

**MINUTES OF THE JULY 29, 2020  
CLATSOP COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
BOARD RETREAT**

**I. CALL TO ORDER**

The meeting was called to order by Chair Robert Duehmig at 11:00 a.m.

Board members present: Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, Tim Lyman, and Dave Zunkel. Others present: President Chris Breitmeyer and Recording Secretary Pat Schulte.

Chair Duehmig noted that today's hybrid meeting format with some Board members in person and others on Zoom is what students will experience in the fall. He added we will have to take it one meeting at a time.

**II. FALL OPENING**

**A. Conversation about Fall Plan**

President Breitmeyer gave an overview of the plan for fall. He said it has changed from a reopening plan to a response plan because the College never closed. The response plan has been developed over the past several weeks following the guidance from OHA and the HECC. The Board needs to approve the response plan by September 1. The plan will be an item on every regular board meeting agenda. There will be updates and changes to the plan as we get new information about the virus and guidance changes. President Breitmeyer summarized what the College is looking at operationally. Classes will be hybrid on the Lexington campus. There will be no full face-to-face classes with the exception of health sciences classes. Career Technical Education (CTE) classes at MERTS and health sciences classes on the Lexington campus will be face-to-face with face masks and social distancing. Nursing students are still doing clinicals. President Breitmeyer said we will do as much as we can with distance learning. After classes went online in spring term, we loaned laptops to students and offered open computer labs on campus.

Board members commented on the draft Fall 2020 COVID-19 Response Plan included in the packet. Board members had several suggestions and recommendations regarding wording and formatting. The Board Secretary will take those changes to the Fall Planning Team. The changes will be incorporated

into the final draft for the Board's approval at the Special Board Meeting in August.

In response to questions from Board members, President Breitmeyer gave the following responses:

- We have not identified an online screening tool for the self-screening but will look into adding that to the plan.
- Temperature monitoring for staff and students was discussed and it was determined it would not be practical, so it will not be required.
- Hand sanitizer stations will be set up at the entrance to every building. Once we determine which classrooms will be used, we can look at adding additional stations.
- The Bandit Café is planning to be open and is aware there will be fewer students on campus.
- The College does not have any space that could accommodate social distancing with a class or gathering of 50.
- Shaun Martin is CCC's compliance officer and Jerad Sorber is the enforcement officer. It is the compliance officer's responsibility to make sure faculty and staff are up-to-date with training.
- The Fall Response Plan will be shared with employees.
- We are required to report if there are two or more cases on campus. It will be the student's responsibility to get a COVID test if they have symptoms.
- President Breitmeyer said they debated about whether to put some of the information in the main body of the plan or in the appendices. The appendices contain a lot of the information about procedures.
- It is the responsibility of the health department to do contact tracing.
- President Breitmeyer said we will use some of the CARES Act funding to hire extra staff for enhanced cleaning. CARES Act funding can also pay for PPE and cleaning supplies.
- The communicable disease management plan referenced in the plan is the Fall Response Plan.
- The team that put the plan together includes all the designated groups, including faculty and students. Student government was involved in developing the plan.
- This fall response plan went through Cabinet, College Council, and the associations.
- The College is part of a consortium with other community colleges to purchase PPE and cleaning supplies.
- President Breitmeyer will check to see if the cleaning chemicals designated in this plan dovetail with our current policy.

- Students will be required to wear face masks in all indoor spaces, including when they are seated at their desks.
- The College doesn't have a clear answer about liability issues. PACE will not be covering any claims related to COVID. The legislature is looking at something to indemnify public entities from any kind of COVID-related lawsuits.
- The College will be closed to the public but can authorize some non-college groups to use college facilities. It will be decided on a case by case basis.

## B. Budget Picture

- Federal/State Outlook: President Breitmeyer gave an overview of the federal and state funding outlook. Congress is working on new legislation (HEALS Act), but there is a \$2 trillion difference between House and Senate versions. In both versions, there is money for higher education. The Community College Support Fund will not be cut in next year's state budget but there will be cuts in the next biennium. CCC will receive \$100,000 in GEER funds to improve our online instruction. As a state community college system, we will develop a statewide library of online courses. If a course is not offered at Clatsop, a student can take it online from another institution. The cost will likely be a bit higher than the normal offering. President Breitmeyer said he is on the governance group for this project. These courses will be transferable to a four-year institution. The concern is how the community colleges are going to split the revenue. Every college needs to get some of that revenue. Chair Duehmig commented that it sets up a discussion that was going to happen down the road. President Breitmeyer said they had a system like this a few years ago but it broke down. Tim Lyman suggested looking at what's already on the market. There are two disruptive events that will accelerate the demise of traditional education – COVID (online versus in-person) and jobs being looked at in terms of skills rather than degrees. The value of a college degree is falling. Rosemary Baker-Monaghan said the reason the online courses broke down before was the concern that standards for courses were agreed to by all the community colleges. She noted we have been trying to get this transfer issue resolved for over 20 years. Karen Burke commented that it's a matter of having standardized outcomes. What faculty have control of is how the students meet the outcomes. She added that we fought hard in nursing to get OCNE (Oregon Consortium for Nursing Education) going. President Breitmeyer said over the last 1.5 years, he was part of a group working on outcomes for biology, writing, elementary ed, and business. Now there is transferability to the universities. Mr. Lyman commented it's not a standards issue but a territory issue.

- CCC Reductions – Summary of Cuts: President Breitmeyer pointed to the summary of proposed reductions included in the packet. Reductions are shown by area and what percentage of budget the cuts represent. Most of the salary reductions are from employees who retired and their positions were not filled or were modified. A lot of the 599 positions were eliminated. Not printing the class schedules saved \$30,000. Two employees took the early retirement incentives. In response to a question from Ms. Baker-Monaghan about the Forerunner, President Breitmeyer said the boat is in dry dock now. Eldon Russell, the new captain on the boat, said there is some additional life to the equipment, so the Foundation has agreed that the money that was previously requested for equipment can be used for repairs to the gangway and boat.
- Meeting Mission: President Breitmeyer said the College’s mission was a guide to us when we made these cuts. In making cuts, we tried to have the least impact on students. We are going through the program prioritization process right now. It will guide us when we need to make future cuts.

### C. MERTS Process

President Breitmeyer said we are in a holding pattern with the MERTS project. The plans for the Maritime Science Center are ready. We are ready to build but we don’t currently have the money to build the building. Senator Johnson is concerned that the state may not do the bonding for the capital projects, so the \$8 million match may or may not be there.

Sara Meyer asked for the history of the MERTS project. Ms. Baker-Monaghan replied that the key point is the need to be able to provide state of the art training to meet the needs of the coming maritime workforce. The average age for maritime workers is 58. There are five community colleges in the nation that have a Maritime program. CCC is positioned to have this unique program and train the new workforce for several generations. We were working to have a facility that would accommodate that. We have students coming from all over the country and the world to take our classes. Ms. Baker-Monaghan said the need came through the maritime program and to the board. Chair Duehmig added that we got support early on in the capital campaign. There is a lot of interest in the maritime industry to train their workers, and we would be building for the next generation of technology. In response to a question from Mr. Lyman, Chair Duehmig said we don’t have signed contracts for the project. There are some verbal commitments and verbal support for the MERTS project. We had planned to move into this fall with a big kickoff. We can’t go forward with the project until we know if the state will come through with the funds.

Ms. Baker-Monaghan said our project is shovel ready so we are in a position to hold until the money is there. The need is there. Chair Duehmig said it's important to stress the shovel ready piece when it comes to the political economic piece. Mr. Lyman commented there is county owned land behind Costco that may have river or bay access. It's not in the slide zone or the tsunami hazard zone. He said if we were to build the college from scratch, that's where he would put it. Ms. Baker-Monaghan said MERTS was created with federal grants so she doesn't know if it can be moved.

### III. UPDATES

- **VP Academic Affairs:** Peter Williams is the new VP of Academic Affairs and is hitting the ground running. One of the first things he is working on is the creation of pathways. VP Williams was the chair of the articulation and transfer committee in Washington. He is going to help us develop specific pathways. We don't have majors. We will have meta-majors. When a student comes in the door, we will ask them what job they want to do. Then we will say here is the meta-major for you and here are the classes you are going to take. It will change advising to talking to students about their goals instead of what classes they are going to take. We won't cut out the liberal arts. CCC just got accepted into the next Pathways Cohort. Ms. Baker-Monaghan said part of what we do is to instill critical thinking. She doesn't want classes that benefit the community and society as a whole to be cut for the sake of the budget. Can we think of our role in the community and society as a whole in addition to the Pathways? Chris said Pathways are for students who are not going to be transferring. When we create Pathways, it will create demand for classes because it is forcing students into those classes. Ms. Burke agreed that it will benefit students because it gives them a clear pathway to what they want with exactly the right amount of credits. President Breitmeyer said that's one of the goals. Ms. Baker-Monaghan replied that she doesn't disagree but hopes we don't get too bare bones. Mr. Lyman said our students are customers and they are coming here for a product. Chair Duehmig noted that we need to remember we are doing credit classes, community education, and continuing education. It's keeping all three and strengthening them.
- **ERP Software Implementation:** President Breitmeyer said it's been a nightmare and is taking up a lot of staff time. We went live with Campus Nexus Student and one of the challenges is that we can't run a report right now that tells us how many students we have for the fall. It's the same for financial aid. Until recently we had to handwrite the checks. PayPal is double charging and triple charging for the same class. Mr. Lyman said whenever you roll out these things, it's always a nightmare and it's never anyone's fault. President Breitmeyer replied

that other schools have said once they get through this state, they are really happy with the product. He added that we were able to pay for it out of the reserve we had. The next module to go live will be finance. It was scheduled for August but now has been pushed back to October.

- Program Review: President Breitmeyer said we are at the point with program prioritization where we are starting to collect data on individual programs. We are running tests on the process with one academic and one non-academic program. College Council will score the programs using a scoring rubric that has 11 or 12 different categories. We will then use that information to make budgetary decisions. Typically, schools do program prioritization when they are looking to cut. That wasn't our situation when we started the process, but now we are going to use this information to make decisions about programs. Everyone is participating in the program prioritization process. At some point, we will have to make tough decisions. Chair Duehmig noted that program prioritization will give us information we need to bring programs back when our financial picture improves. President Breitmeyer said program prioritization will also show programs that need additional support. At some point, programs may come to the Board campaigning for their program. In response to a question from Sara Meyer, President Breitmeyer said we are looking at external demand and it is incumbent on the department or program to reach out to the community to determine the external demand. Ms. Baker-Monaghan said one of the conversations that always pops up in these situations is the concern about full-time employees versus part-time employees. President Breitmeyer said he doesn't know exactly how to address that. He added there is a lot more value to being a full-time faculty than just being in the classroom, e.g., advising. If you lose full-time, you lose a lot of service to the institution and the community. Chris said his first option is not to eliminate someone's job.
- Accreditation: President Breitmeyer pointed to the NWCCU letter included in the packet. In the spring of 2021, we will submit a report without a visit on recommendation #1 (core needs). In spring 2021, we will submit a report and have a visit to look at our institutional processes. In fall 2022, we will have a mid-cycle review with an addendum to address recommendation #1. We need to continue working on the policies and procedures. OCCA has given us a recommended order to attack the chapters and that's the system we have set up.

#### **IV. GOAL SETTING**

Chair Duehmig asked everyone to take five minutes and reflect on what their hopes are for the next year.

- Anne Teaford-Cantor: Preparing for the inevitable budget cuts that will come in the following fiscal year and keeping our foot on the gas on DEI issues. It's especially important because some of the folks that will have the most challenge coming back to the College will fall into those demographics.
- Dave Zunkel: He looked at the board priorities for last year and is thinking about the priorities for next year. He thinks the Board had too many priorities for last year. They are all admirable goals, but the Board has to do better with figuring out benchmarks or metrics for each of them. We have to identify who is responsible for these priorities. Dr. Zunkel said he wants to be strong on the DEI piece; take care of accreditation issues; focus on distance learning; assess and improve student success if there is time, energy, and money; and find out why students drop out and do something about it.
- Tim Lyman: Everyone who enrolls here is a customer and has an expectation of what this college is going to deliver. He said the College is selling a better life. What students purchase is an opportunity for a better life. What we deliver is paper. We don't know what happens to students after they leave this college and whether they achieved a better life. We need to find out if those students are getting a better life. By one definition, a job/career is a better life. Are students getting that job? They paid several thousand dollars to the College with the expectation of a better life. President Breitmeyer said he likes that phrase and is going to use it.
- Karen Burke: Outside forces are almost overwhelming at this point. She wants the College to not lose sight of our strategic planning and continue on that road of strategic planning.
- Sara Meyer: Her personal goals as a Board member are to delve into the policy manual, better understand the finances, know and get involved with the Hispanic Council. She has a real interest in the living machine at MERTS. As a board, she wants to be supportive of where we are heading with the strategic plan. She likes discussion and once we make a decision we should be really on it. We are lacking outreach to multi-media sources. We need to expand how we are sharing ourselves with citizens in this county. We do not release news to the media regularly enough and need to follow up.
- Mr. Lyman commented that we need to create control of the media narrative. Ms. Burke said we have Ales and Ideas that we do at Ft. George. Chair Duehmig added that we need to make sure we are working with the College on outreach. Ms. Baker-Monaghan said part of the South County conversation is the potential of moving the South County Center; it's an issue for her constituents. She asked how we are going to overcome the perception that we are vacating South County.

- Rosemary Baker-Monaghan: She agrees with what everyone has said so far. She likes the better life piece; that's why she ran to be on this Board 20 years ago. She doesn't know how we assess whether we've accomplished that other than having the Foundation try to track people who have left and gather that info on future supporters. A better life is a bigger conversation than just data. Maybe the Foundation could help us with that piece. She likes the Pathways conversation. We need to balance the goals of students who are coming for a specific reason with the needs of the community. Getting students through as quickly as possible so they can get where they want to go is big. How do we maintain those pathways with the budget cuts that are coming? She wants to assess where we want to go with the distance learning. DEI and accreditation issues are important. She has been frustrated with the strategic planning process. The Board hasn't been involved in it as early as she would like. The Board needs to be more involved in strategic planning. The MERTS project was frustrating for her. When Larry Galizio was president, the staff and faculty put together the MERTS plan and put it on the list for consideration by the state; the Board found out about it later. President Breitmeyer asked what role the Board wants to play in strategic planning. Ms. Baker-Monaghan said she wants to have a personal, philosophical level conversation about where the College is going. She wants to have a conversation about what is important to Board members and have that be considered in the planning. Chair Duehmig commented that it is a strategic mission conversation versus a strategic plan conversation. Karen Burke said it is the opportunity to have a conversation with the faculty and staff about where we want to be as a college. President Breitmeyer said the Board represents constituents so it's a conversation with the Board as representatives of the community. Ms. Baker-Monaghan said she wants to hear the opinions of faculty and staff.
- Robert Duehmig: As Board chair, he wants to make the meetings as productive and effective as they can be. From the Board perspective, it's touching a little bit on the strategic plan or strategic vision – setting a goal where we want the College to be in five years. It's also about being able to manage the potholes without losing the vision of where we want to be in five years. We should look at the College as an economic engine and a place where parents want their kids to go. Mr. Lyman commented that the work sessions are the most interesting, productive parts of the meeting.

## 2020 Goals Review

### Current Strategic Initiatives

- *Strengthen the Academic Environment for Students*
- *Cultivate Connections with the Community*

- *Commit to Equity and Inclusiveness*
- *Advance Institutional Accountability*

Chair Duehmig asked everyone to look at the four strategic initiatives and asked if these are still the initiatives to get us where we want to go? Mr. Lyman said the Pathways strengthen the strategic initiatives. Ms. Meyer asked how the College is responding to Black Lives Matter. President Breitmeyer responded that through the DEI Council, we are planning learning communities around various topics centered around Black Lives Matter. Ms. Baker-Monaghan added that we are addressing it by removing barriers; maybe there needs to be a conversation around what the barriers are. President Breitmeyer said there will be multiple approaches, including events, supplying faculty with resources so they can integrate it into the curriculum, and possibly redefining classes. Mr. Lyman said our major minority constituency here is Hispanic and we need to reach out to them. There is a huge gap between the Hispanic community and the rest of Astoria. Ms. Teaford-Cantor said the third strategic initiative needs to add the word diversity (“commit to *diversity*, equity, and inclusiveness”). Chair Duehmig said from a Board perspective, all of us will go off the Board at one point or another and we should take the time to get people interested who will bring more diversity to the Board. Ms. Teaford-Cantor said we can each speak to something we have experienced, but we have only walked in the shoes we have walked in. It’s a place to start the conversation. Ms. Burke said she thinks we need to continue to include “Advancing Institutional Accountability,” because we have to be accountable for who we are as an institution. We need to keep it in front of us at all times and be accountable for what students come away with.

### Revised Strategic Initiatives

- *Strengthen the Academic Environment for Students*
- *Cultivate Connections with the Community*
- *Commit to **Diversity**, Equity, and Inclusiveness*
- *Advance Institutional Accountability*

### **Board Priorities**

The Board discussed their priorities for 2020-2021 and made the following changes and additions to the 2019-2020 Board Priorities:

- *Continue to assess and evaluate whether CCC is meeting the educational needs of our community through:*
  - *Accelerated learning **and Guided Pathways**.*
  - ***Increased outreach to Clatsop County small businesses.** ~~Developing, fostering, and investigating partnerships with SBDC/CEDR/Clatsop Works~~*
  - *Incorporating appropriate **public and private** partnerships into the Strategic Plan.*

- *Support development of methodology to measure post CCC student success.*

Board Comments: The Foundation is interested in assessment but is not interested in developing an alumni association. There was a suggestion to develop a short list of questions to determine if students got what they wanted out of the College. Why do students fail or drop out and where do we lose them and why? President Breitmeyer said this falls under the umbrella of an enrollment management plan.

- ~~Actively support accreditation follow-up.~~ *Actively support NWCCU follow-up recommendations.*

Board Comments: The Board remains focused on those points within the accreditation process.

- *Support Student Government and Leadership. (Keep)*

Board Comments: President Breitmeyer commented that in the past we have had trouble getting students to participate in student government. This year we had more students participate in student government. The students will be working on some policies for the election process.

- ~~Celebrate and Recognize positive contributions and accomplishments of College employees. professional development (quarterly recognitions).~~

Board Comments: There was discussion that College employees' contributions and accomplishments are broader than just professional development. The Board wants to follow up and recognize employees for what they do well.

- ~~Continue to Promote a college community that is committed to diversity, equity, and inclusion as well as the success, health, dignity, and worth of every person.~~

Board Comments: The Board is strongly committed to diversity, equity, and inclusion.

- ~~Incorporate the assessment and expansion of offerings in arts programming into the strategic planning process.~~ *Support the development of Guided Pathways inclusive of arts and humanities.*

Board Comments: There was discussion on the importance of the arts and humanities; the College has lost some of that. Arts and humanities are also a big part of continuing education for people who want to enhance their "better life."

- *Review and update existing CCC facilities master plan.*

Board Comments: There is a Jerome Redevelopment Master Plan that can be used as a starting point.

- ~~Continue to support the implementation of a Strategic Plan that includes the four strategic initiatives, namely: A strategic plan that strengthens the academic environment for students, cultivates connections with the community, is committed to equity and inclusion, and advances institutional accountability.~~

This priority is redundant because it is included in the four Strategic Initiatives.

- ~~Assess distance education possibilities and initiatives.~~ *Support the continued development and improvement of distance education.*

Board Comments: Distance learning is now central to what the College does.

- *Monitor the program prioritization process.*

Board Comments: We are laying the groundwork for the inevitable. It's having a framework and a system for how we make these decisions. We are developing this so the college is the most effective and efficient it can be. We will continue program prioritization even after we get to the other side of the pandemic and economic downturn.

### 2020-2021 Board Priorities

- *Continue to assess and evaluate whether CCC is meeting the educational needs of our community through:*
  - *Accelerated learning and Guided Pathways.*
  - *Increased outreach to Clatsop County small businesses.*
  - *Incorporating appropriate public and private partnerships into the Strategic Plan.*
  - *Support development of methodology to measure post CCC student success.*
- *Actively support NWCCU follow-up recommendations.*
- *Support Student Government and Leadership.*
- *Recognize positive contributions and accomplishments of College employees.*
- *Promote a college community that is committed to diversity, equity, and inclusion as well as the success, health, dignity, and worth of every person.*
- *Support the development of Guided Pathways inclusive of arts and humanities.*
- *Review and update existing CCC facilities master plan.*
- *Support the continued development and improvement of distance education.*
- *Monitor the program prioritization process.*

### **Presidential Goal Review**

President Breitmeyer shared his proposed goals for the next year:

- Address NWCCU recommendations and strengthen commendations
- Support critical CCC projects: Program Review, Strategic Plan, and MERTS
- Renew dissertation work
- Advance CCC profile and standing through statewide leadership (OCCA, OPC, and HECC leadership roles)

The Board discussed the President's goals with most of the conversation centering around the leadership roles the President has taken on through OCCA, OPC, and the HECC. President Breitmeyer is on the OPC Executive Committee and is secretary of that committee. Next year, he will be President of OPC. Top of mind for most of the Board members was how these leadership roles benefit the College and concerns about the President being spread too thin. It was suggested that President Breitmeyer build in time in his calendar to do the dissertation work. Chair Duehmig and Ms. Teaford-Cantor noted that involvement in OCCA and OPC are part of the President's responsibilities. President Breitmeyer explained that he volunteered for these leadership roles because it will benefit the College. He represents OPC but his perspective will be as President of CCC. Chair Duehmig said it's important to remember that the President's job is to be the face of the College internally and externally.

Mr. Lyman noted that the ability for students to transfer from the College to four-year institutions is huge for him. Ms. Teaford-Cantor said transferability is top of mind for all the community colleges. President Breitmeyer serves on a committee that is working on this issue. Ms. Teaford-Cantor emphasized that any voice we can get strategically with the HECC is important. Ms. Burke recommended that "community connections" should be added to the last goal [Advance CCC profile and standing through statewide leadership (OCCA, OPC, and HECC leadership roles) *and community connections*]. Chair Duehmig said that what is not called out specifically in these goals but is touched by everything is the budget piece. The first two goals line up with the Board's goals. What is missing is Guided Pathways.

President Breitmeyer said his previous year's goals were focused on accreditation, progress on the Maritime Science MERTS project, continuing to work the Strategic Plan, and building a student-centered culture at CCC. He noted that in the accreditation report, the College was commended for its student-centered culture.

## **Work Sessions**

The Board brainstormed and discussed possible work session topics for the coming year, including:

- Guided Pathways, including arts and humanities.
- Development and improvement of distance learning – success and failures. Presentation on what distance learning looks like. What can the Board do to support distance learning?
- Master Plan and how it was developed.
- Program Prioritization and how it ties into budget development.
- Accreditation follow-up and all the pieces.
- Follow-up and focus on each of the priorities in a timely fashion so we don't get to the end of the year and find we didn't do anything. Bring one or more of the priorities into every work session. Assess whether we are meeting the educational needs of our community.
- First work session would be a great opportunity to figure out what we will do for the next 11 work sessions.
- President's evaluation in December (Executive Session rather than work session).
- Supporting student government and leadership – bring students in to see how they envision the College. Great opportunity to learn what our students think and want.
- Conversation about MERTS when we know what the state is going to do regarding the capital funds.
- Once the new data system is functioning, have a presentation and discussion on what kinds of reports it can generate, what kind of data will be available, what kinds of questions we can ask, and how the Board can have access to the system to do our own information piece.
- Outreach to the community and doing a work session with Latino Club, Hispanic Club. Conversations with folks about what the needs are.
- Leave one or two sessions open to see what we need to respond to.

Chair Duehmig said the work sessions will be scheduled at 5:30. He will work with President Breitmeyer and Vice-Chair Baker-Monaghan to lay out a schedule. The Board discussed traveling to other sites for Board meetings, including South County and MERTS, but will wait to set a schedule for those meetings later in the year. The MERTS meeting will be when there is daylight.

Chair Duehmig suggested having the Board Retreat earlier in the year – perhaps in June or early July when new Board members and outgoing Board members can overlap. Upcoming Board meetings will be a combination of in-person and Zoom according to everyone's comfort level.

## V. OTHER ITEMS AND WRAP-UP

Dave Zunkel commended the Chair on doing a good job facilitating the meeting.

Anne Teaford-Cantor said she hasn't socialized with anyone at all since this started. Her life is Zoom.

Rosemary Baker-Monaghan said she thinks the meeting worked okay today. She would like to meet in person but is up in the air about doing so.

Tim Lyman said he has nothing to share.

Sara Meyer said she is looking forward to zooming for the August 12 meeting.

Karen Burke said this is one of the best planning meetings that she has been at and felt they discussed the things we needed to discuss.

Robert Duehmig thanked everyone for being here.

## VI. ADJOURNMENT

With no further business, the meeting was adjourned about 4:00 p.m.

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Chris Breitmeyer, President

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Robert Duehmig, Chair

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Pat Schulte, Recording Secretary