

**FORUM**  
**Minutes of the 2008 Year**  
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**Approved 2/27/08**

## **Minutes of the Forum Meeting of Wednesday, January 30, 2008**

Chairperson Michael Coffta called the meeting to order on January 30, 2008, at 3:05 PM in the Multipurpose-B Room, Kehr Union.

**Present:** Cindy Venn (in for Shah Amin), Tim McConnell (in for Joseph Andreacci), Alana Atchinson, Jeff Bajorek, Richard Baker, Nogin Chung, Michael Coffta, Mark Decker, Vincent Diloretto, Sheng Ding, Jean Downing, James Ermatinger, Ralph M. Feather, Jr., Jimmy Gilliland, Anita Hakim, W. R. Harrar, David Heineman, Todd Hoover, C. J. Hoppel, Barry Jackson, Jonathan Lincoln, James Mackin, Robert Marande, Dianne Mark, Rand Martin, Samantha Mason, Christine Mehlbaum, James Mullen, Margaret O'Connor, Gretchen Osterman, Jennifer Raup, Alicia King Redfern, John H. Riley, Richard H. Rugen, Deb Sanders, Safa Saraçoğlu, David Soltz, Luke Springman, Ann Stokes, Maximilian Van der Mark-Geary, Mary Vezendy, Barbara Wilson, Yang Xia, Kathryn Yelinek, and Gregory Zimmerman.

**Guests who signed in:** Ryan Geiger, Sybil Holloway, Adam Johnson, Nicole Leonzi, Jeff Long, Bonnie Martin, James Matta, Gini Rinkus, and Alison Stone-Briggs.

### **1. Approval of January 30, 2008 Agenda**

John Riley moved that the Agenda be approved; seconded by Todd Hoover. The motion was approved by voice vote.

### **1. Approval of November 14, 2007 Minutes**

Todd Hoover moved that the Minutes be approved; seconded by John Riley. The motion was approved by voice vote.

### **3. Announcements**

Michael Coffta provided an update to the Forum on pedestrian safety on East Second St. near Elwell Hall. A student was hit by a vehicle in this area. PennDOT will complete an investigation and will report their recommendations to the Town of Bloomsburg by next week. Pedestrian signs may be added and/or some metered parking spots may be removed.

He also welcomed new President Soltz to the Forum.

### **4. Reports by Standing Committees:**

#### **a. BUCC**

John Riley reported that they have met twice since the last Forum. On November 28 new courses and program changes were approved for recommendation to the Provost from the following Departments: Exercise Science and Athletics; Anthropology, Nursing, MBA, Instructional Technology, and English. On January 23 they approved a concept approval of a Minor in Africana Studies, an interdisciplinary course that will be housed in the History Department, distance education courses and a new course for Exceptionality Programs, and a proposal from the Economics Department to combine three degrees into one degree with three tracks. There were first readings of PRP 3540, Department of Nursing, Academic Good Standing, and PRP 3990, Institutional Review Board (IRB) for Human Subjects Research. They

discussed the issuance of incomplete grades and began work on forming a General Education Task Force.

b. General Administration Committee

Vince Diloretto reported that this committee has not met this semester.

c. Planning and Budget

Jim Mackin reported that this committee had met on January 17 and had reports by standing committees as well as an update on Performance Funding. The Task Force on Assessment and Evaluation presented a template for departmental strategic plans and five year program reviews. Strategic planning will be reviewed at a meeting of the Department Chairs. They discussed items related to Corporate and Continuing Education.

d. Student Life

Jen Raup reported that they have not met this semester. They plan on bringing the revised draft Student Code of Conduct to the next Secretariat.

e. Middle States Steering Committee

Richard Baker reported that this committee met last Wednesday (January 23) and worked on finishing the Self-Study Report. He reviewed the meeting he attended in Philadelphia, along with President Kozloff and James Mackin. He discussed the online survey that was sent out and apologized for the problems encountered by staff when they tried to complete the survey. These problems are now corrected, and they will be sending the survey out again this Friday.

## **5. Revisions to the Governance Document—Second Reading**

Michael Coffta explained the process of revisions of PRPs and the Governance Document. One of the revisions to this Document was to add the chairs of the Middle States Steering Committee and the Middle States Periodic Review Committee who will provide reports to the Secretariat and Forum during their terms of office. A few minor changes were suggested regarding titles. Motion made by John Riley to adopt the revised Governance Structure; seconded by Richard Baker. **Motion to adopt the revised Governance Document approved by voice vote.**

## **6. Revisions to the Smoking Policy (PRP 5253)—First Reading**

Vince DiLorretto explained that the proposed revisions to this policy would update the policy to include the new Academic Quad area and to address complaints from nonsmokers. The main revision they propose would add the Quad area as a nonsmoking area, including the areas contiguous to the following buildings: Waller, Andruss, Centennial, Sutliff, Hartline, Warren SSC, Bakeless, and McCormick. Members discussed enforcement of the policy and Richard Rugen acknowledged that there is very little that can be enforced and that the policy would rely on the cooperation and consideration of the university community. Students could propose sanctions through Student Life. There are no sheltered areas for smokers. Vince stated that the construction of such areas would need to be studied as to placement, costs, utilities, etc. Some members felt that making the large Quad area nonsmoking would be unfair to those who smoke, while other members supported larger nonsmoking areas. Suggestions from those in

attendance included removing the word “employees” and replacing it with “individuals” so that all faculty, students, staff, and visitors would be subject to the policy.

### **7. Margin of Excellence Projects**

James Matta discussed the Bloomsburg University Foundation, Margin of Excellence Projects. The major change is the expansion of the evaluation criteria. They are looking for a major impact on campus that will lead to an area of excellence. Each grant can receive from \$10,000 to \$25,000. This information will be placed on the BU website.

### **8. Questions for President Soltz**

President Soltz introduced himself by discussing his background. He will meet with as many groups and individuals as possible to learn the culture of the university. He expressed his pleasure at being at Bloomsburg University and looks forward to working together with members to set the future direction of BU. He mentioned the strategic planning process, campus master plan, and felt that upgrading the interior spaces would probably be next.

Members discussed the icy road conditions yesterday and the liberal leave policy. Richard Rugen explained that liberal leave depends on the bargaining unit.

### **9. Open Forum**

Students alleged that dirt instead of cinders was used on the icy walks and parking areas. Michael Coffta will investigate.

### **10. Adjournment**

John Riley moved that the meeting be adjourned; seconded by Richard Baker. The meeting was adjourned at 4:10 PM by consensus.

**Approved as amended 3/26/2008**

## Minutes of the Forum Meeting of Wednesday, February 27, 2008

Chairperson Michael Coffta called the meeting to order on February 27, 2008, at 3:05 PM in the Multipurpose-B Room, Kehr Union.

**Present:** Tim McConnell (in for Joseph Andreacci), Yvette Samson (in for Alana Atchinson), Jeff Bajorek, Richard Baker, Veronica Breisch, Michael Coffta, Jackie Davie, Mark Decker, Vincent Diloretto, Ralph M. Feather, Jr., Jimmy Gilliland, John Grandzol, W. R. Harrar, David Heineman, H. Preston Herring, C. J. Hoppel, Jonathan Lincoln, Robert Marande, Dianne Mark, Rand Martin, James Mullen, Gretchen Osterman, Timothy Phillips, Marion Mason (in for Alicia King Redfern), John H. Riley, Marilee Salvator, Christine Alichnie (in for Deb Sanders), Safa Saraçoğlu, Brenda Cromley (in for David Soltz), Luke Springman, Ann Stokes, Mary Vezendy, Sheila D. Jones (in for Barbara Wilson), Yang Xia, Daxue Xu, and Kathryn Yelinek, Gregory Zimmerman.

**Guests who signed in:** Eric Foster, Krystal Gurley, Sybil Holloway, Jeff Long, James Matta, Bruce Wilcox.

### 1. Approval of February 27, 2008 Agenda

Michael Coffta noted that since the President and Provost were on a conference call, Jonathan Lincoln would be presenting item 6, Revised PRPs. John Riley moved that the Agenda be approved; seconded by Richard Baker. The motion was approved by voice vote.

### 1. Approval of January 30, 2008 Minutes

John Riley moved that the Minutes be approved; seconded by Richard Baker. The motion was approved by voice vote.

### 3. Announcements

Michael Coffta announced that the recently revised Governance Document has been placed on the website.

### 4. Reports by Standing Committees:

#### a. BUCC

John Riley reported that the BUCC met on February 6 and February 20. They approved PRP 3540, Department of Nursing, Academic Good Standing, and PRP 3990, Institutional Review Board (IRB) for Human Subjects Research. They elected nine faculty members for the General Education Task Force. He and Jonathan Lincoln will serve as Co-Chairs. This Task Force will have its first meeting tomorrow morning (February 28). The BUCC received and discussed a template for the Five-Year Program Review. They approved proposals from the following departments: Music, Geography and Geosciences, Physics and Engineering Technology, History, and Political Science. They had a first reading of PRP 6820, Research Misconduct. They approved a revised Academic Calendar 2009-2010. This revision was necessary because of the limitation of classrooms due to the renovation schedule for Hartline Science Center and Bakeless Center for Humanities. He noted that there is less flexibility locally with the academic calendar due to the State System Common Calendar restrictions. In addition, they reviewed

five policies with revisions required by the State System. These policies were not subject to BUCC approval and are on today's Agenda for presentation by Jonathan Lincoln.

b. General Administration Committee

Vince Diloretto reported that this committee met on February 15 and revised the Smoking Policy that is on today's Agenda.

c. Planning and Budget

No report.

d. Student Life

Michael Coffta reported for Jen Raup that this committee will meet March 5. They will continue to revise a draft of the Student Code of Conduct and plan on presenting it to the next Secretariat.

e. Middle States Steering Committee

Richard Baker reported that this committee has not had a formal meeting since the last Forum meeting. He reported that 302 people had completed their survey, and he thanked everyone for their cooperation and participation.

**5. Action Item – Revisions to the Smoking Policy (PRP 5253) – Second Reading**

Vince Dilorretto discussed the minor wording changes that were made to this policy pursuant to the suggestions made at the last Forum. Motion to endorse this policy made by John Riley; seconded by Dianne Mark. **Motion approved by voice vote.**

**6. Revised PRPs**

Jonathan Lincoln explained that there are five of BU's policies that will be affected by system-wide changes approved by the Presidents of the State System Universities. These changes were approved in order to have some common policies across the system. He noted that Bloomsburg University voted against the Commonality Document that contained these changes.

. **PRP 3434 – Change of Undergraduate Schedule**

Revisions include allowing students to drop courses through the sixth calendar day and add courses through the seventh calendar day in a regular semester. Members questioned if this change would mean that faculty would need to be available on Saturday and Sunday for the drop/add process.

. **PRP 3452 – Course Repeat Policy**

Revisions include a maximum of six course repeats, with a minimum of three repeats for one course. "W" does not count as a repeat.

. **PRP 3462 – Undergraduate Course Withdrawal**

Revisions include changing the time frame for entering a “W” for withdrawals from three weeks past mid-term to the end of the tenth week of the semester. The number of withdrawals will be changed from a limit of four to no limit on withdrawals.

. **PRP 3463 – Graduate Admissions, Withdrawal, Course Repeat, Transfers, and Graduation Requirements**

Revisions include a maximum of two different courses that may be repeated. An individual course may be repeated only once.

. **PRP 3604 – Undergraduate Graduation Requirements**

Revisions include that 30 of the last 45 semester hours must be earned at BU with fifty percent of the major discipline, excluding cognate courses, to be earned at BU.

Members agreed that these changes must be publicized well and that questions need to be anticipated. Exceptions for department policy that is more restrictive would be handled manually by the department.

**7. Open Forum**

A student stated that many people on campus were not happy with the loss of Spring Weekend. John Riley observed that with the Common Calendar local choices were very limited.

Michael Coffta stated that he had investigated a student’s claim of dirt being used on icy walks and parking areas. He has checked with Frank Curran, Groundskeeper Supervisor, and was told that they use sand, rock salt or calcium pellets.

Members discussed concern for the speeding problems in the parking lot behind McCormick, and between Haas and Navy Hall. They suggested bigger signs, speed bumps, but agreed that tickets work best. Michael Coffta will look into it.

**8. Adjournment**

John Riley moved that the meeting be adjourned; seconded by Dianne Mark. The meeting was adjourned at 4:10 PM by consensus.

**Approved as corrected 4/23/08**

## Minutes of the Forum Meeting of Wednesday, March 26, 2008

Chairperson Michael Coffta called the meeting to order on March 26, 2008, at 3:03 PM in the Multipurpose-B Room, Kehr Union.

**Present:** George Agbango, John Hintz (in for S. Amin), Jeff Bajorek, Richard Baker, Robert Brad, Michael Coffta, Jim Brown (in for James Ermatinger), Mark Decker, Vincent Diloretto, H. Fereshteh (in for Ralph M. Feather, Jr.), John Grandzol, Anita Hakim, W. R. Harrar, David Heineman, H. Preston Herring, C. J. Hoppel, Robert Marande, Rand Martin, Clay Corbin (in for Christine Mehlbaum), Gretchen Osterman, Timothy Phillips, Conrad Quintyn, Jennifer Raup, Alicia King Redfern, John H. Riley, Deb Sanders, Safa Saraçoğlu, Luke Springman, Ann Stokes, Mary Vezendy, Barbara Wilson, Yang Xia, Daxue Xu, Kathryn Yelinek, Gregory Zimmerman.

**Guests who signed in:** Eric Foster, Sybil Holloway, Sandra Kehoe-Forutan, Nicole Leonzi, James Matta.

### 1. Approval of March 26, 2008 Agenda

Michael Coffta noted that reporting for Richard Rugen will be Eric Milner on Traffic concerns, and Sandra Kehoe-Forutan on the Quadrangle Usage Report. John Riley moved that the Agenda be approved; seconded by Richard Baker. The motion was approved by voice vote.

### 1. Approval of January 30, 2008 Minutes

John Riley moved that the Minutes be approved; seconded by Gretchen Osterman. The last sentence in item 6 will be amended to reflect that departments with more stringent requirements would have to be handled manually rather than automatically. The motion was approved by voice vote.

### 3. Announcements

There were no announcements.

### 4. Reports by Standing Committees:

#### a. BUCC

John Riley reported that the BUCC met last week as their Open Meeting. They had a report from the Writing Task Force that recommended a more writing oriented culture than we have now. They reviewed the "Incomplete" grade process with Joseph Kissell, Registrar, to make sure that the process works as it is intended. They discussed the Class Attendance policy and methods of resolving conflicts between class and "university-sponsored activities". They had a report from the Assessment Task Force. They meet again next Wednesday.

#### b. General Administration Committee

Vince Diloretto stated that there was nothing to report and that no meetings have been scheduled.

#### c. Planning and Budget

No report.



#### d. Student Life

Jen Raup reported that this committee met before Spring Break and that no other meetings have been scheduled. When they meet, they will begin to review the judicial process in connection with their Student Code of Conduct.

#### e. Middle States Steering Committee

Richard Baker reported that this committee has not met since the last Forum meeting. He reported that April 15 was the due date for final first drafts from the working groups, and he thanked everyone for the information that has been submitted. He announced that Dr. Alan Donovan, President of SUNY Oneonta, will chair the middle states visitation team.

### **5. PRP 4802 – Code of Conduct – Discussion item**

Jen Raup explained that this was not a first reading but a discussion. The committee would like feedback from the members before sending the policy for legal review. They plan on having a first reading at the first Forum meeting next semester. She explained that the revised wording is basically the same used by the Office of Student Standards. Some items are paraphrased or excerpts from existing policies. Jen discussed paragraph I, Disruptive Classroom Conduct. The committee reviewed the materials of the BUCC ad hoc committee on this topic lead by Julie Kontos to determine if those materials could be combined with this document. John Riley, Chair of BUCC, remarked that he liked what this committee had created, and felt that the generic description was better than trying to create a detailed list. He asked that the draft policy be brought to the next BUCC meeting for feedback. Members suggested minor wording changes.

### **6. Traffic Concerns**

Eric Milner reported that speed bumps have been placed behind McCormick in response to traffic and safety concerns. Two new ones will be added soon, and he invited feedback from the members on the effectiveness these additions. Bob Klinger reported on the traffic concerns on East Second Street. Because this street belongs to the Town of Bloomsburg and not BU, a PennDOT engineer (requested by the Town) visited the area and made recommendations. In response to his recommendations, the first parking space in that area (going East to West on Second Street) will be eliminated to enhance vision for pedestrians and vehicles. There will be repainting and restriping with raised lettering. Further down the street near the day care center, signs will be placed on the street and along the street.

### **7. Quadrangle Usage Report**

Sandra Kehoe-Forutan discussed the designation of the Quad areas and the types of events that may be scheduled for the Quad areas. The current procedure used to schedule outside events will also be used to schedule the Quad areas. Each application for use will include consideration of University resources and the impact on the Quad area.

### **8. Academic Departments' Five-Year Review Template**

James Mackin stated that because of the difficulty in comparing five-year reviews, he requested that a template be created that could be used by the academic departments. Jim Brown explained the template that was created by a group chaired by Nancy Coulmas. The template includes broad subject

areas but has the structure needed for comparisons. It is centered on what should be included and makes it more manageable. He proposed that this format be adopted for the next five-year reviews. Programs that are accredited are not required to participate in five year reviews. This document has been reviewed by BUCC and their suggestions were incorporated. He asked that any additional suggestions be sent to himself or James Mackin.

## **9. Open Forum**

John Riley mentioned that there were a number of PRPs that had been mailed out by the Provost's office. He thanked the Provost for this notification and cautioned that students may not be aware of some of the consequences of these revised PRPs. They will have unlimited withdrawals, but they must complete 12 credits every semester and students may not be aware of this.

James Mackin announced that as part of the Provost Lecture Series, Meave Leakey, renowned paleontologist, will be speaking on April 1 at 7 PM in Mitrani Hall of Haas Center for the Arts. The lecture is open to everyone, and, if deemed appropriate, members should feel free to bring their classes.

Jim Brown announced that April 1 would be the Democracy Matters - All Day Dialog. On April 22 will be Earth Day with outside activities to encourage students to vote in the primary election.

## **10. Adjournment**

Richard Baker moved that the meeting be adjourned; seconded by Mark Decker. The meeting was adjourned at 3:45 PM by consensus.

**Approved 9/17/2008**

## Minutes of the Forum Meeting of Wednesday, April 23, 2008

Chairperson Michael Coffta called the meeting to order on April 23, 2008, at 3:03 PM in the Multipurpose-B Room, Kehr Union.

**Present:** George Agbango, Yvette Samson (in for Alana Atchinson), T. R. McConnell, (in for Joseph Andreacci), Jeff Bajorek, Richard Baker, Robert Brad, Giovanna Adornetto, (in for Gregory Cechak), Michael Coffta, Jackie Davie, Mark Decker, Vincent Diloretto, James Ermatinger, Ralph M. Feather, Jr., Jimmy Gilliland, John Grandzol, W. R. Harrar, David Heineman, Todd Hoover, C. J. Hoppel, Daxue Xu, (in for Ghassan Ibrahim), Jonathan Lincoln, Robert Marande, Dianne Mark, Rand Martin, James Mullen, Gretchen Osterman, Carl Chimi (in for Margaret O'Connor), Timothy Phillips, Jennifer Raup, Alicia King Redfern, John H. Riley, Richard Rugen, Deb Sanders, Safa Saraçoğlu, Luke Springman, Ann Stokes, Barbara Wilson, Yang Xia, Kathryn Yelinek, Gregory Zimmerman.

**Guests who signed in:** Tina Barnes, Sybil Holloway, Jeff Long, Bonnie Martin, James Matta.

### 1. Approval of April 23, 2008 Agenda

Michael Coffta noted an Agenda change of Jonathan Lincoln reporting for James Mackin on Research and Disciplinary Grant Guidelines. Richard Baker moved that the Agenda as amended be approved; seconded by John Riley. The motion was approved by voice vote.

### 1. Approval of March 26, 2008 Minutes

John Riley moved that the Minutes as corrected be approved; seconded by Gretchen Osterman. The motion was approved by voice vote.

### 3. Announcements

Michael Coffta reported that this was the last meeting of the Forum for the academic year. He will produce annual report summaries of attendance, issues, and PRPs. He will also send letters to delegates and departments that have consistently sent representatives to the Forum.

### 4. Reports by Standing Committees:

#### a. BUCC

John Riley reported that the BUCC met on April 2 and April 16 and approved a number of course proposals. They discussed course content changes and determining when the content has changed significantly enough to be a new course. They felt that this decision should be resolved at the college curriculum level since they would be most familiar with the material. They approved the Research Misconduct policy that is on today's Forum Agenda. Registrar Joseph Kissell explained the proposed electronic course withdrawal form. They reviewed the proposed Student Code of Conduct and made suggestions.

They had a first reading of PRP 3446, Undergraduate Academic Retention Standards. The proposed revisions would apply the same set of standards to all students that are currently applied to students in programs such as ACT101 with regard to academic dismissal. They also had a first reading of PRP 3604,

Undergraduate Graduation Requirements. The proposed revisions would allow a community college course to transfer in to BU after 60 credit hours the same as it currently does when a student has less than 60 credit hours. In addition, the statement regarding all financial obligations would be removed. They approved the Omnibus form after removing Document S.

James Mackin explained that the College of Professional Studies will be working on meeting the requirements of the new teacher certification changes in structure. The State System has set aside a week in November to review proposals, and BUCC has added an additional meeting on October 15. Dean Dianne Mark explained that these changes will affect many other departments on campus. She asked that BUCC consider a meeting in December to review any changes that the State System may make at their November meeting.

BUCC approved revisiting the creation of an academic PRP on student conduct.

b. General Administration Committee

Vince Diloretto stated that there was nothing to report and that no meetings have been scheduled.

c. Planning and Budget

No report.

d. Student Life

Jen Raup reported that this committee had not met, but were working on the suggestions made by BUCC for the Student Code of Conduct. They plan to have a draft to present for a first reading to the Secretariat and Forum in the Fall.

e. Middle States Steering Committee

Richard Baker announced that Dr. Alan Donovan, Chair of the Middle States visitation team, will be on campus for a one-day visit on October 8. The visitation team will be here April 5-9, 2009, with their oral report to the campus community on April 9. He thanked the working groups and noted that he is receiving stacks of reports from them. He will distribute a 100-page draft report to the university community for feedback in the Fall.

## **5. Research and Disciplinary Grant Guidelines**

Jonathan Lincoln presented proposed revisions to the Research and Disciplinary Grant Guidelines. He stated that the proposed changes would modify evaluation criteria and establish fall deadlines that would better meet the needs of new faculty members. The revision combines grants, allows for equipment requests, and provides for enhanced funding from external sources. Members suggested that the wording include arts and humanities in addition to science and technology so as not to limit any one. Jerrold Harris suggested adding a section just for the smaller projects so that the \$9000 for the smaller projects would not be lost in with the funding of the bigger projects.

## **6. Student Learning Assessment Proposal**

Michael Coffta, reporting for the Departmental Assessment of Student Learning Subcommittee of the Assessment and Evaluation Task Force, discussed their five recommendations for Assessment of Student

Learning. The subcommittee proposes the following: amending the Omnibus form, separating ASL plans and reports from the strategic plan, creating an ASL advisory committee, creating a fully operational and active ASL committee, and creating and staffing a position for a Director of ASL. Michael described the Director of ASL as promoting outcomes assessment by providing resources to the departments. John Riley stated that BUCC was uncomfortable with outcomes assessment at the course level, and felt that outcomes assessment should be clearly related to the program level.

### **7. Misconduct in Research Policy**

James Matta presented the proposed revisions to PRP 3512, Misconduct in Research, per requirements of the U. S. Department of Health and Human Services. This policy was received as a template with only a few areas requiring modification to meet the needs of BU.

### **8. Open Forum**

Members wished Dr. James Matta and Dr. Charles Hoppel a happy retirement.

Wayne Mohr explained that faculty emeriti e-mail accounts may remain open no longer than three months after retirement. PASSHE legal counsel will no longer permit use of e-mail accounts for anyone who is not a current BU employee. He stressed that this is not a local policy, and that they continue to advocate changing the policy.

Mark Decker reported that his students were complaining that they could not fully access the bike parking area due to maintenance vehicles. Richard Rugen asked him to email the details of their complaints to Bob Klinger and to send him a copy.

### **9. Adjournment**

John Riley moved that the meeting be adjourned; seconded by Richard Baker. The meeting was adjourned at 4:08 PM by consensus.