

MINUTES OF THE FIVE HUNDRED SIXTY-ONE
MEETING OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room Z-203
La-Z-Boy Center
6:00 p.m., June 27, 2016

Members Present: Joseph N. Bellino Jr., James E. DeVries, Lynette M. Dowler, Edward R. Feldman, Marjorie A. Kreps, Aaron N. Mason, and Mary Kay Thayer

Also Present: Jack Burns Jr., Parmeshwar Coomar, Valerie Culler, Randy Daniels, Jamie DeLeeuw, Andrew Fischer, Jean Ford, Kris Gerlach, Mark Hall, Dan Hamman, Stephen Hasselbach, Paul Hedeem, Tom Hoffman, Barry Kinsey, Paul Knollman, Brian Lay, Denice Lewis, Bill McCloskey, Molly McCutchan, Michele Paled, Kojo Quartey, Jim Ross, Kathy Shepherd, Joe Verkennes, Tracy Vogt, Suzanne Wetzel, and Penny Dorsey (recording secretary)

1. Chair Bellino called the meeting to order at 6:00 p.m.
2. Chair Bellino read the following Public Hearing announcement:

Public Hearing - Suspend the regular order of business to conduct the public hearing on the 2016-17 budget. The Chair will entertain questions from the audience with regard to the 2016-17 budget material. The millage rate to be levied for operating purposes for the 2016-17 fiscal year will be reaffirmed as 2.1794 mills of ad valorem property taxes. If there are no further questions, the Chair will declare the public hearing adjourned.

No further comments were made.

3. Delegate, Tom Hoffman, addressed the board regarding his concerns with the College's competitive bidding process. Mr. Hoffman has sat on an MCCC advisory board, and has a welding supply business just one mile down the road on M-50. He stated that he has tried to send information about his products to the College, but feels he has been repeatedly "pushed away." He said, "At a public school there should be public knowledge of what is purchased." Mr. Hoffman likened the MCCC welding lab to a "Baker's Gas and Welding museum." He stated, "I would like a piece of the pie and some competitive bidding. Some things are not bided on at all. I get bids from all the other area colleges except MCCC."
- B. 2. a. (1) 4. The following items were pulled from the consent agenda for further discussion:
 - B. 2. a. (2) Resolution to Adopt the 2016-17 Budgets and Reaffirm Millage
 - B. 2. a. (4) Board of Trustees Schedule of Meetings for the Fiscal Year 2016-17
 - B. 2. a. (5) MCCA Representation for 2016-2017
 - B. 2. a. (11) Authorization for the President to Execute a Faculty Contract
 - B. 2. a. (12) Authorization for the President to Execute an Administrative Contract
 - B. 2. a. (13) Revised Millage Language
- B. 2. a. (2) 5. *It was moved by Mrs. Thayer and supported by Mr. Mason that the following items on the consent agenda items be approved:*
 - B. 2. a. (1) Approval of the May 23, 2016 regular meeting minutes and the June 6, 2016 special meeting minutes.
 - B. 2. a. (3) Proposed Revision of Policy 3.07, Michigan Community College Virtual Learning Collaborative (MCCVLC)
 - B. 2. a. (6) Proposed Policy Revision – Policy 2.19, Management Salary Schedule
 - B. 2. a. (7) Proposed Policy Revision – Policy 8.08, Support Staff Salary Schedule
 - B. 2. a. (8) Proposed Policy Revision – Policy 11.00, Adjunct Faculty Salary Schedule
 - B. 2. a. (9) Proposed Policy Revision – Policy 11.01, Part-Time Support Staff

Salary Schedule

B. 2. a. (10) Proposed Policy Revision – Policy 12.05, Professional Staff Salary Schedule

The motion carried.

- B. 4. a. (1) 6. *It was moved by Dr. DeVries and supported by Mrs. Kreps that the 2016-17 MCCC budget be approved as presented and that the millage rate to be levied for operating purposes for the 2016-17 fiscal year be reaffirmed as 2.1794 mills of ad valorem property tax.*

Suzanne Wetzel, Vice President of Administration, presented highlights of the proposed 2016-2017 budget for the Board's consideration. Budget books were delivered to the Board last Friday. Enrollments trends are down in credit classes. Credit/billable contact hours are down 34 percent from 2010 to the present, which continues to be a concern. This year's budget is based on a predicted five percent decline in credit/billable contact hours. For summer 2016, while the headcount was down 12 percent, billable contact hours were up one percent.

Mrs. Wetzel noted that there is a new fund added to the budget; the Retirement Designated or '02' fund. This fund is where the college records and reports UAAL (Unfunded Actuarial Accrued Liability) Rate Stabilization payments and the College's proportional share of the MPSRS Net Pension Fund Liability. Vice President Wetzel briefly reviewed the other fund descriptions.

Mrs. Wetzel followed with an overview of the 2016-2017 General Fund. Budgeted revenues are down 1.19 percent. Tuition and fees are down 4.69 percent and property taxes are expected to stay flat. State appropriations are up 1.54 percent, and 'Other' is up 19.09 percent. Budgeted expenses are down 1.8 percent. There are seven positions that are on the college Organizational chart, but have not been filled (a workforce reduction of two full-time equivalency positions). The budget includes proposed salary adjustments include a one percent raise and steps for those eligible administrators, support staff, adjunct faculty, part-time support staff, and professional staff. Student assistants will be paid \$8.50 an hour and then increase to \$8.90 an hour in January, as required by the minimum wage law. There are no adjustments in the budget for full-faculty at this point, as they are still in negotiations. The UAAL records have been moved from the General Fund to the new Retirement Designated Fund. There is one renovation project in the budget for \$5,975. Capital Outlay requests are very limited (\$74,375). General Fund Transfers include a transfer out of \$300,000 to make up the additional funds needed to make the loan payment for the HVAC project. Administration is also recommending that the Board allocate any additional money from the unrestricted net position to the Unexpended Plant Fund (distribution estimated at \$500,000).

There are no new full- or part-time positions in the budget, although three positions were requested.

Medical benefits are now self-funded for administrators, professional staff, maintenance, and support staff. The state has a mandated hard cap on how much public institutions can pay toward employee health benefits. Blue Cross/Blue Shield rates have gone up about 11 percent and MESSA Rates have gone up 16.5 percent and 16.8 percent. The College does not put money into the faculty HSAs and faculty are paying toward their premium because of the expense of the plan they have selected. Dental, vision, life insurance, and optical are not include in the hard cap number. Retirement rates are down slightly, but still between 20.96 percent and 26.72 percent.

Under General Fund Revenues, tuition and fees are down. 'Other' revenues are up due to the rental of the Whitman Center to Spring Arbor and the rental of the Child Care Center to Head Start. Looking back at property tax from 2008-09, revenue was down \$1.3 million. This number indicates the enormity of the struggle the College faces.

Mrs. Wetzel gave a brief history of the General Fund revenue (pg. 19, *2016-2017 Proposed Budget Final*, General Fund Revenue History). This chart clearly shows the shifting of revenue sources from property taxes to students. The College has gone from earning 56.9 percent to 47.4 percent of its revenues from property taxes

between the years 1994 and 2016. During the same time-period, revenues from tuition and fees have gone from 20.5 percent to 34.2 percent.

Expense by Category on page 27, shows where the College spends money. Wages and Fringes 82.98 percent is the biggest expenses. The 20-year average is about 82 percent, so this number is consistent over time. In the ACS (Activities Classification Structure) Report, the average wages and fringes for Colleges reported with MCCC is 78.9 percent. The Group II in the IPEDs report is about 78 percent of wages and fringes for total budget, so MCCC is slightly high.

Transfers from the Gen Fund include the Unexpended Plant Fund where the College is reporting the HVAC project. The only transfer the Administration is recommending this year is \$800,000. That comes from the \$300,000 transfer from the General Fund and additional \$500,000 pending the 2015-2016 audit.

Details of how the College has designated the use of unrestricted net position ("Reserves") is listed on page 29 of the "Budget" book. The College now has debt for the first time: HVAC project (\$15 million) and the college's part of the net pension liability (\$29 million). Because it has long-term debt, the College's unrestricted net position is -\$8.5 million.

The College's new Retirement Designated Fund is used to record and report the MPSERS UAAL Rate Stabilization and the College's proportional share of the MPSERS net pension liability. This fund is a little over \$1.4 million. The money is spread over different cost centers because it is related to the employees. The state calculates the liability number based on payroll for the previous year.

The College's Designated Fund is used to record and report the cost of campus technology equipment and software (pg. 38-40). \$1.2 million on the expense area. Billable contact hours and technology fees, and the expenses coming out generate revenue coming into this fund. There is a fund balance of about \$228,000.

Auxiliary Activities still show activity for childcare, however; 2013-2014 is the last year MCCC offered childcare. Food Service revenues come from vending and the Pepsi contract. Campus and Community events are funded by The Foundation, who makes an initial transfer of \$100,000, and then increases the funds as necessary. Some revenues are generated from ticket sales for the events. The events planned for the 2016-2017 academic year are listed on page 43 of the budget book.

The Unexpended Plant Fund is used to account for the construction of new facilities. The revenues and expenses for the HVAC project are recorded in this fund beginning with the 2015-2016 fiscal year. \$16,151,962 to pay for the HVAC project. The borrowed funds are being held in an escrow account (Acquisition Fund) and are disbursed as work is completed on the acquisition and installation of the improvements. The project is scheduled to be completed in the Spring of 2017. Because of the \$300,000 transfer the Board approved earlier in the year, the college has the money to make that loan payment on time. Page 49 of the budget book lists a description of the project as well as a payment schedule. The college still owes \$15,186,960 on the note. The guaranteed savings begin one year after substantial completion of the project. The money is budgeted in our current utilities. Once the system is up and operating, those savings will show up in the utility line items and the money will be transferred to the '71' Fund. Should the savings not meet the amount predicted, the company will cover the difference. If we save more than the guaranteed amount, the College gets to keep that money.

Page 50 lists an outline of how the Capital Outlay project works. Specific detail of this project will be presented later in the meeting.

The objective of the Maintenance and Replacement Fund is to set aside an account for funds that will be necessary to meet the expenses of major plant maintenance and replacements as well as to provide a contingency to help assist in meeting certain physical plant emergencies that may arise.

There are four projects and contingency funding proposed for next year, for a total cost of \$468,870 (pg. 51, 2016-2017 Proposed Budget Final).

- Parking lot repairs \$353,200
- Sidewalk repairs \$8,100

- Structural monitoring and design work for the Life Sciences building \$52,570
- Structural monitoring for the Whitman Center (sinking columns) \$5,000
- Contingency \$50,000 (for emergencies)

On November 8, 2016, Monroe County Community College will ask Monroe County voters to approve an additional .95 mill property tax levy for a period of 5 years. The money will be used for critical maintenance and renovation projects, protecting the community's more than 50-year investment in the College's buildings and infrastructure.

'Other Funds' include the Student Loan Fund, the Endowment fund, and the Physical Properties Fund. The Student Loan Fund is used to account for loans made to students to assist them in meeting various college expenses.

The Endowment Fund is used to account for gifts of which the principal may not be expended. Such gifts may include money, securities, real estate, or other investments. The income earned from these investments may, or may not, be restricted depending on the terms of the donor.

The Physical Properties Fund is used to account for the value of all land, land improvements, buildings, building improvements, and equipment owned by the College. This fund is used to capitalize and depreciate these assets. The sale of the Hurd road property is not yet closed. The sale price is \$300,000. Revenues will be held in an account until the decision is made on how to use it.

Other institutions the size of MCCC typically spend about 78 percent of their funds on wages and benefits; however, Michigan is a high insurance rate state and MCCC is a small College competing with large universities for talent.

Interested parties can view and download more detailed information on the 2016-2017 proposed budget at https://www.monroeccc.edu/finance/2016-2017_PROPOSEDBUDGET.pdf.

The motion carried.

- B. 4. a. (2) 7. *It was moved by Mrs. Thayer and supported by Mrs. Dowler that the schedule of meetings of the Board of Trustees for the fiscal year 2016-17 be adopted as follows:*

Time: 6:00 p.m.
Place: Board of Trustees Room, Z-203
 La-Z-Boy Center*

**The April 24, 2017 meeting will be held at the MCCC Whitman Center, 7777 Lewis Avenue, Temperance, Michigan.*

<i>Monday, September 26, 2016</i>	<i>Monday, March 27, 2017</i>
<i>Monday, October 24, 2016</i>	<i>Monday, April 24, 2017 (Whitman)</i>
<i>Monday, November 28, 2016</i>	<i>Monday, May 22, 2017</i>
<i>Monday, January 23, 2017</i>	<i>Monday, June 26, 2017.</i>
<i>Monday February 27, 2017</i>	

The motion carried.

- B. 4. a. (3) 8. *It was moved by Mrs. Thayer and supported by Dr. DeVries that the following individuals be designated to represent the Board before the Michigan Community College Association Board of Directors for the year 2016-17:*

<i>Trustee Director</i>	<i>Mary Kay Thayer</i>
<i>Alternate Trustee Director</i>	<i>Aaron N. Mason</i>
<i>President Director</i>	<i>Dr. Kojo A. Quartey.</i>

The motion carried.

- B. 4. a. (4) 9. *It was moved by Mrs. Thayer and supported by Dr. Feldman that the Board authorizes the President to execute a contract for the following faculty member:*

*Stephen Hasselbach, Welding Instructor
First-year Probationary Contract
Effective August 24, 2016.*

Parmeshwar Coomar, Dean of Applied Science and Engineering Technology, noted that welding is a very competitive environment. Mr. Hasselbach is a graduate of Washtenaw Community College and Ferris State University. He has 15 years of work and teaching experience. He is also a certified welding inspector (CWI).

The motion carried.

- B. 4. a. (5) 10. *It was moved by Mrs. Thayer and supported by Dr. Feldman that the Board authorizes the President to execute an administrative contract for Anthony Quinn, Director of Upward Bound, effective September 4, 2016 to September 3, 2017.*

Randy Daniels, Vice President of Student and Information Services, noted that the Upward Bound grant is renewed annually. The College has been through two cycles of the Federal Upward Bound Grant. The grants are good for five years and there is no limit to the number of cycles an institution can receive. Both Mr. Quinn and President Quartey are products of the Upward Bound Program.

The motion carried.

- B. 4. a. (6) 11. Suzanne Wetzel, Vice President of Administration, reported on the Capital Outlay Request and explained the State process. Annually (no later than November 1) the College submits a Five-Year Master Plan (Five-Year Capital Outlay Plan) to the State Budget Office. The plan, which includes the College's top Capital Project Request, must be approved annually by the institution's governing body.

Capital project requests should focus on addressing specific academic or research needs of the institution. Projects should be narrowly focused on a specific facility or programmatic need. Due to "continued budgetary pressures," universities and community colleges may submit only their top priority capital outlay request. The Board must approve the project before it is submitted to the State.

The College's top capital outlay project for last five years has been the renovation of the East and West Technology buildings. If the project is included in the budget, only planning authorization (\$100) is given. Planning authorization allows the college to have the initial planning documents professionally developed to determine the project scope/costs. A planning authorization approval does not guarantee support for a future construction authorization. An institution granted a project planning authorization has 24 months following the last day of the fiscal year in which the planning authorization was approved to receive authorization for final design and construction. (Total of 3 years: September 2019).

Planning costs include architects and other professionals to develop the initial program and schematic planning documents required for submission prior to receiving construction authorization. Higher education institutions must fund planning costs as part of their project match requirement.

Once professional planning documents have been reviewed and approved for authorized projects, state funding will provide a maximum of 50% for community colleges, of the total cost of each project.

MCCC's project was scored by the State Budget office as 14th out of 16 projects, but was bumped up and approved. Chair of the Joint Capital Outlay Committee requests testimony from all community colleges submitting projects for consideration. MCCC submitted written testimony indicating that the total cost of its project is now \$7.5 million (less than the original request). On Wednesday, June 8, MCCC received word that its project is included in the State FY17 Budget. Thank you to Senator Dale Zorn and Representative Jason Sheppard, who worked very hard to get the project into the State's budget.

The project title is "Renovation to the East Technology and West Technology Buildings." The focus is on academic and administrative/support, with a focus on all

students. The renovation will repurpose approximately 60,000 square feet for a total cost of \$7,500,000. The start date is still to be determined, but is expected to take about six months.

The purpose of the project is to repurpose existing, offline facilities into useable classroom and laboratory spaces for high growth, high demand instructional programs, and for expansion of critical student support services delivered in an easily accessible location.

The scope of the project includes the renovation of the following interior spaces:

- relocation of the Learning Assistance Lab, Writing Center, and Math Lab to an accessible and visible location;
- renovation of space to accommodate the Information Assurance and Security Program;
- renovation of space to support the expansion of the Viticulture and Enology Program;
- renovation of two existing computer labs that are used for multiple programs; renovation of six traditional classrooms and creation of a lecture hall; and
- the addition of student collaborative workspaces and commons area.

This project promotes economic growth through talent enhancement. MCCC plays a key role in the region's economic development. The College provides comprehensive educational opportunities, offering transformational learning through educational excellence, and delivering entrepreneurial and responsive leadership to address community needs.

Our community's ability to attract new investment and jobs, as well as retain existing employers, is dependent upon developing new pathways to certificate and degree credentials that align with emerging business and industry needs.

Equally important is our ability to invest in Monroe County's human capital...Michigan's human capital...by providing the student support systems and learning assistance that enables our students to master concepts, enthusiastically engage in learning, and successfully complete courses, certificates, and programs that elevate them to their educational and career potential.

The East and West Technology buildings will be merged into one building with a life/safety and sustainable design, including new entry/exit to buildings that meet ADA require standards. Relocation of the learning Assistance Lab, Writing Center, and Math Den to a first floor space that is more accessible for students. LED lighting systems, low flow plumbing fixtures, incorporating day lighting throughout the buildings, installing energy efficient door and window systems, and emphasis on recycled and sustainable finishes.

This project will not have an impact on student tuition and fees. It is anticipated that overall operational costs will be reduced due to energy efficiencies incorporated into the building. MCCC does not currently have the matching funds available for the project. Multiple options will be evaluated in regard to securing the matching funds including but not limited to private donations, tax payer support (millage request), and private/public collaborations.

In lieu of the approved Capital Outlay request, Dr. Quartey asked the Board to consider reducing the amount of money asked for in the millage from .95 to .85 mills. If the Board approves the reduction in the millage, this would take some of the burden off the taxpayers and would show that the College is fiscally responsible and a good steward of the community's money.

That .85 mill be levied by the Monroe County Community College for a period of five years. If approved, this millage would give the college \$4.8 million per year for the next five years.

It was moved by Mrs. Thayer and supported by Mr. Mason that the Board authorizes that the following ballot language be placed on the November 8, 2016 general election ballot:

WHEREAS, the Board of Trustees has determined that, in its exercise of its statutory duties and in order to best serve the need of the College, an

additional .85 mill be levied by the Monroe County Community College for a period of 5 years (2016-2020) to be used for renovation and upgrade of the College's infrastructure and facilities, which will include safety projects, accessibility projects, technology projects, learning environment projects, and maintenance projects.

WHEREAS, the Proposed Ballot Language will read as follows:

ADDITIONAL MILLAGE PROPOSAL

The millage proposal would allow the Community College District of Monroe County to levy an additional .85 mill for a period of 5 years, for renovation and upgrade of the infrastructure and facilities of Monroe County Community College which will include safety projects, accessibility projects, technology projects, learning environment projects, and maintenance projects.

Shall the total limitation on the amount of taxes which may be assessed against all taxable property in the Community College District of Monroe County, County of Monroe, Michigan, except property exempted by law, be increased by .85 mill (\$.85 per \$1,000 of taxable value) and levied for a period of 5 years, to provide funds for renovation and upgrade of the infrastructure and facilities of Monroe County Community College which will include safety projects, accessibility projects, technology projects, learning environment projects, and maintenance projects? If approved, this millage would raise an estimated \$4.83 million for the College/District in 2016.

Yes

No

THEREFORE, BE IT RESOLVED, that this ballot language be submitted to the County Clerk of Monroe County, Michigan, for submission to the electorate of the Community College District of Monroe County at the general election to be held on November 8, 2016.

THAT IT BE FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as the same conflict with the provisions of this resolution be and the same are hereby rescinded."

A roll call vote was taken as follows:

Yes [7] Joseph N. Bellino, James E. DeVries, Lynette M. Dowler,
Edward R. Feldman, Marjorie A. Kreps, Aaron N. Mason,
Mary Kay Thayer

No [0] None

The motion carried.

C. 2. a. (1) 12. The board received a note of thanks from Jacqueline Corser for her Alumnus of the Year Award.

C. 3. a. (1) 13. President Quartey reported the following staff appointment, contract renewal and resignation:

Appointment:

Stephen Hasselbach, Welding Instructor, effective August 24, 2016 (replacing Edward Baltrip, Full-time Temporary Faculty)

Contract Renewal

Anthony Quinn, Director of Upward Bound, non-continuing contract, effective September 4, 2016 to September 3, 2017 (enclosure)

Resignation

Vincent Maltese, Dean of Science and Mathematics, effective May 23, 2016.

C. 3. a. (2) 14. The Board received the Statement of General Fund Revenues and Expenses for the period ending May 31, 2016.

Suzanne Wetzel, Vice President of Administration, noted that the Business offices are currently working on closing out the year. The auditors are on campus and

everything is on scheduled. She thanked administrators for holding the line on their budgets. Mrs. Wetzel expects that revenues will come in over expenses at about \$500,000.

- C. 3. a. (4) 15. The Board received a note of thanks from Joan Mead for the memorial at the death of her mother, Jane DeSloover.
- C. 3. a. (5) 16. The Board received a note of thanks from Bob and Sue Wetzel for the memorial at the death of Bob's mother, Alta Wetzel.
- C. 3. b. (1) 17. President Quartey summarized his reports to the Trustees, which he sends every other week. Besides the sale of the Hurd Road property, the rent of space in the Health Education Building to Head Start, and the lease of space to Spring Arbor at the Whitman Center beginning July 1. Dr. Quartey has had several important meetings over the last couple of weeks. This morning, he met with the Citizens For Fiscal Responsibility (CFFR) of Bedford. The group has not yet take a position on whether or not to support the MCCC millage, but the meeting was positive. Last week, the Republicans in Bedford held a Candidate Forum for which Dr. Quartey made opening remarks. Another group, Bedford Renaissance, is very supportive of the College and its millage.

President Quartey has started a series of meetings aimed at recruiting volunteers to help with the millage campaign. The first gathering was last week. He will be taking these meetings to the townships beginning July 11. In all, 36 people attended the first meeting and 19 of those volunteered to help with specific jobs. Dr. Feldman and Dr. DeVries will be taking the millage message to the senior community. Dr. Quartey commended Jim Ross, Director of Data Processing Services, for running an informative meeting about the ground campaign and canvassing. Joe Verkennes, Director of Marketing and Communications, reported the College has set aside \$25,000 for marketing the informational message. These funds will be used toward literature, social media, and ad placement. The funds cannot be used for anything related to advocating a "Yes" vote. Those who would like to contribute to the millage PAC can write their checks out to "Citizens for MCCC." Barry Kinsey continues to work on the union/corporate strategy. Last week, he and President Quartey met with members of the Carpenters Union. The college continues to receive resolutions of support from townships, corporations (Monroe Bank & Trust), school districts, and individuals.

- C. 3. b. (2) 18. Randy Daniels, Vice President of Student and Information Services, explained that the update to Procedure 3.07a, Procedures for Michigan Community

College Virtual Learning Collaborative (MCCVLC) was a simple name change. The name of the collaborative is now Michigan Colleges Online (MCO).

C. 3. b. (3) 19. Suzanne Wetzel, Vice President of Administration, reported that The Foundation Board met on June 13, 2016 to conduct an annual review of its investment policies.

C. 3. b. (4) 20. *It was moved by Mrs. Kreps and supported by Mr. Mason that the Board meet in closed session in accord with Section 8 (c) of the Michigan Open Meetings Act to discuss issues related to the negotiation of a collective bargaining agreement.*

The motion carried.

C. 3. b. (5) 21. Chair Bellino called for a brief Break at 7:12 p.m.

C. 3. b. (6) 22. The closed session commenced at 7:17 p.m.

C. 3. b. (7) 23. The regular meeting of the Board of Trustees resumed at 8:05 p.m.

C. 4. b. (1) 24. Review of the Board self-evaluation results are postponed until the next Board meeting.

C. 4. b. (2) 25. Chair Bellino noted the upcoming events.

C. 4. b. (3) 26. Dr. Quartey announced that the Board is moving to a more paperless meeting format. Each Board member will be provided with a netbook at each meeting with the Board documents uploaded and ready for viewing.

27. *It was moved by Mrs. Thayer and supported by Mr. Mason that the meeting be adjourned.*

The motion carried and the meeting ended at 8:08 p.m.

Respectfully submitted,

Joseph N. Bellino
Chair

James E. DeVries
Secretary

These minutes were approved at the September 26, 2016 regular meeting of the Board of Trustees.

/prd