

## APPROVED MINUTES

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

Tuesday, September 14, 2021  
Sierra Vista Campus  
Governing Board Room 301  
6:00 p.m.

Members of the public who wished to attend the meeting via video conference joined at <https://cochise.zoom.us/j/92586279639>.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

Mr. Hudgins called the meeting to order at 6:00 p.m.

##### **Board Members Present:**

Mr. David DiPeso  
Mr. Don Hudgins  
Mr. Dennis Nelson  
Mrs. Jane Strain

##### **Board Members Absent:**

Mr. Tim Quinn

##### 1.02 Pledge of Allegiance

Mrs. Strain led the Pledge of Allegiance.

##### 1.03 Adoption of Agenda

The agenda was adopted as approved with no adjustments.

Mr. DiPeso moved, and Mr. Nelson seconded a motion approving the adoption of the agenda. There was no further discussion. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, and Dennis Nelson all voting aye. **MOTION CARRIED.**

##### 1.04 Citizen's In-person Interim

There were no requests to address the Governing Board.

##### 1.05 Standing Reports

##### **1.05.1 Representative to the Arizona Association of Community College Trustees (AACCT)**

Mr. Quinn, representative to the AACCT, was not in attendance for an update.

### **1.05.2 Senate**

The written Senate report was provided for review and acceptance.

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

Student Government Association advisors Mr. Martin Crichlow and Mr. Andy Espinoza, began the presentation with SGA President, Andrea Raber providing the report first noting that leading through a pandemic, helped the members become closer as they offered events virtually and helped them realize a goal of having one Student Government Association for the entire district. The Districtwide SGA, is formed by two boards, the executive board, and the activities board. This SGA is managed by twelve student leaders, from both the Douglas and Sierra Vista Campus'.

Introductions of the Executive Board:

- Lauren Fullen – Vice President, Douglas Campus
  - Major: General Requirements (Veterinary Science)
  - Legacy: to leave behind the development of student leaders who are willing to help and enhance the college experience. It is never too late to get out of your comfort zone and get involved and meet new people
- Leslie Mercado – Vice President, Sierra Vista Campus
  - Major: Allied Health
  - Legacy: is to help students understand that college is just not lectures and quizzes. There is more out there to explore. To spark students' interest and for them to engage in student life opportunities.
- Stephanie Amaya – Secretary
  - Major: Human Biology
  - Legacy: is to foster a student life environment in which everyone feels welcome and accepted.
- Nelida (Nelly) Amaro – Treasurer
  - Major: Fine Arts
  - Legacy: to leave unity amongst college students so that everyone feels supported.
- Lynz Baxter – Vice President Public Relations
  - Major: Social and Behavioral Sciences (Emphasis: Political Science)
  - Legacy: to leave a positive impact and inspire others to get more involved in what is going on in the college.
- Adriana Raber – President
  - Major: Allied Health
  - Legacy: to leave an effective and memorable team that can have a lasting impact on the college.

The Activities Board members will present and be introduced during the October Board meeting.

Fall Activities:

- Welcome Back BBQ
- Cochise Info Week
- Club Fair

Student Clubs:

- Active Clubs – 20

- New Clubs – Cochise Actors Troupe, Latinx, and NAMI on Campus (Mental Health Awareness Club)

Social Media/Marketing:

- Instagram
- Facebook
- Can Chats
- College-wide flyers
- College Website

Upcoming Events:

- New Club Development Session – 9/15
- Constitution Day – 9/17
- Hispanic Heritage Celebration – 9/22-23
- Banned Books – 9/27-10/1
- Pit Fire – 10/1

Initiatives & Goals:

- Cochise Cupboard – offering snacks, water, and food to decrease food insecurity
- Foster an inclusive, safe, and enjoyable environment for all students across the district, while connecting them to social, leadership, and volunteer opportunities.
- Cochise Leadership Academy – partnership with University of Arizona Cooperative Extension
- Cochise Voice (student focus group) – partnering with college marketing
- Campus Election Engagement Project – two student fellows, Lynz Baxter and Samantha Renteria to promote voter education, registration, and civic engagement

SGA Operations:

- SGA Meetings: Every Friday via Zoom from 11 a.m. through 12:30 p.m.; except for first Friday of the month
- All Clubs Meetings: held the first Friday of each month from 11 a.m. to 12:30 p.m. via Zoom and on campus.
- Currently have two open officer positions
  - VP of Student Programming on Executive Board
  - Coordinator of Residential Life on Activities Board

Questions/Comments:

Mrs. Strain led a discussion regarding the SGA combining into one districtwide organization. Dr. Rottweiler noted that the new structure will allow for students to join SGA during their freshman year then progress into the Executive Board in the Association the next year.

Mr. Hudgins expressed his appreciation in receiving the presentation and hear about what SGA is doing for students.

#### **1.05.4 College President**

Dr. Rottweiler began his report thanking the Student Government Association for all they do. He then provided the board with updates; highlights include:

Legislative Update:

- The 2021 End of Session Report for Arizona Community College Coordinating Council (AC4) was included in the Board packet. The overview of the session includes highlights from all sectors of state government, with specific detail on the major community college legislative activities. This year was one of the best years for rural community colleges.
- Board members were given a copy of the FY'23 Budget Submission, which is required to be submitted to the Governor's Office by September 1 each year. The Submission was signed by AC4 chair, Daniel Corr from Arizona Western College. Special attention was given to ensure the on-going rural aid and workforce dollars for Pima and Maricopa Community Colleges. Should the budget be approved, for Cochise College, at the statutory formulas, it includes:
  - Maintenance and Operations: \$4,235,700 (down \$137,800 – loss in FTSE
  - Equalization: \$8,771,400 (up \$846,100)
  - STEM Workforce: \$895,200 (down \$33,200)
  - Rural Aid – on going: \$3,125,500
  - Total: **\$13,902,300**
- AC4 held a joint legislative retreat with AACCT in Flagstaff August 25 & 26th. It was a very successful meeting. Mr. Quinn will report on the activities during the October meeting. The next AC4 meeting will be September 22 and 23.

COVID-19 Updates:

- The college continues to monitor closely the COVID numbers including the Delta Variant. Cochise County continues to be in the high transmission category.
- The Biden Administration announced a COVID 19 Action Plan that will require mandatory vaccination or weekly testing for employers with 100 or more employees. Although no specific details are provided at this time the college is monitoring the situation.
- Board members were provided a document with the most recent COVID tracing information at Cochise College.
- The efforts to mitigate COVID-19 at the college continues; hosting a vaccination POD in Douglas, August 17 with 15 vaccines administered with a follow up where 11 doses were administered. In Sierra Vista, on August 24, 11 doses were administered with 21 registered for September 21. These PODs include both first and second doses.
- COVID testing is provided on the Douglas Campus every other Monday with 45 tests administered on August 30 and 40 tests administered on September 13.

Facilities Update:

- The college has engaged the services of Karl Derrah, from Industries Architecture & Design to help plan and provide initial sketches for the First Responder Academy. Karl will also assist in scoping the projects and in the architectural firm selection process. Karl has a long history with Cochise College as a Buena High School graduate and as an architect with various firms during numerous projects at Cochise College. Karl provided the planning and vision for the Sierra Vista Master Facilities Plan, the Downtown Center, and an earlier version of the Sierra Vista Master Plan.
- An initial team meeting with Karl, began on September 15 in Douglas and September 16 at the Downtown Center. After some initial planning is developed the team will be broadened to bring in outside stakeholders. Currently the overall project has potentially three separate contracts or projects; the Driving Range

(needed ASAP), the First Responder Academy classroom building, and the Chiricahua Hall remodel.

- The Chiricahua Hall building hazmat mitigation contract was on agenda for action.

General Comments:

- The Fall Semester began August 16. It is great to have students back on campuses! All seems to be moving along smoothly. Although enrollment is up slightly from Fall 2020, the college has not seen the numbers return to pre-COVID levels. A college team worked very hard to contact many potential students and saw a significant impact during the last weeks before the semester began. More enrollment information to be reported later this Fall.
- During the Consent agenda, there will be the appointment of Dr. Dana Horne as the Executive Dean for Student Services. Dr. Horne is scheduled to join the college beginning October 4. The college is excited to see where she takes student services.
- With the Board's approval of the Guiding Statements last month, administration has been reviewing the statements and the new Strategic Priorities. In order to live up to the lofty Why statement, the college's mission and vision, and strategic priorities, in consultation with Senior Administration Dr. Rottweiler will be recommending some reorganization over the coming days and weeks. These changes will be within the approved budget and directly tied to the initiatives approved by the Board. A renewed emphasis on community engagement, institutional research, and program development can be expected.
- A new report has been added to the monthly Board packet, called the Academic Progress Report. This monthly report, similar to the Financial Report, will provide timely information on select topics from Academics. It will require no action but is provided to give information on a breadth of academic productivity indicators. This month the report centers around degree and certificate production. There will be different topics shared each month.

President's activities since last Board meeting:

- Attended, with Assistant Dean for Military Programs, Matt Coppi, a change of command ceremony for CSM Warren Robinson to CSM Tammy Everette.
- Graduation Speaker for a Joint Commencement Ceremony on Ft. Huachuca, Sept. 2.
- The college, once again, hosted Good Morning Sierra Vista, with the City and Chamber. One of the key speakers and sponsors was Cochise College's Small Business Development Center. Members were provided a press release, recognizing, Small Business Development Center Director Mark Schmitt for Exceptional Performance and Statewide Impact in Customer Satisfaction; Congratulations Mark!

Upcoming Events:

- Beginning trips around the County to visit superintendents. First meeting was with Dr. Eric Holmes from Sierra Vista Unified School District. A follow up meeting is scheduled for September 16, where Dean Barbara Richardson and Assistant Dean Karl Griffor will join the meeting. The topic is what can be done together related to Early College, a STEAM Academy, and dual credit.
  - September 21, meeting with the superintendents from Douglas and Tombstone school districts.

- September 17, traveling to Tucson for a meeting with UA President Robert Robbins and Provost Liesl Folks. This meeting will address educational opportunities in Cochise County.
- The Pit Fire will be held on the Douglas Campus on October 1
- October Board Meeting is scheduled for October 5
- ACCT Leadership Congress is scheduled for October 13-16 in San Diego

Dr. Rottweiler reported that Mr. Quinn and his family received the card and the college note mentioning that in lieu of flowers, the college moved \$250 of charitable donations to a scholarship in his Brother's name to be awarded next semester to a non-traditional student in the trades program. They expressed their appreciation that the college would help another student in memory of Pat.

Questions/Comments:

Regarding Dr. Rottweiler's visits with K-12 superintendents throughout Cochise County, Mrs. Strain asked for updates following those meetings.

### **1.05.5 Monthly Financial Report – August 2021**

The Governing Board reviewed the Financial Report for August 2021, and accepted as presented.

### **1.05.6 Monthly Academic Progress Report – August 2021**

The Governing Board reviewed the Academic Progress Report for August 2021, and accepted as presented.

## **2. NEW BUSINESS \***

### **2.01 Consent Agenda \***

The following items were approved:

- 2.01.1 \* Classified Staff; Appointment (*Hilary Fleming, Financial Aid Technician II, Douglas Campus*)
- 2.01.2 \* Classified Staff; Appointment (*Demetria Warren, User Support Technician I, Sierra Vista Campus*)
- 2.01.3 \* Administrative Support; Appointment (*Aleeya Hess, Marketing Coordinator, Sierra Vista Campus*)
- 2.01.4 \* Administrative Staff; Appointment (*Dr. Dana Horne, Executive Dean of Student Services, District-wide, based on the Sierra Vista Campus*)
- 2.01.5 \* Administrative Staff; Appointment (*Amber Watson, Librarian, Douglas Campus*)
- 2.01.6 \* Administrative Support; Transfer (*Jean McNeil, Scholarship Navigator, Sierra Vista Campus*)
- 2.01.7 \* Administrative Support; Restructure/Reclassification (*Scott Harper, Enrollment Data Analyst, Sierra Vista Campus*)
- 2.01.8 \* Classified Staff; Resignation (*Vanessa Crabtree, Administration Building Assistant, Sierra Vista Campus*)
- 2.01.9 \* Administrative Support; Resignation (*Andrew Myers, Academic Career Advisor, Sierra Vista Campus*)
- 2.01.10 \* Administrative Support; Resignation (*Shirley Neese, Technology Licensing/Training Coordinator, Sierra Vista Campus*)

- 2.01.11 \* Administrative Staff; Resignation (*Brad Dale, Director of Adult Education, Sierra Vista Campus*)
- 2.01.12 \* Administrative Staff; Resignation (*Alecia Lewis, Science Lab Manager, Douglas Campus*)
- 2.01.13 \* Administrative Staff; Resignation (*David (Shane) Van Bibber, Director of Risk Management, District-wide*)
- 2.01.14 \* Faculty; Resignation (*Carlos Espinoza, Instructor of English, Sierra Vista Campus*)
- 2.01.15 \* Faculty; Resignation (*James Gappy, Instructor of Computer Information Systems (Remote), District-wide, based online remote*)
- 2.01.16 \* Faculty; Resignation (*Hau Nguyen, Instructor of Cybersecurity/Cyber Operations Center Coordinator (Remote), District-wide based online remote*)
- 2.01.17 \* Faculty; Resignation (*Timothy (Tim) Saska, Instructor of HVAC Technology, Sierra Vista Campus*)
- 2.01.18 \* Curriculum Changes
- 2.01.19 \* Acceptance of Minutes for August 10, 2021 – Regular Meeting

Mr. Nelson moved, and Mr. DiPeso seconded a motion to approve the Consent Agenda. There was no further discussion and the Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, and Dennis Nelson all voting aye. **MOTION CARRIED.**

**\*\*\* Introduction of New Employees \*\*\***

Wick Lewis, Executive Director of Human Resources, introduced Martin Crichlow, Director of Residential and Student Life; Ralph Mellecker, Building and Grounds Manager for Sierra Vista Campus; Danielle Foti, Graphic Designer; and Demetria Warren, User Support Technician I.

**2.02 Chiricahua Hall Abatement and Select Interior Demolition**

The administration requested the Governing Board adopt a motion to approve the proposal and award the project to Comprehensive Risk Services, LLC (CRS) to conduct asbestos abatement and select interior demolition of the Chiricahua Residence Hall in the amount of \$278,500. CRS is a licensed contractor in the state of Arizona and this award is made under the 1GPA Contract #17-15P-01.

Mr. DiPeso moved, and Mrs. Strain seconded a motion to approve the proposal and award the project to Comprehensive Risk Services, LLC to conduct asbestos abatement and select interior demolition of the Chiricahua Residence Hall in the amount of \$278,500. CRS is a licensed contractor in the state of Arizona and this award is made under the 1GPA Contract #17-15P-01. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, and Dennis Nelson all voting aye. **MOTION CARRIED.**

**2.03 Building Naming Request**

Pursuant to Policy 1010 – Naming Buildings After Individuals, the Governing Board may name a building or property after an individual who has made an outstanding contribution to Cochise College. The administration requested the Governing Board adopt a motion authorizing the college president to name the Douglas Campus Baseball Field in honor of Dr. James “Bo” Hall. Dr. Rottweiler noted he could not think of a better way to recognize Dr. Hall’s commitment to the college and the community. Dr. Hall is currently in a number of Hall of Fames, both as a student and as an employee. An unavailing will be held during a spring scholarship fundraising event.

Mr. DiPeso moved, and Mr. Nelson seconded a motion to approve authorizing the college president to name the Douglas Campus Baseball Field in honor of Dr. James “Bo” Hall. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, and Dennis Nelson all voting aye. **MOTION CARRIED.**

#### **2.04 Appoint a Voting Delegate for the Association of Community College Trustees (ACCT) Leadership Congress**

The administration requested the Governing Board adopt a motion to appoint a voting delegate for the ACCT Leadership Congress.

Mr. DiPeso moved, and Mr. Nelson seconded a motion appointing Mrs. Jane Strain a voting delegate for the ACCT Leadership Congress. There was no further discussion. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, and Dennis Nelson all voting aye. **MOTION CARRIED.**

#### **2.05 Intergovernmental Agreement (IGA) – Vail Unified School District**

The administration requested the Governing Board adopt a motion to approve the IGA between Cochise County Community College District and Vail Unified School District to offer high school students the option to gain college credit and experience.

Dr. Rottweiler expressed that more and more students in Cochise County are attending the Vail Unified School District, both in person and online. Vail has an early college experience, where students spend a significant amount of time on the community college taking college-level courses. This agreement allows for the student to attend Cochise College then bill the tuition, fees, and textbook are charged to Vail School District.

Mr. Nelson moved, and Mr. DiPeso seconded a motion approving the IGA between Cochise County Community College District and Vail Unified School District to offer high school students the option to gain college credit and experience. Mrs. Strain expressed that she would like a monitoring report as the offerings progress. Dr. Rottweiler noted that the representative from Vail mentioned it would be a great opportunity for Benson School District to offer the same opportunity. Dr. Rottweiler will also discuss the opportunity to the other Cochise County school districts during his meetings with the superintendents. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, and Dennis Nelson all voting aye. **MOTION CARRIED.**

### **3. INFORMATION ITEMS**

### **INFORMATION**

#### **3.01 Communications**

- Board Member Dennis Nelson received a letter from Dr. Michelle Cooper, Acting Assistant Secretary Office of Postsecondary Education. The letter responds to Mr. Nelson’s letter sent to Secretary Cardona outlining the positive impact of the Federal TRiO Programs: Upward Bound, Talent Search, and specifically the Student Support Services (SSS) project for Cochise College. The letter also expresses Dr. Cooper’s appreciation of sharing the impact that the SSS project is having at Cochise College and the services the project provides to assist low-income, first-generation, and students with disabilities with successful completion of a program of study at the postsecondary level.
  - Mr. Nelson expressed his appreciation of the TRiO program, which offers a tremendous amount to the students for a low cost. He noted that he wrote a letter to member of the Arizona delegation and the Secretary of Education to



inform them of the program and what it offers and to see if he would get a response. Mr. Nelson also encouraged other Board members to do the same for federally funded programs that they support.

- Dr. Rottweiler said that there has been significant attention from federal agencies to Arizona community colleges. One main reason is that the Biden Administration has proposed a free community college movement. During a recent meeting with Senator Mark Kelly, he expressed that he is working to ensure Arizona is included in the proposed movement.

### **3.02 Business and Technology Division Report**

Dr. Rod Flanigan, Dean of Business and Technology, provided an update on the division, the Workforce Development, and the Automotive Program; highlights included:

Mission:

- Cochise College provides inclusive and accessible educational opportunities that support social responsibility, community engagement, meaningful careers, and lifelong learning.

Vision:

- Cochise College is a leading and responsive college which transforms and empowers our community by fostering collaborative relationships and providing innovative educational pathways.

Karl Griffor, Assistant Dean of Workforce Development, provided an update on Workforce Development noting that it has been difficult getting into schools and convincing students to consider their careers, especially in light of COVID and masking restrictions. Another restriction the program faces is having transportation to get students to the college campus. Presentation highlights included:

- Participation from seven area high schools
  - PPEP-Tec (S.V.)
  - Benson Digital Learning Center
  - Benson
  - Bisbee
  - Buena
  - Bowie
  - St. David
- Programs currently served include:
  - Welding (WLD 105)
  - Welding (WLD 128)
  - Automotive (AUT 101)
  - CIS (CIS 120) Cloud Computing
  - HVAC – next fall
  - Total – 32 students
- Next Steps
  - PPEP-Tec will soon require all students to take a class with Cochise College
    - Now working with the Douglas PPEP-Tec program to offer the same opportunities on the Douglas Campus.
  - New programs/ideas
    - Friday and Saturday classes for labs offered to high school students
  - This semester is the first cohort in a flagship welding program.
    - Wendy Mehl, PPEP-Tec teacher who also attends the class with the students, addressed the Board and thanked the college for supporting the

partnership. The program is key in providing high school students valuable educational opportunities in mastering trade skills. Also noting how proud she is of the young men and women who have exceeded her expectations.

- Jaygee Antonio, junior at PPEP-Tec spoke about his experience in the welding class, expressing his excitement with the different welds he has learned and of how he someday wants to open his own shop.
- Aiden White, PPEP-Tech student spoke about his excitement with what he has experienced and learned in the welding class. He wants to go into the welding profession when he graduates.

James Krause and Ron Bosley, Instructors of Automotive, presented an update on the Automotive Program.

- Status of new Automotive Technology Building
  - Transitioning from the classroom into the shop is good
- New full-time faculty member – Alan Anderson
- New high school cohort
- Advisory Council Meetings
  - Members are impressed with new facility
  - Discussion of current program(s) and curriculum
  - Shared future vision of Automotive program(s)
  - Advisory council members expressed concern about keeping up with new technology, equipment, and curriculum
- Curriculum Updates
  - Light-duty diesel certificate program
    - AUT 101 – Introduction to Automotive Technology
    - AUT 102 – Automotive Electrical Fundamentals
    - AUT 112 – Light Vehicle Diesel Engine Repair
    - AUT 116 – Light Vehicle Diesel Engine Intake and Exhaust Systems
    - AUT 220 – Light Vehicle Diesel Engine Fuel Systems and Computerized Engine Controls
  - Total certificate requirements – 15 credits
- Electric Vehicle (EV/Hybrid Program)
  - Research (peer institutions, manufacturers, etc.)
  - Equipment and Curriculum Requirements
  - Advisory Board input
    - Safety concerns (high voltage)
    - VR&AR in classroom before real hands-on in the shop
    - Looking into certification

Responding to Mrs. Strain, Mr. Krause explained the makeup of the Advisory Board, which is made up of local representatives from dealerships, shops, businesses, and students.

Dr. Rottweiler led a discussion talking about the college initiatives for workforce development, expansion of the automotive program from former site to the new facility, and the investment to research electric vehicles.

Dr. Flanigan thanked the Board for their investment into the program, noting that the team is researching and visiting peer institutions with the Board's approved \$50K research investment into electric vehicles.

Business & Technology Updates:

- Residential Construction Technology program – recently sold the third house for \$193K, \$8,000 over asking price.
  - Student enrollment doubled this year
  - Pioneer Title has donated the current lot for the fourth house and the lot for next year's house.
- Culinary status – reviewing survey results from over 100 participants; reaching out to peer institutions; and looking for new curriculum
- Mobile Skilled Trades – position is open after former hire became the HVAC instructor to fill a last-minute vacancy
- Advisory Council meetings
- Next Meeting:
  - Assistant Dean Dale Porter
  - Welding
  - Further updates
    - Cybersecurity
    - Business
    - HVAC
    - Agriculture

Questions/Comments:

Mr. Nelson expressed the report was very informative.

### **3.03 Policy 627 Holidays – First Reading**

Policy 627 – Holidays, was presented as a first read. The policy has been revised to include Juneteenth as an official college holiday as a result of the date being added to approved federal holidays earlier this year. The policy revisions have been presented to the college community for feedback and have been approved by the Employee Senate.

The policy revision requires two reads and approval. The revision has been approved through the Employee Relations and the Senate. The policy will be brought before the Board during the October 5, 2021, Governing Board meeting for a second read and action.

Questions/Comments:

Mr. Nelson noted that there is currently a pending voting rights bill in legislation, which includes making election day a federal holiday.

## **4. COMMENTS FROM GOVERNING BOARD MEMBERS**

Mr. Hudgins turned the time over to Governing Board members to provide comments/share information.

- Mr. DiPeso
  - Congratulations to Dr. Rottweiler on his Education Leader of the Year recognition. Dr. Rottweiler stated his credit is due to those he works with and the direction and leadership of the Governing Board.
  - Great work with the workforce development; it is the right direction for the college.
- Mr. Nelson
  - Recognized Mark Schmidt on his recognition.
  - Noted that the \$1.3T Federal Bill may include funding for the Douglas Port of Entry. Dr. Rottweiler confirmed that about \$400M is included in the bipartisan initiative for

the new port. He also noted that the Douglas Campus location may become an asset if the Port of Entry comes to fruition.

- Mrs. Strain
  - Expressed that the meeting was full of phenomenal information and student reports.
- Mr. Hudgins
  - It is the Board's pleasure to do everything in their power to support the efforts of the college.

## **5. ADJOURNMENT**

Mr. Hudgins adjourned the meeting at 7:25 p.m.

Respectfully Submitted:

---

Crystal Wheeler, Executive Assistant, Office of the President

---

Mr. Dennis Nelson, Secretary of the Governing Board