

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES

June 19, 2006

Regular Meeting
Adopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 6:12 p.m.

ROLL CALL

Present: Brannan, Pelleran, Proctor, Rasmusson, Smith, Lavery

Absent: Canady

PLEDGE OF ALLEGIANCE

Trustee Brannan led the pledge of allegiance.

Chairman Lavery asked everyone to remain standing for a moment of silence for former Trustee Judy Wolpe (Hollister).

ADDITIONS/DELETIONS TO THE AGENDA

Trustee Rasmusson requested an item be added to the agenda having Gary VanKempen and Gary Knippenberg bring the Board up-to-date as to what they have done to identify products, packaging and marketing for the emerging markets that the Board discussed two months ago as well as convergence in other new markets.

This item will be discussed at the beginning of the President's report.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

There was no public comment.

CHAIRPERSON AND BOARD MEMBER REPORTS

Chairperson Reports

College Policies

Purchasing Policy

Jan Lazar gave a brief description on this policy.

Discussion followed.

Trustee Proctor asked for a friendly amendment to make the following revisions.

Section I. 2.

Securing supplies and services from a responsible and responsive supplier offering the lowest possible cost and providing the overall best value to the College.

Section III. B. Third paragraph

A record of sole source purchases will be maintained as a public record and will list each supplier name, and amount, a listing of item(s) purchased, the purchase order number and be provided to the Board of Trustees on a monthly basis.

Section III. J. 5.

No contract awarded pursuant to this clause shall be sublet in any manner that permits 50% or more of the dollar value of the contract to be performed by a subcontractor who does not or subcontractors who do not meet the definition of located within the LCC tax district.

MOVED by Trustee Pelleran and supported by Trustee Rasmusson to adopt the Purchasing Policy.

Roll call vote:

Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty

Nays: None

Absent: Canady

Motion Carried.

Purchasing Card Policy

Jan Lazar gave a brief background of the policy.

Discussion followed.

The following revision was made.

Section III. 1. a.

*Card controls include a single transaction **limit**, monthly cycle limit, and merchant code category restrictions.*

MOVED by Trustee Pelleran and supported by Trustee Smith to adopt the Purchasing Card Policy.

Roll call vote:

Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty

Nays: None

Absent: Canady

Motion Carried.

Hiring and Contract Approval Policy

Jan Lazar gave a brief background of the policy.

Trustee Proctor requested that the following revisions be made.

Section I.

*This policy shall commence effective July **19**, 2006.*

Section III. A. 1.

A. The Board of Trustees shall select, hire, negotiate terms and scope of service, and directly receive the reports and information from the following, whether hired as employees, contractors, or consultants:

- 1. Board **Administrative Assistant***
- 2. President*
- 3. Board Liaison*
- 4. Legal Counsel, regular, or special counsel*
- 5. External Auditor*
- 6. Internal Auditor*
- 7. Special consultants retained on a project basis.*

Chairman Laverty made a request that the Board Liaison and Board Administration Assistant be screened by the college HR and Administration for qualifications through an interview process and then makes a final recommendation to the Board for confirmation. Those two individuals would be responsible and report directly to the Board. He also stated that President Cardenas pointed out that Section III. B. of this policy is in contradiction to bylaw 1.6.1 in which the Board specifically hires Vice Presidents.

Trustee Rasmusson responded that he had a proposed bylaw change to correct this.

Trustee Pelleran replied that she would support the change in the bylaw to revert back to the time when the President hired the Vice Presidents.

Trustee Rasmusson also stated that his suggestion provides that a President can not create any new Vice President positions without Board approval.

Discussion followed.

MOVED by Trustee Pelleran and supported by Trustee Rasmusson to adopt the Hiring and Contract Approval Policy.

Roll call vote:

Ayes: Pelleran, Rasmusson

Nays: Proctor, Smith, Laverty

Absent: Canady

Brannon did not vote.

Motion Denied.

Trustee Smith left at 7:02 p.m. to receive an award from the City Council.

Audit Policy

Jan Lazar gave a brief background on this policy. She met with Trustee Rasmusson and Bev Baligad. From that meeting they found that it was best to have a separate free standing policy.

Trustee Proctor suggested the following revision be made.

Developing and adopting the scope of services and for both the internal auditor and for the external independent audit;

Discussion followed.

MOVED by Trustee Proctor and supported by Trustee Brannan to adopt the Audit Policy.

Roll call vote:

Ayes: Brannan, Pelleran, Proctor, Rasmusson, Laverty

Nays: None

Absent: Canady, Smith

Motion Carried.

Executive Search Firm

Chairman Laverty reminded everyone that sixty-five RFP's went out and sixteen firms replied. The entire Board has been going through them to evaluate them and all of the information has been forwarded to attorney Bev Baligad. He asked if Ms. Baligad would give an update as to where they were in the process.

Ms. Baligad reported out the final scores she had received back from each of the Trustees independently. The top four firms in no particular order were ACCT, Greenwood & Associates, Isaacson, Miller, Inc. and RPA, Inc.

Trustee Pelleran requested doing just a Presidential search. The proposal came to them for Presidential and CFO searches. She suggested having the President, once in place, hire the CFO so that the Board would not get distracted doing two separate searches. Trustee Pelleran would like the Board to just focus on the search for a President.

Ms. Baligad responded that she would convey that new directive to the top four firms.

Trustee Pelleran questioned if an addendum needed to be made to the RFP to separate those two out.

Ms. Baligad responded that she would contact the purchasing department.

Chairman Laverty asked Trustee Pelleran whether she wanted the current President to hire the CFO or wait until the Board hired the new President and have the new President hire the CFO.

Trustee Pelleran replied that she didn't feel the Board needed to do two searches but thought that the Board needed to move ahead with the Presidential search and make that their focus and that the current President could hire the CFO. Trustee Pelleran asked Caroline Duda to clarify what the Board would need to do to change the RFP.

Ms. Duda responded that she would not put out a new RFP, but would ask the firms to resubmit bids based on just the Presidential search.

Trustee Pelleran moved that the Board do an addendum to the previous RFP for the Presidential and CFO search and write the addendum so that it states that it is only for a Presidential search.

Trustee Rasmusson stated that he would support. He also suggested that the President bring the Board a list of candidates with her recommendations and the Board would make the final selection.

Trustee Proctor asked for clarification on whether the motion included the recommendation by staff that the Trustees be provided an opportunity to review those responses and score them only on the basis of looking at the proposals regarding the Presidential search.

Trustee Pelleran replied that was her intent but would accept it as a friendly amendment.

MOVED by Trustee Pelleran and supported by Trustee Rasmusson to make an addendum to the RFP removing the CFO.

Roll call vote:

Ayes: Brannan, Pelleran, Proctor, Rasmusson, Lavery

Nays: None

Absent: Canady, Smith

Motion Carried.

Chairman Lavery asked if Ms. Baligad had anything else to add.

Ms. Baligad stated that she would be redelivering the packets to everyone and meeting with Ms. Duda to get the addendum and contact the firms.

President Cardenas reported that at the last meeting it was recommended that Steve Bennett would provide technical support on the presidential search. After looking at his educational load and being a senior this next semester, President Cardenas felt that they should provide a different support person. She recommended Ms. Ava Mills as the support person for the Presidential search.

MOVED by Trustee Brannan and supported by Trustee Proctor to name Ms. Ava Mill as an assistant to the Recruitment Search Liaison, Ms. Bev Baligad.

Roll call vote:

Ayes: Brannan, Pelleran, Proctor, Rasmusson, Lavery

Nays: None

Absent: Canady, Smith

Motion Carried.

Information and Announcements

Chairman Lavery passed out a book to each Trustee entitled the Jobs Revolution. He felt it was a good book and a quick read and also recommended a copy be placed in the Board library.

Chairman Lavery reported that he attended the Michigan Works! Conference on construction. He thanked President Cardenas and others at the college for the attendance by LCC staff.

He also attended the Star Institute's Graduation and mentioned that this was their last year.

Chairman Lavery spoke about the Fire Academy graduation and the several "firsts" they accomplished. He reported that the overall class average for this semester's class was 93.4%. This was the new class that graduated from the new facility out at West Campus. The Fire Fighter I & II state exam results consisted of 87% class average. The Hazardous Materials Operations test, which is the most difficult test the state delivers for the fire service resulted in an average score of 89.3% and the Hazardous Materials Awareness test resulted in an overall class average of 85.4%. LCC had eight students over the 90% on the State Fire Fighter I and II exam. Over the past 5 semesters the fire academy has averaged 4-5 females, which accounts for approximately 14% - 15% of our students for each class. He also mentioned that he did not get a chance to attend all of the graduations but particularly enjoyed the Nursing, Fire Academy and Policy Academy graduations. Chairman Lavery gave special recognition to Dean Roberta Peterson, Denny Morse and Jeffrey Huber.

He reported that the Women's Resource Center sponsored the Beverly Hunt Award Luncheon. Ms. Tamilika Foster was the recipient for this year.

He reminded everyone of the 2006 Michigan Community College Association Summer Workshop in Traverse City, July 20 – July 22, 2006. Chairman Lavery felt it was a good time to network, to see what other Community Colleges were doing across the country and to find out what is going on legislatively.

He reported that the Greater Lansing Area Sports Hall of Fame event takes place this week Thursday, June 22, 2006. This will be the 31st Annual induction ceremony. The reception is at 5:30 p.m. and dinner at 6:30 p.m. The Board is invited to attend.

Chairman Lavery stated that he will be calling each Board member individually about committee assignments. He mentioned that the Board now has a Finance Committee and a Personnel and Compensation Committee.

Board Members Reports

Trustee Rasmusson – Audit Committee

The following resolution was made by Trustee Rasmusson.

INTERNAL AUDIT

1. That the Audit Committee is authorized to retain the services of a CPA with audit and internal audit experience to assist with the wording of the RFP for an internal audit consultant as a no bid contract. The Board authorizes up to five thousand dollars to be spent for the CPA to assist with the wording of the RFP, and up to ten thousand dollars to be spent for the internal audit consultant to assist with internal audit as circumstances indicate during a three-month period and to make recommendations to the Board, including whether the College should have an outside firm handle all internal functions.
2. The Board sets ideal parameters with respect to the internal audit so as to be compliant with standards of Section 404 for the Sarbanes-Oxley Act.
3. The Board authorizes the hiring of an employee to work exclusively on internal audit. The Board shall be advised of the candidate in advance selection. The Board retains final approval authority. The internal audit employee shall sign a statement containing the following:

I understand that internal audit is a vital function of the College and requires that I hold myself out as a fiduciary of the College, owing my best efforts and loyalty to the institution.

4. That the Audit Committee take steps to examine use of the 525 college credit cards by staff, and to prompt an audit of the last five years use of those cards, as is indicated, and offer a limited amnesty program, if indicated by circumstances.
5. That 35 hrs of additional time for Jan-Lazar ~~the Mercer Group~~ is authorized (1) to assist with implementation of the new policies and (2) to draft Bylaws and changes consistent with the new policies and ~~(3) draft an Audit Policy distinguishing internal audit from external audit and setting minimum parameters.~~

Trustee Pelleran stated that she would support Trustee Rasmusson's resolution replacing the name Jan Lazar with the Mercer Group.

Trustee Rasmusson agreed.

MOVED by Trustee Rasmusson and supported by Trustee Pelleran to adopt the resolution recommended by the Audit Committee.

Roll call vote:

Ayes: Brannan, Pelleran, Proctor, Rasmusson

Nays: Laverty

Absent: Canady, Smith

Motion Carried.

Trustee Rasmusson stated that he had received some great material on Board self-evaluation and would prepare something for the Board to share once it came in.

Trustee Proctor – Workforce Development Board

Trustee Proctor reported that at his attendance at the last Workforce Development Board meeting he was advised that Lansing Community College was one of several entities that received funding under the Work First program to provide certain services. There is a minimum performance level of 75%. It was reported that the college had failed to meet that performance standard and that representatives would be called in to explain the circumstances. He trusted that representatives of the college did appear at the administrative Board meeting. Trustee Proctor asked that someone from the college who was familiar with the Workforce program offer an explanation.

President Cardenas asked Vice President VanKempen to shed light on the report.

Dr. VanKempen replied that when they put together the Work First proposal they set a number of specific targets. They looked at the percentage of placement of the clients and the 90 day retention of jobs. What they failed to do was realize that the job market had changed and they also didn't anticipate a decrease in the number of clients. They looked at putting several things in place if they get the grant for next year. One would be a part time skilled trainer to enhance the orientation program and another would be work experience blocks for clients who don't get a job in the first four weeks. They would be given the opportunity to interact with a certain part of the college and do certain types of job shadowing. He stated that they were hoping that those combinations would make them successful for the next grant year.

Trustee Proctor thanked Dr. VanKempen and asked if he had any sense as to what explanation was offered to the Workforce Development Board.

Dean Souden responded that the Workforce Board felt that the size set for our program was unrealistic but that they accepted our explanation of why and what we were going to do to improve. More importantly our numbers were very near or close to what the other agencies provided.

Trustee Smith – Foundation Board of Directors

An alumni video was played.

Trustee Smith returned at 7:36 p.m.

PRESIDENT'S REPORT

Informational Items

President Cardenas announced that the college put out an RFP for a strategic enrollment management company to help the institution look at diversifying its offering and expanding its credit offerings in the appropriate way. They will also look at other segments that they have not looked at in order to gain enrollment numbers. This effort will be led by Dr. Rebekah Woods. Dean Knippenberg will also be a part of this process. They have started working on diversification of offerings for the senior citizen program and have put a proposal together.

College Spotlight – Tutoring Services

This was presented by Renee Mickleson and Ruth Heckman.

Discussion followed.

The presentation is on file with the official Board materials.

International Cyber Security Education Coalition

Dean Berry reported that Lansing Community College as of April 2006 has become a partner with the International Cyber Security Education Coalition to assist with helping to strengthen national security, establish business and district partners in Michigan and nationally and to provide articulated education that can lead to nationally critical cyber security jobs in the areas of information assurance, information management, data integrity, software security, intelligence and network security. BMIT worked with the committee on national security systems, which is the policy making body for all issues concerning the security of national security systems for the federal government. The committee delegated the project management functions to the information assurance

courseware evaluation program, NSA, National Security Agency. The goal of the program is to ensure compliance with national standards for information assurance education and training throughout the nation. The program implements a process to systematically assess the degree to which an institution courseware or program objectives satisfy the committee on national security system standards. Dean Berry introduced faculty members Joe Warren, Virginia Warner and Cameron Dean who worked over the past two years to meet the standards required for the membership in the international cyber security educational coalition. She also introduced faculty Chair John Lightner, and Director Mary Speiser to present two documents to the Board of Trustees. One was the signing document for the Coalition Partnership and the second was the Committee on National Security Systems Courseware Evaluation Award.

Strategic Direction for the Institution

President Cardenas stated that she has found that there is a need for the college to increase its level of accountability not only to the Board of Trustees but to the public. In addition, she feels that the college needs to provide flexible course offerings and find alternative funding. She is looking to provide clear and concise performance goals for the organization. The President felt that many of the issues the college is facing have to do with internal controls. She has asked the Deans and Vice Presidents to begin to look at a more strategic approach for the institution as the college begins to move forward as well as to add a strategic enrollment plan and an emergency response plan. The President added that the college had taken the policies that the Board has passed seriously by taking a look at the internal auditing process and coming up with what an office of internal audit would look like at Lansing Community College. They have put together a charter as well as a code of ethics. They have also taken each of the new policies the Board has passed and begun to implement them. President Cardenas requested that as soon as the Board finalized its hiring process that the college search for a CFO as soon as possible. She also stated that she was looking at repositioning a full-time employee as an internal auditor. She also requested support to reorganizing the institution so that it will be more student, faculty, and staff focused.

Trustee Pelleran stated that she felt her request was timely and that it was something that the Board needed to do and respected her for taking the necessary action to move this college forward.

Trustee Proctor replied that he did not refer to the President as Interim, but as the President. He stated that he had full confidence in her and that she has demonstrated that she thinks about the vision of the college and she raises the critical questions about strategic planning, as well as future strategic objectives. He stated that he hoped the college community would support her and that she has moved the college forward to a cultural change. Trustee Proctor also stated that he had heard stories about what has taken place on this campus in the past,

and he hoped that the future would be one in which truth and openness prevailed. He urged faculty staff and administrators to support the President..

Trustee Smith thanked President Cardenas for her overall knowledge of the things that are taking place on the campus.

Trustee Rasmusson stated that he has 100% confidence in the President's skills and her ability to lead and we are already seeing results of her success.

Financial Aid and Oracle Update

President Cardenas reported that they have been able to resolve many of the issues related to providing checks to our students but unfortunately, the checks have come in during the third week of summer semester. For many students, this has caused undue hardship because they were not able to purchase their books. The college has helped each student the best that they can. As of today, everyone has been paid. The college realizes that as an institution this is an unacceptable practice. As of today, Lansing Community College is one of only five institutions that utilize the student Oracle System. President Cardenas feels that this puts the institution in a vulnerable situation. Dialogue has been started and front line users have been made a part of dialogue, but the college now needs to make a decision very quickly with regards to changing its system completely. She stated that multiple decisions needed to be made and that they were looking at which systems they needed to replace and whether or not to outsource any of the technical support. President Cardenas would like to bring a recommendation with a RFP to the Board by August. She is waiting until August so that the students are registered for the fall and that they don't feel any changes that the college may make in the next few months. She would like this transaction to be seamless for the students. All of this will force the college to look at other means of offering services to students. They have had conversations with other institutions that have left Oracle with regards to the reasons why they left Oracle. The new product, Fusion, which is the Peoplesoft product from Oracle, will be ready in 2012 and that the college cannot afford to wait until 2012 to make a decision. She wanted to inform the Board that the financial aid checks were late.

Trustee Pelleran questioned what guarantee they would have in the fall that the college will not have 2000 students standing in long lines waiting for their financial aid checks.

President Cardenas responded that for the financial aid portion they would have to put a team together. She stated that she could not promise that it won't happen, but she could figure out a way to alleviate the problems that a majority of the students experienced last fall.

Trustee Pelleran replied that she stands by the ad hoc committees report and that the college needs to think about making a decision. She stated that she is very disappointed in the product and that she was ready to say goodbye to Oracle.

Trustee Rasmusson commented that according to the Wall Street Journal, Oracle had to pay a \$450 million dollar penalty for questionable practices.

Trustee Smith expressed that she had concerns with students having problems with the online applications for financial aid and that she stills hears from students that are having a great deal of difficulties with the online application. She had concerns about the fall registration and would like to see a plan that would help the college to lessen problems that occurred during the previous fall registration. Trustee Smith is concerned because they had given the community assurances that the college was making headway with this process. She is not stating that the college has not made progress; but that it still poses concerns. She questioned if there were any students dropped from their programs due to their untimely financial aid checks.

President Cardenas responded no.

Trustee Smith was glad, but was saddened that the students didn't come back because of the difficult time they experienced. She requested to see the enrollment numbers for the summer.

Trustee Pelleran responded that she would really like the Board to follow the lead of some of the other colleges in the state, as well as across the country, and cut loose from Oracle on the particular system that deals with financial aid. She was not sure about the other systems. She further commented that millions of dollars have been spent and that staff is getting burnt out and the students are not being served.

President Cardenas agreed with Trustee Pelleran and thinks that the first and foremost issue is the student part of the system, as well as the HR and the Finance systems. She stated that she brought this up at the June Board meeting because if they knew what they were heading for, they could begin to put together an exit strategy to leave the system.

Human and Health Services Facility – Third Floor Proposal: Medical Clinics and Other Educational Rooms

Dean Roberta Peterson gave the Board highlights on this proposal.

This proposal is on file with the official Board material.

Discussion followed.

Mr. Chris Strugar-Fritsch provided support in answering some of the questions.

Human Resources – New Hires

Ms. Mary Stroebel presented the following New Hires.

Administrative Appointments:

Nancy Hayward, MPH, BSN, Clinical Coordinator, Nursing Program, Human Health and Public Services Division.

Richard Scott, BA, Apprenticeship Coordinator, Technical Careers Divisions.

Faculty Appointments:

Wanda Adams, BSN, Nursing Faculty, Human Health and Public Services Division.

Mary Martin, MS, BS, Biology Faculty, Liberal Studies Division.

Thomas Nicholas, MA, BA, Developing Writing Faculty, Student and Academic Support Division.

Action Items

Approval of Minutes:

May 15, 2006 Policy Working Session

May 15, 2006 Regular Meeting

June 5, 2006 Policy Working Session

June 5, 2006 Special Meeting

Corrections were made to the May 15, 2006 Regular meeting minutes.

Human Resources – Sabbaticals and Leaves

Sabbaticals-

Wanda Larrier, Communications, Spring Semester 2007

Leaves-

Jean Morciglio, Director, Extension and Community Education, August 5 – December 2006.

Discussion followed.

Finance – Approval of Bids

Ms. Caroline Duda presented the following bid for the Board's approval:

Life Insurance, AD&D, & Long Term Disability in the amount of \$249,125.79. The recommendation was to award the bid to SIG Employee Benefits in Okemos, Michigan.

Internet Service Provider in the amount of \$954,000. The recommendation was to award the bid to CRT/Arialink in Lansing, Michigan.

West Campus Parking Lot 2 in the amount of \$875,000. The recommendation was to award the bid to Youngstrom Contracting in Ionia, Michigan.

Shigematsu Memorial Garden in the amount of \$272,000. The recommendation was to award the bid to HTA Companies, Inc. in Lansing, Michigan.

Academic & Office Facility Woodshop/Lower Level Renovations in the amount of \$409,890. The recommendation was to award the bid to Nielsen Commercial Construction in Holt, Michigan.

Main Campus Site Lighting in the amount of \$215,000. The recommendation was to award the bid to J. Ranck Electric in Mount Pleasant, Michigan.

Arts & Science 1st floor Tutoring Renovation in the amount of \$105,900. The recommendation was to award the bid to Moore-Trosper Construction in Holt, Michigan.

Electrical Services in the amount \$60,000/year. The recommendation was to award the bid to Delta Electrical Contractors of Lansing, Inc. Lutz Electric and Ro-Lyn Electric.

Consulting Services & Temporary Staffing in the amount of \$85,000. The recommendation was to award Financial Aid Services in Atlanta, Georgia.

HP Hardware & Software Service & Support in the amount of \$596,517.49. The recommendation was to award Hewlett-Packard Company in Downers Grove, Illinois.

Discussion followed.

Trustee Pelleran felt that the Consulting Service & Temporary Staffing contract was not enough and requested that the RFP be put back on the table at the next Board meeting.

Trustee Brannan stated the he would support the Hewlett Packard contract for one year and that the purchasing department should go out again for bids.

Trustee Pelleran accepted Trustee Brannan's friendly amendment.

It was requested by Trustee Smith to separate out the vote on the Shigematsu Memorial Garden. There were no objections.

MOVED by Trustee Rasmusson and supported by Trustee Pelleran to accept the President's Report action items.

Roll call vote:

Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Lavery

Nays: none

Absent: Canady, Smith

Motion Carried.

MOVED by Trustee Pelleran and supported by Trustee Brannan to accept the Shigematsu Memorial Garden action item.

Trustee Smith expressed concern that she was not comfortable with this deadline to vote.

Roll call vote:

Ayes: Brannan, Pelleran, Proctor, Rasmusson, Lavery

Nays: Smith

Absent: Canady

Motion Carried.

The Chairman opened the floor up for public comment. There was no public comment.

CLOSED SESSION

MOVED by Trustee Brannan and supported by Trustee Pelleran that the Board went into closed session to consider the purchase of real property.

The Board entered into closed session at 9:56 p.m.

The Board returned to open session at 10:32 p.m.

PUBLIC COMMENT

There was no public comment.

MOVED by Trustee Pelleran and supported by Trustee Brannan to open the sealed bid from the Executive Search Firms.

Bev Baligad stated the RFP called for a sealed bid.

Trustee Pelleran stated that she would make a motion to amend the RFP.

Chairman Lavery responded that after the Board has interviewed and made the final recommendation, is when the sealed bids should be opened to see what the Board would be paying for.

Trustee Pelleran replied that she felt the bids played a part in the Board decision making.

MOVED by Trustee Pelleran and supported by Trustee Brannan to amend the RFP to view the portion of the financial that relates to the Presidential search.

Roll call vote:

Ayes: Brannan, Pelleran, Rasmusson

Nays: Proctor, Lavery

Absent: Canady

Trustee Smith abstained from voting.

Motion Denied.

Trustee Pelleran asked to go on the record that the Board needed to do the process right and that she would be taking time off and may not be available for another meeting. She also stated that she was saddened that RFP's were not presented.

Discussion followed.

ADJOURNMENT

MOVED by Trustee Rasmusson and supported by Trustee Smith for the meeting to adjourn.

Roll call vote:

Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Lavery

Nays: None

Absent: Canady

Motion Carried.

The meeting adjourned at 10:58 p.m.