

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES

1. CALL TO ORDER

A meeting of the Solano Community College District Governing Board was called to order at 7:00 p.m., on Wednesday, February 7, 2007, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, CA 94534-3197, by Pam Keith, Governing Board President.

2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

At the request of Board President Keith, Trustee Ubalde led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

Pam Keith, President  
Phil McCaffrey, Vice President  
\*James M. Claffey  
Denis Honeychurch, J.D.  
Stephen Murphy, J.D.  
A. C. "Tony" Ubalde, Jr., Rel.D.  
A. Marie Young  
Lillian Nelson, Student Trustee  
Gerald F. Fisher, Interim Secretary

Members Absent:

None

Others Present:

Mazie Brewington, Vice President, Administrative & Business Services  
Marjorie Carson, Ed.D., Interim Vice President, Academic Affairs  
Richard Christensen, Ed.D., Director, Human Resources  
Jay Field, Vice President, Technology & Learning Resources  
Pat Cordry, Executive Coordinator, Superintendent/President and Governing Board

\*Arrived after roll call.

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4. APPROVAL OF AGENDA

Moved by Vice President McCaffrey and seconded by Trustee Young for approval of the agenda. The motion passed unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

A card was received from Kathy Rosengren, Dean of Humanities, who chose to speak under the Bond Update later on the agenda.

6. REPORTS

(a) Associated Students of Solano College (ASSC)

George R. Thomas III, Social Science Senator and statewide CalSACC Black Caucus President, presented the report on behalf of ASSC. Mr. Thomas reported that:

--there is a full slate of student senators this semester.

--on February 3, 2007, ASSC members attended an all-day retreat of training and planning.

--a spring dance is being planned with the theme, “Kaotik Utopia.”

-- the textbooks on reserve program is in full swing. ASSC has requested that the Librarian consult with the Bookstore Manager so the best choices are made for the reserve.

--ASSC will host a Friday night Entertainment Night where students can “get away from the grind of classes.” On Mondays, student forums are hosted by Legislative Advocate Joseph Hooper in the Quad. Wednesdays are movie days where movies are shown related to the theme of the month. Movies for February will be centered on Black History Month and for March, movies will be shown focusing on Women’s History.

At the request of Trustee Young, Jim Zelinski, will prepare a news article that can be published so that the public can be invited to the Black History and Women’s History Month events.

(b) Academic Senate

Gail Kropp, Academic Senate President, reported that:

--the Accreditation Institute on January 5-6 was attended by four faculty members from Solano Community College—the Curriculum Committee Chair, Student Learning Outcomes (SLO) trainer, faculty member from the Accreditation Steering Committee and Academic Senate President Kropp. The first-ever Accreditation Institute had three strands: (1) political; (2) best practices; and (3) outcomes and assessment. Academic Senate President Kropp thanked Interim Superintendent/President Fisher for \$620 in funding to send SCC representatives to the Institute.

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Information from the Institute was shared with others on campus and it has shaped how we want to approach Solano's Progress Report which is due to the Accrediting Commission in March. The Institute also provided an opportunity to hear from other colleges on how they have set up their framework for implementing SLOs. On January 17, a flex day was held in which Marcy Alancraig, from Cabrillo College, introduced Solano to the "Cabrillo Way" and was attended by over 70 faculty and administrators. In the afternoon, Professor Alancraig conducted a workshop for trainers in each of the divisions, the Institutional Researcher and senators. Subsequently, a proposal was submitted to the joint meeting of the Deans and Academic Senate on January 29 at which time strategy, resource allocation and the key organizing decisions that the Senate needed to make were outlined. Academic Senate President Kropp stated that we have made a giant step over the last six weeks in terms of having a framework in place as to how we will proceed for the next five years with SLOs and assessment. Academic Senate President Kropp recognized the administration for its support of the SLO Coordinator position and the continued support for the trainers in each division.

--the College has been awarded \$84,000 for basic skills in one-time funds. A group met in December and put together a basic skills plan that was sent to the Chancellor's Office. Academic Senate President Kropp stated that some of the funds are being spent for increased support of the Math Activities Lab. Some funds are being used for the Writing Skills, Reading Skills and ESL labs, in-class tutors for several math classes, and towards faculty staff training and future project planning, i.e., money to send faculty to other campuses to see what they are doing and bring other trainers to Solano to train our faculty in basic skills teaching. A summer bridge program for Solano College will also be created. Reassigned time is also allocated for the math placement exam. There will be a team to create a program for peers/mentors and another one to do a supplemental instruction plan.

(c) Shared Governance Council

Interim Superintendent/President Gerry Fisher reported that the Shared Governance Council met on January 24 and stated that most of the SGC's work is dedicated to reviewing current policies with a goal of having all policies completed by mid or late April. Series 2000 Policies were approved by the Shared Governance Council and have been forwarded to the Board. Series 1000 Governing Board Policies were also distributed to the SGC on January 24. The SGC heard about the results of the conference that the Academic Senate members attended regarding the accreditation progress report and writing elements. A special meeting was held on Monday, February 5, to update the report with recent changes in the District. Meeting times were established for the Spring Semester and a draft of the February 7 Board agenda was reviewed. Reports were heard from the various areas represented on the Shared Governance Council. Interim Superintendent/President Fisher announced that a blood drive was held on January 31 and encouraged people to donate as there is a blood shortage. Associate Vice President Shatzer gave an update on the success of the Foundation's online auction.

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(d) Superintendent

**Recognition of:**

• **Committee for Dr. Martin Luther King, Jr. Celebration**

Dr. Shirley Lewis sent letters of recognition to the members of the Martin Luther King, Jr. Celebration Committee. In recognizing the leadership role of Dr. Shirley Lewis in the coordination of the Dr. Martin Luther King, Jr. Celebration, Board President Pam Keith asked Dr. Lewis to assist her in presenting “Certificates of Appreciation” to the following for their contributions in planning this year’s event: Shawn Bee, Martin Bullock, Lorenzo Hays-Phillips, Rose Kelly, Regina Huerls-Washington, Harold Shields-Arterberry, Anthony Washington, Cheryl Williams, Carolyn Moore and Thomas Trujillo, Jr. Board President Keith expressed appreciation to all of the students who did extra work stating how pleased and proud she is of all of the students who are involved in extra-curricular activities. Board President Keith expressed special thanks to Dr. Lewis for the excellent job she does.

• **Solano Judo Club**

Dr. Jimmy Tanaka informed the Board that this is the 11<sup>th</sup> time that the Solano College Judo Club has beaten Stanford to win the championship at the Goodwill Team Tournament held on December 2 at City College of San Francisco. Dr. Tanaka recognized team members present in the audience also consisting of approximately 40 judo class students who received a round of applause. Dr. Tanaka introduced first-time competitor and gold medal winner Arlo Anderson in the audience along with Phil McCaffrey, Jr., President of the Solano College Judo Club, who presented the championship trophy to the Governing Board President. Three first-time competitors received individual gold medals (Arlo Anderson, Raneil Buenviaje and Derek Nelson). Dr. Tanaka informed his students and the audience that Trustee Denis Honeychurch is a world class athlete who represented the United States in running, swimming and cycling. Trustee Honeychurch was also honored with a round of applause. Dr. Tanaka explained that there are three perpetual judo trophies. The Solano College Judo Club was the first college to win the championship in 1996. In addition, there is a brown belt trophy and a light weight trophy. The class bowed in respect to the Board.

Board President Keith stated that the Board also has a lot of respect for Dr. Tanaka and the Judo Club as they are an asset to the College.

• **World Organization of Webmasters (WOW)**

John Urrutia, Dean of the Business Division, informed the Board that Ann Willer (faculty member) is one of the driving forces in the Business & Computer Science Division that keeps the Computer Science curriculum innovative and relevant to the needs of our students. Over the past three years, she has been instrumental in the development and implementation of our Web administration program. She has achieved the highest level of certification from the “World Organization of Webmasters” (WOW) and as a WOW Certified Professional Webmaster, was

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instrumental in the development of the educational guidelines and programs adopted by WOW. Through her efforts, Solano Community College has been awarded the designation, “World Organization of Webmasters Academy.” This designation has only been awarded to seven other colleges and universities in the United States.

Professor Willer displayed a plaque that will be permanently displayed in the Business Building acknowledging Solano College as a WOW Academy. Solano College is listed on WOW’s Web site under Education and Training where there are several thousand hits a day. Ms. Willer was honored with a round of applause and extended congratulations by Interim Superintendent/President Fisher.

At the request of Trustee Young, Mr. Zelinski will also do press releases on the Judo Club and WOW recognition.

**Introduction of Lisa Waits – Interim Vice President of Student Services**

Interim Superintendent/President Fisher introduced Lisa Waits, Interim Vice President of Student Services, who began January 22. Dr. Waits expressed her appreciation for the privilege to work at Solano and briefly spoke of her passion for student success and learning. Dr. Waits has served as the Dean of Enrollment Management and Provost/Vice President of Student Services at Ohlone College and Dean of Student Services at Mendocino College. Dr. Waits was welcomed with a round of applause.

Copies of Interim Superintendent/President Fisher’s written report were provided to Board members; however, in the interest of time, it was not reviewed verbally.

• **Bond Update**

Kathy Rosengren expressed appreciation to a number of people who made it possible for the Humanities Division to move back into Building 700: Kitchell staff including Scott Colt, Dean Mielke, Kevin Scott and Lester Young; Michael Hiett from Independent Inspection Services; Frank Kitchen and the Maintenance staff; Jim Ennis, Larry Yoder and Technology Services; and Chris Rhoden. Dean Rosengren also indicated that Sally Bailey and she would also like to thank Ray Green and Bruce Dockter from J.W. & Sons with whom they worked closely. Dean Rosengren stated that the move-in occurred one week before the 37<sup>th</sup> anniversary of the day that Building 700 was occupied for the first time at which time she was also there. Dean Rosengren invited Board members to visit Building 700 at any time. A tour of newly-renovated Building 700 will take place immediately preceding the next Board meeting on February 21.

Scott Colt, Kitchell CEM, Program Manager, reported that excellent progress continues on four design projects currently underway and on the three major construction projects. Mr. Colt stated that things are going well and are on schedule. A tour of the Vallejo Center building will be arranged for Vallejo Board members.

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7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Meeting of January 17, 2007
- (b) Donation

Human Resources

- (c) Employment 2006-07; Gratuitous Service; Approval of Job Description; Summer 2007 Four-Day, Ten-Hour Work Schedule; Employment 2007-08 – Request for a Reduced Workload

Administrative and Business Services

- (d) Warrant Listings
- (e) Construction Change Order Approval for W.A. Thomas, Inc. – Bid No. 06-005
- (f) Construction Change Order Approval for J.W. & Sons, Inc. – Bid No. 06-004
- (g) Construction Change Order Approval for Ralph Larsen & Son, Inc. – Bid No. 06-002

Academic Affairs

- (h) 2006-07 Local Agreement Amendment for Child Development Contract CFDP-6066
- (i) 2006-07 Local Agreement Amendment for Child Development Contract CPRE-6411
- (j) 2006-07 Local Agreement Amendment for Child Development Contract CCTR-6444
- (k) 2006-07 Local Agreement for Child Development Contract CCAP-6462
- (l) 2006-07 Local Agreement for Child Development Contract CIMS-6680, Resolution No. 06/07-19

Moved by Trustee Young and seconded by Vice President McCaffrey for approval of the Consent Agenda. The motion passed unanimously.

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

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9. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Human Resources

(a) Administrative Leadership Group Meet and Confer, 2006-07

Pam Keith, Solano Community College Governing Board President, presented this item recommending that the Board approve a cost-of-living adjustment on the salary schedule for all employees in the Administrative Leadership Group in the amount of five and 92/100 percent (5.92%) effective July 1, 2006. The Administrative Leadership Group will continue to join other campus employees in working toward cost containment strategies for the Health and Welfare benefits that the District provides.

Moved by Trustee Ubalde and seconded by Vice President McCaffrey for approval of a cost-of-living adjustment for all employees in the Administrative Leadership Group as outlined above. The motion passed unanimously.

Technology and Learning Resources

(b) Data Center Purchases for Banner

Jay Field, Vice President of Learning Resources and Technology Services, presented this item for the Governing Board's approval. Pursuant to Public Contract Code (PCC) Section 20651, the Governing Board is required to approve purchases above the current limit of \$69,000. Vice President Field explained that there is a budget for Banner for hardware purchases and this amount represents approximately 3/5ths of the reserved budget.

The following purchases for the College data center are required for the Banner implementation and are within the established budget for the project.

Dell (Dell/EMC)	
<b>Load Balancers</b>	\$36,313.30
<b>Servers</b>	\$54,600.35
<b>SAN (Disk Storage)</b>	\$191,036.82
<b>Service/Support</b>	<b>First three years of 4-hour 24x7x365 included in purchase price</b>
<b>Backup</b>	\$6,068.04
<b>E-mail Extender</b>	\$22,140.00
<b>Totals</b>	<b>\$310,158.51</b>

Moved by Trustee Young and seconded by Trustee Honeychurch for approval of the above items to implement Banner. The motion passed unanimously.

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10. INFORMATION ITEMS – NO ACTION REQUIRED

- (a) First Reading of Revisions to Proposed New Policy 1018 on Violation of Board Code of Ethics

Gerald F. Fisher, Interim Superintendent/President, presented revisions to proposed new Policy 1018, Violation of Board Code of Ethics, for a first reading. The revisions to proposed new Policy 1018, Violation of Board Code of Ethics, and new accompanying procedures are recommended to the full Board for consideration by Board Subcommittee Members Stephen Murphy and A. Marie Young as a result of their review of the policy submitted to the Board on December 6, 2007.

Trustee Murphy stated that he would also recommend that the Board review Board Policy 1017. He suggested that if Board Policy 1017 were revisited, it would strengthen the procedures for violation of the Board Code of Ethics.

Trustee Murphy stated that in terms of what the Board can do in terms of punishment, the Education Code does not provide much guidance. He referred to the following sentence in the procedure: “The Board shall then, by majority vote, determine what further action to take, if any. Possible courses of action include, but are not limited to, censure and fine.” Trustee Murphy indicated that at some point in the process, legal counsel should review the policy/procedures with regard to the Board’s authority on violations of the Board Code of Ethics.

After discussion, it was the consensus of the Board that the Board Subcommittee review Board Policy 1017 and 1018, make any revisions, look into whether the Board can fine trustees and bring reworded policies 1017 and 1018 back to the full Board for information.

- (b) First Reading of Revisions to Administration Policies, Series 2000

Gerald F. Fisher, Interim Superintendent/President, presented the Administration Policies, Series 2000, for a first reading. The Administration Policies were reviewed and approved by the Shared Governance Council at its January 24, 2007 meeting. This item will return for approval at the February 21, 2007 Board meeting.

- (c) Accreditation Progress Report Update

Dr. Marjorie Carson, Interim Vice President of Academic Affairs and Accreditation Liaison Officer, presented the draft Accreditation Progress Report for the Governing Board’s information at this time. It was decided at the January 24 Shared Governance Council meeting to take additional time in an effort to produce a more comprehensive Progress Report and include important updates such as the recent change in presidential leadership, progress on Student Learning Outcomes and new goals from the Strategic Plan. The final Progress Report will be submitted to the Shared Governance Council on February 14, to the Governing Board for

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information at the February 21 Board meeting and for action at the March 7 Board meeting. The final Progress Report must be submitted to the Accrediting Commission by March 15, 2007.

Dr. Carson informed the Board that we have 26.6 percent of our gateway classes that have SLOs. Dr. Emily Blair, Professor of English and Academic Senator, has volunteered many hours to work with Dr. Carson on updating the report.

Trustee Young commend the Shared Governance Council and all segments of the campus for the excellent job of responding to the Progress Report and indicated that she was pleased with what she has read thus far.

Interim Superintendent/President Fisher echoed that he feels that everyone is working very well together and that a good Progress Report will come forward that will have 100 percent staff support.

(d) Revised Class Specifications for Switchboard Operator/Receptionist

Richard D. Christensen, Ed.D., Director of Human Resources, presented the revised class specifications for the Switchboard Operator/Receptionist position for the Governing Board's information. He stated that some changes were to have been implemented two years ago in this job description due to a reclassification. The CSEA union is in agreement with the revised job description.

In accordance with Governing Board procedure, the revised class specifications will be presented for Board action at the February 21, 2007 meeting under the Consent Calendar for Human Resources.

(e) Revised Classified Job Description: College Police Sergeant

Richard D. Christensen, Ed.D., Director of Human Resources, presented the revised classified College Police Sergeant job description for the Governing Board's information. The revised job description has been developed with input and concurrence from Operating Engineers/Stationary Engineers, Local 39, to reflect the most recent requirements for the position in terms of Police Officer Standards and Training (P.O.S.T) certification.

In accordance with Governing Board practice, the job description will be presented for Board action at the February 21, 2007 meeting under the Consent Calendar for Human Resources.

(f) Mid-Year Basic Skills Program Spending Plan Report

Marjorie Carson, Ed.D., Interim Vice President of Academic Services, presented the mid-year Basic Skills Program spending plan report for the Governing Board's information. She stated that the allocation totals \$84,042. There are several components of the grant: evaluation; curriculum (includes a bridge program); research and design of a supplemental instructional program; and professional development. In addition, a large portion of the grant goes directly

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into tutoring and peer mentoring. Dr. Carson indicated that the Basic Skills Program correlates with accreditation, the Strategic Plan and the Educational Master Plan.

11. ANNOUNCEMENTS

There were no announcements.

12. ITEMS FROM THE BOARD

Trustee McCaffrey thanked Associate Vice President Shatzer for the Foundation event held on January 25. Trustee McCaffrey also expressed appreciation to everyone who supported and donated to the online auction. He stated that in addition to the food and wine being donated for the event, a \$1,000 donation was given at the event.

Trustee McCaffrey commented that he works with a young lady who went to France with Professor Lorna Marlow-Munoz and her class. Trustee McCaffrey asked Dean Rosengren to inform Professor Marlow-Munoz that the student was very impressed and appreciative of how much she learned under the tutelage of Professor Marlow-Munoz.

Trustee McCaffrey briefly commented on the Community College League of California conference he attended recently in Sacramento and noted that materials from the conference were shared with other Board members who were not able to attend.

Trustee Ubalde announced that he attended the Solano Economic Development Corporation annual luncheon on January 25. He also commended those who worked on the outstanding Foundation event held on January 25.

Trustee Ubalde announced that he attended the Asian Pacific Islander event this week. He commended the outstanding leadership of the students and expressed appreciation for the invitation.

Trustee Ubalde stated that he attended the Ethnic Studies presentation featuring Sgt. Major Jesse Branch as speaker. He noted that Ethnic Studies Coordinator Dr. Sanford Wright was pleased that three trustees attended the presentation--the most he could recall ever attending an Ethnic Studies presentation.

Trustee Ubalde stated that Dean Leslie Rota and he extend an invitation to the Board members to attend the pre-gala opening of Vallejo Community Access Television (VCAT) on Friday, February 9, 2007, from 6 to 9 p.m.

Trustee Young commended the individuals who were responsible for the Foundation appreciation wine-tasting held on January 25 for a job well done.

Trustee Young stated that the CCLC workshop in Sacramento was excellent.

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Trustee Young attended a fund-raising event at Dan Foley Center on February 3, sponsored by the Vallejo High School Parent-Teachers Association, to raise funds for the athletic department.

Trustee Young also attended the Ethnic Studies presentation featuring Jesse Branch and noted that Jesse and she worked together on several committees while she was still teaching at Solano College.

Trustee Murphy reiterated positive comments about the CCLC conference and stated that it helped trustees learn a great deal about the structure within the community college system. Trustee Murphy indicated that an important part of the system is the California Community College Trustee Board; therefore, he would like to nominate Trustee Ubalde to serve on the California Community College Trustees Board. Trustee Ubalde accepted the nomination from Trustee Murphy in support of the Board. It was the consensus of the Board that Trustee Murphy would complete the nomination application papers in support of Trustee Ubalde's nomination and forward them to CCLC.

Trustee Murphy commented that after attending Jesse Branch's Ethnic Studies presentation, he went to the cafeteria where he saw a recruiter and an anti-war protestor. He stated that it was good to see different issues involving society and the military being discussed.

Board President Keith stated that while she is totally in support of Black History Month and Women's History Month, she would be "so glad" when there is no need for either special recognition.

George Thomas III announced that he had transferred from Napa Valley College. He was elected, on the statewide level, as the CalSACC Black Caucus Vice President. When the statewide President had to step down due to health reasons, Mr. Thomas had to step up to take the statewide presidential position. Since CalSACC is defunct, the CalSACC Black Caucus is the only advocacy group left from CalSACC and they are working on whether they will stay CalSACC or maintain the Black Caucus name. In the near future, CalSACC will host the 9<sup>th</sup> annual Black Leadership Conference at Laney College with the theme, "Raising the Roof, the Bar and Glass Ceiling." Mr. Thomas shared a copy of the program with the Board which listed Mr. Thomas from Solano Community College. Should the Board have any questions, they should contact him through the ASSC office.

Trustee Ubalde commented that Congressman Miller called a meeting for Saturday, February 10, for the African American community on education and health issues. Kathy Hoffman of Congressman Miller's office has contacted Trustee Young.

Board President Keith recessed the regular meeting at 8:03 p.m.

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13. CLOSED SESSION

- (a) Conference with Labor Negotiator  
Agency Negotiator: Richard Christensen, Ed.D.  
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers – Local 39
- (b) Conference with Gerald F. Fisher  
Interim Superintendent/President Employment
- (c) Public Employee Discipline/Dismissal/Release

Board President Keith called the Closed Session to order at 8:12 p.m. and adjourned the Closed Session at 8:41 p.m.

14. RECONVENE REGULAR MEETING

Board President Keith reconvened the regular meeting at 8:42 p.m.

15. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Keith reported that the Board discussed the employment of the Interim Superintendent/President and labor negotiations with CTA and no action was taken in Closed Session. Board President Keith also announced that there was no discussion on item 13. (c) Public Employee Discipline/Dismissal/Release.

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:43 p.m.

GFF:pc

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APPROVED

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PAM KEITH  
PRESIDENT

GERALD F. FISHER  
INTERIM SECRETARY