

**BARTON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Tuesday, September 19, 2006 – 4:00 p.m.  
Room U-219 (upper level of the Student Union)

1. **Call to Order and Pledge of Allegiance**  
The Chairman will call the meeting to order.
2. **Introduction of Guests and New Employees**  
The President will provide introductions.
3. **Public Comment**  
The Chairman will invite public comments.
4. **Consent Agenda**  
Routine items are presented for action in one motion. Any Trustee may remove an item from the consent agenda for individual discussion and action. It is recommended that the Board approve the consent agenda as presented.
  - Minutes of the budget hearing/regular meeting of the Board of Trustees, held on August 8, 2006:

**Budget Hearing/Regular Meeting of the Board of Trustees  
Barton County Community College  
August 8, 2006**

**ATTENDANCE**

Trustees Present: Robert Feldt, Mike Johnson, Don Learned, Dr. Paul Maneth, Judy Murphy and J.B. Webster

Trustees Absent: None

Other Attendees: Dale Hogg of the Great Bend Tribune, Michael Dawes, Ron Vratil, Dick Wade, Jim Vance, Randall C. Henry, Caicey Crutcher, LaVonne Gerritzen, Darnell Holopirek, Jane Howard, Kurt Kohler, John Moshier, President Carl Heilman and Marilyn Beary

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chairman Feldt called the meeting of the Board of Trustees of Barton County Community College to order at 4:00 p.m., August 8, 2006 in room U-219 of the Student Union. He then led in the Pledge of Allegiance.

**BUDGET HEARING**

The Chairman presented the proposed budget for 2006-2007 as published, inquired as to whether there were any questions or comments, and announced that the budget hearing would remain open until 4:30 p.m. in order to allow any latecomers the opportunity to address this issue. No requests for comments were offered at this time.

**INTRODUCTION OF GUESTS AND NEW EMPLOYEES**

LaVonne Gerritzen introduced Pamela Tweedy - Clinical Coordinator of Emergency Services Education.

Kurt Kohler introduced Oliver Twelvetrees - Head Men's Soccer Coach, Robert Marney - Assistant Track & Cross Country Coach, Tim Perry - Assistant Men's Basketball Coach, Bob Casper - Women's Soccer Coach and Chance Lindley - Assistant Women's Basketball Coach.

### **PUBLIC COMMENT**

Chairman Feldt asked if there were any public comments; there were none.

### **EXECUTIVE REPORTS**

Dr. Heilman presented executive limitations reports relative to general executive constraint and financial condition.

### **MONITORING REPORTS**

Dr. Heilman presented ENDS monitoring reports.

### **CONSENT AGENDA**

The following were included in the consent agenda for consideration:

- Minutes of the regular meeting of the Board of Trustees, held on July 18, 2006
- Minutes of the special meeting of the Board of Trustees, held on August 2, 2006
- Minutes of the special meeting of the Board of Trustees, held on August 4, 2006
- Personnel

*Trustee Webster moved that the consent agenda be approved as presented. The motion was seconded by Trustee Learned. Following discussion, the motion carried 6-0.*

### **ACTION ITEMS**

**Filling of Board Vacancy** – Chairman Feldt advised that the Board had received completed application packets from Dr. Edward Jones, John Moshier and James C. Vance. John Moshier and Jim Vance were present; however, Dr. Jones was unable to attend the meeting. The applicants were given the opportunity to dialog with the Trustees.

Chairman Feldt then advised that he would state the applicants' names individually and, through a show of hands, the Board would vote on each. John Moshier received five votes, Jim Vance received one vote, and Dr. Jones received no vote. Chairman Feldt extended the Board's appreciation to Mr. Vance and Dr. Jones for their interest in the position and congratulated Mr. Moshier on his appointment to the Board.

### **Proposed Revision of Board Policy**

Chairman Feldt advised that in order to provide better clarify as well as concise budgetary planning, it was recommended that the Board of Trustees approve revisions to item #3 in the Executive Limitations Financial Condition policy.

*Trustee Murphy moved that the Board revise #3 of the policy to state, "Make any purchase or expend any funds without prudent protection against conflict of interest for over \$50,000. Purchases cannot be made without seeking at least three competitive quotes or sealed bids, submitted on prepared specifications. No purchase shall be made except on the basis of quality, cost, and service. Preference shall be given to local vendors who can provide like quality products and services, and who meet bid specifications within 5%. Any purchase or expenditure of \$50,000 or more requires Board approval." The motion was seconded by Trustee Learned. Following discussion, the motion carried 6-0.*

### **Approval of 2006-2007 Budget**

At 4:30 p.m., Chairman Feldt closed the budget hearing and again invited any public comment. There was none offered. *Trustee Learned moved that the Board approve the budget as published. The motion was seconded by Trustee Webster.* Following discussion, the motion carried 6-0.

**New Administrative Positions** – The President requested Board approval to establish two new administrative positions: a) Vice President of Instruction and Student Services and b) Dean of Student Services. *Trustee Maneth moved that the Board approve the establishment of the two new administrative positions as requested. The motion was seconded by Trustee Johnson.* Following discussion, the motion carried 6-0.

### **INFORMATION AND DISCUSSION**

The following items were presented:

- KBOR Report – Dr. Heilman presented a news release from the Kansas Board of Regents relating to FY 2007 performance funding.
- KACCT Report – Trustee Johnson advised that there had been no further meetings and that the next meeting would be held on September 8 and 9 in Wichita. He also reminded the Board that the annual KACCT retreat would be held at Barton County Community College in June, 2007.
- September Board Meetings/Activities
- President's Report of Monthly Activities

### **ADJOURNMENT**

The meeting adjourned at 4:45 p.m.

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Robert Feldt, Chair

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Mike Johnson, Secretary

- Minutes of the special meeting of the Board of Trustees, held on September 6, 2006:

**Special Meeting of the Board of Trustees  
Barton County Community College  
September 6, 2006**

### **ATTENDANCE**

Trustees Present: Robert Feldt, Mike Johnson, Don Learned, Dr. Paul Maneth, John Moshier and J.B. Webster

Trustees Absent: None

Other Attendees: Dr. Gillian Gabelmann, Michelle Moshier, Mike Dawes, Shirley Smith, President Carl Heilman and Marilyn Beary

### **CALL TO ORDER**

Chairman Feldt called the special meeting of the Board of Trustees of Barton County Community College to order at 11:45 a.m., September 6, 2006 in room U-219 of the Student Union. He advised that the purpose of the special meeting was to administer the official oath of office to John Moshier who was appointed to the Board at the August 8, 2006 regular meeting.

### **OATH OF OFFICE**

The official oath of office was administered to Trustee John Moshier by Marilyn Beary, Assistant to the President. The Trustees welcomed Trustee Moshier to the Board and expressed their appreciation of his support of the College and its future.

### **ADJOURNMENT**

The special meeting adjourned at 11:50 a.m. Chairman Feldt advised that the monthly study session would begin at 12:00 noon as published.

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Robert Feldt, Chair

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Mike Johnson, Secretary

Recorded by Marilyn Beary

- Personnel
  - Duane Rea – Security Officer (replacement)
  - Rita Williamson – English & Reading Tutor (replacement - part-time)
  - Jeremy Cantrell – Groundskeeper 1 - Field Maintenance (new position - part-time)
  - Amanda Ney - Assistant Care Provider (replacement – part-time)
  - Jennifer Swenson - Academic Advisor - Junction City (replacement)
  - Diana Cahoone – Peer Education Advisor (new position – part-time)

### **5. Linkage/Commentary**

Charles Perkins, Director of Information Technology, will present information relative to ITV and address the Board's ENDS.

#### ***Information Technology***

Purpose of this presentation is to communicate how information technology supports the availability of online courses; local, national, and international.

#### Introduction and Overview

Resources

Definitions

#### Board Ends Statements

Linkage between IT – Online Learning and ENDS.

END – Essential Skills

END – Work Preparedness

END – Academic Advancement

END – Personal Enrichment

END – “Barton Experience”

END – Regional Workforce Needs

Implications for the college of the future; 5-10 years from now.

The world is flat

Presidents staff presentation May 06

Presentation to IT staff September 06

The world communicates differently, Do you?

IT department staffing.

6. **ENDS Review**

The Board will review its ENDS statements on a monthly basis.

**POLICY TYPE: ENDS**

**POLICY TITLE: ESSENTIAL SKILLS**

- Students will ~~be given the opportunity to acquire essential skills~~ ***acquire the skills needed to be successful for the program they are in.***
- Students will be provided remediation as needed ***move to #3.***
- Students will have the essential skills to succeed in the workplace.
- Students will have the essential skills to lead productive lives.

***POSSIBLE ADDITIONAL ENDS STATEMENT:***

***People will be able to obtain Bachelor's and advanced degrees through study on the Barton campus.***

**POLICY TYPE: ENDS**

**POLICY TITLE: WORK PREPAREDNESS**

Students will be prepared for success in the workplace.

1. Students will have the skills and knowledge required for successful entry into the workplace.
2. Students will have the work ethics, discipline, and collaborative skills necessary to be successful in the workplace.
3. Students will have the skills and knowledge necessary to maintain, advance, or change their employment or occupation.

**POLICY TYPE: ENDS**

**POLICY TITLE: ACADEMIC ADVANCEMENT**

Students desiring academic advancement will be prepared for successful transfer to other colleges and universities.

1. Students will have the academic prerequisites sufficient for successful transfer.
2. Students will have appropriate knowledge of transfer requirements.
3. Students will have adequate preparation to be successful after transfer to other colleges or universities.

**POLICY TYPE: ENDS**

**POLICY TITLE: PERSONAL ENRICHMENT**

- Recipients pursuing individual interests will be personally enriched.
- Individuals/students will have the opportunity to experience various cultural activities.
- Individuals/students will have the opportunity to participate in College activities.
- Intercollegiate athletics and other extra curricular programs and activities will provide educational opportunities that improve the lives of the participant(s).

***Students will be broadened in their cultural experiences.***

**POLICY TYPE: ENDS**

**POLICY TITLE: "BARTON EXPERIENCE"**

1. Students will be positive about their Barton experience.
2. In exit surveys and other feedback report mechanisms, students will speak positively of their experiences at Barton.
3. Students will cite individual, personal, caring attention from faculty and staff as a significant factor in how they perceive their experience at Barton.

**POLICY TYPE: ENDS**

**POLICY TITLE: REGIONAL WORKFORCE NEEDS**

Barton County Community College will take a leadership role in the development and expansion of employment opportunities.

***Employment Opportunities in Barton County will be expanded.***

**7. Executive Limitations Review**

The Board will review its Executive Limitations statements on a monthly basis.

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**POLICY TITLE: GENERAL EXECUTIVE CONSTRAINT**

The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and consistent with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President may not:

1. Deal with students, staff, or persons from the community in an inhumane, unfair, or undignified manner.
2. Make decisions except by a process where openness is maintained.
3. Permit financial conditions which risk fiscal jeopardy, compromise Board ENDS priorities, or fail to show a generally acceptable level of foresight.
4. Provide information to the community, Board, or College constituencies which is untimely, inaccurate, or misleading.
5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
6. Allow the day-to-day operations to impede the vision or prevent the achievement of the ENDS of the College.
7. Manage the College without adequate administrative policies for matters involving instructional services, administrative and financial services, human resources, marketing and economic development, enrollment management, and student services.
8. Allow any violation of any laws, rules or regulations, or of any breach of Board policies.

9. Allow assets to be unprotected, inadequately maintained, or unnecessarily risked.
10. Inform fewer than two administrators of President and Board issues and processes.
11. Establish dean or vice-president level positions without prior authorization of the Board. The President is constrained from establishing a position at this level through hiring a new staff member or transferring currently employed personnel without prior consent.
12. Implement new programs without Board approval.

**POLICY TYPE: EXECUTIVE LIMITATIONS**  
**POLICY TITLE: HUMAN RELATIONS**

The President shall create and sustain an environment for living, working, teaching, and learning that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President may not:

1. Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of grievances, ensure due process, and protect against wrongful conditions.
2. Discriminate against anyone for expressing an ethical dissent.
3. Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:
  - Terminations and Resignations
  - Discrimination
  - Equal Opportunity
  - Sexual Harassment
  - Rights of Privacy
4. Prevent students and staff from using established grievance procedures.
5. Fail to acquaint students and staff with their rights and responsibilities.
6. Fail to maintain confidentiality where appropriate.

**POLICY TYPE: EXECUTIVE LIMITATIONS**  
**POLICY TITLE: COMPENSATION AND BENEFITS**

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

1. Change his or her own compensation and benefits.
2. Employ persons in positions considered permanent in nature without Board approval.
3. Employ full or part-time faculty whose credentials are not appropriate for the position.
4. Grant tenure without Board approval.
5. Sign a collective bargaining agreement without Board approval.
6. Establish current compensation and benefits which:
  - a. Deviate materially from the geographic or professional market for the skills employed, or become noncompetitive.

**POLICY TYPE: EXECUTIVE LIMITATIONS**  
**POLICY TITLE: BUDGETING/FORECASTING**

Budgeting for any fiscal year shall follow Board ENDS priorities, control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking broad input from all College constituencies. Budgets will become effective upon approval by the Board. Any deviation shall require Board approval.

Accordingly, the President shall not:

1. Propose an unbalanced budget. Supporting information shall include: a reasonable projection of revenues and expenses, separation of capital and operational items, and planning assumptions.
2. Propose a budget which does not take into account Board ENDS priorities.

3. Propose a budget which excludes adequate support for Board operations (fiscal audit, legal expenses, Board development and training, and Board membership fees), and non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, institutional research, etc.
4. Propose an unrestricted operating budget with a cash reserve of less than 10% for cash flow and contingency purposes.
5. Propose a budget which does not include a recommendation for staff and faculty salary increases.

**POLICY TYPE: EXECUTIVE LIMITATIONS**  
**POLICY TITLE: FINANCIAL CONDITION**

The President shall administer the Board approved budget without material deviation from Board priorities in ENDS policies, and shall protect the College from financial risk.

It is material deviation to:

1. Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
2. Expend funds from reserves, restricted, or designated accounts, except for the purposes for which the account was established, without prior Board approval.
3. Make any purchase or expend any funds without prudent protection against conflict of interest for over \$50,000. Purchases cannot be made without seeking at least three competitive quotes or sealed bids, submitted on prepared specifications. No purchase shall be made except on the basis of quality, cost, and service. Preference shall be given to local vendors who can provide like quality products and services, and who meet bid specifications within 5%. Any purchase or expenditure of \$50,000 or more requires Board approval.
4. Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval.
5. Accept gifts or grants which are not in the best interest of the College.
6. Fail to maintain cash reserves for positive cash flow and contingencies equal to at least 10% of the unrestricted operating budget.
7. Knowingly jeopardize aid from state, federal, or other funding sources before, during, or after the aided activity.

8. Fail to provide a monthly report of the College's current financial condition.
9. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.
10. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

**POLICY TYPE: EXECUTIVE LIMITATIONS**  
**POLICY TITLE: ASSET PROTECTION**

The President shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President may not:

1. Allow unbonded personnel access to material amounts of cash.
2. Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
3. Unnecessarily expose the College, the Board, or staff to claims of liability.
4. Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
5. Invest funds in non-interest bearing accounts or in investments not permitted by Kansas law. Further, no investments shall be made without compliance with, in order of priority, the following principles: (a) security of the investment; (b) receiving favorable consistent interest earned on the investment; (c) local financial institutions receiving favorable consideration where (a) and (b) are relatively equal.
6. Acquire, encumber, or dispose of real property without Board approval.
7. Fail to protect property, information, and files from loss or damage.
8. Fail to protect the College's trademarks, copyrights, and intellectual property interests.

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**POLICY TITLE: COMMUNICATION AND COUNSEL TO THE BOARD**

The President shall keep the Board adequately informed.

Accordingly, the President shall not:

1. Fail to make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
2. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
3. Present information in an inappropriate form that is inaccurate, incomplete, or misleading.
4. Fail to report in a timely manner an actual or anticipated non-compliance with any Board policy.
5. Fail to deal with the Board as a whole, except when: (a) fulfilling individual requests for information, or (b) responding to officers or committees duly charged by the Board.
6. Neglect to submit monitoring data required by the Board (see Board President Relationship policy on Monitoring Executive Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.
7. Fail to provide a mechanism for official Board, officer, or committee communications.

**8. Incidental Information and Discussion Items**

• ***Discussion of distribution of Community Report***

Chairman Feldt has requested time to discuss with the Trustees the distribution of the Board's Community Report.

• ***President's report of monthly activities for August:***

08/01 Met with Ernie Lehman  
Attended Booster Club Meeting  
Met with Sheila Frahm, Executive Director of KACCT

- 08/02 Facilitated Board Advance  
Attended Special Board Meeting  
Attended Foundation Board Meeting
- 08/03 Attended Great Bend Chamber Coffee  
Attended Region VI Meeting – Cowley CCC
- 08/04 Attended KJCCC Meeting – Cowley CCC  
Facilitated Special Board Meeting
- 08/07 Facilitated President’s Staff Meeting  
Attended Library Renovation Press Release Meeting
- 08/08 Attended Ellinwood Rotary Club Meeting  
Facilitated Budget Hearing/Board Meeting
- 08/09 Conducted Campus Walkabout
- 08/10 Met with Mark Bretches, Howard Partington & Dean Akings  
Met with James Wright (Midwest Energy)  
Attended Great Bend Chamber Coffee  
Met with Nancy Peschka, Sharon Mallard & Darnell Holopirek
- 08/11 Met with Chairman Feldt  
Attended New Faculty Orientation  
Attended College Advantage Faculty Meeting (GBHS)  
Toured Ellsworth Correctional Facility
- 08/14 Participated in Parent Orientation Activity
- 08/15 Facilitated President’s Forum  
Attended Ellinwood Rotary Club
- 08/16 Participated in Student Orientation  
Toured Fort Riley and Met with Faculty and Staff  
Attended Student BBQ and Fashion Show
- 08/17 Attended Photo & Press Release re: Danny Biggs
- 08/18 Met with Chairman Feldt  
Met with Chris Thomas (CKMC)  
Attended New Faculty Get-Acquainted Supper
- 08/21 Facilitated President’s Staff Meeting  
Attended “Meet the Cougars” Event
- 8/22 Met with Bob Dalke  
Attended Ellinwood Rotary Club Meeting
- 08/23 Attended Kiwanis Club Meeting  
Attended Student Casino Night

- 08/24 Met with Mike Minton (Cougar Booster)  
Attended Hoisington Koffee Klatsch  
Met with Fort Riley Troop School Instructors  
Toured Ed Services with Dr. Rodriguez
- 08/25 Met with Chairman Feldt  
Attended Men's Dinner at Ron Koelsch Farm
- 08/26 Attended Wheat Bowl Brunch  
Attended Foundation Dinner, Auction, Dance
- 08/28 Facilitated President's Staff Meeting  
Met with Dr. Tom Vernon, USD #428 Superintendent
- 08/29 Attended Foundation Administrative Meeting  
Attended Silver Cougar Club Welcome Reception
- 08/30 Attended Kan-Ed Meetings in Lawrence
- 08/31 Met with Boyd King (Hoisington National Bank)

- ***KACCT update by Trustee Johnson***  
Trustee Johnson will report on the recent KACCT annual meeting in Wichita.
- ***KBOR update by Dr. Heilman***  
Dr. Heilman will report on the recent COP meeting held in Wichita as well as KBOR activities.
- ***Financial Statement***

BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED AUGUST 31, 2006

	2006-07 BUDGET	PERIOD ENDED 8/31/06	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning	\$4,701,729	\$4,701,729		
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Tuition and Fees	6,766,000	1,462,794	5,303,206	78.38%
Property Taxes	6,037,000	0	6,037,000	100.00
State Aid	7,350,000	4,049,648	3,300,352	44.90
Other Taxes	870,000	0	870,000	100.00
Other	909,000	112,333	796,667	87.64
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Total Revenue	21,932,000	5,624,775	16,307,225	74.35
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Expenditures:				
Instruction	11,370,000	1,231,750	10,138,250	89.17
Academic Support	2,222,000	551,087	1,670,913	75.20
Student Services	2,071,000	358,709	1,712,291	82.68
Institutional Support	3,314,000	741,819	2,572,181	77.62
Physical Plant Operations	2,661,000	357,925	2,303,075	86.55
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Total Expenditures	21,638,000	3,241,290	18,396,710	85.02%
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Fund Balance, Ending	\$4,995,729	\$7,085,214		
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BARTON COUNTY COMMUNITY COLLEGE  
AUXILIARY FUNDS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED AUGUST 31, 2006

	2006-07 BUDGET	PERIOD ENDED 8/31/06	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	845,469	845,469		
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Revenues:				
Student Fees	200,000	22,627	177,373	88.69%
Housing Revenues	1,100,000	547,599	552,401	50.22
Food Service	650,000	8,790	641,210	98.65
Bookstore	900,000	272,751	627,249	69.69
Other	20,000	2,770	17,230	86.15
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Total Revenues	2,870,000	854,537	2,015,463	70.23
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Expenditures:				
Salaries	290,000	52,603	237,397	81.86
Books & Supplies	800,000	243,143	556,857	69.61
Maintenance & Supplies	180,000	34,282	145,718	80.95
Food Service	910,000	62,403	847,597	93.14
Utilities	190,000	18,119	171,881	90.46
Lease payments	200,000	52,604	147,396	73.70
Equipment	200,000	2,058	197,942	98.97
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Total Expenditures	2,770,000	465,212	2,304,788	83.21%
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Fund Balance, Ending	945,469	1,234,794		
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9. **Board Self- Assessment**  
The Trustees will assess today's meeting.
10. **Executive Session** (if needed)  
The Board may need to recess to executive session, should it be deemed necessary, in compliance with the Kansas Open Meetings Act.
11. **Investiture Practice**  
Immediately following adjournment of the meeting, the Board is requested to go to the Fine Arts Auditorium for a brief practice in preparation for the upcoming Presidential Investiture/Barton Celebration.
12. **Adjournment**  
At the conclusion of the meeting, the Board will adjourn.