

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

September 11, 2018

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, September 11, 2018, at 5:30 p.m. in the Anaheim Campus Board Room.

Board President Jacqueline Rodarte called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL:** Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Ed Lopez, Molly McClanahan, Jacqueline Rodarte, and Student Trustee Pascual Castillo. Barbara Dunsheath arrived at 5:36 p.m. Absent: None.

**RESOURCE PERSONNEL PRESENT:** Cheryl Marshall, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Finance & Facilities; Greg Schulz, President, Fullerton College; Valentina Purtell, Provost, North Orange Continuing Education; Kai Stearns Moore, District Director, Public & Governmental Affairs; Richard Fee, representing the District Management Association; Tina McClurkin, representing the North Orange Continuing Education Academic Senate; Craig Goralski, representing the Cypress College Academic Senate; Josh Ashenmiller, representing the Fullerton College Faculty Senate; Dana Clahane, representing United Faculty; Dawnmarie Neate, representing CSEA; Kent Stevenson, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

**OTHER ADMINISTRATORS AND EMPLOYEES PRESENT:** Carlos Ayon, Gil Contreras, Jose Ramon Nuñez, Lisa McPheron, Ken Starkman, and Dani Wilson from Fullerton College; Phil Dykstra from Cypress College; Terry Cox from North Orange Continuing Education; and Joyce Carrigan, Jenney Ho, Ivy Hwee, Julie Kossick, Victor Manchik, Arturo Ocampo, Chelsea Salisbury, Amita Suhrid, Leslie Tsubaki, and Kashu Vyas from the District Office.

**VISITORS:** None.

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

**BLOCK VOTE APPROVAL OF NON-PERSONNEL ITEMS:** It was moved by Trustee Ryan Bent and seconded by Trustee Jeffrey P. Brown that the following non-personnel items be approved by block vote:

Finance & Facilities: 4.a, 4.c

**Motion carried with Trustees Bent, Blount, Brown, Lopez, McClanahan, and Rodarte voting yes, including Student Trustee Castillo's advisory vote.**

**BLOCK VOTE APPROVAL OF PERSONNEL ITEMS:** It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Molly McClanahan that the following personnel items be approved by block vote:

Human Resources: 5.a, 5.b, 5.c, 5.d, 5.e

**Motion carried with Trustees Bent, Blount, Brown, Lopez, McClanahan, and Rodarte voting yes.**

## COMMENTS

- A. **Richard Fee** reported that the DMA theme for the upcoming year is “hope,” that a save the date for the Fall DMA meeting will be sent out soon, and that dates in January are being identified for a districtwide managers retreat.
- B. **Tina McClurkin** reported that NOCE began Fall classes, and that NOCE Opening Day took place on September 7 and included an Academic Senate retreat where the group set priorities and goals for the upcoming year.
- C. **Craig Goralski** shared the results of a second Winter Intersession survey which included 350 faculty participants (236 full-time and 134 part-time). 46% of all faculty stated they would teach an intersession class, while 54% said they would not during the 4-week intersession. Fullerton College faculty were in favor of teaching during an intersession (56%), while at Cypress College the majority were not (38% voting yes). Part-time faculty were much more in favor of an intersession (75%) than full-time faculty (32%).
- Dr. Goralski also stated that resource table members need more time to confer with their constituencies regarding the Board meeting study session topics in order to provide informed perspectives during the discussion.
- D. **Josh Ashenmiller** reported that the first meeting of the Fullerton College Faculty Senate took place with discussion centering on guided pathways, curriculum, and committee appointments. He thanked **President Schulz** and the research team for their work on the Winter Intersession survey whose results were as expected.
- E. **Dana Clahane** reported that the first United Faculty Executive Board meeting is coming up, that there is a Vice President vacancy on the Board, and that negotiations with the District resume on September 17.
- F. **Dawnmarie Neate** shared CSEA’s concerns regarding a potential Winter Intersession due to workload issues, overlapping deadlines, and vacation schedules, and also noted that it was National Suicide Awareness Week.
- G. **Student Trustee Pascual Castillo** reported on the *Bienvenidos* event hosted by the Fullerton College clubs on campus.
- H. **Trustee Stephen T. Blount** reported on his attendance at two Cypress Chamber of Commerce events and alluded to a couple of ideas that he is working on.

- I. **Trustee Molly McClanahan** welcomed **Vice Chancellor Li-Bugg** back to the dais, and reported on her attendance at NOCE Opening Day which included a tour of the newly renovated seventh floor of the Anaheim Campus.
- J. **Trustee Jeffrey P. Brown** reported that he received feedback from faculty members stating that using Open Educational Resources (OER) could never work. In response, he cited and an article from the *Santa Clarita Valley Signal* which outlined a recent summit hosted by College of the Canyons (COC) on OER, the overwhelming support by COC students for zero cost textbooks, and how COC has offered 300 sections of their Fall 2018 classes using open source materials. Trustee Brown concluded his comments by challenging the faculty senates across the District to take the lead on such an important aspect for students.
- K. **Trustee Ryan Bent** shared that he had a great time at the NOCE Opening Day and attended the breakout sessions, the campus tour, and the Academic Senate retreat.
- L. **Trustee Barbara Dunsheath** noted that she also enjoyed attending the NOCE Opening Day event.
- M. **Trustee Jacqueline Rodarte** expressed her gratitude to Trustee Bent for attending all three campus opening day events to speak on behalf of the Board.

**MINUTES:** It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Molly McClanahan to approve the Minutes of the Regular Meeting of August 28, 2018. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes, including Student Trustee Castillo's advisory vote.**

**PUBLIC HEARING:** At 5:48 p.m. Board President Jacqueline Rodarte opened the public hearing on the 2018-19 Proposed Budget. Fred Williams, Vice Chancellor of Finance & Facilities, presented the District's 2018-19 Proposed Budget which included discussion on the student centered funding formula, enrollment, ongoing structure, one-time dollars, and outstanding issues.

### **Student Centered Funding Formula (SCFF)**

	<u>SCFF</u>	<u>SB 361</u>	<u>Difference</u>
Base (FTES)	\$ 143,800,000	\$ 189,500,000	(\$45.7 million)
Supplemental Allocation	\$ 37,400,000	\$	\$37.4 million
Student Success	\$ 16,700,000	\$	\$16.7 million
Total	<u>\$ 197,900,000</u>	<u>\$ 189,500,000</u>	\$8.4 million

**Base Allocation** – (70% – 65% – 60% based on a three-year phase-in)

Two colleges and one center = \$10.4 million

Three year average for credit FTES

FTES x Rate (\$3,727)

Non-credit x Rate (3,347)

CDCP x Rate (\$5,457)

Total Base: \$143.8 million

**Supplemental Allocation** – (20% – 20% – 20% based on a three-year phase-in)

- Unduplicated Headcount
  - Pell Grant Recipients
  - AB 540 Students
  - Statewide College Promise Grant Recipients
- Funded at a rate of \$919
- Students may qualify in more than one area
- Total: \$37.4 million

**Student Success Allocation** – (10% – 15% – 20% based on a three-year phase-in)

<u>Eight Outcome Metrics</u>	<u>Points Allocated</u>
Associate Degree for Transfer (ADT)	4
Associate Degree	3
Bachelor's Degree	3
Credit Certificate (16 units or more)	2
Completion of Transfer Level Math & English	2
Transfer to a 4-Year Institution	1.5
Achievement of Regional Living Wage	1
Completion of 9+ CTE Units	1

**FTES Enrollment Trend (Actuals)**

	2014-15	2015-16	2016-17	2017-18	2018-19
FTES	36,079	35,835	34,800	34,632	34,597

**On-going Structure**

	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>	<u>Difference</u>
Revenues	\$ 186,000,000	\$ 202,800,000	\$16.8 million
Expenditures	\$ 191,900,000	\$ 197,700,000	\$5.8 million
Net	\$ (5,900,000)	\$ 5,100,000	\$11 million

	<u>2019-20 Budget</u>
Ongoing Surplus	\$ 5,100,000
Negotiations	
Adjunct Faculty United	\$ (760,000)
United Faculty	\$ (2,700,000)
2019-20 Faculty Hires	\$ (1,000,000)
Extended Day Deficits	\$ (5,800,000)
Total	\$ (5,160,000)

**One-time Funds**

- \$45 million to allocate
  - Summer Shift dollars
  - PERS/STRS savings
  - SERP savings

- Discussions will take place at the Council on Budget & Facilities and District Consultation Council, with recommendations made to the Chancellor and Board.

### **Outstanding Issues Facing the District**

- Competitive Salaries and Benefits
- Negotiations
- Enrollments
- Faculty Hires
- Step and column Increases
- Extended Day/Overload Deficits
- Construction Bids

In the ensuing discussion Vice Chancellor Williams and Kashu Vyas, District Director of Fiscal Affairs, responded to budget questions regarding the funding formula being better than expected and whether that will be the case in future years; calculation of the District's FON number; whether it is an issue to not have a scheduled maintenance budget; availability of the actuals for 2017-18; and clarification on the percent of the budget spent on salary and benefits.

Trustees also inquired about the student success allocation, the data used, and whether the District can double count students; how the regional living wage is tracked; how private university transfers are tracked and the impact of that data; use of MIS data submissions by the State; the use of stackable certificates; making students aware of which classes they need to receive an additional award and what role Degree Works will play in that; and the status of the State's Online College.

Board members commended staff for a well-written budget narrative that answered questions as you read. They also made several comments which included concern with span of control across the line within the NOCE organizational chart and continuing discussions about the possibility of adding a vice president role; an organizational chart for the District that doesn't match the large responsibility that falls within Educational Services & Technology; being pleased to see a listing of grants and where they are housed within the District; consideration of step and column increases and extended day deficits as on-going costs, and not as part of one-time funding discussions; and a request to possibly see projections for future years for revenue and expenditures included in the budget report.

At 6:45 p.m. it was moved by Trustee Stephen T. Blount and seconded by Trustee Molly McClanahan to close the public hearing. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes, including Student Trustee Castillo's advisory vote.**

(See Supplemental Minutes #1221 for a copy of the budget presentation.)

**Item 3.a:** Upon conclusion of the public hearing, it was moved by Trustee Stephen T. Blount and seconded by Trustee Barbara Dunsheath to adopt the 2018-2019 Proposed Budget with a General Fund Budget totaling \$375,432,275 and associated funds as summarized in the Proposed Budget Book, approve the Gann Appropriation Limit, which is \$321,005,032.

Further authorization was granted to adopt a resolution to certify the approval of entering into agreements and any amendments with the California Department of Education and to authorize the Vice Chancellor, Finance & Facilities, or the District Director, Fiscal Affairs, to sign contract documents for fiscal year 2018-2019.

**Resolution adopted.** (See Supplemental Minutes #1221 for copy of the resolution.)

## **FINANCE & FACILITIES**

**Item 4.a:** By block vote, authorization was granted to ratify purchase order numbers P0124457 - P0127142 through August 21, 2018, totaling \$4,140,448.32, and check numbers C0048036 - C0048153, totaling \$3,523,296.64; check numbers F0227068 - F0227424, totaling \$2,651,813.57; check numbers Q0006209 - Q0006231, totaling \$1,875.00; check numbers 88480644 - 88481661, totaling \$8,234,934.10; check numbers V0031565 - V0031574, totaling \$7,453.00; check numbers 70089473 - 70089519, totaling \$7,486.55; and disbursements E8751497 - E8757635, totaling \$6,181,932.58, through August 31, 2018.

**Item 4.b:** It was moved by Trustee Molly McClanahan and seconded by Trustee Barbara Dunsheath to enter into a travel arrangement with CAPA for the Cypress College and Fullerton College 2019 Summer Study Abroad Program in Buenos Aires, Argentina. The basic program fee of \$4,195, which is to be paid by each student, includes housing, round trip flight, an orientation, support staff, travel excursions, a travel pass, and some meals.

During the discussion, trustees inquired about the possibility of offering a study abroad program involving an immersion experience for students studying a foreign language to allow them to strengthen their language skills. Staff responded that in Fall 2019 a program to Kyoto, Japan with English and Japanese courses will be offered, and in Spring 2021 a program to Paris, France with French and English courses will be offered. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes, including Student Trustee Castillo's advisory vote.**

Further authorization was granted for the Vice Chancellor, Facilities and Finance, to execute the agreement on behalf of the District. A signed copy of the travel contractor agreement will be on file in the District Business Office.

**Item 4.c:** By block vote, authorization was granted to approve Change Order Nos. 1, 2 3 and 4 for Bid #1718-19, Anaheim Campus 2nd Floor Counseling Offices & 5th Floor CTE Lab Tenant Improvements, with Interlog Construction, in the total amount of \$23,604.63, increasing the contract from \$410,000 to \$433,604.63.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the change orders on behalf of the District.

## **HUMAN RESOURCES**

**Item 5.a:** By block vote, authorization was granted for the following academic personnel, which are within budget:

### PROMOTION



Samano, Jeffrey                      FC      Forensics Coach      11 days

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS SUMMER 2018

Castle-Donovetsky	CC	\$ 5.00
Corrales, Nancy	CC	\$10.00
Grande, Jolena	CC	\$95.00
Pinkham, Bill	CC	\$65.00

LEAVES OF ABSENCE

Garcia, Amy	FC	Reading Instructor Load Banking Leave With Pay (6.67%) Eff. 2018 Fall Semester
Miranda, Jose	FC	Automotive Technology Instructor Load Banking Leave With Pay (66.67%) Eff. 2018 Fall Semester
Mohr, Margaret	CC	Physical Education Instructor Load Banking Leave With Pay (1.67%) Eff. 2018 Fall Semester
Nguyen, Gregory	FC	Mathematics Instructor Load Banking Leave With Pay From: 10.00% To: 7.33% Eff. 2018 Fall Semester
Reilly, Joseph	FC	History Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted: Unpaid thereafter Eff. 08/16/2018-12/08/2018
Wahbe, Randa	CC	English Instructor Family Medical Leave (FMLA/CFRA) (Intermittent) Paid Leave using Regular and Supplemental Sick Leave until Exhausted: Unpaid thereafter Eff. 08/28/2018-10/15/2018

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2018 FALL SEMESTER, TRIMESTER

Alekhuogie, David	CC	Column 1, Step 1
Balmages, Mary	CC	Column 2, Step 2
Basu, Anita	FC	Column 1, Step 1
Cameron, Richard	FC	Column 1, Step 1
Espinoza, Maria	NOCE	Column 2, Step 1



Galarze, Raymond	FC	Column 2, Step 1
Gross, Daniel	CC	Column 2, Step 1
Hamer, Brittany	CC	Column 1, Step 1
Joyce, Hillary	NOCE	Column 2, Step 1
Luetzow, Martha	FC	Column 1, Step 1
Maynard, Lauren	NOCE	Column 2, Step 1
Medeiros, Lyman	FC	Column 1, Step 1
Murdock, Brett	FC	Column 3, Step 1
Norling, Sakura	CC	Column 1, Step 1
Robertson, Jade	CC	Column 1, Step 1
Silverman, Rachel	FC	Column 1, Step 1
Wenner, Paul	CC	Column 1, Step 1
Yurtsever, Ulvi	CC	Column 3, Step 1

#### TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Hamer, Brittany	CC	Column 1, Step 1
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#### TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Locke, Stephanie	FC	Column 1, Step 1
Proietti, Kathryn	FC	Column 1, Step 1

#### CORRECTION TO BOARD AGENDA OF AUGUST 28, 2018 CHANGE IN SALARY CLASSIFICATION

Moon, Hochin	FC	Counselor (ADJ) From: Column 2, Step 2 To: Column 1, Step 4 (Schedule B only) Eff. 08/20/2018
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**Item 5.b:** by block vote, authorization was granted for the following classified personnel matters which are within budget:

#### PROMOTION

Flores, Hugo	FC	Student Services Specialist, International Students 12-month position (100%) PN FCC670  To: FC Admissions and Records Coordinator 12-month position (100%) Range 40, Step C + PGD Classified Salary Schedule Eff. 08/29/2018 PN FCC920
Travaglia, Domenic	CC	Groundskeeper 12-month position (100%) CCC887

To: CC Equipment Operator  
 12-month position (100%)  
 Range 31, Step E + 15% Longevity  
 Classified Salary Schedule  
 Eff. 08/15/2018  
 PN CCC882

### VOLUNTARY CHANGES IN ASSIGNMENT

Garcia, Ana Rosa	FC	Clerical Assistant I (100%)  Temporary Change in Assignment To: FC Financial Aid Technician 12-month position (100%) Range 36, Step C + 10% Longevity Classified Salary Schedule Eff. 10/01/2018 – 06/30/2019
Leonardo, Paulo	AC	Facilities Custodian Coordinator II (100%)  Temporary Change in Assignment To: AC Interim Manager, Custodial Services 12-month position (100%) Range 6, Column D Management Salary Schedule Eff. 09/12/2018 – 12/31/2018
Nguyen, Chau	NOCE	Instructional Assistant (100%)  Temporary Increase in Months Employed From: 11 months To: 11.5 months Eff. 08/13/2018 – 08/23/2018
O'Daniel, Christi	FC	Administrative Assistant II (100%)  Temporary Change in Assignment To: FC Administrative Assistant III 12-month position (100%) Range 41, Step D + 10% Longevity Classified Salary Schedule Eff. 10/01/2018 – 10/19/2018

### PROFESSIONAL GROWTH & DEVELOPMENT

Booze, David	CC	Registrar (100%) 5 <sup>th</sup> increment (\$400) Eff. 07/01/2019
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Huynh, Thydan	FC	Student Services Specialist, Counseling (100%) 3 <sup>rd</sup> Increment (\$400) Eff. 07/01/2019
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### LEAVES OF ABSENCE

Aikin, Carmen	AC	Executive Assistant II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 08/20/2018 – 09/05/2018 (Consecutive Leave)
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Armstrong, Joanne	NOCE	Manager, LEAP Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 09/11/2018 – 09/28/2018 (Intermittent Leave)
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Escarrega, Sara	CC	Laboratory Technician/Chemistry Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Sick and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/01/2018 – 10/04/2018 (Consecutive Leave)
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Garcia, Michelle	FC	Special Project Director, Educational Partnerships Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Sick Leave and Vacation Until Exhausted; Unpaid Thereafter Eff. 09/24/2018 – 11/05/2018 (Consecutive Leave)
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Resendiz, Beatriz	FC	Student Services Technician (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 09/10/2018 – 11/02/2018 (Consecutive Leave)
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### CORRECTION TO RESIGNATION DATE

Banks, Antonio	FC	Special Project Manager/UMOJA Temporary Management Position (100%) From: 07/18/2018 To: 08/18/2018 PN FCT976
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**Item 5.c:** By the block vote, authorization was granted for the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1221 for a copy of the professional expert personnel listing.)

**Item 5.d:** By the block vote, authorization was granted for the hourly personnel per the hourly personnel listing.

(See Supplemental Minutes #1221 for a copy of the hourly personnel listing.)

**Item 5.e:** By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1221 for a copy of the volunteer listing.)

## **GENERAL**

**Item 6.a:** It was moved by Trustee Ed Lopez and seconded by Trustee Jeffrey P. Brown to appoint Wayne Wedin as the District's Community Representative on the Orange County Community Colleges Legislative Task Force for the 2018-19 year.

Subsequent to clarification on whether or not the other districts have a community representative on the Task Force and highlighting Mr. Wedin's background, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes, including Student Trustee Castillo's advisory vote.**

**Item 6.b:** The Board discussed the need for any potential Board agenda items which included discussion on the upcoming board policy study session scheduled for September 25. It was requested that trustees share with the Chancellor's Office a list of any policies they would like to see discussed during the study session by Friday, September 14. The suggested polices, along with those identified during the Board and Chancellor retreat and any recommendations received from the District Consultation Council will be discussed during the study session. With regard to how the study session would run, the general consensus was that it should be a broad overview and discussion that should not include wordsmithing policy language.

Board President Jacqueline Rodarte noted that a draft of the proposed Board goals for 2018-19 will also be presented at the September 25 Board meeting.

**CLOSED SESSION:** At 6:59 p.m. Board President Jacqueline Rodarte adjourned the meeting to closed session per the following sections of the Government Code:

**Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES; - Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.**

**Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**Per Section 54956.9(a) CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.**

**Per Section 54956.9(a) CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case. SIGNIFICANT EXPOSURE TO LITIGATION: Per Section 54956.9(d)(2)**

**Claimant:** Kourt D. Williams  
**Agency Claimed Against:** NOCCCD

**Per Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATOR:**

**Properties:** 1245 E. Wilshire Avenue, Fullerton, CA 92831  
(APN 033-211-02)

Vacant Commercial Lot: South of East Chapman Avenue  
between Raymond Avenue and Annin Avenue, Fullerton, CA 92831  
(APN 033-211-04)

**Negotiating Party:** Fred Williams, Vice Chancellor, Finance & Facilities  
**Under Negotiation:** Terms and Conditions of Sale

**RECONVENE MEETING:** At 8:26 p.m., Board President Jacqueline Rodarte reconvened the meeting in open session.

**ADJOURNMENT:** At 8:26 p.m., it was moved by Trustee Stephen T. Blount and seconded by Trustee Ryan Bent to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes.**

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Prepared By Recording Secretary for  
Ryan Bent, Secretary, Board of Trustees