



## ACADEMIC SENATE

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### Academic Senate Minutes

Grand Salon

Tuesday, December 04, 2018; 2:30-4:30pm

#### 1. Approval of the Agenda

Motion by Beatrice de Oca, second by Marie Francois

#### 2. Approval of the Minutes from October 23, 2018 \*

Questions from Theresa Avila: Questions that come up in the end are not being recorded and the discussion is not being recorded. Can we capture the meeting so that we have a record of that?

Response from Virgil Adams: For actual recording it will require a change of the bylaws. Today we have limited recorders, so we will try out best

Question from Theresa Avila: Are intent to raise questions part of the minutes?

Response from Matt Cook: Yes [*clarification added from Senate Coordinator*]  
*The Intent to Raise Questions (ItRQ) powerpoint link is embedded in the minutes and posted to the Academic Senate webpage with other meeting materials.*

Motion to approve by Kaia Tollefson, second by Gregory Wood

#### 3. Report from the Provost

Provost Geoff Chase thanked all faculty for their patience and fortitude over the past few weeks. It has been a challenging time at CI and expressed gratitude for all that has been done to help students, and the community recover during this devastating time.

Discussed the candlelight vigil that took place on November 27<sup>th</sup> and his appreciation for those that participated as well as those that attended. Requested that if there is anything the University can do to make everyone safe, please let his office know.

Provost Chase was away at the Board of Trustees meeting when the Tuesday fire started. He ended up driving back Tuesday night, because of everything unfolding on campus. He was impressed with the cabinet, the police team, and how everyone came together to make decisions in a way that were sound and very well thought out. The President and



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Dr. Yao held four different events for staff on campus so that they would have the opportunity to hear directly from Chief Morris and Dr. Yao on what was being done to support students and staff.

There were discussions across the University about the tremendous burden placed on faculty and students for abbreviating the semester. Thanked faculty for making those accommodations and expressed that there have been very few complaints from students regarding the situation.

The University also had a faculty session with Dr. Kathleen Wong, Chief Diversity Officer at San Jose State, to talk about what had happened, how to cope with the events that happened, etc... Hopes that the Thanksgiving break gave everyone a chance to catch their breath. Congratulate yourselves for work you've done.

Announced that there will be a budget town hall on Wednesday, December 5<sup>th</sup> at 3pm in Broome Library 2325. The entire campus is invited; this is a chance to hear how all of the divisions are spending their money this year and there will be a chance for questions.

Announced that we currently have 14 tenure track searches underway. 8 replacement and/or reallocation and 6 are new lines, tied to GI2025 funding. If you want to know the timing, it has been tracked, but won't be read during this report.

There will be a meeting on Thursday, December 6<sup>th</sup> of the Tenure Density Task Force to create a report that will provide a basis for how we move forward and will also take into consideration lecturers who do such wonderful work on campus.

The Provost has been meeting with Blake Gillespie and Jeanne Grier in Curriculum Committee and have most programs on hold for right now until the implementation of the new course approval process.

Question by Brittnee Veldman – Was it 8 new positions and 6 replacement positions?

Response by Provost Chase – There are 6 new positions, 6 replacement positions, and 2 internally funded positions

#### **4. Report from Statewide Senators \***



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Simone Aloisio: Statewide Senate met a week ago for the Board of Trustees meeting that the Provost mentioned. The biggest topic was the budget. The Chancellor's Office unveiled what their budget was for this year and what the budget plan is for future years. There are a couple of attachments that are with Senate materials. [[3a-memo-to-presidents2018-19budget-allocations-and-reporting-requirements 10-3-181.pdf](#) • [3b-att-a-gi-2025-allocation-base-funding1.pdf](#)] One of them is a table which is the allocation per campus of the 2025 funds. The system got \$75 million for 2025 – this is money dedicated to 2025. Each campus received a base amount of \$960,000. Each campus also received an amount that was allocated based on number of pell eligible students. Finally there was an allocation to each campus to support tenure density. Channel Islands received \$2.9 million for tenure track faculty hires. That is eleven new lines for CI specifically earmarked for tenure track hires for this year's funding.

The other part of the report is looking into the future. There is a new governor coming in who has publicly stated a commitment to higher education. Last year, we got little over 2 million in new money.

This year the CSU is asking for \$450 million in new funding and 5% enrollment growth. The CSU and the UC are trying to make a compact asking for that same increase every year for the next 4 years. In addition to that, the rainy day fund is full, so the CSU would have to spend any revenue that comes in the system. The CSU is going to be making a big ask but there is a good chance of getting it.

The CSU and UC are also going to ask for a \$7 billion bond measure on the ballot for 2020 for infrastructure.

### **5. Report from CFA President**

John Griffin: Elections have consequences. This election was extremely successful with good people elected into state offices. 64% of registered voters came out for the midterm elections, which was the biggest turnout for a midterm election since 1934.

Everyone should have noticed a 3.5% increase on their most recent paystub which was from CFA negotiations.

Nearly 1/3 of our current faculty weren't here for our fight for 5 last go around, so we need to bring everyone together, so that everyone understands working together is the



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best way to get progress. We are going to need to work together to keep our good benefits we have.

Please complete the survey that will be coming out for the negotiations for CI Unit 3. This survey should take about 2 minutes. It will just ask about priorities, which will be shared with the bargaining team. An extensive survey will come out in spring. Will take approximately 45 minutes to complete.

In the spring, Jonathan Carp will be on campus to talk about retirement. CFA will also be working with the Black Student Union to highlight Black History Month.

### **6. Report from the Senate Chair**

Virgil Adams: Acknowledged there is six weeks' worth of work and 3 weeks of time to get it done. Encouraged all to hang in there and keep pushing forward. Last week, Virgil went to the President's Office for a meeting and ran into President Rush. He was reminded of something President Rush used to tell him, "We are CI." Faculty are supposed to uphold the mission of the University, and we will do that. It's been a trying month, so let's finish up classes and get some rest. There is a lot to do in the spring, and although it's been a crazy fall, we're still here and still changing lives. Keep focused and when other things are happening, keep focused on the students.

### **7. Report from Strategic Initiatives Implementation Team**

Brian Sevier: This is a brief report. Decisions on the funding for proposals from last year have been made. The implementation team will start reaching out to folks to redesign metrics that will be used to measure progress. The implementation team is currently look at software programs to monitor progress. In the spring, there will be a call for new proposals.

### **8. Report from Advancing faculty Diversity Taskforce**

Geoff Buhl: In this report to the Academic Senate, The Advancing Faculty Diversity Leads, Monica Pereira, Robin Mitchell, Catherine Burriss, and Geoffrey Buhl would like to describe the six major accomplishments of our work this semester.



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1. Recruitment Materials – an 8-page pamphlet describing our institution both faculty and students, our successes and challenges with an audience of prospective faculty members.  
STATUS: at the printers now
2. Faculty Recruitment Website – A landing page for potential faculty members describing CI, our institutional work towards a more representative faculty, and the recruitment process. There is an overlap of information with the marking material; this the web presence for faculty recruitment beyond job postings and the online application website.  
STATUS: Nearing final version
3. Institution Memberships – We are in the process of purchasing a three-year membership with National Center for Faculty Development & Diversity (NCFDD), which is a professional development, training, and mentoring community for faculty members, postdocs, and graduate students. I would encourage interested faculty to explore the resources available at this website. We have also identified other institutional membership that we may purchase based on the AFD grant budget:  
STATUS: the check is in the mail
4. Training Materials – We have identified some in-person implicit bias training workshops that we would like to bring early in the spring semesters as a resource for the current searches.  
STATUS: Figuring out the logistics
5. Position Description Resources – We have collected materials and best practices for writing position descriptions for future searches. We hope to incorporate these into the Faculty Hiring Handbook.  
STATUS: Waiting on Hiring handbook draft to provide feedback on.
6. Search Tools Kits – We are in the process of review hiring processes and handbooks form around the country to intensify material and practices we would like to adopt and include in the Faculty hiring handbook. Some of these material are appropriate to hand off to current searches while other need to be included in a revised hiring process.  
STATUS: Review materials



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The AFD leads have done significant work this semester, in developing from scratch, materials and resources that will help CI move towards a faculty body that more truly represents the student body.

In all of these six items, we started from zero. These materials are a first iteration that can be, and should be, improved with future work. This has been hard work, and the AFD lead experience indicates that CI needs to continue to critically examine institutional commitment to a representative faculty.

Question from Frank Barajas - Can you describe the work of your group and the 4 leads in relation to the faculty affairs office and our current searches and how your work and research has informed the searches of the current 14 positions. That was the expectation given to us last year, that this advisory group, at present, would be improving our recruitment processes of TT faculty. When can we expect the hiring handbook?

Response from Geoff Buhl: My understanding is that we are nearing a final draft of the hiring handbook. Then the plan is for the faculty leads to look at that draft and then take the ideas and materials we gleaned from other Universities and inject things that will enhance our ability to recruit a diverse and representative faculty. Our plan is to look at that draft and help shape the policies to have a better product.

For current searches, there are two items that have the ability to touch current searches. First, is the implicit bias training that is coming in the spring? Second, is that as we are reviewing policies and practices at other institutions we are making decisions regarding what is policy based and needs to be in the handbook and ideas that can be handed off for current searches? For example, many institutions have rubrics for evaluating candidates so this is something that can be passed off to current searches as something that could be useful.

Lastly, the interface with our work and faculty affairs. Can you be more specific about the question regarding the relationship?

Response by Frank Barajas: Yes. From the beginning there was supposed to be a close relationship with your committee, faculty affairs, and the grant itself. Faculty Affairs took credit for putting this grant together, although I think Jose Alamillo was the main architect of it. I would think there would be collaboration between your group and faculty affairs. As faculty, I think we have to rethink our abandonment of our



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interdisciplinary search process that was so much of the University's culture. I know I'm touching on many issues here but they are related.

Response by Geoff Buhl: The grant money is being administered through faculty affairs. There is an added challenge to the advancing faculty diversity team because the hiring process is different this year, so finding ways for this committee to make impact on this search has been a challenge. I share your concern with how the change to the search process has rolled out and that change has added to the complexity of fulfilling the charge of our committee.

Question from Marie Francois: Will you send the website and information so that we have it? When you have materials, can we see them?

Response by Geoff Buhl: The pdf has been sent to the printer for the recruitment material pamphlet, so I will send this out, as it is definitely the final version. I won't send out the link for the website until it is ready. When it is we will send it out – we are happy to share our work with the faculty

### **9. Brief report on GI 2025 budget allocations \***

Report by Provost Chase: The questions received were really focused around the \$1.5 million. It has been made clear by the legislature and the Chancellor's Office that the \$1.5 million will increase the net gain of tenure track faculty across the system and that each University will have to make a report by November 1, 2020 showing that they have expended the \$1.5 million on new tenure track lines.

Provost Chase showed a chart of how the \$1.5 million is being allocated for tenure track hires at CI. [[DAA Chart TT Hires 2019](#)]

The decision was made to roll over \$519,000 for tenure track hires to be recruited in 19/20. They will need to be on boarded and on contract by November 1, 2020.

Question by Gregory Wood: Those are big numbers in the budget that number would be a big number to convert lecturer faculty. Has there been any consideration to that?

Response by Provost Chase: We have discussed it but no decisions at this time.

Question by Chuck Weis: Is the \$1.5 million one-time money or ongoing?



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Response by Provost Chase: One-time, permanent

Question by Chuck Weis: If it's one-time then how are we going to sustain these positions?

Response by Provost Chase: It's one-time but ongoing, but costs of position increase. I encourage you all to attend the budget forum tomorrow at 3pm.

Question by Simone Aloisio: Can we discuss where the other \$1.5 million went because we got \$2.9 million.

Response by Provost Chase: That will be presented at the budget forum tomorrow.

Question by Paul Murphy: On the chart it lists \$12,000 of start-up money for each tenure track hire. Where did you get that figure?

Response from Provost Chase: It's an average, so not all faculty get start-up money.

Question by Sean Anderson: One of the things that was challenging this year was the lateness of the decision to who would be hiring – will this help with the timeline?

Response by Provost Chase: It does and it doesn't – the statewide budget wasn't signed until late in July. This year we know we will have \$519,000, so we can move on that. One has to be careful because we don't want to get in a position where we promised more than we can deliver.

Question by Frank Barajas: We are talking about new tenure track lines, new money etc.... When do you want this new faculty handbook done?

Response by Provost Chase: I don't have a hard deadline. I am working with the diversity committee and faculty affairs to get that done.

Question by Frank Barajas: Is there a soft deadline?

Response by Provost Chase: Some of the searches won't take place until March of this year. I am hoping that by sometime in February we have something that we can begin to share with search committees but that's a soft deadline not a hard deadline.



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Question by John Yudelson: On these allocations [on the chart] are those benefits, PERS, startup – are they percentages of the salary, is that how they're figured?

Response by Provost Chase: Yes

Question by John Yudelson: So if someone is already employed here the cost would be marginal, is that correct?

Response by Provost Chase: If I follow you, yes

Question by John Yudelson: So for lecturers that are already here there could be a lot of tenure track faculty positions for the \$519,000?

Comment by Kaia Tollefson: The Advancing Faculty Diversity Taskforce is not the group putting out the handbook. Rather, we are helping with a very specific angle of the faculty hiring handbook and providing advice on how we field diverse pools. We are working with the Provost and Kent Porter's office to provide feedback to that handbook before it is released.

Question by Kim Vose: \$1.5 million is supposed to get us 11 hires? If 6 positions is \$1 million how are we getting to 11 positions with \$1.5 million?

Response from Provost Chase: I'm not sure we do.

Comment by Sean Anderson: One of the things that seems to be problematic to reaching diverse audiences is the investment in the initial announcement of these positions and we seem to have little money to do runs of these positions on websites, etc.... If we could allocate some funds to that it might help reach more diverse folks not in our current circles of communication.

Response by Provost Chase: Absolutely

### **10. Reports from Senate Committees (*As Needed*)**

- General Education (Gen Ed)

Report provided by Geoff Buhl:



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The members of the GE committee this AY are:

Staff: Blake Buller, Janet Rizzoli (articulation), Kristen Dobson, Eileen Ryding (advising) Melissa Silva, Chris Long (records) Mary Laurence (Instructional space coordinator), Andrea Skinner (curriculum coordinator) Stacey Anderson, Bob Bleicher, Reha Kadakal, Ekin Pehlivan, and Geoffrey Buhl (faculty), and Kaylee Cheng (Student)

At the curriculum deadline, there were 24 courses for the GE committee to review. We have reviewed most of the courses and now are in the process of communicating with chairs and programs.

There is still an extraordinarily high number of GE courses on campus. There are over 150 upper-division GE courses, and nearly 300 GE courses total. Not all courses that are currently GE will continue to be GE. One of the resources that the GE committee has been using to better understand the effect of decertifying a GE course is a report on how many students use a particular course for GE. There are many GE courses that have been used to satisfy GE requirements by fewer than 5 graduating seniors total over the past two graduating class. It is hard for the GE committee to justify such courses continued inclusion in the GE program.

By Executive Order 1100, the prerequisites for upper division GE courses are successful completion of the golden four (oral communication, written communication, critical thinking and QL) and junior standing. Currently, not every upper division GE course is in compliance. We are working with records to properly implement these prerequisites, which may impact program advising.

In the spring, we will be reaching out to programs with the Golden Four (oral communication, written communication, QL and critical thinking) course to determine what assessment is going on in those classes. We will need to collect assessment information about these courses next AY for our mid cycle assessment report to WASC on the 5 core competencies due in AY 20-21. Remember, by senate policy, an assessment of GE learning outcomes is a requirement for a course's inclusion in the General Education program.

The current course catalog language around GE doesn't not reflect current policy and the GE committee will be working in the spring to update this language

- Curriculum Committee



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Report provided by Blake Gillespie:

The curriculum committee received more than 200 proposals by the due date of 10/1. And, of course, there were many submitted after that date. There are some 400 projects active in Curriculog at this time.

The committee worked to prioritize these, and organized them into 13 major projects. Which we prioritized according to size and complexity. Of those, we have completed or are about to complete the analysis/revision/approval of:

- BA Business
- MS Computer Science
- BA Spanish
- Art Minor
- Liberal Studies Integrated Teaching and Learning Emphasis
- Education Credentials

Other projects that we're still prepping, but will begin reviewing presently are:

- BS Math
- BS, BA, Minor Biology
- BA Chicano Studies
- MBA
- Nursing MS

There were several projects that, upon discussions with the Dean and Provost, we de-prioritized. Some of these we will take up in the spring, as time and resource allocations dictate.

In addition to these projects, we've worked on:

- A policy proposal that brings our SP 15-07 Policy on Minimum Characteristics of Majors into compliance with Title V of the Higher Education Act... basically clarifies that the minimum numbers of units are defined elsewhere. That's ready to go to the Senate Executive Committee
- A report on Barriers to Graduation, as discussed by this body at the beginning of the term. We should have that ready by beginning of next term.
- A bylaws change that would affect the organization of curriculum approval on campus. We will be in discussion with the new bylaws committee about that, but we hope to see this restructuring discussed at Senate early next term.
- A number of other policy matters that we are now in discussion with individual disciplines.



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- Committee on Centers and Institutes

Report provided by Javier Gonzalez:

Committee Members: Raquel Baker, Catherine Burriss, Nien-Tsu (Nancy) Chen, Javier González (Co-Chair), Rachel Soper (Co-Chair)

Committee Timeline:

- September, 2018:
  - Individual emails sent to each Center/Institute Director to remind him/her of the annual report's due date (please see Appendix A [..\.\Communications\Reports from Senate Committees\CCI Report to SEC\\_Fall 2018.docx](#) for a copy of the email template used to remind Directors).
- October, 2018:
  - Committee held meeting to elect co-chairs, and to clarify committee's charge, duties, timeline, etc. (please see Appendix B [[CCI Report to SEC\\_Fall 2018.docx](#)] for a copy of the minutes)
  - Annual reports received from each Center/Institute Director and distributed among CCI members for individual review.
  - Revised, individual reviews collected from each committee member for CCI's final report.
- November, 2018:
  - Meeting cancelled due to campus closure, committee worked together remotely for evaluation assessments.
  - CCI final report compiled and shared with each committee member for her/his approval.
  - Copies of each individual Center/Institute report compiled (please see enclosed email attachments)
  - CCI final report shared with CI's Senate Executive Committee.

Comments from CCI committee evaluations:

- California Institute for Social Business
  - Detailed report that addresses some challenges moving forward.
  - Funding shortfalls have not been addressed by the administration which puts CISB programs, projects and relationship with the internationally renowned Yunus Center at risk. It also puts the director in a position to



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have to complete her work without the appropriate compensation, which is none for the spring semester.

- Center for Integrative Studies
  - CIS is fulfilling its mission by supporting team-teaching.
  - Budget does not follow designated spreadsheet format. Sources of revenue as well as 2017-2018AY expenditures are unclear.
- Center for International Affairs
  - Excellent, thorough report; budget is detailed in spreadsheet and narrative.
  - Need more funding to promote faculty development grants.
- Center for Community Engagement
  - Impressive list of activities and accomplishments.
  - CCE is more fully fostering their mission through its new Faculty Mentorship Mini-Grant Program.
- Center for Multicultural Engagement:
  - Given the change in Advisory Board, more information/clarity about the new structure will be helpful in future reports as will more detail on budget expenditures.
  - The Voices publication is great. CME is clearly carrying out role of recognizing diversity on campus.
- Entrepreneurship & Small Business Institute
  - Detailed report that also points towards future changes with Dr. Sherman's assumption of leadership.
  - Detailed budget information.
- Hank Lacayo Institute
  - More information about organizational structure is needed since the budget says they have one full-time and one part-time staff member, but that is not explained in report
  - HLI needs more stable stateside funding in order to pay interns and administrative staff. Currently all student stipends come from external grants which are expiring.
- Institute for Global Economic Research
  - At the end of the 2017-2018AY, IGER had a surplus balance of \$91,162.
  - IGER was directed by Dr. Sung Won Sohn until summer of 2018; it is now under the leadership of Miguel Delgado Hellester who wants to re-focus the institute to put a larger emphasis on student engagement and hands-on experiential learning.
- Osher Lifelong Learning Institute



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- Well organized report detailing purpose and accomplishments as well as all other requested sections. Budget provided was clear and shortfall was explained in the report.
- It is clear from the report that this institute provides an important benefit to the community and creates further avenues of outreach.
- Multi-year reports:
  - The committee reviewed the CCE's 7 year report and strategic plan for the upcoming years to maintain their mission and continue the important contributions the center makes to the campus community and the community at large.
- Faculty Affairs Committee (FAC)

Report provided by Stephen Clark:

FAC met every other week during the fall 2018 semester. The vast majority of our time was spent on the Policy on Lecturer Evaluation. We plan to submit the revised policy for first reading early in the spring 2019 semester, once we have fine-tuned our proposed revisions and further reviewed feedback on the existing policy received from lecturer faculty. We plan to hold a brown-bag on the proposed revisions after the first reading of the policy to receive feedback on our proposed revisions.

We plan to meet weekly during the spring semester up until spring break; then we will return to our biweekly meetings.

- Fiscal Policies Committee

Report provided by Janet Pinkley:

This semester:

- We met with the Academic Affairs Budget Officer early in the semester for an overview of the budget
- We vetted the Strategic Initiatives funding proposals before the SRPC
- We reiterated the previous FPC recommendations for changes to the by-laws regarding composition of the SRPC
- We will attend the Budget Forum that is on Wed. December 5 (day after Senate).

Next semester:



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- We will provide feedback in February to the Provost on Academic Affairs AY20 budget requests that are due to him in January
  - We will participate with the subcommittee working on Bylaws changes regarding FPC composition and charge
  - We will report on the next round of Strategic Initiative funding proposals that emerge from the AY20 Budget cycle process
- Committee on Committees

Report provided by Cindy Wyels:

- Fall '18 accomplishments and plans:
    - Two elections; welcomed new member. (Solicit nominations, clarify eligibility, set up and run elections, announce results)...
    - Took questions and recommendations for Bylaws adjustments to Senate Exec.
    - Initiated different system to archive info that will be needed by future Committee on Committees.
    - Exploring changes for spring elections. (One more F'18 meeting to set up S'19 elections to the extent possible.)
    - Input from colleagues welcome.
- Professional Leave

Report provided by Kaia Tollefson:

Professional Leave Committee members, Nancy Mazingo, Monica Pereira, Christy Teranishi Martinez and Kaia Tollefson, have completed the work of this committee, with our recommendations having been due to the Provost by November 2. We reviewed regular sabbatical leave applications (one semester at full pay), difference-in-pay leave applications (full year at difference in pay between regular salary and replacement costs), and half-pay applications (full year at half pay). Difference-in-pay and half-pay applications required only the PLC's recommendation to the Provost as to whether they were meritorious, Regular sabbatical leaves were competitive, with more applications received than CSUCI's 8 allotments this year (which is calculated as 12% of eligible faculty, of which there were 64).

- Mini-Grant Review Committee



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Report provided by Jared Barton:

We have just begun reviewing applications for faculty mini grants. Thank you to the 21 faculty members that submitted applications. For all faculty that applied, please watch your emails in case we have clarifying questions.

- Student Academic Policies and Procedures (SAPP)

Report provided by Paul Murphy

Add Policy-Move the deadline to add a class from the end of week four (4) to the end of week three (3). This would remove the need for a paper Add Form and utilize permission numbers only during the first three weeks. The change will finalize class rosters sooner and prevent students from attending a significant portion of the class without official enrollment (e.g. students who have been disenrolled for non-payment). Closing registration at the end of week three will allow time to review any enrollment errors or exceptions before census reporting to the Chancellor's office, ensuring campus enrollment numbers are accurate. Additionally, this updated policy will define extenuating circumstances for any exceptions to the deadline and clarify that adding during this period is at instructor discretion.

Academic Dishonesty-

"To update the academic dishonesty policy to be consistent with CSU Executive Order 1098 and to clarify the reporting and investigation procedures for such cases." The draft also appears to clarify definitions of academic dishonesty, which may be helpful for newer faculty.

The other item we (or at least myself and Ernesto) we will pursue in the spring is a policy on timely graduation. This would be a new policy for CSUCI, though other CSU campuses have them. The goal would be to promote timely graduation for undergraduate students and prevent students from reaching "super senior" status by placing appropriate interventions, such as advisement holds and limiting changes to degree objectives after a certain amount of units are earned.

- Research and Sponsored Programs (RSP) Advisory Committee



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Report provided by Melissa Soenke  
This year we reviewed RSCA grant applications and those have been returned to Scott Perez.

### **10. Intent to Raise Questions (ItRQ) [[Slides](#)]**

### **11. Announcements (no more than 2 min. each)**

Selina Banuelos on behalf of Castillo: Call for 2019 Arts Under the Stars proposals are now open and it is open until December 9, 20149. Please encourage students that want to help to enroll in PA/ART 391.

Matt Cook asked faculty to please take time to fill out the by-laws revision survey that went out as soon as possible.

### **12. Adjourn**

4:15pm Motion to adjourn by Julia Balen, second by Gregory Wood