

**New College of Florida Board of Trustees
Approved Minutes
Meeting of November 8, 2003**

Members Participating: Robert N. Allen; John Cranor; Rev. Jerome Dupree; Bob Johnson; Major Gen. Raymond E. Mason; Dr. Stephen Miles; Kenneth Misemer; Col. Mickey Presha; Dr. Vicki Raeburn; Alexis Simendinger; Jane Smiley; Maxeme Tuchman. **Ex Officio:** Gordon E. Michalson, Jr., President.

Call to Order

Chairman Johnson called the meeting to order at 10:0 A.M.

Acknowledgement of Notice of Meeting

Chairman Johnson requested and received acknowledgement that the meeting had been duly noticed.

Approval of Minutes

Mr. Misemer moved and Mr. Cranor seconded a motion that the minutes of the Board of Trustees (BOT) meeting of August 23, 2003 be approved. The motion was approved unanimously.

Nominating Committee Report

Chairman Johnson reported that Mr. Cranor relinquished the position of Vice Chair of the Board since assuming the presidency of New College Foundation. Speaking for the Nominating Committee, Mr. Misemer moved to nominate Col. Presha as Vice Chair and his motion was seconded by Dr. Raeburn. The motion carried unanimously. Chairman Johnson welcomed Col. Presha as Vice Chair and noted it was a pleasure to have him serve in this capacity.

Chairman's Report

Chairman Johnson noted that the months since the August meeting had been very busy, with the Accreditation Site Visit in September and the resolution of campus footprints with the University of South Florida, Sarasota/Manatee (USF-S/M) in October. The Fall 03 entering class is outstanding, the second largest class in history. He noted that he learned from Ms. Maxeme Tuchman about a recent incident of intolerance on the campus. He is a Republican moderate who practices tolerance, has an acceptance of differing views, and has lived a kind, friendly, and tolerant life as a politician. He wants the student body to know, as the President, faculty, and staff already know, that he is always ready to help and can be present whenever needed. He always works through the President.

President's Report

President Michalson commented that it is a relief to learn the Chairman is a moderate. The entering class coupled with returning students brought total enrollment up to a new high of 671 students. The crunch was felt mostly in housing, where rather than rent rooms at the nearby Ramada Inn, the College converted Pei residence hall doubles into triples. The large rooms are more than adequate by state standards. The SACS Accreditation Site Visit concluded with a gratifyingly short list of technical items to be resolved within the next five months; no recommendations at all were made with regard to the College's educational mission. He and Ms. Janney will travel to Nashville for the SACS annual meeting next month. By June 2004, the last stage in the lengthy process of securing separate independent accreditation should be coming to full maturity. The College hosted its first Duke TIP Scholar Weekend in October, the try-out exercise for hosting a Duke TIP summer program. Participants found the program gratifying. These efforts are aimed at making better use of the campus facilities in the summer, a recommendation that came from the BOT's External Affairs Committee.

Dr. Michalson mentioned three important state initiatives. First, Chancellor Austin is chairing a committee on funding higher education on which he sits. In the past, the state universities have been funded based on enrollment growth. The larger universities have been doubly hurt by their own growth, plus the budget shortfalls, since they accepted new students who brought in no new dollars from state appropriations to support enrollment growth. The larger schools cannot absorb any more unfunded growth, and in fact, do not want to see enrollment increase further. This leads to the second issue, proposed contracts for funding between the universities and the state, setting the budget for three to five year periods at a time, and eliminating the annual funding frenzy. The third major issue is the individual Boards' authority to set tuition. All the SUS BOTs want to have the specific authority to set tuition for their universities; Dr. Michalson stated that the presidents are quite united in this view. Complete tuition-setting authority has not devolved to the UBOTS at this point. Presently there is no flexibility for BOTs in setting in-state tuition and some flexibility in setting out-of state tuition. This complex issue has many ramifications for scholarship funds and financial aid. How one can reconcile this to Florida being the state with the 46th lowest state university tuition in the country is yet to be seen.

Dr. Michalson noted that the campus footprint issue was resolved in precisely the manner he had presented it to the NCF BOT in August. Chairman Johnson, USF Sarasota-Manatee Board Chair Jan Smith, Dr. Stryker and he signed the documents that will be presented for ratification later today and ratified by the USF BOT in Tampa at a later date. The larger remaining issue is the rate and timing of USF-S/M's relocation, which has been complicated by the six petitions protesting the Crosley site as that of USF's relocation, and the fact that the legislature has not funded their move beyond a planning grant. We are maxed out on physical space on campus. The relocation issue affects not only USF but has a major impact on the state's honors college: the heart of the New College strategic plan based on enrollment growth is being held hostage to this relocation issue.

As for personnel issues, Dr. Michalson announced that Steve Schroer, Director of Public Affairs, has left; for two years, Steve was at the vortex of a number of very hot institutional issues involving marketing, branding and public affairs, as well as serving as our "face" to USF. He was on the receiving end of everyone's concern about placing the College in a position of public awareness, and he did an excellent job of handling the publications, the legislators, parents, family members, and everything else. It was Steve's personal choice to leave Sarasota and we wish him well. Joel Bauman, Dean of Admissions and Financial Aid, is also leaving to become VP for Enrollment Management and Marketing at Westminster College in Salt Lake City. Noting that senior administrators are mobile, and it's a sellers' market for administrative talent, Dr. Michalson stated that he was gratified that Joel stayed as long as he did; he will leave in January. President Michalson hopes to announce soon the interim leadership plan for Joel's units.

Lastly, he described a "Midnight Debate" arranged by an RA last week, featuring student government candidates for the presidency of the New College Student Alliance. At this event, some unfortunate comments were made and actions taken which betrayed the best interests of New College. One person said something that was taken as an insult by one of the candidates; he later interpreted it as a private joke, but one does not make private jokes in public. The incident caused considerable unhappiness and resulted in follow-up meetings at the Gender and Diversity Center and an Emergency Town Meeting called by Maxeme Tuchman, which he attended. There is no closure on the issue. The incident suggests that the general atmosphere of student life at the College still has a long way to go to convey that we are the tolerant and open setting that we think of ourselves as being. People can disagree on the value to the educational mission of New College of promoting human diversity. Dr. Michalson happens to think it is a good thing for educational reasons that academic quality is our top priority – and having a diverse community is a way to enhance academic quality; it's as simple as that. One can disagree with the position that the opportunity to be around people different from themselves, who hold differing points of view, is important to individual growth; he is open to debate. The last thing we need is conformity on the issue. However, regardless of viewpoint, upon becoming part of the small intimate community of New College, all students must enter an implicit contract to treat other members of the community with respect. It is not an ideological issue, it is a civility issue. On the matter of civility, we cannot afford to be even at the same standard as the surrounding culture, we have to be far above the standard, as the College is in terms of academic quality. President Michalson promised to collect his thoughts more substantively and put them in writing and circulate them to begin the process of engaging his office more in the process of follow-up on the issues and to making certain that New College is the kind of place where everyone feels welcome, respected, and empowered.

Board of Governors' Report

Lt. General Rolland V. Heiser, a member of the Board of Governors (BOG), commented on the most recent meetings of the Board of Governors, on September 24 and August 7, 2003 in Tallahassee, and on July 23, 2003 in Orlando. Issues of concern to the BOG include: (1) funding – the BOG has just approved the Chancellor's Fixed Capital Outlay budget request and the Chancellor's Legislative Budget Request for this year with an 8.24 percent increase, to be submitted to the Legislature and the Governor and; (2) matching funds – \$60 million for matching funds is in the approved budget. The BOG is still in favor of the concept of bonding the matching funds backlog from the state lottery proceeds, but if the backlog is not bonded, the \$60 million goes to a program to write off the backlog; if it is bonded, the \$60 million goes for matching funds. In addition the Governor designated \$30 million from a single unclaimed lottery ticket to help defray a portion of the higher education matching funds backlog. Accountability, performance, and strategic planning issues are also under consideration by the Board of Governors.

Legislative Report

Mr. Hugh MacMillan reported that New College is now well established in the minds of the state legislators. In the Governor's effort to bring Scripps to Florida and FAU, one of our delegation members who was a floor leader for the Scripps legislation commented that Scripps would be good for New College! The recent Wall Street Journal article listing New College as the second best public institutional "feeder" for providing students to the top business, law, and medical schools in the US, ranked only behind the U. of Michigan, was fully appreciated by the Chancellor and by the

Commissioner of Education; they got the news article onto the lead of their statewide e-newsletter. New College is now recognized as a benefit to the university system and to the entire state of Florida. Ms. Pat O'Connell noted that the longstanding legislative goal has been to increase visibility for New College in Tallahassee and with the local delegation. Rep. Nancy Detert, Sen. Lisa Carlton and Sen. Mike Bennett have been outspoken in their advocacy of NCF. Sen. Ken Pruitt is making a visit to NCF on Nov. 12 as part of his statewide tour to highlight post secondary educational funding, particularly the Bright Futures Scholarship, funded by Florida lottery money. Sen. Pruitt, who will become the Senate President in 2006, thinks that without significantly more support of higher education funding, the state will never make significant progress in economic development. Pruitt is driving a school bus around the state to raise public awareness of this issue. He wants the community to speak out in support of education and for the state to assure funding for Bright Futures and other higher education needs. He needs a big turnout of students to make this important message heard in Tallahassee. Ms. O'Connell also mentioned the visit of Rep. Allan Bense, the Speaker-designate, to NCF on Nov. 13th. Chairman Johnson commended Hugh MacMillan and Pat O'Connell for their service to New College.

External Affairs Committee Report

Mr. Allen chaired the External Affairs Committee's specially-focused "retreat" in Ms. Simendinger's absence on Nov. 7th to discuss branding and communication issues on an in-depth basis. He reported on the two-part agenda: (1) a review of what Public Affairs has done in the past year derived from the Committee's ideas and (2) on how we might move forward in the future. Mr. Jake Hartvigsen, new Acting Director of Public Affairs, introduced variations on the New College logo; concepts, content and layout for the New College magazine, which sparked discussion of a variety of issues, including the very name of the magazine scheduled to appear twice per year and its relation to the publications of the Foundation and the Alumnae/i Association. Final decisions on the logo, the color, and the name of the magazine were not made, but delegated to the administration. Turning to tactical matters, the Committee learned that the Public Affairs Office has a base budget of \$60,000 for advertising. Branding and strategy were discussed, focusing on identification of primary targets (students, parents, influencers of college choice decisions and legislators/administration), the type of messages that the targets are receiving, and the research that underlies the messages. For the February 2004 BOT meeting, it was agreed that the President would draft and present a communications strategy which will include all ad hoc activities related to external affairs, for the Committee's review, analysis, and critique. Everyone had sufficient time to be heard at this longer meeting.

Finance and Audit Committee Report

Dr. Raeburn reported on the Committee's meeting earlier that morning. Vice President Martin updated them on the search for a new Police Chief and Director of Facilities Management and Construction, as well as the campus food service bid, and the Fiscal Year 2002-03 Financial Statement Audit, the last audit where we will be dependent on USF to prepare our financial statements. He has prepared a draft of the Management Report, which usually means the audit is near completion. They also discussed the four items on the agenda for BOT action, but are withdrawing the Prompt Payment Policy for now. The Committee believes in prompt payment but there is some confusion with the state as to whether state legislative rules cover the policy, whether New College needs its own policy, or whether some combination of the two might be best. The Committee recommended that Mr. Martin draw up a draft statement for the February BOT meeting clarifying what is covered by statute and what we need to cover on our own, at Dr. Raeburn's request. Mr. Martin presented the other three BOT action items:

- **Anti-Fraud Policy** He explained that this policy came out of the audit process, it was recommended to us by the internal auditors in connection with new and improved procedures to protect against fraud and other dishonest acts. Draft #2 of the policy is recommended for BOT action. Mr. Cranor moved to adopt the Anti-Fraud Policy as proposed, seconded by Rev. Dupree, with the typo "sic" corrected to "sick" on page 1 Section 2.1, paragraph 2, and Section 3.1.4 renumbered to be 3.1.3. Mr. Allen asked if the policy would apply to the situation of "freegans," people not connected with the College who are tolerated on its grounds; Mr. Martin explained that the policy focuses on employees, including student employees. Others would be covered by the Police Department and criminal laws. The motion was adopted unanimously.
- **FY 2003-2004 Operating Budget** Mr. Martin noted that the Board had approved the preliminary operating budget for FY 2003-04 on June 24, 2003 to allow the College administration to work with the Florida Board of Education to complete the technical tasks necessary to record the beginning FY 2003-2004 budget as of July 1, 2003. Sufficient information is now available to allow the BOT to adopt the actual operating budget, with the understanding that the budget may be further amended during the course of the fiscal year. Compared to the preliminary budget, the general operating budget is up \$191,556 including general revenue for an 03-04 salary increase, health insurance matching and casualty insurance, plus grant funding from a \$234,000 federal NOAH grant. The other item to note under "Use of Funds" is the \$591,556, evidence of a balanced budget as requested by the BOG budget office, even though we were anticipating our revenues would exceed our expenses. Thanks to the devolution process, we are now also required to have a fund balance of not less than 5% percent of our E&G budget set aside as a "rainy day fund" and do not have to worry about showing excess funds. An unallocated

reserve is also part of the budget. Chairman Johnson noted that it also includes the legislative increases in salaries for faculty and staff as mandated by law and some adjustment out of the \$1.3 million transition funds for equity transition salary adjustments as determined by the administration. Dr. Raeburn moved to adopt the FY 2003-2004 operating budget as presented; the motion was seconded by Mr. Cranor and was approved unanimously.

- **New College Holiday Observances** Mr. Martin explained that with the devolution of authority, the Trustees have the authority to determine employee policies. At the present time, the College observes all holidays provided by the state and proposed to add a Winter Break of four additional workdays, December 26 through December 31, plus one additional workday (December 24 or January 2) to be determined each year by the College President. The Winter Break makes sense due to very slow business during this period, possible savings on heat and/or air conditioning, and value as a morale booster. It is especially appropriate for New College, where students scatter for the month of January's Independent Study Period and do not resume regular classes until February. The U. of West Florida and Florida Gulf Coast U. have approved Winter Holidays; Florida State U. is proposing a winter break as well. Essential campus operations such as law enforcement will continue to be covered during the Winter Break period; these employees will be duly compensated. Dr. Raeburn moved to approve the proposed New College Holiday Observances, and the motion was seconded by Mr. Misemer. General Mason noted that he thought Washington's and Lincoln's Birthdays ought to be observed as well, since the Board has the authority to add holidays. Mr. Allen expressed his support for recognizing Presidents' Day as a holiday. Chairman Johnson referred the matter to the President. In response to a question from Ms. Tuchman regarding other religious holidays that are not covered on the list, Mr. Martin stated that employees may use annual leave and personal leave days at any time with the approval of their supervisors. Hourly employees are covered by wage and hour laws and union agreements and their days off come under the provisions of these. Mr. Allen asked for clarification of the employee vacation policy. Mr. Martin stated that for USPS staff upon initial employment, two weeks of annual leave are provided, after five years of service, three weeks are provided, and after ten years, four weeks. Administrative and professional staff members earn four weeks of annual leave per year. Chairman Johnson stated that New College is generally following state guidelines and the guidelines of sister institutions. The motion to approve the New College Holiday Observances was adopted by majority vote; General Mason opposed the motion.

Student Affairs Committee Report

Ms. Smiley reported on the Committee's discussion of student housing, now under consideration by a Residence Life Committee chaired by Dean of Students Mark Blaweiss, and other campus activities. She stated that the Committee reviewed the Student Code of Conduct and moved to have it adopted with the understanding that it would be subject to future revision; Rev. Dupree seconded the motion. The discussion and vote were deferred until later in the meeting. Ms. Tuchman commented on various incidents of racial intolerance and bigotry on campus, involving a student from Pakistan, African-American students, and Hispanic students. In response to the most recent incident last week, an emergency Town Meeting was held; 100 people attended the meeting, which lasted four hours. Ms. Tuchman reported that people were listening to each other and many were pushed out of their comfort zones. The free exchange of ideas made a majority of students more aware of the issues and the importance of protecting students' rights and making everyone feel safe here. Rev. Dupree commended her for giving the report and noted that it was a good step toward understanding the challenges of diversity and bringing about healing. Chairman Johnson noted that President Michalson's July 2003 report included increasing the diversity of the student body and faculty as a primary goal of the College. Ms. Simendinger commended Ms. Tuchman for speaking out on this critical student life issue and bringing it to the attention of the Board.

Presidential Evaluation Committee Report

Mr. Misemer noted that there is a written report available. The full Committee met with observers and solicited comments from all Board members. The report is a synthesis of these comments. The evaluation is retrospective, but the Committee wants the evaluation process to be forward-looking and attuned to setting future goals. Five criteria were used to guide the evaluation process: leadership, internal affairs, external affairs, advocacy, and management. The one-word overall evaluation of President Michalson was "Excellent." Mr. Cranor moved to approve the evaluation of the President; it was seconded by Mr. Misemer. Chairman Johnson added his comments on the excellence of President Michalson's performance, stating that in his view, the magnitude of the job and the varying responsibilities are overwhelming. New College is fortunate indeed to have Dr. Michalson as President. He has provided a plan for the future and according to law, he will be evaluated on the progress of that plan. He has an excellent team in place. These sentiments were echoed by Rev. Dupree and Col. Presha, who commented on President Michalson's unique skill set and talents. Ms. Smiley noted the External Affairs Committee heard a new tag line yesterday, and it applies to President Michalson as well as to the College he leads so well: "There is only one." The motion to accept the Presidential Evaluation Committee's report was unanimously approved and enrolled in the permanent records of the Board of Trustees.

New College Foundation Report

Mr. Cranor, President of New College Foundation, reported that yesterday he assured the Foundation board that it would meet its commitments to the College this year (totaling \$2.5 million), largely through the very generous gifts of longtime supporters Dallas Dort and the late Jane Bancroft Cook. The Foundation is focused on key strategic initiatives, including building the infrastructure to expand fundraising, working closely with President Michalson to extend awareness of New College locally, regionally, and nationally, and focusing on a critical few funding priorities within the Foundation to build contributions and relationships within the Alumnae/i Assn. Local alumni chapter meetings, which Mr. Cranor will attend with President Michalson will be held in Atlanta this month, later in the year in Boston and New York. Mr. Smolker is sponsoring a gathering in Tampa to activate that local chapter of alums. Next year's meetings will be in San Francisco, Los Angeles, and probably Chicago. These gatherings emphasize alumni development, for alums represent the future of the College as well as its past; the Foundation expects them to become increasingly significant financial contributors in the future. The Foundation is also focusing on annual fundraising for scholarships, sending out letters to 5,000 individuals. With the separation from USF, some \$500,000 of scholarship funds that USF was providing to New College students over four years will be given up. The Foundation is covering the scholarship shortfall this year out of its operating funds, but the goal is to endow the full amount; one aspect of this is that the state may pick up some additional funding responsibilities for the College. The Foundation is also seeking to fund a Chair in Environmental Studies, building on that program's long and successful history. Internally, the Foundation is pursuing the construction of and additional fundraising for the Keating Center, which will be dedicated at the February meeting of the College and Foundation boards. The NCLA and the NCAA conduct eight significant local events during the year, among them the Clambake, Mistletoe Ball, Alumni Reunion on February 7-9, 2004, and in October 2004, a new grassroots event, the 40th anniversary of the Charter Class.

New Business

Supplier Diversity Presentation by Mr. Windell Paige

Mr. Paige, Director of Office of Supplier Diversity, State of Florida Department of Management Services, made a Powerpoint presentation regarding the importance of awarding contracts to minority firms. Adding to the discussion on diversity, he noted that economic diversity is also very important and New College can contribute to this by considering minority suppliers in its choice of vendors. Information on the many initiatives of the Office of Supplier Diversity may be found at the website: <http://www.osd.dms.state.fl.us/>.

Land Acquisition

Without getting specific as to properties, Chairman Johnson stated that there may be a necessity to use condemnation to acquire essential properties for the future of New College. Use of the condemnation process requires the approval of the Board of Governors. He asked for a motion from this Board of Trustees that, in the event the Land Acquisition Committee decides that a particular property might require condemnation to acquire it, this Board would be authorized to request the Board of Governors to approve the action. General Mason so moved, seconded by Mr. Cranor, and the motion carried unanimously. Mr. Cranor asked for clarification that the Land Acquisition Committee would contact the BOT prior to initiating any condemnation action. Mr. Johnson said the Committee would advise the BOT prior to doing that, and will advise the BOT prior to applying to the Florida Board of Governors, but he reiterated that no decisions have been made to date that it even might be necessary.

Other Business

BOT Resolution Ratifying and Adopting Agreement as to Campus Footprints

General Counsel David Smolker explained that the Resolution which the BOT is requested to approve ratifies the Agreement as to Campus Footprints that was reached between Chairman Johnson and Mr. Jan Smith of the USF Sarasota/Manatee Board dated October 27, 2003 regarding the division of the campus property between USF S/M and New College. Ultimately the authority to establish campuses is vested in the Board of Trustees as a whole, so that the request is to adopt a Resolution that Ratifies and Adopts the Agreement as to Campus Footprints and to request that the USF full Board of Trustees do the same. Chairman Johnson reminded the BOT that the Agreement is exactly the same as the Agreement they approved at the July 2003 meeting; now that it has been negotiated with USF, agreed to and signed, Mr. Smolker is asking the BOT for ratification and adoption. Mr. Misemer so moved, seconded by Rev. Dupree and the motion carried unanimously.

Rulemaking

Mr. Smolker stated that the Joint Administrative Procedures Committee (JAPC), a state agency, reviews and comments on all rules proposed by any state agency to ensure compliance with the Florida Administrative Procedures Act, chapter 120, Florida Statutes. JAPC has reviewed and commented on all NCF proposed rules. In doing so, they have suggested certain

technical and substantive revisions to the proposed rules. Substantive changes require BOT approval; technical changes do not.

- **Changes to Proposed Rule 6C11-6.001, Student Code of Conduct** JAPC comments focused on the organization of the New College Student Alliance Student Court and the misdemeanor referral program to Student Court. To address these comments, revisions were recommended to clarify the types of minor misdemeanors subject to referral to the NCSA Student Court and to explain the function and organization of the Student Court. The proposed changes in the revised Student Code state that inherently inappropriate matters remain under the jurisdiction of the College administration; minor misdemeanors and non-criminal violations which could be referred to the Student Court are regulatory in nature and result from neglect where the law requires care, or inaction where the law requires a duty to act. They do not result in injury to persons or property, but merely create a danger or possibility of danger that the violation law seeks to minimize. Such minor misdemeanors are not wrong because the law says they are wrong, but because society has made a moral judgment that they are wrong. Ultimately the decision to refer a matter to Student Court is vested in the Dean of Students, but the revision to the Code give him some guidance as to which ones are appropriately referred.
- **Changes to Proposed Rule 6C11- 8.008, Grievance Procedure** JAPC requested that the rule reflect standards to determine whether an incomplete or untimely grievance will be considered. The proposed revisions set forth the standard for determining whether a grievance is complete and provides for notification of the grievant of items of incompleteness, and an opportunity to cure the incompleteness or untimely filing. The revisions basically give one a second opportunity to file the grievance request properly.
- **Changes to Proposed Rule 6C11-8.009, Discipline** JAPC requested clarification of the other types of disciplinary action that the College could take for just cause. The revisions establish other types of action, including other disciplinary action, that the College may take, and sets forth factors to be considered in determining such actions.

In each case Mr. Smolker noted that he recommends the BOT approve the proposed revisions and authorize filing for adoption of each rule.

Chairman Johnson asked for a motion to approve the proposed revisions in Proposed Rule 6C11-6.001, Student Code of Conduct and authorize filing for adoption. Ms. Smiley so moved, seconded by Rev. Dupree. Ms. Simendinger questioned the word “comprised” (on page 14, subparagraph a), whether it should be “composed.” Mr. Smolker said he would research the question and make the usage consistent. The motion was adopted with one dissenting vote from Ms. Tuchman.

Chairman Johnson asked for a motion to approve the proposed revisions in Proposed Rule 6C11- 8.008, Grievance Procedure, and authorize filing for adoption. Dr. Raeburn so moved, seconded by Dr. Miles, and the motion was approved unanimously.

Chairman Johnson asked for a motion to approve the proposed revisions in Proposed Rule 6C11- 6C11-8.009, Discipline, and authorize filing for adoption. Rev. Dupree so moved, seconded by Mr. Misemer, and the motion was approved unanimously.

- **Changes to Proposed Rule 6C11-4.003, Tuition, Fee Schedule and Percentage Cost** – Mr. Smolker explained that this is the formal rule, the same as the Emergency Rule that the BOT approved in July. He requested that the Board approval of the Proposed Rule amendments and authorization of publication of the Notice of Proposed Rulemaking, and filing for adoption of proposed rule amendments as appropriate. Gen. Mason so moved, seconded by Mr. Misemer. Ms. Simendinger noted that on page 4, section (s), after “per transcript, after the first two,” the word “fee” should be changed to “free.” With that correction, the motion was approved unanimously.

Chairman Johnson requested the Board to gather for a photo outside before lunch. Ms. Tuchman announced the memorial service for Kit Reilly at 2:00 PM.

Since there was no further business, the meeting was adjourned at 12:10 P.M.

Respectfully submitted,

Suzanne Janney
Assistant Secretary