**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**APRIL 24, 2012**

**MISSION**

Cloud County Community College is dedicated to delivering high quality, innovative, affordable, and accessible educational opportunities and services that prepare a diverse population to be critical thinkers and lifelong learners who can meet the challenges of an ever-changing global community.

To assure the delivery of this mission, Cloud County Community College is directed by valid and reliable assessment techniques, which measure the effectiveness and efficiency of all departments in the delivery of curriculum and services in support of student academic success.

**VISION**

Cloud County Community College strives to enrich the lives of our students and the communities we serve.

CLOUD COUNTY COMMUNITY COLLEGE

 BOARD OF TRUSTEES

**AGENDA - April 24, 2012**

Meeting Place: Room 257 in the President’s Addition

 Time: 7:00 p.m.

 1. Call to Order – 7:00 p.m.

 2 Adopt Agenda Decision

 3. Guests’ Comments

 4. Recognitions Information . Information

 5. Student Senate Information

 A. Concordia Campus

 B. Geary County Campus

 6. Program Highlights Information

 7. President’s Message Information

 8. Vice-President Reports Information

 A. Vice President for Academic Affairs

 B. Vice President for Administrative Services

 C. Vice President for Enrollment Management and Student Services

 9. Meeting Reports Information

10. Geary County Campus Update Information

11. Cloud County Community College Foundation Update Information

12. Approval of Minutes of March 27, 2012 and April 11, 2012 Decision

13. Finances Decision

 A. Treasurer’s Report

 B. Financial Overview

 C. 2012-2013 Tuition and Fees

14. Purchasing and Payment of Claims Decision

15. Bids Decision

 A. Copier Five-Year Lease, Service and Maintenance Agreement

 B. Music Room Remodel

 C. Music Room Asbestos Removal

 D. Recruitment Materials

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - April 24, 2012**

16. Personnel Decision

 A. Resignation – Joel Knarr

 B. Contract Renewal Recommendations for Faculty – 2012-2013

 C. Other

17. Facilities Decision

1. Turbines
2. Warranty on Northwind Turbines
3. Engineering Plans
4. Lease for Hangar
5. Summer Projects
6. Other

18. Information Items Information

1. 32nd Annual Scholarship Auction
2. Geary County Campus Spring Fling
3. Employee Recognition Dinner
4. Geary County Graduation Reception
5. NCK Community Band Concert
6. Nurses’ Pinning
7. Graduation
8. KACCT/COP Retreat

19. Other

 A. Board of Trustees Award Selection Committee

20. Executive Session Executive Session

 A. Consultation with Legal Counsel

 B. Non-elected Personnel

 C. Negotiations

NEXT MEETING: May 29, 2012

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 1

AGENDA ITEM: Call to Order – 7:00 p.m.

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 2

AGENDA ITEM: Adopt Agenda

ITEM TYPE: Decision

COMMENT:

Parliamentary rules recommend the adoption of the Agenda.

RECOMMENDED ACTION:

Adopt the Agenda for the April 24, 2012 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 5

AGENDA ITEM: Student Senate

ITEM TYPE: Information

COMMENT:

**A. Concordia Campus.**

**B. Geary County Campus.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 6

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

The Residence Assistants will share their activities and responsibilities working with students residing in on-campus housing.

The softball and baseball teams will be introduced if they don’t have games on the day of the Board meeting. Makeup games are not all scheduled.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 7

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 8

AGENDA ITEM: Vice President Reports

ITEM TYPE: Information

COMMENT:

1. **Vice President for Academic Affairs.**
2. **Vice President for Administrative Services.**
3. **Vice President for Enrollment Management and Student Services.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 9

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 10

AGENDA ITEM: Geary County Campus Update

ITEM TYPE: Information

COMMENT:

A monthly report from the Geary County Campus is enclosed.

Geary County Campus

Report to the Board of Trustees

April 24, 2012

**Student Services Activities – Calvin Shope**

* Eleven area high school students attended the first offering of an ACT preparation course at the GCC on Saturday, March 31. This course was facilitated by Power Prep, Inc.
* Calvin Shope participated in the following recruitment events:

 March 20 and April 24 Army Alumni and Career Program (ACAP) sessions held on post at Ft. Riley

 March 22 Military Affairs Council Monthly Breakfast Meeting held in Junction City

 March 25 Career Fair at the Adult Learning Center in Manhattan

* Over 30 young participants enjoyed the GCC Annual Easter Egg Hunt. In addition to the egg hunt, these “future T-Birds” were treated to egg races, face painting and a pin-the-tail on the bunny game.
* On Friday, April 20, GCC held its second Black and Gold Awards Banquet. The following awards were given out: 60 President’s Honor List, 10 Honor Graduates, 10 Who’s Who in American Community Colleges, eight Rotary Students of the Month, two C.L.O.U.D. Awards, and one Student of the Year Award.

**Campus Dean – Brenda Edleston**

* A pre-bid meeting for the construction of the Geary County Campus Science Building was held on April 10. The meeting was attended by 11 contractors and representatives from the College, the County Commissioners, the architectural firm and the Public Building Commission (PBC).
* The PBC and Deam and Deam Architects held the bid opening on Thursday, April 19. The PBC will award the contract at their meeting on April 26.
* The Agri-Biotechnology program is holding a program advisory committee meeting on Friday, April 27 at the Geary Campus. This committee has representation from K-State, Ventria Bioscience, Manhattan Area Technical College, USD 475, Irwin Army Hospital and Hill’s Pet Nutrition in Topeka.
* April was a busy month with committee meetings strategically positioning the College for growth and advancement in practices and educational services. Dean Edleston represented the Geary Campus in committee discussions on evaluation of adjunct faculty, implementation of the College’s assessment program and investigation of the College’s courses in developmental education.
* Brenda Edleston and Lisa Cheek, administrative assistant, have been administering the Student Evaluations of Instruction. These evaluations are a part of the College’s efforts to ensure the quality of its courses.

**Business and Industry training – Jason York**

* Twelve students participated in the CDL Phase I training that was held April 2-5 and included local business owners. Our next CDL Phase I training is scheduled April 30-May 3.
* CDL Phase II training (behind-the-wheel driving) is ongoing, and students are completing their driving examinations weekly at the Junction City DMV. We have 14 students who are testing for their license in the month of April.
* In cooperation with JoDee Aldridge-Ball, Department of Allied Health, twenty-five students completed CNA Online-Hybrid courses ending on April 13. Thirty students took the CNA state board exam on Wednesday, April 4. Twenty-two students started CNA Online-Hybrid courses on April 9. The next CNA Online-Hybrid training begins May 14, and we anticipate having at least two sections to offer students. The next CNA state board exam will be Wednesday, May 2.
* Pre-enrollments are being taken for the Summer EMT Course which will start May 21 and continue until August 6.
* A full class of 14 students participated in our Motorcycle Safety Foundation Course, April 13-15. The next MSF class begins April 19, and this section is also full. There are eight students currently registered for the MSF class April 27-29, and we are still enrolling for that class. Classes are scheduled approximately every other weekend. An Experienced Rider Course is scheduled for April 22.
* In cooperation with Sterling House of Junction City, the GCC is hosting Primetime Yoga. The courses will meet April 5, 12, 19, and 26. In the first class, there were 18 participants; and all had a very good time. Word of mouth was instrumental in obtaining interest, and we anticipate full classes in the future.
* In cooperation with the Topeka YWCA, the “Careers in Highway Construction” training is being held on the Geary County Campus April 23 through June 8. The eight-week training session prepares participants to gain a job in the construction field. The program is grant-funded, and the training is free to qualifying applicants—targeting women, minorities and the unemployed. Cloud will be providing the Commercial Driver’s License and OSHA-10 Construction training. A graduation ceremony will be scheduled on Friday, June 8. Other participating partners include Kansas Works, the Junction City and Manhattan Workforce Centers, Fort Riley Employment Readiness and local construction companies.
* B&I participated in the Hiring Heroes Career Fair at Riley’s Conference Center on Fort Riley on Tuesday, April 17.
* April 18-20, Jason York is attending the Kansas Community Leadership Initiative workshop in Wichita, Kansas. Participants discussed the differences between leadership and authority, as well as reviewed the adaptive and technical challenges to leadership in the 21st century.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 11

AGENDA ITEM: Cloud County Community College Foundation Update

ITEM TYPE: Information

COMMENT:

A monthly report from the Cloud County Community College Foundation is enclosed.

CCCC FOUNDATION STATUS

April 24, 2012

Since the prior Trustees’ Meeting the following progress has been made at the Cloud County Community College Foundation:

1. Set-up for the Foundation page on the CCCC website is progressing, and the Foundation page should be completed very soon.
2. The Foundation staff is in the process of securing donations for the Annual Auction, which will be held April 28th. In addition to donations by several donors including the African safari, the pheasant hunting trip, the guided fishing trip at Lake Lovewell, the outing at Acorn’s Resort, and the spa trip for two, the Whislers have donated a three day trip to the Hotel Colorado in Glenwood Springs that will include a whitewater rafting trip, fly fishing or spincasting, plus the possibility of mountain-biking on paved trails and the possibility of golf. Other special items will be auctioned such as a deluxe fire-pit with four chairs, jewelry, artwork, etc. This should be the finest Scholarship Auction Dinner ever at Concordia.
3. The Foundation staff has made substantial progress preparing a “shopping list” spreadsheet which will contain a list of grants potentially available to Cloud County Community College. This will be a major step forward for the College.
4. The Foundation staff is completing a Foundation Newsletter to be sent to Alumni.
5. Talks are in process for a major donation to the scholarship principal from a donor who wishes to, and will, remain anonymous.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 12

AGENDA ITEM: Approval of Minutes of March 27, 2012 and April 11, 2012

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of March 27, 2012 and the special meeting of April 11, 2012 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of March 27, 2012 and April 11, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 13

AGENDA ITEM: Finances

ITEM TYPE: Decision

COMMENT:

**A. Treasurer’s Report and Financial Report.** These reports are enclosed.

RECOMMENDED ACTION: Approve the Treasurer’s Report as of

March 31, 2012 with a cash balance of $5,837,237.90.

**B. Financial Overview.** The financial overview of the College as of the end of March will be presented.

**C.** **2012-3013 Tuition and Fees.** A recommendation for tuition and fees for the 2012-2013 academic year is enclosed.

 RECOMMENDED ACTION: Approve a $4.00 per credit hour increase in tuition for academic year 2012-2013 for all students who do not qualify for Cloud County residency, as defined in the Procedures of Policy E3; approve a $2.00 per credit hour increase in tuition for academic year 2012-2013 for all students who qualify for Cloud County residency, as defined in the Procedures of Policy E3; and approve a $5.00 per credit hour Facility Fee for academic year 2012-2013 for all students at the Geary County Campus which is necessary to fund the lease of the new science building at GCC.

Memorandum

To: Board of Trustees

From: Dr. Danette Toone, President

Date: 4/19/2012

Re: Tuition & Fee Recommendation Academic Year 2012-2013

We are recommending the Board of Trustees approve a $4.00 per credit hour increase in tuition for academic year 2012-2013 for non-Cloud County residents and $2.00 for Cloud County residents. If approved, this would generate approximately $190,000 in new revenue for the college which is necessary for us to maintain a balanced budget for fiscal year 2013; continue to provide for increasing operating costs, especially health insurance increases; and maintain cash flow.

We are also recommending the Board of Trustees approve a $5.00 per credit hour Facility Fee for academic year 2012-2013 for all Geary County Campus students. If approved, this would generate approximately $50,000 in new revenue for the college which is necessary for us to have the funds to lease the new science building at GCC.

RECOMMENDED ACTION: Approve a $4.00 per credit hour increase in tuition for academic year 2012-2013 for all students who do not qualify for Cloud County Residency, as defined in the Procedures of Policy E3; approve a $2.00 per credit hour increase in tuition for academic year 2012-2013 for all students who qualify for Cloud County Residency, as defined in the Procedures of Policy E3; and approve a $5.00 per credit hour Facility Fee for academic year 2012-2013 for all students at the Geary County Campus which is necessary to have the funds to lease the new science building at GCC.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 14

AGENDA ITEM: Purchasing and Payment of Claims

ITEM TYPE: Decision

COMMENT:

The purchase orders are enclosed or are available from the Clerk of the Board.

RECOMMENDED ACTION:

Approve the recommendations as stated.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

(A) LIST

**APPROVAL OF EXPENDITURES OR TRANSFERS OF COLLEGE FUNDS OVER $5,000.**

This list contains requests for approval of expenditures or transfers of college funds over $5,000.

For some of the items listed, checks will be released prior to the next Board meeting and approval

of this list by the Board at this meeting will also authorize release of the checks. The other items,

orders will be prepared, and the payment of claims will be approved at the next Board meeting.

RECOMMENDED ACTION: Approve this list of expenditures or transfers of college funds over

$5,000.

1. 01-35-2600-852 Innovative Education Wind Energy Technology $ 17,455.00

Misc. accts. Systems training equipment 3,686.60

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 15

AGENDA ITEM: Bids

ITEM TYPE: Decision

COMMENT:

**A. Copier Five-Year Lease, Service and Maintenance Agreement.** Bids for the lease, service and maintenance of copiers were solicited, and bids were opened from six copier firms. If a bid is finalized, it will be e-mailed to you.

RECOMMENDED ACTION: Take action as appropriate.

**B. Music Room Remodel.** Bids for the remodel of the Music Room have been solicited and will be opened on April 20, 2012. A recommendation will be e-mailed to you.

 RECOMMENDED ACTION: Take action as appropriate.

**C. Music Room Asbestos Removal.** Bids for the removal of asbestos in the Music Room were solicited; and five bids were opened April 16, 2012. Approval of a bid is contingent upon the approval of the Music Room Remodel.

 RECOMMENDED ACTION: Approve the low bid of $11,460 submitted by ACM Removal, LLC, of Wichita, Kansas for the removal of asbestos in the Music Room and authorize payment with funding from the Music Room Remodel Budget.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 15

AGENDA ITEM: Bids (Cont’d)

ITEM TYPE: Decision

COMMENT:

**D. Recruitment Materials.** Bids for the purchase of college recruitment materials were solicited and opened April 13, 2012. Seven bids were opened. The administration recommends you approve the low bid of $6,682.00 submitted by Consolidated Printing, Salina, Kansas.

 RECOMMENDED ACTION: Approve the low bid of $6,682.00 submitted by Consolidated Printing, Salina, Kansas for 2012-2013 recruitment materials and authorize payment with funding from the Marketing and Admissions Operating Budgets for Fiscal Year 2013.

Memorandum

To: Board of Trustees

From: Robert P. Maxson, Vice President for Administrative Services

 Danette Toone, President

Date: 4/19/2012

**Re:** Recommendation for Asbestos Abatement – Music Room

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On March 20, 2012, bids were requested for the removal and disposal of asbestos ceiling materials located in the Music Room. As a required part of the bidding process, six vendors visited the College to meet with College personnel regarding the required asbestos abatement in the Music Room. On April 16, 2012, bids were received and opened from five vendors;

1. ACM Removal, LLC, Wichita, KS, for $11,460,
2. Bockman, Inc., Lincoln, NE for $18,300,
3. New Horizons, Kansas City, MO for $18,921,
4. B & R Insulation, Lenexa, KS for $17,287 and
5. GPAC, Kearney, NE for $11,900.

We are recommending you approve the low bid from ACM Removal, LLC, for $11,460.

The area included in the Music Room asbestos abatement is necessary for the Music Room remodel to be completed this summer. This work will be completed by May 31, 2012.

Funding for this project will come from the Music Room Remodel Budget.

Memorandum

To: Board of Trustees

From: Robert P. Maxson, Vice President for Administrative Services

 Dr. Danette Toone, President

Date: 4/19/2012

Re: Recommendation to Approve 2012-2013 Bids for Recruitment Materials

On March 20, 2012, bids were requested for the purchase of college recruitment materials for the 2012-2013 recruitment year. On April 13, 2012 seven bids were opened. The bids were as follows:

1. Arrow Printing, Salina KS - $ 8,940.00
2. Creasey Printing, Springfield, IL - 8,575.00
3. Color Impressions, Wichita, KS - 9,214.00
4. Mennonite Press, Newton, KS - 6,982.71
5. Print 5, Concordia, KS - 11,331.61
6. Consolidated Printing, Salina, KS - 6,682.00
7. United Graphics, Mattoon, IL - 7,721.69

We are recommending you approve the low bid of $6,682.00 submitted by Consolidated Printing, Salina, KS.

These materials will include the following items:

 1) 5,500 College View Books

2) 2,000 Campus Life Mini Magazines

3) 1,500 CCCC Pennants

4) 250 High School Visit Posters

5) 3,000 College Catalog Envelopes

We have used Consolidated Printing for these materials for the last three years and both Marketing Director Jenny Acree and Admissions Director Kim Reynolds are very satisfied with their ability to meet our deadlines and provide high quality printed materials. The quantities bid represent a reduction from last year’s quantities and are due to the Marketing and Admissions Office’s efforts to be more efficient and selective in its college recruiting materials.

Funding will come from Marketing and Admissions Operating Budgets for Fiscal Year 2013 and represents a total reduction in cost of 27%.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 16

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

**A. Resignation – Joel Knarr.** Joel Knarr has resigned his position as Database Specialist effective April 19, 2012. Joel has been an employee at Cloud County Community College since January 2008. His letter of resignation is enclosed.

RECOMMENDED ACTION: Accept the resignation of Joel Knarr effective

 April 19, 2012, and authorize the administration to fill the Database Specialist position vacancy.

**B. Contract Renewal Recommendations for Faculty – 2012-2013.** It is time for the Board of Trustees to renew the contracts for full-time faculty for the 2012-2013 contract year. The list of people to be renewed is enclosed.

 RECOMMENDED ACTION: Renew the contracts for the full-time faculty for 2012-2013.

**C. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 17

AGENDA ITEM: Facilities

ITEM TYPE: Decision

COMMENT:

**A. Turbines.**

 1). Warranty on Northwind Turbines – Decision.

 2). Engineering Plans – Decision.

 3). Lease for Hangar – Discussion.

**B. Summer Projects.**

**C. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 18

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

**A. 32nd Annual Scholarship Auction.** The 32nd Annual Scholarship Auction will be held Saturday, April 28, at the National Guard Armory. The silent auction begins at 5:30 p.m., dinner at 7:00 p.m. and the live auction at 8:00 p.m.

**B. Geary County Campus Spring Fling.** The 3rd Annual Geary County Campus Spring Fling will be held Saturday, April 28, 2012.

**C**. **Employee Recognition Dinner.** The Employee Recognition Dinner is scheduled for Monday, April 30, 2012, at 6:30 p.m. in the dining room in the Student Center.

**D. Geary County Graduation Reception.** The GCC Graduation Reception will be held Friday, May 11, 2012, 5:00 p.m. to 7:00 p.m., in Building C at the Geary County Center.

**E. NCK Community Band Concert.** The NCK Community Band will be in concert on Sunday, May 13, at 3:00 p.m. in Cook Theatre.

**F. Nurses’ Pinning.** The Pinning Ceremony for those students receiving their Associate of Nursing will be Friday, May 18, at 4:00 p.m. in Arley Bryant Gymnasium.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 18

AGENDA ITEM: Information Items (Cont’d)

ITEM TYPE: Information

COMMENT:

**G. Graduation.** Graduation is Friday, May 18, at Harold M. Clark Stadium. The speaker is Joe Glassman. A complete schedule is enclosed.

**H. KACCT/COP Retreat.** The KACCT and the Council of Presidents Retreat will be held Thursday and Friday, June 7 and 8, at Johnson County Community College.

 Cloud County Community College

Concordia, KS

Commencement Day Activities

(All events will take place in Concordia)

Friday, May 18, 2012

|  |  |  |
| --- | --- | --- |
| Time | Event | Location |
| 2:00 p.m. | **Commencement Practice**All graduates participating in the ceremony should plan to attend. Please contact us if you will not be at practice. | Arley A. Bryant Gymnasium |
| 3:30-5:30 p.m. | **General Reception**All graduates, their family and friends are invited to attend. | CCCC CafeteriaDining Area |
| 4:00 p.m. | **Nurses Pinning Ceremony** | Arley A. Bryant Gymnasium |
| 7:00 p.m. | **Commencement****Candidates need to report to the** **Stadium by 6:00 p.m.** **(in case of inclement weather, report to** **Cook Theatre on the main campus)** | Harold M. Clark Stadium(in case of inclement weather, Arley A. Bryant Gymnasium) |

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 19

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

**A. Board of Trustees Awards.** A committee of two needs to be appointed by the Chairman to review the nominations for the Board of Trustees Awards for College Service and Student Service. These awards will be presented at the Employee Recognition Dinner.

RECOMMENDED ACTION: Appoint two members of the Board of Trustees to a committee to review and select the Board’s awards for outstanding service.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 24, 2012

ITEM NO: 20

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

1. **Consultation with Legal Counsel.**
2. **Non-elected Personnel.**
3. **Negotiations.**