#### MINUTES OF THE REGULAR MEETING

## **OF THE**

#### BOARD OF TRUSTEES OF SPOON RIVER COLLEGE

Wednesday, February 28, 2024, 6 p.m. Spoon River College, Engle Conference Center, Rooms A and B Canton Campus, 23235 N. Co. 22, Canton, Illinois

The Regular Meeting of the Board of Trustees of Spoon River College was held on Wednesday, February 28, 2024 at 6:00 p.m., at the Engle Conference Center, Rooms A and B, Canton Campus, 23235 N. Co. 22, Canton, Illinois.

#### 1.0 GENERAL FUNCTIONS

1.1 Call to Order

Jerry Cremer, Chair, called the meeting to order at 6:01 p.m.

1.2 Roll Call

Members Present: John Biernbaum

Linda Butler Jerry Cremer Dave Maguire Kevin Meade Phil Murphy Kent Schleich

Savannah Smith-Coulter

Members Absent:

Present: Dr. Curt Oldfield, President; Holly Norton, Vice President of Educational and Student Services; Missy Wilkinson, Dean, Student Services; Brad O'Brien, Dean, Career and Workforce Education; Andrea Thomson, Director, Human Resources; Mike Strauman, Chief Operations and Safety Officer; Sarah Gray, Chief Fiscal Officer; Sarah Dalpiaz, Mathematics Faculty; Brian Dalpiaz, Mathematics Faculty; Aaron Mayall, Diesel Tech Faculty; Todd Thompson, Diesel Tech Faculty; and Julie Hampton, Executive Assistant to the President and Board of Trustees/Recorder.

Also Present: John Froehling, Fulton County Democrat.

1.3 Pledge of Allegiance

Jerry Cremer led the Pledge of Allegiance.

1.4 Welcome of Guests

Jerry Cremer welcomed those in attendance.

1.5 Public Comment

Jerry Cremer asked if any members of the audience wished to address the Board. There were no requests or public comments.

## 1.6 Approval of Minutes

1.6.1 January 24, 2024 Board Retreat Minutes

Following a motion by John Biernbaum, seconded by Linda Butler, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the January 24, 2024 Board Retreat Minutes.

1.6.2 January 24, 2024, Regular Board Meeting Minutes

Following a motion by Kent Schleich, seconded by Dave Maguire, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the January 24, 2024 Regular Board Meeting Minutes.

1.6.3 Pursuant to the Illinois Open Meetings Act 120, Section 2.06, paragraph (c), the Board of Trustees, having approved the minutes of the closed meetings that meet the written meetings requirements of the Open Meetings Act and having determined that no less than 18 months has expired since the meetings were recorded, hereby approves the destruction of the recorded closed session recordings for the meetings as listed below:

May 25, 2022 July 27, 2022

Following a motion by Dave Maguire, seconded by Linda Butler, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees, pursuant to the Illinois Open Meetings Act 120, Section 2.06, paragraph (c), the Board of Trustees, having approved the minutes of the closed meetings that meet the written meetings requirements of the Open Meetings Act and having determined that no less than 18 months has expired since the meetings were recorded, hereby approves the destruction of the recorded closed session recordings for the meetings as listed below:

May 25, 2022 July 27, 2022

1.6.4 Pursuant to the Illinois Open Meetings Act 120, Section 2.06, paragraph (d) (1), having reviewed the minutes of all closed meetings of the Board of Trustees that have not been previously been made available for public inspection, the Board of Trustees has determined that the need for confidentiality still exists and are listed in attachment 1.64 to the agenda.

Following a motion by Linda Butler, seconded by Dave Maguire, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees, pursuant to the Illinois Open Meetings Act 120, Section 2.06, paragraph (d) (1), having reviewed the minutes of all closed meetings of the Board of Trustees that have not been previously been made available for public inspection, the Board of Trustees has determined that the need for confidentiality still exists and are listed in attachment 1.64 to the agenda.

1.7 Report – ICCTA Representative

Mr. Dave Maguire presented the following report:

The last meeting of ICCTA was held in conjunction with the Community College National Legislative Summit in Washington D.C. earlier this month. The Illinois trustees were well represented and were able to have personal meetings with all members of the Illinois Congressional delegation. It was an excellent opportunity to put forward concerns for our college as well as other colleges in Illinois. I was able to meet with both Senators Duckworth and Durbin and their staffs as well as our two Congressional Representatives, Eric Sorensen and Mary Miller. A special thanks to President Oldfield and Sherri Rader for the presentation materials they prepared for delivery to all the offices I was able to visit.

ICCTA and ACCT have been working this week for the passage of a House bipartisan deal that expands access to Pell Grants for short-term programs. It is scheduled to come up for a floor vote this week. I know President Oldfield as well as other college presidents and trustees have reached out to make sure our position is known.

ACCT is making available webinars for trustee members, several of which will be of no cost to member colleges. The latest is a March 19 session on board parliamentary procedure by Parliamentarian Connie Deford, former president of the National Association of Parliamentarians. We can supply you the information if you are interested.

During our ICCTA sessions in Washington, we discussed the 2024 federal legislative priorities, the Kids on Campus Initiative, and the Digital Learning Pulse Survey. In our ICCTA meeting with Senators Durbin and Duckworth, we covered food insecurity, infrastructure needs, Workforce Pell, predatory for-profit colleges, healthcare staffing shortages, the 2024 Farm Bill, TRIO funding, FAFSA reform, and DACA renewal.

The latest ICCTA update on state issues included pending state legislation affecting community colleges. Nearly 7,000 bills have been submitted to the Illinois Legislative Reference Bureau for drafting. ICCTA-initiated Senate Bill 3787 would allow an Illinois community college district to offer a baccalaureate degree program under specified conditions. Supporters plan to hold a subject matter hearing on SB 3787 this spring. The new Higher Education Futures Table is studying how Illinois can maintain equity in higher education following the U.S. Supreme Court's decision on affirmative action. Illinois Community College Board Executive Director Dr. Brian Durham chairs the Dual Credit Subcommittee.

Last Wednesday was Governor JB Pritzker's State of the State and Budget Address. Not much else was accomplished as several scheduled committee hears were canceled and the Illinois General Assembly does not return to Springfield until March 5. The Governor proposed a \$52.7 billion budget which he describes as austere. I will defer to President Oldfield to give more specifics of the budget as they relate to community colleges and to Spoon River College.

The next meeting of ICCTA will be March 8-9 at Kankakee Community College. The meeting will include Education options with the Trustee Roundtable, a seminar on "Charting the Future: Navigating Artificial Intelligence (AI) Opportunities in Community College Governance," and a presentation by Dr. Arthur Levine on his book The Great Upheaval.

Thursday March 28 will be the ICCTA West Central Region meeting hosted by Black Hawk College East, Galva. A copy of the agenda and details are being provided.

The ICCTA Board of Representatives will also meet in Springfield on Wednesday, May 1, followed by Community College Lobby Day Thursday, May 2. This will be a good time for community college representatives to be in Springfield to meet with legislators as the final actions on key pieces of legislation including the budget will be considered.

Finally, ICCTA is in the process of receiving nominations for the annual community college awards and scholarships. A great opportunity to recognize outstanding accomplishments by students, faculty, industry and alumni. Deadline for the second round of awards is March 29<sup>th</sup>.

Savannah Smith-Coulter was absent, so President Oldfield read her report as follows:

The 4-H Clover Clinic held at SRC provided the opportunity for sophomore ag business management student Eli Perkins and faculty Allyson Smith to host a workshop with elementary students. They made soybean crayons and candles with 30 students. During the same event, Art students Makyla Marvel and El Roderick led art project sessions and worked with over 20 students on animation and snow owls.

The *Kaleidoscope* editors have been busy promoting the new issue/opportunity for students to submit creative work for the journal since the semester started. They have also met with PIP Publishing editors and established a timeline for editing and sending along accepted submissions, discussed and offered issue cover options, and created a form to streamline the submission voting process. Everything is on schedule for an issue finished and delivered on or before the Coffee Spoon event which is Tuesday, April 16th from 2-3:30 p.m. in the lower level of Centers. All are welcome to attend the Coffee Spoon!

Student activities for February included:

- Valentine's Day Hot Cocoa bar in Canton and Macomb
- Nachos at the Rushville Center
- Search for Cupid at the Havana Center and treats for those who found cupid
- Cervical Cancer Awareness information table on the Macomb Campus
- Apply Now Events in Canton and Macomb reminding students to apply for financial aid and the SRC Foundation Scholarships

TRIO is running a FAFSA (Free Application for Federal Student Aid) completion promotion during the month of February. Any TRIO student that completes their 2024-25 FAFSA with a TRIO staff member or submits proof they have completed their FAFSA on their own, will be entered into a gift card drawing. TRIO workshop this month was information on adapting your study skills based on your learning style. Participants met with their TRIO Advisor to take a quiz to determine their learning style, and then received relevant study tips that aligned with their learning style. Participants also received a bag of study tools.

Art students visited the Peoria Riverfront Museum last week and enjoyed exhibits on insect macro photography, animals in artwork, contemporary art, and folk art.

The SRC Theatre will present *Deathtrap* March 1-3. Get your tickets now!

Student Trustee voting will be held online March 5<sup>th</sup> and 6<sup>th</sup>. The candidate bios are available on the website.

# 1.9 Report – Spoon River College Foundation

Phillip Murphy presented the following report:

Financials \$25,471.12. The Foundation met last Wednesday, February 21, and Dr. Oldfield provided an update on the Foundation Director Search. Dr. Oldfield also gave an update on recent gifts and activities including the Lynn McPheeters and the location of the plaque and donor wall display/update. Foundation President Beal discussed the list of first time donors that was sent to each Foundation Board member and urged them to make contacts with these donors and thank them for their donations. Foundation President Beal also discussed a few amendments that were added to the Foundation Policies and Procedures. Foundation President Beal and Sarah Gray presented a resolution to add Amanda Ketcham as Fiscal Officer as Sarah is the only person who can sign until a new Director is on board. Lastly, Dr. Oldfield and Foundation President Beal reminded members of the President's Reception which is scheduled for April 23 and encouraged attendance.

Dave Maguire reported that the SRC President that was hired shortly after Dave was elected to the board, Dr. Keith Miller, is retiring. In all of the articles announcing his retirement, his time at SRC was mentioned. He shared the article for the Trustees.

There were no additional comments from the Board Members.

#### 1.11 Board Policies

1.11.1 POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: ASSET CAPITALIZATION AND DEPRECIATION

This is a policy revision incorporating the recommendations of the College Auditors clarifying the College's practice of capitalizing expenditures with consideration given to the changes in accounting guidance by the Governmental Accounting Standards Board (GASB) applicable to the College's external financial reporting: GASB Statement No. 87, Leases (Issued 06/17); GASB Implementation Guide No. 2021-1 (Issued 05/21); GASB Statement No. 96, Subscription-Based Information Technology Arrangements (Issued 05/20).

President Oldfield presented this item and explained that when auditor Sarah McKenna, Wipfli, presented the audit, it was the recommendation that this addition be included in the Board's policies in order to fit the GASB detail. This will bring us in compliance.

Following a motion by Kevin Meade, seconded by John Biernbaum, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the following Board Policy revision:

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: ASSET CAPITALIZATION AND DEPRECIATION

This is a policy revision incorporating the recommendations of the College Auditors clarifying the College's practice of capitalizing expenditures with consideration given to the changes in accounting guidance by the Governmental Accounting Standards Board (GASB) applicable to the College's external financial reporting: GASB Statement No. 87, Leases (Issued 06/17); GASB Implementation Guide No. 2021-1 (Issued 05/21); GASB Statement No. 96, Subscription-Based Information Technology Arrangements (Issued 05/20).

## 2.0 PRESIDENT'S REPORT

## 2.1 Communications

President Oldfield said he was a guest of Representative Norine Hammond at the Governor's Budget address last week. The 2% increase is actually a 4% decrease due the loss of grants. We will probably see a 0% change from the State of Illinois. He has not heard any idea of an adjournment date, but it sure appears that it will go down to the wire.

President Oldfield shared that the CIO, Chief Student Service Officers, and Presidents will be meeting next week at Kankakee Community College. There will be a presentation by Arthur Levine. He is a forecaster and has written a book on how higher education has to change to be viable in the future. Some of his thoughts have already come in to play. It is an interesting read, and he will be in person with the joint meeting as well as meet with the Presidents and then the Trustees.

President Oldfield shared a few dates with the Trustees. The PTK All State Banquet in Springfield is scheduled for April 25. It is at the Abe Lincoln Hotel, and if you are interested in attending, please let us know. On April 23, the President's Reception will be held at the Canton

Campus, and we will recognize Foundation donors as well as those who are moving on the donor wall. Depending on the size of the crowd, it will be in the conference center or downstairs in the Student Center. This is a great opportunity to recognize our donors.

Dr. Oldfield shared recent hires: Mariah Huston was hired for the Advisor Retention Communications position at the Macomb Campus, effective February 19. Lydia Perrellis was hired for the Student Success Coach position at the Macomb Campus, effective February 19. Teegan Kolodzie was hired for the Financial Aid Veterans Specialist position, effective February 19.

# 2.2 Business and Finance Report

# 2.2.1 Authorize the following payments for the month of February 2024:

Item	Amount
Payroll	\$496,197.39
Accounts Payable (excluding travel)	635,481.26
Accounts Payable Travel Expenses	5,006.58
Accounts Payable BOT Travel Expenses	848.07
Electronic Payments (Health/Life Insurance)	183,293.38
Student Refunds – Accounts Payable	-0-
Student Refunds – Nelnet (electronic)	8,606.32

TOTAL: \$1,329,433.00

Following a motion by John Biernbaum, seconded by Kent Schleich, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees authorized the following payments for the month of February 2024:

Item	Amount
Payroll	\$496,197.39
Accounts Payable (excluding travel)	635,481.26
Accounts Payable Travel Expenses	5,006.58
Accounts Payable BOT Travel Expenses	848.07
Electronic Payments (Health/Life Insurance)	183,293.38
Student Refunds – Accounts Payable	-0-
Student Refunds – Nelnet (electronic)	8,606.32

TOTAL: \$1,329,433.00

#### 2.2.2 In-district tuition and fees effective fall 2024 semester.

President Oldfield presented this item and thanked Sarah Gray for her work on the various scenarios she provided. President Oldfield reported that he proposes a \$10 per credit hour increase for in-district tuition with no change in comprehensive fee bringing the total to \$203 per credit hour. Phillip Murphy said he appreciates the recommendation. John Biernbaum thanked Curt for the recommendation as well. President Oldfield said this will not balance the budget but will get us closer. John Biernbaum said he doesn't know how to consider any less and any more would be painful. President Oldfield said the goal would be to get in-district tuition and on-line tuition to eventually be the same.

Following a motion by John Biernbaum, seconded by Kent Schleich, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved a \$10 per credit hour increase in indistrict tuition effective fall 2024 semester.

2.2.3 Out-of-district tuition and fees effective fall 2024 semester.

President Oldfield presented this item and stated that in order for the out-of-district to be at the level stipulated by law, he proposed a \$22.50 increase per credit hour bringing the total to \$411.50 per credit hour for our-of-district tuition.

Following a motion by Linda Butler, seconded by Dave Maguire, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved a \$22.50 per credit hour increase in out-of-district tuition effective fall 2024 semester.

2.2.4 Out-of-state tuition and fees effective fall 2024 semester.

President Oldfield presented this item and stated that in order to maintain the out-of-state with in-state and foreign, he is proposing \$25 per credit hour tuition increase bringing the total to \$450 per credit hour for out-of-state tuition.

Following a motion by Dave Maguire, seconded by Kent Schleich, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved a \$25 per credit hour increase in out-of-state tuition effective fall 2024 semester.

2.2.5 On-line tuition and fees effective fall 2024 semester.

President Oldfield presented this item and proposed a \$5 increase per credit hour for online tuition bringing the total to \$210 per credit hour.

Following a motion by John Biernbaum, seconded by Dave Maguire, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved a \$5 per credit hour increase in online tuition effective fall 2024 semester.

2.2.6 Dual credit tuition and fees effective fall 2024 semester.

President Oldfield presented this item and proposed that the Board not increase dual credit tuition leaving it at \$80 per credit hour. If the students take classes on campus, they pay the full in-district tuition. This is for students taking classes at high schools and Dr. Oldfield said he proposes leaving it the same.

Following a motion by Dave Maguire, seconded by Linda Butler, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved a \$0 per credit hour increase in dual credit tuition effective fall 2024 semester.

2.2.7 Commercial Driver Training tuition and fees effective fall 2024 semester.

President Oldfield presented this item and proposed keeping the tuition and fees the same with no increase.

Following a motion by John Biernbaum, seconded by Dave Maguire, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved a \$0 per credit hour increase in Commercial Driver Training tuition effective fall 2024 semester.

Dave Maguire noted that if the State of Illinois did what it was supposed to with funding, we would not be in the position we are in with having to raise tuition. Phillip Murphy said it is also the amount of money that we lost with the lack of funding since about 2008. President Oldfield said the current funding level we are at now is where we were in 1998-1999.

2.2.8 Approve the purchase and installation of 24 X 48 greenhouse from Greenhouse Megastore, Danville, Illinois, in the amount of \$73,968.00. Funds for this purchase and installation are available from the COMPEER Grant and Institutional funds.

President Oldfield presented this item and said that Brad O'Brien and Allyson Smith have worked on this addition. This price includes installation. Mike Strauman and his crew have been working on water and power, and concrete is the next step. Institutional funds will come from the bond the Board approved for the EDA grant. This is a great addition, and Mike is pushing for an April completion.

Following a motion by Linda Butler, seconded by Dave Maguire, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the purchase and installation of 24 X 48 greenhouse from Greenhouse Megastore, Danville, Illinois, in the amount of \$73,968.00. Funds for this purchase and installation are available from the COMPEER Grant and Institutional funds.

- 2.2.9 Approve the renewal of our managed account program with Marco, Minneapolis, Minnesota, for the upgrade of 7 walk up copy machines and continued service of one existing production machine, for 60 months, effective April 1, 2024 through June 30, 2029. Funds for this renewal are available in the Auxiliary Fund.
  - Year 1 \$2094.51/month
  - Year 2 \$2208.27/month
  - Year 3 \$2339.09/month
  - Year 4 \$2489.54/month
  - Year 5 \$2662.56/month

President Oldfield presented this item and explained that Marco is our current copier owner, and we lease from them. This is an extension, and they also provide great service. They respond to us out of their St. Louis office. We would continue with the 7 copiers we have as well as a large production machine that we have as well. We are also able to provide services externally as well. By renewing early, we are able to continue the service and see a slight reduction in the lease.

Following a motion by John Biernbaum, seconded by Kent Schleich, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the renewal of our managed account program with Marco, Minneapolis, Minnesota, for the upgrade of 7 walk up copy machines and continued service of one existing production machine, for 60 months, effective April 1, 2024 through June 30, 2029. Funds for this renewal are available in the Auxiliary Fund.

- Year 1 \$2094.51/month
- Year 2 \$2208.27/month
- Year 3 \$2339.09/month

- Year 4 \$2489.54/month
- Year 5 \$2662.56/month
- 2.2.10 Approve the purchase of a new Ventrac 4520 tractor with 72" finish mower, ballpark groomer, ballpark renovator, edger, aera-vator, and seeder, from Burris Equipment Company, Joliet, Illinois, in the amount of \$64,923.80. Funds for this purchase are available in the Maintenance Fund.

President Oldfield presented this item and explained that each year we are trying to add some fleet options for the Maintenance Department for their work. A lot of organizations have this tractor that they use as well as park districts, etc., and this will allow us to tend the ballfields more quickly with a finished, professional look. This can be used in other areas of the College as well. This has a lot of versatility for us and has a smaller, compact size with various attachments. Mike Strauman said this is a commercial mower and what lead him to this is the amount of attachments and possible future additions as well.

Following a motion by Dave Maguire, seconded by Linda Butler, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the purchase of a new Ventrac 4520 tractor with 72" finish mower, ballpark groomer, ballpark renovator, edger, aera-vator, and seeder, from Burris Equipment Company, Joliet, Illinois, in the amount of \$64,923.80. Funds for this purchase are available in the Maintenance Fund.

2.2.11 Approve the proposal from Enviroserve, Midvale, Utah, for the disposal of the accumulation of lab chemicals, in the amount of \$34,000. Funds for this proposal are available in the Tort Fund.

President Oldfield presented this item and explained that this company will come in and dispose of the chemicals left in the Canton Chemistry lab from years ago. The company will dispose of those, and our Chemistry instructor has gone through the chemicals for disposal. Moving forward we will do an annual evaluation for proper disposal in smaller quantities. This will also fit well with when we move from the current Macomb Campus to the new Macomb Campus. We will need to do the same thing at that location. President Oldfield said they have a local Peoria option. Dave Maguire said this is not the first time we have been through this, and it is not inexpensive. Kent Schleich asked if this is federally regulated. President Oldfield said yes, and they have been here and sorted through the chemicals which are currently safely stored until disposal. Mike Strauman said this also provides us with documentation for the EPA that we disposed properly. Jerry Cremer said we are limited with what we can keep. Mike said in bulk storage, yes.

Following a motion by Dave Maguire, seconded by John Biernbaum, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the proposal from Enviroserve, Midvale, Utah, for the disposal of the accumulation of lab chemicals, in the amount of \$34,000. Funds for this proposal are available in the Tort Fund.

#### 2.3 Institutional Planning

2.3.1 Approve the appointment Dustin Berg to the position of Director, Foundation, effective March 18, 2024, at an annual salary of \$65,000. This is a full-time, Professional Support position.

President Oldfield presented this item and proposed the hiring of Dustin Berg to the position of Director, Foundation with a start date of March 18, 2024. The salary is \$65,000. President Oldfield explained that Dustin is a graduate of SRC as well as Western Illinois University. Dustin is currently employed at TriStates Public Radio. President Oldfield said Dustin brings a big background of experiences with him, and he did a nice job during the interview process of identifying areas and ways to move the SRC Foundation forward. President Oldfield also thanked Trustee Butler for her service representing the Board of Trustees on the Search Committee. The committee was very diverse, and we have a great recommendation.

Mrs. Butler thanked the Committee for their work on providing a good pool of finalists to consider. She feels Dustin is a very good choice who will do good things for the College and Foundation.

Following a motion by Linda Butler, seconded by Kent Schleich, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the appointment of Dustin Berg to the position of Director, Foundation, effective March 18, 2024, at an annual salary of \$65,000. This is a full-time, Professional Support position.

## 3.0 ADDITIONAL ITEMS

President Oldfield said there were no additional items for the Board

4.0 CLOSED SESSION. In accordance with the Illinois Meetings Act, Section 2 (c), the Board of trustees will adjourn to Closed Session for the purpose of 1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; or 2). Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Jerry Cremer said there was not a call for Closed Session.

## 5.0 ADJOURNMENT

Following a motion by John Biernbaum, seconded by Linda Butler, and unanimous approval, the Regular Meeting of the Spoon River College Board of Trustees, February 28, 2024, adjourned at 6:56 p.m.

	Jerry Cremer, Chair	
Date		
	Linda Butler, Secretary	_