Minutes of the Meeting
of the
Oakland University Board of Trustees
November 4, 1993

Present: Vice Chairman Stephan Sharf; Trustees Larry Chunovich, Andrea L. Fischer, David T. Fischer, Rex E. Schlaybaugh, Jr., and Howard F. Sims

Absent: Chairman James A. Sharp, Jr. and Trustee David Handleman

Vice Chairman Stephan Sharf called the meeting to order at 3:12 p.m. in the Vandenberg Lounge of Vandenberg Hall.

Approval of the Minutes of the Special Meeting of October 6, 1993
Approval of the Minutes of the Closed Meeting of October 6, 1993
Approval of the Minutes of the Meeting of October 7, 1993

Vice Chairman Sharf deferred action on the Minutes of the Closed Meeting of October 6, 1993, for discussion at the closed meeting scheduled immediately after the Board meeting. Trustee Howard F. Sims, seconded by Trustee Rex E. Schlaybaugh, Jr., moved approval of the proposed Minutes of the Special Meeting of October 6, 1993, and Minutes of the Meeting of October 7, 1993. The motion was voted on and unanimously carried.

President's Report

President Sandra Packard announced that the School of Education and Human Services, Human Resource Development Department (HRD), has been awarded a $203,000 contract by the U.S. Postal Service. The contract involves HRD faculty and students who will work with the employees of the Dearborn Post Office in the areas of handling stress on and off the job, communications, and leadership. The 132 hour training program will be offered through 125 workshops. The President congratulated Dr. Gerald J. Pine, Dean of the School of Education and Human Services, and Dr. Robert G. Payne, HRD Chair, for their efforts in this area.

The President reported that earlier this month, the College of Arts and Sciences hosted a ceremony dedicating the Modern Languages and Literature Department's new Language Laboratory funded by a grant from the McGregor Fund. Mr. Calvin Patterson III, the Executive Director of the McGregor Fund, participated in the ceremony along with members of the business community and area school districts. The dedication initiated interest in collaboration between Oakland University and business and industry. Dr. John K. Urice, Dean of Arts and Sciences, the department, and the faculty were commended for obtaining this grant, allowing the university to provide a state of the art laboratory for student education.

President Packard stated that Marriott Food Service was recently audited by Marriott's own internal audit department on all aspects of the business, both financial and operational. She noted that Oakland University's Marriott Food Service received the highest possible audit result called the "Green Audit." She congratulated Mr. Allan K. Sather, Marriott Food Service Director, Mr. Jack T. Wilson, Associate Vice President for Student Affairs, and all of the Food Service employees for their dedicated services.

The President announced that the university has received an award from the Rochester Branch of the Women's National Farm and Garden Association called the "Keep Rochester Beautiful Award." She expressed appreciation to the university grounds maintenance employees, Mr. Alan F. Miller, Assistant Vice President for Campus Facilities and Operations, and Mr. Paul E. Bissonnette, Vice President for Finance and Administration, who made receipt of this award possible.

President Packard then called on Dean Suzanne O. Frankie, Chair of the Strategic Planning Task Force Committee, to make a brief report focusing on the highlights contained in each of the task force recommendations. She stressed that the recommendations are in draft form and that comments from the community and the Board of Trustees will be considered before submittal of the final draft reports. The President added that the draft reports will be combined into a single report which will go through hearings, commentaries, and revisions, before a final document is produced for consideration.

Trustee Howard F. Sims requested that background information for the recommendations be included in Dean Frankie's presentation.

Dean Frankie stated that there are members of the Steering Committee and task forces present who could assist her in response to Trustee Sims' request.

Dean Frankie highlighted the most crucial recommendations of the task forces as follows:

Campus Family Task Force

- "Morale" was identified as the biggest problem area on campus.
- Mentoring programs, increased support for research services, more promotions from within, and the consideration of subcontractor standards was proposed to achieve positive labor relations.

- Expansion of Diversity Programs was recommended.

- A new sports and recreational facility to provide "places where people can get together" on campus was supported.

- A comprehensive review of the present system of governance was suggested, including University Senate and the assemblies of the academic units.

- To improve effectiveness, a development of practices based on the common goals and mission of the university was recommended.

- Improvement of communication, particularly in how to share information and how to use existing technology, was identified as an area of need.

- Assurance that the reward and recognition programs are designed to encourage desired behaviors was recommended. This includes better service for our students and examination of the faculty tenure process to give the same significance to service as teaching and research.

- An on-campus child care facility should be provided that is open when classes are in session.

Undergraduate Education Task Force

- Support and strength in teaching excellence was proposed to include the following:

    - Establishment of a Center for Learning and Teaching to facilitate on-going instructional development; and

    - Increased commitment to quality undergraduate education through increased emphasis on teaching when recruiting and rewarding faculty, reducing class size, mentoring non-tenured faculty, and recruiting and retraining adequate numbers of tenure track faculty.

- Expansion and assessment of student support systems while implementing on-going assessment of the student experience at Oakland was highly recommended. This could be achieved through an increase in student access to advisors and mentors, the development of exchange programs and study of abroad opportunities, and expanding opportunities for high achieving students through such means as scholarships, grants, honor societies, and student research opportunities.

- Aggressive recruitment, support, and retention of minority students, faculty, and staff was proposed.

- Creation of a comprehensive effective academic management information system which would provide early identification of students in academic difficulty, a more efficient enrollment system for students, and important information such as retention, success rate, demographic, and advising data was advocated by this task force.

Community Outreach Task Force

- Outreach must become an integral component of the university's activities.

- Mechanisms were recommended to develop and coordinate outreach programs throughout the university and to communicate them to the external community.

- Policies and procedures should be developed that promote community outreach by faculty and staff, as well as establish the principle that community outreach is expected of each unit.

- New programs and the enhancement of existing programs that are responsive to community needs and consistent with Oakland University's mission and vision should be developed and supported.

This task force notes that in order to carry out these recommendations, the university must fundamentally change the way it recognizes, evaluates, and rewards community outreach activities. The following initiatives are recommended:

  - Enhancement and expansion of the university's Distance Learning capacity;

  - Review of discriminatory off-campus tuition/fee structure and on-campus part-time graduate/undergraduate fee structure; and

  - Appointment of an Academic Council to review and advise on a flexible tuition/fee structure for professional development and non-credit programs.

Student Development Task Force

- To provide service to minority students and strive toward a non-hostile environment was highly recommended.

- Construction of a student recreation/activities building was proposed that would be financed through student fees and centrally located on campus.

(The University Student Congress has strongly supported both of the above recommendations.)

- Comprehensive training university-wide for faculty and staff should be provided for a common/shared understanding of the goals of the institution and the needs of traditional and non-traditional students.

- Broadening the composition of the student body was recommended.

- Providing appropriate and essential services for traditional and non-traditional students was suggested.

Graduate Education Task Force

- An increase in both the numbers and pay levels of graduate stipends was recommended.

- An increase in library resources in those areas with graduate programs was supported.

- An increase in efforts to attract and retain minority students was advocated.

- For initiating new graduate programs, focus should be placed on those programs that involve collaboration between disciplines or between Oakland and other institutions such as area industries, hospitals, and schools. These new collaborative programs should be innovative in growth areas where demand for graduates is strong and should not directly compete with surrounding institutions that have superior resources.

- Implementation of a Ph.D. program in Applied Mathematical Sciences and a M.S. program in Physical Therapy was recommended.

- A study of the feasibility of implementing an M.A. in Training and Development, an M.S. in Science Education, an M.S. in Software Engineering, a Ph.D. in Computer Science, and an M.S. in Accounting was proposed.

- The strengthening and expansion of an M.A. in Counseling, M.A.T./Ph.D. in Reading, M.S. in Biology, M.P.T. in Physical Therapy; and a Ph.D. in Medical Physics was supported.

Excellence and Distinction Task Force

- The "Beginning School of Mathematics Project" has received almost $1 million in funding, holds great potential for significant contributions to math literacy, could generate significant grant activity, is a top primary grade math project which correlates well with the state and national math education goal, and has the collateral benefit of assisting disadvantaged children. Oakland University could become the North American Training Center for Beginning School Mathematics.

- "Biomedical Research" is a wide-ranging effort based on the large percentage of biomedically-related grant dollars generated by Oakland. Interdisciplinary research and training opportunities exist with the Eye Research Institute, the Institute for Biochemistry and Biotechnology, Medical Physics, Chemistry, Biology, Exercise Science, Physical Therapy, and Psychology. "The university must commit to maintaining and upgrading the current infrastructure," and a new position of Director of Biomedical Research is recommended to coordinate and develop unity between the involved disciplines.

- The "Physical Therapy Program" has considerable growth potential. One of the outside reviewers for this program stated that "the program is poised to become a premiere example of physical therapy education and research."

- "Student Athletics" has an excellent sports program which does not receive sufficient media attention. Student athletes have a strong academic record and a high graduation rate, however, scholarship dollars are weak and an athletic facility is needed.

Trustee Sims again requested the background information that supports the rationale leading up to the recommendations so the trustees can more fully consider these proposals.

Dean Frankie responded that the background information will be fully covered in the task force reports. There has been considerable data gathering, consultation, open hearings, and focus group discussions that would support the rationale.

President Packard recommended that each of the task force chairs could provide Mr. John De Carlo's office, the Board of Trustees Office, with one packet of the most significant information in reaching the decisions.

Vice Chairman Sharf added that a summary of the highlights would be sufficient in responding to this request.

Dean Frankie was thanked for her report and it was noted that there would be further Board discussion on the reports.

At this time, the President offered her appreciation to Ms. Eleanor Lewellen Reynolds, Director of Residence Halls, for hosting the Board meeting in Vandenberg Hall this month. President Packard added that Ms. Reynolds would be pleased to give the Board members a brief tour of a typical dorm room after the meeting.

Consent Agenda

President Packard presented the following recommendations for Board of Trustees consideration and approval on a consent agenda:

a. Faculty and Administrative Personnel Actions

b. Recommendation to Accept Gifts and Grants to Oakland University for the Period September 1, through September 30, 1993

c. Approval of 1994-95 Operating Budget Request for Submission to the Executive Office of the State of Michigan

d. Central Heating Plant Automation

e. Approval of 1993-94 Compensation Adjustments for Non-Represented Employees

f. Report on Meadow Brook Subdivision Financing Guarantee

She noted that if any member of the Board wishes to remove any item from this agenda, the request should be made to the Vice Chairman. The remaining items will then be considered on the consent agenda, with a separate discussion on the item removed.

The President then stated that Ms. Susan Forgette, President of UAW/TOP Local 1925, has requested the opportunity to address the Board on item (e) relating to compensation adjustments for non-represented employees.

Vice Chairman Sharf called on Ms. Forgette.

Ms. Forgette stated that a major issue at the recently concluded negotiations with the UAW/TOP unit was the cost of health care for both active and retired employees. Item 3(e) of the Consent Agenda recommends that changes in university contributions for group medical coverage available to active employees, which are included in the settlement with UAW/TOP Local 1925, apply to groups I, II, and III. It also states that limitations on future university contributions for post-retirement medical benefits will apply to groups II and III only, with group I, which consists of Executives and Deans, being excluded. She noted that if this is not a typographical error, the Board should be aware that during negotiations the union was assured, when an agreement was reached to reduce the post-retirement medical benefit, that all non-represented groups on campus would be receiving the same post-retirement medical benefit. Ms. Forgette concluded that this appears to be the beginning of a double standard and bargaining in bad faith.

Trustee Larry Chunovich, seconded by Trustee Andrea Fischer, moved that item (e) be pulled from the Consent Agenda for discussion and to be voted on separately. The motion to remove item (e) was approved.

With Consent Agenda item (e) removed from the recommendation, the following items were recommended for approval:

a. Faculty and Administrative Personnel Actions

Leave of Absence Withdrawn

Sermo, Christine Pillow, Special Instructor in Physical Therapy, part-time (25%) leave from August 30, 1993, through April 27, 1994 (with prorated pay) [Supersedes previous Board action of October 7, 1993. This is action taken at Ms. Sermo's request.]

Sick Leave

Williams, Joanne L., Associate Professor of Medical Lab Sciences, Sick leave from August 23, 1993, through February 21, 1994 (with full pay).

Retirement

Malm, Donald G., Professor of Mathematical Sciences, effective December 31, 1993.

b. Recommendation to Accept Gifts and Grants to Oakland University for the Period of September 1 through September 30, 1993

The report dated November 4, 1993, from Mr. David S. Disend, Vice President for University Relations, was recommended for acceptance.

c. Approval of 1994-95 Operating Budget Request for Submission to the Executive Office of the State of Michigan

RESOLVED, that the Board of Trustees approve the 1994-95 Operating Budget Request to the State of Michigan in the amount of $77,184,714, as described in the detailed material accompanying this action. (This report is on file in the Office of the Board of Trustees.)

d. Central Heating Plant Automation

WHEREAS, the formal study entitled "Central Heating Plant Automation" is concluded, the project is fully designed and specified, installation proposals have been received and reviewed, and the project remains technically/operationally feasible and within budget, it is recommended that the Board of Trustees approve the following:

RESOLVED, that the Vice President for Finance and Administration is authorized to engage the firm of Sterling IPC, 68950 Powell Road, Ray Township, Michigan, for the purpose of the installation of the Central Heating Plant Automation Controls System; and, be it further

RESOLVED, that the total project costs shall not exceed $230,000; and, be it further

RESOLVED, that the contract will be reviewed by legal counsel; and, be it further

RESOLVED, that all applicable university policies relative to Affirmative Action shall apply.

f. Report on Meadow Brook Subdivision Financing Guarantee

Report dated November 4, 1993, from Mr. Bissonnette on two Meadow Brook Subdivision financing guarantees in the amounts of $78,400 and $72,900, was recommended for acceptance.

Trustee David Fischer, seconded by Trustee Schlaybaugh, moved approval of items a, b, c, d, and f of the consent agenda. The motion was voted on and unanimously carried.

Trustee Chunovich stated that he did not support the recommendation set forth in item (e) regarding the exclusion of one group of employees from post-retirement medical benefits limitations. His understanding was that the same medical benefits would be applicable to all represented and non-represented retired employees. Trustee Chunovich stated that it appeared to be a double standard if one group is required to accept a concession without a comparable application to other employees.

Trustee Andrea Fischer stated that it appears that the issue is that a system is being created whereby one small group of employees is being treated one way for post-retirement benefits and other employees are being treated in a different manner.

The President responded that the university normally has different fringe benefits for the non-represented employees which "cost out differently."

Trustee Andrea Fischer inquired if every employee group that the university has negotiated with to date has been required to accept this particular concession to limit future retiree benefits.

President Packard responded that UAW/TOP Local 1925 is currently the only group that has resolved this issue.

Trustee Andrea Fischer commented that the administration should resolve the issue consistently "across the board" for all employees of the university, since retiree medical costs are a burden for all employees.

The President stated that the university needs to look at the total package of what benefits various positions require to recruit able people to those positions.

Mr. Bissonnette supported President Packard's position that there are substantial differences in pay and benefits from employee group to group at the university. A comparison of benefits item for item would show that they will differ in some respects, depending on the nature of the group and the negotiations that occurred. The total benefits package for each group is balanced out through negotiations and in the context of what the respective groups consider to be their most important needs.

Vice Chairman Sharf noted that basically in all negotiations there are certain "high points that one group determines are more important than another group may, and the total package that has to be evaluated."

Mr. Bissonnette agreed that a balance has to be met in the groups' needs as well as the availability of supporting university funds. He added that this particular group (group I) is a very small one consisting of approximately 12 people, very few of whom may ever reach the point of actually receiving the retirement benefit.

President Packard commented that there is no intent to be unfair to any employee group. It should not be assumed that since one group has one fringe benefit and another group has a different fringe benefit, it is an unfair situation.

Trustee Chunovich stated that this was an issue of principle. The primary objective of the Board and the administration in conducting its negotiations with employees was to curtail costs and to prepare for the uncertain status of the health care program under consideration by the federal government. While he supports the practice of providing appropriate benefits, in this instance he believes that the exclusion of group I in the recommendation "is a question of integrity" for the Board and the administration.

Trustee Chunovich, seconded by Trustee Andrea Fischer, moved to amend the recommendation to include group I employees in the limitation regarding future retirees. The issue was then open for further discussion.

President Packard then noted that the first portion of the recommendation concerns approval of compensation for non-represented employees. She stressed the importance of non-represented employees receiving their increases before the end of the year for tax purposes.

Trustees Chunovich and Andrea Fischer suggested that the recommendation be divided so that the compensation for non-represented employees could be voted on and that there could be further discussion and information on the post-retirement issue.

The following amended recommendation was proposed:

e. Approval of 1993-94 Compensation Adjustments for Non-represented Employees

RESOLVED, that the Board of Trustees approves 1993-94 compensation adjustments for non-represented employees as follows: retroactive to July 1, 1993, average increases for eligible non-represented regular employees will be 3.125% and will be determined for individual employees by an assessment of performance or merit for employees in group I, Executives and Deans; group II, Academic Administrators and Administrative-Professionals, and Contract Employees; and group III, Excluded Clerical-Technicals and Miscellaneous Employees.

The post-retirement medical benefits provision is to be reconsidered by the administration and presented to the Board at the December Board of Trustees meeting.

Trustee Chunovich, seconded by Trustee Andrea Fischer, moved approval of the amended recommendation. The motion was voted on and unanimously carried.

Trustee Schlaybaugh inquired if groups I, II, and III have ever historically had different benefits in the non-salary health care retirement and if this is the first time that the Board is being asked to separate out benefit levels for those groups.

The President stated that this item would be researched and brought back to the Board in December or a later date. The President stated that there is a need for further information and for an opportunity to speak with the respective employees.

Extension of Renewal Option in Olympia Arenas, Inc. Contract

President Packard stated that Olympia Arenas, Inc. (OAI), in conjunction with Brass Ring Productions, has operated the Meadow Brook Music Festival for the past two years under a passive lease agreement with Oakland University. This agreement is for a three-year term with an option for OAI to extend the term for five additional years. According to the agreement, the option must be exercised on or before November 1, 1993. Brass Ring Productions has requested that the option period be extended for one month to December 1, 1993. Technically, on the date of this Board meeting, the option opportunity has passed unless the Board chooses to amend the agreement. The university's experience with OAI has been generally good and it would be in the university's best interest to extend briefly the period during which OAI could choose to opt for a longer-term relationship.

The President added that it is important to inform the Board that the administration was contacted by Mr. Robert Sosnick, who is associated with the company operating Pine Knob and the Palace. He has requested the opportunity to rebid on operating Meadow Brook Music Festival. Mr. Bissonnette met with Mr. Sosnick to explain the current status of the contract.

Trustee David Fischer inquired if OAI has some hesitancy to renew the agreement.

Mr. De Carlo responded that he was informed by OAI representatives, Mr. Michael Novak and Mr. Steve Facione, that they have been very pleased with the relationship with Oakland. There has been some reorganization in OAI's management and Mr. Atanas Illich will be responsible for activities such as the Festival. Mr. Illich was involved with the "Second City Development" and other matters, and consequently OAI did not have the time to develop the data to come to an informed decision on whether to exercise the option. They expressed great regret that they could not come to a decision as required in the contract.

Vice Chairman Sharf complimented OAI for the tremendous renovations they made to the Music Festival in the areas of safety and accommodating handicappers. He stated that he would support the one month extension.

President Packard then made the following recommendation:

> RESOLVED, that the Vice President for Finance and Administration be authorized to amend the Meadow Brook Music Festival lease made August 7, 1992, to extend the period during which OAI might exercise a five-year extension option from November 1, 1993, to December 1, 1993.

Trustee Sims, seconded by Trustee Schlaybaugh, moved approval of the recommendation. The motion was voted on and carried with five affirmative votes. Trustee Chunovich abstained.

Other Items that May Come Before the Board

Approval of Exception to Board Policy Governing Administrative-Professional Employment Contracts

President Packard stated that a Board approved policy governing Administrative-Professional (AP) employment contracts provides that "after a third two-year contract, an AP must either be granted a continuing contract with employment security without tenure in the position, subject to termination only for just cause or be terminated following a 120 day notice period." There are cases where an extension of time for a decision on an employment action may be in the university and employee's interest. The additional period would permit a more focused review of performance. The President stated that she wished to request the authority for one year to extend such contracts for an additional year when it is in the mutual interest of the parties. Each case of extension would be reported to the Board.

The President stated that the university's process of review of individuals for continuing contracts requires that materials be provided to the President from the responsible vice president 30 days prior to a decision on whether to award a continuing contract. A specific case was recently presented to the President with a mixed recommendation one day before the decision date necessary to request an extension from the Board of Trustees. Current policy does not allow the President to offer an extension to an employee. In the absence of an extension, the President must make a decision on whether or not this individual should be offered a continuing contract by November 15, 1993. President Packard requested approval of extension authority by the Board to provide more time for the review of an employee's performance.

The President then made the following recommendation:

> RESOLVED, that an exception to Board policy controlling administrative-professional employment contracts is hereby approved such that the president has the authority to add an additional year to the third two-year contract if it is determined to be in the interest of the university. The authority to the president is based on a trial period and authority shall expire on November 16, 1994, unless extended by the Board of Trustees. Prior to the expiration of that additional year, a determination regarding award of a continuing contract shall be made according to the AP Employment Policy. All such employment extensions shall be reported to the Board of Trustees.

Trustee Chunovich inquired if the recommendation was to have the option to extend the employment term for up to an additional year.

The President responded that her proposal would allow her to extend up to an additional year. She clarified that the current policy would not only require Board authorization to waive the policy, but also the employee's agreement to an extension of time. The basis for the year's extension is to address identified problems and provide the individual with the opportunity to correct these concerns.

Trustee Sims expressed concern in changing a policy for a single problem. He suggested an addition to the recommendation that may further "tighten up the language" or "narrow the scope" so it is not so "all inclusive." He added that at the end of the first paragraph of the resolution the following language should be inserted: "such as instances where an employee has not received favorable recommendations from supervisors for continued employment" or "where the employee's position has been eliminated," that deals specifically with the instance referenced.

Trustee Sims commented that the resolution as written would allow the President to take exception to a recommendation where an employee may have received "all positive recommendations," and that changing policy to permit this amount of latitude does not appear warranted at this time.

The President responded that "this is a Board policy and it is within the authority of the Board to change the policy."

Trustee Schlaybaugh offered two amendments. He proposed to change "authority to add an additional year" to "authority to add up to an additional year." The second change is in the third sentence to substitute "prior to the expiration of that additional period" for "prior to the expiration of that additional year." He stated that 30 days may be sufficient to complete the review.

Mr. De Carlo suggested adding to the first sentence of the resolution after "it is determined to be in the interest of the university" the phrase "and the employee has received divergent recommendations." Trustee Sims supported this proposed change.

There was a thorough discussion on the proposed amendments in order not to "imperil" employees who had all positive reviews.

Trustee Chunovich requested that additional language be added in the fifth line of the resolution to read "and the employee has received divergent or negative recommendations" so that the provision would not be applicable to employees receiving "all positive" recommendations.

The recommendation as informally amended then read:

> RESOLVED, that an exception to Board policy controlling administrative-professional employment contracts is hereby

approved such that the President has the authority to add up to an additional year to the third two-year contract if it is determined to be in the interest of the university and where the employee has received divergent or negative recommendations in the review process. The authority to the President is based on a trial period and authority shall expire on December 31, 1993, unless extended by the Board of Trustees. Prior to the expiration of that additional year, a determination regarding award of a continuing contract shall be made according to the AP Employment Policy. All such employment extensions shall be reported to the Board of Trustees.

Trustee Sims, seconded by Trustee David Fischer, moved approval of the amended resolution. The motion was voted on and unanimously carried.

President Packard stated that she will expedite the review as quickly as possible.

Approval of a Closed Session

Trustee Schlaybaugh, seconded by Trustee David Fischer, moved to recess into closed session to discuss collective bargaining strategy, the legal opinion of counsel, and the opinion of counsel related to strategy relating to pending litigation. Mr. De Carlo called the roll of the Board to recess into closed session, which was unanimously approved.

The public meeting was recessed at 4:30 p.m., and the trustees convened in closed session in the Health Sciences conference room of Vandenberg Hall.

The Board of Trustees reconvened in open session at 5:35 p.m.

At the open meeting after the recess, the following recommendation was made:

RESOLVED, that the Board of Trustees authorize the university and Meadow Brook Performing Arts Company to negotiate with Local 38 of IATSE (Detroit Stage Employees) for increases in wages and fringe benefits for 1993 negotiations as set forth in the communication to the Board dated October 26, 1993.

Trustee David Fischer, seconded by Trustee Chunovich, moved approval of the recommendation. The motion was voted on and unanimously carried.

Approval of the Minutes of the Closed Meeting of October 6, 1993

Trustee Sims, seconded by Trustee Andrea Fischer, moved approval of the amended Closed Meeting Minutes of October 6, 1993, with the amendment recommended by Vice Chairman Sharf. The motion was voted on and unanimously carried.

There being no further items for discussion, Trustee David Fischer, seconded by Trustee Andrea Fischer, moved adjournment of the meeting. The motion was voted on and unanimously carried. The meeting was adjourned at 5:37 p.m.

Submitted,

Rhonda G. Saunders
Rhonda G. Saunders
Acting Administrative Assistant
Board of Trustees

Approved,

James A. Sharp, Jr.
James A. Sharp, Jr.
Chairman
Board of Trustees