

**Fullerton College Faculty Senate
approved minutes
20-May 2021**

present

At-large Julie Felender, Gary Graves, Karen Markley, Bryan Ouchi, Marcus Wilson

Business/CIS Kathy Standen, Phat Truong

Counseling Lorena Marquez, Kaylan Rasch

Fine Arts Megan Debin, Michael Mueller, Chad Willis

Humanities Elizabeth Gaitatjis, Cynthia Guardado, Bridget Kominek, Annie Liu

Library Lugene Rosen

Math/Comp. Sci. Kenny Shah, Scott Malloy, Dao Vo

Natural Sci. Mike Baker, Katie Kroupa, Stephanie Nobles

Part-time Naveen Kanal, Kendrick Kim

Physical Ed. Lisa Bassi, Pam Lewin

Social Sci. Amber Gonzalez, Ruben Lopez, Kelly Nelson-Wright

Student Services JP Gonzalez

Tech./Engineering Benjamin Cuatt, Jose Miranda

Associated Students

President Kim Orlijan

Treasurer Jeanette Rodriguez

Secretary Heather Halverson

Leonor Cadena

Guests Mohammed Abdel Haq, Sociology faculty/UF
Eiman Abdelerahim, FC student
Josh Ashenmiller, History faculty
Jodi Balma, Political Science faculty
Linda Borla, UF

Joe Carrithers, English faculty
Dr. Gilbert Contreras, Vice President of Student Services
Dale Craig, CIS faculty
Roman De Jesus, Earth Science faculty
Christie Diep, UF
Sonia Duran, Director, EOPS/CARE, CalWORKS, FYSI
Ron Farol, English faculty
Danielle Fouquette, English faculty
Rod Garcia, Vice President of Administrative Services
Mark Greenhalgh, Dean, Mathematics and Computer Science
Aline Gregorio, Geography faculty
Angela Henderson, English faculty
Flor Huerta, Counseling faculty
John Ison, English faculty
Shayda Jalali, Psychology faculty intern
Rosie Kar, Ethnic Studies adjunct faculty
Darnell Kemp, Distance Education
Jane Killer, VRC Counseling adjunct faculty
Erin Lacorte, AS
Elain Lipiz Gonzalez, Dean, Student Support Services
Laura Loney, Mathematics faculty
Mymy Ly, Counseling intern
Katheryn McGuthry, Psychology faculty
Melissa Medich, AdFac United
Kristen Mihaylovich, Art faculty
Greg Nguyen, Mathematics faculty
Dr. José Ramón Núñez, Vice President of Instruction
Deborah Paige, English faculty
Roger Perez, English faculty
Jeremy Peters, UF
Joe Ramirez, Office of Institutional Effectiveness
Martha Roberts
Kevin Sampson, Administration of Justice faculty
Liz Sanchez, Sociology adjunct faculty
Dr. Greg Schulz, FC President
Kristen Shedd, History faculty
Matt Taylor, Communication Studies faculty
Kim Vandervort, English faculty
Dani Wilson, Dean, Library/Learning Resources, Instructional
Programs and Services

I. CALL TO ORDER

The meeting was called to order at 3:04P by Kim Orlijan.

II. APPROVAL OF THE AGENDA

The Senate approved the agenda for this meeting.

III. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Senate approved the 6-May minutes.

IV. PUBLIC COMMENTS

Amber Gonzalez shared that an LGBTQIA+ position, housed in the Cadena Center, will be posted over the summer. The position will be compensated and begins fall 2021. More information is forthcoming.

Eiman Abdelerahim expressed frustration regarding Dr. Schulz and asked how he plans to keep students and faculty safe on campus, in light of recent events at Cypress College.

Erin Lacorte, on behalf of Aja Solis, read a statement urging Fullerton College to stop ignoring students of color and to change the system.

Kim Vandervort shared reasons why she would like to be re-elected as the Guided Pathways Work Group #1 Instructional Faculty Co-Chair.

Lisa Bassi shared that the FC Men's Soccer Program was selected as one of the California Community College Athletic Association Scholar Teams of the Year. The Hornet Softball Team had four student-athletes achieve the All-State Academic Award. The FC Women's Soccer Program has earned the United Soccer Coaches Team Academic Award for exceptional academic performance.

Mohammed Abdel Haq expressed his frustration with Dr. Schulz remaining silent regarding recent events at Cypress College.

Heather Halverson thanked Kim Orlijan for serving as Faculty Senate President for the past two years and her willingness to stay on for another semester.

V. REPORT FROM FULLERTON COLLEGE PRESIDENT, DR. SCHULZ

Dr. Schulz discussed the topic of academic freedom and threats. He has visited with many students, staff and faculty and academic freedom has been topic of discussion. He reiterated what he communicated recently via email, that Fullerton College endorses and strongly supports the principles of academic freedom for all full time and adjunct faculty.

He reported that at the 11-May BoT meeting, the new positions Director, Career and Technical Education and Director, Student Development and Engagement, were approved. He also reported that updated job descriptions for Director of Campus Safety and Director of College Health Services were approved.

He congratulated the twenty full time faculty members who recently achieved tenure and thanked retiring faculty for their service.

VI. EXECUTIVE COMMITTEE REPORTS

President's Report

Items of Note from President's Advisory Council (PAC) meeting, 5/12/21:

- One-time funding (this section also constitutes my report from the 5/10 CBF meeting:

- PBSC sent categories/requests (see attached one-time funding doc) to the Council on Budget and Facilities CBF on 5/10
 - Total amount \$5.7 million brought to CBF for requests, but if additional funds become available, VP Garcia made clear to the district that there is definitely a need
 - Recommendation supported/approved at CBF to support the funding requests and to move them to DCC
- Updated Integrated Planning Manual (including recent change to selection of interim dean hiring committees) was endorsed.
- Program Review Funding Requests from PBSC
 - Total: 21 requests. \$447,545 requested, but 20 requests determined by PBSC should be funded for a total of 20 requests \$405,560 (cut a \$42,000 piece of software). Everything recommended by PBSC will be funded. Currently no open items. Supported by PAC.
 - Sustainability AP--second read
Passed/supported to move on to next step in the process
 - DE Task force
 - See report being brought to the 5/20 Fac Sen meeting
 - PAC supported the report and its recommendations
- ASC
- Change to faculty membership and terms (recommended at FacSen 5/6) approved.
- Midterm report draft
 - (Faculty Senate received it for feedback and it will come to senate officially 5/20)
 - PAC acknowledged receipt of doc and voted to forward to the BoT (in draft form)
It will come to PAC in final draft form at first meeting in fall
- Hornet Pathways sort
 - (was approved at Faculty Senate previously)
 - Approved by PAC
- FYE
 - (was approved at Faculty Senate previously)
 - Supported by PAC
- Instructional Success Team proposal (approved at Fac Sen 5/6) was approved by PAC

Items of Note from the Board of Trustees Meeting, 5/11/21:

- Over 81 public comments--many about the Cypress issue with the part-time professor, many about CSEA negotiations
- The Chancellor and the Cypress President made statements that emphasized that the district and college value and support academic freedom, that the decisions made were made to help ensure the safety of the entire college/district community, and that the instructor was not disciplined

- A resolution recognizing Armenian Genocide Remembrance Day was adopted.
- A resolution affirming NOCCCD's commitment to diversity, equity, inclusion, and anti-racism was presented as a first read.
- A resolution condemning the recent surge in hate crimes targeting Asian Americans was presented as a first read. There was considerable discussion about the possible inclusion of the term "white supremacy," a suggestion that at least one member of the APIA made.
- The Sustainability Plan BP was brought to the board for a first read.

Other Information Items:

- The Safe Return Work Groups presented recommendations to the Safe Return Task Force (see attached documents)
- Grading Deadline: Recently in the Faculty Senate's public comment period, a Social Science faculty colleague brought up a concern about the May 27 deadline to submit grades this semester. Kim spoke with Dean Abutin, and he said that if faculty are having difficulties submitting grades by the deadline of May 27, then they should reach out to their dean and the dean can work with A&R to extend the deadline by a few days on a case-by-case basis.
- Drop Survey Report: You may recall that the Faculty Senate had requested several years ago that students be asked to fill out a brief survey when they drop a class in myGateway so that the college can gather data around what factors lead students to drop. This survey was put in place this year at FC. Thanks to Dr. Joe Ramirez, Interim Director of Institutional Research, we have initial results, as follows (in broad terms). Thank you to Dr. Ramirez for his work on this.

Drop Survey Responses

1. Just under 10,000 responses collected in the first semester: 9,884.
 - a. This includes about 5,200 from students who withdrew from the course after census, and another 4,700 responses from students who dropped the class in between the first day of the course and the census date.
 2. The 5,200 students who withdrew from the course and completed the survey represents about 56% of all withdrawals in Spring 2021.
 3. Out of the near 5,200 responses from students who withdrew from their course:
 - a. 48% indicated a reason of "Other"
 - b. 38% indicated it was "Too difficult managing course load with other responsibilities."
 - c. 38% indicated they had "Medical, personal, or family issues."
 - d. 32% indicated that the "Online format [was] not a good fit for me."
- The following annual reports have been received and distributed to the Faculty Senate:

- SEAC, IIC, Study Abroad, SLOAC, Curriculum

2020-2021 Year-End Reflections:

The Faculty Senate had three formal goals this year:

1. Create antiracist/equity task forces
2. Begin to take/facilitate action based on the recommendations of the task forces
3. Revise Faculty Senate Bylaws and Constitution

Here is how Kim think's the Faculty Senate did:

Although there was a bit of a delay in getting the task forces established, the Senate fairly quickly accomplished goal #1, and the Faculty Senate Antiracism Task Forces worked diligently after they were created and chairs elected, meeting multiple times throughout the end of the fall and throughout the spring semesters. The task forces reported to the Faculty Senate at the May 6 meeting, and action will be taken on the recommendations at the May 20 meeting. While the members of the task forces (and, Kim would venture to add, the members of the Senate as a whole) recognize that the work done by the task forces is just the beginning of a longer and multi-pronged effort in the college's work toward becoming anti-racist, the work was substantial and meaningful. It also involved faculty, managers, administrators, and classified professionals from all areas of the college. Of course, the next step involves the Faculty Senate, in collaboration with other groups on campus and throughout the district, working to enact the recommendations that are ultimately supported.

The third goal has not been accomplished fully. However, the Faculty Senate Bylaws and Constitution Revision Workgroup met regularly and has been working on proposed revisions to both documents. It expects to bring the recommended revisions to the Faculty Senate in early fall.

In addition to making significant progress on its goals, the Faculty Senate also got a good amount of business accomplished. Here are the formal actions/recommendations the Faculty Senate took this academic year:

- that the EW with Refund be used (until the practice is no longer permitted by the state) for all Withdrawals (whether the student takes the EW or the instructor drops the student) and that it be made as easily available to students as possible until the Sunday before week 16. In addition, that this policy be retroactive for Summer 2020.
- that the P/NP option be made available to students for all courses until the end of the semester and going forward until the practice is no longer permitted by the state until the Sunday before week 16. In addition, that this policy be retroactive for Summer 2020
- to adopt the revised annual instructional program review update template.
- to adopt the Antiracism Resolution.

- to establish the Faculty Senate Antiracism and equity task to establish antiracism and equity task forces.
- to adopt the proposed set of guidelines for the task forces.
- to adopt the list of task forces and charge the Senate Executive to name each task force.
- to endorse the USC Equity Alliance guidelines document.
- to approve the purchase of Hobson’s “Starfish” platform for early alert and case management.
- to approve a Classified Senate Representative to serve as a non-voting liaison.
- to confer emeritus status on faculty who retired in spring 2020
- to adopt the 2020-21 Senate goals.
- to approve the guided entry proposal recommended by GP Work Group #2
- to approve the proposal by Work Group #3 to use GP funds to update Banner for transfer data and transcript processing.
- to endorse the antiracism statement drafted by the Student Services leadership.
- that the Senate charge DEAC to construct a simple self-assessment for faculty that are not online certified. The self-assessments will be sent to their Distance Education Division Representative (DEDR). It further recommends that the Title 5 DE training will count for spring distance education certification
- to support the Faculty Allocation Committee’s rankings for full-time faculty positions and forward those rankings to the College President for him to use in ranking the positions. In addition, to encourage the College President and District Chancellor to do everything possible to hire the top six positions, preferably the top ten.
- to endorse the statement condemning Trustee Bent’s behaviour and in support of AS
- to endorse the revised Hornet Pathways.
- to endorse the 2021-22 and 2022-23 Academic Calendars
- to request that United Faculty and the District work as soon as possible to develop a calendar that includes an appropriate time for a winter session “and we maintain spring break in the middle of the semester.”
- to endorse the revised Institution Student Learning Outcomes
- to accept the Pathways Steering Committee’s recommendation to purchase Program Mapper to display curriculum maps on the college website.
- to approve and endorse the Fullerton College Guided Pathways report
- to support the SEAC Task Force recommendations and refer them to the appropriate planning and budget committees for further specific adjustments and allocations.
- to approve the formation of a Distance Education Task Force and election of its faculty representatives at today’s meeting, and that the Distance Education Advisory Committee (DEAC) select its DEAC representative and the Distances Education Division Representatives (DEDRs) select their representative.
- to approve the name change of the Program Review Committee to the Program Review and Planning Committee and that the committee provide the Faculty

Senate with a revised mission statement and purpose for Faculty Senate to approve at a future meeting.

- that the Senate rejects all previously proposed draft 21-22 and 22-23 calendars and requests that UF survey the faculty this semester and in that survey include questions to determine the length of the winter intersession as 4,5 or 6 weeks. The Senate requests that the UF immediately begin negotiations with the District for a calendar that includes a scheduled winter intersession beginning winter 2022.
- that if it is determined it is not safe to return to campus for Fall 2021, and courses are primarily taught online, that faculty should be allowed flexibility and choice and have discretion in creating the fall schedule and serving students.
- that the Senate recommends that the college and district administration adopt as liberal a policy as possible this semester, specifically around withdrawal and P/NP policies, and that the deadline for students to request P/NP be extended to May 7, 2021.
- to approve a one-semester delay of the transition from the Senate President-Elect to the Senate President as well as a one-semester delay of the Senate President to the Senate Past-President.
- that students be allowed to use the drop-down menu in myGateway to request an Excused Withdrawal (EW) through May 7, and that this process be implemented as soon as possible. In addition, that awarding EW's be retroactive, so that students who have already withdrawn from a course this semester can have their W automatically changed to an EW.
- to approve awarding Tiffany Minton a degree.
- to endorse the recommended protocols for Fullerton College participatory governance committees and to revisit them again in one year to determine if they need adjustment
- to approve the revised Instructional Program Review template.
- to endorse the Annual Update resource request list and to encourage the Planning and Budget Committee to endorse the list as well and send it to the PAC
- to approve the revised Program Review Committee mission statement.
- to support classified professionals teaching part time in the district
- to endorse the Pathway Steering Committee's First-Year Experience proposal.
- to endorse the Hornet Pathways Program Sort.
- to change the structure of the interim dean hiring committee to include one classified professional.
- to endorse the Instructional Success Team Proposal and support a fall 2021 pilot of the success team's model
- to support the spirit of the AS Resolution for students to utilize on-campus kitchens in the Nutrition and Foods Department and for AS and the faculty in that department work to develop a proposal for implementation.
- to support the AS LGBTQIA+ Resolution
- to support the spirit of the AS Ethnic Studies Resolution by continuing the discussions about this topic and strengthening Ethnic Studies at Fullerton College
- to approve the AS Smoke-Free Campus Resolution

- that the ASC composition change to include full-time faculty only and to realign the terms so that the members elected in the fall 2021 serve through the fall 2024, In addition, that the ASC Chair term ends fall 2021

This has been a tough academic year, for many reasons and on many fronts. But the Faculty Senate did the necessary and often difficult work of helping to make Fullerton College a stronger institution overall and for our students. Kim is proud of this work and thankful to the colleagues who worked collaboratively to help move the college in the right direction.

Kim congratulated faculty receiving tenure.

Curriculum Chair's Report, John Ison

John Ison shared the following year end report:

- A Distance Education Addendum (DEA) was created, which clarifies methods of instruction and regular and effective contact types, in order to meet Title 5 expectations. This 8-page document, attachable to Curricunet, is a checklist, with room for comments and further explanation. At the beginning of the school year, curriculum reps from every division filled out a DEA for every course being taught in 2021 that was not covered by the Emergency ("blanket") DE Addendum created in the spring of 2020. (Courses not offered during the first 9 months of the shutdown caused by the pandemic required a DEA in order to be offered remotely for the duration of the shutdown.) Starting Fall 2021, every course proposal intended to be offered through Distance Education, as well as in person, requires a DEA attachment. The DEA was added to hundreds of active course files, as well as new and revised course proposals.
- Hundreds of course proposals, including new, revised and deactivation proposals, went through the approval process during 2020-2021.
- New course prefixes were created, which required, in several cases, deactivation of previous courses and programs under the "old" prefix, and approval of new courses and programs under the "new" prefix.
- At the beginning of 2021, Ethnic Studies courses were sent to CSU in order to qualify for CSU GE Area F, which requires CSU students to complete one Ethnic Studies course in order to graduate. The course could be completed at a CSU or at a community college. As the school year ended, decisions were awaited.
- Discussion of revising the Multicultural requirement, including the consideration of the possibility of removing the Multicultural requirement and adding an Ethnic Studies requirement (similar to CSU's Area F), or having both a Multicultural and Ethnic Studies requirement, continued.
- Guided Pathways committees made plans with the curriculum committee regarding various projects, including curriculum mapping, PSLO revisions and review of attributes in Curricunet and Banner.

- Articulation worked with division reps in order to find comparable courses for every course on the FC AA GE pattern. Courses without a comparable course require a rationale justifying placement in a particular area.
- In order to facilitate timely approvals, the curriculum committee created another prelaunch deadline of October 1, beginning Fall 2021. This new deadline serves proposals intended to qualify for UC transfer, CSU GE and IGETC, a two-year approval process. Courses intended for CSU GE only, or no articulation, may use the standard prelaunch deadline of February 1.

VII. ASSOCIATED STUDENTS REPORT

No report.

VIII. OLD BUSINESS

Faculty Senate Antiracism Task Forces: Recommendations

M/S/P (Wilson/Cadena) to endorse the recommendations of all four antiracism task forces, knowing that the details and logistics for implementation will come back to Senate.

No: Gaitatjis, Malloy, Shah, Vo

Accreditation Steering Committee Annual Report

Danielle Fouquette, ASC Co-Chair, presented the annual report to Senate.

Accreditation Midterm Report

M/S/U (Kanal/Graves) to accept the ASC Midterm Report and authorize the Faculty Senate President to sign the report when the final draft is prepared in August.

IX. NEW BUSINESS

Distance Education Advisory Committee Strategic Plan

M/S/U (Halverson/Markley) to endorse the DEAC Strategic Plan and authorize the Faculty Senate President to sign it.

Distance Education Task Force

M/S/U (Wilson/Graves) to support the DEAC Task Force recommendations and to charge the Senate Exec and President's Staff to work on identifying potential resources in order to make progress on implementing the recommendations.

Attendance Policy and Active-Duty Service Member Students

M/S/U (Wilson/Debin) to recommend that faculty honor new legislation and Work with active-duty students to award Incompletes and to direct Senate Exec to work with administration to implement the new policy.

Resolution in Support of Academic Freedom

M/S/U (Debin/Rosen) to endorse the resolution in support of academic freedom.

Faculty Emeriti

M/S/U (Wilson/Graves) to confer emeritus status on faculty retiring in the 2020-2021 academic year.

X. ADMINISTRATOR OF THE YEAR

Kim Orlijan recognized four deans who are retiring, one this summer and three at the end of December. She announced that Mark Greenhalgh, Richard Hartman, John Tebay and Dan Willoughby are Faculty Senate's "Administrators of the Year".

XI. ELECTIONS

Guided Pathways Workgroup #1 Instructional Faculty Co-Chair, 2021-23 **Kim Vandervort (Hum)**

Guided Pathways Workgroup #3 Instructional Faculty Co-Chair, 2021-23 **Miguel Powers (Hum)**

Guided Pathways Workgroup #4 Instructional Faculty Co-Chair, 2021-23 **Jeanne Costello (Hum)**

Pathways Steering Committee – Instructional Faculty, 2021-22 **Scott Malloy (Math/CS)**

Student Equity and Achievement Committee (SEAC), 2021-23 **Phil Austin (PE), Chris Fernandez (Nat Sci), Ming-yin Scott (Bus/CIS), Arnetta Smith (Soc Sci)**

Program Review Committee, 2021-24 **Barry McCarthy (Bus/CIS)**

Distance Education Advisory Committee, 2021-23 **Garrett Campbell (PE), Richard Ghidella (At-large), Tracy Guild (Soc Sci), Kendrick Kim (At-large)**

Hiring Committee: Director of Career and Technical Education Programs **Gary Graves (Bus/CIS), Marcus Wilson (Bus/CIS)**

Hiring Committee: Director, Student Development & Engagement **Amber Gonzalez (Soc Sci), Arnette Smith (Soc Sci)**

District-wide Technology Coordinating Council (TCC), to complete a 2021-22 term **Brian Roach (Bus/CIS)**

Survey Inquiry Groups **Roman De Jesus (Nat Sci), Richard Ghidella (Bus/CIS), Aline Gregorio (Soc Sci), Angela Henderson (Soc Sci), Klaus Hornell (Hum), Naveen Kanal (PE), Kendrick Kim (Bus/CIS), Marcus Wilson (Bus/CIS)**

Campus Bookstore Services Selection Committee **Kim Orlijan (Hum)**

XII. LIASON REPORTS

Adjunct Faculty United

Melissa Medich reported that AdFac continues to support members regarding workplace conditions and academic freedom. The negotiations team has been meeting with the District to discuss summer and fall MOU's. She is hopeful they will be finalized next week. AdFac will be hosting a webinar on 20-May regarding filing for unemployment insurance. Some members of their Executive Board are attending the Community College Day of Action.

United Faculty

Heather Halverson, on behalf of Mohammed Abdel Haq, emailed the following UF update to senators:

Temporary Summer/Fall 2021 COVID-19 MOU

- The District argued that faculty are no longer incurring the same expenses in comparison to last year. They also suggested that most surrounding districts are no longer providing additional COVID-19 related compensation or have reduced it dramatically. Our team was steadfast in arguing that ALL faculty are still incurring additional expenses in the process of performing work for the District, and even pointed out the rising cost of electricity; therefore, we must be compensated per CA Educational Code 87032. Fortunately, the District eventually conceded to that argument. We agreed to \$500.00 to cover the ongoing cost impact from online/remote instruction/assignments for Fall 2021 to be paid by August 31, 2021. Unit members assigned for Summer 2021 shall receive \$250.00 by July 31, 2021.
- Our negotiations team and the District agreed to keep the \$250 compensation for the five hours Campus provided emergency distance education training, upon verification of completion.
- We also kept very important safeguards from the previous COVID-19 Temporary MOU. The District agreed to keep the protections for faculty that are teaching on campus in case a lab or class is split into two or more learning groups. When social distancing is not feasible and if the lab or class is split into two or more learning groups instructed at different times, while retaining the instructor of record, the instructor will be compensated for the number of instructional hours assigned to complete the Fall 2021 course. The total faculty load may not exceed 25 LHE for credit/35 hours for NOCE unless approved by the IMS as per the collective bargaining agreement.

In comparison to surrounding districts, our CTA staff have assured us that this is a very strong and successful MOU. We have spent a lot of hours to get to this point; all while guided by your feedback and data from the COVID-19 Impact surveys. We hope that we will get your support and that you will encourage faculty in your department/division to support this strong Temporary Summer/Fall 2021 COVID-19 MOU.

What's next?

An email concerning a ratification vote has been sent out electronically by the Elections Committee. Voting opened at 8:00 AM today, Thursday, 5/20/2021, and will close by noon on Tuesday, 5/25/2021. We strongly urge you to vote in support of this temporary MOU, as it will provide faculty with the peace of mind, clarity regarding working conditions, and financial assistance that is needed during the COVID-19 crisis. The MOU voting ballot is coming from UNITED FACULTY OF NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT via Simplyvoting.com. The email was sent to whatever email address you received previous election email with. Please check your spam, trash, etc.

Please contact Jane Walker at jwalkeruf@gmail.com if you experience any problems. If you have any questions or concerns about the temporary Summer/Fall 2021 COVID-19 MOU before casting your vote, please do not hesitate to email me and/or Christie directly.

Lab/Lecture Parity & 75th Percentile Workgroups

We have another *workgroup meeting* with the District tomorrow morning, 5/21/21. We are hopeful that we will be able to wrap it up then. We will summarize our findings as a workgroup and share it with all faculty, hopefully next week.

If you have any questions or concerns, do not hesitate to email me or Christie and we will have an answer for you in less than 24 hours.

The meeting adjourned at 5:17P.

Respectfully submitted,
Heather Halverson, secretary