

MINUTES

HIGHER EDUCATION POLICY COMMISSION

December 7, 2012

1. Call to Order

Chairman David Hendrickson convened a meeting of the Higher Education Policy Commission at 10:00 AM in the Building 740 Auditorium at the West Virginia Regional Technology Park in South Charleston, West Virginia. The following Commission members were present: Jenny Allen, Bruce Berry, Kathy Eddy, John Estep, Kay Goodwin, David Hendrickson, John Leon, and David Tyson. Absent: Bob Brown and Charles "Chuck" Heinlein. Also in attendance were institutional presidents, higher education staff, and others.

At the request of Chairman Hendrickson, Ashley Schumaker conducted a roll call of the Commission and the institutions.

Following the roll call, Ms. Schumaker reported that, based on the November 29, 2012 work session, it was the consensus of the Commission to develop two consent agendas. Ms. Schumaker reported on the first consent agenda for the Cost and Affordability section (Items C, D, F, G, H, I) and Additional Board Action and Comment section (Item A) as follows:

Dr. Berry moved approval of the following resolutions:

1. Approval of Fiscal Year 2014 Capital Project Priorities

Resolved, That the West Virginia Higher Education Policy Commission approves the prioritized capital project list in Table 1 for Fiscal Year 2014 and directs the staff to report the capital project priorities to the Legislative Oversight Commission on Education Accountability in January as required by state law.

2. Approval of Housing Master Plan at Fairmont State University

Resolved, That the West Virginia Higher Education Policy Commission approves the Fairmont State University Housing Master Plan.

3. Approval of Student Center Project at West Virginia School of Osteopathic Medicine

Resolved, That the West Virginia Higher Education Policy Commission approves West Virginia School of Osteopathic Medicine's Student Center Project and schematic design with a proposed project budget of

approximately \$25 million to be funded from reserves on-hand at the institution.

4. Approval to Proceed with New Housing Project at West Virginia State University

Resolved, That the West Virginia Higher Education Policy Commission authorizes West Virginia State University to proceed with the New Student Housing Project and directs Commission staff to work with the University and Attorney General's Office to move the project forward pursuant to state law and the Commission's policies.

5. Approval and Authorization of the Issuance of Revenue Bonds for the Acquisition of Real Property to Develop Academic Buildings at West Virginia University

Resolved, That the West Virginia Higher Education Policy Commission approves and authorizes the issuance of revenue bonds by the West Virginia University Board of Governors in an aggregate principal amount not to exceed \$5,250,000 for the acquisition of approximately twenty-five acres in Morgantown for the purpose of developing academic buildings and related infrastructure, pursuant to the Resolution prepared by bond counsel. Approval of the Resolution and acquisition of the property is subject to thirty days advance notice to the Joint Committee on Government and Finance and authorization by the Governor to sell the bonds pursuant to West Virginia Code §5-1-28.

Further Resolved, That the West Virginia Higher Education Policy Commission approves an amendment to West Virginia University's Campus Development Plan to incorporate acquisition of approximately twenty-five acres of property in Morgantown across University Avenue from the Business and Economics Building and continuing up the valley to West Virginia University's farm on the Mileground.

6. Approval and Authorization of the Issuance of Revenue Bonds for the Acquisition of Real Property to Develop Student Housing and Related Amenities at West Virginia University

Resolved, That the West Virginia Higher Education Policy Commission approves and authorizes the issuance of revenue bonds by the West Virginia University Board of Governors in an aggregate principal amount not to exceed \$15 million for the acquisition of approximately five acres in Morgantown, West Virginia, from Paradigm Development Group, LLC, and RCL Holding, LLC, pursuant to the Resolution prepared by bond counsel. Approval of the Resolution and acquisition of the property is subject to thirty days advance notice to the Joint Committee on Government and Finance

and authorization by the Governor to sell the bonds pursuant to West Virginia Code §5-1-28.

Further Resolved, That the West Virginia Higher Education Policy Commission approves an amendment to West Virginia University's Campus Development Plan to incorporate acquisition of approximately five acres of property bordered by University Avenue, 3rd Street, Grant Avenue and Houston Drive, in the city of Morgantown, West Virginia.

7. Approval of Revised Refunding Bond Resolution for West Virginia University

Resolved, That the West Virginia Higher Education Policy Commission approves and authorizes issuance of revenue refunding bonds to advance refund all or a portion of the outstanding West Virginia University Board of Governors University Revenue Improvement Bonds 2004 Series C in an aggregate principal amount not to exceed \$150 million; authorizes issuance of revenue refunding bonds to advance refund all or a portion of the outstanding West Virginia University Board of Governors University Revenue Improvement Bonds 2004 Series B in an aggregate principal amount not to exceed \$55 million; and the issuance of 2012 Series Revenue Bonds in an aggregate principle amount not to exceed \$30 million to fund new capital improvements, pursuant to the approving and authorizing resolution prepared by bond counsel.

Mr. Tyson seconded the motion. Motion passed with Secretary Goodwin voting no.

Ms. Schumaker reported on the second consent agenda for the Learning and Accountability section (Items D and E) as follows:

Ms. Eddy moved approval of the following resolutions:

1. Approval of International Master of Business Administration at West Liberty University

Resolved, That the West Virginia Higher Education Policy Commission approves the International Master of Business Administration to be implemented at West Liberty University, effective January 2013. This approval expires in January 2015 if the program is not fully implemented at that time.

2. Approval of Revisions to Series 23, Standards and Procedures for Undergraduate Admission at Four-Year Colleges and Universities

Resolved, That the West Virginia Higher Education Policy Commission approves the revisions to Series 23, Standards and Procedures for

Undergraduate Admission at Four-Year Colleges and Universities, as a procedural rule to be filed with the Secretary of State for a thirty-day public comment period.

Further Resolved, That the rule is approved for final filing at the conclusion of the comment period if no substantive comments are received.

Ms. Allen seconded the motion. Motion passed.

2. Approval of Minutes

Dr. Berry moved approval of the minutes of the meetings held on August 2, 2012, August 10, 2012, and November 9, 2012 as provided in the agenda materials. Mr. Tyson seconded the motion. Motion passed.

3. Special Recognition

Chancellor Hill presented a framed copy of the Fall 2012 edition of *The Neuron* to Dr. Jeremy Dawson. Dr. Dawson, a native and life-long resident of West Virginia, is a Research Assistant Professor in the Lane Department of Computer Science and Electrical Engineering at West Virginia University. He is conducting research for the U.S. Department of Justice and the Center for Identification Technology, which will have far-reaching benefits to national security and public health.

Chairman Hendrickson recognized Kendyl Ryan, who was selected as the national winner of the GEAR UP program's Youth of the Year Award. As part of the award, Ms. Ryan and her family attended the National GEAR UP Conference, which was held in Washington, D.C. in July. She was recognized before thousands of GEAR UP professionals across the nation and awarded a \$1,000 scholarship with Commissioner Allen in attendance. While in Washington, DC, Ms. Ryan had an opportunity to meet Senator Rockefeller and Congressman Rahall.

Chairman Hendrickson noted that Ms. Ryan, a student at Scott High School, has been with the West Virginia GEAR UP Program since 2008, when she was just a seventh grade student. During this time, she has been at the forefront of GEAR UP projects and initiatives within her school and community.

Chairman Hendrickson also introduced Ms. Ryan's grandmother, high school counselor/GEAR UP site coordinator, Amy Cabell, and Elizabeth Manuel.

4. Chairman's Report

Chairman Hendrickson provided an overview of the Commission's accomplishments during 2012. He also discussed the importance of student health care and the issuance of a request for proposals to increase the availability of quality health care for students across West Virginia's public four-year colleges and

universities.

5. Chancellor's Report

Chancellor Paul Hill provided an overview of recent activities and initiatives. He discussed the work of the Select Committee on Outcomes-Based Funding Models in Higher Education. He also introduced and welcomed Mark Toor, the Commission's new Vice Chancellor for Human Resources, and discussed the launch of the 2013-18 Master Plan, *Leading the Way: Access. Success. Impact.*, which will build upon the progress made in the 2007-12 Master Plan, *Charting the Future*.

In closing, Chancellor Hill noted that the 2013 legislative session will begin in February and will conclude in April, with Higher Education Day at the Legislature on Thursday, March 21, 2013. As part of the annual event, Chancellor Hill announced he will deliver a State of the System address on Wednesday, March 20, 2013.

6. Council of Presidents' Report

Mr. Robin Capehart, President of West Liberty University and Chair of the Council of Presidents, presented a report discussing support of an outcomes-based funding model for higher education. President Capehart indicated general support of an outcomes-based funding model, but noted some concerns with the proposed model.

7. Annual Reports from Constituent Groups

A. Advisory Council of Classified Employees

Ms. Amy Pitzer, Chair of the Advisory Council of Classified Employees (ACCE), introduced the members of the Council who were present. Ms. Pitzer provided an overview of concerns related to the implementation of Senate Bill 330. Ms. Pitzer requested increased communication and collaboration with the Commission to ensure full implementation of Senate Bill 330. Chairman Hendrickson indicated a willingness to meet further with members of ACCE to discuss such concerns.

B. Advisory Council of Faculty

Dr. Sylvia Shurbutt, Chair of the Advisory Council of Faculty (ACF), reviewed the faculty's commitment to students, institutions, and local communities. As part of her presentation, Dr. Shurbutt discussed the Southern Regional Education Board's (SREB) "No Time to Waste" initiative, which outlines policy recommendations for increasing college completion. She indicated that faculty have reviewed and revised general studies courses at six institutions and have

conducted a review and revision of majors at four institutions, while a review and revision of curriculum is in progress at 23 institutions statewide. Dr. Shurbutt noted that faculty rank 15 of 16 among the SREB states in regards to faculty salaries and noted that institutions have raised tuition, but have not increased faculty salaries.

C. Advisory Council of Students

Mr. Adam Fridley, Advisory Council of Students (ACS) Chair and student at Marshall University, introduced members of the Council who were present and provided an overview of student concerns and focus for the coming year. As part of the presentation, Mr. Fridley discussed the proposed budget cuts and requested no change to the PROMISE Scholarship Program. Mr. Fridley also noted the importance of the federal Pell Grant. He indicated that the ACS is focused on student retention and advocates peer mentoring for students and suggested the creation of strategies to retain graduates in West Virginia. Mr. Fridley also reviewed issues facing student commuters, including the availability and affordability of parking.

8. Senate Bill 330 Implementation

A. Senate Bill 330 Progress Report

Mr. Rob Anderson, Executive Vice Chancellor for Administration, provided an update regarding the progress toward fulfilling the requirements of Senate Bill 330, comprehensive human resources legislation passed during the 2011 regular legislative session. Mr. Anderson noted that, during the 2012 regular legislative session, proposed legislation pursued the adjustments of timelines specified in the original (2011) legislation. Mr. Anderson indicated that staff has made progress in the selection of consultants and the organization of constituent review committees, as required by the legislation. He reviewed a list of human resources accomplishments as of July 1, 2012, which included work by ModernThink and Fox Lawson and Associates; the hiring of Mr. Toor as the Vice Chancellor for Human Resources; and the creation of the Jobs Classification Committee and the Compensation Planning and Review Committee. Mr. Anderson also discussed the creation of a Best Practices Manual for Human Resources; the two-day Chief Human Resources Officers (CHRO) meeting held in October; and the distribution of a survey regarding recent salary increases at all institutions.

B. Approval of Series 53, Human Resources Administration

Mr. Anderson noted that Senate Bill 330 requires the Commission to promulgate an emergency rule to implement a policy to establish an employee classification and compensation system. An Emergency Rule

Writing Committee, comprised of CHROs and ACCE representatives, developed a proposed emergency rule.

Mr. Anderson summarized the proposed rule, which establishes a statewide, integrated, and self-regulating human resources structure; implements human resources best practices; develops a classification and compensation system to promote fairness, accountability, creditability, transparency, and a systematic approach to progress; establishes the Job Classification Committee and Compensation, Planning and Review Committee; anticipates a classified employee market salary structure and minimum salary schedule; and establishes institutional human resources accountability measures.

Dr. Berry inquired if CHROs should attend Commission meetings. Mr. Anderson indicated that they will be encouraged to attend future meetings.

Dr. Berry moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the proposed Series 53, Human Resources Administration, as an emergency rule with the authorization for staff to make technical changes for filing with the Secretary of State and submission to the Legislative Oversight Commission on Education Accountability for approval.

Further Resolved, That the West Virginia Higher Education Policy Commission approves the proposed Series 53, Human Resources Administration, as a legislative rule with the authorization for staff to make technical changes for submission to the Secretary of State for a thirty-day public comment period.

Further Resolved, That staff is instructed to forward the legislative rule to the Legislative Oversight Commission on Education Accountability for approval and further legislative action if no comments are received at the conclusion of the comment period.

Ms. Allen seconded the motion. Motion passed.

C. Final Report on Institutional Human Resources Reviews

Mr. Anderson introduced Eileen Edmunds of ModernThink, who reviewed a presentation, "System Level Executive Summary, Findings, Recommendations, and Best Practices." She noted that ModernThink gathered information through an online survey of human resources departments; in-person interviews; and by reviewing statements, handbooks, policies, and forms supporting current human resources practices in order to assess compliance with state and federal laws.

9. Access

A. Report on Fall 2012 Enrollment

Dr. Sarah Tucker, Director of Planning and Research, reviewed Fall 2012 enrollment figures for headcount and full-time equivalent (FTE) for the state's four-year public colleges and universities. Dr. Tucker noted that the Western Interstate Commission for Higher Education predicts declining enrollment for the next six years. She commented that The Chronicle for Higher Education reported that the enrollment surge, as a result of the recession, is beginning to decrease as students re-enter the workforce. Dr. Tucker noted that over the last five years, eight institutions have realized gains in total headcount enrollment, while four have experienced decreases.

B. Report on West Virginia GEAR UP Grant Program External Evaluation

Dr. Adam Green, Senior Director for Student Success and P-20 Initiatives, introduced Georgia Hughes-Webb from Edvantia, Inc., who provided an update regarding the West Virginia Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Program, a six-year federal grant that serves students, parents, and educators in 10 counties and 14 high schools.

Dr. Leon inquired about the potential high cost of college tours provided to GEAR UP students. Ms. Hughes-Webb of Edvantia, Inc., noted that the college tours are paid for through GEAR UP, as required by the federally approved project work plan.

10. Cost and Affordability

A. Report on Financial Aid Feedback Survey

Mr. Brian Weingart, Senior Director of Financial Aid, reviewed the results of the Financial Aid Feedback Survey, which was created by staff and distributed to all state financial aid applicants and recipients with valid e-mail addresses. Students were asked to rate their experiences with the institutional, state, and federal financial aid application processes. Mr. Weingart noted that 2,646 students responded and more than half of those students attended a public four-year institution (1,413) and rated the state application process an average of 8.3 out of a possible 10. Mr. Weingart stated that staff plan to administer a similar survey in the future on an annual basis.

B. Report on Institutional Bookstores and Textbooks

Mr. Patrick Crane, Director of Policy and Strategic Initiatives, noted that the Statewide Task Force on Textbook Affordability issued a report in July 2009, addressing a number of institutional initiatives aimed at increasing student access to high quality and affordable textbooks and course materials. In response to this 2009 report, the Commission promulgated Series 51, Bookstores and Textbooks, directing institutions to adopt their own rules governing the selection of textbooks and course materials and setting specific requirements to be included in those rules. Mr. Crane provided an overview of the second year of institutional reporting.

C. Approval of Fiscal Year 2014 Capital Project Priorities

This item was approved as part of the consent agenda.

D. Approval of Housing Master Plan at Fairmont State University

This item was approved as part of the consent agenda.

E. Approval of Guaranteed Energy Savings Performance Contract at Glenville State College

Mr. Richard Donovan, Senior Director of Facilities, reviewed Glenville State College's request regarding a performance-based contract for various energy conservation measures. Mr. Donovan noted that the purpose of the contract would be to significantly reduce energy operating costs in campus buildings. Mr. Donovan indicated that Commission and institutional staff have been working with the Attorney General's Office to ensure full compliance with applicable laws, rules, and policies.

Mr. Tyson moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the request of Glenville State College to enter into a performance-based contract with Energy Systems Group for energy conservation measures for the purpose of reducing energy operating costs.

Further Resolved, That the West Virginia Higher Education Policy Commission authorizes the Chancellor to grant final approval for a lease-purchase agreement not to exceed \$3.1 million in aggregate principal amount to finance a portion of the energy saving and for non-energy savings measures over fifteen years at an interest rate not to exceed 3.4 percent once the agreement and supporting documentation have been "approved as to form" by the Attorney General's Office.

Dr. Leon seconded the motion. Motion passed.

F. Approval of Student Center Project at West Virginia School of Osteopathic Medicine

This item was approved as part of the consent agenda.

G. Approval to Proceed with New Housing Project at West Virginia State University

This item was approved as part of the consent agenda.

H. Approval and Authorization of the Issuance of Revenue Bonds for the Acquisition of Real Property to Develop Academic Buildings at West Virginia University

This item was approved as part of the consent agenda.

I. Approval and Authorization of the Issuance of Revenue Bonds for the Acquisition of Real Property to Develop Student Housing and Related Amenities at West Virginia University

This item was approved as part of the consent agenda.

11. Learning and Accountability

A. Report on Institutional Program Review

Dr. Mark Stotler, Director of Academic Programming, provided a report on institutional program review, as required by West Virginia Code §18B-1B-4 and §18B-2A-4 and the Commission's Series 10, Policy Regarding Program Review. Dr. Stotler noted a total of 105 programs were reviewed system-wide and 19 programs were identified for corrective action or submission of a follow-up report. During the course of the review, six programs were recommended for discontinuation unless essential conditions were met. The remaining programs were recommended to be continued at the current level without specific actions.

B. Approval of Stipulation for Newly Approved Academic Programs

Dr. Kathy Butler, Vice Chancellor for Academic Affairs, explained that currently no limitation exists on the amount of time that can pass between the date of the Commission's approval of a new program and when the higher education institution implements that program. She indicated that significant delay between the approval and implementation of a program may result in changes to the conditions that existed at the time of the approval, including

program duplication, availability of qualified program faculty, appropriate financial resources, and regional accreditation approval. Dr. Butler recommended that a time limit be established for the implementation of new programs.

Dr. Berry moved approval of the following resolution:

Resolved, That, the West Virginia Higher Education Policy Commission approves the implementation of any newly approved academic program must commence within two calendar years after Commission approval or the program must be resubmitted for review and approval.

Mr. Tyson seconded the motion. Motion passed.

C. Approval of Master of Architecture at Fairmont State

Dr. Butler presented a proposal from Fairmont State University to implement a Master of Architecture program. The program is designed to provide opportunities for improved research and applications in sustainable and green design principles and will complement and complete studies begun in the four-year undergraduate program. Dr. Butler noted the program will be subject to a post-audit review conducted by the Commission during the 2016-17 academic year.

Mr. Tyson moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the Master of Architecture to be implemented at Fairmont State University, effective August 2013. This approval expires in January 2015 if the program is not fully implemented at that time.

Dr. Berry seconded the motion. Motion passed.

D. Approval of International Master of Business Administration at West Liberty University

This item was approved as part of the consent agenda.

E. Approval of Revisions to Series 23, Standards and Procedures for Undergraduate Admission at Four-Year Colleges and Universities

This item was approved as part of the consent agenda.

F. Report on Smarter Balanced Assessment Consortium

Dr. Butler reviewed the Smarter Balanced Assessment Consortium (SBAC), which is one of two multi-state consortia awarded funding from the U.S.

Department of Education to develop an assessment system aligned to the Common Core State Standards (CCSS) in English language arts/literacy and mathematics. Dr. Butler noted that nearly 100 teachers statewide have customized these standards to benefit West Virginia students. She indicated that the Commission had formed a statewide Smarter Balanced Higher Education Advisory Council, comprised of higher education faculty and administrators from several of the two- and four-year institutions, which created a statewide plan for adopting the Smarter Balanced assessment as an indicator of college readiness and creating a statewide definition of college readiness.

G. Approval of 2013-18 Master Plan: Access. Success. Impact.

Dr. Angela Bell, Vice Chancellor for Policy and Planning, provided an overview of the *2013-18 Master Plan: Access. Success. Impact*. Dr. Bell highlighted the collaborative work between Commission and institutional staff in establishing statewide metrics for the five-year master planning cycle. Dr. Bell noted the proposed master plan renews the broad public agenda of *Charting the Future*; brings strategic priorities to the fore; sets central role for higher education in improving the economic, civic, and social future of the state; articulates how the Commission will work toward system goals; and provides recommendations for how institutions can contribute, recognizing their unique missions.

Dr. Berry moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the 2013-18 Master Plan: Access. Success. Impact. for a thirty-day public comment period.

Further Resolved, That the Master Plan is approved at the conclusion of the comment period if no substantive comments are received.

Ms. Eddy seconded the motion. Motion passed.

H. Approval of Final Report of the Revitalization Committee at West Virginia University Institute of Technology

Mr. Crane provided an overview of the West Virginia University Institute of Technology Revitalization Committee. Mr. Crane reviewed the actions of the Committee since its creation in early 2012 and presented the Committee's Final Report. Mr. Crane indicated that, as part of the Final Report, the Commission will make a one-time request of \$7.8 million for facility improvements.

Mr. Tyson moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the Final Report of the West Virginia University Institute of Technology Revitalization Committee.

Further Resolved, That the Final Report of the West Virginia University Institute of Technology Revitalization Committee shall be forwarded to the West Virginia University Board of Governors and the West Virginia University Institute of Technology Board of Visitors.

Further Resolved, That the Final Report of the West Virginia University Institute of Technology Revitalization Committee shall be forwarded to the Legislative Oversight Commission on Education Accountability for review and further legislative action.

Dr. Berry seconded the motion. Motion passed with Ms. Allen and Secretary Goodwin voting no.

12. Economic Growth/Innovation

A. Approval of 2012 Research Trust Fund Annual Report

Dr. Jan Taylor, Director of Research Programs, presented the Research Trust Fund Annual Report. Dr. Taylor noted that the report provides up-to-date figures on the state's account; monies drawn down by Marshall University and West Virginia University; gifts received; endowments established; and reports from the two universities. Dr. Taylor highlighted information on the Fund's interest account, which supports competitive research opportunities for the state's public four-year institutions.

Mr. Tyson moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission approves the 2012 Research Trust Fund Annual Report and recommends submission to the Governor and the Legislature.

Ms. Allen seconded the motion. Motion passed.

B. Update on West Virginia Regional Technology Park

Chancellor Hill provided an update regarding the West Virginia Regional Technology Park and discussed the on-going operations; the renovation of current facilities; the construction of new facilities; and future planning efforts by staff and the Corporation's Board of Directors. Chancellor Hill also reported on the completion of an audit and indicated that a tobacco-free policy will be implemented at the Technology Park in the coming months.

Secretary Goodwin inquired if all tenants are keeping up with their obligations. Chancellor Hill indicated that some are not.

13. Additional Board Action and Comment

A. Approval of Revised Refunding Bond Resolution for West Virginia University

This item was approved as part of the consent agenda.

B. Status Report on and Funding of P-20 Longitudinal Data System

Dr. Bell provided an overview of the P-20 Longitudinal Data System. She noted the data system is vital for both K-12 and higher education and work is on-going with initial reports slated for completion in early 2013.

Dr. Berry moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission directs WVNET to provide funding for personnel services needed to fully operate and maintain the P-20 Longitudinal Data System.

Mr. Tyson seconded the motion. Motion passed.

C. Approval of Fiscal Year 2014 Budget Recommendation

Chancellor Hill provided an overview of the annual budget process and reported on a recent meeting with officials from the State Budget Office regarding the Fiscal Year 2014 budget request for the Commission, the state's four-year colleges and universities, and various higher education programs including state-level financial aid. Chancellor Hill reported that he requested an exemption of the state's financial aid programs from any proposed budget cuts due to the deadlines associated with the financial aid application process.

Mr. Tyson moved approval of the following resolution:

Resolved, That the West Virginia Higher Education Policy Commission supports the Chancellor's proposal to protect the state's financial aid programs from the proposed budget reduction and, as a result, supports an increase in the proposed reduction to other higher education programs in order to comply with the Governor's directive to reduce the overall budget by 7.5 percent.

Ms. Eddy seconded the motion. Motion passed.

14. Adjournment

The meeting was adjourned.

David K. Hendrickson

Chairman

Kathy Eddy

Secretary