

MINUTES

BOARD OF SUPERVISORS FOR THE UNIVERSITY OF LOUISIANA SYSTEM AUGUST 28, 2008

A. **Call to Order**

Mr. Winfred Sibille, Vice Chair, called to order the regular meeting of the Board of Supervisors for the University of Louisiana System in Room 100, the "Louisiana Purchase Room," Claiborne Conference Center, 1201 North Third Street, Baton Rouge, Louisiana at 10:05 a.m.

B. **Roll Call**

The roll was called and a quorum established.

PRESENT

Mr. Winfred F. Sibille, Vice Chair	Mr. Russell Mosely
Mr. Paul Aucoin	Mr. D. Wayne Parker
Mr. Andre G. Coudrain	Mr. Carl Shetler*
Dr. Mildred G. Gallot	Dr. Eunice W. Smith
Mr. Gregory Hamer, Sr.*	Ms. Morgan Verrette
Mr. Jimmy D. Long, Sr.	

ABSENT

Mrs. Elsie P. Burkhalter, Chair
Mr. Edward Crawford III
Mr. Robert Hale
Mr. Jeffrey S. Jenkins
Ms. Renee Lapeyrolerie

* Oath of office was administered subsequent to roll call.

Also present for the meeting were the following: System President Randy Moffett, System staff, administrators and faculty representatives from System campuses, Attorney Linda Law Clark, interested citizens, and representatives of the news media.

C. **Invocation**

Mr. Parker gave the invocation.

D. **Administering the Oath of Office to newly appointed Board Members - Mr. Carl Shetler and Mr. Gregory Hamer, Sr.**

System Vice President for Administration and General Counsel Kay Kirkpatrick administered the Oath of Office to newly appointed Board Members Carl Shetler and Gregory Hamer, Sr.

Mr. Sibille indicated that Mr. Shetler was appointed by Governor Jindal to replace Victor Bussie in the "at large" position. Mr. Shetler had served as a member of the Board for two six-year terms beginning

in 1993, having also served as Chair of the Board in 1998 and 1999. Mr. Sibille informed the Board that Mr. Shetler had been appointed to the Athletic, Audit, Facilities Planning, and Personnel Committees.

Mr. Shetler stated that he was pleased to return to the Board of Supervisors as a member and he looked forward to his new term of service.

Mr. Sibille indicated that Mr. Gregory Hamer was appointed by Governor Jindal to represent the Third Congressional District. Mr. Hamer was appointed to serve on the Academic and Student Affairs, Audit, Finance, and Personnel Committees.

Mr. Hamer stated that he was happy to serve as a member of the Board of Supervisors.

E. **Approval of Minutes of the June 25, 2008 Special Board Meeting, June 26, 2008 Board Meeting, July 16, 2008 Executive Committee Meeting, and ratification of actions taken at July 16, 2008 Executive Committee Meeting.**

Upon motion of Dr. Smith, seconded by Mr. Coudrain, the Board voted unanimously to approve the minutes of June 25, 2008 Special Board Meeting, June 26, 2008 Board Meeting, and July 16, 2008 Executive Committee Meeting.

Upon motion of Mr. Long, seconded by Mr. Parker, the Board voted unanimously to ratify the actions taken at the July 16, 2008 Executive Committee Meeting.

Upon motion of Mr. Coudrain, seconded by Mr. Shetler, the Board voted unanimously to suspend the rules in order to dispense with Committee deliberations and allow the Board as a whole to consider all items of business.

F. **Academic and Student Affairs**

F.1. **Grambling State University's request for approval of a Proposal for a Bachelor of Arts degree program in Film Studies.**

Upon motion of Dr. Smith, seconded by Mr. Mosely, the Board voted unanimously to approve the adoption of the following resolution.

***NOW, THEREFORE, BE IT RESOLVED,** that the Board of Supervisors for the University of Louisiana System does hereby approve Grambling State University's request for approval of a Proposal for a Bachelor of Arts degree program in Film Studies.*

F.2. **Northwestern State University's request for approval of a Letter of Intent for a Master of Humanities degree program.**

Upon motion of Mr. Long, seconded by Dr. Smith, the Board voted unanimously to approve the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve Northwestern State University's request for approval of a Letter of Intent for a Master of Humanities degree program.

F.3. University of Louisiana System's request for approval of System Universities' 2008-09 Promotions in Faculty Rank and Recommendations for Tenure.

Upon motion of Mr. Aucoin, seconded by Mr. Parker, the Board voted unanimously to approve the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve System Universities' 2008-09 Promotions in Faculty Rank and Recommendations for Tenure.

Dr. Mildred Gallot reported on Academic items approved at the Board of Regents meeting concerning System institutions.

G. **Joint Athletic and Audit**

G.1. Louisiana Tech University's request for approval to enter into a Management Agreement with the Louisiana Tech University Foundation effective July 1, 2009.

Upon motion of Mr. Long, seconded by Mr. Parker, the Board voted unanimously to approve the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve Louisiana Tech University's request for approval to enter into a Management Agreement with the Louisiana Tech University Foundation effective July 1, 2009.

BE IT FURTHER RESOLVED, that Dr. Dan Reneau, President of Louisiana Tech University, is hereby designated and authorized to execute any and all documents necessary to execute this agreement.

G.2. McNeese State University's request for approval of the employment agreement with Head Men's Basketball Coach, Mr. Dave Simmons, for the period May 1, 2008 through April 30, 2009.

Upon motion of Ms. Verrette, seconded by Mr. Shetler, the Board voted unanimously to approve the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve McNeese State University's request for approval of the employment agreement with Head Men's Basketball Coach, Mr. Dave Simmons, for the period May 1, 2008 through April 30, 2009.

- G.3. McNeese State University's request for approval of the employment agreement with Head Women's Basketball Coach, Ms. Brooks Donald Williams, for the period May 1, 2008 through April 30, 2009.

Upon motion of Mr. Shetler, seconded by Ms. Verrette, the Board voted unanimously to approve the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve McNeese State University's request for approval of the employment agreement with Head Women's Basketball Coach, Ms. Brooks Donald Williams, for the period May 1, 2008 through April 30, 2009.

- G.4. Northwestern State University's request for approval of the contractual agreement with Head Softball Coach, Mr. Donald Pickett, effective July 15, 2008.

Upon motion of Mr. Long, seconded by Dr. Gallot, the Board voted unanimously to approve the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve Northwestern State University's request for approval of the contractual agreement with Head Softball Coach, Mr. Donald Pickett, effective July 15, 2008.

- G.5. University of Louisiana at Monroe's request for approval to extend the contractual agreement with Mr. Jeff Schexnaider, Head Baseball Coach, effective July 1, 2008.

Upon motion of Mr. Coudrain, seconded by Mr. Parker, the Board voted unanimously to approve the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve University of Louisiana at Monroe's request for approval of the contractual agreement with Mr. Jeff Schexnaider, Head Baseball Coach, effective July 1, 2008.

- G.6. University of Louisiana System's report on significant athletic activities for the period June 16 through August 18, 2008.

Mr. Robbie Robinson, Director of Internal and External Audit, presented this report to the Board. No official Board action was required.

- G.7. McNeese State University's request for acceptance of Fiscal Year 2007-2008 Financial and Compliance Representation Letter.

Upon motion of Mr. Coudrain, seconded by Mr. Parker, the Board voted unanimously to approve the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby accept McNeese State University's Fiscal Year 2007-2008 Financial and Compliance Representation Letter.

- G.8. University of Louisiana at Monroe's request for acceptance of Fiscal Year 2007 and 2008 Financial and Compliance Representation Letter.

Upon motion of Mr. Parker, seconded by Mr. Shetler, the Board voted unanimously to approve the adoption of the following resolution.

***NOW, THEREFORE, BE IT RESOLVED,** that the Board of Supervisors for the University of Louisiana System does hereby accept University of Louisiana at Monroe's Fiscal Year 2007 and 2008 Financial and Compliance Representation Letter.*

- G.9. University of Louisiana System's Audit Overview (Fiscal Year 2008-2009 discussion of UL System audit practices).

Mr. Robbie Robinson, Director of Internal and External Audit, presented this report to the Board. No official Board action was required.

- G.10. University of Louisiana System's report on internal and external audits submitted for the period June 16 through August 15, 2008.

Mr. Robbie Robinson, Director of Internal and External Audit, presented this report to the Board. No official Board action was required.

H. Facilities Planning

- H.1. Northwestern State University's request for approval to authorize the State Mineral Board to offer for lease a tract of land in Bossier Parish which totals 80 Gross Acres and includes Northwestern's interest, which is effectively 31.04 Net Acres.

Upon motion of Mr. Long, seconded by Mr. Aucoin, the Board voted unanimously to approve the adoption of the following resolution.

***NOW, THEREFORE, BE IT RESOLVED,** that the Board of Supervisors for the University of Louisiana System does hereby approve Northwestern State University's request for approval to authorize the State Mineral Board to offer for lease a tract of land in Bossier Parish which totals 80 Gross Acres and includes Northwestern's interest, which is effectively 31.04 Net Acres.*

***BE IT FURTHER RESOLVED,** that Dr. Randy Webb, President, be authorized to execute a lease on the above said property in Bossier Parish, on behalf of Northwestern State University.*

***BE IT FURTHER RESOLVED,** that Northwestern State University shall obtain final approvals from UL System staff, legal counsel, and all other appropriate agencies/parties, of processes, documents, and administrative requirements.*

***AND FURTHER,** that Northwestern State University will provide System office with copies of all final executed documents for Board files.*

H.2. University of Louisiana System's request for approval of the FY 2009-10 Capital Outlay Budget Request and the Institutions' Five-year Capital Outlay Plans.

Upon motion of Mr. Coudrain, seconded by Mosely, the Board voted unanimously to approve the adoption of the following resolution.

***NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors for the University of Louisiana System does hereby approve the Fiscal Year 2009-10 Capital Outlay Budget Request and Institutions' Five-Year Capital Outlay Plans.*

Mr. Coudrain and Mr. Aucoin expressed concern that the current state capital outlay process seems overly cumbersome and has presented challenges and suggested some analysis of the process.

I. **Finance**

I.1. Louisiana Tech University's request for approval to provide an advanced business program via a contractual arrangement with individuals and/or organizations to be named the Executive Master of Business Administration (EMBA) Program.

Upon motion of Mr. Long, seconded by Mr. Coudrain, the Board voted unanimously to approve the adoption of the following resolution.

***NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors for the University of Louisiana System does hereby approve Louisiana Tech University's request for approval to provide an advanced business program via a contractual arrangement with individuals and/or organizations to be named the Executive Master of Business Administration (EMBA) Program.*

I.2. University of Louisiana at Monroe's request for approval for the Kitty DeGree Professorship in Occupational Therapy to be placed in the Speech and Hearing Clinic within the College of Health Sciences.

Upon motion of Dr. Smith, seconded by Dr. Gallot, the Board voted unanimously to approve the adoption of the following resolution.

***NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors for the University of Louisiana System does hereby approve University of Louisiana at Monroe's request for approval for the Kitty DeGree Professorship in Occupational Therapy to be placed in the Speech and Hearing Clinic within the College of Health Sciences.*

I.3. University of Louisiana System's request of Fiscal Year 2008-09 Operating Budgets, including organizational charts, undergraduate/graduate mandatory attendance fees, scholarships, and faculty pay plans.

Upon motion of Mr. Long, seconded by Mr. Coudrain, the Board voted unanimously for the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve Fiscal Year 2008-09 Operating Budgets, including organizational charts, undergraduate/graduate mandatory attendance fees, scholarships, and faculty pay plans.

- I.4. University of Louisiana System's report on the financial status of alternatively financed projects for Grambling State University, Louisiana Tech University, and University of Louisiana at Lafayette.

Dr. Nick Bruno, Vice President for Business and Finance, presented this report to the Board. No official Board action was required.

J. **Personnel**

- J.1. Grambling State University's request for approval to appoint Mr. Daarel E. Burnette as Vice President for Finance effective September 4, 2008.

Upon motion of Dr. Gallot, seconded by Mr. Parker, the Board voted unanimously for the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve Grambling State University's request for approval to appoint Mr. Daarel E. Burnette as Vice President for Finance effective September 4, 2008.

- J.2. Grambling State University's request for approval to appoint Dr. Stacey Duhon as Interim Vice President for Student Affairs effective August 1, 2008.

Upon motion of Dr. Gallot, seconded by Mr. Parker, the Board voted unanimously for the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve Grambling State University's request to appoint Dr. Stacey Duhon as Interim Vice President for Student Affairs effective August 1, 2008.

- J.3. Grambling State University's request for approval to appoint Dr. Marianne Fisher-Giorlando as Acting Dean of the College of Professional Studies effective August 8, 2008.

Upon motion of Dr. Smith, seconded by Dr. Gallot, the Board voted unanimously for the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve Grambling State University's request to appoint Dr. Marianne Fisher-Giorlando as Acting Dean of the College of Professional Studies effective August 8, 2008.

- J.4. Grambling State University's request for approval to appoint Ms. Sharon Perkins as Interim Director of Athletics effective August 1, 2008.

Upon motion of Dr. Gallot, seconded by Mr. Parker, the Board voted unanimously for the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve Grambling State University's request to appoint Ms. Sharon Perkins as Interim Director of Athletics effective August 1, 2008.

- J.5. Nicholls State University's request for continuation of the interim appointment of Dr. Alton Doody as Dean of the John Folse Culinary Institute.

Upon motion of Mr. Aucoin, seconded by Mr. Hamer, the Board voted unanimously for the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve Nicholls State University's request to continue the interim appointment of Dr. Alton Doody as Dean of the John Folse Culinary Institute.

- J.6. Southeastern Louisiana University's request for approval to appoint Dr. Tammy Bourg as Interim Provost and Vice President for Academic Affairs effective July 21, 2008.

Upon motion of Mr. Coudrain, seconded by Dr. Gallot, the Board voted unanimously for the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve Southeastern Louisiana University's request to appoint Dr. Tammy Bourg as Interim Provost and Vice President for Academic Affairs effective July 21, 2008.

Dr. Bourg thanked the Board for approving her interim appointment.

- J.7. Southeastern Louisiana University's request for approval to appoint Dr. Bryan DePoy as Interim Dean of Arts, Humanities, and Social Sciences effective July 21, 2008.

Upon motion of Mr. Coudrain, seconded by Mr. Mosely, the Board voted unanimously for the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System does hereby approve Southeastern Louisiana University's request to appoint Dr. Bryan DePoy as Interim Dean of Arts, Humanities, and Social Sciences effective July 21, 2008.

Dr. DePoy thanked the Board for approving his interim appointment.

- J.8. University of Louisiana at Lafayette's request for approval to appoint Dr. Steve Landry as Provost and Vice President for Academic Affairs effective September 1, 2008.

Upon motion of Mr. Sibille, seconded by Mr. Aucoin, the Board voted unanimously for the adoption of the following resolution.

***NOW, THEREFORE, BE IT RESOLVED,** that the Board of Supervisors for the University of Louisiana System does hereby approve University of Louisiana at Lafayette's request to appoint Dr. Steve Landry as Provost and Vice President for Academic Affairs effective September 1, 2008.*

- J.9. University of Louisiana at Lafayette's request for approval to appoint Mr. Edward Pratt as Interim Vice President for Student Affairs effective September 1, 2008.

Upon motion of Mr. Sibille, seconded by Mr. Coudrain, the Board voted unanimously for the adoption of the following resolution.

***NOW, THEREFORE, BE IT RESOLVED,** that the Board of Supervisors for the University of Louisiana System does hereby approve University of Louisiana at Lafayette's request to appoint Mr. Edward Pratt as Interim Vice President for Student Affairs effective September 1, 2008.*

Dean Pratt thanked the Board for approving his interim appointment.

K. **System President's Business**

- K.1. Personnel Actions

Dr. Randy Moffett, System President, reported that System staff reviewed the personnel actions and recommended approval.

Upon motion of Mr. Aucoin, seconded by Mr. Mosely, the Board voted unanimously to approve System personnel actions.

- K.2. System President's Report

Appointment Letters

Dr. Moffett discussed appointment letters for UL System Institution Presidents. He stated that, for the first time in many years, each President is being furnished a letter of appointment that includes performance goals.

Upon motion of Mr. Parker, seconded by Mr. Mosely, the Board voted unanimously for the adoption of the following resolution.

***NOW, THEREFORE, BE IT RESOLVED,** that the Board of Supervisors for the University of Louisiana System does hereby approve University of Louisiana System's request for approval of the Institution Presidents' Appointment Letters.*

Staff Updates

Dr. Moffett updated the Board on several staff changes in the System Office:

Devery Pierce, Director of Accounting and Financial Analysis, has taken a position at the Office of Statewide Reporting and Accounting Policy. To fill Devery's role in accounting and finance, Bobbie Babin from the Office of the Legislative Auditor has been hired.

Dr. Kim Hunter Reed, Executive Vice President, and Sharon Southall, Associate Vice President for PK-20 Initiatives, have taken positions at the Board of Regents as Chief of Staff and Senior Policy Advisor, respectively.

Rose Mary Daniels and Janet Quarles have taken positions at the Board of Regents to assist Dr. Sally Clausen in her new role as Commissioner of Higher Education.

Dr. Beatrice Baldwin, formerly Assistant Vice President for Academic Affairs at Southeastern Louisiana University, has been hired at the System Office as Vice President for Research and Performance Assessment.

Sandra Cyprian will serve as Executive Assistant to Dr. Moffett.

As Jackie Tisdell will be on maternity leave through December, Catherine Heitman will fulfill the communications role for that period of time, beginning September 15, 2008.

Dr. Moffett congratulated these staff members and stated his appreciation for them.

Dr. E. Joseph Savoie, President of University of Louisiana at Lafayette, requested authority to proceed with organizational changes as well as hiring necessary additional staff.

Upon motion of Mr. Shetler, seconded by Mr. Mosely, the Board voted unanimously for the adoption of the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that Dr. E. Joseph Savoie, President of University of Louisiana at Lafayette, be authorized to proceed with organizational changes and to recruit and hire according to Board Rules.

Upon motion of Mr. Parker, seconded by Mr. Shetler, the Board unanimously for the adoption for the following resolution.

NOW, THEREFORE, BE IT RESOLVED, that Dr. Randy Moffett, President of University of Louisiana System, be authorized to proceed with recruiting and hiring necessary staff in the System Office.

Chronicle of Higher Education – Southeastern Louisiana University

Dr. Moffett congratulated Southeastern Louisiana University for being featured in the *Chronicle of Higher Education's* special edition of *Great Colleges to Work For*. Southeastern was the only Louisiana university to be recognized.

Wallace Grant – University of Louisiana at Monroe

Dr. Moffett commended University of Louisiana at Monroe for being one of two institutions chosen in a competitive process to administer the Louisiana Leader Fellows Training Program, which is part of the Wallace Grant. The Wallace Grant is a collaboration between the Governor's Office, Department of Education, Board of Regents, and the University of Louisiana System.

Service Learning Conference Update

Dr. Moffett asked Dr. Brad O'Hara to update the Board on the recent Annual Service Learning Conference presented by the University of Louisiana System. Dr. O'Hara stated that in two years 8,000 students have been involved in service learning and 100,000 volunteer hours have been generated.

SLU Presidential Search Report

Dr. Moffett reported that Mrs. Burkhalter appointed the following members as voting members of the Southeastern Louisiana University Presidential Search Committee: Elsie Burkhalter, Andre Coudrain, Russell Mosely, Wayne Parker, Winfred Sibille, Morgan Verrette, and Dr. Joe Burns, Faculty Senate representative. Zealon Solomon, SGA President, and a community representative were appointed to serve in an advisory role; Dr. Moffett has been appointed as the non-voting chair. Dr. Moffett reported that the first meeting of the committee is scheduled to be held on the Hammond campus on September 9, 2008.

Dr. Moffett indicated that Keeling & Associates of New York has been selected to perform the Southeastern institutional review. This review will deliver a set of recommendations for an incoming President. Keeling will visit the Southeastern campus on September 17-19 to conduct interviews with campus constituency, community leaders, students, etc. In late October the firm will issue the report.

Campus Visits

Dr. Moffett reported that he enjoyed being the speaker at Grambling State University's commencement on July 25. On August 22, he was pleased to visit Northwestern State University while attending the Faculty Institute. His schedule also includes visits to University of Louisiana at Lafayette on September 3, Nicholls State University on September 23, and University of Louisiana at Monroe on October 14-15, as well as McNeese State University and Louisiana Tech.

Emergency Preparedness

Dr. Moffett thanked the Board members for adjusting their schedules to attend the Board meeting earlier than originally planned. The change in date/time allowed campus leaders to prepare their campuses for the imminent hurricane.

Mr. Aucoin wanted to make certain that adequate hurricane preparedness plans exist across the System. Dr. Moffett reassured Mr. Aucoin that the System is prepared for such emergencies. Since Hurricanes Katrina and Rita, emergency planning has become a priority throughout higher education.

L. Board Chairman's Business

Mr. Aucoin asked about the number of meetings that the Board of Supervisors holds annually. He questioned whether it may be necessary for the Board to meet more often than eight times per year; possibly once per month. Mr. Sibille deferred that matter to the System Office for review.

L.1. Board Chairman's Report

Board Rules Revisions

Mr. Sibille informed the Board that each member was given a copy of two proposed revisions to Board Rules. The first proposal involved the reemployment of state retirees and the second was entitled "Role, Contractual Arrangements, Benefits, Expenses, and Evaluations of Presidents." It is proposed that the first rule be updated to reflect current law and provide campuses with more flexibility to meet personnel needs; the second proposed change is intended to better clarify options and expenses related to vehicle use. He reminded Board members that proposed rule changes require a 30-day advance notice, and these changes will be adopted at the October 2008 meeting.

PPM – Submission of Agenda Items

Mr. Sibille stated that also included in the folders was an updated PPM regarding guidelines for submission of agenda items from the campuses in preparation for Board meetings. No action is required by the Board.

Capital Outlay Visits

Mr. Sibille stated that he had the opportunity to attend three of the recent Board of Regents campus capital outlay site visits. He visited McNeese, Northwestern, and University of Louisiana at Lafayette and thanked the Presidents for their hospitality and commended the great preparation for the visits. Mr. Sibille encouraged all Board members to attend site visits when they have the ability to do so.

Next Meeting

Mr. Sibille reminded the Board that the next scheduled meeting will be on October 24, 2008 in Baton Rouge.

M. **Adjournment**

There being no further business, upon motion of Dr. Smith, seconded by Ms. Verrette, the meeting adjourned at 12:20 p.m.