fiscal years. The legislature has introduced their budget, and there is some

discrepancy between their budget and the governor's budget; however, the \$2.2M cut has been agreed upon by both sides, so our work there has come to an end. Negotiations still underway relate to the governor's proposal to fund Adult Basic Education and GED - the legislature chose not to include this in their budget recommendation, as well as the governor's proposal for the "Smart Scholarship Program" - \$10M allocated for workforce development training for under employed or unemployed individuals to enter back into the workplace by receiving community college training. In discussions with Kristen Boilini, she expects there should be a "loosening up" of those negotiations in the coming weeks.

One bill of particular concern, and is being watched closely, relates to the Arizona State Retirement System, where last year a 47% (employer) / 53% (employee) split was put in place by the legislature, when historically it had been 50/50. It appears there will be some changes, and Dr. Rottweiler is watching to see what the language will be related to that change. This Board, during the budget decisions last year, included that amount and those resources were remitted back to the employee so they would be held harmless. For state agencies, those resources were returned to the state, so there is a bill proposed to return those resources to the employee. We need to wait and see what happens as that bill moves forward.

Administration received a call last week from the governor's office stating that Dale Frost, Education Policy Advisor, would be in Pima and Cochise counties, and wanted to visit with Cochise College. Dr. Rottweiler stated he was unable to participate; however, Mr. Butler, Vice President of Administration, took the opportunity to travel to Benson to meet with Mr. Frost. Dr. Rottweiler shared that he viewed this as very positive, as he, Mrs. Strain, and Dr. Eaton had previously met with Mr. Frost, and the desire for him to come visit with us is a very good sign. He is interested in knowing what is happening at Cochise College, and he was invited to come and visit all of our campuses and facilities. Two particular areas of interest in which he was seeking our guidance were two bills that came out of the President's Council; one bill pertaining to the revamping of the revenue bond statutes for community colleges making it easier for colleges to build facilities, and the other bill pertaining to the reduction of legislative reporting requirements for community colleges.

Other bills of interest, and ones in which the Board has seen lots of discussion across the state, deals with guns on college campuses. Senator Gould's bill seems to have been stopped and not allowed to come before the Senate, and a bill by Rep. Harper allowing faculty to carry concealed weapons, which will also not be coming before the full House. One bill that did pass, 6-2, out of the Judiciary Committee is House Bill 2729, by Rep. Gowan, which provides opportunities for concealed weapon permit holders to carry firearms in all public spaces with the exception of colleges, universities, and K-12 facilities. Dr. Rottweiler thanked all those who actively participated in the process of working with our legislators and sharing ideas.

Regarding master facilities planning, Dr. Rottweiler stated work continues on the Aviation and Art facility upgrades on the Douglas campus; the remediation of asbestos in the Aviation building is finishing up. He is hopeful we will be ready to start the fall semester with a positive, new look in those facilities we have discussed as being competitive advantages on the Douglas campus.

He added that it is the intent to move forward (which the Board will see in next year's budget), on some projects that would utilize fund balance to continue the process of upgrading and repurposing facilities on the Sierra Vista campus, such as the Arts building and the 800 building, as well as one-half of the community outreach building that needs to be considered.

Dr. Rottweiler stated he met with the Fort Huachuca Accommodations schools at their school Board meeting, which was featured in the newspaper. He called attention to a statement that read something to the effect of 'there were 88 deficiencies or compliance issues'. This should actually have read '**ADA** compliance issues'. Classes are currently held in Young Hall, and Dr. Rottweiler added that the Department of the Army has been great to work with and has provided us with that space. The building was built in 1932 and is protected as an historical building. The 2<sup>nd</sup> floor is not accessible; therefore, ADA issues cannot be easily fixed, which would include ramps and elevators. Discussions will continue with the Fort Huachuca schools and Garrison command, and we will be happy to help in any way possible. As the Board is aware, we did receive, from the Higher Learning Commission visit, the recognition that there are some deficiencies that need to be addressed. If we can't address those issues in a timely manner prior to the next site visit, we may need to make some decisions that would include pulling some things off of Fort Huachuca, which is not something we would like to do but is an area we need to address.

In his general comments, Dr. Rottweiler stated the Preliminary Budget Retreat is scheduled for April 10<sup>th</sup> at 4:30 p.m., immediately preceding next month's Board meeting. No action will be taken on the budget until the June meeting. He added that there are a couple of items on this evening's agenda that have an impact on the budget; this would be around a .49 request that came from two long-standing faculty which would allow for some budget flexibility. If approved, the contracts will be included in the budget, and those contracts, along with all the regular personnel contracts, will be brought to the Board next month (April) for action.

Significant upgrades are continuing to be made on the Douglas campus in Aviation and Art, as well as landscaping and deferred maintenance. With the upcoming re-paving of the runway, it has been decided to not offer the Aviation program over the summer. Administration has made a determination that they would like to close housing this summer and reduce food service to just lunch during that time; this would result in a savings of between \$80,000 and \$100,000 in the budget by not providing full services. As there wouldn't be aviation or athletics students in housing during this time, it would provide an opportunity to pull back and use the time to refurbish/remodel some facilities, primarily in the kitchen, and other areas where it would be difficult to work should students be on campus. It was debated to shut down food services completely; however, it was deemed necessary to provide lunch, primarily for employees, as the campus is ten miles from any other food sources. The plan is for the facilities to re-open August 1<sup>st</sup> with a fresh, new look and then to move forward.

One area which we are seeing significant movement is in Unmanned Aerial Systems (UAS). Dr. Rottweiler stated he received a letter from Governor Brewer encouraging us to participate in what is being referred to as "the Center of Excellence in Research and Education Consortium". He added that Cochise College is out in front of that, working with the dean at the College of Engineering

at the University of Arizona, Polytech at ASU, and leaders at Embry-Riddle, and that he sees some real opportunities to help move this agenda forward. As the Board is aware, the FAA has 180 days to determine six test sites for integration of UAS into national airspace. The recommendation coming out of the Arizona Commerce Authority is that the number one priority is Benson, which represents a real opportunity for Cochise County. We may stand in a position of being at the forefront of this new emerging technology. A meeting is scheduled for tomorrow with Northrop Grumman around an ongoing partnership with UAVs and Sandstorm. On March 26<sup>th</sup>, Cochise College will host a meeting of the Arizona Commerce Authority and many leaders in Cochise County, and then tour Fort Huachuca and other resources, to showcase the value of Cochise County in that initiative.

Dr. Rottweiler stated there were concerns this time last year around the student loan default rate. He was pleased to share with the Board that, due to some initiatives around Financial Aid, under Dr. Bo Hall's leadership and others in Admissions, and Financial Aid under the direction of Director Karen Bennett, we have seen our default rate drop to 24.2%. We will continue to address that ongoing issue, as well as the need insure tuition rates are held reasonable so that students can be successful without having to go into significant debt in order to fund their education.

Dr. Rottweiler was pleased to share that Cochise College has been recognized in the Impact magazine, which is out of USA Funds – “USA Funds Life Skill Plays Critical Role in Financial Literacy”. It features our Director of Financial Aid as well as staff, working with students and talking about the initiatives taken at Cochise College. He added that, once again, similar to the Board, the college tends to be out in front on many of these issues, and we're extremely proud of what has occurred.

On Thursday, March 15<sup>th</sup>, Dr. Rottweiler, Kevin Butler, Becky Orozco, and Arturo Chacon will be travelling to Agua Prieta, to carry the initiative forward related to some tuition agreements with the Instituto Tecnológico. Dr. Rottweiler stated he is excited about this initiative - he reminded the Board that this is a group they have met with in the past, and that he will be building upon that agreement as they look at other exciting initiatives in that area. He looks forward to reporting back to the Board and hopefully sharing good news in that ongoing partnership as they try to enhance educational opportunities in the border region.

Dr. Rottweiler brought to the Board's attention, on page 38 of the most recent issue of the Trustee Quarterly, that Mrs. Jan Guy, Board Chair, is recognized as an ACCT Lifetime Member. He congratulated Mrs. Guy and thanked her for her many years of dedication and commitment to the Board and to the college.

Upon opening the floor for questions, there was brief discussion/clarification around the current legislative session, ASRS changes, ADA compliance issues and who would be responsible for making the 'fixes' on Fort Huachuca, the closing of housing and food services on the Douglas campus during the summer, and the 24% student loan default rate. Dr. Eaton stated that the Board needs to look closely at the tuition increases.

**1.06.6 Monthly Financial Report – February, 2012**

The Financial Report for February, 2012 was presented and accepted as submitted.

**2. APPROVAL OF MINUTES**

**2.01 Acceptance of Minutes, Regular Meeting – February 7, 2012**

The minutes of the February 7, 2012 Regular meeting of the Cochise County Community College District Governing Board were accepted and entered into record.

**3. INFORMATION ITEMS**

**3.01 Communications**

The college did not receive any communications for the March 13, 2012 Governing Board meeting agenda.

**3.02 Computer Information Systems, Business and Technology, Aviation, and Fort Huachuca Report**

Bruce Richardson, Dean, Business and Technology, provided the report, along with a PowerPoint presentation. He reviewed areas he oversees as the dean; Aviation, which includes Avionics, Private Pilot and Professional Pilot programs; Business, which includes Economics, and Logistics; Fort Huachuca, which includes Culinary Arts, CISCO Academy, and MOS Credentialing; and Technology, which includes Agriculture, Automotive, Computer Information Systems, Construction, Drafting, Fire Science, and Welding programs.

In the Aviation area, Mr. Richardson began by stating that Belinda Burnett, Director of Aviation, attended a “Women in Aviation” meeting in Dallas, Texas last week, in which there were over 4,000 attendees, many of which recognized Cochise College and the Aviation program. He went on to say he is excited about the construction to improve the facilities on the Douglas campus, and was pleased to announce that student enrollments this year are up from both last year and the year before in the Aviation area. This has enabled him to hire three new faculty members/pilot instructors. In December 2011, Cochise College closed its Tucson flight operations, and is now only operating out of the Douglas campus. A Redbird flight simulator was purchased in April 2011, and the purchase of an additional Redbird Simulator and a Crosswind trainer is in process for the Professional Pilot program. With the Board’s approval this evening, the college will bring its first full-time UAS Instructor on board.

In the area of Business and Economics, the Business Department participated in “Meet Your Major” for the first time this year, on both the Sierra Vista and Douglas campuses; an Advisory Board meeting to address the Cochise College business curriculum; the Entrepreneur Club; five different seminars at the Copper Queen Hospital – four in customer service and one in statistics; and community events in Sierra Vista and St. David.

Regarding Fort Huachuca, Mr. Richardson stated the Cochise College office is located in the Army Education Center (AEC), and provides academic advising, credit evaluation, and transcript services. Classes are held in Young Hall, as well as a few that are held in the AEC. Courses are taught at lunchtime, evenings, and Saturdays to accommodate

the varied off-duty schedules of soldiers and the working community. Mr. Richardson stated that from August 2010 – August 2011, there were 941 graduates from the military arena, with 776 being in the intelligence operations field, which is directly related to the MOS Credentialing program. Culinary events on the fort consisted of a culinary competition where area high school students (7 schools and 80 students participated) on teams competed, preparing them for the Skills USA competition to be held in Phoenix next month. They were also given a tour of the military dining facility, and each student had an opportunity to visit with a recruiter. The CISCO Academy is also on Fort Huachuca, and has been very successful. The academy averages eight classes a year and provides students with the knowledge they need to become network associates, as well as hands-on experience with networking concepts and CISCO networking equipment. Mr. Richardson is hoping to expand this very successful CCNA certification program to the Sierra Vista campus. He added that there have been approximately 30 students in the last year-and-a-half to two years who have completed the program. Just recently, the Cochise College Sierra Vista campus was approved as a testing center. Now, 70+ exams can be administered, including Security Plus, Net Plus, and CISCO, just to name a few, alleviating the need for students to travel to Tucson or Phoenix to take the exam.

The MOS Credentialing program, as previously mentioned, has been successful. In 2012, the program will introduce an Associate of Applied Science in Education for instructor on Fort Huachuca.

Regarding the Agriculture program, Mr. Richardson stated they are in the process of updating and modernizing the current classes, and the facilities on the Douglas campus are being moved. They have upgraded the Agriculture degree, looking at Ag Business, Ag in general, and soil sciences, with a bit of vet science mixed in. In addition, the Associate of Applied Science degree is being modified to better align with universities. Mr. Richardson added that the college has worked with Arizona schools as well as the New Mexico State University.

The Automotive Program is doing well, and students are going on to obtain employment. Mr. Richardson stated the problem he has with completion in this area is that every automotive class is an individual, ASE Certified class. Once students take a class and get certified, they get a job (which is good), but it then takes them a while to return to classes to finish their degree.

Mr. Richardson was pleased to announce that the Building Construction program had its first female graduate with a Construction AAS Degree, who then went on to be employed by SSVEC. They have an ongoing partnership with SACA, they did a Tree House Farm and Sanctuary project in Elgin, they have an ongoing partnership with Habitat for Humanity, as well as a Castle and Cook paid internship position. The Utility Certificate program was approved for financial aid. The first interns were hired with SSVEC, AEPCO, and Southwest Gas, with the first apprentice being hired for AEPCO and SSVEC.

The Computer Challenge event, coordinated by Dan Guilmette, Cochise College CIS Instructor, brings middle and high schools students from across Cochise County to the Sierra Vista campus the first Friday in March. This year, the college hosted 10 schools with over 200 students.

Mr. Richardson stated they are working hard in the technology field on the Cyber Patriot Event, trying to create a better program that is strong in cyber security. Cochise College

will be assisting in the training of teams from Buena and Tombstone high schools. The current plan is, starting in April, to hold several weekend training sessions for team members, coaches, and mentors.

The Fire Science program averages 25 students each year, and Wild Land Fire has been added into the curriculum. The program was upgraded from standard Haz-Mat FRO to TEEEX (standardized nationally recognized curriculum program), and new equipment includes six SCBA (tanks) and masks, which were donated by SVFD.

Regarding the Welding community, they have assisted in the Pit Fire on the Douglas campus, participated in events such as the Aztec Welding Supply Open House, Cars in the Park, Meet Your Major, and have made many visits to local county high schools to promote the welding program. Welding student accomplishments include Thor Peterson, who placed second in the Skills USA competition, and Michael Dominguez tied for first place in the State Welding Sculpture Contest.

Dr. Rottweiler stated these areas are tied to the strategic initiatives related to our competitive advantages, with many around technology, and CISCO with our partnership with Fort Huachuca. He is very pleased with what is happening around the 'workforce ready' degrees and feels the future bodes well. He added that he is beginning to see interest come not only from the state, but on a national level as well.

#### **4. NEW BUSINESS \***

##### **4.01 Consent Agenda \***

Mr. DiPeso moved and Dr. Eaton seconded a motion to approve the Consent Agenda. There was no further discussion by the Board. The Board unanimously approved.  
MOTION CARRIED.

The following items were approved:

- 4.01.1 \* Classified; Appointment (*Leslie Mundell-Crucet, Administrative Assistant-Principal, Sierra Vista Campus*)
- 4.01.2 \* Administrative Support; Appointment (*Daniel Butorovich, Research Analyst, Grant-Funded, Sierra Vista Campus*)
- 4.01.3 \* Faculty; Appointment (*Leah Reeder, UAS Instructor, Douglas Campus*)
- 4.01.4 \* Classified; Resignation (*John Linan, Library & Instructional Technologies Specialist, Douglas Campus*)
- 4.01.5 \* Administrative Support; Resignation (*Bryce Brown, Assistant Rodeo Coach, Douglas Campus*)
- 4.01.6 \* Academic Support; Resignation (*Agustin Galvan, Director of Housing & Student Life, Douglas Campus*)
- 4.01.7 \* Faculty; Resignation (*Kelly Slover, Head Coach-Rodeo, Douglas Campus*)
- 4.01.8 \* Curriculum Changes

##### **4.02 Recommendation Not to Renew the Employment of a Probationary College Employee**

Mrs. Strain moved and Mr. DiPeso seconded a motion to approve the president's recommendation of non-renewal of contract for probationary employee, Mr. Kevin Hager, without criticism or specification of cause, resulting in separation of employment, effective



May 31, 2012. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.03 Recommendation Not to Renew the Employment of a Probationary College Employee**

Mr. DiPeso moved and Mrs. Strain seconded a motion to approve the president's recommendation of non-renewal of contract for probationary employee, Ms. Clara Lanyi, without criticism or specification of cause, resulting in separation of employment, effective May 11, 2012. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.04 Retirement and Re-Employment to .49 Appointment**

Mr. Hudgins moved and Mrs. Strain seconded a motion to approve the retirement, at the end of academic year 2011-2012, and the re-employment to a .49 FTE appointment, of Albert Kogel for academic year 2012-2013. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.05 Retirement and Re-Employment to .49 Appointment**

Mr. DiPeso moved and Mrs. Strain seconded a motion to approve the retirement, at the end of academic year 2011-2012, and the re-employment to a .49 FTE appointment, of Monte Surratt for academic year 2012-2013. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.06 Faculty Emeritus**

Mrs. Strain moved and Dr. Eaton seconded a motion to confer Faculty Emeritus status upon Ms. Ruth Britton and Mr. Roger Weller. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.07 Sabbatical Leave – Mr. Tate Rich**

Mr. Hudgins moved and Mr. DiPeso seconded a motion to approve the sabbatical leave request for Mr. Tate Rich. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.08 2012 – 2013 Student Tuition and Fee Schedule**

Mr. Hudgins moved and Mrs. Strain seconded a motion to approve the tuition and fee schedule for FY 2013. Dr. Rottweiler stated that, as part of the student completion agenda and other items, he wanted to address some inefficiencies and other areas that would help students graduate. He brought to the Board's attention that the graduation fee has been removed. Additionally, in most recent years, a student would sign up on a per credit tuition amount and then be required to pay \$40 (\$20 registration and \$20 tech fee) whether they enrolled for one credit or twenty credits. In looking at that, it was believed there were some inequalities that were actually funding full-time students on the backs of part-time students. Therefore, an analysis was done to initially make this revenue neutral, but the question was – How can we look at that and receive the same revenue based upon anticipated enrollments? The recommendation was to add \$6 to the current \$63 tuition rate.

In going through the initial budget process, one request was made to help maintain our mediated classrooms (technology such as projectors, document cameras, DVD players, etc.). As part of the master facilities planning, significant resources were invested to insure that our instructional spaces were up to standard, but added it will always be necessary to make replacements in a timely manner. Therefore, a \$1 increase is requested, which would bring the cost to \$70. A student taking 1 to 5 credit hours with the fees now integrated in, will actually see a 32% reduction in their tuition. The break point is around 6 – 7 credits, which is not uncommon based upon what we see amongst our students, most of which are part-time students. There is not a requested increase in tuition - there is a requested increase in fees of \$1, but the proposal is to transition that into a per-credit basis, which puts us at \$70 per credit hour. Early indications are that this puts the college right in the 'middle of the pack', which is exactly where we want to be when it comes to tuition. Dr. Rottweiler added that the state wants to make sure the equalization schools are charging their students their fair share. He stated that Cochise College is always in the middle and has looked for a balanced approach of property tax, state aid, and students carrying their portion of the burden. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

**4.09 Intergovernmental Agreement (IGA) Creating a Consortium to Establish an Educational Interactive Television System (ITV) Throughout Cochise County**

Mr. DiPeso moved and Mr. Hudgins seconded a motion to authorize the president to execute the Intergovernmental Agreement to continue as a member of the Cochise County Education and Technology Consortium. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

**5. ADJOURNMENT**

Prior to adjourning the meeting, Mrs. Guy opened the floor for comments from Governing Board members. Dr. Eaton provided some historical information, stating that when he attended classes on Fort Huachuca in 1964, they were held in the Calvary barracks. Mrs. Guy added that she worked in those 1932 buildings for many years. Mrs. Guy then thanked the Board and expressed her appreciation for the ACCT Lifetime Membership award, adding she has proudly placed the plaque on her office wall.

Mrs. Guy adjourned the regular meeting at 7:31 p.m.

Respectfully Submitted:

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Ms. Loretta Mountjoy, Executive Administrative Assistant, Office of the President

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Mrs. Jane Strain, Secretary of the Governing Board