
West Virginia University Staff Council Meeting Minutes

June 20, 2018

8:15 a.m. – 12:00 p.m.

Evansdale Library, Room 234

Name	Title	Department	Present
Baldwin, Joan	Nutrition Outreach Instructor	Extension Services	No*
Bolin, Julia	Nutrition Outreach Instructor	Extension Service	Yes
Bremar, Nancy	Nutrition Outreach Instructor	Extension Services	Yes
Browne, Thea	Administrative Assistant Senior	Main Library	No*
Crabtree, Joan	Supervisor Campus Services	Facilities Management	Yes
Dunson, Terrence	Campus Service Worker	HSC Facilities Management	Yes
Forquer, Burlene	Manager Food Service	Mountainlair Catering	Yes
Gill, Yolanda	Administrative Associate	Accessibility & Auxiliary Service	Yes
Griffin, Barbara	Developmental Advising Specialist	Academic Degree Programs	Yes
Irons, Rusty	Trades Specialist I	Facilities Management	Yes
Martin, Lisa	Special Events Coordinator Senior	Event Management	Yes
Matuga, Amy	Administrative Associate	Physiology	Yes
May, Crystal	Office Administrator Senior	Microbiology	Yes
McKinney, Julie	Supervisor Food Service II	Student Life/Mountainlair	Yes
Morris, Jim	Assistant Vice President	HR Employee Relations	Yes
Musick, Dana	Administrative Secretary Senior	CEHS	Yes
Nichols, Melanie	Supervisor Campus Services	Facilities Management	Yes
Robinson, Shirley	Administrative Assistant	Academic Affairs Administration	Yes
Runyon, Peggy	Campus Police Officer Lead	University Police Department	Yes
Torries, Michael	Academic Lab Manager II	Chemistry	No*

**Excused*

Guest Speakers: Rob Alsop, *VP for Strategic Initiatives, Talent & Culture*

Bob Roberts, *Chief of Police, UPD*

Submitted By: Janelle Squires, *Administrative Secretary, Staff Council*

Call to Order

The meeting was called to order at 8:15 a.m. by the chair, Nancy Bremar, and a quorum was established. The sign-in sheet was passed around for members to sign in.

First Business

Approval of May minutes motioned by Lisa. Burlene seconded. All in favor and motion was carried.

Treasurer's Report

By Joan Crabtree, *Secretary/Treasurer*

Joan reported a beginning balance of \$1,178.72 with the following expenses:

- \$21.20 (phone)
- \$8.68 (cardstock)
- \$8.29 (copy paper)
- \$19.97 (HR copier bill)
- \$20.00 (USPS)
- \$120.16 (travel)
- \$121.50 (travel)
- \$121.50 (travel)
- \$121.50 (travel)
- \$125.25 (travel)
- \$177.65 (travel)
- \$99.21 (travel)

That leaves an ending balance of \$374.61.

Approval of Treasurer's Report motioned by Crystal. Lisa seconded. All in favor and motion was carried.

Executive Session

Lisa motioned for an executive session. Crystal seconded. All in favor and motion was carried.

Chair's Report

By Nancy Bremar, *Chair*

Nancy reported she completed supervisor training and it was eye-opening. In the near future, she'd like someone who conducts the training to come in and do a small presentation. It covers a lot of topics we talk about such as discipline, sick leave, etc.

Rob initiated a fast track, tobacco free task force and they will have their first meeting next Thursday. Joan C. and Julie will serve as representatives. They hope to have the policy in place by August 1. Nancy will send them some items she has as she cannot attend the meeting.

There will be a one-day Staff Council retreat that is scheduled for September 25, the day after the President's meeting.

ACCE (Advisory Council of Classified Employees) Report

By Shirley Robinson, *ACCE Rep.*

Shirley had sent out the minutes from the last ACCE meeting to the group. They went over reports from their committees: Benefits; Legislative; Web & Communications; and Student Advocacy.

The Benefits Committee discussed the PEIA Task Force and the issues they're working on. They have to identify what is working well and what needs improvement such as examining possible solutions with employees going to out-of-state doctors and finding other means of funding PEIA.

Mountwest Community & Technical College had indicated they've not had a rep from TIAA-Cref visit their campus since 2009. They were told there are not enough reps. Universities pay an administrative fee for a rep to visit campus.

Their Legislative Committee discussed having a few legislators come to a Staff Council meeting with an invite extended to President Gee.

The Web & Communications Committee discussed some items such as links provided to each college's Staff Council website.

This Friday, June 22, a rep from HEPC (Higher Education Policy Commission) will present different concerns. She'll send that out to the group.

With regards to the Web & Communications, Nancy asked that they update their own website. Shirley actually serves on it so she will relay the message. Nancy is leaning towards sending out a Freedom of Information Request to the chair because she wants to read minutes from every meeting. It's in state code they must provide minutes. Shirley shared the person who transcribed the minutes is now a non-classified employee so they are no longer with ACCE.

They discussed having their meetings before Staff Council meetings so she can have a current report to give the Council.

They will have a retreat July 16-17 and are trying to retain a space such as a state park.

BOG (Board of Governors) Report

By Lisa Martin, *BOG Rep.*

Lisa reported she attended the PEIA meeting on June 8; Michael also attended. It was very full and ran from 6:30 p.m. to around 9:30 p.m. The majority in attendance were retirees. The reps from PEIA allowed everyone to talk as long as they wanted and one rep even took notes.

The Board held a special meeting to vote on the Dining Services transition to Sodexo and increase of tuition. That is probably the hardest vote she's had to do and it was not without thought and conversation. She does plan to ask more questions about the Sodexo contract as we go forward.

There are some other votes coming up she believes for new Rules.

They will meet this Thursday and Friday at the Erickson Alumni Center.

Guest Speakers

Dining Services Update

Rob Alsop, VP for Strategic Initiatives, Talent & Culture

Rob agreed to come in today to address any questions and concerns. He recapped that the Board authorized the University to make a contractual agreement with Sodexo; it has not yet been finalized. He does not have the definitive date of which the contract will be finalized but will be later this summer.

Renovations have begun to Chick-Fil-A and they are replacing Saikou Sushi with Blue Tomato; Burger King with BurgerShop; and Sbarro with Tres Habaneros.

Prior to the Board's approval, he met with supervisors in Dining Services. After the Board meeting, he met with Dining Services employees and Sodexo also answered their questions.

As of June 30, 2018, employees with less than 3 years of service will have the opportunity to work with Sodexo with the same salary and comparable benefits package. Employees with more than 3 years of service will have a time period to weigh the option to remain a WVU employee or transition to Sodexo. Incentive/transition bonuses will likely be offered; they are currently working on that. There will be a window of time for the transition bonus.

There will be a set date by which employees will have to decide on what they want to do. There will be opportunities if a WVU employee, a year down the road, decides they want to go with Sodexo.

Sodexo agreed to match WVU's scheduled holidays. They're working on the transition plans for employees who have vacations planned as well as annual/sick leave being comparable.

Sodexo will honor years of service for all transitioning employees.

Transitioning WVU employees will continue the current practice for eligibility for tuition assistance/waivers until agreement is finalized. New employees not transitioning from WVU will follow Sodexo's tuition assistance program.

They're working on issues with courtesy ID cards for the PRT, Mountain Line buses, etc.

FAQ's are set to go out to Dining Services employees next week.

Amber added an employee with an hourly position may transfer or promote within Sodexo but still remain a WVU employee; an employee who is seeking a salary position would have to move to Sodexo.

Jim wanted to relay that the Sodexo team have been very employee-focused. .

Nancy asked that Staff Council also be provided with a copy of the FAQ sheet.

The group had some questions compiled during executive session to ask Rob:

1. *Amy inquired that due to the lack of information and details surrounding Dining Services changing to Sodexo, is there a way they can pause the change-over until solid details are available? She doesn't see how employees can decide by July 1.*

July 1 is not the transition date. They're not ready and have not given employees all the pertinent information. He believes it will be finalized by August 1. Jim added the idea is to give employees at least 10 days to consider once they have that information in place. There will be many resources available and no question should go unanswered.

2. *As Lisa recalls, employees will have 6 months to a year to decide to stay with WVU or go with Sodexo and now she's hearing it will likely be by August 1. Are the transition bonuses being used to get people to go with Sodexo or will they truly be able to decide what's best for them? Before they're given this date to switch/not switch, will all benefits be spelled out and available for them to consider?*

Transition bonuses will be offered for a limited time. There will still be options for employees to move to Sodexo after the initial transition period but no bonus after that. They can't have employees jumping back and forth in the first 6 months, that can cause problems and we lose our student focus. All the info pertaining to benefits, leave, pay, retirement, etc. will be available to the employee by the cut-off date. He believes they have a 90/10 plan; comparable to our 80/20 plan but they have a slightly higher deductible. As they work through this, he believes in addition to the 90/10 plan, they will give hourly employees a \$1 credit a few times per year towards the higher deductible.

Jim added they will provide hard copies of the benefits offerings and they are working on website. There will be one-on-one counseling as well.

3. *Burlene inquired that when they had their initial meetings with Sodexo, they said managers would receive 70/30.*

Amber explained a different plan is offered to salary employees. Jim added they will provide managerial employees with a benefit supplement as well to offset some of the differences in copays and deductibles.

- 4. Burlene added they said the retirement is a 50% match, up to 6%, but you didn't have to do any percentage up to the 6%. That may hurt employees who've been here for a long time and getting ready to retire in the next five years because they won't collect as much interest overall in their retirement account as they currently do now.*

The 401k with Sodexo is a bit different and that's one of the reasons why they gave employees with over 3 years of service the option to stay or transition.

- 5. Peggy fears that due to lack of information, this could set off a type of violence in the workplace within the University. People don't fully understand this transition and that causes the fear of the unknown. Is there any plan in place to avoid something like that?*

Rob understands that with any kind of change that is always a possibility. As always, if you see something, say something. They won't sit down with someone until they have all the information and can answer every question.

They've had 5 or 6 meetings with employees and explained everyone would still have a job whether they stay a state employee or go with Sodexo. Someone in administration at Sodexo stood up and assured that everyone will still have a job, no one's salaries will be cut, and they want to invest in their employees.

Jim added they've relayed the Faculty & Staff Assistance Program is available to them should they need it. It offers many resources to help them. If you feel someone is of concern, please bring that issue to them immediately and/or advise them to utilize the FSAP; it is completely confidential.

- 6. Julie asked how long do employees with over 3 years of service have to decide if they want to remain a state employee or transition and take advantage of the transition bonus (a term she just heard this morning).*

In order to receive the transition bonus it will not be within a year but rather a few weeks.

- 7. Julie feels that solid information has yet to been given to employees and anxiety is high. August 1st up until the end of September is the most difficult time of the year for her so to add all this on top of her workload will be trying. She added Sodexo featured an article on their website, "Sodexo Reveals the 2018 Trends Shaping the Future of the Workplace". One particular trend that stood out to her was the "Moving the needle of gender balance". She has observed the decision makers during this process and the panel is all male. She's asking if the University has a plan to address this.*

Rob takes her concerns seriously. He feels they've provided substantial information to employees. They are working as fast as they can.

Regarding gender equality/balance, his point of contact with Sodexo is female. His CFO is female as well as his main communications director. He takes fairness and equality in the workplace very seriously. He overhauled our Title IX program over the past two years. From a cultural and supervisor perspective we have a lot of work to do and will be in a better place than we were two years ago.

Over the last three months, he has had breakfast/lunch/dinner/meetings with about 200 employees across the board in Dining Services. Trust and transparency from supervisors has been the ongoing theme during these meetings. Sodexo will be held to the same standards as he holds his supervisors to.

8. *Shirley asked what happens if later down the road WVU feels they've made a mistake.*

They won't hesitate to inform them that this person who was brought in for Sodexo is the wrong fit for the University. If it's determined there is not a working relationship with Sodexo, they will have to talk because they're spending a substantial amount of resources to upgrade the campus over the next three years. He believes around \$25 million.

We've hired Sodexo to oversee Dining Services but it is still operated and managed by Corey Farris, Dean of Students, and the leadership at the University. There are contractual obligations they must adhere to.

Julie added she immensely values Rob and hopes he can take her concerns to influence Dining Services and Sodexo. He, of course, will do that.

The main things they want people to know is you will have a job; you will have the same salary; and you will not have a gap in health insurance.

Amy suggested they hold a Campus Conversation with Sodexo and all Dining Services employees. Rob thinks that's a good idea and will follow-up on that.

Burlene feels WVU has communicated well with Dining Services employees but some of the information from Sodexo is confusing. When people don't get all their answers, they make up their own which leads to gossip and misinformation.

Amber said upon Sodexo reviewing our benefits package, they agree we have one of the best. These new incentives and offerings from Sodexo are the outcome of WVU advising and asking them to offer something similar.

9. *Burlene is happy to hear everyone will have jobs with the same salary but a big concern of hers is job requirements when it comes to football/basketball games. There was a time when you worked your regular schedule and those as well. Will that still be a requirement if employees feel they can't do it?*

He is not certain how that will work.

10. *Joan C. asked about concerns for layoffs once the transition is done. Is there a policy in place in case there are layoffs of WVU employees?*

He does not know what their layoff policy is but will follow-up on that.

They have to sell additional meal plans and have upper classmen buying meal plans. They have the sign-on bonus; an initial capital investment of \$25 million; and a guarantee level of commission. If not one single person buys a meal plan, they still have to cut a check to the University for a minimum commission. If they don't sell attractive

meal plans and offer quality items on campus, it's not going to work. Student workers are valuable but experienced employees are more valuable to the bigger picture.

Amber added they've not heard anything from Sodexo indicating anything other than maintaining or increasing current staffing. Food service has a high turnover as it is so they wouldn't have to layoff, they'd just stop filling vacancies.

Similar to when Ruby Hospital transitioned out from under the state system, they will have WVU managers supervising Sodexo employees and vice versa. WVU employees will still be held under WVU's rules with possibly some expectations from Sodexo.

11. *Burlene said the layoff concern is likely during summer months. Sodexo had made the comment that it would be based on business. If employees are laid off temporarily during the summer months they'll likely find other jobs. Currently, WVU puts these employees in other areas as needed.*

Rob said there will be continual refresher training over the summer for employees but he will get a more in-depth answer.

12. *Amy asked about the current Dining Services employees in the Lair. Are they getting paid or not getting paid being the restaurants aren't open?*

Burlene shared a lot of them are being transitioned into catering and the NSO program.

13. *Amy asked if the new offering will be affordable especially for a student on fixed budget. When they put the new food places in the HSC, people quit eating there; they bring lunch or go to the hospital cafeteria.*

Rob said Sodexo will be taking over the HSC food offerings later this year. They've told them that it needs to be cafeteria style with meals for \$4 to \$5. No one's going to pay \$15 for a salad with a little piece of salmon on top.

14. *Burlene asked if it will still be possible for employees staying with WVU to get raises. Who would make that decision – Sodexo or WVU? If a current manager moves up to another manager position or laterally, do they stay WVU or will they need to switch to Sodexo?*

Amber explained WVU employees will still be subject to merit adjustments like any other WVU employee. As far as the manager position, she will have to check on that but she thinks they will have to switch to Sodexo.

Julie agrees with Rob's comment regarding how valuable student workers are. They were told they will get a template for their student workers and they need it by July 9.

15. *Terrence asked if they are re-doing Cavanaugh's.*

Their main focus is on the Mountainlair but he'll follow-up on that.

The group appreciates Rob's willingness to come in and answer our questions. Nancy added this man listens; he can't do everything but will do all he can to help protect us. If you believe something to be rumor, then call Jim, Amber, or Rob.

Retirement Announcement

Chief Bob Roberts, *UPD*

Chief Roberts announced his upcoming retirement in May after 33 years of service but wanted the chance to come in and personally say goodbye to the group. He appreciates all that Staff Council does and wishes everyone the best. The group expressed their gratitude for his service and gave him a standing ovation.

Lisa reminded everyone who can attend to RSVP to the retirement celebration on June 27 from 2 p.m. until 4:30 p.m. at the Erickson Alumni Center.

Committee Reports

Compensation Committee

By Julia Bolin, *on behalf of Joan Baldwin, Chair*

Julia reported their meeting was mostly introductions and getting to know Bob Richardson, Director of Compensation; mainly because the committee had not met for some time before the re-organizing of the committees.

Joan C. added they also discussed how raises went out this year and how they can improve the process for next time.

Tuition Assistance

By Barbara Griffin, *Chair*

Barbara reported they had planned to meet after this meeting today but she has something that needs her attention in her office.

When they meet again, they plan to discuss items for the agenda during the retreat.

Fall 2018 Tuition Assistance application deadline was June 18. We should be hearing from Financial Aid in the next week or so regarding eligibility status once Janelle provides the roster.

Communications ad-hoc Committee

By Peggy Runyon, Chair

The last item of their SWOT review is the Staff Council questionnaire/survey for classified staff. She had distributed a copy of it during our last meeting. They did not get much feedback so they're planning to move forward and deciding on what day to have it distributed.

Nancy suggested to have them rate the topics of the survey in the order of importance to them. Once it is updated, forward a copy to her.

The Staff Council video went out in ENEWS and will be featured on the InfoStations across campus. WVU's main website now provides a link to the Staff Council website which has been updated with everyone's professional photos – special thanks to Brent Bunner, Senior Marketing Communications Strategist, for all his help.

The ad-hoc committee has fulfilled its charges and will end as of today. The group appreciates all the work they've done.

Transportation & Parking

By Yolanda Gill, *Classified Staff Rep.*

Yolanda reported they had canceled the most recently scheduled meeting.

Lisa requested when they meet again, to suggest they look at employee parking at the Coliseum since they are always looking for ways to generate revenue. Athletics employees do not pay to park at the Coliseum; unlike everyone else who pays to park elsewhere across campus.

During events at the Coliseum, they charge \$20 per car to park.

Old Business

Lisa shared that she reached out to someone in the Governor's office with regards to the state employee recognition ceremony in Charleston for employees with over 30 years of service – Crystal had received an email invitation earlier this year but did not know what it really was. Lisa kindly requested that for future reference, they should communicate what it is and be specific. Also, to invite someone from WVU's administration to hand out the certificates. They thanked her for her suggestions.

Burlene shared she was informed last Friday to meet with her supervisor at Hatfield's in ten minutes. Upon arriving, she was told they would conduct her Performance Evaluation; however, it needed to first go to someone else. She was told she was referred to receive 'exceeds' but a Food & Beverage Assistance Director said he couldn't do that so he had to take them all down to a 'valued'. She does not know this Assistant Director; never worked a day with him. Amber will follow-up.

Nancy asked if supervisor training for supervisors is mandatory. Amber confirmed no, it's not. Supervisor training for Performance Reviews became mandatory two years ago. They also conducted refresher training this year.

Shirley suggested they have supervisor training such as PCard training; they answer questions and based on their score, and if they scored on the lower end, they would receive further training.

Dana asked if they plan to offer supervisor evaluations like they were supposed to. Amber explained the 'upward feedback tool' won't be rolled out in September like they had planned. They've not been able to conduct feedback sessions across campus so it will likely be January 2019. They will hold focus group sessions this summer which will come back to Staff Council and be presented in a draft form.

When Melanie completed supervisor training for Performance Reviews last year, they were informed they would start doing quarterly feedback sessions by doing "more of this/less of that". She's not heard anything else since. Amber said the quarterly feedback tool is not an online tool but rather something supervisors can utilize when they meet with employees on a regular basis. It's up to the supervisor to use it or not.

Amy said many people approached her about how the most recent market adjustments and critical retention raises were determined and the formula used. They asked and were told it was none of their business. Someone told her that in their college, numerous faculty members received raises and not one staff person did; that faculty is considered critical. Apparently, performance was not a factor. Everyone's afraid to say something for fear of being RIF'd. This person also told her that she knows of 17 people who were RIF'd just recently. Amy looked back in the minutes when she asked the same question and was told it was less than 10. Amber questions if some of the RIF's were non-classified, as that is likely.

The RIF process is very structured; there has to be solid justification in which a committee of administrators, such as General Counsel and HR, reviews to determine the elimination of a position. It is not based on a supervisor not liking someone.

Jim assured the group that not just one person made the determination of who got critical retention and who didn't; it is layers of management, beginning with senior administrators. Guidelines were provided to managers as an estimator to prioritize by percentage of who should receive it. Critical retention was based on performance and criticality. Market adjustment would be dependent upon where they fall in the range – below the 90% of Midpoint to be eligible.

Out of the \$6 million pool of funds, \$4.5 million went to market adjustments; \$1.5 million went to critical retention. He believes 60% of funds went toward faculty raises as they were farther behind in market than classified employees who received 40% of the funds.

People make these generalizations and misrepresent by not having all the facts. Jim welcomes anyone to present to him solid proof that all faculty and not one staff employee in their college received raises.

Nancy wanted to share an email she received and nowhere does it say to keep it confidential or not to share with the Council. An Office Administrator/Building Manager for the Dept. of Biology wrote explaining how she has taken on numerous duties along with her usual workload due to

them having only one custodian. Another issue affecting their department is the eliminated position of their Accounting Clerk that the University will not allow the department to fill.

Nancy replied and thanked her for her letter of concern and being a true Mountaineer. She relayed she will bring her concerns to the Council and the powers to be during our meeting to get her some answers.

Jim expects that the reason they've not been able to fill that position is due to the Shared Services Center that is in the works. It doesn't make sense to fill that position then several months down the road, have the Shared Services rolled out and then have to eliminate it again when everything is being re-organized; and/or the college has budget issues. He understand the additional work is stressful and they'd have to see how her Performance Review goes this year.

Burlene added Dining Services has been doing their own funding strings for quite some time now and has become second nature. She wonders how billing will be done with Sodexo; will they keep the current system and give to SABO or will they have Sodexo take it over? Amber isn't sure how that will work but imagines there will be some changes.

Lisa inquired about the employee who was in the grievance process and wanted a Staff Council member to attend the meeting with HR. Peggy shared she attended it with her and explained to her that she cannot say anything; she was there for moral support. They were very respectful to her yet she seemed quite upset. Peggy felt for her and what she was going through but didn't feel her being there changed the outcome. Lisa thanked her for attending.

New Business

After last month's meeting, Amy emailed the group with an idea to cook a meal for families staying at the Rosenbaum House. There were concerns with needing a food handler's card, taking leave, etc. Lisa wanted to let Amy know she is never against volunteer work but it was the manner in which put together. Going forward, everyone needs to sit down together and discuss it during a meeting and go from there.

Nancy agrees everyone should volunteer time but if it's during your normal working hours, your supervisor must approve your annual leave or flex time.

As a group, we would have to purchase the food for up to 60 people. The only person needing a food handler's card is a manager on duty there.

Yolanda had volunteered there recently and shared they are in need of cookware such as pots and pans. Terrence added they always need toothbrushes/toothpaste and other personal hygiene items.

From a food safety standpoint and being a Nutrition Outreach Instructor, along with Julia, Nancy feels that is not sanitary; if we can prepare it in our home (maybe we have an ant problem?) and then bring it in to serve people.

Lisa proposes the Welfare Committee to consider this along with our food and/or household item drives; possibly not just around the holidays. The committee can meet as a smaller group and bring back proposed ideas to the rest of the Council.

Regarding an inquiry about the paygrade not being listed on job postings, Jim said he spoke with Katrina Graham, Assistant Director of Equal Opportunity, and Melissa Sotelo, Assistant Director of Talent Strategy, and it is intended for classified staff job postings to have a paygrade listed so that was maybe a fluke. They did send out new communication to the recruiters who post the job listings.

Peggy brought up when the governor spoke about PEIA but didn't really understand the whole picture. Lisa said he's basically having the PEIA Tiers raised so when the "July 1 raise" hits some state employees' paycheck, it won't decrease your take home pay.

Terrence receives the Budget Beat electronic newsletter that addresses that more in depth. He'll forward to Janelle to send out to the group.

With regards to the Staff Emeritus, Lisa shared that President Gee awarded the first Staff Emeritus to Paul Martinelli. She is very happy that he is the first to receive the title as he is very deserving of it.

Robert Driscole self-nominated and all his documentation has been received. Talent and Culture vets the nominees to ensure they meet the requirements such as years of service.

Nancy read the rec letter for Robert from Kerry O'Dell, Ph.D., Associate Professor, Agriculture and Extension Education. She read the second rec letter from Robert Burns, Ph.D., Professor and Director, Division of Forestry and Natural Resources.

Peggy motioned to approve Robert Driscole's Staff Emeritus title. Burlene seconded. All in favor and motion was carried. The application will be sent on to President Gee for final approval and a formal letter will be sent to Robert if approved.

The President's meeting is scheduled for Wednesday, June 27 beginning at 11:00 at the Wise Library, Room 104. The group could not collectively determine sufficient agenda items to present to him. Instead of taking up his valuable time with items we have discussed before with him or today with Rob, the group voted to cancel it.

Adjournment

Lisa motioned to adjourn. Amy seconded. All in favor and meeting adjourned at noon.