

**BOARD OF TRUSTEES PLANNING RETREAT MINUTES**  
**Wednesday, July 25, 2018, 9:30 a.m. – 4 p.m.**  
**Macomb Campus, Room M215**  
**Macomb, Illinois**

Present: Gayle Blodgett (arrived at 12 noon), Linda Butler (arrived at 9:45 a.m.) Jerry Cremer, Kevin Meade, Dave Maguire, Phil Murphy, Kent Schleich, and Parris Grace. Also present were President Curt Oldfield, Brett Stoller, Brad O'Brien, Missy Wilkinson, Holly Norton, Michelle Bugos, and Julie Hampton.

Time: 9:34 a.m.

President Oldfield welcomed everyone to the Retreat. He said that Gayle will be joining us today around noon.

- Goals Discussion/Strategic Plan – President Oldfield said this is a goals discussion. He referenced his 2018-2019 Presidential Goals. Mr. Meade said he wanted to review the details and review how to address accomplishments and if goals are complete, who owns the goal, methods to measure, and if a goal is complete. President Oldfield said the Strategic Plan update would become action items for the goals. Kevin said a connection between the two – Presidential goals and Strategic Plan – is key. President Oldfield said the summary will include the details. Kevin said at 6 months and at the end of the year, updates on where we are would be helpful. President Oldfield asked how the Board would like to have the information shared. He said some of these items are ongoing. Mr. Maguire said he doesn't want to create work in order to provide the information to the Board. If it is advantageous to have the set of goals to go through, if there is a process for review, it would be ideal. President Oldfield said we have Strategic Plan updates every six months. Kevin said that timeframe would be fine. Updates at the Retreats would be great. Mr. Schleich said when President Oldfield writes his letter as a part of his review, more detail on each point would be good.

President Oldfield reviewed with the Trustees the Strategic Plan for July 2018. Under Student Services, Missy Wilkinson said one of the areas we are most proud of is the 91% of TRIO students in good academic standing. She said we are very pleased with retention and academic standing for our TRIO students. Missy said they have been working with students in identifying goals. Career Cruising is used, and we have found that it is not meeting our needs, so we are researching another tool for career assessment. President Oldfield said that is particularly important when students move from high school to college. Having a goal at the time of enrollment helps with retention. Kent asked about Career Cruising. Missy said when students were using it, the results didn't line up for a student with a four year educational goal. Missy said she has reached out to other community colleges to see what they are using. Our Adult Education department used Career Cruising and didn't feel that the results were valid. Kent asked about advisor time with students. Missy said when our advisors register students, they schedule every 30 minutes. Also, each of our advisors have an area of "specialty." Our advisors are also checking in with students outside of the regular advising schedule with class enrollment.

President Oldfield reviewed the update for improve college/career preparedness. Missy said the virtual reality tour has been very popular. Our Athletic Director has used that as well. President Oldfield also reviewed the student success component and the work on Accuplacer. He said the admissions and financial aid process is important in order to provide students with information on opportunities that exist.

Missy reported on efforts to enhance fiscal and capital resources. She reported that we are preparing TRIO applications for both Macomb and Canton. President Oldfield said TRIO is an asset for the Macomb Campus, and we are excited about the opportunity to expand that to Canton. Kent asked about Upward Bound. President Oldfield said that is for students in high school and preparing them for college. The challenge with Upward Bound is that you can't recruit to your particular college. You have to expose them to all of higher education. The challenge is having enough bodies of students who qualify to participate. Kent asked if we monitor Upward Bound. Curt said Jill Olson, in our TRIO Program, is most knowledgeable. Curt said the TRIO grant in Canton would be beneficial. The Macomb TRIO has been very successful. It takes a lot of high schools to get an Upward Bound ready. You have to have a really good application ready to compete with incumbent high schools. Mr. Cremer asked about the buy in from high school guidance counselors. Curt said you have to have that involvement and support. An Upward Bound Coordinator would be essential. Kent said he feels we have plenty of students in our district that could help by Upward Bound. Mrs. Butler said the sensitive issue is helping those students who may not enroll with us. Kent said there is a large percentage who don't know what the options are. Curt said we could research the eligibility and see if there is a match for us. The research would certainly open those conversations with our district high schools. Kevin asked who has a grant. Curt said Carl Sandburg College, and Heartland Community College was just awarded one. Kevin said he would be interested in their thoughts on the program. Curt said from a Presidents' perspective, Illinois community colleges would rather have Title III and TRIO.

President Oldfield reviewed the IT Strategic Plan Update. Security cameras have been added to the multipurpose building. The next phase for cameras is Macomb followed by Canton. Kevin asked if that infrastructure is included with the renovations at the Canton Campus. Brett said yes.

President Oldfield reviewed the Adult Education updates. Chad Murphy has done a nice job working with program areas in order for students to see their next step after successfully completing the GED. A lot of work that Chad Murphy does is with the Workforce Investment Boards.

President Oldfield reviewed the Community Outreach updates. Brad O'Brien said in the last couple of years, President Oldfield has emphasized turning Community Outreach to business development. We are doing that and tracking more business visits.

President Oldfield reviewed the CTE updates. Brad O'Brien said ACE Enrollment Management Team membership is productive. They are looking at cohort numbers and setting benchmarks. He is working with Anna Stinauer to work with IDES to track placement rates. Brad said that he is working with Hanna Neuendorf on Pathways to Careers. Brad also reported that we have been very successful with the CIS roll out in Macomb, and by Spring, it will be full.

President Oldfield reviewed Instruction and Academic Support. He said one of the things that we do very well, with Student Success Coaches, is the early alert system. The Coaches work with the faculty members. The Coaches have built a trust with the faculty, and the faculty know that when a student is referred to the Coaches, the work with the students will be productive and successful. Holly Norton reported that we continue to encourage faculty to make the referrals. We are also working with athletes and grade checks. President Oldfield reviewed the First Year Experience Course. He said this addresses how to be

prepared and focuses on student success. It covers college and community resources that are available. It also covers job search and interview skills, how to balance a checkbook, and tools that students need to be successful. Kent asked what the goal is for next year. President Oldfield said this would be for Fall 2019. Mrs. Butler asked about the course title. Curt said something along the line of College and Career Success. Colleges who have this course in place are seeing success. Mr. Murphy asked if it could be tied to another course. President Oldfield said it could, but we don't have a course that every student takes. Mrs. Butler asked if this course could be developed and offered for dual credit. President Oldfield said yes, but there could be transfer issues for students who don't come to SRC. It certainly could be an opportunity for us. President Oldfield said partnership expansions are also continuing. The latest is an agreement with Methodist College (RN to BSN).

President Oldfield asked if this type of update was helpful. The Trustees said yes. President Oldfield thanked the staff for providing the updates for the Trustees.

- Budget – President Oldfield said Mr. Stoller will review FY18 and provide an update for FY19.

Brett provided the Trustees with the FY2018 Operating Revenue Summary. The final numbers will be presented to the Board with the Audit in September. We were on budget for Credit Hours, Tuition, and Tax Revenue. He also reviewed the PPRT Revenue, ICCB Revenue, Fee Revenue, CE Revenue, and Other Revenue.

Brett reviewed with the Trustees the FY2019 All Fund Summary. All funds are a balanced budget. He reviewed the FY2018 Operating Revenue Summary - \$9.6 million – and how that is divided, what we received, and what is projected.

Brett presented the FY2018 Operating Revenue Sources: State of Illinois = 11%, Tax Levy/PPRT = 37%, and Tuition and Fees = 52%. 75% of our expenses are for Salaries and Benefits. Maintenance and Operations is 25%. Mr. Murphy asked if the 75% is standard. President Oldfield said we are on the lower side. The average is 85%. Brett said we started very early making adjustments to our budget and staffing levels years ago before other colleges did, and we have controlled those changes. Mr. Meade asked about possible changes budget-wise from the State level with a potential new governor. President Oldfield said the majority of the discussion is we will see more emphasis in Career/Tech. The problem is if the State's revenue components don't change, until we have the money in the bank, there isn't anything to be done. The cash to match the goals is crucial.

- Facilities Update -
  - Baseball/Softball Fields –
  - Future Capital Projects -

President Oldfield said we had this conversation at the Board Retreat in January. Brett will provide the Board with an update.

Brett reminded everyone of the bonding schedule for the HVAC replacement. Bond #1 Spring 2018 is for the Summer 2018 work; Bond #2 Spring 2019 is for Summer 2019 and Summer 2020 work. The total is \$9,028,700. Brett also reviewed Other Projects:

- Mill and Overlay Canton Parking Lots (\$600,000)
- Renovate Canton Science Labs (\$300,000)
- Baseball/Softball fields on campus (\$1,000,000)
- Macomb Roof (\$200,000)

President Oldfield said there are numerous small projects for upgrades but would not take a lot of time or disruption. Carpeting in Macomb is an example. Phil asked if this amount takes care of all of the parking lots in Canton. Curt said yes, but that work will also involve sidewalk work so the sidewalk ramps are accessible.

Brett presented possible plans for baseball and softball fields at the Canton Campus. He reported that he worked with Turf Solutions Group (designed and built the Louisville Slugger Complex in Peoria). They would both be competition ready fields. The design meets the standards for fence height, etc. He worked with John Bassett on the details for the design. Brett presented the budget from Turf Solutions. Brett said there were additional funds as a part of the multipurpose building, and we have \$100,000 of leftover funds to pay for the temporary water solution. Upon final close out of the gym project, we have roughly \$400,000 left. CDB also returned \$380,000 that was not spent on the gym project. After confirming this, Brett said we have \$780,000 left to spend on Canton projects. Mr. Meade asked if this design is turf. Brett said this would not be turf. The fields will be dirt and grass. Turf will only be used in the bullpens. Mr. Cremer asked about irrigation. Brett said both water and power are already close to the area. Jerry asked about seeding the grass. Brett said yes, and there is an option for sod. Jerry asked about restrooms. Brett said it is an alternate on the plan. The hard part is that you have to run the sewer all of the way out there. Many other fields provide porta potties. Most also have a temporary concessions stands. We do have the space to add restrooms later. Kent asked if it is possible to get a competitive bid. President Oldfield said the only other option would be if BLDD has anyone that they have worked with. Linda asked if it is exempt from the bidding process. Brett said he would have to double check. Linda asked if Brett has an estimate on the annual maintenance. Brett said he does not. The maintenance would include watering, and we would mow. The teams would maintain the infields. The good thing is with adding the water tower, we have the water pressure needed to irrigate. Linda said there are supplies, etc. President Oldfield said a student worker could serve as a grounds person. There certainly are options.

President Oldfield asked if this is the direction the Board would like to move. Dave said we have roughly \$780,000 left over from the multipurpose project to consider applying towards the softball and baseball fields or other capital projects. Brett said each year the plan is to levy for Life Health Safety to bring the labs up to ADA compliance. Dave said he is not opposed to this type of project going forward, but multiple capital projects and timing for bonds over the next few years, for Board planning, need to be prioritized. Linda said a list of projects with funding option possibilities would be helpful. Phil said there are three major projects: labs, parking lots, and ball fields. Curt said there is a \$780,000 lead in to any of those projects. Dave said we will soon be starting the process for the next phase of geothermal. Kent said he was under the impression that those three projects would be folded into the fall bonds. The ball fields are being presented because of the available funds. President Oldfield said yes. A discussion followed about the ability to do the labs, parking lots, and ball fields and the bonding process and amount. Phil asked Brett if he could provide the Board with details on a \$5 million issue. President Oldfield said the question is if the Board wants to apply the leftover funds for the ball fields or the other projects. A discussion followed.

Kent asked for input/discussion from the Trustees. Linda said she would like to see a schedule of projects with costs. Jerry said he would like to see the ball fields done, but the timing is an issue. Phil said the other project is to finish Macomb. Curt said yes. Dave said he would like to provide the President with a plan for the next four years. President Oldfield

said this information will be put together for the Trustees and have that information at the August Board Meeting.

Brett provided the Trustees with an update on current projects:

### **Canton HVAC Replacement**

#### **Geo Thermal Well Fields:**

100% complete

Rough grade is complete

Seed and straw depending on weather

#### **Taylor, Centers, Engle General Construction Mechanical Rooms:**

98% complete – pour outside stoops August 6

#### **Taylor**

Mechanical system 100% complete – running test & balance & control fine tuning

Ceiling track 90% complete

Lighting 2<sup>nd</sup> floor 100% complete

Lighting 1<sup>st</sup> floor 80% complete

Drop ceiling 70% complete

#### **Water Tower**

Tower painted

Generator installed

Filling, chlorinating, draining and refilling later this week and early next

Completion of entire project by early August

#### **Macomb Science Lab**

Everything complete except flooring – to be completed by August 8

Mr. Maguire commented that the DCEO discontinued the rebate program for public bodies and school districts. Ameren now has that. Brett said Ameren and Com Ed, and we have applied for the rebate. We also had a rebate when we did the Canton parking lots. Linda asked if the water tower is like the heating and cooling system that the diagnostics are plugged in. Brett said yes, it is part of the Building Automation System. Bob Haile can access that information at any time on his phone.

- Working Lunch
- Enrollment Update –
  - Student Completion/Student Retention

President Oldfield said Missy Wilkinson would provide the Trustees with the updates.

Missy thanked the Board for the opportunity to report and presented total completions. She explained that this includes both degrees and certificates. We have experienced a nice increase. Missy broke out completions by degrees and certificates. President Oldfield explained that we are seeing increases in Brad's area with the stackable certificates. Missy said the certificates also include EMT and Nursing Assistant. Missy also presented completions by type. She said certificates also include LPN. Peer Institution Graduation Rates were also presented, and Missy explained that we have a 51% on-time graduation rate. Mr. Murphy asked about funding based on performance. President Oldfield said we actually received this, and we are 2<sup>nd</sup> in the State. Missy reviewed retention rates and explained that for 2017 we are at 58% for full-time and 69% for part-time. She also presented peer

institution retention rates for full and part-time for comparison. Missy presented the following future initiatives:

- Communicate with students near completion.
- Increase communication with students that transfer without a degree or certificate (reverse transfer)
- Collaborate with faculty in career programs
- Student success feature stories

President Oldfield said this update addresses back to Strategic Plan Goal 1. Anna Stinauer is working to gather this information so we can see what other support services we need to provide to assist students. Anna has done a nice job with the data. Missy said Anna also prepared the slides for this update, and she thanked Anna.

Mrs. Blodgett asked if we have data that allows us to communicate with students from the past 20 years. Missy said we could run reports that go back that far. The challenge would be current contact information.

Mr. Murphy asked about fall enrollment numbers. Missy said it is early, but we are trailing a little behind where we were last year. We hope that turns around. The Villas are at 93% capacity for fall. President Oldfield said he believes the unemployment rates are impacting fall enrollment. Two of our counties have very low rates. Plus, WIU is projecting a fall freshman class of around 850, which is a significant decline for them but that also impacts us. The Board also discussed the companies that are hiring and how that impacts SRC.

- Academic Planning – President Oldfield explained that Brett has prepared an updated profit/loss by discipline. Brett reviewed the numbers with the Trustees. He explained that the profit gain comparing FY 15 to FY18 is largely due to the efficiencies of Holly and Brad. Our profitability has increased. Gayle asked about the Diesel program. How can we have more students but still show a loss. Brett said part of that is the overload. Gayle asked if that is the same thing with Nursing. Brett said Nursing and the clinicals make it very difficult. The skills lab didn't have to have a Master's Degree lab person, but now it does, which adds to the load for the Nursing faculty. Curt said the other thing to keep in mind is the alternating years for the Diesel enrollment. In the faculty contract, we are slowing bumping up the lab pay. Gayle said these two programs will probably have the best growth potential, and we need to be prepared that as those programs grow, they won't produce more revenue. Brett said as we look at the Locomotive Program, we are going to work that in and still use our 3 diesel instructors for the spring semester and add 4 classes for students who we already have. That will help both our credit hours and revenue and it will also impact our overload. Brad said it doesn't sound like it, but in typical cases, paying overload is more affordable. Gayle said those are important things that we all need to understand. Kevin asked if there are more ways to partner with Graham Hospital School of Nursing. Curt said we have the gen ed classes for the Graham component. Is there a way we could share a Graham faculty member and pay a prorated salary based on how much they teach there and also pay the benefits?

Dave said based upon the numbers presented, are there any specific concern areas that the Board needs to consider. Curt presented that there are two areas that are obviously on there that need to be addressed: Art and Physical Science (PSC). We need to dig further into the Physical Science area. Gayle said the Education discipline should also be addressed. A discussion followed. Kevin asked how much of this is based on the instructor's salary. Class size has to be considered as well. Linda asked if this means there will be some future

recommendations. President Oldfield said we will analyze further but begin to ask the difficult questions.

- New Program Updates - Brett presented a Career and Technical Education update. He reviewed the credit hours that are generated by department. Brett also presented the number of students by department as well as the number of students who declared majors. He explained that the declared majors numbers are a little harder to track because students may change majors and never tell anyone. Brett also reviewed with the Trustees the number of courses offered by department. Lastly, Brett presented to the Trustees the number of completers. He presented and reviewed Department Costs. Brett said the salaries are an integral part of figuring those costs. Mrs. Butler asked about truck driving. President Oldfield said you are not required to complete a class or program in order to drive a truck. The type of student coming to us can also arrive with issues that impact their opportunity for success. Brad said we struggle to get people in the program.

Brad presented the New CTE Programs. He shared with the Board the details for the Manufacturing Boot Camp and the proposal for the Advanced Manufacturing Degree which includes four certificates. The Manufacturing Boot Camp is scheduled for Tuesday and Thursday evenings in September at the Macomb Outreach Center. Topics will include:

- Introduction to Machining and Electricity
- Machine Shop Mathematics
- Blue Print Reading and Tolerance
- Measuring
- Safety in the Workplace
- Essential Workplace Skills

Brad presented information on Construction Management and explained that he is currently working on the development of a construction management degree. He is working with Mid-Central Illinois Regional Council of Carpenters to develop appropriate curriculum. He is also meeting with Canton High School to try to incorporate their building trades program into the curriculum. The next step in the process is the development of an advisory committee. The goal is to pull this committee together this fall as we look for direction in completing the curriculum to go forward. The target start date is Fall 2019.

Brad presented information on Medical Laboratory Technician and explained that he is currently developing an Associate in Applied Science Degree. We have met with several hospital labs to gauge their interest. All hospital labs indicate they are currently understaffed and have several retirements of seasoned staff looming. Brad explained that he and Melissa Miller have visited Kankakee Community College and observed their hybrid program. A roundtable was held on July 12, and Brad said they received feedback to adjust a current preliminary curriculum plan. Brad explained that work will continue to fine tune the curriculum as well as work with hospitals to build partnerships. He said the search continues for funding sources. We will locate a program director and instructors and have in place by Fall 2019.

Brad presented information on Medical Coding and explained that this was a credit program that was suspended by Dr. Greenwell after the spring of 2015 for quality reasons. Medical Coding was picked up by Community Outreach as an online certificate, but we found that that was not the ideal situation for students. Brad reported that Melissa Miller has worked to identify and correct the quality issues as well as curriculum issues. We have located a certified instructor and will begin offering classes again in the Spring 2019 semester. In the past, we have had up to 22 students taking this 6 credit hour certificate.

Brad shared with the Board the details on Mechanical Locomotive and explained that the certificate was revived due to Carl Sandburg College pulling out of the partnership with NARS to offer this certificate. Last week, SRC sent 3 instructors to Overland Park for training to continue teaching the courses. Brad said he will visit the NARS program at Johnson County Community College next week. We have met with the folks at Carl Sandburg College to begin the process of bringing the engines to SRC. That will take place early this fall. The crane is expected to be delivered the first week of August, and classes start Spring 2019.

Mr. Meade asked about DOT Foods adding 1,200 employees. Mrs. Butler said that is mostly warehouse. They are remodeling three building downtown and creating their own health clinic.

President Oldfield said that is a thread of what we are looking at in this region – advanced manufacturing, health care, and computer information systems. There are large career clusters where jobs are being created. Brad is doing a good job working on these opportunities.

Mr. Maguire said another job that he sees advertised a lot are the therapy positions. Brad said that is something we are looking at as well.

President Oldfield said one of the questions that was asked was how we review programs. Holly Norton and Brad O'Brien will walk through that process and where we are.

Holly Norton reported that the ICCB Program Review newly designed format began in 2017. The reviews are due to ICCB by September 1 of each year. Holly said the program review was submitted to ICCB in September of 2017, and the feedback from ICCB was received in May 2018. She reviewed that response with the Trustees.

President Oldfield said that Holly and Brad have a calendar of reviews in place so that every area is reviewed every five years. Brad reviewed with the Trustees the schedule for the upcoming reviews. 1President Oldfield said within the reviews, they are looking at faculty credentials and timeliness of the curriculum. Brad said job forecasts, articulation, curriculum and grad rates are also reviewed.

Holly presented the AG/ABM Enrollment. She explained that in the Spring 2018, the following occurred:

- AG/ABM area clean up
- Agricultural Roundtable was held with industry leaders
- Instructor taught 8 courses (24 credit hours)
- Faculty Advisor for 15 students
  - Redeveloped all AG/ABM student's spring schedule to ensure graduation requirements were met or fit our newly revised schedule.
- Assisted students in securing Coop Ag Internships for the summer (ABM210 – 8 and ABM 215 – 9)
- Formed a new partnership with Andrew Stuckey of Burriss to plant/manage/harvest MSD field with assistance/involvement of our students. (70/30 partnership)
- Recruitment:
  - Cuba High School
  - Bushnell—Prairie City High School
  - FFA Section 12 Public Speaking Contest

- SRC Open House

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Holly reported the following for AG/ABM for Summer 2018:

- Instructor taught ABM115 – Crop Clinic
- Internship Supervision of ABM 210 and ABM 215
- Continue to meet with potential students and assist in registration/schedule development for Fall 2018.

Holly reported the following for AG/ABM for Fall 2018:

- Instructor will be continuing to teach (6 courses, 12 credit hours)
  - Faculty Advisor – currently 17 students
  - Meet with WIU, Macomb High School, and Canton High School (September)
  - Develop curriculum proposals for a redesign program
  - SRC Agricultural Advisory Board Meeting
  - Develop promotional materials of new program
  - Expand recruitment activities and high school visits
- Board Policy/Procedure Review and Planning – President Oldfield reminded the Board about its Policy regarding annual policy review. Last year at this time he provided a review that he and Julie had completed with resulted in some policy revisions and additions. President Oldfield said we try to keep up with state rules and regulations. Mrs. Butler said she reviewed a high school's policy on Sexual Harassment training which was 35 pages long. Curt asked each Board member to review and become familiar.

President Oldfield said there is also a policy on self-evaluation.

- Board Self-Evaluation Process – President Oldfield reviewed the Board's self-evaluation process. ICCTA can facilitate this process, and we can get it scheduled for the Trustees. Linda said that could be conducted as a part of a retreat, add it to a board meeting, or have a special board meeting. Curt said if we were able to do a self-evaluation at the January Retreat, that would make for a full schedule. Curt said he is happy to reach out to ICCTA to get something set for January. He asked if the preference of the group is to do the Retreat and Board Meeting on the same day and have the board self-assessment that same day.
  - Meetings with District School Boards – President Oldfield reported that in the past, we had district school boards come to campus to meet with the Board of Trustees prior to a board meeting. He asked if the Trustees are interested in doing this again. Linda said she is interested if Curt feels it is beneficial for us in developing programming. President Oldfield said he feels we could get more bang for the buck if we had those school boards have a presentation provided by Brad and Hannah that would be school specific. It would be beneficial to have at least one trustee at each presentation. We would follow that up with asking about future partnerships. President Oldfield said we would customize the presentations for each school. Gayle said she thinks that makes a lot more sense. We will communicate those dates/times with board members.
- Closed Session Minutes Review Process – President Oldfield walked through the closed session minutes review process. He asked if everyone was comfortable with that process. Linda said the committee will stand until changed, correct? President Oldfield said yes.

- Foundation Memorandum of Understanding – President Oldfield said the current MOU is on SharePoint for the Trustees to review. He asked for feedback to be sent to himself or Linda. His hope is for the MOU to be approved at the joint meeting of the Board of Trustees and Foundation Board at the September Meeting. The intent is to make sure the MOU reflects what we are doing.
- Board of Trustees Sexual Harassment Training – Michelle Bugos led the Trustees through Sexual Harassment Training. President Oldfield also announced that Michelle will be leaving us for a position at Illinois Central College.

Mr. Maguire said according to statute, the Board is to be informed if there have been any violations of the sexual harassment policy. Curt said that also applies to acts of violence or unlawful activity. President Oldfield said that can be a standing item on Board Retreat agendas. President Oldfield said that also needs to be posted on our website, and we can let the Trustees know. Linda asked about frequency of training. Michelle said employees are annual.

The Retreat ended at 4:02 p.m.

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Date

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Mr. Kent Schleich, Chair

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Mr. Phillip Murphy, Secretary