

**North Central State College**  
**Board of Trustees' Meeting**  
**August 27, 2014**

**I. CALL TO ORDER**

The Chair, Dr. Dwight McElfresh called the meeting to order at 6:05 p.m. in the Gorman Room (165) of the Fallerius Technical Education Center. At that time he asked all to rise and join him in reciting the pledge of allegiance followed by his reading of the Global ENDS Policy (*Mission Statement*) for North Central State College.

**II. ROLL CALL**

The Recorder, Mr. Stephen Williams called the roll.

**Present:**

Mrs. Edith Humphrey  
Mr. Gary McCue  
Dr. Dwight McElfresh  
Mrs. Elisabeth Morando  
Mrs. Pamela Mowry  
Mrs. Linda Nelson  
Dr. Mehdi Ressallat  
Mr. Matthew Smith  
Mr. Steven Stone

**III. INTRODUCTION OF GUESTS**

President Dorey Diab introduced the President's Staff as Mrs. Betty Preston, Dr. Karen Reed and Mr. Koffi Akakpo. Also attending were Ms. Mackayla Cox representing Phi Theta Kappa (PTK) and the Student Government Association (SGA); Mr. Doug Hanuscin of Human Resources; Mr. Mark Kreinbihl representing the College Foundation; and Mr. Mark Brunn representing the OSU-M Board of Trustees. President Diab further acknowledged Mrs. Margaret Puckett representing the Faculty accompanied by Ms. Tonya Stanger and Mr. Dan McCool.

**IV. FOCUS OF THE MEETING – Dr. Dwight McElfresh**

Dr. Dwight McElfresh previewed the essential elements of tonight's agenda and explained that the primary focus of tonight's meeting will include: a follow-up discussion of the points made at the Board Planning Retreat, issuing Board support for an EDA grant submission, Board consideration of the Collective Bargaining Agreement, a discussion of upcoming events, and the Board's continuation of the Policy Governance rehearsal training tool.

**V. PRESIDENT’S REPORT – *Dr. Dorey Diab***

**A. Student Government Association (SGA) Update – *Ms. Mackayla Cox***

President Dorey Diab introduced Student Government Association (SGA) President, Ms. Mackayla Cox to report on the activities of the Student Government Association (SGA).

SGA highlights included: an introduction of the officers for the coming year for student government:

Vice President: Bobby Hines

Secretary: Danielle Rogers

Treasurer: Chianne Wagner

Chair, public relations: John Lovelady

Student government had a table set up during the welcome week event; As the current president, Mackayla plans to meet with the former president to see where student government left off and where she needs to pick up and has all of the meetings scheduled for the term.

Phi Theta Kappa highlights include: they have attended the regional leadership conference where she connected with the student president of Sinclair Community College. The two of them organized a weekend trip in Dayton where the Beta Theta Eta chapter and the Dayton chapter explored research on their honors topic. The honors topic is celestial frontiers; the chapter also visited the Cleveland science museum to explore their honors topic. As a community project for their honors topic they plan to teach afternoon classes at the Dewald Community Center (Salvation Army).

**B. North Central State College Foundation Update – *Mr. Mark Kreinbihl***

Dr. Dorey Diab introduced the Chairman of the College Foundation Board, Mr. Mark Kreinbihl to present the Foundation Update. Mr. Kreinbihl presented the following report on activities and events:

Emerald Club

Emerald Club 2014 exceeded its goal of \$125,000 by raising nearly \$127,000 for scholarships and special events. Our **Emerald Club 2015** annual campaign is getting underway. We are in the process of reviewing the sponsorship levels and will begin to secure the top level donors. We will be launching our solicitations for all other giving levels beginning in October and will continue through March of next year.

We ask past sponsors, faculty/staff, retirees, alumni, and others to contribute. This year, our goal is \$150,000 that will go to support our scholarship funds, special events that support our scholarship funds, as well as general operating expenses.

We encourage all of our Board members to contribute to this important campaign. 100% Board member participation is our goal!

#### Rock-n-Ribs 2014

The 29<sup>th</sup> annual **Rock-n-Ribs** enjoyed perfect weather and a record number of participating rib chefs. Attendance was low and the entertainment did not hit the mark for quality all three evenings. Revenues and expenses were both down. We anticipate having a modest profit when all sponsor dollars are booked. Attendance to a special event for legislators on Thursday was a success and yielded good networking opportunities for Dorey and Betty. A focus group is formed and has met to analyze the special event trends for Rock-n-Ribs and make recommendations for its future. We will possibly transition to a modified version of the signature event following the occasion of a 30<sup>th</sup> Rock-n-Ribs. Thank you to all the trustees for your participation as volunteers and attendance at the Donor Reception. The Welcome Johnny and Jane Home booth was a hit! (Steve Stone/Pam Mowry).

#### Foundation Campaigning

- 1) **Crawford Connections Center** – We celebrated receiving a \$250,000 check for a \$500,000 pledge commitment from the Timken Foundation. This builds on a \$850,000 state appropriation; \$250,000 pledge from the Community Foundation for Crawford County and a \$50,000 personal pledge from an area doctor (Joe Shadeed). Fundraising momentum is underway with an architect rendering and ribbon cutting planned for October (dba).
- 2) The **Powering the Journey** campaign is getting back on track with anchor gift prospects being visited through the remaining calendar year.
- 3) The entire case for support is being modified to recognize the benefits to the Foundation from the **newly aligned Advancement Division** and the impact made through successful private/public partnership fundraising (to include federal and state grants).

#### Foundation Leadership

Betty is serving in an interim role as executive director of the Foundation through at least June 2015 and will work with me and Dorey for identifying and mentoring the permanent director to lead the Foundation.

Betty presented a business model with proposed cost savings to the Resource Development committee at last week's meeting. A revised budget may possibly be presented to the full board for review at the November 20<sup>th</sup> quarterly meeting.

#### Next date for calendars:

**Annual Scholarship Recipient and Donor Recognition Luncheon** – Friday, November 7.

Trustee Matt Smith added that his father, Mr. Vic Smith had started the Orange and Blue scholarship for students of Galion High School but has just contributed additional funding to expand that scholarship to students of all Crawford County high schools.

### **C. Highlights from Fall Convocation (College Year in Review)**

President Dorey Diab delivered a presentation to the Board on the College Year in Review that included: Student Developments, Human Resources Developments, Campus Activities, College Resources, Enrollment, and Areas of Improvement. Dr. Diab's presentation then turned to Next Year's Activities regarding general directions of effort. Dr. Diab informed the Board that the presentation would be posted to the Board of Trustees Website for further review at their leisure and conveyed that the Board's feedback on any of the material presented would be welcome at any time.

## **VI. REQUIRED APPROVALS AGENDA**

### **A. CONSENT AGENDA**

The Chair presented the Consent Agenda and called for any items that should be removed from the consent agenda for further discussion. On a motion by Mrs. Linda Nelson and seconded by Mrs. Edith Humphrey and passing unanimously, the following items were approved:

- 1. Approval of Minutes for June 25, 2014 "Regular" Meeting**
- 2. Approval of Minutes for June 25, 2015 "Special" Meeting (Board Retreat)**
- 3. Consideration of Approval of Employment of College Personnel – R-2014-27**

### ***CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL***

***R-2014-27***

### **NEW HIRES**

***BE IT RESOLVED:*** by the Board of Trustees that the following staff members are hereby employed at the salary and dates stipulated below:

#### ***BEGINNING JULY 14, 2014***

*Linda Hess, Career Development Coordinator*

Master of Social Work- OSU

***SALARY: \$40,000***

#### ***BEGINNING AUGUST 11, 2014***

*Christa Wyant, PT Administrative Assistant at the CDC*

Bachelor of Business Administration, Mt Vernon Nazarene University

***SALARY: \$12.19/hr.***

***BEGINNING AUGUST 21, 2014***

*Melinda Roepke, Nursing Faculty*

*MSN- Walsh University*

*SALARY: \$46,457*

***BEGINNING AUGUST 21, 2014***

*Vickie Rose, Nursing Faculty*

*MSN- Walden University*

*SALARY: \$45,564*

***BEGINNING AUGUST 21, 2014***

*Justin Tickhill, Biology Faculty*

*MS in Biology- Ohio University*

*SALARY: \$39,310*

***BEGINNING AUGUST 25, 2014***

*Douglas Dillon, PT Administrative Assistant- Facilities*

*SALARY: \$12.19/hr*

***EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2014-27***

*Linda Hess was hired for the TAACCT grant funded position for three years.*

*Christa Wyant was one of two part-time administrative assistants hired to replace FT position of*

*Juliana Webber, Administrative Assistant at the CDC*

*Melinda Roepke was hired to replace Michelle Shirley as Nursing Faculty.*

*Vickie Rose was hired to replace Jennifer Lynn as Nursing Faculty.*

*Justin Tickhill was hired to replace Koz St. Christopher as Biology Faculty.*

*Douglas Dillon was hired to replace the full-time Administrative Assistant in Facilities that became vacant June 30, 2012.*

**B. Treasurer's Report for June 30, 2014 – Mr. Koffi Akakpo**

Mr. Koffi Akakpo presented the Treasurer's Report for the period ending June 30, 2014. He stated that revenues for the month totaled \$644,263. Expenditures were \$1,735,786 leaving a deficit of \$1,091,523. Year-to-date revenues totaled \$18,371,796. Year-to-date expenditures totaled \$17,551,008 leaving an excess of \$820,789. The Star Ohio month-end balance for June 2014 is \$1,017,465. Mr. Akakpo noted that the only revenue coming in at this time is through SSI. Expenses incurred during this period are those that are as normal. Mr. Akakpo talked about SSI with a positive delta and talked about the Bookstore shortage. Mr. Akakpo reported that while the final expenses have yet to be received, the current tracking suggests that we are on track to end the 2013-2014 fiscal year with a balanced budget.

**ACTION TAKEN:** Mr. Matthew Smith moved for approval of the Treasurer’s Report for the period ending June 30, 2014. Mrs. Elisabeth Morando seconded the motion and the motion carried unanimously.

**C. Treasurer’s Report for July 1, 2014 – Mr. Koffi Akakpo**

Mr. Koffi Akakpo presented the Treasurer’s Report for the period ending July 31, 2014. He stated that revenues for the month totaled \$6,095,420. Expenditures were \$867,175 leaving an excess of \$5,228,245. Year-to-date revenues totaled \$6,095,420. Year-to-date expenditures totaled \$867,175 leaving an excess of \$5,558,245. The Star Ohio month-end balance for July 2014 is \$417,485. Mr. Akakpo noted that revenue coming in at this time is for the fall term. In looking at the start of the new budget year, the early indicators are that the prior year was better in terms of Revenue but this year is better in terms of expenses. The delta is 5.2M.

**ACTION TAKEN:** Dr. Mehdi Ressallat moved for approval of the Treasurer’s Report for the period ending July 31, 2014. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

**D. Consideration of Approval for Authorizing the Submission of an Application to the U.S. Department of Commerce, Economic Development Administration for Public Works and Economic Development Funds – R-2014-28 – Dr. Dorey Diab**

**CONSIDERATION OF APPROVAL FOR A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE U.S. DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT ADMINISTRATION FOR PUBLIC WORKS AND ECONOMIC DEVELOPMENT FUNDS.**

**R-2014-28**

*WHEREAS, the United States Department of Commerce Economic Development Administration’s Public Works and Economic Development program provides economically distressed communities and regions with comprehensive and flexible resources to address a wide variety of economic needs, and are designed to lead to the creation and retention of jobs and increased private investment; and*

*WHEREAS, the EDA’s investment priorities include:*

- 1. Collaborative Regional Innovation – projects that support the expansion and growth of innovation clusters*
- 2. Public/Private Partnerships – projects that use both public and private-sector resources*

*3. National Strategic Priorities – projects that encourage job growth and business expansion related to advanced and innovative manufacturing; information technology infrastructure; communities severely impacted by automotive industry restructuring increasing manufacturing, including advanced manufacturing, manufacturing supply chains and foreign direct investment in manufacturing facilities; restoring or improving urban waters; natural disaster mitigation and resiliency; access to capital for small, medium-sized, and ethnically diverse enterprises; innovations in science and health care; or projects that advance science and research parks or other technology transfer or commercialization centers.*

*4. Global Competitiveness – projects that support high-growth businesses and innovation-based entrepreneurs to expand and compete in global markets, especially investments that expand U.S. exports, encourage foreign direct investment, and promote the repatriation of jobs back to the U.S.*

*5. Environmentally-Sustainable Development – projects that promote job creation and economic prosperity through enhancing environmental quality and developing and implementing green products, processes, places, and buildings as part of the green economy.*

*6. Economically Distressed and Underserved Communities – projects that strengthen communities that have suffered disproportionate economic distress and job losses and/or are rebuilding to become more competitive in the global economy; and*

***WHEREAS***, the region served by North Central State College qualifies as economically distressed based on its per capita income of less than 80 percent of the national average; and

***WHEREAS***, the North Central State College Board of Trustees is committed to addressing the needs of the region it serves through education and workforce development; and

***WHEREAS***, the Kehoe Center for Advanced Learning serves north central Ohio as a hub of workforce development activities.

***NOW, THEREFORE, BE IT RESOLVED***, that the North Central State College Board of Trustees extends its full support to the submission of an application to the U.S. Department of Commerce Economic Development Administration Public Works and Economic Development Program; and

***BE IT FURTHER RESOLVED***, that matching funds of \$1,499,175 will be contributed to the project through an energy improvement project at the Kehoe Center for Advanced Learning; and

***BE IT FURTHER RESOLVED***, that ***President Dorey Diab and Vice President for Business and Administrative Services Koffi Akakpo*** are designated as authorized representatives who can execute all grant documents relative to this resolution.

**ACTION TAKEN:** Mrs. Pamela Mowry moved for approval of resolution R-2014-28 Consideration of Approval for Authorizing the Submission of an Application to the U.S. Department of Commerce, Economic Development Administration for Public Works and

Economic Development Funds. Dr. Mehdi Ressallat seconded the motion and the motion carried unanimously.

## **VII. OSU-MANSFIELD BOARD OF TRUSTEES UPDATE – *Dr. Dwight McElfresh***

Dr. Dwight McElfresh introduced The Ohio State University at Mansfield Trustee, Mr. Mark Brunn and offered him an opportunity to speak on behalf of the OSU-M Board of Trustees. Mr. Brunn thanked the Board for this opportunity for interaction between the two boards. He reported that current highlights from OSU-M include: the opening of the Buckeye Village Apartments as students are beginning to move-in (most are coming from outside the region such as Cuyahoga and Shaker Heights), OSU-M is engaged in a Math Literacy Project with Mansfield Senior High School where the project is housed in the Springmill facility, the ECO Lab is taking advantage of the natural vernal pools on campus in hopes of attracting some 800 students who are in the program in Columbus and looking to bring them here for the unique environment that the Mansfield Campus can provide.

## **VIII. POLICY GOVERNANCE**

### **A. Discussion of Agenda Planning (IAW 02.72) – *Dr. Dwight McElfresh***

Dr. Dwight McElfresh recapped the inclusion of a number of new items to their regular agenda to help improve the owner linkage responsibility. These features will be Community Connections, Owner Linkage, and Link and Learn. Community Connections will be an opportunity for trustees to report on those community activities they have taken part in or participated in to gain a better perspective on the “owner’s voice” and can share those experiences with the rest of the Board. Owner Linkage is an opportunity to invite any owner or owner representative individual or group to attend a regular or special board meeting for the purpose of providing some discussion to enrich the board’s understanding of the “Owner’s Voice” or other service considerations for the College (Board) to consider when planning for the future direction of the institution. Link and Learn is once again the opportunity for the board to visit an Owner organization or community partner to help enrich the board’s understanding of its relationship to the organization and how the service of the College can impact those sectors of the Ownership.

#### **1. Community Connections**

Dr. Dwight McElfresh called for community connections that Trustees wanted to share. Mr. Steven Stone recapped the Welcome Johnny and Jane Home Project activities that he and Trustee, Pam Mowry have been involved in throughout the service region. Mr. Stone also shared the Mental Health Board’s participation in the ALS Ice Bucket Challenge. Mr. Matthew Smith recapped the announcement of his father expanding the Blue and Gold Scholarship from just Galion High School to all high schools in Crawford County.



## **2. Owner Linkage**

Dr. Dwight McElfresh called for Owner Linkage activities.

## **3. Link and Learn**

Dr. Dwight McElfresh asked the Board to keep looking for Link and Learn opportunities for 2014 and beyond.

### **B. Board Policy Governance Training (IAW 02.70) – Dr. Dwight McElfresh**

1. Policy Governance Rehearsal Scenarios – Dr. Dwight McElfresh explained that the board is continuing to include board training as a regular part of their Policy Governance Agenda. The next step in PolGov training will include a guided discussion/rehearsal of potential scenarios that trustees might expect to encounter in order to further enrich the board’s understanding of the principles of the Carver Policy Governance Model and to take their confidence in application to the next level. Dr. McElfresh announced that Mr. Matthew Smith would be leading the rehearsal exercise for scenario 3.4 that asks “Should the Board Select Programs?” In the scenario, *The CEO provides “FYI” or incidental information to the board on the actions she’s initiating in order to achieve ends. Board members want to edit, revise, and prioritize these plans. What should the board do?*

Following the scenario rehearsal, the Board Chair called for a trustee to lead the September Rehearsal of Scenario 3.5 that asks “What If the CEO Lies? Mrs. Edith Humphrey replied that she would lead the September discussion.

2. Policy Governance Policy Review – Dr. Dwight McElfresh explained that the training will also include a continuing review, refresher, and reassessment of current Policy Governance policies. The guided discussion and review of policy governance policies 3.0, 3.1, and 3.2 was led by Mrs. Linda Nelson. Following the policy review, the Board Chair called for a trustee to lead the September review of policies 3.3 and 3.4. Mrs. Elisabeth Morando replied that she would lead the September policy review.

### **C. ENDS Policy Modification Recommendation – Dr. Dorey Diab**

Dr. Dorey Diab explained that during the latest discussion on strategic planning, discussion took place suggesting that there should be a change considered to ENDS Policy 1.1 regarding diversity. The current policy reads as such: “Equal Opportunity/Diversity – The proportion of students from economically or educationally disadvantaged backgrounds is at least equivalent to the proportion in the local communities. The recommendation is to consider replacing the words “economically or educationally disadvantaged” to “diverse.” If approved, the new policy would read as such: “Equal Opportunity/Diversity – The proportion of students from diverse backgrounds is at least equivalent to the proportion in the local communities.” Following

some brief discussion, the Board Chair, Dr. Dwight McElfresh called for the Board to consider the recommendation for further discussion at a later date.

## **IX. BOARD CHAIRPERSON REPORT- *Dr. Dwight McElfresh***

### **A. ACCT Leadership Congress (October 21-25, 2014)**

Dr. Dwight McElfresh remarked that there was much happening for NC State at the upcoming ACCT Congress. Steve Stone and Pam Mowry are scheduled for their presentation on the Welcome Johnny and Jane Home Project on Friday from 8:00am to 9:00am. Matt Smith will be receiving the Central Region Trustee Leadership Award on Friday at the General Session Luncheon and will be considered for the Association Award that evening. In addition, the OACC will be hosting a reception on Wednesday from 6:45pm to 8:00pm in Plaza A, Green Level, East Tower. Dr. Mehdi Ressallat indicated that if it was not too late to register for the congress that he would also like to attend.

### **B. OACC News and Notes**

Dr. Dwight McElfresh highlighted the recent publication put out by OACC Board Chair, Dee Talmadge called OACC News and Notes. Trustees should look for this publication as it has much important information and is a relatively quick read. A sample of the latest edition was included in the board package for reference.

### **C. Date Change for October Regular Board of Trustees meeting.**

Dr. Dwight McElfresh called to the Board's attention that the Regular October Board meeting is currently scheduled for Wednesday, October 22<sup>nd</sup>. This is a time that most of the trustees will be traveling or already in Chicago for the ACCT Leadership Congress therefore, Dr. McElfresh proposed moving the October meeting to the following Wednesday to October 29<sup>th</sup>. A quick check of the trustees' calendars indicated that there should be no problems in establishing a quorum on that date therefore, the date of the October meeting was changed to October 29<sup>th</sup>.

## **X. EXECUTIVE SESSION**

The Chair called for an Executive Session at 7:40 p.m. Dr. Mehdi Ressallat made a motion and it was seconded by Mrs. Edith Humphrey to adjourn to Executive Session to Review Collective Bargaining Strategy. A roll call vote on the motion was approved unanimously by all members present.

Mrs. Edith Humphrey – “yes”  
Mr. Gary McCue – Recused  
Dr. Dwight McElfresh – “yes”  
Mrs. Elisabeth Morando – “yes”

Mrs. Pamela Mowry – “yes”  
Mrs. Linda Nelson – “yes”  
Dr. Mehdi Ressallat – “yes”  
Mr. Matt Smith – “yes”  
Mr. Steve Stone – “yes”

Upon a motion made by Mr. Matthew Smith seconded by Mr. Steven Stone to end the Executive Session at 8:16 p.m., and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously by all members present.

Mrs. Edith Humphrey – “yes”  
Mr. Gary McCue – not present  
Dr. Dwight McElfresh – “yes”  
Mrs. Elisabeth Morando – “yes”  
Mrs. Pamela Mowry – “yes”  
Mrs. Linda Nelson – “yes”  
Dr. Mehdi Ressallat – “yes”  
Mr. Matt Smith – “yes”  
Mr. Steve Stone – “yes”

## **REGULAR SESSION RESUMED**

### **VI. REQUIRED APPROVALS AGENDA (CONTINUED)**

**E. Consideration of Approval of the Collective Bargaining Agreement Between the North Central State College Board of Trustees and the North Central State Faculty Association Chapter of the American Association of University Professors – R-2014-29 – Dr. Dwight McElfresh**

#### ***CONSIDERATION OF APPROVAL OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE NORTH CENTRAL STATE COLLEGE BOARD OF TRUSTEES AND THE NORTH CENTRAL STATE FACULTY ASSOCIATION CHAPTER OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS***

***R-2014- 29***

***WHEREAS: the North Central State Faculty Association Chapter of the American Association of University Professors (“NCSFA-AAUP”) has organized and been recognized by the Ohio State Employment Relations Board, and***

***WHEREAS: the NCSFA-AAUP and the Board representatives have engaged in good faith bargaining, and***

***WHEREAS: both parties have reached tentative agreement on all articles contained within the [collective bargaining agreement](#), and***

**WHEREAS:** *the membership of the NCSFA-AAUP has ratified the agreement with a positive vote.*

**NOW, THEREFORE, BE IT RESOLVED:** *by the Board of Trustees of North Central State College that the tentative agreement reached between the NCSFA-AAUP and College negotiating team for the period of August 27, 2014 through spring term, 2017 is approved.*

**ACTION TAKEN:** Mrs. Elisabeth Morando moved for approval of resolution R-2014-29 *Consideration of Approval of the Collective Bargaining Agreement between the North Central State College Board of Trustees and the North Central State Faculty Association Chapter of the American Association of University Professors.* Mr. Gary McCue moved to abstain from the vote. Mrs. Linda Nelson seconded the motion and the motion carried with a vote of 8:0:1.

**ADDITIONAL REMARKS:** Board Chair, Dr. Dwight McElfresh recognized Mrs. Margaret Puckett to offer some remarks on behalf of the Faculty Association. Mrs. Puckett conveyed the thanks of the faculty for the approval of this latest agreement and to the negotiation teams for their willingness to finish the negotiation process in order to achieve this final goal.

**XI. MEETING EVALUATION – *Dr. Dwight McElfresh***

Dr. Dwight McElfresh called for discussion of today’s meeting and reminded all Trustees to take the survey monkey Evaluation Survey when it hits their email box. Trustees noted that it was nice having 100 percent attendance. After missing the policy governance training last meeting, it was nice to resume the discussion and was a positive component of the meeting. The meeting seemed to flow well and remained on topic. The Year in Review was a good activity and helped to remind the Board of the progress taken place throughout the past year.

**XII. TIME AND PLACE OF NEXT MEETING**

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, September 24, 2014 at 6:00 p.m. in the Gorman Room (165) of the Fallerius Technical Education Building.

**XIII. ADJOURNMENT**

The Chair called for any additional business requiring Board action.

**ACTION TAKEN:** As there was no further business requiring the Board’s consideration, a motion was made by Mr. Matthew Smith to adjourn the meeting at 8:25 p.m. Mrs. Pamela Mowry seconded the motion and the motion carried unanimously.

Respectfully submitted:

Stephen R. Williams

Mr. Stephen R. Williams, Board Recorder

Dwight L. McElfresh

Dr. Dwight L. McElfresh, Chair