

**RIO GRANDE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**APRIL 19, 2021**

**DAVIS UNIVERSITY CENTER BOARD ROOM  
OR VIA MICROSOFT TEAMS  
5:00 P.M.**

**I. CALL TO ORDER – Mr. Reed, Chair, called the meeting to order at 5:03 pm.**

**II. ROLL CALL**

**Mr. Paul Reed, Chair - present  
Ms. Taylor Rose, Vice Chair - present  
Mr. Andrew Adelman - present  
Mr. Mick Davenport - present  
Mr. Troy Howdyshell – present via Microsoft Teams  
Ms. Mary Lynne Jones - present  
Ms. Sarah Munn - present  
Mr. Christian Scott - present  
Mr. Joshua Smith – present**

Mr. Ryan Smith, President of the University of Rio Grande and Rio Grande Community College was present.

Staff present included: Dr. Richard Sax, Provost; Ms. Rebecca Long, Chief Operating Officer; Mr. Scott Hughes, Chief Information Officer; Dr. David Lawrence, Associate Provost for Institutional Effectiveness; Ms. Cherokee Ruby, RGCC Treasurer; Ms. Meghann Fraley, Director of Student Finances; Ms. Hong Yang, Director of Accounting; Ms. Amanda Ehman, Director of Community Partnerships & Admissions Operations; Ms. Misty Napier, Director of the McArthur Center; Ben Forche, Dean of Student Success; Ms. Elizabeth Bynum, Fiscal Services Specialist.

Other Attendees present: Ms. Kay-Anne Darlington, Faculty Association Chair.

**III. APPROVAL OF THE MARCH 15TH MEETING MINUTES (PP. 4-9)**

Ms. Jones made a motion to approve the March 15<sup>th</sup> meeting minutes. Ms. Rose seconded the motion. Mr. Reed called for a voice vote. The motion passed unanimously.

#### **IV. CHAIRMAN'S UPDATE**

Mr. Reed shared that he and some staff had met with the Meigs County Commissioners recently concerning the Power Grant. He expressed how there has been good feedback and he felt it went very well. President Smith shared how that meeting was part of Ms. Morgan Saunders steps to open the doors of support with the Power Grant and he felt there was great dialogue and cooperation as well.

Mr. Reed inquired of the Jackson Center roadway. President Smith explained how they followed through with offering it to the City of Jackson. The City said they would only take it over if it had been built under specific guidelines. Since we don't know how it was built nothing has transpired yet, we need more information.

Mr. Reed inquired of the plan for the McArthur Center building project. President Smith explained how the potential partners are looking into what will be needed. They are consulting an architect to see what specs will be necessary. President Smith believed this project will be very impactful for Vinton County, he is very excited and believes we are headed in the right direction.

Mr. Reed explained how the May meeting probably won't be necessary, so the next meeting will be in June. At that meeting a new Chair and Vice Chair will be nominated. Ms. Rose is interested in fulfilling the role as Chair. He encouraged anyone from the group that was interested in fulfilling the role of Vice Chair to please let him know.

Mr. Reed opened the floor to the trustees if they had anything they would like to bring up for discussion. No further discussion emerged.

#### **V. APPROVAL OF THE GRADUATES OF THE CLASS OF 2021 (PP. 10-18)**

Ms. Long explained how this approval is done annually and is the most important resolution the trustees approve. She further explained how these students have been verified by the Registrar.

Mr. Reed inquired about why there are certain programs that only have a few students. Dr. Sax explained how they are probably from the programs that were cut, but are being phased out. Rio is obligated to complete those programs. Ms. Long added how some of them could also be due to the individualized degrees that we build to accommodate students.

Mr. Reed inquired of where Rio is with additional programming. Ms. Long explained how the Power Grant will fund some additional programming. She went on to describe how the RUS Grant Equipment Ms. Ruby has mentioned will

be used to increase what we can offer at the Centers. Instructors will be able to teach a class at multiple campus locations at the same time by utilizing the new technology.

Dr. Sax added how Covid has been difficult to plan under, but they are trying to get more face to face classes listed for Summer Semester. He explained how he has received feedback from faculty that the adjunct pay is low and not worth their time. He explained how we may want to move more courses to the Summer Semester if we want more commitment for face to face during the summer.

**Mr. Davenport made a motion to approve the following resolution. Ms. Jones seconded the resolution. Mr. Reed called for a voice vote. The motion passed unanimously.**

**Resolution 4.19.21(1)**

WHEREAS, the Registrar has certified the candidates who have met all the requirements for their respective Associate Degrees as of this time, and

WHEREAS, it is necessary that the Board of Trustees of Rio Grande Community College approve those candidates and authorize those degrees,

THEREFORE, BE IT RESOLVED that the Associate Degree candidates who have met all the requirements of their respective programs, as certified by the office of the Registrar, are hereby approved for awarding the appropriate Associate Degrees.

**VI. RGCC TREASURER UPDATE**

**A. APPROVAL OF TAX BUDGET SUBMISSION (PP. 19-24)**

Ms. Ruby explained how we received the information from the county auditor on what to expect in property tax. Rio has to turn this into the County and include what we expect the prior year and where we expect to end the current year. She pointed to the pages in the agenda packet where revenue was broken down by county. This must be approved every year and we send it to the county auditors. They will send it back once they approve it.

Ms. Rose inquired about whether there is a difference in the revenues expected and the funds received. Ms. Ruby explained how they predict the amounts, but from her experience as an auditor there may be a reduction or a delay with the current conditions of the economy. She said we are currently under what was expected, however she expects more to come in May that would have typically come in April. She further explained that this is an increase compared to last year.

**Mr. Smith made a motion to approve the following resolution. Ms. Rose seconded the resolution. Mr. Reed called for a voice vote. The motion passed unanimously.**

The Annual Budget form for FY 2022 has been prepared to be submitted to the Gallia

County Auditor. A resolution is necessary to approve the tax budget:

**Resolution 4.19.21(2)**

*WHEREAS, Ohio Revised Code 5705 provides that an annual tax budget must be submitted to the county budget commission; and*

*WHEREAS, it is projected that Rio Grande Community College will end FY 21 with an unencumbered cash balance of \$4,220,762 in the general fund, and with no bonds or other debt obligations; and*

*WHEREAS, it is estimated that the college will receive \$14,289,783 in student tuition and fees and state appropriations during FY 22, and will expend \$13,860,925 for basic operations out of the general operating funds during the same year; and*

*WHEREAS, it is estimated that \$1,060,749.83 from district property taxes will be collected during FY 22;*

*THEREFORE, BE IT RESOLVED by the Board of Trustees of the Rio Grande Community College district that the tax budget for the year beginning July 1, 2021 be approved; and*

*BE IT FURTHER RESOLVED, that the Treasurer of this Board be and is hereby directed to certify a copy of this Resolution to the Gallia County Auditor.*

**B. APPROVE FINANCIAL REPORTS (PP. 25-35)**

Ms. Ruby explained how there isn't a large difference in this quarter from the second quarter. She further explained how there are more spring expenses and revenues that will be reflected in the fourth quarter. She described how what was spent on capital will be a wash and won't have an effect on the bottom dollar.

Mr. Reed inquired about the expenditures mentioned in the narrative that will be reimbursed. Ms. Ruby explained how those expenses are referring to the RUS Grant expenses. They were paid for in April, so they won't show on this quarter's financial statements.

Mr. Reed inquired of bad debt expense and if it was getting better. Ms. Ruby expressed how there has been some good news come up in regards to the bad debt. She explained how the Attorney General was closed during the pandemic and then when they opened back up we were closed; therefore, the debt certifications were not submitted. This caused all the delinquent accounts to require being rolled over into bad debt; however, we should be receiving \$50,000 - \$60,000 in CARES funding to cover it since the process was directly affected by the pandemic. The students will benefit and so will Rio.

**Mr. Howdysell made a motion to approve the following resolution. Ms. Munn**

**seconded the resolution. Mr. Reed called for a voice vote. The motion passed unanimously.**

**Resolution 4.19.21(3)**

*WHEREAS, the revenue, expenditure, and cash balances for the period ending March 31, 2021, have been presented, and*

*WHEREAS, the said statements appear to be a reasonable reflection of the current financial operations and position of Rio Grande Community College,*

*THEREFORE, BE IT RESOLVED that the statements for the period ended March 31, 2021, be approved as presented.*

Mr. Reed asked if there was anything to add to the reports that were included in the agenda packet.

Ms. Ruby gave an update on the receivable from the University. She explained how \$400,000 had been received this past week bringing the debt down to just over \$2 million. The Community College payable to the University and the University's payable to the Community College are similar amounts. The goal is to keep a smaller gap on what is owed between the two. There is a plan to have both sides paid to around \$500,000 by year end. This will cause a wash on the financial statements for both entities and the auditors will see the improvement.

Ms. Ruby gave an insurance update from the action matrix. She explained how she had spoken with Mr. Gary Roach from the Wiseman Agency about coming to the next meeting. He explained to her how the policy with the University really needs to stay the same. In the event of a lawsuit it is best to be together with the same company. Mr. Roach further explained how they look at other schools with similar size and they look at it frequently, but it would take a significantly better price to make it worth the change, considering the complexity of the institution and both boards would need to approve it. About every 3 years the prices tend to fluctuate and we should receive prices by the end of May. It is the wish of the Board to have Mr. Roach present in June.

**VII. ERP UPDATE (PP. 36-37)**

Dr. Lawrence expressed how all is going great with the ERP transition and we are on schedule.

**VIII. PRESIDENT'S REPORT (PP. 38-40)**

President Smith added a few highlights from his written report. He explained how they are moving forward with the remote work center in Moulton Hall that was mentioned at previous meetings. He indicated there were 43 rooms in the building and he is trying to get funding from the State to renovate it, so we can offer people remote work spaces. He believes it can work a couple of different ways. One way it

could be useful is for some students to work there during evening hours to get a little money in their pocket. He would like to ultimately create stackable degrees, that connect those students with career paths such as JP Morgan after they graduate. He further explained how employers in Columbus and in our area need employees. He expressed how it's not just about the employers in our area, but it's about all employers. He expressed how ultimately, he would like to see more students get jobs that allow them to stay in Southeast Ohio. His hope is that the broadband issue can be resolved so that people can work from home.

President Smith explained how we want to think about what we should do to make the biggest impact with the next State dollar in. He further explained how we are still finding some efficiencies. He described how Ms. Long is leading a team on State Share of Instruction and he believes there will be a lot of efficiencies gained from this project.

President Smith continued with how there have been more students choosing Rio and transferring back in from other schools. He believes that campus life is starting to come back and there are some students within the 50-mile radius deciding to live on campus, because they want to be part of campus life.

**IX. CHIEF OPERATING OFFICER'S REPORT (PP. 41-42)**

A written report was included in the agenda packet, no further discussion was presented.

**X. PROVOST'S REPORT (PP. 43-46)**

**Ms. Rose made a motion to approve the following course fee adjustments. Mr. Scott seconded the resolution. Mr. Reed called for a voice vote. The motion passed unanimously.**

**A. COURSE FEE ADJUSTMENTS**

**• MFG 28806 - SELECTED TOPICS IN MFG**

- INCREASE COURSE FEE FROM \$500 TO \$800**
- Dr. Sax explained how this change request is due to the cost of supplies increasing, and we don't want to lose money on the course.

**• EDU 28802 – SELECTED TOPICS IN EDUCATION**

- DECREASE COURSE FEE FROM \$256 TO \$0**
- Dr. Sax explained how this course was specifically designed for the Grade 4 – 5 endorsement and nobody knows why there is a fee included. The request is to remove the fee.

**B. RGCC COMPLETION PLAN – ACTION MATRIX FOLLOW UP ITEM (PP. 47-56)**

Dr. Sax explained how the Completion Plan was a follow up item on the Action Matrix and he wanted to give them some updated information. He explained how the transfer module worked. It includes 36 colleges that can access it and Rio has 27 courses included in it. He explained how the public schools are compelled to accept those transfer credits. Rio fits into 5 of the areas. They are adding a sixth area; Diversity Equity Inclusions. There is a new program where you don't have to make sure they fit under the new guidelines, you just have to have these specific outcomes. It can be that one course leads to multiple outcomes. We will look at what courses we have and see if any of them fit. Dr. Sax indicated that this might create new curriculum development.

Dr. Sax explained how he was very excited that all of the ESL coursework is complete and that the 8 courses needed for the Basic ESL Program have been approved for Fall.

**XI. CHIEF INFORMATION OFFICER'S REPORT (PP. 57-58)**

A written report was included in the agenda packet, no further discussion was presented.

**XII. UNIVERSITY OF RIO GRANDE'S FINANCIAL REPORT (PP. 59-62)**

President Smith expressed appreciation for Ms. Fraley and Ms. Ruby for their talents and expressed how well they work together. They look to see how can we be efficient together.

Ms. Fraley proceeded with her presentation on the University's finances. She explained how she has worked in Financial Aid for 11 years and she has been working closely with Ms. Hong Yang who has 20 years of experience in the Business Office. Ms. Fraley expressed how Ms. Yang has been a guiding light pulling them through all of this. She indicated that they have been working together with the President, Ms. Long, and Ms. Ruby to figure out how things flow and operate.

Ms. Fraley continued her presentation by explaining how Covid has caused a lot of ambiguity in their financial statements, because they didn't know what the restrictions on CARES funding would be. They projected the revenues and expenses the best they could. They have gone back to the University Board with an updated budget for approval. She indicated the tuition and revenues were a little over \$77,000 more than projected. She pointed out the variance in the budget service income, explaining how that is the payment from the Community College. There isn't a fixed monthly payment, it has multiple factors with revenues, that Ms. Ruby will share with you later. In the revised budget they included Covid related expenses, they are on their 3<sup>rd</sup> round of CARES funding. When they initially built the

budget, there was a stipulation that required the funds to be spent in the first year. Ms. Fraley continued with how the University budget was showing a deficit, but they did not include CARES funds in the budget. New guidelines allow roll over of the CARES funding forward to the next year. With the addition of CARES funds to offset operational expenses the budget will be in the black. She was excited to see the budget in the black and the progress made. She explained how the payable to the Community College started out at \$1 million dollars, but with the stimulus they were able to pay it down to a half a million dollars. They will be getting some new guidance about the funding and working with their auditors for expenses that will impact the Community College. The funds will be able to help both institutions. Some things will be able to be expensed that we thought would be items we would purchase way down the road. They are trying to use operational budgets to be more efficient. She concluded with how the new tuition rollout is an exciting University initiative, but the institution as a whole will benefit.

President Smith expressed how this puts us in a position to accomplish some projects that we have been chipping away at. Ms. Long added that some of the CARES dollars were able to be used to purchase laptops at the Centers to replace laptops that were at the end of their useful life. This freed up money that would have been taken from capital dollars that can now go into other projects.

#### **JOINT PRESENTATION**

Ms. Fraley and Ms. Ruby shared a joint presentation on how the contract between the University and the Community College functions. They used a PowerPoint presentation to help show how it operates.

Ms. Ruby explained how the auditors have to test 95% of revenues and expenses and they can use the contract with the University to run their whole test. On slide two she explained how those were the actual Fall, Spring, and Summer amounts. They come from multiple sources. SSI comes from the State and we have three internal systems to pull reports to create these. These reports and numbers are calculated and looked at multiple times. Estimates are made at the beginning of the year, then 15th day numbers are used to make adjustments. Ms. Ruby indicated that these numbers are calculated at least 7 times to get the end product. She further explained how 82% of the courses that are taught are taught on main campus or online. Then 96% of all revenue per the contract of all tuition and fees, allocated to main campus, are allotted to the University for their services. Currently, the Jackson Center numbers and the CCP numbers are calculated manually and removed from main revenues. CCP students are not allowed to be charged any fees, so those fees and any tuition charges above what CCP students can be charged have to be written off. Once the calculation goes through, at the end of the semester it has to be look at again to make sure they are the actual numbers outcome. Ms. Yang also pulls reports to be certain that they match. It is the majority of both sides revenues, so they want to get it right.



Ms. Ruby explained how the payment is received on the 3rd week, and showed the 4th slide that showed the payment schedule. There was some uncertainty with what Covid would do to the amounts, so they mimicked the numbers from the prior year. When they realized they were doing much better they increased the amounts. It was in December that the SSI original allocations were reinstated. It was described how the numbers fluctuate, a lot of the revenue comes in the beginning of each semester. When the summer numbers are in they will look at the amounts again. Since the audit last May, the State reduced subsidy by 5-6%, which is significant.

Ms. Ruby expounded on how at Meigs and McArthur the CCP student items that can't be charged are put into write off at the end of the semesters. When the write off is completed revenues are initially included in the Main Campus lines, so she has to manually move the money back to the proper sites.

President Smith asked Ms. Ruby to speak about the ERP. Ms. Ruby explained how it is very difficult to calculate the manual portions. The new ERP will eliminate all of the manual reports. The ERP will make things more efficient and it will no longer take 3 weeks to create the financial statements. She further explained how currently the only thing she can run is a trial balance, so she creates all of the statements from that. Data analysis will be able to be performed and relied upon and there will be more time to actually have a conversation with students, because the everyday processes will be better and will free up so much time. She is ecstatic about the new ERP.

Mr. Reed remarked on how refreshing it is to see the financial individuals working together so well. He asked them to explain to the new trustees why the Community College is unable to withhold payments owed to the University. Ms. Fraley explained how the University has a Federal ID License that allows them to draw down Financial Aid funds for the Community College. They try to budget with those monthly sums with operations, this is why the payable grows and shrinks so much. The University provides the services, the transfers back and forth are the student financial aid amounts. They hope to do that a little bit better.

Ms. Ruby explained how monthly the University pays up front then the Community College gives them back what they paid on behalf of the Community College students. Once received then the Community College pays the University back for whatever happened in that week or month at the same time. They exchange checks at the same time. During the beginning of the semester they do the transfer process weekly, because there is so much and then it becomes a monthly process.

Ms. Fraley explained how the University has to carry the payable to make it all work. Ms. Yang explained how the University collects all the money for the Community College students and awards scholarships and allocates the funds to the Community

College students. Ms. Fraley described how when they first started out they were doing the transfer checks once or twice a semester, but soon realized it needed to be done more frequently to be more efficient. They now do exchanges weekly at the beginning of the semester. The University sends a bill to Federal Financial Aid, then they are supposed to send the funds to the Community College. This is where the payable comes from. She described how instead of sending one lump sum up front, maybe it should be set up on a payment plan.

Ms. Fraley expressed how the open communication between the two entities has been very appreciated and looking at things together to see how we can benefit together. The Community College had a bad debt issue and the University had stimulus dollars, so they looked at it from the perspective of how can we work together to make things better. She feels like this is a new era.

Ms. Ruby explained how there are other smaller payments that are made between the institutions, but nothing in comparison to the size of the contract payment. It is a much larger amount, and both sides are working through it all together to calculate it. It's better for both entities.

Ms. Rose asked for it to be explained for the newer trustees the difference between online courses, courses taught at the Centers, and courses taught on Main Campus to explain why a difference exists. Ms. Ruby described how the Centers are owned by the Community College, so we pay for the faculty to go to the Centers to teach. The Community College pays the University 96% of the SSI income from the total number of FTE (Full Time Equivalent) attending courses on Main Campus and online. The number of FTE's fluctuates annually, based on the enrollment numbers and is currently 82%, which means we pay the University 96% of the 82% revenues derived from main campus and online courses including auxiliary and property tax. The Community College keeps the revenues and the expenses of the Centers. There are times that classes are under enrolled, but if the course is needed then we keep it and pay the University for it. The Community College also pays the travel expense between the two campus, the utilities at the Centers, and printing costs. On Main Campus the University pays for the printing, utilities, etc. The Community College doesn't pay payroll or utilities directly on Main Campus, those come from subsidy from the State. There is an agreement where the University pays the Community College \$200 per credit hour for the University students attending classes at the Centers, typically if West Virginia students go to the Meigs Center. This doesn't happen frequently.

Ms. Munn inquired of what percentage of the Centers are CCP students. Ms. Ruby indicated a large portion are CCP students, especially the McArthur Center where only about 23 students are not CCP. We hope to see an increase of traditional and post traditional students at McArthur and the new facility will help with that. The Meigs Center also has a large CCP population, because it has the Meigs High School

located right next to them. Parents are more comfortable with their child attending the Meigs Center due to the proximity to the high school.

Ms. Munn asked who sets the price. Ms. Ruby explained how the State sets the cost by giving a floor and a ceiling of cost. If your tuition cost is over the ceiling you can only charge the ceiling. It is \$41.64 per credit hour if they are taking courses at their high school. Then \$136 per credit hour for the Jackson and Vinton High School Students. Their cost is a little lower, due to the MOU's we have with those high schools to use their science labs. Other schools are \$151 per credit hour. Ms. Ruby indicated that we are not allowed to charge fees unless the cost is charged to every single student, so we can charge \$20 per credit hour for the institutional fee.

Dr. Sax explained how private institutions like Marietta are probably losing too much money. Ms. Ruby explained how Ohio University was having trouble, because their fees were so much in the aviation program. She further explained how we see a loss if they are taking online courses, because we have a \$70 online fee per credit hour that we can't charge. She believes the majority of the increase in the fees written off is the internet fee more than anything else, because most course fees are for supplies and lab costs that are not cheap.

President Smith added that when enrollment went down it was thought to have been due to cannibalizing Main Campus enrollment. He doesn't believe that is the case, especially when you have to drive sometimes over an hour to reach another location. As enrollment grows the whole idea of cannibalizing as a threat goes away and instead the idea of we are in this together becomes apparent.

Mr. Reed expressed that it was a good report and very refreshing. Mr. Adelman agreed, noting the cooperation between the University and the Community College.

### **XIII. PUBLIC RECORDS POLICY (PP. 63-66)**

Ms. Ruby expounded on how the Sunshine Laws require us to hang posters about public records requests and to also have a policy in place on our website. The policy included in the agenda is a model from the Sunshine Laws. Ms. Ruby welcomed any feedback or changes, but explained how it must be in place by June 30<sup>th</sup>. Ms. Ruby explained how currently she has started a list back in October of the requests, who requested, what they requested, and when. We will advertise that they are available by adding it to the website as well as posters hung in Florence Evans Hall and the Rhodes Student Center. That way students and visitors can ask. There is a \$.10 charge per printed page, but most of the time it can be sent in email form at no cost.

Ms. Ruby explained how there is currently one pending request for the ERP's statement of work, due to concern there could be trade information. The attorneys are looking it over.

Ms. Long added how we don't get a lot of requests, sometimes they are interesting. If the record pertains to public business it's a public record even if the employee handling it isn't a public record employee.

Ms. Rose clarified whether 10 days was a sufficient amount of time to respond. Ms. Ruby explained how as long as she responds within 10 days with a reply it will be enough. She can reply with how it is in review, the time it takes to fill the request must be reasonable.

**Ms. Jones made a motion to approve the Public Records Policy. Mr. Davenport seconded the motion. Mr. Reed called for a voice vote. The motion passed unanimously.**

**XIV. CREDIT CARDS HOLDERS & LIMITS (PP. 67-68)**

House Bill 312 requires a list of active credit cards to be presented quarterly to the political subdivision's legislative authority.

- **A list of all credit cards was included in the agenda for review.**
- **There were no changes or updates to report.**

**XV. OLD BUSINESS**

**A. ACTION MATRIX (PP. 69-70)**

- Ms. Long went over the action matrix. She explained how on the SSLI item there is a meeting scheduled with the State the last week in April. She will follow up with an in depth look at the Rio task force in the next couple of months and will report back with a clear understanding of the data.

**XVI. OTHER BUSINESS**

**A. COMMENCEMENT – SATURDAY, MAY 8<sup>TH</sup>**

- Ms. Long invited the trustees to commencement. She explained how there will be two ceremonies. If it rains the ceremony will be moved inside and no guests will be permitted due to space restrictions with Covid.

**B. Davis Tree Dedication – May 21<sup>st</sup> at 4pm.**

- President Smith invited the trustees to join him in a tree dedication for Evan Davis. He expressed how much the Davis family has done for Rio and the impact they have had.

**XVII. EXECUTIVE SESSION**

A motion was made at 6:32pm. by Mr. Adelman to enter into executive session to discuss employee compensation. The motion was seconded by Ms. Jones. Ms. Long and Ms. Ruby were invited to join the trustees in executive session.

**Executive Session Roll Call Vote:**

Mr. Adelman	Yes
Mr. Davenport	Yes
Mr. Howdyshell	Yes
Ms. Jones	Yes
Ms. Munn	Yes
Mr. Reed	Yes
Ms. Rose	Yes
Mr. Scott	Yes
Mr. Smith	Yes

**APPROVED**

Executive Session ended at 7:04pm.

**No action was taken as a result of the executive session.**

**XVIII. ADJOURNMENT**

There being no further business to discuss, Mr. Davenport made a motion and Ms. Jones seconded the motion to adjourn at 7:04p.m. Mr. Reed called for a voice vote. The motion passed unanimously.



Mr. Paul Reed, Chair



Ms. Cherokee Ruby, Treasurer