

MINUTES

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

**WEDNESDAY, APRIL 13, 2005
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 Personnel Committee meeting was held on Wednesday, 4/13/05 at 8:00 a.m.*

A. CALL TO ORDER

The Louisiana Community and Technical College System Board of Supervisors met in Regular Session, April 13, 2005, in the Louisiana Building at Baton Rouge Community College, 5310 Florida Blvd., Baton Rouge, Louisiana. Board Chair Kathy Sellers Johnson called the meeting to order at 9:06 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

Edwards Barham
Tonya Chissell
Gibson Chigbu
John DeLaney
Carl Franklin
Kathy Sellers Johnson, Chair
Alvin Kimble
Ann H. Knapp
Kevin McCotter
Angela Nealy
Sean Reilly
Mike Stone
Nick Trist

Members Absent

Ava Dejoie
Brett Mellington, First Vice Chair
Dan Packer
Stephen Smith, Second Vice Chair

Staff Present

Dr. Walter G. Bumphus
Bonni Blouin
Allen Brown
Anthony Brown
Pat Eddy
Jan Jackson
Lura Kamiya
Howard Karlton
Lucy McGregor
Karin Pettit
Jerry Pinsel
Reba Poulson
Angel Royal
Greg Speyrer

D. APPROVAL OF APRIL 13, 2005 AGENDA

On motion of Supervisor McCotter, seconded by Supervisor Knapp, the Board voted to approve the April 13, 2005 revised agenda as presented.

E. APPROVAL OF MINUTES OF MARCH 9, 2005 AUDIT COMMITTEE AND FULL BOARD MEETINGS

On motion of Supervisor Knapp, seconded by Supervisor Franklin, the Board voted to approve the minutes of the March 9, 2005 Audit Committee and Full Board meeting as presented.

Dr. Bumphus acknowledged and welcomed Carolyn Blanchard and Harold Bouté from the Board of Regents. The Board of Regents will hold their April 2005 Board meeting in the LCTCS board room on April 27-28, 2005.

F. DR. WILLARD DAGGETT, INTERNATIONAL CENTER FOR LEADERSHIP IN EDUCATION

Dr. Bumphus introduced Dr. Willard Daggett, Director of the International Center for Leadership in Education. Dr. Daggett provided a presentation on the changing technology and how it will affect the workplace and schools. He spoke on the many changes in technology, demographics, and the workplace, along discussed the increase in global competition. He provided examples of innovations in information technology, biotechnology, and nano-technology and provided statistics to illustrate the changes. He discussed the impact of global competition and how other nations are preparing their students with concentrations in Math and Science. He also shared information obtained from thirty (30) high school case studies.

G. REPORTS

1. Chair of the Board Report

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

- ? Ms. Johnson reported that she had visited Louisiana Technical College - New Iberia and Lafayette campuses and the new campus of South Louisiana Community College. She stated that she had met the Vice Chancellor and Campus Deans at the Lafayette campus. She reported that the issue presented by Senator Romero at the March 2005 Board meeting regarding the poor state of the grounds at the LTC New Iberia campus has been resolved. She stated that the grounds had been manicured, but repairs are needed and she voiced the need for legislators to release funds to address the facility problems.
- ? Chair Johnson and Dr. Bumphus visited Northwestern University in Natchitoches to meet with Dr. Sally Clausen and members of her board and faculty to discuss options related to the Board of Regents' Master Plan. She indicated that she is looking forward to helping them resolve some of the issues in this part of the state through Bossier Parish Community College and other offerings that exist in the northeastern part of the state.
- ? Met with Board of Regents and University of Louisiana Lafayette staff for discussion during Dr. Clausen's *Transition to Higher Education* meeting. Ms. Johnson expressed her appreciation to Board members, in particular Supervisor Chissell, for representing our System so well in front of

the other boards and systems that were in attendance.

- ? Attended the Skills USA Louisiana annual awards conference hosted by Louisiana Technical College-Lafayette Campus. Ms. Johnson commended Mr. Larry Rabalais for a job well done. A video showing scenes from the conference was shown. Copies of the video and a booklet from the conference were made available to Board members. Ms. Johnson congratulated all the winners and thanked the Lafayette campus for hosting the event. Student winners will be invited to attend a future Board meeting to share some of their experiences and to be recognized by the Board.
- ? Attended “Roast” of Lieutenant Governor Mitch Landrieu that was hosted by the Delgado Community College Foundation. Governor Kathleen Babineaux Blanco, former Governor Treen, former Mayor Landrieu, Mayor Nagin and a host of other dignitaries from the New Orleans area attended the function. She expressed her appreciation to members of the Board who were able to attend the function. The event served as a fundraiser for Delgado Community College. Ms. Johnson shared a newspaper article from *The Times Picayune* on the event.
- ? Chair Johnson thanked Supervisor Carl Franklin for meeting with Governor Blanco during her recent trip to Bossier Parish Community College to view the new campus.
- ? Featured in the Community College Week, March 29, 2005 issue, is an article written by Scott Dyer, Leadership and Diversity if Louisiana: A Case Study.

2. President’s Report

Dr. Walter Bumphus provided the following report:

- ? Update on Louisiana Delta Community College project regarding State Farm building. Dr. Bumphus and Supervisor Barham met with Board of Regents (BoR) to make a presentation. Presentation was well received and the BoR has approved, in concept, what was proposed, which is to move Delta Community College into the State Farm facility. Louisiana Technical College technical college courses will be offered within the facility as well as an early college initiative and workforce training. Next step – Board of Regents staff and Jan Jackson’s staff are working on the actual numbers. A meeting will follow with Commissioner LeBlanc for further discussion and to determine the final administrative package.

Supervisor Barham provided additional comments. He stated that Ms. Jackson, Rich Griswold and Donnie Vandal toured the building. The Northwest Legislative Delegation is scheduled to meet with Commissioner LeBlanc prior to the legislative session.

Supervisor McCotter questioned whether appraisals had been received on the building. Jan Jackson stated that the appraisals have not been received.

- ? Dr. Jan Brobst, Chancellor, South Louisiana Community College, introduced two new vice chancellors that have recently been hired at the campus – Dr. Theodore Hanley, Vice Chancellor of Academic and Student Affairs, and Mr. Brian Gladder, Vice Chancellor of Administration & Finance.
- ? Supervisor Ann Knapp announced that a \$2.75 million dollar contribution has been made by the H.C. Drew Trust in southwest Louisiana to SOWELA Technical Community College for the

construction of an Allied Health building on the campus that will also house an economic development center for southwest Louisiana. She noted that this contribution is the largest contribution to SOWELA Technical Community College and the largest that has ever been made to a community and technical college in the State of Louisiana. She added that the donation is contingent upon matching dollars being provided by the State of Louisiana. She stated that contact has been made with the southwest legislative delegation and they are knowledgeable and supportive to help obtain matching dollars out of the budget. Ms. Knapp congratulated Mr. Stanley Leger, Chancellor, SOWELA Technical Community College, and his senior leadership team who have been working this relationship with H.C. Drew Trust.

Dr. Bumphus thanked Supervisor Knapp, on behalf of the Board, for her influence, dedication and hard work in bringing this endeavor to fruition.

Supervisor McCotter questioned Supervisor Knapp on whether they had considered alternative financing to obtain the matching funds. Supervisor Knapp responded that anything and everything is on the table. She thanked Supervisor McCotter for his suggestion.

- ? Dual Enrollment Agreement between Baton Rouge Community College and East Baton Rouge Parish schools. Dr. Myrtle Dorsey, Chancellor, Baton Rouge Community College and Ms. Charlotte Placide, Superintendent of East Baton Rouge Parish schools, addressed the Board to announce a dual enrollment program between Baton Rouge Community College and East Baton Rouge Parish schools. A press conference is scheduled for Thursday, 4/14/05, at 1:30 p.m., at Broadmoor High School to introduce the program to the community. A PowerPoint presentation was provided on the dual enrollment program and what it means for both institutions. Dr. Dorsey noted that the purpose of the program is to provide an opportunity, to juniors and seniors in East Baton Rouge Parish schools, to earn college credit while they are still enrolled in high school.

Superintendent Placide stated that seventeen (17) high schools will be participating in the program and discussed actions that will take place to recruit the high schools into the program. She stated the 3800 students have shown an interest in the program. Particular attention was paid to the courses that will be offered. All courses will transfer to four-year institutions within the State of Louisiana, as well as out of state. Students could be able to complete up to 24 hours of college credit prior to graduating from high school. Discussions are under way with Capital Area Transit (CATS) regarding transportation for the students. A brochure on the program was provided.

- ? Dr. Bumphus, Dr. Montgomery-Richard and Dr. Toya Barnes-Teamer visited with Alphonso Jackson, Secretary of Urban Housing and Development, about a project with the Louisiana Technical College – Sidney Collier campus in District I.
- ? Acknowledged Bossier Parish Community College for a \$5,000 scholarship that was donated by former U.S. Senator Bob Dole.
- ? Recently had the cover of the Community College Journal featuring a staff member of South Louisiana Community College. A copy of the journal was shared with board members.
- ? Letter from a student at the Louisiana Technical College – District VIII, about several frustrating attempts that she experienced trying to pass Algebra at the collegiate level. Dr. Bumphus had previously provided copies of the letter to members of the Board. He stated that the letter is a

testament of what one faculty member can do for one student. He commended the leadership of LTC District VIII, Dr. Montgomery-Richard and her staff and the Plato program.

- ? Dr. Barnes-Teamer has been nominated to represent the Louisiana WIA #12.
- ? In June, representatives from the Ford Foundation will attend the board meeting. In addition, representatives from the Ford Foundation will be visiting the System Office next week for a site visit to look at what has been done in the past with Ford monies. Ms. Lucy McGregor will be coordinating the visit next week.
- ? April is Community and Technical College Month in Louisiana and it is Community College Month on the national level. As part of the System efforts in support of this, the Finishing College initiative has been implemented. Chancellors and Public Relations Directors at each campus have been putting together this program. Data shows that since 1990, 212,000 individuals have started a college or university in our state but never graduated. Students will be able to visit a campus and have determined what courses are needed to complete an associate degree.

H. GENERAL ACTION ITEMS**

Personnel Actions

Supervisor Franklin presented the Personnel Actions agenda items for consideration by the Board.

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

On motion of Supervisor Knapp, seconded by Supervisor Trist, the Board voted to ratify the personnel actions presented for the LCTCS Colleges and System Office to include twelve (12) retirements, seven (7) resignations, four (4) terminations; two (2) requests for LTC tenure committee establishment; two (2) new positions, twenty-five (25) promotions/changes/salary increases, and six (6) replacements. The motion passed.

Chair Johnson commended Mr. Lura Kamiya on her work in preparing the personnel items to the Board.

2. Approval of Revision of Policy on Outside Employment of LCTCS Employees

On motion of Supervisor Knapp, seconded by Supervisor DeLaney, the Board voted to approve the revisions of the LCTCS Policy #II.3.018, Outside Employment of LCTCS Employees. The approval of the policy is contingent upon subsequent approval of both the Board of Regents and the Board of Ethics. The motion passed.

3. Resolution to Request Authorization of Referendum Hospital Insurance – Medicare Only Coverage

On motion of Supervisor Knapp, seconded by Supervisor Nealy, the Board voted to approve the Resolution to Request Authorization of Referendum for Hospital Insurance – Medicare Only Coverage Division of Retirement Systems. The motion passed.

On motion of Supervisor Johnson, seconded by Supervisor Knapp, the Board voted to enter into Executive Session for the purpose of discussing agenda items H.4. Approval of Plan to

Address Campus Budget Issues at the Louisiana Technical College, and H.5. Approval of Tenure Hearing Subcommittee Determination for Mr. Thomas Wright. The Board entered into Executive Session at 10:45 a.m.

The Board reconvened the Full Board meeting at 12:15 p.m. Board Chair Johnson announced that during the Executive Session, no consensus was reached, no motions were made, and no votes were taken.

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

4. Approval of Plan to Address Campus Budget Issues at the Louisiana Technical College

On motion of Supervisor Reilly, seconded by Supervisor Knapp, the Board voted to approve the plan to address budget issues at Louisiana Technical College campuses as presented by Chancellor Richard. The motion passed.

5. Approval of Tenure Hearing Subcommittee Determination for Mr. Thomas Wright

On motion of Supervisor Reilly, seconded by Supervisor Kimble, the Board voted to ratify the determination of the Louisiana Technical College Tenure Hearing Subcommittee of the Board of Supervisors in relation to Mr. Thomas Wright, tenured instructor, of the Louisiana Technical College. The motion passed.

Supervisor Franklin stated that the Tenure Hearing Subcommittee recommended termination of Mr. Thomas Wright.

6. For Review and Advisement: LCTCS Policy on Recoupment of Overpayments

FOR REVIEW AND ADVISEMENT. NO BOARD ACTION WAS TAKEN.

Finance Actions

Supervisor Trist presented the Finance Actions agenda items for consideration of the Board.

7. Louisiana Technical College Diesel Driving Academy, Inc. Cooperative Endeavor Agreement

On motion of Supervisor McCotter, seconded by Supervisor Knapp, the Board voted to authorize the LCTCS President to take any further action necessary regarding the five year Cooperative Endeavor Agreement between Louisiana Technical College and Diesel Driving Academy, Inc., executed on August 23, 2001, for the Lafayette Campus, following completion of the staff investigation. The President will report any further actions regarding this issue to the Board. The motion passed.

Supervisor McCotter asked Dr. Bumphus to elaborate on any possible options of any further action that may be necessary regarding this issue.

Dr. Bumphus addressed the question and provided a brief background of the events that took place in regards to the contract with Diesel Driving Academy. He stated that the action taken today should end any responsibility of the LCTCS.

Supervisor McCotter questioned whether or not the contract with Diesel Driving Academy had been reviewed by the Office of Contractual Review (OCR).

Mr. Leo Hamilton, Legal Counsel for the LCTCS, answered that it appeared that a contract, that was signed by former Louisiana Technical College Chancellor William Roden, was reviewed and approved by OCR; however, the contract should have been approved by the LCTCS Board before going to OCR.

Supervisor McCotter stated that he was sensitive to the proprietary school in the fact that there was some question about whether a contract that they had was reviewed by OCR. He added that was his only question and that Dr. Bumphus had stated, on the record, that the contract had been reviewed by OCR.

Dr. Bumphus responded that he had been told it had been reviewed by OCR and he did not want to go on record to certify that. He added that he had stated to the Inspector General that he had no knowledge of this contract, being that the contract was approved in 2001, prior to his arrival as System President.

Mr. Hamilton reiterated that the most important point is that the contract was not approved by the LCTCS Board.

Supervisor McCotter stated that LCTCS Counsel has stated that he (Mr. Hamilton) saw a contract that had been signed by Office of Contractual Review and that he would like that fact reflected in the record.

8. Approval of LCTCS Policy on Scholarships for the Louisiana Technical College Young Memorial Campus

On motion of Supervisor Reilly, seconded by Supervisor Chissell, the Board voted to approve the annual award of scholarships to students for enrollment in programs offered at the Louisiana Technical College, Young Memorial Campus, from funds generously donated by the H & B Young Foundation based on the following criteria:

- ✍ The funds must be administered by the Director of Young Memorial Campus and two staff members (none of whom should be politically involved).**
- ✍ Eligible students must reside in the corporate limits of Morgan City, Louisiana.**
- ✍ Eligible students must demonstrate a financial need.**
- ✍ Eligible students must have a grade point average of 2.5 or higher.**
- ✍ Eligible students cannot be absent more than five days per quarter.**
- ✍ Students receiving scholarships must acknowledge receipt through written correspondence to the Trustees of the H & B Young Foundation.**

The motion passed.

Facilities Actions

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

9. Baton Rouge Community College Servitude Agreements

On motion of Supervisor Knapp, seconded by Supervisor DeLaney, the Board voted to provide 'right of way' use of a portion of the college's property to the City of Baton Rouge to relocate Rebel Road and execute servitude agreements to relocate the utilities along Rebel Road and Foster Drive. The motion passed.

10. Purchase of Facility for South Louisiana Community College, New Iberia Campus

On motion of Supervisor Knapp, seconded by Supervisor Trist, the Board voted to authorize the System President, South Louisiana Community College and Board counsel to negotiate and execute all documents to purchase the South Louisiana Community College, New Iberia Campus from Board of Regents property acquisition funds if they become available. This purchase will require the approval of the Board of Regents and the Division of Administration. The motion passed.

11. Verbal Report Regarding Acquisition of Louisiana Delta Community College Facility

The report on the acquisition of the Louisiana Delta Community College facility was provided earlier in the agenda.

12. SOWELA Technical Community College Capital Outlay Amendment

On motion of Supervisor Knapp, seconded by Supervisor Trist, the Board voted to amend the LCTCS 2005-2006 capital outlay submission to include a \$5.5 million construction project which includes \$2.75 million in donated matching funds for SOWELA Technical Community College. This amendment requires the approval of the Board of Regents, the Division of Administration and the Louisiana Legislature. The motion passed.

Academic Actions

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

13. Approval of Policy: Honorary Degrees

On motion of Supervisor McCotter, seconded by Supervisor Stone, the Board voted to approve the proposed academic policy for the awarding of Honorary Degrees. The motion passed.

14. Approval of Request by Bossier Parish Community College to Award Posthumously an Honorary Associate of Arts in Humane Letters Degree to Sgt. Craig Nelson

On motion of Supervisor McCotter, seconded by Supervisor Stone, the Board voted to approve the request from Bossier Parish Community College to award, posthumously, an Honorary Associate of Arts in Humane Letters to Sgt. Craig Nelson of the Louisiana Army National Guard's 1/156th Armor Battalion. The motion passed.

I. CONSENT AGENDA

On motion of Supervisor Knapp, seconded by Supervisor Trist, the Board voted to approve the Consent Agenda which consists of agenda items I.1. through I.8. The motion passed.

Finance Actions

1. Incumbent Worker Training Program Contracts (pg. 1)

Ratified three new Incumbent Worker Training Program contracts for \$1,034,398 and modifications to four existing contracts for \$955,162 as listed:

- ✍ **Hercules Liftboat Company/LTC-Young Memorial & L.E. Fletcher Technical Community College – Contract Amount: \$589,882**
- ✍ **L & G Ministries dba Plaquemine Christian School/LTC-Baton Rouge Campus – Contract Amount: \$38,973**
- ✍ **Louisiana Casino Cruises dba Casino Rouge/Baton Rouge Community College & LTC-Baton Rouge Campus – Contract Amount: \$405,543**
- ✍ **A-1 Aluminum dba Seal Craft – Revised Ending Date: 1/31/06**
- ✍ **Cajun Cutters/LTC-Lafourche Campus – Revised Ending Date: 12/31/05**
- ✍ **Twin State Trucks dba Rafferty International/LTC-Shreveport/Bossier Campus - Revised Ending Date: 11/30/05**
- ✍ **Unifab International/South Louisiana Community College – Revised Ending Date: 12/31/05**

2. Incumbent Worker Training Program Subcontract between Louisiana Technical College and Acadian Integrated Solutions (pg. 11)

Approved Incumbent Worker Training program subcontract between Louisiana Technical College and Acadian Integrated Solutions to provide 13 marine and offshore training courses in compliance with the United States Coast Guard, Occupational Safety and Health Administration, and other safety training for the employees of Global Industries Offshore LLC #2 effective December 15, 2004.

3. Incumbent Worker Training Program Subcontract between Louisiana Technical College and TDD (US), LLC (pg. 12)

Approved Incumbent Worker Training program subcontract between Louisiana Technical College and TDD (US), LLC to provide training in management of major emergencies for managers and control room operators for the employees of Shell E and P, effective May 1, 2005.

4. Incumbent Worker Training Program Subcontract between Louisiana Technical College and New Horizons (pg. 13)

Approved Incumbent Worker Training program subcontract between Louisiana Technical College and New Horizons to provide training in MS Word-Basic, Intermediate, and Advanced; MS Excel-Basic, Intermediate, and Advanced; HS PowerPoint-Basic, Intermediate and Advanced; and MS Access-Basic, Intermediate and Advanced to the employees of LifeCare Hospitals of New Orleans effective January 1, 2005.

5. Contract between the Louisiana Community & Technical College System and the Board of Regents for SELECT Electronic Learning Training (pg. 14)

Approved the contract between the LCTCS and the Board of Regent's Supporting Electronic Learning and Essential Campus Transitions (SELECT) Grants Program, effective March 4, 2005, through December 30, 2005.

Academic Actions

6. For Review and Advisement: Common Course Names, Numbers and Prefixes (pg. 15)

Accepted for review and advisement.

7. LCTCS Common Electronic Catalog of Degree Programs (written) Update (pg. 16)

Board Update.

8. Delgado Community College (pg. 25)

Request for New Program:

Certificate of Technical Studies: Web Site Design

Request for Change in Program Titles:

From: Certificate of Technical Studies in Hospitality

To: Certificate of Technical Studies in Hospitality Management

From: Associate of Applied Science in Hospitality

To: Associate of Applied Science in Hospitality Management

Deletions and Establishment of Concentrations:

Delete: Diesel Concentration and Engine Performance Concentration in the Motor Vehicle Certificate of Technical Studies Program

Add: General Automotive Concentration in the Motor Vehicle Technology Certificate of Technical Studies Program

Delete: Diesel Mechanics Concentration and Auto Mechanics Concentration in the Motor Vehicle Technology Associate of Applied Science Program

Add: General Automotive Concentration in the Motor Vehicle Technology Associate of Applied Science Program

Approved the following academic action requests from Delgado Community College:

Request for New Program:

Certificate of Technical Studies: Web Site Design

Request for Change in Program Titles:

From: Certificate of Technical Studies in Hospitality

To: Certificate of Technical Studies in Hospitality Management

From: Associate of Applied Science in Hospitality

To: Associate of Applied Science in Hospitality Management

Deletions and Establishment of Concentrations:

Delete: Diesel Concentration and Engine Performance Concentration in the Motor Vehicle Certificate of Technical Studies Program

Add: General Automotive Concentration in the Motor Vehicle Technology Certificate of Technical Studies Program

Delete: Diesel Mechanics Concentration and Auto Mechanics Concentration in the Motor Vehicle Technology Associate of Applied Science Program

**Add: General Automotive Concentration in the Motor Vehicle Technology Associate
of Applied Science Program**

J. UPDATES

Chair Johnson urged Board members to review the updates/reports provided.

1. Business and Industrial Visit Report (pg. 1)
2. Status Report on Capital Projects (pg. 14)
3. Alternative Financing Projects (pg. 18)
4. Facilities Assessment Update (pg. 23)

K. OTHER BUSINESS

1. Board of Regents' Committee Meetings – April 27, 2005

Supervisor Johnson volunteered to serve as the LCTCS representative at the Board of Regents Committee meetings on April 27, 2005.

Chair Johnson announced that the Board of Regents meeting will be held on the Baton Rouge Community College campus in the board room. She stated that she will provide a welcome to the group and invited all Board members who are available to attend the meeting.

Dr. Bumphus added that Ms. Janet Boles, Chair, Baton Rouge Community College Foundation, has graciously considered hosting a reception for the LCTCS Board, the Baton Rouge Community College Foundation Board and the Board of Regents.

Chair Johnson expressed her appreciation to the Baton Rouge Community College Foundation for sponsoring this reception.

L. ANNOUNCEMENTS

- ☞ Dr. Bumphus announced that a number of LCTCS staff had just returned from the annual American Association of Community College conference. He recognized Mildred Ecklund, Nunez Community College who was named as a New Century Scholar. Ms. Ecklund will attend a future meeting to be recognized by the Board.
- ☞ Dr. Bumphus informed the Board that Thursday, (4/14) will be the last day for Dr. Karin Pettit. He commended Dr. Pettit for the tremendous that she has done for the LCTCS over the past two years.

M. ADJOURNMENT

There being no further business to come before the Board, on motion of Supervisor Knapp, seconded by Supervisor Nealy, the meeting adjourned at 12:36 p.m.