MINUTES: March 22, 2012

MEETING: Daytona State College
District Board of Trustees

PLACE: Daytona State College
Advanced Technology College
1770 Technology Boulevard
Daytona Beach, Florida

PRESENT: Dr. Carol Eaton, Corporate Secretary/President
Mr. Dwight Lewis, Chair
Dr. Christina Frederick-Recascino, Vice Chair
Mrs. Donna Brosemer
Mr. Bob Davis
Mr. Lloyd Freckleton
Mrs. Mary Ann Haas
Mrs. Betty Holness
Mrs. Forough Hosseini
Mr. John Tanner

Board Meeting began 2:00 p.m.

I. CALL TO ORDER
Mr. Lewis called the meeting to order at 2:00 p.m.

II. ROLL CALL
All trustees were present.

III. PUBLIC PARTICIPATION
Mr. Lewis inquired if there were any members from the public that requested time to appear before the Board. Mr. Lewis recognized Mr. Josh Wagner, Volusia County Council member. He explained Mr. Wagner is a 1997 graduate of Daytona State College and served as Student Government Association president in 1996. Mr. Wagner presented a proclamation to Mr. Costa Magoulas, Dean of School of Hospitality and Culinary Management, for his contributions to the culinary profession and proclaimed March 22, 2012 “Costa Magoulas Day”.

IV. PUBLIC HEARINGS – POLICIES
A. Approval of First Reading - Policy 4.07: Academic Freedom and Responsibility (New)
Dr. Eaton explained in the ongoing review of policies and procedures staff recognized the existing policy needed to be updated. Best practices were looked at across the nation and language was adapted from the American Association of University Professors (AAUP). She explained the policy has been thoroughly vetted utilizing the new governance structure.
Mrs. Brosemer suggested changing the word “truth” to “knowledge” in the second sentence of the first paragraph.

**MOTION:** (Davis/Brosemer) The District Board of Trustees approve revising the word “truth” to “knowledge” in Policy 4.07: Academic Freedom and Responsibility. Motion carried unanimously.

**MOTION:** (Recascino/Holness) The District Board of Trustees approve for first reading revised Policy 4.07: Academic Freedom and Responsibility. Motion carried unanimously.

**B. Approval of First Reading - Policy 6.03: Academic Freedom and Responsibility (Deletion)**

Dr. Eaton explained the current policy will be deleted once new Policy 4.07: Academic Freedom and Responsibility has been approved.

**MOTION:** (Haas/Brosemer) The District Board of Trustees approve for first reading, the deletion of Policy 6.03: Academic Freedom and Responsibility. Motion carried unanimously.

**C. Approval of First Reading - Policy 7.16: Tobacco Free Policy (New)**

Dr. Eaton presented the tobacco free policy on behalf of employees and students and explained this policy has been fully discussed college-wide.

Mrs. Brosemer felt this may be popular to do but finds policies like this highly objectionable. She explained those who currently smoke on campus already have restrictions and was not sure how other people’s health would be endangered. She believed this was a dangerous direction to go in, dictating to others what is healthy for them, and felt it was unnecessarily intrusive.

Mr. Davis would like to see designated sheltered areas around campus for smokers so they would not have to gather in doorways during inclement weather. He shared hospital employees utilize the campus as their smoking area and wondered how this would affect events at the News-Journal Center.

Mr. Freckleton shared staff and students were polled and democratically voted this would be a good policy. He did not want to dictate what people can or cannot do but because it is a college campus they could look at the overall effect on others. He believed this was vetted thoroughly and felt it was the right direction to go.
Mrs. Hosseini originally thought it was a great idea but changed her mind after hearing Mrs. Brosemer’s remarks. She stated smoking is not allowed in buildings or classrooms and there are current restrictions already in place.

Mr. Tanner commented on tax dollars from tobacco products and how government depends upon these dollars but wants to regulate it. He shared personal freedom is under assault all the time. He mentioned parking lots as designated areas but did not want to be part of limiting personal liberties and was not in favor of the policy.

Mrs. Haas had thought initially it was a good idea but changed her mind after hearing input from others. She suggested having specific designated areas which could be a compromise on this issue.

Dr. Recascino stated she was in favor tobacco free policies on college and university campuses. She asked if there were smoking cessation support offered that would help people if this policy was enacted. Dr. Eaton explained there was. Dr. Recascino explained designated areas do not work and in addition to pollution, it changes the appearance of the campus with the littering of cigarette butts. She confirmed the policy was heavily vetted with faculty, staff and students and they were in support of the policy.

Mr. Lewis stated there were good arguments against the policy and he personally liked no-smoking establishments but felt this policy may be a bit strict for right now. He thought the College may want to try designated smoking areas first, that are enforced, as the first step in this direction.

Mrs. Brosemer stated she understood the policy had been thoroughly discussed and thought there might be a middle ground with covered areas for smokers as an interim measure. She mentioned if it became unenforceable or abused, the policy may need to be revisited.

**MOTION:**  
(Brosemer/Davis) The District Board of Trustees not approve for first reading, Policy 7.16: Tobacco Free Policy (New).  
Motion passed by the following vote.  
- Brosemer - Yes  
- Davis - Yes  
- Freckleton - Yes  
- Haas - Yes  
- Holness – No  
- Hosseini - Yes  
- Lewis - Yes  
- Recascino - No  
- Tanner - Yes
V. CONSENT AGENDA
A. Approval of 2/16/12 Regular Board Meeting Minutes
B. Approval of Agreements
C. Approval of Agreements - Affiliation
D. Approval of Budget Amendments
E. Approval of Grant Applications
F. Approval of Human Resource Recommendations
G. Approval of Out of District Field Trip Request
H. Approval of Out of Country Travel Request - Divo
I. Approval of Out of Country Travel Request – Study Abroad Trip

Mr. Lewis asked if there were any items trustees would like pulled from the consent agenda.

Mr. Freckleton recommended persons traveling out of country check in with the U.S. Embassy or Consulate upon arrival in another country and how this was important. Dr. Eaton believed this was a sound recommendation and would incorporate this as part of the paperwork process.

Mrs. Holness requested to pull Item V. E. Approval of Grant Applications.

MOTION: (Brosemer/Haas) The District Board of Trustees approve the remainder of the Consent Agenda. Motion carried unanimously.

Mrs. Holness explained she is a member of the LINKS Inc. organization which is listed as one of the funding agencies in the “Be Energetic All the Time (BEAT) grant, and therefore would recuse herself from voting on this grant.

MOTION: (Haas/Recascino) The District Board of Trustees approve Item V. E. Approval of Grant Applications. Motion carried with Mrs. Holness recusing herself.

Mrs. Haas commented how impressed she was with the Innovative STEM Immersion: Schools and Industry Collaborate grant and is hopeful it will be funded.

VI. TIME RESERVED/PRESIDENT
A. President’s Update
Dr. Eaton recognized and welcomed Ms. Susan Perry and Mr. Sam Willett from the ATC Board of Directors who were in attendance. She thanked the ATC staff for the tour they provided prior to the Board meeting and how impressed everyone was who participated. She explained she continues to meet with various leaders in the community. Dr. Eaton recognized and commended Campus Safety Officer Kelly Valez, custodians Albert Everett, Felicia Jones, Patrick Byrnes and Tim Dexel, for
their diligent efforts with regards to a dryer fire on the Deltona Campus. She explained the plans for the Center for Interactive Media transition are moving along nicely and will be in place by July 1. Dr. Eaton explained in December 2011 a Noel Levitz employee satisfaction survey was distributed to 988 employees and 422 responses were received. There were four areas the survey covered: 1) Campus Culture and Policies, 2) Work Environment, 3) Institutional Goals, and 4) Involvement in Planning. She reviewed strengths, areas of concern, and employees top goals. There will be a Town Hall meeting on April 2, 2012 with the College community to discuss the survey results and begin dialogue on how to work together in these categories. She commended and thanked the Accounting department and Ms. Cass Fowler, Associate Vice President of Accounting, for a clean financial audit for fiscal year ending June 30, 2011. The state auditor did not identify any deficiencies in internal controls or instances of non-compliance and this was a result of a lot of hard work and changes implemented in the finance area to ensure transparency and disclosure.

B. Approval of Master Site Plan

Dr. Eaton explained the Master Plan was revised based on the Board’s discussion at the February 2012 Board meeting. Mr. Steve Eckman, Director of Facilities Planning, reviewed Phase 1 and costs associated with three projects in this phase. He explained projects have not been currently funded. Mrs. Hosseini suggested the south/east parking lot remodel in Phase 1 be done at the same time as the construction of the new academic building on International Speedway Blvd. which could reduce costs. Discussed class scheduling and how classes are offered at times when students will attend. Dr. Recascino explained the new academic building on International Speedway Blvd. is surrounded by parking and is struggling with the plan because it does not flow with the rest of the campus. Mr. Eckman explained in Phase 7 there are pedestrian corridors and have tried to keep the flow of vehicular traffic around the outside perimeter of the campus. Mr. Eckman explained the older and least efficient buildings are targeted first for replacement when developing the master plan. Mrs. Hosseini suggested combining Phases 2 and 3 and then Dr. Eaton could determine the order of construction when and if funding becomes available. There could be cost savings if constructing two buildings at the same time and this may be something to look into. Dr. Eaton clarified the master site plan is submitted to the state so the College may request funding for future construction. Mr. Eckman explained Phase 7, which includes all phased projects, is what is submitted to the state. Dr. Eaton confirmed the College could select any of the projects from Phase 7 to become part of the capital priority list for the next year.

Discussed the orientation of the campus and Mr. Eckman explained some buildings are not removed in their entirety so they qualify as a remodel project as opposed to a new construction project which is harder to obtain
funding. Mrs. Haas thought this was something that could be reviewed in a future workshop and liked the idea of showcase facilities on International Speedway Boulevard.

Dr. Eaton reviewed and clarified changes made by the Board which were:
- Moving the Remodel - South East Parking Lot from Phase 1 to Phase 2
- Combining Phase 2 and Phase 3.

Mr. Lewis requested the process be done differently next time so it provided an opportunity for the Board and others to give input before being brought forward for approval.

Mrs. Brosemer inquired if the College had done a capital campaign and Dr. Eaton believed the College had not.

MOTION: (Hosseini/Recascino) The District Board of Trustees approve the Master Site Plan incorporating changes to Phases 1-3 listed below. Motion carried unanimously.

- Moving the Remodel - South East Parking Lot from Phase 1 to Phase 2
- Combining Phase 2 and Phase 3

Mr. Eckman reviewed the lots the College owns on the east side of the College.

C. Approval of SACS Monitoring Report
Dr. Eaton explained the monitoring report is the written response to the two recommendations made by the SACSCOC Board from the SACS visit that occurred in May 2011. The monitoring report addresses the two recommendations and outlines action, that have been taken to assure compliance.

MOTION: (Hosseini/Holness) The District Board of Trustees approve the SACS Monitoring Report for submission to SACSCOC, as presented. Motion carried unanimously.

Mrs. Haas thanked Dr. Morgan and staff for the work they did in preparing this report.

D. Approval of Tri-State Employee Services
Dr. Eaton explained the College has had for many years a contract with Tri-State Employment Services to meet the College’s temporary employment needs. She explained the College will evaluate the use and number of long-term contracted positions and bring forward recommendations to the Board to convert certain Tri-State positions to College positions. The cost of conversion will be presented to the Board when a department conversion is recommended. Dr. Eaton explained the
contract with Tri-State will not end as there is always a need for temporary employees. Mr. Davis thought this was a great proposal to bring employees together and asked that the Tri-State employees be given the first opportunity for the job. Mrs. Haas agreed this is a must and inquired about the additional cost. Dr. Eaton explained there is currently $300,000 in this year’s budget and staff are in the process of developing the budget for next year and will have a better idea what that budget will be once positions for conversion are known. Mr. Lewis agreed this was the right thing to do for those employees.

MOTION: (Hosseini/Haas) The District Board of Trustees approve the proposal to convert certain contracted employee services to College positions as set forth in the below excerpt from the April 26, 2012 agenda item. Motion carried unanimously.

“The College will evaluate each department and bring each contracted employee position to be converted to a College position to the Board for approval. Upon approval, the College will advertise the positions internally which will include current Tri-State employees, interview applicants for the positions, advertise externally if an internal applicant is not selected, and recommend the selected applicant to the Board for approval.”

VII. ENROLLMENT AND STUDENT DEVELOPMENT
A. Enrollment Report

Dr. Tom LoBasso, Senior Vice President for Student Development and Institutional Effectiveness, reviewed decreases in Spring enrollment as compared to the previous year, changes in specific categories and changes being experienced by each of the campuses. Areas showing enrollment increases are in the baccalaureate degree programs. He explained adult education enrollment has decreased significantly which is impacting the College’s enrollment and this program is the largest feeder of high school graduates to the College. He explained how new legislation requires students to pay for their courses and fees are determined based on a student’s residency. He stated students are now required to declare their residency and how it this can be a challenge for some to provide residency documentation. Ms. Katrina Bell, Dean of School of Adult Education, explained high school students purchase their first book, which is around $100, as an investment in the program and can then trade in their book for the next course book at no cost. The trade-in program was instituted using grant funds to assist these students. Mrs. Hosseini suggested investing in a loan program for the first book since this program is the largest feeder to the College. Mr. Lewis was interested in data for those who may not be able to provide proof of residency and do not attend because of the cost. Discussed documentation needed for residency which is based on statute requirements. Mrs. Haas believed assistance from the Foundation may be something to consider for those students who
want to enter this program but are unable to do so because of cost. Mrs. Holness believed it would be a valuable investment for the Foundation. Dr. LoBasso explained the Hosseini’s had established two scholarships in their daughters’ names to assist adult education students and those who would like to support this effort can make donations to these funds.

Mr. Lewis adjourned the meeting at 3:55 p.m. for a brief break. The meeting resumed at 4:13 p.m.

B. Marketing Campaign Presentation
Dr. LoBasso stated the new marketing campaign will support the mission of the College; promote the College as an institution of first choice for education and training in the region; promote the regional campuses; build the branding of the College as a four-year degree granting institution and create awareness internally about programs and services offered to the students. The campaign is called “I Choose” and will be advertised through a variety of media sources as well as within the College. Dr. LoBasso played a newly developed radio advertisement and showed a television advertisement that had been created in-house. He shared there are ads that target certain individuals and interests. The College is also advertising through Facebook and reviewed how geographic areas can be selected for specific ads. Data is collected on each of the Facebook advertisements to determine how many times it was accessed and will be develop a tracking feature to see what other areas are visited on the College’s website. He explained how a recent student survey provided marketing data on effective ad placement on television, radio and social media sites. Mr. Davis commented on what great work this was and how the collection of data was important to measure the effectiveness of the different media advertisements.

C. Approval of Write-off for Student Title IV Satisfactory Academic Progress Audit Finding
Dr. LoBasso explained in 2009-2010 the College changed its Satisfactory Academic Progress (SAP) program from an annual review to a semester review to be proactive in alerting students who were not performing well. The State auditor contended the College did not properly implement the SAP procedure. The College believed because of an institutional decision to grant identified students’ aid, the students should not be held responsible for repayment to the College.

MOTION: (Freckleton/Haas) The District Board of Trustees grant permission to write-off Title IV aid in the amount of $86,478 at the end of fiscal year 2011-2012. Motion carried unanimously.
VIII. ACADEMICS

A. Academic Employee Recognitions

Dr. Michael Vitale, Senior Vice President of Academic Affairs, explained the University of Florida’s higher education administration program selects outstanding graduates every five years using specific award criteria. Dr. Kristy Presswood, Associate Vice President for the College of Education, and Dr. Ted Sofianos, Director of Resource Development, were nominated for this award. Eleven alumni were selected and congratulated Dr. Presswood as one of the award recipients.

Dr. Vitale recognized Mrs. Mercedes Clement, Head Librarian, who was selected as the 2012 recipient of the Florida Library Association’s Leader of the Year Award for her distinguished service to the association.

IX. FINANCE / FACILITIES

A. Finance

1. Financial Summary for February 2012

Mr. Dennis Micare, Senior Vice President of Finance and Administration, reviewed the executive summary which included revenues and expenses; schedule of accounts for Funds 1-7; operating fund summary; and lottery funding continues to be received. He explained projections submitted to the state indicated there may be excess funding of $5 million by year end which would be added to the current Board designated reserve. Mr. Micare explained adjustments were made to the targeted revenue and because of this adjustment the College is doing better than anticipated.

He reviewed reports on operating summary that included salary and fringe benefits, current expenses and capital outlay. Mr. Micare shared some revenues had not been posted in February but have now been included bringing student revenue up to almost $950,000. He presented information on reserve funds and maintenance construction projects underway.

2. Wire Transfers/Checks Issued Greater Than/Equal to $50,000

Mr. Micare presented as information item.

3. Approval of Tuition Exemptions

Mr. Micare reviewed the tuition exemptions for the Fall and Spring semesters for dual enrollment and apprenticeship which are state mandated waivers. Mrs. Haas pointed out the $2.5 million exemptions were a huge contribution to the community since the College does not receive tuition from dual enrollment. Mr. Davis believed this is something that should be shared with the community so they know who the College is and what it does for the community.
MOTION: (Recascino/Holness) The District Board of Trustees approve the preliminary summary report of tuition exemptions, as presented. Motion carried unanimously.

B. Facilities

1. Approval of Building 200 Writing Center Expansion Change Order
   Mr. Micare presented for approval.

   MOTION: (Hosseini/Recascino) The District Board of Trustees approve the following change orders, increasing the total contract for the Building 200 Writing Center Expansion to $237,541. Motion carried unanimously.

   | Original Purchase Order | $ 198,480 |
   | Add Change Order #1 – Drainage | $ 18,908 |
   | Deduct Change Order #2 – Sales Tax Savings | $ - 2,860 |
   | Add Change Order #3 – Private Study Area | $ 23,013 |
   | Revised Total Project Cost | $ 237,541 |

2. Approval of Final Completion and Final Payment, Building 200 Student Gathering Area
   Mr. Micare presented for approval.

   MOTION: (Recascino/Hosseini) The District Board of Trustees approve the final completion of the Student Gathering Area project and final payment of $39,617 be made to A.M. Weigel Construction, Inc. Motion carried unanimously.

3. Approval of Final Completion and Final Payment, Boiler Replacement Project – DeLand and New Smyrna Beach/Edgewater
   Mr. Micare presented for approval.

   MOTION: (Hosseini/Recascino) The District Board of Trustees approve the final completion of the Boiler Replacement Project – DeLand and New Smyrna Beach/Edgewater campuses and final payment of $12,495 be made to Ellis Mechanical Corporation, Inc. Motion carried unanimously.
4. **Approval of Energy Savings Contracting for Florida Higher Education RFP Initiation**

Mr. Micare explained energy contracting has been around for quite a while and is managed by the Department of Management Services (DMS). This allows colleges to invest in efficiencies and conservation measures through reduced consumption offsetting maintenance costs and future capital costs. He shared the process used would be to initiate a Request for Information (RFI) to preapproved DMS vendors and would do a survey of the College and what options there would be to cut energy costs. The College can choose from items that would be a quick return or longer return on investment and the vendor would annually guarantee the amount of savings the College has to achieve or would pay the difference. He explained this was not considered as debt by the state or the college. Many agencies are going this route because of the reduction in available PECO funds and are looking for ways to defer maintenance costs. He stated there were currently twelve energy companies certified by DMS to bid on these types of contracts.

As an example, if the College approved $6.5 million in projects and once financed through a third-party it would cost the College $750,000 annually to repay the debt. The vendor would have to guarantee the College would save $750,000 annually or write a check for that amount. Florida Statute allows the college to finance up to twenty years but would not recommend that long of a term. Reviewed types of projects that have a quick rate of return. He explained the plan is to get all projects within the financing time period and how all costs are included, such as project management. Reviewed the timeline for development, construction and savings.

Mr. Lewis would like the College to be cautious and not extend the contact period for too long. He would like to see what other state colleges have utilized this program and if it is working for them and was interested in having more background on the process.

Discussed solar power and cold water storage and how this could be included in the process. Mr. Micare indicated at this time they would like approval of the concept and to move forward with the Request for Purchase (RFP) process, which would then come back before the Board for consideration.

**MOTION:** (Recascino/Hosseini) The District Board of Trustees approve the initiation of an RFP for Energy Savings Contracts. Motion carried unanimously.
Dr. Eaton explained a monthly report would be given on where they are in this process and address questions about use by other colleges.

X. MONTHLY STATUS REPORT
A. Internal Auditor: Audit Resolution Summary Report for Federal Award Audit

*Distributed Audit Resolution Summary – Federal Awards Audit for Fiscal Year Ended June 30, 2010. Made an official part of the minutes as Supplemental A: 3/22/12.*

Ms. Isalene Montgomery, Vice President/Internal Auditor, reviewed the audit resolution summary report on the federal awards audit for fiscal year ended June 30, 2010 which had four findings and reviewed what procedures and corrections have been implemented to correct these audit findings. She conducted a follow-up audit and the procedures that are in place are being implemented.

B. Foundation Update

Mrs. Haas explained Mrs. Sally Gillespie was selected as the Foundation’s new chairperson. She was excited to announce the Foundation has an anonymous donor that will leave $1 million to the College because they were impressed by what the College does. Mrs. Donna Sue Sanders, Foundation Executive Director, explained the donor felt leaving a legacy behind that will help educate students would be more impactful. She shared the Foundation has begun a scholarship campaign to identify and recruit donors for specific scholarship programs. She indicated they will kick-off an annual campaign in April and have set a goal to raise $250,000. Other initiatives during the annual campaign will be letter writing campaigns for the credit hour club and to alumni. She stated the Taste of 24 books are almost closed and are showing a $71,000 profit and could be closer to $75,000.

Mrs. Sanders announced she will be retiring the end of September and was excited about starting her own events business and doing some consulting work. Mr. Lewis wished her much success in her business. Dr. Eaton was appreciative of the work that Mrs. Sanders has done and for staying to assist with the Foundation gala.

C. SACS Update: QEP Topic Selection Awareness Campaign

Dr. Nancy Morgan, Associate Vice President of Institutional Effectiveness, explained the SACS on-site reaffirmation committee visit has been confirmed for September 24-26, 2013. She explained the College is in the final stretch for the selection of the Quality Enhancement Plan (QEP) topic. There were seven teams and each submitted a proposal for the QEP. Three were chosen by the selection committee as meeting all of the requirements. Dr. Morgan thanked Mrs. Holness for serving on the
selection committee. She explained after an awareness campaign and debate there would be a college-wide vote to select the QEP topic.

XI. TIME RESERVED/BOARD CHAIR
A. Board Chair’s Update
Mr. Lewis commented the Board has been doing a great job in moving forward and explained there were three items that would be discussed at the upcoming April 6, 2012 retreat. The areas were the agreement with Mr. Curb, student housing and bachelor degrees.

B. Board Professional Development Opportunities
Mr. Lewis reviewed the professional development opportunities and to advise staff if there was interest in attending any of the events.

XII. TIME RESERVED/CONSTITUENT HEADS
Reports were presented by Ms. Cass Fowler, Administrators Council President; Ms. Lori Lemoine, Career Employees Association President; Mr. Hector Valle, Professional Council President; Mr. Barry Gibson, Faculty Senate President; and Ms. Cathy Webb, Student Government Association President.

XIII. TIME RESERVED/BOARD MEMBERS
Dr. Recascino was looking forward to the Women’s Centers upcoming Women in History luncheon.

Mr. Davis asked what the College’s contingency plan was if the court ruling against the three percent pension fund contributions by Florida Retirement System employees came back as unconstitutional. Distributed The Florida College System – Final Conference Budget Side-by-Side – March 6, 2012. Made an official part of the minutes as Supplemental C: 3/22/12. Mr. Micare reviewed the legislative process for changing FRS rates and explained the obligation would be with the Florida Retirement System to return the funding to the employees and there would be no obligation to the College.

Mr. Freckleton enjoyed the tour of the ATC and meeting the wonderful staff. He liked having Board meetings at other campus locations and looked forward to having a meeting in Flagler County.

Mrs. Brosemer announced she just found out during the meeting her daughter will be having a girl and was very excited. She was appreciative of Board member’s support on the tobacco free policy.

Mr. Tanner shared he thought the tobacco free policy sounded good at first but after considering the negative impact on others he felt differently and apologized for not sharing or recognizing his feelings on this topic earlier.

Mrs. Hosseini congratulated Mrs. Brosemer on her daughter’s news. She shared how delighted she was to see staff in good spirits.
Mrs. Holness stated it was a great meeting and shared she saw Mr. Frank Lombardo recently and how he is doing well and misses everyone.

Mrs. Haas stated it was a wonderful meeting and there was a lot of good discussion. She appreciated the discussion on the no-smoking policy and how people have rights even though you may not care for the choices they make.

Mr. Lewis thanked everyone for attending.

XIV. ADJOURN
Mr. Lewis adjourned the meeting at 5:56 p.m.

Date of next regular meeting: April 26, 2012.