

APPROVED

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

November 25, 2008

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, November 25, 2008, at 5:30 p.m. in the Anaheim Campus Board Room.

Board President Ontiveros called the meeting to order at 5:31 p.m. and Debra Gerard led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL - Present: Jeff Brown, Barbara Dunsheath, Leonard Lahtinen, Michael Matsuda, Molly McClanahan, Donna Miller, M. Tony Ontiveros, and Student Trustees Carissa Clark and Ethan Morse. Absent: None

RESOURCE PERSONNEL PRESENT: Ned Doffoney, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Steve Duncan, District Director, Human Resources; Kathie Hodge, President, Fullerton College; Mike Kasler, President, Cypress College; Christine Terry, Interim Provost, School of Continuing Education; Deborah Ludford, District Director, Information Services; Jorge Gamboa, representing the District Management Association; Andrea Sibley-Smith, representing the School of Continuing Education Academic Senate; Rob Johnson representing the Cypress College Academic Senate; Ken Collins, representing the Fullerton College Faculty Senate; Dale Craig, representing United Faculty; Rod Lusch, representing CSEA; Sam Russo, representing Adjunct Faculty United; and Violet Ayon, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Larry Buckley, Toni DuBois, Pilar Ellis, Debra Gerard, Mark Greenhalgh, Chuck Helms, Chris Lamm, Adela Lopez, Adam O'Connor, and Janet Portolan from Fullerton College; Bob Simpson from Cypress College; Greg Schulz and Terrie Taylor from the School of Continuing Education; and Ron Beeler, Claudette Dain, Tami Oh, Melissa Utsuki, and Dorothy Whitehurst from the District Offices.

COMMENTS: MEMBERS OF THE AUDIENCE: There were no comments from the audience.

BLOCK VOTE APPROVAL: It was moved by Trustee Jeff Brown and seconded by Trustee Donna Miller that the following items be approved by block vote.

Finance & Facilities:	4.c, 4.d, 4.e, 4.f, 4.g, 4.h, 4.i, 4.j, 4.k, 4.l, 4.m, 4.o, 4.p, 4.q
Instructional Resources:	5.a
Human Resources:	6.a, 6.b, 6.c

Motion carried unanimously, including the Student Trustees' advisory votes.

REPORT:

- A. **Chancellor Ned Doffoney** informed the Board that he and Vice Chancellor Fred Williams have begun their series of meetings with the District's communities regarding the potential budget deficit facing the District. He also has communicated in writing to all employees outlining the District's potential budgetary problems and he has already received dozens of suggestions for cost-saving measures.

He also reported that a recent conference of the Community College League of California (CCLC) was held in Anaheim and although he was pleased with the number of participants from the District, he was not pleased with the District's level of sponsorship and recognition received.

He concluded his report by wishing everyone and their families a joyous and happy Thanksgiving holiday.

- B. As a part of the Chancellor's Report, **Kathie Hodge** presented the Fullerton College Annual Report. The Annual Report identified the college's mission, eight institutional goals and related accomplishments during the 2007-08 academic year, as well as a student profile, and information on the foundations and academic programs available through the college.

Chris Lamm presented the Fall 2008 Fullerton College Student Equity Plan, which identified the college's goals, objectives, and related activities. The Student Equity Plan also identified the Faculty Senate's Student Equity Committee and its goals, as well as campus-based research, which provided statistical data on student access, course completion, course success, ESL and Basic Skills completion, degree and certificate completion, and transfer.

(See Supplemental Minutes #1015 for a copy of the reports.)

A question and answer session ensued regarding some of the recommendations identified in the Student Equity Plan. One of the most significant recommendations is for an Institutional Research Center to assist in the identification of programs, processes, services, etc., to ensure student success and improve student equity.

- C. **Mike Kasler**, President of Cypress College; **Chris Terry**, Interim Provost of the School of Continuing Education; and **Kathie Hodge**, President of Fullerton College, reported on activities in their respective areas.

COMMENTS:

- A. **Jorge Gamboa** invited the Board to the District Management Association holiday event on December 5, featuring distinguished Chef Ned Doffoney.

- B. **Andrea Sibley-Smith** extended an invitation to everyone to the Joint Union and Faculty/Academic Senates meeting on January 8, 2009, from 9 a.m. to 3 p.m. at the Anaheim Campus.
- C. **Student Trustee Carissa Clark** reported on Cypress College campus activities.
- D. **Student Trustee Ethan Morse** reported on Fullerton College campus activities.
- E. **Trustee Jeff Brown** reported on his attendance at the recent CCLC Conference in Anaheim. Based on information received at the conference, he offered the following suggestions: 1) improved web sites to facilitate donations to the foundations; 2) revisit the language of Board Policy 2350, Speakers, to include language that allows a speaker “up to three minutes” and include a statement to allow for extension of time; 3) review of revisions to the Brown Act, specifically, as the revisions relate to communication among Board members/employees; and 4) consider looking at a 16 week vs. an 18 week semester.

Trustee Brown also expressed concern regarding students who have not had one-on-one counseling services although they’ve been on campus a number of years. He proposed the District move toward mandatory counseling for all students and that it be implemented in a way to reach students early and keep them on track. Enforcement of course prerequisites would be helpful.

In the ensuing discussion, and in considering what information was being requested of staff, it was agreed that staff would report back to the Board on what the campuses are doing regarding counseling of students and to provide recommendations for increasing the number of students who receive counseling. The report is to be presented to the Board in February or early March of 2009.

- F. **Trustee Leonard Lahtinen** reported on his attendance at the Business and Economic Development Conference in Anaheim. Marketing staff should consider asking “why go to college now” in their marketing efforts. He also added that “green collar jobs” are something to be considered.

Trustee Lahtinen also expressed dismay with the lack of NOCCCD recognition on the CCLC Conference program due to the District’s lack of support for the event. He suggested that the Board should have been informed in advance of the conference of the problem regarding the lack of participation from the District and requested that in the future staff should consider what should be brought to the attention of the Board.

While at the CCLC Conference, Trustee Lahtinen attended a Noncredit Districts’ Caucus where it was reported that noncredit data submitted to the State Chancellor’s Office is misrepresented and needs to be improved, as does lobbying for noncredit programs.

- G. **Trustee Michael Matsuda** congratulated Mr. Ontiveros on his appointment to the California Community College Trustees Board.

H. **Trustee Barbara Dunsheath** commended Chancellor Doffoney and Ron Beeler on their respective presentations at the recent CCLC Conference.

MINUTES: It was moved by Trustee Michael Matsuda and seconded by Trustee Barbara Dunsheath that the Board approve the minutes of the Regular Meeting of November 11, 2008, as submitted. **Motion carried unanimously, including the Student Trustees' advisory votes.**

PUBLIC HEARING: At 7:31 p.m. Board President Ontiveros declared open a public hearing to receive comments from the public on reopeners submitted by CSEA Chapter 167 and those proposed by the District regarding the District and CSEA's collective bargaining agreement.

At 7:32 p.m., Board President Ontiveros declared the public hearing closed as there were no comments from the public.

Item 3.a: There were no comments presented to the Board on the initial proposal for reopeners to the CSEA Contract submitted by CSEA Chapter 167.

(See Supplemental Minutes #1015 for a copy of the proposal.)

Item 3.b: After providing the public with the opportunity to comment, it was moved by Trustee Michael Matsuda and seconded by Trustee Donna Miller that the Board adopt the District's proposed reopeners to the CSEA contract. **Motion carried unanimously.**

(See Supplemental Minutes #1015 for a copy of the proposal.)

FINANCE & FACILITIES

Item 4.a: The Board received the District's Quarterly Investment Report for the quarter ended September 30, 2008.

Item 4.b: The Board reviewed the District's Quarterly Financial Status Report for the quarter ended September 30, 2008, as required by §58310 of Title 5.

Item 4.c: By the block vote, authorization was granted to accept new revenue of \$520,976 for Instructional Equipment and Library Materials, and \$529,671 for Scheduled Maintenance/Instructional Equipment for a total of \$1,050,647. The Board also adopted resolutions to accept new revenue, establish and/or adjust budgets, and authorized expenditures within the General Fund and the Capital Outlay Fund, pursuant to the California Code of Regulations Title 5.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Item 4.d: By the block vote, authorization was granted to file the Notice of Completion of Work for PW0304-407, 300 Stairs Project at Fullerton College, with United Riggers & Erectors, Inc., and to release the final payment when due.

Item 4.e: By the block vote, authorization was granted to file the Notice of Completion of Work for PW0405-519, Student Center and Bookstore at Cypress College, with The Siess Companies, Bid Package No.4, and PPC Air Conditioning, Inc., Bid Package No. 10, and to release the retention payments when due.

Item 4.f: By the block vote, authorization was granted to file the Notice of Completion of Work for PW0506-602, Classroom Office Building 1400 at Fullerton College, with Doja Inc., Bid Package No.1; Mariposa Horticultural, Bid Package No.4; Best Roofing and Waterproofing, Bid Package No.7; PCI Performance Contracting, Bid Package No.11; and J.M. Farnan Co., Bid Package No. 17, and to release the retention payments when due.

Item 4.g: By the block vote, authorization was granted to file the Notice of Completion of Work for PW0506-611, Theater Rigging at Fullerton College, with SECOA, Inc., and to release the retention payment when due.

Item 4.h: By the block vote, authorization was granted to file the Notice of Completion of Work for PW0708-007, Swing Space Business Education Project at Cypress College, with Thomco Construction, Inc., and to release the final payment when due.

Item 4.i: By the block vote, authorization was granted to file the Notice of Completion of Work for PW0708-015, Building 3100 Remodel at Fullerton College, with Omari Construction Company, and to release the final payment when due.

Item 4.j: By the block vote, authorization was granted to file the Notice of Completion of Work for PW0708-017, Physical Education Electrical Upgrade at Fullerton College, with Westco Electric, and to release the final payment when due.

Item 4.k: By the block vote, contingent upon the California Community College Chancellor's Office approval, authorization was granted to award PW0809-001, Humanities Building 1 Modular Wall Systems at Cypress College, to Office Interior Solutions in the amount of \$455,243.75 as the lowest overall responsive and responsible bidder meeting plans and specifications.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to execute the agreement for the District and approve and forward to the Board for ratification, any further specification changes up to 10% of the original contract amount or \$15,000, whichever is greater, for the District.

Item 4.l: By the block vote, the Board adopted Resolution No. 08/09-04 for the Approval of Change Order as an Amendment to the Existing Contract with ACCO Engineered Systems, for W0506-606, Fullerton College Chilled Water Distribution Systems, and approved the awarding of additional work totaling \$178,875 without competitively bidding such work.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to execute all agreements and complete all necessary documents for the additional work.

Item 4.m: By the block vote, the Board ratified the current change orders for the public works projects listed per the Change Order Request, with a net total of \$83,543.41.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to execute each contractor agreement on behalf of the District.

Item 4.n: Upon numerous questions from the Board, Vice Chancellor Fred Williams withdrew from the agenda the proposal to change the name and the bylaws of the District's Foundation.

Item 4.o: By the block vote, authorization was granted to amend the agreement with ACCO Engineered Systems and to increase the contract amount by \$39,392 from \$729,000 to \$768,392 as follows:

Original Contract Amount:	\$729,000.00
Change Orders:	
Add: Replacement of Variable Speed Drives	\$131,000.00
Deduct: Energy Efficient Lighting Retrofits	<u>(91,608.00)</u>
Increase to contract amount	<u>39,392.00</u>
Revised Contract Amount:	<u><u>\$768,392.00</u></u>

Further authorization was granted to extend the agreement through February 28, 2009, and authorized the Vice Chancellor, Finance & Facilities, to execute the amendment to the agreement on behalf of the District.

Item 4.p: By the block vote, the Board retroactively adopted Resolution No. 08/09-08 for the Approval of Change Order as an Amendment to the Existing Contract with Montgomery Hardware Co., for PW0506-602, Fullerton College Classroom Office Building 1400, and approved the award of additional work totaling \$7,100, without competitively bidding such work.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to execute all agreements and complete all necessary documents for the additional work.

Item 4.q: By the block vote, authorization was granted for payment to the following contractors that supplemented the work force of Y & M Construction, Inc. at the Science Relocatable Village at Fullerton College:

Snowden Electric Company (Electrical)	\$99,657.00
J.M. Farnan Co., Inc. (Plumbing)	\$55,000.00
Atlas Allied, Inc. (General Construction)	<u>\$124,693.00</u>
	<u>\$279,350.00</u>

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to complete and execute all necessary documents on behalf of the District.

INSTRUCTIONAL RESOURCES

Item 5.a: By the block vote, the Board authorized adjustments to revenue and expenditures budgets and adopted resolutions to adjust budgets and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308 for the following programs:

SITE	PROJECT NAME	LENGTH OF CONTRACT	TOTAL ADJUSTMENT
AC	California Community College Chancellor's Office Categorical Programs Revised Allocation Adjustments Staff Diversity	July 1, 2008 to June 30, 2009	 (\$4,098)
CC	California Community College Chancellor's Office Categorical Programs Revised Allocation Adjustments DSPS TTIP	July 1, 2008 to June 30, 2009	 (\$15,373) \$36,036
FC	California Community College Chancellor's Office Categorical Programs Revised Allocation Adjustments DSPS TTIP	July 1, 2008 to June 30, 2009	 \$97,110 \$36,036
SCE	California Community College Chancellor's Office Categorical Programs Revised Allocation Adjustments DSPS Apprenticeship – Meat Cutting	July 1, 2008 to June 30, 2009	 \$87,582 (\$4,549)

Further authorization was granted for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Item 5.b: It was moved by Trustee Leonard Lahtinen and seconded by Trustee Donna Miller that the Board authorize the naming of the Cypress College Gym II basketball court as the "Don Johnson Court" in recognition of Coach Johnson's 27 years of coaching,

outstanding dedication to Cypress College, and positive recognition he helped his teams garner for themselves and the college. **Motion carried unanimously, including the Student Trustees' advisory votes.**

HUMAN RESOURCES:

Item 6.a: By the block vote, authorization was granted for the following academic personnel matters, which are within budget:

RESIGNATION

Colf, Gregory	SCE	Computer Application/Business Education Noncredit Instructor Eff. 11/30/2008 PN SCF986
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EXTENSION OF TEMPORARY MANAGEMENT CONTRACTS

Abutin, Albert	FC	Interim Dean, Admissions and Records Temporary Management Contract (100%) Range 32, Column A + PG&D Management Salary Schedule Eff. 01/01/2009-06/30/2009 PN FIM989
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Greenhalgh, Mark	FC	Interim Dean, Math & Computer Science Temporary Management Contract (100%) Range 32, Column G Management Salary Schedule Eff. 01/01/2009-01/31/2009 PN FIM973
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Snyder, Peter	FC	Interim Dean, Physical Education Temporary Management Contract (100%) Range 32, Column G + Doc Management Salary Schedule Eff. 01/01/2009-06/30/2009 PN FIM997
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TEMPORARY REASSIGNMENT

Gamboa, Jorge	SCE	Program Assistant, ESL/Special Education Programs
	To:	SCE Interim Manager, ESL/Special Education Programs Range 24, Column A + PG&D (100%) Management Salary Schedule

Eff. 11/26/2008-06/30/2009
PN SIM997-TR

CHANGE IN SALARY CLASSIFICATION

Ensch, Elena	SCE	Noncredit ESL Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 09/08/2008
McAndrews, Michael	CC	Engineering Instructor (ADJ) From: Column 1, Step 0 To: Column 2, Step 0 Eff. 08/18/2008
Shah, Sonali	CC	Chemistry Instructor (ADJ) From: Column 2, Step 0 To: Column 3, Step 0 Eff. 08/18/2008

ADDITIONAL DUTY DAYS @ PER DIEM

Kresse, Douglas	FC	Forensics Coach	11 days
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PAYMENT FOR INDEPENDENT LEARNING CONTRACTS-2008 FALL SEMESTER

Bliss, Jean	FC	\$ 10.00
Clahane, Dana	FC	\$ 20.00
Corsi, Sandro	FC	\$ 10.00
Cuevas, Juan	FC	\$ 10.00
Felender, Julie	FC	\$ 40.00
Gonzalez, Manuel	FC	\$ 10.00
Holden, Michael	FC	\$ 40.00
Lamm, Christine	FC	\$ 10.00
Lopez, Adela	FC	\$ 10.00
Martinez, Marciano	FC	\$ 20.00
McMillan, Richard	FC	\$ 20.00
Minear, Samantha	FC	\$ 20.00
Minton, Jeff	FC	\$ 10.00
Molina, Rosa	FC	\$ 10.00
Monreal, Maria	FC	\$ 20.00
Padilla, Gerald	FC	\$ 20.00
Seidel, Jay	FC	\$ 10.00
Siversten, Kirk	FC	\$ 10.00
Smith, Todd	FC	\$ 20.00
Stanaway, Carl	FC	\$ 20.00
Van Ry, Michelle	FC	\$ 30.00

Ward, Carol FC \$ 10.00

LEAVE OF ABSENCE WITH PAY

Brydges, Michael CC Speech Instructor
Load Banking Leave (34.00%)
Eff. 2009 Spring Semester

Dickey, Cherie CC Reading Instructor
Load Banking Leave (20.00%)
Eff. 2009 Spring Semester

Kashi, Barbara CC Reading Instructor
Load Banking Leave (6.67%)
Eff. 2009 Spring Semester

Lin, Jian-Er CC English Instructor
Load Banking Leave (100%)
Eff. 2009 Spring Semester

Llanos, Kathleen CC ESL Instructor
Load Banking Leave (6.67%)
Eff. 2009 Spring Semester

Nabahani, Melanie CC English Instructor
Load Banking Leave (26.67%)
Eff. 2009 Spring Semester

TEMPORARY ACADEMIC HOURLY INSTRUCTIONAL

De La Cruz, Janet CC Nursing Instructor
Specially-funded pursuant to E.C. 87470
Column 1, Step 0
Eff. 10/20/2008-12/18/2008

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2008 FALL SEMESTER,
FALL/WINTER TRIMESTER

Sanchez, Esperanza SCE Column 1, Step 0

Sutton, Patricia SCE Column 1, Step 0

Tamsamani, Zouhair CC Column 1, Step 0

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2009 SPRING SEMESTER,
TRIMESTER

Amick, Aaron CC Column 3, Step 0

Day, Jeanne CC Column 2, Step 0

Kalhor, Shahriar CC Column 3, Step 0

Lehigh, Steven	CC	Column 1, Step 0
Ly, Lisa	FC	Column 2, Step 0
Martindale, Cynthia	CC	Column 2, Step 0
McNicoll, Joseph	FC	Column 1, Step 0
Palmisano, Michelle	CC	Column 3, Step 0
Russell, Donald	CC	Column 1, Step 0
Troy, Jeffrey	CC	Column 3, Step 0

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Baltazar, Ramon	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Berry, Nera	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Downer, Maybeth	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Dumas, Patricia	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Gonzalez, Debra	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Hedges, Janice	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Famolaro, Felix	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Landgreen, Terri	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
McLeod, Nancy	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Moran, Genaro	SCE	CTE Staff Development Training Stipend not to exceed \$50

		Eff. 12/06/2008
Ruse, Dorene	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Smith, Fawn	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Tanouye, Ann	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Ulloa, Mario	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Vu, David	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008
Yeon, Hwa Hyun	SCE	CTE Staff Development Training Stipend not to exceed \$50 Eff. 12/06/2008

Item 6.b: By the block vote, authorization was granted for the following classified personnel matter, which is within budget:

RETIREMENT

Kenneth, Taagamanusin FC Facilities Custodian I
12-month position (100%)
Eff. 11/22/2008
PN FCC874

NEW PERSONNEL

Marathe, Nishad SCE Admissions & Records Technician
12-month position (50%)
Range 33, Step A
Eff. 12/02/2008
PN SCC893

Meredith, Sandy SCE Special Projects Coordinator/DSPS Transition Coord
Temporary Management Position (60%)
Range 1, Special Project Daily Rate Schedule+ stipend
In lieu of benefits

Eff. 12/01/2008 – 6/30/2009
PN SCT981

RECLASSIFICATION

Babbo, Mary Ann SCE Administrative Assistant I
12-month position (100%)
Range 33, Step E+5% Long

To: SCE Administrative Assistant II
12-month position (100%)
Range 36, Step E+5% Long
Eff. 10/01/2008
PN SCC951

Item 6.c: By the block vote, authorization was granted for the hourly personnel per the hourly personnel listing.

(See Supplemental Minutes #1015 for a copy of the hourly personnel listing.)

GENERAL

Item 7.a: It was moved by Trustee Molly McClanahan and seconded by Trustee Jeff Brown that the Board establish Tuesday, December 9, 2008, as the date of its Organizational Meeting and to so inform the County Superintendent. **Motion carried unanimously, including the Student Trustees' advisory votes.**

CLOSED SESSION: At 7:40 p.m., Board President Ontiveros adjourned the open session meeting in honor of Alex Omalev, Fullerton College basketball coach from 1949 to 1961, who recently passed away. Closed session was held per the following sections of the Government Code:

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR JEFF HORSLEY, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 1606, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISSMISSAL/RELEASE.

Per Section 54956.9(a): POTENTIAL LITIGATION, Settlement of Claim with the following contractor: ARB, Inc.

RECONVENE OPEN SESSION: At 10:16 p.m., Board President Ontiveros reconvened the meeting in open session and reported the following action taken:

It was moved by Trustee Leonard Lahtinen and seconded by Trustee Barbara Dunsheath to approve the agreement between ARB and Kone in the matter related to the Fullerton College Parking Structure. **Motion carried unanimously.**

ADJOURNMENT: At 10:18 p.m., it was moved by Trustee Leonard Lahtinen and seconded by Trustee Barbara Dunsheath to adjourn the meeting. **Motion carried unanimously.**

Prepared By Recording Secretary for
Michael Matsuda, Secretary, Board of Trustees