XI. REPORTS OF THE COMMITTEES OF THE BOARD

A. Academic Affairs Committee

Mr. Montgomery will report on the committee meeting of April 7, 2017 in the absence of Mrs. Broner, chair of the committee.
Mr. Fitzpatrick chaired the meeting today in Mrs. Broner’s absence. He called the meeting to order at 9:00 a.m. and read the following conflict of interest statement.

It is of utmost importance to ensure that all university decisions are free from any real or perceived conflicts of interest.

Therefore, please be mindful of all obligations with which you have been charged as a Trustee of Wright State University; and take the steps you deem appropriate to perform your duties fairly and impartially.

**Provost Report**

Dr. Tom Sudkamp, provost, updated the Board on a variety of topics.

- **State Budget Updates:**
  It appears that the proposal requiring state institutions to pay for the cost of textbooks for their students will not be making it through to the final state budget. This is good news for institutions of higher education as it would be a very expensive endeavor. However, the state and Wright State are continuing to explore ways to make textbooks more affordable.

  The state budget may propose an increase in the Ohio College Opportunity Grant (OCOG), a program to provide state funding for students who have financial need. The Department of Education in Washington is discussing reestablishing PELL in the summer which would be good for our students.

  A provision is under consideration as part of the budget bill that would designate Western Governors University as a state institution for the purpose of granting degrees using competency based education. The state’s provosts put together a working group to provide an alternative for that measure. Provost Sudkamp presented that alternative at an Ohio Department of Higher Education meeting on April 19th. The goal of the alternative is to develop the capability in IUC institutions to provide those types of services rather than bringing other institutions into the state.
• **Academic Affairs Update:**

New academic programs are being presented today to the Board for approval prior to being forwarded to the state for their approval.

The B.S. in Clinical Laboratory Science has had a name change to a B.S. in Medical Laboratory Science. A new minor was approved in Non-Profit Administration. A minor in International Trade was deactivated and a new certificate in Business Analytics is coming from the M.I.S. Department in the College of Business.

Trustee Fitzpatrick asked what initiatives Wright State has in place to address textbook affordability. Provost Sudkamp shared there is a Wright State team as part of the Affordability and Efficiency mandate looking at ways to reduce textbook costs. Student Government is also studying the problem. Identifying the right mix for textbook savings is a complicated balance. For instance, the use of electronic textbooks hurts the availability of used textbooks which typically save students money. Trustee Fecher suggested making textbook affordability a priority in our strategic long term plan.

1. **Emeritus Request**

The following Emeritus requests and accompanying resolution are before the Board for approval.

**RESOLUTION 17-**

WHEREAS, faculty members who have served ten or more years as fully-affiliated and full-time members at Wright State University will automatically be granted the emeritus title upon retirement and upon written request by the faculty member to the provost; and

WHEREAS, Cynthia Olsen, Professor of Family Medicine served the university from 1988 in a fully-affiliated and full-time status and has requested emeritus status; and

WHEREAS, Mark Mamrack, Associate Professor of Biological Sciences, served the university from 1983 in a fully-affiliated and full-time status and has requested emeritus status; and

WHEREAS, Jimmy Chesire, Senior Lecturer of English Language and Literatures served the university from 1994 in a fully-affiliated and full-time status and has requested emeritus status; and

WHEREAS, David Kender, Senior Lecturer of Biomedical, Industrial and Human
Factors Engineering, served the university from 1982 in a fully-affiliated and full-time status and has requested emeritus status; and

WHEREAS, Margaret Houston, Senior Lecturer of Accountancy, served the university from 1988 in a fully-affiliated and full-time status and has requested emeritus status; and

WHEREAS, James Binski, Professor of Orthopedic Surgery, Sports Medicine and Rehabilitation, served the university from 1983 to 1992 and 2010 to present in a fully-affiliated and full-time status and has requested emeritus status; therefore be it

RESOLVED that the requests for emeritus status for the aforementioned faculty members, as submitted to this meeting be, and the same hereby are endorsed.

I offer this Motion:
Do I have a Second:
Roll Call Vote:

• Financial Aid and Scholarship Update

Ms. Mary Ellen Ashley, vice president for Enrollment Management, offered a review of undergraduate scholarships, student’s needs, and the importance of scholarships to student success. Over the last two years, Enrollment Management identified, verified funding, and compiled a list of all undergraduate scholarships offered across campus. Academic, or merit based scholarships, account for 80% of the scholarships awarded.

Two thousand eight hundred and seventy-three students (21% of undergraduate enrollment) received Academic Performance Scholarships (APS) in 2016-17; up from 8% in 1992-93. Forty-six percent of new students receive an APS award. Of those students, 81% return as sophomores compared to 52.5% of students who do not receive APS awards.

Scholarships, and the financial aid package, make a difference in student’s decisions to attend Wright State. Over 64% of Wright State students come from families with a total annual income of less than $75,000. These students are often reliant on federal, state, and institutional need-based financial aid to cover the cost of education.

• International Enrollment

Mr. Henry Limouze, interim associate vice president for International Affairs, spoke on the challenges and strategies of international enrollment. International recruitment brings with it diversity and is the primary tool for the internationalization of education. It is also an investment that must have a strong, diversified pool from
which to draw students. Given current internal and external conditions, Wright State is most likely facing further declines in international enrollment for 2017-2018.

Several issues have impacted Wright State’s international enrollment over the last few years; namely dependence on the enrollment of students from predominately Saudi Arabia, Kuwait, and India and an over reliance on the use of commissioned recruiting agents. This had led to significant reductions in international enrollment from these countries. Factors in these countries external to Wright State causing this enrollment loss include government policy changes, withdraw of government sponsorship, currency reform, denial of visas, and the uncertainty over U.S. immigration policies.

Moving forward, recruitment efforts are being diversified across multiple countries, and the use of direct recruiting trips, partnerships with international institutions, and pathways into selective regions are being explored. Tuition waivers and discounts are being reviewed to enhance Wright State’s recruiting competitiveness. The number of commissioned recruiting agents has been reduced from 100 to 25 to better target and monitor recruiter’s efforts. UCIE has undergone a reorganization and streamlined processes and a new Associate Vice President for International Affairs will be hired shortly.

2. **Tuition Discounts**

International student recruitment is highly competitive and cost is a significant factor when international students are making their attendance decisions. Dr. Sudkamp outlined Wright States ranking for out-of-state tuition costs against state peer institutions and an analysis of the break-even point for discounting out-of-state tuition costs that international students are required to pay.

To gain a competitive edge with international students, it is not uncommon to see out of state tuition discounts of 50-75% of the fee. Provost Sudkamp offered summaries of tuition waivers before the Board today to enhance Wright State’s competitiveness in international student recruitment and indicated that these waivers cover expenses for international student support and provide premium tuition revenue over the base in-state rate.

The first two tuition waivers will help build Wright State’s programs by strengthening relationships with China which is a fast growing area for international student recruitment. Wright State currently has approved MOU’s with four universities in China and this first waiver would offer a 20% discount on tuition for undergraduate or graduate groups of 9 or less and a 30% discount for groups of over 10 students.

The second tuition waiver encourages students graduating from the Dalian Institute for Science and Technology to choose Wright State as their graduate
school by offering a 30% discount on out of state tuition.

Tuition waiver three developed out of a relationship between Ohio’s Chancellor of Higher Education and the state government of Andhra Pradesh, India. With a potential of 500 international students, this agreement would offer a 75% reduction on out-of-state tuition for undergraduate and graduate students coming from approved universities in Andhra Pradesh, India.

Dr. Carl Brun, assistant vice president for Curricular Programs, answered the question about why some tuition waivers offer a percentage reduction of out-of-state tuition and others are a percentage reduction of total tuition. As a standard practice, Wright State is shifting to discounting international tuition on the out-of-state portion but currently there are some signed MOU’s in place that dictate the other approach.

Tuition waiver four would help Wright State attract international study abroad students who would like to spend a semester studying at Wright State. To meet J-1 visa status, international students must receive some type of tuition reduction from the school they wish to attend. The University Center for International Education (UCIE) would work with approved international study abroad programs to offer a 10% tuition reduction to students coming to Wright State. This is a two year renewal of a current agreement.

The final tuition waiver also renews a current agreement with the US Department of State to fund non-degree seeking international students accepted into the State Department’s program who want to spend a semester studying at Wright State. The waiver charges only the in-state tuition plus a $98 international student fee instead of the in-state and out-of-state tuition.

Trustee Fitzpatrick requested that the Board consider the implications for the issuance of tuition waivers and develop guidelines tied to enrollment and a create a comprehensive strategy to govern their use is the future.

Under Ohio law, once Board approval is secured, the Chancellor of the Ohio Department of Higher Education must then approve tuition waiver requests for state-assisted institutions. Without objection, a motion and second were offered to consider the passage of these five tuition waivers as one resolution. Therefore, the following resolution in support of the five tuition waiver requests is now before the Board for approval.

RESOLUTION 17-

WHEREAS, 375.30.30 of Am. Sub. H.B. 119 of the 127th General Assembly requires any waiver of tuition for a particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education to be approved by the Chancellor
of the Ohio Department of Higher Education; and

WHEREAS, Directive 2009-011 signed by the Chancellor of the Ohio Department of Higher Education on April 17, 2009, established procedures for institutions to follow when requesting to waive standard tuition rates; and

WHEREAS, these five resolutions presented today are contingent upon the approval of the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, Wright State University has entered into a Memo of Understanding for the following:

1. Tuition Waiver Recommendation for International Students from Universities with Approved Memorandums of Understanding

2. Tuition Waiver Recommendation for Dalian Institute for Science and Technology Student Entering Wright State University

3. Tuition Waiver Recommendation for International Students from Universities Approved through an MOU with the Government of Andhra Pradesh, India

4. Tuition Waiver Recommendation for International Students in Study Abroad Programs to the U.S.

5. Tuition Waiver Recommendation for US State Department Supported Programs for International Students

In accordance with the provisions of each waiver as outlined in their respective resolution, the Board hereby

RESOLVES to approve the five waivers of tuition as presented today.

I offer this Motion:
Is there a Second:
Roll Call Vote:
Tuition Waiver # 1

Wright State University
Tuition Waiver Recommendation for
International Students from Universities with
Approved Memorandums of Understanding

RESOLUTION 17-

WHEREAS, 375.30.30 of Am. Sub. H.B. 119 of the 127th General Assembly requires any waiver of tuition for any particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education to be approved by the Chancellor of the Ohio Department of Higher Education,

WHEREAS, Directive 2009-011 signed by the Chancellor of the Ohio Department of Higher Education on April 17, 2009 established procedures for institutions to follow when requesting to waive standard tuition rates,

WHEREAS, this resolution is contingent upon the approval of the Chancellor of the Ohio Department of Higher Education,

WHEREAS, Wright State University enters into Memorandums of Understanding (MOU) with international universities to provide undergraduate and graduate curricular programs,

WHEREAS, the term of the MOUs will occur within the Ohio biennium budget between July 1, 2017 and June 30, 2019,

WHEREAS, students transferring from international universities must meet the Wright State University admissions criteria for international students,

WHEREAS, Wright State University hopes to increase enrollment of international students,

WHEREAS, Wright State University is requesting a fee reduction of 20% of total tuition when it enrolls 9 or less students from the approved international university and 30% of total tuition when it enrolls 10 or more students from the approved international university,

WHEREAS, Wright State University currently has approved MOUs for this tuition reduction with the following universities: Xian University of Finance and Economics, Xian University of Arts and Sciences, Shantou University, and Taiyuan University of Technology.
BE IT RESOLVED that the administration of Wright State University is authorized to offer a tuition reduction of 20% of total tuition when it enrolls 9 or less students from the approved international university and 30% of total tuition when it enrolls 10 or more students from the approved international university.

BE IT FURTHER RESOLVED that the administration of Wright State University will submit a request to the Chancellor of the Ohio Department of Higher Education to review and approve the tuition reduction.

I offer this Motion:  
Do I have a Second:  
Roll Call Vote:  

Tuition Waiver # 2  

Tuition Waiver Recommendation for  
Dalian Institute for Science and Technology Students  
Entering Wright State University  

RESOLUTION 17-  
WHEREAS, 375.30.30 of Am. Sub. H.B. 119 of the 127th General Assembly requires any waiver of tuition for a particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education to be approved by the Chancellor of the Ohio Department of Higher Education; and  

WHEREAS, Directive 2009-011 signed by the Chancellor of the Ohio Department of Higher Education on April 17, 2009, established procedures for institutions to follow when requesting to waive standard tuition rates; and  

WHEREAS, this resolution is contingent upon the approval of the Chancellor of the Ohio Department of Higher Education; and  

WHEREAS, Wright State University has entered into a Memo of Understanding (MOU) with Dalian Institute for Science and Technology (DIST) for DIST students attending WSU graduate programs; and  

WHEREAS, the courses taken at DIST have been reviewed and approved by Wright State University faculty; and  

WHEREAS, students transferring from DIST must meet the Wright State University admissions criteria for international students; and  

WHEREAS, Wright State University hopes to enroll more students into this
WHEREAS, Wright State University is requesting a fee waiver of 30% of the posted non-resident tuition rate for students accepted into WSU graduate programs under the MOU with DIST; therefore be it

RESOLVED that the administration of Wright State University is authorized to offer a tuition reduction of 30% of the posted out-of-state tuition rate for students from DIST accepted into graduate programs at Wright State University; and therefore be it

FURTHER RESOLVED that the administration of Wright State University will submit a request to the Chancellor of the Ohio Department of Higher Education to review and approve the tuition reduction.

I offer this Motion:
Is there a Second:
Roll Call Vote:

Tuition Waiver # 3

Wright State University
Tuition Waiver Recommendation for
International Students from
Universities Approved through an MOU with
the government of Andhra Pradesh, India

RESOLUTION 17-

WHEREAS, 375.30.30 of Am. Sub. H.B. 119 of the 127th General Assembly requires any waiver of tuition for any particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education to be approved by the Chancellor of the Ohio Department of Higher Education,

WHEREAS, Directive 2009-011 signed by the Chancellor of the Ohio Department of Higher Education on April 17, 2009 established procedures for institutions to follow when requesting to waive standard tuition rates,

WHEREAS, this resolution is contingent upon the approval of the Chancellor of the Ohio Department of Higher Education,

WHEREAS, Wright State University intends to enter into a Memorandum of Understanding (MOU) with the government of Andhra Pradesh, India to provide undergraduate and graduate curricular programs,
WHEREAS, the term of the MOU will occur within the Ohio biennium budget between July 1, 2017 and June 30, 2019,

WHEREAS, students transferring from approved universities in Andhra Pradesh must meet the Wright State University admissions criteria for international students,

WHEREAS, Wright State University hopes to increase enrollment of international students, especially from Andhra Pradesh,

WHEREAS, Wright State University is requesting a fee reduction of 75% of the out-of-state surcharge for undergraduate and graduate students from approved universities in Andhra Pradesh, India.

BE IT RESOLVED that the administration of Wright State University is authorized to offer a tuition reduction of 75% of the out-of-state surcharge for international students from approved universities in Andhra Pradesh, India, for which WSU has a formal MOU for curricular programs.

BE IT FURTHER RESOLVED that the administration of Wright State University will submit a request to the Chancellor of the Ohio Department of Higher Education to review and approve the tuition reduction.

I offer this Motion:
Do I have a Second:
Roll Call Vote:

**Tuition Waiver # 4**

*Tuition Waiver Recommendation for International Students In Study Abroad Programs to the US*

RESOLUTION 17-

WHEREAS, 375.30.30 of Am. Sub. H.B. 119 of the 127th General Assembly requires any waiver of tuition for a particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education to be approved by the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, Directive 2009-011 signed by the Chancellor of the Ohio Department of Higher Education on April 17, 2009, established procedures for institutions to follow when requesting to waive standard tuition rates; and
WHEREAS, this resolution is contingent upon the approval of the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, Wright State University has entered into a Memo of Understanding (MOU) between the Wright State University Center for International Education (UCIE) and established, approved international study abroad programs to the US; and

WHEREAS, international students in study abroad programs to the US are usually non-degree students studying at WSU for one semester; and

WHEREAS, students in this program must meet the Wright State University admissions criteria for international students; and

WHEREAS, students in this program must receive tuition reduction from Wright State University in order to receive J-1 visa status;

WHEREAS, Wright State University is requesting a 10% tuition reduction for students in this program.

RESOLVED that the administration of Wright State University is authorized to offer a 10% tuition reduction for students in an approved international study abroad program to Wright State University; and therefore be it

FURTHER RESOLVED that the administration of Wright State University will submit a request to the Chancellor of the Ohio Department of Higher Education to review and approve the tuition reduction.

I offer this Motion:
Do I have a Second:
Roll Call Vote:

Tuition Waiver # 5

Tuition Waiver Recommendation for US State Department Supported Programs for International Students

RESOLUTION 17-

WHEREAS, 375.30.30 of Am. Sub. H.B. 119 of the 127th General Assembly requires any waiver of tuition for a particular student or any class of students not otherwise permitted by law at a state-assisted institution of higher education to be approved by the Chancellor of the Ohio Department of Higher Education; and
WHEREAS, Directive 2009-011 signed by the Chancellor of the Ohio Department of Higher Education on April 17, 2009, established procedures for institutions to follow when requesting to waive standard tuition rates; and

WHEREAS, this resolution is contingent upon the approval of the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, Wright State University has entered into a Memo of Understanding (MOU) between the Wright State University Center for International Education (UCIE) and the US Department of State for funded programs; and

WHEREAS, US State Department international student programs are usually in a non-degree program whereby students study at WSU for one semester; and

WHEREAS, students in this program must meet the Wright State University admissions criteria for international students; and

WHEREAS, Wright State University hopes to increase enrollment of students into this program; and

WHEREAS, Wright State University is requesting a tuition reduction whereby students accepted into US State Department funded programs pay the in-state tuition rate instead of paying the out-of-state tuition rate. Students accepted into the US State Department funded programs will also pay the $98 international student fee each semester.

RESOLVED that the administration of Wright State University is authorized to offer a tuition reduction whereby eligible students in US Department of State programs pay the in-state tuition rate for students and the $98 international student fee each semester; and therefore be it

FURTHER RESOLVED that the administration of Wright State University will submit a request to the Chancellor of the Ohio Department of Higher Education to review and approve the tuition reduction.

I offer this Motion:
Do I have a Second:
Roll Call Vote:

3. **State Duplicative Program Report**

The Ohio Department of Higher Education mandated that the Board of Trustees
evaluate all courses and programs based on enrollment and student performance. These reports were previously done and shared with the state. Now the Governor’s Task Force on Affordability and Efficiency has asked all institutions to again review their programs and evaluate for duplications within a geographic region. Once identified, programs should be evaluated as to consolidating programs with partner institutions, enhancing programs to better serve students, or eliminating programs no longer needed.

The Board is being asked to approve and submit the “2017 Initial Report on Duplicate Programs” to the state by April 30th. Wright State has identified eight programs for further evaluation and will submit a final status report by December 31, 2017.

2017 Initial Report on Duplicate Programs:  

The following resolution was presented to the committee for approval and recommendation to the Board of Trustees for appropriate action:

RESOLUTION 17-

WHEREAS, Am. Sub. H. B. No. 64, Section 3345.35 requires the Board of Trustees of each state institution of higher education to evaluate all courses and programs the institution offers based on enrollment and student performance in each course or program; and

WHEREAS, the Governor’s Task Force on Affordability and Efficiency recommended that institutions should consider consolidating programs that are duplicated at other public colleges and universities in their geographic; and

WHEREAS the Ohio Department of Higher Education provided a list of programs offered by both Wright State University and Central State University; and

WHEREAS the Chancellor of the Ohio Department of Higher Education has required the submission of an initial report to the Ohio Department of Higher Education by April 30, 2017, that shall be comprised of

- A description of the process used to evaluate programs;
- A list of duplicated programs that are not targeted for further action;
- A list of duplicated programs that are targeted for further examination; and
WHEREAS Wright State University has produced a report entitled *2017 Initial Report on Duplicate Programs* that satisfies the preceding requirements; therefore be it

RESOLVED that the Wright State University submits the accompanying *2017 Initial Report on Duplicate Programs* to the Ohio Department of Higher Education.

I offer this Motion:
Is there a Second:
Roll Call Vote:

**New Programs**

- **Bachelor of Science and Bachelor of Arts, Public Health Major**

Dr. David Goldstein, chair of the Biology Department and Ms. Courtney Smith, senior advisor in Biology, introduced a proposal for a new undergraduate program in Public Health. Built on a student success model, the program utilizes existing courses and requires no new faculty or start-up costs. The proposed Public Health program trains scientists to work in public health while offering the student non-science coursework in leadership, public policy, law, ethics, and public relations. The field of public health is robust in job prospects and answers a community need to address growing health concerns such as the opioid epidemic. With an anticipated intro class of 25, the enrollment projections and student interest are strong.

Trustee Fecher posed a question on how Trustees determine when the introduction of innovative new programs is good for enrollment growth and when supporting too many new program initiatives becomes detrimental to the University. The consensus was an individual determination of program merit should be based on demand, cost, course capacity and revenue projections. Strong programs will help generate new students for Wright State, position students for a promising career, and support region economic development. For assessment and tracking purposes, a yearly report will be shared with the Trustees to answer how well metrics are being met. After a lengthy discussion, the following resolution was forwarded to the full Board for their consideration of the undergraduate program in Public Health.


**Resolution 17 –**

WHEREAS, Wright State University is proposing new Bachelor of Science and
Bachelor of Arts programs in Public Health within the Department of Biological Sciences in the College of Science and Mathematics; and

WHEREAS, the Bachelor of Science and Bachelor of Arts in Public Health will complement Wright State University’s undergraduate programs in biology, clinical laboratory science, and Master’s program in Public Health; and

WHEREAS, the program will include a minimum 300-hour internship in the field of public health and a significant component of community service aligning with Wright State University’s mission to transform the communities we serve; and

WHEREAS, health related professions are identified as in high demand for the western Ohio region; and

WHEREAS, Wright State University is committed to creating additional opportunities to students to enter health care and health science professions; and

WHEREAS, the program has been approved by the Faculty Senate and the Provost; therefore be it

RESOLVED that the Bachelor of Science and Bachelor of Arts programs in Public Health majors as submitted to the meeting be, and the same hereby is endorsed.

I offer this Motion:
Do I have a Second:
Roll Call Vote:

- Bachelor of Science in Electrical and Computer Engineering Technology, Major

Dr. Brian Rigling, chair of the Department of Electrical Engineering, outlined the need for a program in Electrical and Computer Engineering Technology. Demand for trained engineers remains strong to conceptualize projects. However, once the designs are in place, the construction and support for the project is often delegated to a trained technician. The program under discussion today trains technician who have the electrical and computer engineering background for success but are not required to attain the rigorous level of math proficiency needed for engineering.

The Electrical and Computer Engineering Technology major would support the development of a trained STEM workforce, opens doors for students interested in Engineering who are unsuccessful with the highest level math, and provides a 4 year trained technician to address industry trends for higher level certification.

The program will draw on existing faculty and repackage current coursework in analogue design, systems design, computer and electrical engineering.
After discussion, the Academic Affairs Committee moved the following resolution forward for the full Board’s consideration.

Program Proposal:  

Resolution 17 –

WHEREAS, Wright State University is proposing a new Bachelor of Science in Electrical and Computer Engineering Technology major within the Department of Electrical Engineering in the College of Engineering and Computer Science; and

WHEREAS, the Bachelor of Science in Electrical and Computer Engineering Technology will complement Wright State University’s undergraduate programs in electrical engineering and computer engineering; and

WHEREAS, the program was developed to be consistent with the accreditation requirements of the Engineering Technology Accreditation Commission of ABET; and

WHEREAS, the program prepares students for real-world problem solving and design of electronic, computer, and software systems through a comprehensive curriculum of modern electrical & computer engineering design skills; and

WHEREAS, the program is aligned to articulate with associate degree programs at partner community colleges; and

WHEREAS, the program has been approved by the Faculty Senate and the Provost; therefore be it

RESOLVED that the Bachelor of Science in Electrical and Computer Engineering Technology major as submitted to the meeting be, and the same hereby is endorsed.

I offer this Motion:  
Is there a Second: 
Roll Call Vote: 

Trustee Fitzpatrick thanked everyone for their comments and moved to adjourn.
The meeting was adjourned at 4:00 p.m.

Respectfully Submitted,
Deborah Kimpton