

MINUTES OF THE FIVE HUNDRED SEVENTY-FIRST
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., September 18, 2017

Members Present: William T. Bruck, James E. DeVries, Lynette M. Dowler, Steven Hill, Marjorie A. Kreps, Aaron Mason, and Mary Kay Thayer

Also Present: Paul Bowser (Roush, Inc.), Jack Burns Jr., Parmeshwar Coomar, Kevin Cooper, Randy Daniels, AJ Fischer, Kris Gerlach, Mark Hall, Tom Harrill, Paul Hedeem, Chuck Kelly, Barry Kinsey, Paul Knollman, Brian Lay, Kimberly Lindquist, Molly McCutchan, Josh Myers, Tina Pillarelli, Kojo Quartey, Vanessa Ray (The Agora Staff), Jim Ross, Robert Sawyer (Consumers Energy), Mike Smith Jr. (Carpenters Union/United Way), Joe Verkennes, Tracy Vogt, Suzanne Wetzel, and Penny Dorcey (recording secretary)

1. Chair Dowler opened meeting at 6:00 p.m.
2. There were no delegations present.
- B. 2. a. (1) 3. The Board pulled the following items from the Consent Agenda for further discussion:
 - B. 2. a. (4) Authorization for the President to Execute Faculty Contracts – Amera Almusharrf, Antonio Cerroni
 - B. 2. a. (8) Proposed Policy Revision – Policy 2.10, Administrative Organizational Chart
- B. 2. a. (2) 4. *It was moved by Mrs. Thayer and supported by Mr. Hill that the following items on the consent agenda items be approved:*
 - B. 2. a. (1) Approval of the regular meeting of June 26, 2017
 - B. 2. a. (2) Retirement Resolution – Mr. Daniel Hamman

The Board moved that the following resolution of commendation for Mr. Daniel Hamman be adopted:

WHEREAS, Mr. Daniel Hamman has decided to retire from his position of computer systems analyst with Monroe County Community College, effective August 25, 2017, and

WHEREAS, he has been providing outstanding service to students, staff, and faculty at Monroe County Community College for 33 years, and

WHEREAS, he has diligently served on numerous committees, task forces, and work groups dedicated to the improvement of services, processes, procedures and the overall well-being of the college, and

WHEREAS, he has shared his talent as a member of The Foundation at MCCC Board and chair of the MCCC Staff Council, and

WHEREAS, he has graciously volunteered countless hours in support of activities such as the GIFT program, Auto Show, Family Fun Night, Commencement, Monroe County Fair, and several others, and

WHEREAS, he has utilized his computing expertise to assist with three major computer systems conversions, most recently the conversion to SQL, and

WHEREAS, he has served as the Data Processing liaison to the Business office to assist with payroll, the retirement reporting system, and several other special reporting projects, and

WHEREAS, he is a person of great character, always displaying a sense of humor and an extremely positive attitude while consistently contributing wholeheartedly to the mission of the college, and

WHEREAS, he was among the first to receive the MCCC Student Services Customer Service Award as a result of his dedication to the service of others.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Mr. Daniel Hamman for his dedicated service and contributions to the college, its students, and the community, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, well-being and happiness on this Monday, September 18, 2017.

B. 2. a. (3) Retirement Resolution – Mrs. Jean Ford

The Board moved that the following resolution of commendation for Mrs. Jean Ford be adopted:

WHEREAS, Jean A. Ford has decided to retire from her position as director of purchasing and auxiliary services at Monroe County Community College, and

WHEREAS, she has given 37 years of dedicated service to the college, serving as a part-time switchboard operator, administrative assistant to the director of purchasing and auxiliary services, and the director of purchasing and auxiliary services, and

WHEREAS, she has played a key role in the college's financial stability, providing outstanding leadership in the Purchasing Department and Auxiliary Services where she has overseen all bookstore operations and the entire purchasing process, as well as the cashier, switchboard, phone system, food services, vending, and mailroom operations, and

WHEREAS, she has been a fervent advocate for Monroe County Community College, sharing her time and talent on numerous committees and volunteering to assist at college events and activities, and

WHEREAS, she has been a voice for change and innovation on campus, overseeing and embracing numerous updates and changes in the areas she supervises, and

WHEREAS, everyone associated with Monroe County Community College has benefited from the diligence and commitment she has put into her work on behalf of MCCC and its mission, and she will be remembered as an outstanding employee and admired co-worker.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Jean A. Ford for her 37 years of dedicated service and contributions to the college, its students, and public, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for her continued success, well-being, and happiness on this Monday, September 18, 2017.

B. 2. a. (5) Proposed Resolution for Adherence to Best Practices

The Board moved that the Monroe County Community College Board of Trustees certifies that Monroe County Community College not only meets but exceeds the best practice standards required by Section 230(2) of Michigan Public Act 108 of 2017, the education omnibus appropriations act for fiscal year 2018, as the attached table demonstrates.

B. 2. a. (6) Proposed Resolution Proclaiming October, United Way Month

The Board moved that the following resolution proclaiming October United Way Month be adopted:

WHEREAS, the United Way of Monroe County is entering its 2017-2018 campaign and will set another milestone goal that will see campaign pledges of over one million dollars, and

WHEREAS, the United Way is the largest single voluntary organization in Monroe County through which volunteers can channel their concern for people in need, and

WHEREAS, the United Way, largely because of the continued generosity and caring of employees of Monroe County Community College, can continue to grow and support a wider range of health and human care needs that directly benefit residents of Monroe County.

THEREFORE, BE IT RESOLVED by the Monroe County Community College Board of Trustees, that the College employees be encouraged to participate in the 2017-2018 United Way Campaign of Monroe County and receive the highest commendations and vote of thanks for their generous gifts to this vitally important cause, and

THAT IT BE FURTHER RESOLVED that the Monroe County Community College Board of Trustees proclaims the month of October 2017 'United Way Month' throughout the College district to emphasize the value and positive contribution United Way of Monroe County offers to our community and its residents on this Monday, September 18, 2017.

B. 2. a. (7) Authorization for a Special Liquor License

The Board moved that Monroe County Community College, in accordance with MCCC Policy 6.21 and Procedure 6.21 (a), apply for a Special License from the Michigan Liquor Control Commission (MLCC) to serve alcohol in conjunction with the following special event which will be held as indicated:

*Blarney Castle, 5:00-10:00 p.m.–March 17, 2018 – Meyer Theater
Symphony Band Concert, 5:00-10:00 p.m.– December 11, 2017 – Meyer Theater.*

The motion to approve the remaining items on the consent agenda carried.

- B. 4. a. (1) 5. *It was moved by Mrs. Kreps and supported by Mr. Mason that the Board authorizes the President to execute a contract for the following faculty members:*

*Amera Almusharrf, Mathematics
First-year Probationary Contract
Effective September 6, 2017*

*Antonio Cerroni, Construction Management
First-year Probationary Contract
Effective August 21, 2017.*

The motion carried.

- B. 4. a. (2) 6. *It was moved by Mr. Hill and supported by Mrs. Thayer that Policy 2.01, Administrative Organizational Chart be approved as presented.*

Chair Dowler noted several title changes in the revised organizational chart:

<u>Current</u>	<u>New</u>
• Director of Learning Resources	Director of the Library
• Dean of Health Sciences	Dean of Health Sciences /Director of Nursing

The motion carried.

- B. 4. a. (3) 7. The Board agreed by unanimous consent to move item C. 3. b. (2) - MCCC 2017 Summer Camp Update, up in the agenda. The update is recorded under section 3. b. - President and Staff Non-Written Reports.

- C. 2. a. (1) 8. Emeritus Professor of Electronics, Tom Harrill, addressed the Board to raise a concern he has for MCCC retirees. He read the following statement in its

entirety.

“Most Honorable Trustees, my name is Tom Harrill, and as you may know, I am the past Professor of Electronics here at MCCC. I wish to raise a concern for those of us that have retired from MCCC regarding our email accounts. After one retires from this college their email account is almost immediately cancelled and purged. This is troubling on many fronts. The following is a list of reasons why...

- Most of us were and are here for the students. If our email is cut off then students lose the ability to contact us and confer with us on various topics (giving out our personal email is not a viable option). Even though I am retired that does not mean that I no longer care or am involved in the educational process.
- Many (if not most) institutions of higher learning require that letters of recommendation for scholarships and admittance be submitted electronically and must come from an address that has an .edu extension, indicating that they are coming from a legitimate, educational institution.
- The same goes (as listed above) for recommendations for employment.

As a Professor here at MCCC I was always mindful of “Fiscal Responsibility” and tried to save money where I could. The costs involved with continuing our email are minimal and require little to no administrative overhead (memory is cheap nowadays). Security for retirees is no different than that for current full-time faculty and staff. I believe that many colleges and universities around the country, including The University of Michigan and University of Toledo, as well as Henry Ford College allow their retirees to keep their email accounts.

The following could be some potential guidelines for re-issuing college email addresses to retirees (if desired).

- Set up a separate account, labeled Retirees with lesser privileges (aka no network drives, less memory allocated, etc.) This way normal campus emails regarding full-time faculty meetings and normal, day-to-day activities, would be filtered out.
- Assuming a professor leaves or retires in good standing then the email account should remain in perpetuity.
- If a professor leaves or is terminated due to nefarious reasons then email privileges would be indefinitely revoked.
- If a retired professor abuses the email privileges then their access would be terminated.

I would like to quote from “The American Association of University Professors” which has issued a “Statement of Principles on Academic Retirement and Insurance Plans” which includes:

“Each institution should help retired faculty members and administrators remain a part of the academic community, and facilitate timely retirement, by providing, where possible, such amenities as a mail address, library privileges, office space, faculty club membership, the institution’s publications, secretarial help,

administration of grants, research facilities, faculty dining and parking privileges, and participation in convocations and academic processions.”

Although "email account" isn't specifically mentioned on that list, it would seem to clearly be in the same spirit.

Now I am not asking for the entire list ascribed above, but I don't think it is too much to ask for an email account.

If we are indeed classified “Professor Emeritus”, which traditionally has been thought of as granting the same rights and privileges as full-time faculty, certainly email should fall under this category as well.

In parting, I respectfully hope that you, the Board of Trustees of Monroe County Community College will consider and reinstate email privileges for the retirees of this college.

Thank you.”

Dr. DeVries stated that it was incumbent upon the College to determine what “professor emeritus” means.

President Quartey stated that this issue is not a Board issue, and that the administration will discuss the topic at the next Cabinet meeting and then report back to the Board.

- C. 3. a. (1) 9. President Quartey reported the following staff appointment, faculty contracts, retirements, and resignation:

Staff Appointment:

Lesa Adkins, General Maintenance Worker, effective July 31, 2017 (replacing Frank Davis)

1st Year Probationary Faculty Contracts:

Amera Almusharrf, Assistant Professor of Mathematics, effective September 6, 2017 to May 3, 2018 (replacing Khadija Ahmed)

Antonio Cerroni, Instructor of Construction Management, effective August 21, 2017 to May 3, 2018 (replacing Alex Babycz)

1st Year Probationary Administrator Contract:

Dr. Ijaz Ahmed, Director of Respiratory Therapy, effective January 11, 2018 to June 30, 2018 (replacing Nicholas Prush)

Retirements:

Daniel Hamman, Computer Systems Analyst, effective August 25, 2017

Jean Ford, Director of Auxiliary Services and Purchasing, effective

September 29, 2017

Resignation:

Dr. Jamie DeLeeuw, Coordinator of Institutional Research, Evaluation & Assessment, effective September 15, 2017

- C. 3. a. (2) 10. The Board received a Statement of General Fund Revenues and Expenses for the period ending August 31, 2017.

Suzanne Wetzel, Vice President of Administration/Treasurer, reported that the auditors are currently on campus and should be finished by the end of September. Auditor, Matt Hehl, indicated the audit went smoothly. Plant Moran will be on campus for two weeks in October for the A133 audit. Funding legislation needs to be to the state by November 15. As mentioned at the June 26, 2017 Board meeting, the Finance team will not be borrowing a Tax Anticipation Note this year because the College has enough money in reserves and in additional money being held for the millage project to carry it through the low tax flow time during November and December.

The HVAC project loan payment is due September 30, but the College is making the payment (\$718,000) this week. After the payment is made, the outstanding balance is a little over \$15,000,281. The money the College borrowed for the HVAC project is being held in an endowment account. There is still about \$1.3 million being held that has not been paid out yet, as the project is not yet complete. Jack Burns Jr. has been diligently working on “punch list” of items, identifying issues, and working with contractors to get those items resolved. Once everything is operating as it should be, the College will submit the final payment.

The Property taxes (\$47,529.99) on the statement are from Milan. They submit their taxes in July. Tuition and fees look a bit deceptive as they include summer accruals (\$75,000), which will be removed from fall tuition and added to the previous academic fiscal year. When looking at tuition and fees, the College is actually unfavorable to budget by about \$100,000 for the fall semester. The finance team’s concern is the number of billable contact hours and the money that that brings in.

Jack Burns Jr., Director of Campus Planning and Facilities, reported that although there are some small things to work out, the HVAC project is going well overall. The biggest issue is ventilation; some fittings need adjustment. Renovation is often more difficult than new construction.

Vice President Wetzel added that the two Life Science Building projects are on schedule at this point, despite a slight delay in the pouring of the footings due to weather. The faculty have been terrific, patient, and understanding. Mr. Burns is making sure everybody is informed of any progress or delays by sending daily progress emails.

- C. 3. b. (1) 11. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey remarked that the College has been having a series of conversations with Bedford Township regarding cyber security. The center will be located at the Bedford

Center. The week before last, Dr. Quartey presented to the township and informed them that the College already had a cyber security program in place. The township board was surprised to hear that. President Quartey stressed that MCCC is trying to build a relationship between the College and Bedford High School. Barry Kinsey, Director of Workforce Development, is working on non-credit classes to add to the project. There have been a series of meetings, some of which Paul Knollman, Dean of Business, Dr. Grace Yackee, Vice President of Instruction, and Mr. Kinsey have been involved in so that groups at the table can bring the Cyber Security Center to fruition. DTE and ProMedica are at the table as well as several others. In terms of education, MCCC is at the lead of the conversation. Details continue to be worked out.

Dr. Quartey went on to report that the College is in conversations now with Stantec regarding the renovations to the East and West Technology Buildings. Vice President Wetzel reported that they are in the process of meeting with user groups, the architect, listening to ideas, and working though what can and cannot be afforded. She announced that, with President Quartey's approval, she and her team met with Stantec today engaging their services to help with the renovations to the Student Services Administration Building to make the student services area more student friendly.

MCCC's geothermal system will be featured in the October edition of the publication, *College Planning & Management*. Kudos to Joe Verkennes for sending out the information.

Dr. Quartey announced MCCC has formed a partnership with the YMCA. MCCC was listed as a Gold Sponsor for the Corporate Cup in exchange for the YMCA utilizing the College's gym having part of its basketball league. This past week, MCCC staff participated in the Corporate Cup Challenge. MCCC took first place in the men's two mile, two separate golf teams, and men's tennis doubles. The MCCC team also took second place in volleyball, third place in kickball and bowling, and fourth place in cornhole. Three individuals also participated in the Fun Walk.

Dr. Quartey, Vice President Wetzel, and Mr. Fischer have also participated in community conversations about the possible reduction of DTE's coal burning plant. After the next meeting, the College will have more information and report back to the Board. This past Saturday, the College hosted a community forum. The educational event featuring discussions on education, healthcare, and the opioid crisis went well. There were approximately 80 individuals in attendance. Dr. Quartey has been elected chair of the MCCA's presidents group for the next year. Dr. Daniels will participate in the MCCA Leadership Academy this year.

- C. 3. b. (2) 12. Parmeshwar Coomar, Dean of Applied Science and Engineering Technology (ASET), played a short video clip produced by the MCCC Marketing Department, which summarized the activity of some of the Summer Camps in the ASET area. Most of the summer camps were free. This is one method of reaching out to the community. This year 106 students were enrolled, an all-time for the camps in this area. Students who participated were in grades eight through twelve. The video can be view at https://drive.google.com/file/d/0BwXYpaBM33J_RDk2WU1ha2FUdUk/view?usp=drivesdk.

After the video, Paul Bowser, Engineering manager from Roush, Inc., gave an update on the Automotive Camp. He suggested letting Roush know the costs of the camp as they would likely sponsor those costs. Fourteen students registered for the camp and eleven attended. This was a gain over last year's camp. Mr. Bowser believes this is due to the College doing a better job of marketing. With more focus on marketing, he believes the camps could be much bigger. Mr. Bowser took a poll and everybody who took the class indicated he/she enjoyed it. He also stated the students said they learned more than they thought they would from camp. As part of the class, Roush brought in a 2013 Mustang Shelby GT500, and the students tore the car down using the automotive process, which is to bag and label all the parts. This was a benefit to Roush and to Ford Motor Company. The students returned the labeled parts to Ford Motor Company. With enough notification, Ford is willing to donate more cars in the future. Mr. Bowser has been teaching for MCCC for about two and a half years.

Mike Smith, representative of the partnership between the Carpenters Union and United Way, gave an update on the Building Construction Camp. The Building trades summer camp began about three years ago when talks commenced about what the trade groups were doing to prepare students to work in the building trades. Over the next five to ten years, 40 percent of those in the building trades will be retired. Currently, there are not enough journey people ready to work at Monroe Power Plant, Fermi, or any of the other large corporations in the community. Through the partnership, Mr. Smith worked with all of the trades groups and Parmeshwar Coomar, to create summer camps in three building trade areas. Marketing is inherently important because students want to learn the material, but they do not know where to get the training. Although there are Career Technology Education (CTE) classes at the College, they are not creating natural pathways into the trades. This year there were 30 slots available in Construction Camp and they were all filled. Twenty-seven students completed the camp. Students had the opportunity to meet with seven different building trades. These camps have created conversations at the public school level about how they can improve their CTE programming to prepare students to go on to the next level. Students come from areas as far away as Milan, Dundee, Taylor, Southfield, Dearborn Heights and Brownstown to attend the summer camps.

Robert Sawyer, Metrology Lab Manager from Consumers Energy, gave an update on Metrology (the science of measurement) Camp. He stated that the marketing piece, getting the word out to the high schools, is critical to the camp's success. Metrology is hard to market because most people do not know what it is. Mr. Sawyer noted that this was how he started his career, by going through a high school program just like the classes at the camp. When students are in high school, they are not really sure what they want to do. Programs like these camps help them to decide. Mr. Sawyer has an electronics background, and does anything that has to do with measurable science. Automotive service, construction, and health care all deal with measurable science. At Consumers Energy, Mr. Sawyer makes sure all their measurable science is correct and that the right tools are available to make correct measurements. There were seven students in the class. He reported that the students did many measurements and enjoyed the camp. This is his second year teaching camp and he hopes to teach again next year.

- C. 3. b. (3) 13. Suzanne Wetzel, Vice President of Administration, updated the Board on

revision to Procedure 2.10a, Management Manning Table. This is a routine housekeeping matter. Several title changes were revised to reflect recent changes. Molly McCutchan, Director of Human Resources noted that “Manning Table” is another term for “Staffing Table.”

- C. 3. b. (4) 14. Mark Hall, Director of Admissions and Counseling, gave a fall 2017 enrollment report. Headcount is down 7/10^{ths} of a percent as of the official count day. Due to the timing of the start of the K-12 schools, the College has added about 30 percent of its direct college enrollment, which was not included in the original headcount. That number will continue to grow through the end of the week. MCCC is offering 12 classes spread out over six high schools: Gibraltar/Carlson, Monroe, Jefferson, Erie/Mason, Whiteford, and Britton. There were registration issues at the two largest schools; however, there is a meeting scheduled with the high schools this fall to work on streamlining the process for next year. Dual enrollment numbers are approaching 800 students.

While the College is down in credit and billable contact hours, those numbers will increase after adding the direct college students. Direct college and dual enrolled students are part-time students so the program has not added full-time hours for that group of students. The average age continues to decrease due to the increase of direct college and dual enrolled students.

The number of in-county students has increased slightly. Out-of-county and out-of-state enrollments continue to decrease as those tuitions continue to rise. High school graduation enrollment numbers are up slightly, with 341 enrolled last year as compared to 348 this year; however, the 2017 graduation point was 150 less than last year. Bedford showed a 4 percent increase over last year. Dundee and Ida were higher as well. Jefferson jumped up to 35 percent and Monroe High School showed an 8 percent increase over last year.

One third of community colleges showed increases in MACRAO numbers, ranging from 5 percent to 2/10^{ths} of a percent down, with West Shore having the greatest decrease at -12 percent. The trend statewide and nationally has been that the increases are from more dual enrollment students. Right now, the state is talking about big changes to dual enrollment qualifications, such as allowing Michigan students in border counties to dual enroll in their neighboring states. This only works from Michigan to the neighboring states and is not reciprocal, so Michigan would not be receiving dual enrolled students from other states. Only 3 percent of MCCC's students come from Ohio, and the ones who do come enroll part-time at the Whitman Center. Ohio benefits much more from Monroe County than Monroe benefits from Ohio. As the economy recovers, there are less adult students. As the economy gets better, colleges see less adult students. Dr. DeVries pointed out that in fall of 2010 the College's headcount was 4,723 and this year it's 3,122. This is probably endemic to an enrollment problem in many places. Mr. Hall went on to report that community colleges, including MCCC, are actively seeking dual enrolled students. MCCC is trying to expand its dual enrollment program and has 3 classes at Gibraltar/Carlson (Wayne County) and a class at Britton Deerfield (Lenawee County). While efforts have increased for dual enrollment students, the College is not attracting adult students like it used to. Randy Daniels, Vice President of Student and Information Services, agreed with Dr. DeVries regarding demographics and enrollment. When

Dr. Daniels started working at MCCC in 1995, the College had 3,000 students, of which 26 were dual enrolled. Today we are approaching 800 dual enrolled students.

Dr. Daniels went on to thank the academic deans, Mr. Hall, Tracy Vogt, Registrar, and their teams for the impeccable work they are doing to increase enrollment. Mr. Hall and his staff have done placement testing in every high school in Monroe County this past year. They have also done it at Britton/Deerfield and Gibraltar/Carlson. He and his staff are doing things they have never done before. Dr. Quartey commended the work Dr. Valerie Culler and her financial aid staff have been doing, going from high school to high school helping students fill out their FAFSAs. Dr. Quartey announced that College Night is October 3rd. Mr. Hall thanked Joyce Haver and Lauren Pillarelli for their efforts pulling this event together. In closing, Mr. Hall announced that the College was granted a third Upward Bound program and now has Jefferson High School on board.

- C. 4. b. (1) 15. Trustees Bruck, Thayer, and President Quartey reported on the 2017 MCCA Summer Conference at Mackinaw Island. Mr. Bruck reported that this was his first time to Mackinaw Island and that the conference was very interesting. Mrs. Thayer noted how the climate at community colleges is changing quickly. College leaders are trying to figure out how to close the education gap for students struggling with money and finances. Trustee Thayer was moved by a story about two young men named Wes Moore. The two men grew up under similar circumstances; yet one became a success and the other a convicted murderer. The two eventually met and discovered how similar their early lives were. The scholarly Wes Moore wrote a book about their journey called *A Tale of Two Wes Moores*. The scholarly Wes Moore now speaks to groups about how to succeed in life.

President Quartey and Mrs. Thayer are attending the 2017 Association of Community College Trustees Leadership Congress –September 25 through 28—in Las Vegas. They will give a presentation on the 2016 MCCC millage victory. Trustee Thayer has also been invited to participate in an invitation only symposium. Trustee Bruck pointed out that a common theme at the MCCA Summer Conference was how community colleges are not reaching sub groups within the community. He was pleased to say that he does not see these struggles at MCCC. Mrs. Thayer reiterated how important it is to make students feel welcome and a part of the campus community. Dr. Quartey responded that the research suggest that students need to feel like they belong to an institution or they will not stay.

- C. 4. b. (2) 16. Chair Dowler noted the upcoming events.
- C. 4. B. (3) 17. Trustee Bruck revisited Mr. Harrill's address regarding continued email for retired faculty. Dr. Randy Daniels, Vice President of Student and Information Services, noted that there is no policy only past practice with regard to email retention for retired faculty. Dr. Quartey reiterated that the administration will discuss the topic and then report back to the Board.
18. *It was moved by Mrs. Thayer and supported by Mr. Hill that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:19 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

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These minutes were approved at the October 23, 2017 regular meeting of the Board of Trustees.