

Minutes

UWF Board of Trustees Meeting

UWF Conference Center, Bldg. 22

University of West Florida

September 26, 2017

The meeting of the UWF Board of Trustees was called to order at 9:01 a.m. by Chair Mort O’Sullivan.

APPROVAL OF MINUTES BY COMMITTEES

Chair O’Sullivan welcomed everyone and called on each committee chair to convene his/her committee for adoption of their minutes.

Academic Affairs Committee: Jay Patel, Academic Affairs Committee Chair called the meeting to order and asked for a motion to approve their August 17, 2017 minutes.

Motion by: Trustee Mort O’Sullivan

Seconded by: Trustee Jay Patel

Motion carried.

Audit and Compliance Committee: Bob Jones, Audit and Compliance Committee Chair called the meeting to order and asked for a motion to approve their August 17, 2017 minutes.

Motion by: Trustee Mort O’Sullivan

Seconded by: Trustee Bob Jones

Motion carried.

Finance, Facilities & Operations Committee: Suzanne Lewis, Finance and Facilities Committee Chair called the meeting to order and asked for a motion to approve their August 17, 2017 minutes.

Motion by: Trustee Lewis Bear, Jr.

Seconded by: Trustee Dave Cleveland

Motion carried.

Student Affairs Committee: Greg Britton, Student Affairs Committee chair called the meeting to order and asked for a motion to approve their August 17, 2017 minutes.

Motion by: Trustee Kishane Patel

Seconded by: Trustee LuTimothy May

Motion carried.

FULL BOARD

1. CALL TO ORDER AND CHAIR'S REMARKS

Chair O'Sullivan called the full Board meeting to order at 9:11 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Dick Baker, Lewis Bear, Jr., Greg Britton, Dave Cleveland, Bob Jones, Suzanne Lewis, LuTimothy May, Mort O'Sullivan, Jay Patel, and Kishane Patel.

Trustee Adrienne Collins participated by teleconference. Trustee Bob Sires was absent. Trustee David Ramsey joined the Board meeting after roll call had been conducted.

Trustee Bob Sires was unable to attend.

Chair O'Sullivan welcomed everyone and announced that the meeting was being webcasted. He reminded those present that time has been set aside during the meeting to allow public comment on matters coming before the Board. He instructed anyone wanting to speak on an agenda item to complete a *Request to Address the UWF Board of Trustees* form as required. The forms were available on a table in the rear of the room and should be provided to the Board of Trustees' recording secretary, Becky Luntsford in advance of the public comment period.

Others attending:

Dr. Martha Saunders, President; Dr. George Ellenberg, Provost and Senior Vice President; Dr. Pam Northrup, VP, Innovation and Strategic Research; Ms. Pam Langham, General Counsel; Dr. Kim LeDuff, VP Academic Engagement; Mr. Howard Reddy, Interim VP, University Advancement; Dr. Joffery Gaymon, VP Division of Enrollment & Student Affairs; Dr. Kimberly McCorkle, Interim Vice Provost; Ms. Betsy Bowers, Interim VP, Finance & Administration; Dr. Melinda Bowers, Director, Facilities Operations & Emerald Coast Campus; Dr. Michael Huggins, Dean CSEH; Dr. Tim O'Keefe, Dean COB; Dr. William Crawley, Dean CEPS; Dr. Steve Brown, Dean CASSH; Dr. Bob Dugan, Dean University Libraries; Dr. Brandon Frye, Dean of Students; Ms. Colleen Asmus, AVP Financial Services; Ms. Megan Gonzalez, Executive Director, University Communications; Ms. Jamie Sprague, Associate Director, Human Resources; Dr. Jim Hurd, SVP Student Affairs; Ms. Kelley Brundage, University Registrar; Dr. Rebecca Kennedy, Director, Health & Wellness Services; Mr. Pat Crawford, Director, WUWF Public Media; Mr. Andrew Romer, Senior Executive Specialist, Governmental Relations; Ms. Cynthia Talbert, Internal Auditor III; Mr. Matt Packard, Compliance Officer, Internal Auditing; Mr. Dan Bevil, Internal Auditor II; Mr. Dan Lucas, CFO, UWF Foundation; Ms. Karen Rentz, Director, Title IX Programs; Mr. Rob Overton, Director, West Florida Historic Preservation; Mr. Matt Marshall, University Commons; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; Mr. Peter Robinson, Director, Environmental Health & Safety; Dr. Vannee Cao-Nguyen, Director, SDRC; Dr. Claudia Stanny, Director, CUTLA; Ms. Sandra

Thompson, Director, ITS; Ms. Melanie Haveard, Exec Director and CTO, ITS; Mr. Ross Dahlstrom, Network Engineer; Ms. Carol Britton, Special Assistant to the President; Dr. Bill Healey, Director, Recreation & Sports Services; Ms. Angie Jones, Director, Procurement; Mr. Chase Green, BOT IT; Mr. Eric Ingerman, Production Manager; Mr. John Macdonell, Webcast Director, and Ms. Becky Luntsford, Recording Secretary.

2. PRESIDENT’S REPORT

President Saunders made a PowerPoint presentation to the Board highlighting the new design of the UWF logo; the university’s 2012-2017 Strategic Plan which has been approved by the BOG; UWF enrollment update; SAT and ACT scores of incoming students; the Take Stock Statewide Program and partnership with Gulf Power Company; the February 25, 2018 Suit Up Event; a Housing and infrastructure update; a Research and Sponsored Programs update; a UWF Foundation update; senior leadership updates; LEAD-staff and LEAD-faculty program updates; and an Innovation Network and Community and Economic Engagement update.

President Saunders further described the Suit Up Program and the university’s partnership with JCPenney Company whereby students will receive a 40% discount on professional clothing. Dr. Saunders announced that she and her husband, Joe Bailey pledged \$10,000 to this program.

President Saunders introduced UWF student, Abigail Megason and invited her to the podium to give more information on this student program. Abigail invited the Trustees to attend the event.

President Saunders introduced and recognized four UWF faculty and staff “Make Your Mark” employees; Dr. Richard Hough, Dr. Kimberly McCorkle, Dr. Melinda Bowers and Dr. Joffery Gaymon.

3. APPROVAL OF MINUTES

Chair O’Sullivan reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the June 28, 2017 Board of Trustees meeting; the July 28, 2017 Board of Trustees Retreat; and the August 17, 2017 Special Board of Trustees meetings. He asked for a motion to approve all three sets of minutes if there were no changes or corrections.

Motion by:	Trustee Lewis Bear, Jr.
Seconded by:	Trustee Dick Baker
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Adrienne Collins	Aye
Trustee Dick Baker	Aye
Trustee Greg Britton	Aye
Trustee Ted Fox	Aye

Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee Jay Patel Aye
Trustee Kishane Patel Aye
Trustee David Ramsey Aye
Motion passed unanimously.

4. COMMITTEE REPORTS

Academic Affairs Committee – Jay Patel, Chair

The Academic Affairs Committee met on May 25. They had three action items and four information items presented.

Action Items

1. Awarding of Honorary Doctorate of Letters Individually to Quinton and Mary ‘Rishy’ Studer was presented by Assistant Vice President for University Advancement, Howard Reddy. On May 12, 2017, the Honorary Awards and Recognition Committee met to consider the nominations of Quinton and Mary ‘Rishy’ Studer for Honorary Doctorate of Letters. The committee reviewed the nomination packet and recommended the awarding of the degree. Dr. Saunders submits the recommendation on behalf of the committee to the Board of Trustees.

Quint Studer will give the Commencement Address at the May 5, 2018 ceremonies and the honorary doctorate will be presented on that day.

2. Approval of UWF’s Textbook Affordability Report. This item was presented by Interim Vice Provost, Dr. Kimberly McCorkle. On April 14, 2016 Governor Rick Scott signed into law House Bill 7019 requiring each university Board of Trustees to report to the Chancellor by September 30 of each year, on matters related to textbooks and instructional materials. UWF has implemented a new regulation aligned with Regulation 8.003 to address changes to current textbook adoption procedures. UWF is in compliance for textbook adoptions for Fall 2016 and Spring 2017 semesters with a 99.11% textbook compliance rate for Fall and 97.35% compliance rate for Spring. UWF has developed several initiatives to reduce the costs of textbooks and instructional materials for General Education courses, including the Pace Library and Provost’s Office Textbook Affordability Program, resulting in students borrowing books from the library 16,486 times during the 2016-17 academic year.

3. Approval of Tenure as a Condition of Employment. Dr. Jeffery Trinkle, Professor, Department of Mechanical Engineering was presented by Provost and Senior Vice President, Dr. George Ellenberg.

INFORMATION ITEMS

1. Dr. Kimberly McCorkle presented the **Summary of Degree Program Changes Approved During the Period July 1, 2016 through June 30, 2017.**
2. Mr. Howard Reddy presented **Naming of the MacQueen Guest Experience Management Program** information item.
3. Mr. Howard Reddy presented **Naming the University's BSN Program to Dr. D. W. McMillan BSN Nursing Program.**
4. Dr. Joffery Gaymon made a presentation on **Performance Based Funding Metrics Overview of The National Survey of Student Engagement (NSSE).**

Audit and Compliance Committee – Bob Jones, Chair

The Audit & Compliance Committee met on August 17. The committee had two action items and two information items presented.

ACTION ITEMS

1. **Acceptance of Internal Auditing Reports Issued April 1, 2017 through July 31, 2017: Research and Sponsored Programs and Departmental Audit – College of Business Dean's Office.** This Report was given by Ms. Betsy Bowers, Associate Vice President for Internal Auditing and Compliance.

The **Research & Sponsored Programs** audit's objectives were to evaluate the controls over the proposal award process, compliance with export control regulations and fiscal management of Research and Sponsored Programs administration. The results showed notable strengths included (4) recommendations: 1. A collaboration between divisions, resulting in a concrete plan to guide support for UWF research activities; 2. The Dean or Provost must provide authorization before a foreign visitor may access a research lab; 3. Ensure procedures for the Internal Routing Form completion and forms are filed with Research and Sponsored Programs; and 4. Establish procedures to ensure all required submissions to E-Verify are completed.

The **College of Business Dean's Office** audit's objective was to examine (39) areas of risk and determine the strength of the controls for appropriate risk mitigation. The results showed notable strengths and of the (39) areas of risk, only (2) areas warranted recommendations: 1. Document and communicate the IT strategic plan for COB; and 2. Ensure all COB employees take refresher training on mandatory course *Preventing Discrimination and Harassment* within the UWF 2-year requirement.

2. **Acceptance of Internal Auditing PCard Audit Report Results for Quarter 4 Update (April – June 2017) and the Annual Update (July 2016 – June 2017).** This report was presented by Ms. Betsy Bowers, Associate Vice President for Internal Auditing & Compliance.

Ms. Bowers reported that (12) departments encompassing (33) cardholders were examined on a sample basis during the quarter. 1,034 transactions occurred, (291) transactions were tested and the audit opinion resulted in (1) department scoring EXCELLENT, (6) departments scoring GOOD, and the (5) remaining departments scoring FAIR.

Ms. Bowers also gave a report on the Summary of the PCard Audit Results for Fiscal Year 2016/17. She explained that a total of (33) departments encompassing (133) cardholders were audited. Of the (33) total departments reviewed over the year, 10 departments scored EXCELLENT, (15) GOOD, (7) FAIR and only (1) scored POOR.

INFORMATION ITEMS

5. Ms. Bowers provided the committee with an Internal Auditing Update on Activities.
6. Compliance Officer, Mr. Matt Packard provided the committee with a Compliance Update on Activities.

Finance, Facilities & Operations Committee – Suzanne Lewis, Chair

The Finance & Facilities Committee met on August 17 and had three information items presented.

INFORMATION ITEMS

Dr. Steve Cunningham, Vice President of Finance & Administration, presented all Information items.

1. The Committee received a project status report related to **Major Facilities Construction Projects** at University Park and the Lab Sciences Annex Facilities.
2. **Energy Savings Performance Contract Update.** Dr. Cunningham provided the Committee with an update on the Energy Audit Agreement between the University and Siemens Industry, Inc, its purpose, the intended projects of the agreement, time table and the feasibility for implementation at this time. The University will continue to consider *Energy Conservation Measures* projects that could potentially yield verifiable energy savings and core infrastructure improvements. Any proposed Energy Performance Contract will be brought before the Board for approval as necessary.
3. **UWF Business Enterprises Inc. Update.** This update included an overview of recent activities with the Scenic Hills property, Food Services and Argonaut Village.

Student Affairs Committee – Greg Britton, Chair

The Student Affairs Committee met on August 17 and had one action item and two information items presented.

Action Item

1. **Board of Governor’s Request – Mental Health Counseling Implementation Plan** was presented by Dr. Rebecca Kennedy, Assistant Vice President & Director of Counseling and Psychological Services.

At the June 22, 2017 Board meeting the BOG chair, Tom Kuntz, requested a BOT approved plan to increase current staffing levels at each of the SUS Counseling and Psychological Services as requested in the two prior Mental Health LBRs. He has requested the approved implementation plans be presented as informational items at the BOG November meeting. This plan is submitted for your approval. UWF needs to hire (7) new therapists to meet the (1) counselor to 1,000 students ratio suggested in the Mental Health LBR. We propose to hire two each year for three years and one in the fourth and final year. Seven therapists and associated costs total \$606,319.72 in recurring funding and \$70,000 in non-recurring funding.

Information Items

1. **Student Case Management Services & Argo Pantry: Frequency Data for Spring 2017** was presented by Dr. Lusharon Wiley, Senior Associate Dean of Students and Student Ombudsperson.

Dr. Wiley’s presentation focused on the number of Case Management Services Cases between Fall 2014 – Summer 2017; Food Pantry visits during that time period; the types of services provided to students; and the needs of our students associated with those services.

2. **2017 University of West Florida Gallup Student Survey** was presented by Dr. Joffery Gaymon, Vice President for the Division of Enrollment and Student Affairs.

To understand the quality of their undergraduates’ experiences in and out of school, UWF partnered with Gallup to survey our currently enrolled students in the spring of 2017. In total, Gallup interviewed 1,050 UWF students. The survey was administered to students regardless of their year in school—first-year students through seniors. The survey and this presentation focuses on four critical areas of interest to UWF:

- Student well-being
- Key Support and Experiential Learning experiences
- Making the transition from college to career
- Student Persistence and Resiliency
- Online and Nontraditionally-Aged UWF Students

5. PUBLIC COMMENT

Chair O’Sullivan asked Becky Luntsford if anyone had submitted a request to address the Board. Ms. Luntsford had received no requests.

6. CONSENT AGENDA ITEMS FOR APPROVAL

Chair O’Sullivan noted there were fifteen items on the consent agenda. Trustees may pull any individual item from the consent agenda below for further review, if they desire. However, each item was fully discussed during the committee meetings and all of the recommendations of the committees reflect the proposed action provided with the agenda backup documentation.

Chair O’Sullivan asked if there were any requests to pull any consent agenda items for further discussion.

Chair O’Sullivan asked for a motion that the Board approve and adopt the recommendations of the Academic Affairs; Audit & Compliance; Finance, Facilities and Operations; and Student Affairs Committees made during their meetings with respect to the matters set forth on the consent agenda.

- A. Acceptance of Internal Auditing Reports Issued April 1, 2017 through July 31, 2017: Research and Sponsored Programs and Departmental Audit – College of Business Dean’s Office
- B. Acceptance of Internal Auditing PCard Audit Reports Results for Quarter 4 Update (April June 2017) and the Annual Update (July 2016 – June 2017)
- C. Approval of Mental Health Counseling Implementation Plans
- D. Approval of Awarding Honorary Doctorate of Letters Individually to Quinton and Mary ‘Rishy’ Studer
- E. Approval of UWF’s Textbook Affordability Report
- F. Approval of Tenure as a Condition of Employment

Motion by:	Trustee Greg Britton
Seconded by:	Trustee Jay Patel
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Adrienne Collins	Aye
Trustee Dick Baker	Aye
Trustee Greg Britton	Aye
Trustee Ted Fox	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee Jay Patel	Aye

Trustee Kishane Patel Aye
Trustee David Ramsey Aye
Motion passed unanimously.

7. ACTION ITEMS

1. Naming the University’s BSN Program to Dr. D. W. McMillan BSN Nursing Program was presented by Mr. Howard Reddy, Interim Vice President for University Advancement.

Chair O’Sullivan asked for a motion to Approve naming the University’s BSN Program to Dr. D. W. McMillan BSN Nursing Program.

Motion by: Trustee Dick Baker
Seconded by: Trustee Bob Jones
Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Adrienne Collins Aye
Trustee Dick Baker Aye
Trustee Greg Britton Aye
Trustee Ted Fox Aye
Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee Jay Patel Aye
Trustee Kishane Patel Aye
Trustee David Ramsey Aye
Motion passed unanimously.

2. Naming of the MacQueen Guest Experience Management Program was presented by Mr. Howard Reddy, Interim Vice President for University Advancement.

Chair O’Sullivan asked for a motion to Approve naming the MacQueen Guest Experience Management Program as presented.

Motion by: Trustee Dave Cleveland
Seconded by: Trustee Jay Patel
Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Adrienne Collins Aye
Trustee Dick Baker Aye
Trustee Greg Britton Aye

Trustee Ted Fox Aye
Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee Jay Patel Aye
Trustee Kishane Patel Aye
Trustee David Ramsey Aye

Motion passed unanimously.

3. Approval of Authorization to Sign Checks was presented by Ms. Colleen Asmus, Associate Vice President for Finance.

Chair O’Sullivan asked for a motion to Approve and authorize Martha D. Saunders, President; Betsy Bowers, Interim Vice President, Division of Finance and Administration; Colleen M. Asmus, Associate Vice President for Finance/Controller; and Jeffrey A. Djerlek, Associate Controller to sign checks for the purpose of paying legal obligations of the University from accounts held at Coastal Bank and Trust, P. O. Box 12966, Pensacola, Florida 32591 as long as the expenditures are authorized by all applicable University policies and State Regulations.

Motion by: Trustee Lewis Bear, Jr.
Seconded by: Trustee Suzanne Lewis
Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Adrienne Collins Aye
Trustee Dick Baker Aye
Trustee Greg Britton Aye
Trustee Ted Fox Aye
Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee Jay Patel Aye
Trustee Kishane Patel Aye
Trustee David Ramsey Aye

Motion passed unanimously.

Chair O’Sullivan instructed the Board to move to Action Item 5 on the agenda.

5. Approval of Resolution in Recognition of Distinguished Service was presented by Chair O’Sullivan.

Chair O’Sullivan presented a Resolution and asked for a motion from the Board to Adopt the Resolution presented to Trustee Theodore Fox in Recognition of his Distinguished Service to the University of West Florida.

Motion by:	Trustee Suzanne Lewis
Seconded by:	Trustee LuTimothy May
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Adrienne Collins	Aye
Trustee Dick Baker	Aye
Trustee Greg Britton	Aye
Trustee Ted Fox	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee Jay Patel	Aye
Trustee Kishane Patel	Aye
Trustee David Ramsey	Aye

Motion passed unanimously.

After a short break, Chair O’Sullivan instructed the Board to return to Action Item 4 on the agenda.

4. Approval of Presidential Evaluation and Compensation was presented by Chair O’Sullivan.

Chair O’Sullivan stated that he was hopeful each of the trustees had closely reviewed the Presidential Performance Evaluation Report that was prepared by the Presidential Performance, Evaluation and Metrics Ad Hoc Committee. He thanked Vice Chair Dave Cleveland for his leadership in chairing this Committee and for the dedication and hard work he and Committee members, Trustees Bob Jones and Suzanne Lewis had spent over the past six months working with University staff to develop a brand new BOT Presidential Performance Evaluation Policy – which the Board approved in June – working with the President to define her goals, three-year plan, Presidential Scorecard and the Trustee Survey.

Chair O’Sullivan thanked the trustees for completing the survey within the time period provided and for offering specific comments and observations about the President’s performance. The Board had 100% participation and the compilation of the results from the Survey and comments were provided to the trustees. Chair O’Sullivan explained that on a scale of 1-5, the total average score earned by President in the survey results was 4.46 which is excellent.

Chair O’Sullivan explained the bonus and compensation recommendation made by the Presidential Performance, Evaluation and Metrics Ad Hoc Committee.

Chair O’Sullivan stated that he communicated with BOG Chair Tom Kuntz and Chancellor Marshall Criser and both whole-heartedly endorsed the recommendation being made by the Committee.

Chair O’Sullivan asked for a motion to Approve the Estimated Operating Budget for the fiscal year ending June 30, 2018 for both appropriated and non-appropriated funds; and authorize the president to make subsequent changes to the budget as needed, including the changes between the estimated budget and the budget to be submitted to the Florida Board of Governors by August 2017, and other changes during the fiscal year.

Motion by: Trustee Lewis Bear, Jr.
Seconded by: Trustee LuTimothy May

Discussion:

Vice Chair Dave Cleveland thanked Trustee Jones and Trustee Lewis for their dedication of time and work on this. He thanked university staff and explained the committee feels very pleased with the recommendation being made.

Trustee Lewis Bear, Jr. stated that he was pleased with the new processes and procedures put in place by the Committee toward properly measuring the performance of the President. He provided his gratitude to the Committee for their hard work.

Trustee Bob Jones commended Committee Chair Dave Cleveland on his leadership to the Committee. He went on to affirm his recognition of the outstanding job President Saunders has accomplished within her short tenure as President. He gave commendation to Dr. Saunders outstanding staff.

Chair O’Sullivan stated that he will encourage President Saunders to continue her zeal in her efforts to the university.

Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Adrienne Collins	Aye
Trustee Dick Baker	Aye
Trustee Greg Britton	Aye
Trustee Ted Fox	Aye
Trustee Bob Jones	Aye

Trustee Suzanne Lewis Aye
Trustee Jay Patel Aye
Trustee Kishane Patel Aye
Trustee David Ramsey Aye
Motion passed unanimously.

8. INFORMATION ITEMS

- 1. UWF Commitment to the NCAA Principles of Conduct of Intercollegiate Athletics. Athletics Director, Dave Scott presented this information.**
- 2. FY 2016-17 Final Operating Budget Summary** was presented by Ms. Colleen Asmus.

Trustee Suzanne Lewis, Chair of the BOT Finance, Facilities & Operations Committee, asked that Ms. Asmus provided her Committee with a five-year look at carry-forward funding.

Trustee Lewis also asked Ms. Asmus to poll other universities within the Florida SUS to find out if any have developed policies or procedures around carry-forward funding.

Trustee Lewis asked Ms. Asmus to please provide this data and policies so UWF can work toward protecting its vulnerability of losing dollars while making good investments with carry-forward dollars spent.

- 3. Florida Government in the Sunshine** PowerPoint Presentation was given by General Counsel Pam Langham.

OTHER BUSINESS

Chair O’Sullivan announced that the Board of Governor’s Trustee Summit will be held in November. He encouraged the trustees to make plans to attend and let Becky Luntsford know

OTHER ACTIVITIES AND UPCOMING EVENTS

- **November 16, 2017 @ 9:00 a.m.** - UWF BOT Committee Meetings, UWF Conference Center
- **December 14, 2017 @ 9:00 a.m.** – UWF BOT Meeting, UWF Conference Center
- **December 14, 2017 @ 5:00 – 7:30 p.m.** – UWF Campus & Boards Holiday Celebration, Historic Village
- **December 16, 2017** – UWF Fall Commencement, Pensacola Bay Center

Chair O'Sullivan stated if there was no further business to come before the Board, the meeting was adjourned.

The meeting adjourned at 11:06 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary