Math & Business Department Meeting Minutes (March 16th, 2016 in Manaopono 107)

Present: Navtej Singh, Jody Storm, Jean Okumura, Clayton Akatsuka, Kevin Takayama, Deacon Hanson, Michael Kato, and Laura Sue.
Guest: Malia Kong

Approval of Previous Meeting Minutes: Approved as circulated.

Meeting Call to Order at 2:30pm

Committee Report - Key Items to Share with the Department

AAAC (Johnny) Met on 3/11/2016

- Jeff Hunt and Nalani asked the DCs to review course taught in the department and how they are linked to sub group as well as updating the faculty classification. Please take a look at the updated document [circulate during meeting] and let me know if you noticed any correction.
- UAP (Un-satisfacty Academic Progress) Committee (now called “Academic Holomua committee) is requesting senior faculty members to serve on the committee. Would anyone like to volunteer from our department? 
  Unfortunately, all eligible members of the department are busy with other projects and workload.
- This year Prince Kuhio Holiday and Good Friday Holiday are overlapping. Therefore UHPA and the BOR agreed to allow fulltime faculty/staff to choose floating day. 9-month faculty must choose their date by April 25. A request form is being prepared and will be share via facstaff list server. See Dual Holiday MOU [distributed during meeting] for more detail.
- If the department would like to make purchases, please do so soon. See the distributed handout for Fiscal Year Purchase Order Due dates. Note that these are business office due dates, so AA office needs to receive your purchase request couple of weeks before the due date to processing your order.
- Important Information for Lecturers (shared with lecturers via email)
  - Lecturer Step Placement (75 credits per each step) Update is Due by March 15, 2016 for the Fall 2016 semester.
  - Last Lecturer Evaluation Workshop of the Semester is on Friday, March 18 at 10am in Alakai 118
  - Lecturer Evaluations are Due by Wednesday, April 1, 2016.
- Fall schedule will be made visible on Monday, March 21, so please send your change request by then to Carol.
- Elizabeth is hiring Instructional Video Helper this week, so if you need to create visual course content see Elizabeth to request help.
- Testing center will be open 8am to 4pm during spring break (same time as library). This will allow the possibility of keeping the Math Lab open during spring break.

2/26 Meeting:

- Doug noted that in prior years the PBC requests were heavily weighted toward equipment but this year requests are heavy on positions. We need to be conservative when approving positions because the funding is required for the duration of a person’s career. (APT positions pass probation after 3 years; Faculty on tenure-track and reviewed in the fifth year).
- Jeff Hunt presented Chancellor’s Office & PBC form #50 (Grant Writer 1.0 FTE) https://windward.hawaii.edu/ir/PBCouncil/2015/Units/Chancellor%20Office/ChancellorMenu_2015.php
- Amy Rozek presented Student Affairs & PBC forms #51 (Transfer and Career Counselor, 1.0 FTE 11-month position), #52 (Assistive Technology Specialist, .5 FTE APT Band A position), #53 (Request for $65,000 to sustain Supplemental Instruction), and #54 (Transfer and Career Center Equipment). Position detail can be found at https://windward.hawaii.edu/ir/PBCouncil/2015/Units/Student%20Services/StudentServicesMenu_2015.php
- Doug addressed and gave summary of feedback provided by the 5 subcommittees to PBC
  5/5 of subcommittees emphasized:
  o Justify and validate purchases most important/needed by the campus. The results collectively reflect the members’ ranking of the requests.
  o Allows for a look at the bigger picture.
  o Human Resources may need to be aware of approved requests to process them in a timely manner.
  o Department reps= campus-wide representation and improved opportunities for shared governance.
  4/5 of the sub-committees emphasized:
  o To develop strategic plan/implementation; Gives the campus the opportunity to provide input on planning and budgeting to the Chancellor;
  o Feedback from groups being represented. Better communication between representatives and their units and between Deans and their departments.
  o The rating survey results help the Chancellor make decisions.
  o Allows for transparency.
  3/5 of the sub-committees emphasized:
  o Create sub-committees to report back with recommendations.
  o Unusability of PBC website.
  o The great leadership.

Chair noted that feedback for Strategic Plan from Faculty Senate, Staff Senate, ASUH and Ke Kumu Pali are due by March 4th. PBC will review and finalize the WCC Strategic Plan by the end of April.
Based on the feedback, chancellor will ask Human Resources Coordinator to brief the PBC on all the factors that impinge upon the acquisition and filling of positions in the UHCC.
Chancellor also appeals to representatives on the PBC to report orally or in writing to the constituencies they represent on developments during recent PBC meetings (i.e. distribution of operational expenditure plans, or distribution of supplies and student help expenditure and encumbrance reports, etc.)
3/11 Meeting:

PBC Request Forms 1 through 25 were presentation and discussed. All PBC request forms can be found at https://windward.hawaii.edu/ir/PBCouncil/2015/Units/Academic%20Affairs/AcadAffairsPBCMenu2015.php

Doug mentioned that six areas (listed below) of WCC Strategic Plan had major revisions/addition and asked the councils to familiarize themselves with these additions.

- Reducing the Cost of Education for Students
- Reduction to Degree
- Hawaiian Native Initiatives
- Sustainability
- Modern Teaching and Learning Environment
- Enrollment Initiatives

The council decided to host an open forum to discuss WCC Strategic Plan with campus on April 6th from 2:30pm to 4pm in Kuhina 115. In addition, the WCC Strategic Plan Discussion Board will be open for comments for one week from April 3rd to April 8th for faculty/staff to provide input.

IEC (Johnny) Met on February 19, 2016

- The Assessment Coordinators met from all of the colleges and decided not to get a system-wide assessment management system. Manoa was the only college ready to go into an RFP (request for proposal), but all of the other colleges elected to use the systems that they have in place. The committee discussed the presentations that we saw, and how impressive the tools looked.
- Jane introduced Ken Rasti to the committee. He is the new Workforce Development Coordinator at OCCE, and will take over as their IEC representative.
- The survey distributed by the Mission, Vision, and Core Values Committee at convocation found that most of the campus community is satisfied with the college’s mission statement. They will not completely overhaul the mission statement, but may still make minor modifications. The vision statement and core values will be modified to align with our strategic plan. There will be further opportunities for campus input via open forums or online in the future.
- WASC offered “Assessment 201: Advanced Topics in Assessment” on February 5, 2016. Jan Lubin, Frank Palacat, Nalani Kaun, and Michael McIntosh attended. Frank will send out a pdf of the handbook that was distributed at the training.
- The committee discussed what type of portfolio assessment is being suggested in the new strategic plan. It was felt by many that the portfolio assessment suggested was meant as a measure of prior learning. Ultimately, it was decided that the committee needs more information before proceeding with the conversation.
- Frank updated the committee on the PBC focus group assessment results, and announced that the ASUH is the next scheduled focus group.
Faculty Senate (Laura) - Met 2/16/2016, 3/1/2016, 3/15/2016

2/16/2016 meeting
- ACCFSC/CCCFSC
  - Discussions are underway between UH admin and UHPA regarding paperless contract renewal using Interfolio: [http://www.interfolio.com/services/dossier/](http://www.interfolio.com/services/dossier/). This system would allow the portfolio to be built gradually over time, allow users to import employment history and demographic info (number classes taught, number students enrolled, etc.), increase dossier consistency. Security and privacy do not seem to be major hurdles.
- Discussion regarding the speed and manner by which the English and Math curriculum has been accelerated. Laura provided feedback from our department for Dave to relay to John Morton.

3/1/2016 meeting
- PRC (Master Plan) - There was a neighborhood board meeting where the State Hospital presented their plans for the Bishop Hall property and the State Hospital renovations, and it looks like Bishop Hall will remain the property of the State Hospital despite the wishes of the neighborhood board and WCC. State Hospital plans to build a 250-bed private, elderly-care facility on the Bishop Hall property. However, if the property keeps its historic property designation, the new facility cannot be built. WCC’s proposal to swap a portion of the Sherwood Forest area in exchange for the Bishop Hall property doesn’t look promising.
- ACCFSC/CCCFSC
  - Next tuition increase is being planned. There was some concern by ACCFSC members that tuition increases are only to be proposed to address the costs of deferred maintenance, and there are other urgent needs that could have been funded through tuition increases. An additional concern is that there didn’t seem to be any faculty input into developing the tuition increase proposal.
  - UHM approved the QR proposal. John Morton says that it’s in our best interest to follow UHM’s move to replace the FS with FQ to maintain the Gen Ed articulation agreement with UHM. Target date for implementation is Fall 2018.
  - GPS (Guided Pathways System) - Concerns that it is not obvious to students how they can choose courses that are not suggested by the system. “Nudges” would put classes that satisfy equal requirements in a hierarchical order by the number of students that tend to pass that course and the average grade students receive in that course. This could create artificial competition between instructors to fill their courses and inflate their grades. Voted to adopt a resolution to require that the GPS be vetted by the Faculty Senate prior to implementation since it’s a curriculum issue that Faculty Senate should be consulted on.
- Student Conduct Code
  - Maui College recently adopted UHWO’s Student Conduct Code as it superior to the UH code in its transparency about the procedures for all parties to follow to file or appeal a complaint. It also clearly defines many terms that are important in light of the Cleary Act and Title IX.
3/15/2016 meeting

- **Accreditation & Strategic Planning** - Open forum on 4/6 from 2 to 4 pm in Kuhina 115 to discuss the new WCC strategic plan. Document will also be posted to the discussion board for one week.

- **Sustainability Curriculum Committee** - Has approved a total of 15 courses to have an S designation starting Fall 2016. Will continue to approve throughout this semester but will not be able to offer the course with the S designation until Spring 2017. See [https://windward.hawaii.edu/committees/Sustainability_Curriculum](https://windward.hawaii.edu/committees/Sustainability_Curriculum) for more info.

- **Sustainability Task Force** - WCC’s Sustainability Plan should be finalized around mid-April, and will then be posted to the discussion board.

- **Voted to accept Ardis’ request to change the “Acceptance of Credits in Transfer” policy to move exceptions to degree requirements to be under the purview of the VCAA instead of VCSA**

- **Textbook Costs in Banner**
  - Mariko reported that as of Fall 2016, LCC, KCC, and HCC will all be displaying the “Textbook Cost $0” designation in Banner. She also reported that the Higher Education Opportunity Act (effective 7/1/2010) states that students should be able to see the cost of textbooks at the time of registration (which they can, but they need to go to the bookstore web site).
  - FS had a discussion about whether or not OERs are the most appropriate or the best resources, and could force instructors to choose substandard textbooks in order to keep their classes cheaper. Students might choose their classes based on textbook cost rather than the actual classes themselves. But it was noted that students do have the right to know the cost of textbooks, and most instructors do want to keep costs down for their students.

  - **Department vote:** *(Department decided to go with the $0 textbook cost for OERs only)*
    - Keep everything as is (prices are already available on the bookstore web site)
    - $0 textbook cost for OERs only (on Banner)
    - Range of textbook costs (instructors put in whatever they want) (on Banner)
    - $, $$, $$$ (Yelp model) (on Banner)
    - Model to be selected on a department-by-department basis

- **Security Issues - Feedback/requests from department?**
  
  *Deacon raised concern that someone (i.e. campus security) should monitor register offenders to make sure that students, faculty, and staff are not put in danger. The department would like to know more about the policies regarding sex offenders / criminals attending public college.*

- **HB 1625**
  - *(From 2/16/2016 meeting): As part of this bill, we may be required to report annually on the use of classrooms and laboratories in an effort to analyze how effectively we are using our current space. So if we want to build new facilities, the data would be available to provide rationale, but it feels like micromanagement and the report is likely to be labor-intensive. It was reported that John Morton is interested in this bill*
because it could provide support to move from a 4-day/week schedule to a 5-day/week schedule which could make better use of facilities and space. Friday, on our campus, has generally been saved for committee meetings and preparation days for instructors. If this HB passes through the meeting held on 2.16.16 (which it did), it’s likely that we should encourage faculty and staff to provide testimony against the bill.

- For research faculty, their first year will be paid by UH, will be required to find grants that cover 50% of salary in the second year and 75% of salary from the third year on.
- Concern that although this decision doesn’t affect us directly, it will affect the research units of UH which do affect information taught in classes and opportunities for students

- Proposed changes to the DPC guidelines (on the discussion board till 3/17/2016)
  - Putting all rank 4 and 5 from another division on the ballot in case there are not enough qualified people in your own department for DPC
  - Exclusion clause will allow the applicant to exclude one person from their DPC


- Approved new course PHIL 111 (Introduction to Inductive Logic)
- Approved course deactivation of SSCI 200 (Social Science Research Methods)
- Approved course modification to ENG 100X (Directed Support) from 1 hour lab to 1 hour studio (per Ardis)
- Reviewed proposed updates to the math prerequisites for non-math courses and forwarded to the discussion board
- Kaala withdrew the DA designation proposal for MUS 177 (Introduction to Hawaiian Music) and instead will submit a DH designation proposal.
- The switch to Kuali will be effective Fall 2016. There will be no change on our part when submitting curriculum changes. We will still use our current online form. Kevin will enter all information into Kuali for us.

### Foundations Board (Jody) Met 2/22/2016 & 3/14/2016

- Revised procedures for applying for foundations designation
- Jean shared that the UHCC system would like the community colleges to implement the change from FS to FQ and have FQ classes ready to be offered by Fall 2017. Manoa has submitted a QR Implementation Timeline document for our reference.
- Ron Loo has submitted PHIL 111 to Curriculum and is currently working on the application for FS designation. It should be noted that PHIL 111 will also meet the FQ hallmarks.

### Distance Ed (Jody) Met 2/18/2016

Elizabeth Ratliff presented the Online Development Plan
  - The plan calls for the Development of 10 new or revised online classes for Fall 2016 to be developed using the Learning Management System Canvas
but retaining the UH Lauima LMS as the portal to the classes.

- Templates being developed will have a uniform look.
- Courses will use a Team Approach with an Instructional Designer as project manager
- Facilities will be available for instructor training and content creation (Note: Ardis reported that $1000 are available for workshops and/or webinars)
- Additional staff are being hired to support this effort
- OER (open education resources) will be a component of piloted courses
- 6 course will be STEM, 4 from other disciplines
- Additional software will be identified as a standard list of support software generated
- Online student services and student success measure will be integrated into pilot courses
- Online orientation will be developed (Note: Ardis reported that $20,000 in contractual grant money is available to help develop a student orientation)

Concerns:

a. OER requirement of online courses would impact courses that rely on publisher software such as Math Lab, or Psych Lab. The tutoring and real-time feedback features are what make these software packages desirable and OER is fine as long as these features are not lost as resources. Answer: Alex addressed this indicating that UH is developing resources that would replace canned software packages.

b. Will porting existing courses to the new LMS involve re-entering large amounts of data. Answer: Yes, probably, and additional student help is being requested to help deal with these issues.

c. Intellectual Property, how will using State Equipment and Staff to create content affect the intellectual property? Mike Tom looked up the Policies online, and the policy clearly could be interpreted to assign ownership to the University. Ardis assured the Committee that she as chief Academic Administrator has no interest in reusing any content developed by faculty for their online classes and offered to work with the committee to draft wording to protect the intellectual property rights of online instructors at the next meeting.

Action Item: Elizabeth and Ardis will follow up to clarify the interpretation of the Executive Policies with legal.

**UHPA (Deacon) - Unable to attend meeting.**

Per Lance Uyeda, who was in attendance, there was discussion on the passing of Federal Justice Scalia, and how it benefits higher education unions nationwide. Justice Scalia was a major opponent of unionized faculty.

**MAPSAC (Deacon) - No Meeting, but email correspondence is ongoing with Brian Pactol and committee members regarding:**

Amy Rozek’s request for a Transfer and Career Center that would be housed in Naauao 103 using a large office area that is similar to the current Upward Bound room. The center would require at least three semi-private offices (high walled cubicles) as well as space for student workstations, bulletin boards, tables, and seating. The space is currently being used by Upward Bound, but Amy would want to have the space from May 2016-forward. The space will be used to house a Transfer and Career Center. The space will house two offices for counselors as well as a swing space for visiting transfer counselors (such as Ka`ie`ie) as well as for interview spaces for job placement. The most recent non-instructional unit assessment revealed that only 52% of respondents knew
where to go for transfer assistance and in looking at CCSSE data, students rank transfer credit assistance, career counseling, and job placement as significant. However the frequency in which students receive this assistance lags. Having a dedicated space for these tasks would provide students with more opportunity to access services. The current office space of the Hulili Transfer program is being taken offline with the Akoakoa renovations and did not meet the space requirements for workshops/seminars. A PBC request was made for furnishings. Mission tie: Student transfer metrics are a primary measure of student success. The Hawaii Graduation Initiative focuses on increasing the number of graduates and transfers. A projected target of 6% per year has been set for UHCC transfer by the UHCC Strategic Directions.

Hui o Ko‘olaupoko - Unusable parking space at Palanakila Parking lot to be used for rain gardens to reduce polluted storm water runoff. Currently the overall space is used as a parking lot. Our project includes the utilization of unused space to capture and infiltrate polluted storm water runoff via a series of rain gardens. These will be designed and engineered into the existing parking lot without the reduction of parking spaces or changes in the function of the parking lot. Begin and end: summer break 2016, exact schedule to be determined.

**EVENING SCHEDULE (Deacon) - No Meeting**

**Creative Media (Mike) Met 3/2/16**

1. Closing notes on the FY 2016 Budget: On 2/26/16 the System office requested to submit a spend down report of items by 3/4/16. Per Taui in the System CM office, this is for Legislative review and it looks better when monies are spent/encumbered. Renee encouraged people to expedite their P-Card purchases, and get higher ticket items (singles or multiples above $2500) started in the Super Quote process. Sharon in the Business Office will provide those who qualify with an actual ledger, which shows ZERO spent. To show intent, Renee will bring the itemized lists so that everything can be classified quickly as P: Purchased by P-Card, S: in SuperQuote pipeline, or X: not acted upon yet, with a "will be done by" date.
   - As noted earlier, salary savings was approved by Chris to be used on honoraria in the Tier 2, 3 and Alternate 3 equipment requests. Four more student seats have been added to Laakea 110 for a total of 16.
   - Part of the funds were approved to be used for honoraria presenters for two, hour-long workshops on Game Development. These will be scheduled during “dead week,” May 2 through 6. A pool of presenters have been notified by Gabe in order to gain interest and secure a commitment. Exact date, time TBD at our meeting. Committee will contact Bonnie for marketing once dates, times, presenters are set.

2. Update on Course Proposals - Gabe and Nick
   - Two classes, recommended by UHWO (for Fall 16):
     - Art 112 Intro to Digital Art (Photoshop-Illustrator)
     - CM 142 Intro to Game Design (Scratch, Unity)
   - Third class, recommended by UHWO (for Spring 17)
     - ART 126 3D Graphics (Maya)
   - Discussion regarding similar courses in ART and ICS which could be accepted as partially fulfilling ART 112. Mark and Mike currently cross listing Art 112 & ICS 203. Mike has had discussions with Charles Sasaki, Lance Uyeda, and Patti Chong about changing the Course alpha, SLOs, and description to match Art 112.
3. A discussion was brought up regarding WCC’s strategic plan for CM.
   - An emphasis was made on spending the available monies. However, Woody brought up a point that although the courses/classes/labs are being built, there is no promise that students will fill the seats in the courses that will be offered, and that WCC’s Distance Ed program is currently bringing in more revenue than CM.
   - Robert brought up the suggestion of creating a CM Concentration.
   - Renee and Gabe discussed Chris Lee’s vision of wanting to create a Media Production Industry within the state though the CM program that would allow out of state production companies to hire media specialists from within the state. However, Gabe also addressed that to a large extent, workers in the industry from Hawai‘i are not qualified. Further discussion was brought up about there are only a handful of Media jobs in Hawai‘i. Mike mentioned the thought of UHWO creating Internship programs that would help students create networks, gain skills, and transition from the classroom to the workplace.

### Aesthetics (Mike) Met 2/19/16

1. Approval of minutes from 12/18/15 meeting: Key points included:
   - **Trees:** The recommendation that Indian Banyans for replacement of diseased trees.
   - **Jamie Boyd’s garden:** Brian Pactol announced that WCC now has 8 security officers and that the area is being monitored regularly.
2. **Crescent Moon Sculpture:** Funds for the Crescent Moon Sculpture to be fixed have been allocated. Bud Spindt the sculptor priced the parts out for approximately $200 and will do the repair. Joe Ciotti suggested that a blueprint of the sculpture be on file so that the college is not dependent on one person doing the repairs in the future.
3. **New Aesthetics Chair:** As stated from the last 2 meetings from last semester, Paul Nash announces that he will be stepping down from the role. A replacement has not been chosen yet.
4. **Solar Power on campus:** Nick Logue suggested that WCC explore the possibility of installing a photovoltaic system. Brian Pactol pointed out that previous research was done, but factors of cost vs. savings were not in favor due to WCC’s location of being close to the mountains, having limited sunlight
5. **Ginger and Heliconia:** The overgrowth of Ginger and Heliconia around campus has been addressed and trimmed and cut back two feet.
6. **Smoking Areas:** Bryce Myers brought up a concern about the smoking area in front of Iolani Building, mentioning that secondhand smoke travels into his sculpture studio. Bryce also commented that several students have complained about the State Hospital patients bothering them and is asking that the smoking area near the Iolani Building be moved to another area on campus.

#### Covering Smoking Areas:
Donita Garcia presented a request on behalf of students who smoke to have 2 covered designated smoking areas.

**Concerns that were brought up included:**
- Having covered areas would be unaesthetically pleasing.
- Designating specific areas that would be covered, factoring in that the chosen areas would potentially be frequented by patients from the State Hospital. It was also addressed that patients from the hospital are already gathering in the smoking areas on campus and harassing students.

**Suggestions that were brought up included:**
- Having one-way umbrella stands in the designated areas.
● Donita presenting the request to the Student Body.
● Donita making a formal request to Brian and Doug.

7. **Interim Director for Administration Services/ Brian Pactol**: New Director for Administration Service: Brian Pactol introduced himself and told us he was brought up to date with the former V.C. Kevin Ishida. Miscellaneous items that were discussed and brought up included:
   ● The ongoing negotiations of land swap between the college the State Hospital.
   ● The current plans to clean out the debris and vegetation in the Na’auao gutters and other areas on campus.
   ● The rock/rain garden in the courtyard of Palanakila. Rocks were put there in the design of the building to reduce flooding and maintenance. The area is a concern safety.
   ● The committee’s request to explore the possibility of having a guard/gate at the main entrance and/or possibly blocking the entrance to the college at a designated hour.
   ● Proper signage near the courtroom directing the general public away from the college.

**Staff Development (Laura) - Met 2/26/2016**
- Getting close to spending our budget for Staff Dev grants, so apply now!!
- Anyone interested in joining a Health Hui?
- Upcoming workshops:
  - Tues 4/21 @ 3 pm - Healthy Cooking
  - Tues 4/12 @ 2:30 pm - Memory Palace
  - Fri 4/15 @ 10 am - Financial Planning
  - Tues 4/19 @ 2:30 pm - Gamification for Life & Education
- Staff Dev is co-sponsoring a screening of the film “The Hunting Ground” with the Sexual Violence Prevention Committee
  - Will be on 4/22 or 4/29, possibly in the theater
  - Film is about incidents on various campuses and how they were handled
  - Will also have a panel discussion where we can talk about what to do on our campus, and what our obligations and responsibilities are

**WebAC (Jody/Laura) Met 3/3/2016**
- Update the Admissions page to make it mobile friendly
- Fill the Web/Multi-media Manager position
- Submit a PBC request or find outside funding for the switch to Drupal
- The committee needs a student representative and a Division I representative
### WAB (Clayton) – No Meeting

- Reviewed all WI for this semester. Clayton noticed that total number of words were not mentioned in the English course syllabus. He provided feedback on all reviewed courses via email to WAB committee chair but did not hear anything back regarding his comments.

### Old Business

- Selecting Department Chair: *Department voted to select Navtej Singh as department chair for 2016-17 academic year. (1st Jody, 2nd Laura; Vote 8 – 0)*

### New Business

- Malia came to the department meeting to share information about Guided Pathways System (GPS) or aka STAR registration. Patti, Ellen, and Sarah will be conducting workshop at 10am and 1pm this Friday in Manaleo 126 to demonstrate GPS/STAR registration. Counselors will manually adjust the pathways for students who needs to take developmental Math and English.
- Dell XPS 13 Rollout – PC users can request to get computers to replace their old one.
  - Adobe Acrobat Reader DC vs Pro – Johnny informed the department that new pcs do not come the Adobe Acrobat Pro, instead it comes with free version of Adobe Acrobat Reader DC that is missing the capability of combining multiple pdf files into one and password protect pdf files.
- Department Approval for AS in NS Pre-ICS Concentration Proposal (*1st Deacon, 2nd Jean; Vote: 8-0*)

Meeting Adjourned at 4:35pm