

**DRAFT MINUTES**

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BOARD OF SUPERVISORS REGULAR MONTHLY MEETING**

**WEDNESDAY, MARCH 10, 2004  
9:00 a.m.**

**The Louisiana Building  
Baton Rouge Community College  
5310 Florida Blvd., Baton Rouge, Louisiana 70806**

\*\* The Board of Supervisors of the Louisiana Community and Technical College System reserves the right to enter into Executive Session in accordance with R.S. 42.6.

**NOTE:** **A separate Audit Committee meeting was held on Wednesday, March 10, 2004, at 8:00 a.m.**

**A. CALL TO ORDER**

The Louisiana Community and Technical College System Board of Supervisors met in Regular Session, March 10, 2004, in the conference room of The Louisiana Building at Baton Rouge Community College, 5310 Florida Blvd., Baton Rouge, Louisiana. Board Chair Knapp called the meeting to order at 8:59 a.m.

**B. PLEDGE OF ALLEGIANCE**

The assembly rose for recitation of the Pledge of Allegiance.

**C. ROLL CALL**

Ms. Bonni Blouin, Coordinator of Board Services, called roll and a quorum was established.

**Members Present**

Alden Andre  
Edwards Barham  
Gibson Chigbu  
Ava Dejoie  
John DeLaney  
Carl Franklin  
Kathy Sellers Johnson, First Vice Chair  
Ann H. Knapp, Chair  
Kevin McCotter  
Brett Mellington, Second Vice Chair  
Sean Reilly  
Stephen Smith  
Angela Stanley  
Mike Stone  
Nicholas Trist

**Members Absent**

Dan Packer  
Cedric Washington

**Staff Present**

Walter Bumphus  
Bonni Blouin  
Anthony Brown  
Pat Eddy  
Jan Jackson  
Lura Kamiya  
Karin Pettit  
Jerry Pinsel  
Angel Royal  
Jamie Underwood

**D. APPROVAL OF MARCH 10, 2004 AGENDA**

**On motion of Supervisor Smith, seconded by Supervisor Andre, the Board unanimously voted to approve the March 10, 2004 agenda. The motion passed.**

**E. APPROVAL OF MINUTES OF FEBRUARY 11, 2004 FACILITIES COMMITTEE MEETING AND FULL BOARD MEETING**

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Mellington, the Board unanimously voted to approve the minutes of February 11, 2004 Facilities Committee and Full Board meetings, as presented. The motion carried.**

**F. BRIDGES TO OPPORTUNITY (Ford Foundation) UPDATE – DRS. BYRON AND KAY McCLENNEY**

Dr. Walter Bumphus, President, LCTCS, introduced Dr. Byron McClenney and Dr. Kay McClenney, representatives from The Ford Foundation. He indicated that the LCTCS had been awarded the Ford Foundation Bridges to Opportunity grant and noted that it has enabled the LCTCS many opportunities, including taking several trips for benchmarking purposes, looking at best practices nationally and the implementation of those practices on our various colleges and campuses statewide.

Dr. Byron McClenney thanked the Board and commended them on the outstanding job being done in the State of Louisiana. He stated that the whole effort of the Ford Foundation Bridges to Opportunity grant is to “...create greater opportunity for disadvantaged, low-income people with access to the system, but more than that – to succeed.” Dr. Byron McClenney deferred to Dr. Kay McClenney to discuss the components of becoming a “world class” system and to discuss other state developments that may directly relate to what the LCTCS is facing.

Dr. Kay McClenney discussed three key areas/practices to be considered when moving towards a “world class” system: (1) political courage, (2) data, and (3) business community (assessing needs). She briefly discussed each area and its relation/impact to Louisiana. She also shared three principles necessary when moving towards becoming a “world class” system: (1) learning to define quality in a different way – student experience, student learning and student outcomes that are successful; (2) evidence of quality is the evidence of student outcome; and (3) must have evidence (data) of performance in order to be accountable and justify use of the public’s money. She concluded by stating that “Quality always improves upon itself”. She noted that, “*quality ... in this next decade, is firmly and very importantly focused on closing the gap that exists in both participation and attainment across our community and technical colleges...*”

Dr. Byron McClenney added that he had received very positive feedback from key stakeholders in the State during the Workforce meeting they had attended on Tuesday. He indicated that he felt the LCTCS is focusing on the all the key points that the Ford Foundation Bridges to Opportunity grant is designed to do.

**G. UPDATE ON NORTHROP GRUMMAN SHIP SYSTEMS PROJECT**

Dr. Margaret Montgomery-Richard, Chancellor, Louisiana Technical College and Dr. Toya Barnes Teamer, Vice Chancellor, District I, the “initial pioneers” of the Northrop Grumman project, addressed the Board and provided comments on the scope of the project. Dr. Montgomery-Richard noted that it was nearly two years ago today that she and Dr. Barnes Teamer presented to the Board the initiatives that were

taking place in District I in terms of collaborating and coordinating efforts to meet the needs of business and industry. She stated that the Northrop Grumman project began with the recognition of a need in the community. She added that this is “truly what we identify as a partnership between private/public government and education making a difference.” She noted that several institutions in the New Orleans Metropolitan Area collaborated to make this project work, including the LTC District One, Delgado Community College, and the University of New Orleans.

Dr. Toya Barnes Teamer provided background on the development of the Northrop Grumman project and reported on the status of the project. She stated that training is being provided for the company in paper skills (welding, electrical, etc.) and developmental education for many of the employees. She added that they have also partnered with the University of New Orleans as part of the Incumbent Worker grant where they are providing management training for the managers at Avondale Shipyard. She stated that this has been a collaborative initiative. Dr. Barnes Teamer stated that 25% of training to the company has been completed with a completion date of March 2005. She acknowledged her staff for the hard work that they have done to ensure that all the company’s needs have been met. She concluded that funding sources still need to be determined to complete all the overall comprehensive training that is needed for the company.

Dr. Karin Pettit, Senior Vice President, Corporate and Workforce Development, and Adam Knapp, Governor’s Office addressed the Board. Dr. Pettit recapped on the information provided by Dr. Barnes Teamer and noted that this project is the largest incumbent worker training contract received through the LCTCS at \$6.19 million. She added that the LTC will be acquiring approximately \$1.2 million worth of equipment in this partnership. She noted that 6,054 employees will be trained and 595 additional jobs will be created, and an average employee wage increase of 16.2% will be realized. She stated that the employer is participating in matching on the financial end and will be providing many of the training manuals, computer based training software, raw materials and training space. She concluded that the next steps are to look at training in years 3 and 4, depending on needs, secure additional funding of \$10.67 million, which is part of the cooperative endeavor agreement, and begin to develop a statewide shipbuilding/maritime consortium to meet all the maritime industry needs.

Adam Knapp addressed the Board and provided a brief overview on the cooperative endeavor process with Northrop Grumman/Avondale Shipyard. He stated that the agreement was a four-year contract (2003-2007) with a \$55 million state investment matched with a \$55 million private investment by Northrop Grumman, and an agreement to hold their current employment levels for the duration of the agreement. He stated that former Governor Foster’s priority throughout the negotiations when talking to staff and Department of Economic Development, was to ensure that, as much as possible of the \$55 million go to the people, not to the infrastructure. He reported that \$16.85 million is dedicated to workforce training and the remaining \$39 million will go to the infrastructure of the company. Mr. Knapp discussed areas that were identified to be lacking: (1) no single point of contact for the company to be responsive to coordinating all the state’s workforce needs, and (2) revenue streams not identified early enough. He indicated that in future endeavor agreements, using Northrop Grumman as a model, the individual determined to be the single point of contact for the company would be responsible for: identifying the revenue streams, coordinating the revenue streams, understanding in advance what the administration is putting in and if it needs to be a direct appropriation. He noted that, in the cooperative endeavor agreement, this issue is addressed through language stating that the LCTCS should be the organizing entity around workforce training. He concluded that this was an excellent learning model for going forward.

Dr. Pettit recognized several individuals that served on the team responsible for this project: Dr. Montgomery-Richard, Dr. Toya Barnes-Teamer, James Fulton, Danielle Jones, Kendrall Johnson, Dr. Larry Crain and Sterling and special thanks to John Hough, LCTCS.

Admiral George Yount, Avondale Shipyard, addressed the Board and provided comments on the Northrop Grumman Ship Systems Project. He stated that he oversees the Avondale Shipyard in Avondale, Louisiana, which is the largest employer in the State of Louisiana, consisting of 6,000+ men and women, and he is also an LCTCS “customer”. He expressed his opinion that “... *it is high time that the interface between the customer and the suppliers increase on a very active and responsive role.*” He added that it is for that reason that he has opted to join the Foundation Board of Delgado Community College. Admiral Yount spoke to the need of continued partnerships through incumbent worker endeavor agreements to provide an adequate workforce for Louisiana businesses. He shared his views on the direct linkage between the Louisiana Technical College and his business.

## H. REPORTS

### 1. Chair of the Board Report

Chair Knapp presented the Chair of the Board Report. She discussed the following topics:

- ? Dallas Benchmarking Trip – Discussed the benchmarking trip to Dallas for the purpose of seeing what “world class” looks like in Texas. She shared pictures of notable legislators and community leaders from Louisiana who went on the trip.
- ? Dinner with Foundation Board Chairs and LCTCS Chancellors - Ms. Knapp reported on the dinner that was held Tuesday night with LCTCS Foundation Board Chairs, or their designees, and Chancellors of those institutions, to share best practice fundraising efforts and brainstorming for ideas. She thanked all of those who were able to attend.
- ? Appointment of Nominating Committee – Chair Knapp appointed the following Board members to serve on the Nominating Committee for the purpose of nominating new chair positions for 2004-2005: Kevin McCotter, Chair; Carl Franklin, John DeLaney, Sean Reilly and Gibson Chigbu. Elections will take place in June, 2004.
- ? Monthly quote: “*Threats/problems in our workplace are really opportunities waiting to be turned around.*”

### 2. President’s Report

Dr. Walter Bumphus provided the following report:

- ? Ray Carney, an employee of Bossier Parish Community College, passed away. Dr. Bumphus offered the prayers and concerns of the Board members to the family and friends of Mr. Carney.
- ? New Century Scholar – Kimberly Coburn, BRCC – Dr. Bumphus recognized and congratulated Ms. Kimberly Coburn, BRCC, for being named the New Century Scholar. He noted that Ms. Coburn will be recognized at the AACCC conference to be held in Minneapolis.
- ? Presentation on Federal Financial Aid – Dr. Myrtle Dorsey and Angela Bryant, BRCC, provided a presentation on the Financial Aid Program that currently exists at BRCC and spoke specifically to the Pell Grant program.

Ms. Bryant provided information on the Pell Grant, how it is awarded, the eligibility requirements, and the criteria that is based on the award. She explained the EFC, which is a measure of the family's financial strength. She noted that the lower the EFC, the higher the Pell Grant award. She also provided a breakdown of the cost increase that will occur with the 3% tuition increase that has recently been approved.

Lengthy discussion ensued among Board members regarding this report. Supervisor Reilly requested a report on the average EFC and the percentage of Pell Grant recipients and how possible future tuition increases may impact the Pell Grant program. Dr. Bumphus stated that this information would be made available should the need to increase tuition become apparent.

Supervisor Andre questioned the number of TOPS scholarship recipients at BRCC and questioned the low number of students at BRCC participating in the TOPS program. Supervisor Dejoie noted that the TOPS Board is looking at the TOPS Program and possible ways to capture more of the students interested in attending technical colleges. Supervisor Reilly suggested that an invitation be made to members of the TOPS Board to attend an LCTCS Board meeting to discuss the TOPS Program. Dr. Bumphus stated that an invitation will be made to members of the TOPS Board to attend next month's Board meeting to discuss these issues.

## **I. GENERAL ACTION ITEMS\*\***

### **Finance Actions**

Supervisor Reilly presented the Finance Actions agenda items for consideration by the Board.

1. Economic Impact Study Report – Drs. Kjell Christophersen and Hank Robison (CCbenefits)

### **ORAL REPORT. NO ACTION REQUIRED.**

Dr. Christophersen and Dr. Robison of CCbenefits addressed the Board and provided a report on the economic impact study conducted on the LCTCS. Highlights from the report included:

- ✍ The 10 community and technical colleges in Louisiana pay \$177.2 million in direct faculty and staff wages, salaries, and benefits and explain an additional \$1.2 billion in earnings off campus.
- ✍ Taxpayers see a real money “book” return of 18.5% on their annual investments in the colleges and recover all investments in 7.2 years.
- ✍ Students enjoy a 19% annual return on their investment of time and money.
- ✍ The state of Louisiana benefits from improved health and reduced welfare, unemployment, and crime, saving the public some \$44.5 million per year.
- ✍ Students who graduate with an Associate's degree will earn 35% more than the average high school graduate.

Dr. Christophersen noted that all the other states “looked at” had a lower return than Louisiana.

### **Personnel Actions**

Supervisor Barham presented the Personnel Action agenda items for consideration by the Board.

2. General Personnel Actions for LCTCS Colleges and the System Office

**On motion of Supervisor Trist, seconded by Supervisor Andre, the Board unanimously voted to ratify the personnel actions presented for the LCTCS colleges and System Office to include twelve (12) retirements or resignations; two (2) leaves of absence, fifteen (15) new positions, forty (40) promotions/changes/salary increases, and seventeen (17) replacements. The motion carried.**

3. Appointment of Interim Vice Chancellor for Workforce and Economic Development for Delgado Community College

**On motion of Supervisor Sellers Johnson, seconded by Supervisor Franklin, the Board voted unanimously to ratify the appointment of Ms. Kathleen Mix as Interim Vice Chancellor for Workforce and Economic Development for Delgado Community College, at a prorated annual salary of \$94,931, effective February 15, 2004 through June 30, 2004. The motion carried.**

Chancellor Johnson thanked the Board for their support of this position and introduced Ms. Mix to the Board.

4. For Review and Advisement: Engagement in Political Activity Policy (combined policy)

**FOR REVIEW AND ADVISEMENT ONLY. NO ACTION REQUIRED.**

Supervisor Barham asked for clarification on several items regarding the proposed policy. Dr. Bumphus asked Mr. Leo Hamilton, Ms. Lura Kamiya and Mr. Allen Brown to come forward to address/answer any questions posed by the Board. Mr. Leo Hamilton, Legal Counsel to the Board, reviewed the proposed Engagement in Political Activity Policy and answered questions posed by members of the Board. Lengthy discussion ensued among Board members. The policy will be presented for consideration of approval at the April, 2004 Board meeting.

5. Employee Satisfaction Survey Results Report – Chris Hewitt (Quality Resource Associates)

**ORAL REPORT. NO ACTION REQUIRED.**

Mr. Chris Hewitt, Quality Resource Associates, addressed the Board and reported on the findings of the 2003 LCTCS Employee Satisfaction Survey. He reviewed, at length, the findings for each LCTCS institution.

Supervisor Dejoie suggested that a statement on the highpoints of the survey be included in the LCTCS Annual Report as a possible incentive to those that did not respond to the survey to let them know that their input will get noticed.

Board members discussed the results of the survey at length and reviewed next steps. Dr. Bumphus stated that copies of the PowerPoint presentation provided, and/or the complete report of the Employee Satisfaction Survey, will be provided to members of the Board.

### MIS Actions

Supervisor DeLaney presented the MIS Actions for consideration by the Board.

#### 6. IT Status Report

#### **ORAL REPORT. NO ACTION REQUIRED.**

Dr. Bumphus asked Ms. Jan Jackson, Senior Vice President for Finance to provide the IT Status Report. Ms. Jackson introduced Ms. Vanessa Tom, IT Security Officer and IT point person for LCTCS until a replacement for James Hobbs can be hired, and Mr. Glen Yancy, with Sync Solutions. Ms. Jackson notified the Board that James Hobbs had resigned approximately 6 weeks ago. She stated that Mr. Yancy (Synch Solutions) had been engaged to stabilize the IT area, and to provide tactical help. Ms. Jackson provided the report on the status of the IT Department and on the implementation of PeopleSoft and the progress that has been realized since July, 2003. A PowerPoint presentation was provided, as well as a handout, that provided the status of progress made on issues that were originally presented in July 2003, and a report of the campus visits that have taken place.

Supervisor Trist requested an update on the total cost related to PeopleSoft. Dr. Bumphus responded that this information would be provided to Board members by Monday (March 15<sup>th</sup>). He also requested that a report on PeopleSoft be provided to Board members on a routine basis. Dr. Bumphus added that the LCTCS has received commendations from institutions out of state for what has been achieved with the limited resources available.

### Academic Actions

Supervisor Trist presented the Academic Actions agenda items for consideration by the Board.

#### 7. For Approval: Academic Policies

- ✍ Academic Status – I.1.020(Revision)
- ✍ Residency
- ✍ Scholarships (Utilizing State General Revenue Funds)

**On motion of Supervisor Smith, seconded by Supervisor Mellington, the Board unanimously voted to approve the Academic Policies as presented. The motion passed.**

#### 8. For Approval: SOWELA Technical Community College Mission Statement

**On motion of Supervisor Andre, seconded by Supervisor Franklin, the Board unanimously voted to approve the Mission Statement as submitted by the administration of SOWELA Technical Community College. The motion passed.**

### Legislative Actions

Supervisor Dejoie presented the Legislative Actions agenda items for consideration by the Board.

#### 9. Update on LCTCS Strategic Planning and Performance Indicators

#### **ORAL REPORT. NO ACTION REQUIRED.**

Dr. Angel Royal presented the Board the LCTCS Strategic Plan with Performance Indicators and recommended it for review and advisement by the Board. She provided a brief report on meetings and actions that have taken place since the Board's initial approval, and next steps. She stated that the document presented contains the final modifications needed to make the strategic plan an effective working document. The document will be presented at the April 2004 Board meeting for consideration of approval.

10. Update on Concurrent Resolutions

**ORAL REPORT. NO ACTION REQUIRED.**

Dr. Royal provided a brief report on House Concurrent resolutions that were filed with the Secretary of State's Office as a result of the 2003 Regular Legislative Session (#132, #247, #84, #98), and provided a brief explanation of each resolution.

**J. CONSENT AGENDA**

**On motion of Supervisor McCotter seconded by Supervisor Mellington, the Board unanimously voted to approve the Consent Agenda as presented to include agenda items J.1. through K.4. The motion passed.**

Supervisor McCotter commended Bossier Parish Community College and South Louisiana Community College regarding agenda items J.5-J.7. for "performing in an entrepreneurial fashion" regarding their decision to outsource instructional activities in order to deliver incumbent worker training grants. He also commended staff the approval of the procurement policy on IT for the facilities corporations (agenda item J.8. Policy for the Purchase of New Information Technology and Telecommunications Equipment for New and Expanded Campuses), and suggested to Dr. Bumphus that some type of dialogue is needed between the LCTCS and the Office of Telecommunications Management to help them understand what campus facilities is and how the procurement policies relate to the System policies.

**Finance Actions**

1. For Approval: Revision to Accounts Receivable Policy

**Approved the amendment of the Accounts Receivable Policy, # II.2.008, as presented.**

2. For Approval: Foundation Policy

**Approved the LCTCS Policy on Foundations.**

3. For Review and Advisement: Procurement Card Policy

**Approved the LaCarte Procurement Card System Policy as presented.**

4. Incumbent Worker Training Program Contracts

**Ratified one (1) new Incumbent Worker Training Program contract that totals \$64,423 and two modifications to existing contracts as listed:**

? **Southern Graphics Systems/LTC-Delta Ouachita – Contract Amount \$64,423**

- ? **Houma Auto Dealers Consortium/L.E. Fletcher TCC – Revised Ending Date: 11/10/05**
- ? **Twin State Trucks dba Rafferty International/LTC-Shreveport/Bossier – Modified Contract Amount: 144,710**

5. Incumbent Worker Training Program Subcontract between Bossier Parish Community College and WennSoft, Inc.

**Ratified an Incumbent Worker Training Program subcontract between Bossier Parish Community College and WennSoft, Inc. to provide customized training in Great Plains Accounting, WennSoft Service, and Job Cost Training to Storer Equipment Company, effective February 16, 2004.**

6. Incumbent Worker Training Program Subcontract between Bossier Parish Community College and Cannon Financial Institute, Inc.

**Ratified an Incumbent Worker Training Program subcontract between Bossier Parish Community College and Cannon Financial Institute, Inc., to provide customized training in asset management and client services investment to Hibernia National Bank, effective January 1, 2004.**

7. Incumbent Worker Training Program Agreement between South Louisiana Community College, Nicholls State University and Acadian Ambulance, Inc.

**Ratified an Incumbent Worker Training Program agreement between South Louisiana Community College, Nicholls State University, and Acadian Ambulance, Inc., to provide, through distance learning technologies, campus/university laboratories, and off-campus clinical experiences, the clinical nursing component of the established Associate of Nursing Science (ASN) curricular program, effective February 15, 2004.**

#### Facilities Actions

8. For Approval: Policy for the Purchase of New Information Technology and Telecommunications Equipment for New and Expanded Campuses

**Approved the Policy for Purchase of New Information Technology and Telecommunications Equipment for New and Expanded Campuses.**

9. Cooperative Endeavor Agreement between the LCTCS and the Lafayette City Parish Government (Road construction for SLCC)

**Approved a Cooperative Endeavor Agreement between the Lafayette City Parish Government and the LCTCS to facilitate constructing a road for the new SLCC campus and to authorize the System President and the Board Counsel to execute the final documents.**

10. Cooperative Endeavor Agreement between SOWELA Technical Community College and Chenault International Airport

**Authorized a Cooperative Endeavor Agreement between SOWELA Technical Community College and Chenault International Airport Authority and authorized the Board staff and legal counsel**

**to execute the documents to finalize this agreement. *The Office of Contractual Review must approve this agreement.***

11. Delgado Community College Communications Department Office Renovation and Relocation

**Authorized the renovation of a portion of Building One and the relocation of the Communications Department to this location. *The renovation of this facility requires approval of the Board of Regents.***

12. Delgado Community College Information Technology Department Renovation and Relocation

**Authorized the renovation of the second floor of Building Ten on Delgado’s City Park Campus and the relocation of the Information Technology (IT) Department to this building. *The renovation of this facility requires the approval of the Board of Regents.***

### **Academic Actions**

13. For Approval: Electronic Learning Policies Submitted

- ✍ I.3.001 – Electronic Learning Statements and Initial Procedures
- ✍ I.3.002 – Faculty Rights and Responsibilities in Electronically-Supported Instruction
- ✍ I.3.003 – Memorandum of Agreement for e-Learning/Distance Learning Consortium
- ✍ I.3.004 – Minimum I.T. Standards for Campus Participation in e-Learning
- ✍ I.3.005 - Compressed Video and Proctor Training Requirements
- ✍ I.3.006 - Intellectual property
- ✍ I.3.007 - Student Orientation

**Approved the initial policies related to the establishment of electronic learning courses and programs with the LCTCS colleges.**

14. For Approval: Institutional Organization Charts

**Approved the institutional charts for the LCTCS colleges as presented by their respective chancellors.**

15. Program Expansion for the Louisiana Technical College – Bastrop Campus  
Technical Diploma in Industrial Instrumentation Technology (CIP 15.0404)

**Approved the request to expand the Industrial Instrumentation Technology (CIP 15.0404) program (Technical Diploma) to the Louisiana Technical College’s Bastrop Campus within the Delta Area District.**

16. Proposals for New Programs – Bossier Parish Community College

Associate of Applied Science:

Architectural/Design Construction Technology

Management Information Systems

Associate of Arts:

Music

Associate of Science:

Public Administration

**Approved the new associate degree programs for Bossier Parish Community College as listed.**

- Associate of Applied Science:**
  - Architectural/Design Construction Technology**
  - Management Information Systems**
- Associate of Arts:**
  - Music**
- Associate of Science:**
  - Public Administration**

**K. UPDATES**

Chair Knapp encouraged Board members to review the reports/updates provided.

1. Business and Industrial Visit Report
2. Status Report on Capital Projects
3. Alternative Financing Projects
4. Status Report on Facilities Assessment

**L. OTHER BUSINESS**

1. Board of Regents' Committee Meetings – March 24-25, 2004

Supervisor DeLaney will represent the LCTCS at the Board of Regents' meetings on March 24-25, 2004.

**M. ANNOUNCEMENTS**

- ? Dr. Bumphus announced that a new logo for the LCTCS has been selected. The official presentation of the new logo will take place at the April, 2004 Board meeting.
- ? A copy of Dr. Montgomery-Richard's response letter to Mr. Clark Gradney, Budget Analyst, Louisiana House of Representatives, regarding the recent inquiry/requests for information regarding the future direction of the LTC, was distributed to members of the Board.

**N. ADJOURNMENT**

**There being no further business to come before the Board, on motion of Supervisor Mellington, seconded by Supervisor Franklin, the meeting adjourned at 1:14 p.m.**

**Draft minutes provided by Bonni Blouin – 3/22/04  
Revisions made 4/13/04 by Bonni Blouin**