

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
July 11, 2013
(633rd Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, July 11, 2013, at 8:07 a.m. in the Administration Board Room on the Hillsboro campus. The meeting was called to order by Board Vice President Davis.

Roll Call/Attendance

Members Present:

	<u>Yes</u>
Mr. Davis	x
Mr. Engelbach	x
Mrs. Hargis	x
Mr. Scaggs	x
Mr. Winkelman	x
President Meinberg	Absent

Also present:

College President Ray Cummiskey
Administrators
Members of the Faculty and Staff

Public Communication

No one asked to speak to the Board.

Jefferson College Foundation Report

Submitted by Tom Burke – The Mission of Jefferson College Foundation, Inc. is to “support the growth and development of Jefferson College in ways that are beneficial to its students, faculty, staff and facilities.”

FY 2013 Highlights:

- Annual Giving Campaign (Viking Fund)
- Major Gifts (Ault, AT&T and Commerce Bank)
- Scholarships (Jane Houser Endowed Scholarship)
- Special Events (Jazz & Jeans, Golf Tournament)
- Stewardship of Alumni & Friends
- Athletic Department working relationship
- Board Development (Pannas)
- Public Relations & Marketing
- Technology upgrades (software)
- \$1,330,918 in revenues, which includes cash, in-kind, bequests and new pledges.
- Drafted Gift Acceptance and Naming Rights Policies

FY 2014 Goals:

- Increase giving by at least 3% in Viking Fund, scholarships, special events and major gifts/planned giving
- Draft Naming Rights and Gift Acceptance policies
- Plan, organize and implement Alumni & Friends group
- Craft a Case Statement
- Review Mission Statement and craft a Vision Statement
- Continue Board development activities
- Continue campus tours with donor prospects
- Improve major gift and planned giving initiatives

President's Report

President's July 2013 Report:

1. **Budget:** As you know, Governor Nixon signed the state budget bill, which included a \$25 million increase for public higher education institutions based on a performance funding model. Unfortunately, he restricted or withheld 4% of many budgets, including higher education, out of concern that an override of his veto on HB253 would cost Missouri millions in revenue. We should know the resolution of that question in September.
2. **Other Bills:** The Governor also signed Fiscal Year 2014 Budget items of interest, including the following:
 - \$1 million increase for ACCESS Missouri Scholarships.
 - \$2.4 million increase for Bright Flight Scholarship Program.
 - \$1 million increase for A+ Schools Program expansion.
3. **OTA Site Visit:** The College's Occupational Therapy Assistant program had its accreditation site visit in June. The visit went very well. The exit report presented by the team cited several strengths, only two recommendations, and no non-compliances. As a new program, we are eligible for 5 or 7 years. This will go to the ACOTE board in August, and then we will get the official report. The team commended Lisa and Debbie on many aspects of the program.
4. **LEA Post Only Class:** Recruits in our POST only certificate program passed the POST exams at 100%... again. A 70% is passing and the lowest score in the class was 81%.
5. **Missouri Teaching Symposium:** The following faculty attended the *Missouri Teaching Symposium: Course Redesign, Technology and Scholarship* hosted by MU, June 20-21: Deborah Allen, Connie Kuchar, Diane Marquart, Beverly Meyers, and Wes Whitfield.
6. **Election Refund:** The College has received word that the cost of the April 2013 election to the college district was \$93,237.94, which is \$35,000 less than originally projected. Therefore, the college has received a refund for the overpayment from the County Clerk's office.

7. **MDHE Degree Completion Academy:** The College has received notification that it was accepted into the MDHE Degree Completion academy this September. I've asked Dr. Selsor to tell us more about it.

Dr. Selsor reported that we applied and eight (two and four-year) institutions were chosen, including Jefferson College. Participation in this program will put us in a leadership role. Selection was based on "a strong proposal that reflected extensive use of data to inform policy decisions, focus on policies and procedures to improve degree and certificate attainment, and the strength of commitment demonstrated by the composition of the leadership team."

Approval of Warrants

Motion was presented by Mr. Engelbach to approve the warrants. The motion was seconded by Mr. Winkelman. There was an abstention by Ron Scaggs on Ck #380327. Board Vice President Davis, hearing approval from all members present, declared the motion carried and the warrants approved, with the noted abstention.

Adoption/Approval of Consent Agenda

Motion to adopt the consent agenda was presented by Mr. Winkelman and Mr. Scaggs seconded the motion. The motion was approved by all members.

The motion to approve the following consent agenda items was presented by Mr. Scaggs.

- Minutes of June 13, 2013
- Financial Statements Dated June 30, 2013
- Additional Summer 2013 Credit Course Offerings and Teaching Assignments
- Proposed CE Course Offerings and Teaching Assignments
- Approval of Advisory Committees for 2013-14
- Authorization for Tax Hearing
- Publication of Financial Statement

Motion was seconded by Mr. Winkelman. Mrs. Hargis abstained from voting on the minutes of the June 13 meeting because she was not present at that meeting.

Board Vice President Davis, hearing approval from all members present, declared the motion carried and the consent agenda items approved, with the noted abstention.

New Business

Approval of Budget

In June, the Board approved Budget Assumptions for FY 2013-2014, from which we built the detailed budget. We are now asking for Board Approval of the actual detailed budget document, which is being sent to the Board in a separate package. Any significant changes between the detailed budget and the Budget Assumptions presented in June will be discussed at the July Board Meeting.

Motion was presented by Mr. Winkelman to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the annual budget for FY 2013-2014 be approved as presented.

The motion was seconded by Mrs. Hargis. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Approval of Sapaugh Contract Renewal

CO-OPERATIVE AGREEMENT
JEFFERSON COLLEGE, HILLSBORO, MISSOURI
AND
SAPAUGH MOTORS INCORPORATED, HERCULANEUM MISSOURI

THIS AGREEMENT made and dated July 11, 2013, by and between the COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, a body corporate and subdivision of the State of Missouri (hereinafter called "College") and SAPAUGH MOTORS INCORPORATED (hereinafter called "Agency").

WITNESSETH

WHEREAS, the College and Agency desire to cooperate for the purpose of engaging in a program for the education and instruction of auto collision repair students.

NOW, THEREFORE, in consideration of the mutual promises hereinafter contained, the parties hereby agree as follows:

I. The College Agrees:

A. To assume full responsibility for planning and execution of an educational program in auto collision repair, including programming, administration, curriculum content, faculty appointment, faculty administration and the requirements for matriculation, promotion and graduation.

B. To provide qualified instructors for supervision and instruction of student technicians assigned to the Agency in accordance with specified learning objectives.

C. To be responsible for planning the schedule of student assignments and for making all individual assignments and to notify the Agency in advance of its planned schedule of classes including the dates, number of students and instructor supervision and the type of experience. This schedule will require approval by the Agency.

D. To keep all records and reports on students' classroom and shop experience.

E. To provide information on the educational program for the Agency staff.

F. To assume responsibility for ensuring that student technicians comply with all rules and regulations of the Agency insofar as they may pertain to activities while in Agency property.

G. To reimburse the Agency for any loss, damage, or breakage to any equipment caused by student technicians' negligence in the use of said equipment when students use said equipment while under the supervision of the College's staff.

H. The College will supply the Agency with a certificate of insurance naming Sapaugh Motors Incorporated as an additional insured with respect to general liability coverage if required by the Agency.

I. The College will indemnify the Agency for any loss or claim by reason of injury to the student or instructor.

II. Agency Agrees:

A. To make available the shop areas for student experience, including the necessary equipment and identified supplies for practicing and performing auto collision repair.

B. To furnish the College with a complete set of all rules and regulations in force in the Agency, together with all rules' deletions, and revisions thereof in order that this information can be disseminated to instructors and students.

C. The Agency will supply the College with a certificate of insurance naming the Junior College District of Jefferson County as an additional insured with respect to general liability coverage.

III. Both Parties Agree:

A. That under no circumstances is any student or instructor to be considered an agent or employee of the Agency, but rather will be considered on Agency premises for the purpose of teaching or acquiring related skills.

B. To instruct students and instructors on the importance of respecting all information which may come to them with regard to customer and Agency records while the program is being carried on in the Agency.

C. That if a student technician or faculty member is injured, the injured person may receive emergency treatment which will be at his or her own expense.

D. This agreement shall be effective for one (1) year from its effective date.

The agreement may be renewed for additional one (1) year periods in the same manner as its initial approval.

THIS AGREEMENT shall be effective for one year beginning July 11, 2013 and shall be renewable annually.

Jefferson College

Date

Dr. Raymond Cumiskey, President

Date

Authorized Agent
Larry Sapaugh
Sapaugh Motors Incorporated

The motion to approve the Sapaugh contract renewal was made by Mr. Engelbach and seconded by Mr. Winkelman. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the contract duly renewed.

Approval of HESI Testing Contract

In an effort to support the institutional strategic aims of the Bi-level Nursing Program, we are requesting contracts for the Level II / RN day and evening programs at \$12,525 for days and \$15,030 for evenings for a total of \$27,555 to Elsevier for HESI testing of nursing students in preparation for the NCLEX–RN, the required Missouri State Board of Nursing licensing examination.

This HESI testing will better prepare the Nursing program students and can be used as a predictor to success rate for the NCLEX-RN.

Elsevier is sole supplier for HESI testing.

It is recommended that a resolution to authorize the two contracts in the total amount of \$27,555 from Elsevier of Houston, Texas, be approved.

General Unrestricted Funds will be used for this contract purchase.

Motion was presented by Mr. Winkelman to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to ratify the contract with Elsevier of Houston, Texas in the total amount of \$27,555.

The motion was seconded by Mr. Engelbach. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Approval of Kaplan Testing Contract

In an effort to meet the institutional strategic aims for the Bi-level Nursing Program, standardized testing was instituted in AY13 for Level II/RN. It is proposed that in AY14 standardized testing be instituted across the program to include Level I/PN. We are requesting contracts to cover Level I day and evening first and second year students to run through both Level I/PN and Level II/RN for each beginning in August, 2013 and concluding in July, 2015 at a total cost of \$66,150 to Kaplan Test Prep, a division of Kaplan, Inc., of New York, New York.

This comprehensive package, Integrated Testing Deluxe, includes admissions tests, end-of-course tests, predictive tests, online remediation resources, workshops, case study modules, skill modules, Nursing School Basics text, individual student reports, aggregate reports for faculty and administrators, nurse educator consultation, and NCLEX Review (Live Online Classroom for Level I/PN and Live Review for Level II/RN).

Jefferson College will be invoiced twice per year, in September and again in February and will only be invoiced for students active at the time of the invoice. This agreement term is from August, 2013 to July, 2015. Price of \$700 per student includes live online PN NCLEX review and Live on Campus RN NCLEX review held at Jefferson College.

General Unrestricted Funds will be used for this contract purchase.

Motion was presented by Mr. Winkelman to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to ratify the total amount of \$66,150 from Kaplan Test Prep of New York, New York.

The motion was seconded by Mrs. Hargis. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Approval of JCI Cleaning and Maintenance Services

This request is for the cleaning and maintenance services contract for the Imperial Campus. The current three-year contract expires fiscal year 2013. This contract will be a three-year contract expiring fiscal year 2016.

Bid specifications were prepared and distributed to four cleaning contractors as well as requisite advertising. Three contractors responded; two submitted bids and one declined.

<u>Vendor</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
City Wide Maint., Fenton, MO	\$15,603.12	\$15,915.18	\$16,233.48
Next Step for Life, Arnold, MO	\$27,872.00	\$28,496.00	\$29,120.00
Servicemaster, Festus, MO	Declined	Declined	Declined

It is recommended that a three-year contract be awarded to the low bidder, City Wide Maintenance, in the amounts of Year 1 - \$15,603.12, Year 2 - \$15,915.81, and Year 3 - \$16,233.48.

References were checked and found to be satisfactory.

Plant funds will be used for this project.

Motion was presented by Mr. Winkelman to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the three-year contract for the cleaning and maintenance services for the Imperial campus in the amounts of Year 1 - \$15,603.12, Year 2 - \$15,915.81, and Year 3 - \$16,233.48 be awarded to City Wide Maintenance of Fenton, Missouri.

The motion was seconded by Mrs. Hargis. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Approval of CDC Secure Door Access

In an effort to provide a safe and secure environment for the Hillsboro Campus Child Development Center and ATS building classroom, we are recommending the purchase of a secure door access system. The system will provide video monitoring at main front door, card reader access at doors, and emergency lock-down stations at three locations.

The Strategic Planning Committee approved this project as a capital expense for fiscal year 2013.

Bid specifications were prepared and sent to six contractors as well as local newspaper advertisement for bid. Eight contractors attended the pre-bid meeting. Five contractors submitted bids with all five meeting specifications.

<u>Vendor</u>	<u>Bid</u>
Hackett Security, St. Louis, MO	\$14,151.35
Huffman Security, Arnold, MO	\$17,799.95
Beisher Lock & Security, St. Louis, MO	\$20,180.85
H&G Sales, St. Louis, MO	\$22,698.00
Aschinger Electric, Fenton, MO	\$23,989.00

It is recommended that the bid to provide and install the secure door access system at the Hillsboro Campus Child Development Center and ATS building classroom be awarded to the low bidder, Hackett Security of St. Louis, Missouri, in the amount of \$14,151.35.

References have been checked for Hackett Security and were found satisfactory.

This is a prevailing wage project and requisite advertising was completed.

Plant funds will be used for this project.

Motion was presented by Mrs. Hargis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to award the purchase of the secure door access system in the amount of \$14,151.35 to Hackett Security of St. Louis, Missouri.

The motion was seconded by Mr. Winkelman. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Approval of Directional Signs

In an effort to continue to upgrade and improve both student and community interaction at the Hillsboro Campus, we are recommending the purchase of new directional signs. The new signs will include 4 visitor orientation signs, 11 campus directional signs, and 3 building directory signs.

The Strategic Planning Committee approved this project as a capital expense for fiscal year 2014.

Bid specifications were prepared and sent to five sign companies as well as local newspaper advertisement for bid. Three companies attended the pre-bid meeting. Two companies submitted bids.

<u>Vendor</u>	<u>Bid</u>
Excel Signs and Design, Arnold, MO	\$47,935
E A Boyer Building & Design, Desoto, MO	\$71,412

It is recommended that the bid to provide directional signs for the Hillsboro campus be awarded to the low bidder, Excel Signs and Design of Arnold, Missouri, in the amount of \$47,935.

References have been checked and were found satisfactory.

Plant funds will be used for this project.

Motion was presented by Mr. Winkelman to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to award the purchase of the directional signs in the amount of \$47,935 to Excel Signs and Design of Arnold, Missouri.

The motion was seconded by Mr. Engelbach. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Appointment of Nursing Faculty – Ms. April Norton-Gunther

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended filling a vacant nursing faculty position with Ms. April Norton-Gunther on an 11.25-month term appointment at a Level II annual salary of \$57,618 for the 2013-2014 academic year. Dr. Mindy Selsor and I concur with this recommendation.

A search was conducted, and she was chosen by a search committee comprised of Director of Nursing Linda Boevingloh, Augusta Arato, Louise Jadwisiak, Kim Flora, Connie Maack, and Michael Booker.

Motion was presented by Mr. Engelbach to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. April Norton-Gunther be appointed as Level II full-time nursing faculty on an 11.25-month term appointment at an annual base salary of \$57,618 for the 2013-2014 academic year.

The motion was seconded by Mrs. Hargis. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Appointment of Nursing Faculty – Ms. Amy McDaniel

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended filling a vacant nursing faculty position with Ms. Amy McDaniel on an 9.5-month term appointment at a Level I annual salary of \$44,303 for the 2013-2014 academic year. Dr. Mindy Selsor and I concur with this recommendation.

A search was conducted, and she was chosen by a search committee comprised of Director of Nursing Linda Boevingloh, Dena McCaffrey, Louise Jadwisiak, Kenny Wilson, and Victoria Brown.

Motion was presented by Mr. Winkelman to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Amy McDaniel be appointed as Level I full-time nursing faculty on a 9.5-month term appointment at an annual base salary of \$44,303 for the 2013-2014 academic year.

The motion was seconded by Mr. Engelbach. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Appointment of Nursing Faculty – Ms. Barbara Lodge

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended filling a vacant nursing faculty position with Ms. Barbara Lodge on an 11.25-month term appointment effective August 15, 2013, at a Level II annual salary of \$57,470 prorated for time served during the 2013-2014 academic year. Dr. Mindy Selsor and I concur with this recommendation.

A search was conducted, and she was chosen by a search committee comprised of Director of Nursing Linda Boevingloh, Dena McCaffrey, Louise Jadwisiak, Kenny Wilson, and Victoria Brown.

Motion was presented by Mr. Winkelman to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Barbara Lodge be appointed as Level II full-time nursing faculty on an 11.25-month term appointment effective August 15, 2013 at an annual base salary of \$57,470 prorated for time served during the 2013-2014 academic year.

The motion was seconded by Mrs. Hargis. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Appointment of Philosophy Faculty – Mr. Brian Dunst

Ms. Shirley Davenport, Dean of Arts & Science Education, has recommended filling a vacant philosophy faculty position with Dr. Brian Dunst on a 9.5-month temporary appointment at a Level I annual salary of \$43,553 for the 2013-2014 academic year. Dr. Mindy Selsor and I concur with this recommendation.

A search was conducted, and he was chosen by a search committee comprised of Division Chair Michael Booker, Professor Andrea St. John, and Professor Susan Todd.

Motion was presented by Mrs. Hargis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Dr. Brian Dunst be appointed as Level I full-time philosophy faculty on a 9.5-month temporary appointment at an annual base salary of \$43,553 for the 2013-2014 academic year.

The motion was seconded by Mr. Winkelman. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Appointment of Anatomy and Physiology Faculty – Dr. Bruce Carr

Ms. Shirley Davenport, Dean of Arts & Science Education, has recommended filling an anatomy and physiology faculty position with Dr. Bruce Carr on a 9.5-month term appointment at a Level II annual salary of \$54,030 for the 2013-2014 academic year. Dr. Mindy Selsor and I concur with this recommendation.

A search was conducted, and he was chosen by a search committee comprised of Deborah Allen, Linda Abernathy, Vivian Aubuchon, Melissa Curfman-Falvey, and Lisa Martin.

Motion was presented by Mr. Winkelman to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Dr. Bruce Carr be appointed as Level II full-time anatomy and physiology faculty on a 9.5-month term appointment at an annual base salary of \$54,030 for the 2013-2014 academic year.

The motion was seconded by Mrs. Hargis. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Appointment of EMS Faculty – Mr. James Bringer

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended filling a new EMS faculty position with Mr. James Bringer on an 9.5-month term appointment effective August 12, 2013, at a Level I annual salary of \$48,053. Dr. Mindy Selsor and I concur with this recommendation.

A search was conducted, and she was chosen by a search committee comprised of Director of Public Safety Diane Scanga, Earl Neal, and Richard Marty.

Motion was presented by Mr. Scaggs to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Mr. James Bringer be appointed as Level I full-time EMS faculty on a 9.5-month term appointment effective August 12, 2013 at an annual base salary of \$48,053 .

The motion was seconded by Mr. Engelbach. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Approval of Campus Police Department

After careful research and review of various options for re-organizing and structuring our College Public Safety Department, we have determined that the creation of a Jefferson College Police Department will best fit the safety needs of our students, faculty, staff, and visitors to our campuses. The Police Department will be staffed with POST Commissioned police officers who will have powers to fully enforce all campus rules as well as state and local statutes, including the power to arrest and detain offenders. The Jefferson College Police Department will be fully trained and will be required to maintain all ongoing certifications as prescribed by state and local statutes. All police officers will have completed required POST Commissioning through the Jefferson College Law Enforcement Academy or similar accredited institution by the end of the Fall Semester, 2013, and any replacement officers will require POST Certification.

The Jefferson College Police Department will be supervised by a Police Chief who will report to the Director, Buildings and Grounds. The Police Chief will be in place to develop and manage the training regimens, develop ongoing drills, advise on police matters, and act as a liaison between local law enforcement and the Campus Police Department. An additional Police Department Supervisor will be hired and this person will be responsible for the day-to-day operations, scheduling, and supervision of the campus police officers, also reporting to the Director, Building and Grounds.

Discussion: Daryl Gehbauer stated that while the resolution indicated that the Police Chief would report to the Director of Buildings and Grounds, the reporting structure is still under consideration. That position may report to the Director of Buildings & Grounds and would have a reporting relationship to the Vice President of Finance and Administration.

Motion was presented by Mr. Scaggs to approve the following resolution:

BE IT RESOLVED that the Board of Trustees of the Community College District of Jefferson County, Missouri a 2-year community college, do agree to and support, as of July 11, 2013 per Missouri Revised Statute 178.862, the creation of a commissioned police department, to appoint and employ as many college police officers as necessary to protect persons, property, and to preserve peace and good order only in the public buildings, properties, grounds, and other facilities and locations over which they have charge or control.

The motion was seconded by Mr. Engelbach. Board Vice President Mr. Davis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

Executive Session

Motion was made by Mr. Winkelman to enter into executive session under RSMo 610.021.3. The motion was seconded by Mrs. Hargis.

A roll call vote was taken to enter into executive session, with the following results:

	Yes
Mr. Davis	x
Mr. Engelbach	x
Mrs. Hargis	x
Mr. Scaggs	x
Mr. Winkelman	x
President Meinberg	Absent

Board Vice President Davis declared the meeting to be in executive session.

Return to Regular Session

Motion was made by Mr. Winkelman to return to regular session at 9:45 a.m. The motion was seconded by Mr. Scaggs; all members voted to return to open session.

Adjournment

With nothing further to come before the meeting, the meeting adjourned at 9:46 a.m.