



Staff Advisory Council

MINUTES FOR GENERAL COUNCIL MEETING

Friday, February 24, 2017
10:00am – 11:30am
Toepfer Room, Adelbert Hall

Meeting called to order at 10:04am by JC Scharf-Deering

IN ATTENDANCE:

Pamela Collins	Damian Junk	Susan Reichert
Diana Fox	Christy Kehoe	JC Scharf-Deering
Dedra Hanna-Adams	John Killings	Robert Slovenec
Jennifer Hawkins	Charles Knox	Natalie Staats Reiss
Renee Holland-Golphin	Richard Kramer	Shannon Swiatkowski
Kathryn J. Howard	Chris Littman	Nancy Vitale
Laura Huffman	James Nauer	Garth Wadleigh
Gillian Irwin	Karyn Newton	Laura Weber Smith
AmariYah Israel	Kathy O'Linn	Bonnie West
Beth Jones	Christine Olson	Corrie Zimerla
Barbara Juknialis	Brinn Omabegho	
Timerra Jung	Jim Prince	

EXCUSED: Timothy Eppich, Theresa Grigger, Paul Keeley, Radhika Ramamurthi, Johnny Sams, Brian Sherman

- I. **Approval of Minutes from December 8, 2016 Meeting and Budget Report**
 - a. Minutes approved: John Killings and Barb Juknialis
 - b. No Budget report given
- II. **Announcements from HR: Stephanie Hathaway**

Employee Relations will be offering two supervisory sessions: Difficult Conversations (March 10, 2017) and Assertiveness for Managers (April 12, 2017). Below are the details for each session and the link to the on-line registration form:
- III. **Announcements from Chair and Vice Chair: JC Scharf-Deering announced that because of a change in her job, Suzanne Healy has stepped down from her role as Chair of SAC.**

JC Scharf-Deering gave a report on the **Board of Trustees Academic Affairs & Student Life Meeting** on February 17, 2017. (See attachments)

- IV. **Presentation about Green Dot – Bystander Intervention Training – Ali Martin Scoufield & Jamie Linn:** Case Western Reserve University is a Green Dot campus. Green Dot is a bystander intervention strategy to prevent power-based personal violence. It empowers participants to make observations, draw conclusions and take safe steps toward intervention in uncertain situations. For Green Dot to be successful, we need you. Sign up for an Overview session today. Together, we can change the culture around power-based violence in our community. Find more information about Green Dot nationally by visiting livethegreendot.com.

Email [CWRU Green Dot](mailto:info@livethegreendot.com) for information about upcoming Workshops

Visit us on [OrgSync](#)

Like us on [Facebook](#)

Follow us on [Instagram](#)

V. **Reports of Standing Committees**

- a. **COMMUNICATIONS:** Shannon Swiatkowski

The Communications committee met on January 10th and February 9, 2017.

The Communications Committee has received quotes from professional photographers who would come to campus and take professional head-shot photos of our membership to use on their email profiles, department websites, and the SAC website. We have submitted a request to Council to hire Mike Sands Photography to take the photos with a cost not to exceed \$500.

University Technology and University Marketing and Communications has chosen a new CMS for university websites. The migration to Drupal will occur in phases, with most existing, standard T4 sites moving between March - September 2017. (There are currently approximately 120 sites live in T4.) New site requests will begin in July 2017 and put into a queue and organized based on site size and complexity. Existing, non-standard T4 sites will be migrated between September - December 2017, and all new sites are expected to move January 2018 and onward.

As a reminder, if you will be leaving your elected seat on the Council, please let the Elections and Communications Committees know so we can reassign your constituent email groups.

The Communications Committee is working on another Annual Report to send to President Snyder, Libby Keefer, and Carolyn Gregory. The report will be shared with the Council.

We are looking for a co-chair of the Committee. If anyone is interested, please contact Shannon Swiatkowski.

Our next meeting is via WebEx on Thursday, March 9, 2017 at 2:00pm.

- b. **COMMUNITY SERVICE:** Theresa Grigger & Laura Huffman
See attached report from February 20, 2017 meeting.

- c. **ELECTIONS:** Karyn Newton & Jim Prince

In accordance with the SAC Constitution, the call for nominations for the positions of Vice Chair and Secretary for the 2017 – 2018 term is being made at the today's general council meeting, with an e-mail to be disseminated after the meeting for those not in attendance.

On behalf of the SAC Elections Committee, to fulfill our obligation to the council as per the SAC Constitution regarding "Rules for Election of Officers", which states, "At the first Staff Advisory Council meeting of the calendar year, the Elections Committee shall call for nominations for officers," we ask that you please consider the two positions available for election:

The Staff Advisory Council Vice Chair: shall be elected by the Council to serve a one-year term as Vice Chair followed by a one-year term as Chair. The duties of the Vice Chair shall be: execute the duties of the chair in his/her absence; assume duties of the chair if the chair vacates his/her position (through resignation, retirement, personal, etc.); act as parliamentarian; assume any duties as assigned by the Chair; serve as ex officio member of committees; assume the position of Chair after one year.

The Staff Advisory Council Secretary: shall be elected by the Council to serve a one-year term. The duties of the Secretary shall be: prepare and distribute the minutes of each meeting; prepare the agenda for each meeting in consultation with the Chair and Vice Chair; assume such other duties as assigned by the Chair.

Please nominate someone you trust, a friend, or even yourself if you would like to serve. Send your nominations via email to sac-nominations@case.edu. All nominations are due on or before Friday, March 24, 2017, at 5:00 pm.

Nominees for both positions will have the opportunity to address the SAC body at the general council meeting on April 13th, 2017, with the election to begin immediately after the meeting and to conclude on April 28th, 2017.

- d. **FRINGE BENEFITS:** Karen Romoser

No report. Damian Junk mentioned that he did attend meeting and that no one else arrived. JC said that she would follow up with committee chair. Next scheduled meeting on March 21, 2017 at noon in Adelbert Hall, M1

- e. **STAFF POLICY:** Karen Romoser & Johnny Sams

See attached Staff Policy Committee reports from January and February 2017.

- f. **STAFF RECOGNITION:** Pam Capasso & Pam Collins

No report.

- g. **STAFF TRAINING AND DEVELOPMENT:** Looking for new co-chairs
SAC held a St. Paddy's Day 50/25/25 Raffle to help fund the Staff Educational Enhancement Fund (SEEF) SEEF benefits all eligible staff in the university who are pursuing educational and professional opportunities. It was established in 2007 and is funded primarily by donations and events coordinated by SAC members. If you are interested in applying for a SEEF stipend or want to learn more, visit <https://case.edu/sac/committees/staffdev/educational-resources/>. The deadline for spring application submissions has been extended to March 15, 2017.

VI. Reports of Ad Hoc Committees and Liaisons to University Committees

- a. **SUSTAINABILITY INITIATIVES:** Matt Smith
No report.
- b. **UNIVERSITY FRINGE BENEFITS:** Barbara Juknialis
The committee met on February 8, 2017. We reviewed the 2017 Benelect open enrollment. There was a 47% participation rate—i.e., eligible participants accessed open enrollment through HCM and submitted changes or confirmed their elections. There was increased enrollment in the Medical Mutual PPO plan, probably as a result of the discontinuation of the HealthSpan HMO.

Wellness Update: There will be a new HRA questionnaire as the program we have been affiliated with since the inception of the wellness initiative is no longer in operation. Employees who undergo the biometric screening, complete the tobacco attestation in HCM, and complete the HRA are eligible for a \$25 reduction in health care premiums. Watch for news in the fall about the program.

Integrated Benefits/Wellness Strategy: HR is working on a multi-year strategy that will integrate benefits and wellness.

The next scheduled meeting is March 8, 2017. Submitted by Barbara Juknialis

- c. **FACULTY SENATE:** Suzanne Healy
No report.
- d. **DIVERSITY LEADERSHIP COUNCIL:** Bonnie West and Anita Banks
No report.
- e. **PARKING ADVISORY (meetings in April & November):** Nancy Vitale and Damian Junk
No report.

General Council Meetings: In Adelbert Hall – Toepfer Room

Thursday, April 20, 2017; 1-2:30pm

Friday, June 16, 2017; 10-11:30am

Thursday, August 17, 2017; 1-2:30pm

Steering Committee Meetings: In Adelbert Hall – M2

Thursday, April 13, 2017; 2-3:30pm

Thursday, June 8, 2017; 2-3:30pm

Thursday, August 10, 2017; 2-3:30pm

ATTACHMENTS:

- SAC Attendance
- Board of Trustees Academic Affairs & Student Life Report (2/17/17)
- Community Service Meeting Minutes
- Crafters@Case flier
- Staff Policy Meeting Minutes

Minutes respectfully submitted by Diana Fox

2016-2017	SAC GENERAL COUNCIL ATTENDANCE (ALPHABETICAL)						
MGMT CTR	ACTIVE MEMBERS	10/21/2016	12/8/2016	2/24/2017	4/20/2017	6/16/2017	8/17/2017
	Laura Adams	X					
CSE	Anita Banks	X	X				
NON-ELECTED	Pamela Capasso						
NURS	Pamela Collins	X		X			
SOM	Dominic Dorazio						
UNIV ADMIN	Timothy Eppich		X	EXCUSED			
SOM	Matt Fletcher						
NON-ELECTED	Diana Fox	X	X	X			
SOM	Nic Goodall						
UNIV ADMIN	Pat Greene	Excused	X				
UNIV ADMIN	Theresa Grigger	X	X	EXCUSED			
NURS	Dedra Hanna-Adams	X		X			
SOM	Jennifer Hawkins	X		X			
WSOM	Suzanne Healy (Chair)	X	X				
CAS	Renee Holland-Golphin		X	X			
CAS	Kathryn J. Howard	X	X	X			
NON-ELECTED	Laura Huffman		X	X			
SOM	Gillian Irwin	X	X	X			
UNIV ADMIN	AmariYah Israel	X	X	X			
UNIV ADMIN	Beth Jones	X		X			
SOM	Barbara Juknialis	X	X	X			
LAW	Timerra Jung			X			
SOM	Damian Junk	X	X	X			
UNIV ADMIN	Paul Keeley	X	X	EXCUSED			
SOM	Christy Kehoe	X		X			
ACAD ADMIN	John Killings	X	X	X			
CSE	Cheryl King						
NON-ELECTED	Charles Knox	X	X	X			
UNIV ADMIN	Richard Kramer	X	X	X			
	Ryanne Lachman	X	LEFT CWRU				
UNIV ADMIN	Jing Li						
CSE	Chris Littman	X	X	X			
DENT	Melody Long						
ACAD ADMIN	Jeremy Naab						
UNIV ADMIN	James Nauer (Past Chair)	X	X	X			
UNIV ADMIN	Karyn Newton	Excused	X	X			
NON-ELECTED	Kathy O'Linn	X	X	X			
SOM	Christine Olson	X	X	X			
NON-ELECTED	Brinn Omabegho			X			
UNIV ADMIN	Martha Payne	Excused					
UNIV ADMIN	Jim Prince	X	X	X			
WSOM	Radhika Ramamurthi		X	EXCUSED			
SOM	Susan Reichert	X		X			
NON-ELECTED	Karen Romoser						
NON-ELECTED	Johnny Sams	X	X	EXCUSED			
ACAD ADMIN	JC Scharf-Deering (Vice Cha	X	X	X			
SOM	Sasha Shand						
MSASS	Maria Sharron		EXCUSED				
DENT	Brian Sherman		X	EXCUSED			
SOM	Michelle Shun	X					
UNIV ADMIN	Ayla Siemon						
NON-ELECTED	Robert Slovenec			X			
ACAD ADMIN	Matt Smith	X					
UNIV ADMIN	Natalie Staats Reiss			X			
SOM	Shannon Swiatkowski	X	EXCUSED	X			
SOM	Laura Tripepi Adams						
LAW	Deborah R. Turner						
SOM	Nancy Vitale	X	X	X			
SOM	Garth R. Wadleigh	X	X	X			
SOM	Laura Weber Smith	X	X	X			
SOM	Bonnie West	X	X	X			
UNIV ADMIN	Michael Yeager						
SOM	Corrie Zimerla			X			
	Guests						
	Marilyn Mobley (OIDEO)	X					
	Jamie Ryan (HR)	X					
	Lou Stark	X					

Board of Trustees Academic Affairs & Student Life, February 17, 2017---Notes for SAC Minutes

SAC has the privilege of participating in the Board of Trustees Meeting for Academic Life and Student Services. The meeting includes dinner followed by the formal meeting. Jim Nauer attended the dinner meeting on February 16, 2017; JC Scharf-Deering attended the meeting on February 17, 2017 at lunchtime. The meeting included members of the Board of Trustees and campus leadership.

Lou Stark, Vice President for Student Affairs, lead a panel discussion with CWRU students representing various diversity groups and initiatives on campus, including international, African-American, Muslim, and LGBTQ students. VP Stark asked the students for their thoughts on how CWRU was successfully supporting their needs in the current political climate. The students felt, overall, well-supported. International students particularly remarked how there were daily communications regarding how to stay/feel safe during the travel ban and where they could go for assistance.

Students were also asked to be critical regarding areas requiring additional resources or support from CWRU. Some concerns overlap with SAC concerns and there may be a way to work with student leadership. Specific concerns included campus safety, finding leadership/mentorship in their peer groups among faculty and staff, having safe/accommodating space for community support meetings to include students/faculty/staff, and the decentralized nature of some support services, especially for transgender students. Students also discussed whether or not they felt welcomed by fraternities and sororities. Participation in Greek Life is related to lower housing and food costs as well as overall higher GPA.

The agenda included a student capstone presentation from Makela Hayford called, "Shooting Without Bullets." Shooting Without Bullets is an arts education and youth advocacy program that is receptive to the needs of Cleveland Youth. More information can be found at the website:

<http://www.shootingwithoutbullets.org/> Additional agenda items included a brief presentation on service projects from fraternities and sororities and an overview of the Sears think[box] makerspace. More information about think[box], which is open to staff and the community, can be found at their website: <http://thinkbox.case.edu/>

Submitted by JC Scharf-Deering

SAC Community Service 2017-2018

Monday, Feb. 20th 1:30-2:30 - Crawford 528

- ★ Start thinking about Back to School Drive
 - Need date
 - Partner with med student Stephanie Kha - Cleveland Kids in Need Resource Center. The group aim is to improve and enrich community education by equipping students/teachers in Cleveland community with the tools to succeed. For their first inaugural event, they want to host a school supplies drive on the Case campus and donate the supplies to the Cleveland Kids in Need Resource Center.
 - Theresa will invite Stephanie to attend one of our meetings.

- ★ Theresa will contact Aesha Williams regarding info for the Illinois Institute of Technology and their SAC group interested in organizing volunteering opportunities.

- ★ We are looking for ideas, goals outside of Back to School Drive and Basket Raffle during the months of January - May.
 - Set up a volunteer training session with Hands On sometime after his presentation to the APN event in April.
 - Rosanna suggested the group organize volunteering at the Hope Lodge which is half way house for cancer patients. They are looking for volunteers to man their welcome desk, assisting with activities, meals, etc. Rosanna has already donated knitted caps, she will contact them and provide information for the group at our next meeting. Hope Lodge wish list is on their website suggestion to do a collection? Cleaning, laundry supplies, kitchen, pantry.
www.cancer.org/treatment/support-programs-and-services/patient-lodging/hope-lodge/cleveland/support-us.html

- ★ Crafters@CASE
 - 9 new members, 2 new locations
 - Donating to: Moriah House and CARES Program
 - In June group will revisit and decide if they will be hosting a sale
 - The group would prefer cash donations/gift cards to purchase supplies

Attendance: Theresa Grigger, Laura Huffman, Beth Jones, Barb Juknialis, Damien Junk, Christine Kehoe, Rosanna Masley, Brinn Omabegho, Bonnie Worthy

Next Meeting, Monday, March 20th, 1:30-2:30, Crawford 528



Crafters@Case and Community Wellness

Established in 2013, **Crafters@Case** is a diverse group of staff, students and faculty from Case Western Reserve University, University Hospitals and the Cleveland Clinic. **Everyone is welcome** regardless of skill level. There are no dues/annual fees. **Participants are free to choose** creating hats, scarves or other items for donation, or work on personal projects. In January of each year the group will determine organizations to receive our donations, and we will maintain contact with these entities throughout the year. This year we will be donating items to the MTHSS CARES Program and Moriah House. Special requests are considered on a case-by-case basis.

Join the Crafters@Case and obtain a Wellness Program Incentive!*

Participation in Crafters@Case group sessions is now recognized for its Wellness contributions to the University and Greater Cleveland communities. In order to qualify for the program incentive you must participate in the groups for at least 30 minutes twice a week (total of 1 hour per week), over a minimum of 12 weeks. Documentation of participation is required (i.e., a paper log and photo of your creation(s)), and we also ask that you submit at least 1 item for donation.

Why is this important? Your participation in Crafters@Case embodies the Wellness@Case concept, “Keeping people healthy and well is critical to the University’s productivity and will make a significant difference in peoples’ daily lives”. In addition, you may experience improvement in your overall personal state of well-being, and gain satisfaction from helping the University and Greater Cleveland communities.



Attend Crafters@Case group sessions (anytime between 12:30p to 1:30p):

- Mondays—W200E Library, Wood Bldg.
- Tuesdays—Nursing School 2nd floor across from the elevators
- Tuesdays—Sears Building, Conference room 640
- Wednesdays—W200E Library, Wood Bldg.
- Thursdays—Nursing School 2nd floor
- Thursdays—Nord Building 5th floor across from the elevator

Join or start a new group in your area (please contact Brinn@case.edu)

We are grateful for support received from:

- CWRU Wellness Program; Elizabeth Click, Medical Director
- CWRU Staff Advisory Council
- SAC Community Services Committee



Founded by CWRU Staff

**Wellness Participants are defined as people who completed the three Wellness Activities during Fall 2016 and have chosen one of the university’s medical insurance plans for 2017. Questions may be sent to Elizabeth Click (erc10@case.edu) or Maryann Dobbins (mxd490@case.edu).*



**Policy Committee
Meeting Minutes
January 19, 2017**

In attendance: Johnny Sams, Patricia Greene, Jim Nauer, Garth Wadleigh, Matthew Smith, Renee Holland-Golphin, Maria Sharron, Charles Knox, Stephanie Hathaway, Carolyn Washick, Jennifer Kennedy

AGENDA ITEMS:

Discussed the Compensation and Benefits section of the HR Policy Manual (sub-sections 1 thru 8).

The presence of inconsistent and/or dysfunctional links was noted across the material. For example, the FLSA information was outdated, while the link to its underlying legal codes was broken. Concern was raised about the limited explanation of exempt vs. non-exempt status. It was also suggested that there be a centralized location for all forms referenced in the site. Concern was raised regarding the absence of links where, perhaps, some should be present. HR indicated a desired move away from links, rather than adding more, as links have proven to be historically challenging to manage. It was noted from an attendee that the new content management system, Drupal, has the ability to centrally manage links, such that they automatically update across a very large site (e.g. CWRU) whenever a link is managed/updated at its sub-site of origin. This ability will eliminate the difficulty of managing links as they change.

Concern was raised about the job classes posted on the site. HR emphasized that these are general job classifications with generic descriptions. HR indicated that actual job descriptions are highly specific to each individual. HR reiterated that anyone desiring a copy of their job description may contact “askhr”, as posted on the HR site.

It was noted that the explanation of Overtime Policy should be split into appropriate verbiage for Exempt vs. Non-Exempt. It was also offered that there be a one-sentence explanation of the Sunday-Saturday work week. Additionally, it was suggested there a link to an HCM guide be provided, as guidelines for hour entry, etc., may not be readily straightforward to an end-user.

The need for clarity about how the vacation raise option works was expressed. Concern was raised that when staff ask for/agree to additional vacation days in lieu of a raise, they may not necessarily understand that the additional vacation days are only effective for one year, rather than indefinitely. It was also suggested that an example scenario be provided to explain how change in employment status works (e.g. from full-time to part-time).

Question was raised as to whether managers are responsible for elaboration and training when they give staff sub-standard ratings on performance reviews. HR indicated that while it is not necessarily incumbent upon managers to provide requisite training, it is the responsibility of managers to discuss sub-standard performance with their staff, outline where it is occurring, and work with staff to create an action plan for resolving the sub-standard performance.

Discussed inconsistencies in raises vs. level of performance across departments. HR indicated that management of raise pools is determined at the school and/or department level and, so, is out of HR’s domain of influence. Also discussed the practice of self-appraisals relative to performance reviews, as



this process is known to occur in some departments. Additionally, it was noted that positive corrective action policy should be fleshed out. HR indicated that departments have some latitude in creating their own policies and procedures relative to the aforementioned, so departmental differences in use of self-appraisals, attendance requirements, etc., would be appropriate as desired.

It was noted that the verbiage regarding timelines for changes in health benefits selections should be clarified. Noted that while information on updating personal information in employee records was available on the site, change of status forms were not made accessible.

Concern was raised to availability of certain university services to retirees, such as Veale gym, Friedman Center, and Kelvin Smith Library. Generally, current policy does not necessarily support fringe services for retirees. Rather, alumni are a focus of making such fringe services available, in accordance with existing policy.

It was noted that verbiage on the vacation day purchase policy should be included in proximity to the form link. It was also suggested that the verbiage in the absence and leave policy section should be clarified, particularly in reference to military leave.

Meeting was adjourned at 5:00 p.m.

Respectfully Submitted,

Johnny Sams



**Policy Committee
Meeting Minutes
February 16, 2017**

In attendance: Johnny Sams, Jim Nauer, Renee Holland-Golphin, Maria Sharron, AmariYah Israel, Stephanie Hathaway, Carolyn Washick, Levonn Brock

AGENDA ITEMS:

Discussed the Compensation and Benefits section of the HR Policy Manual (sub-sections 9 thru 15):

Noted inconsistent use of the university's name. The manual will be updated to refer to the university as either "university", or "CWRU".

It was noted that the scope of policies, changes, and terms for inclusion/exclusion were not used consistently. Manual will be updated to specify "executive staff", "senior staff", or "staff" where applicable.

Concerns with links were noted are will be updated or removed as needed.

Noted that there should be a uniform section called "Sick Days" that includes headers for each of the benefits categories. This change will be reflected in the revised manual.

It was also noted that there was some ambiguous verbiage in the Campus Amenities section. The verbiage has been removed from the manual.

Discussed section III of the HR Policy Manual, Employee Development:

Concern was raised regarding the employee's responsibility to inform his/her manager in the event of continuing interest in a new position after an initial, in-person interview. Requirement may place employee in an awkward interpersonal situation with management should things not move forward with the prospective position and he/she remains in the current position. It was suggested that, particularly in situations wherein the employee-management relationship is unpleasant, employees known to have interviewed for other positions may be left vulnerable to potentially negative consequences from their current managers, as precipitated by their disclosure.

Regarding the online job application, concern was raised regarding negative discrepancies between the minimum salary required and the actual compensation offer that is received. It was suggested that employees should not have to complete an interview process without knowing the compensation that is going to be offered. HR indicated that the minimum salary required question is optional and that there are no implicit guarantees that an offer will match or exceed the minimum salary required. HR also indicated that the range of potential compensation is implicit in the posted salary grade for a given position. Individual offers vary depending on the Compensation division's assessment of applicant experience and qualifications.



Regarding performance reviews, it was suggested that a timeline be posted on the website. HR indicated that their control of the timeliness of performance reviews is limited. HR's role in the process of review monitoring is to prepare periodic reports that detail which reviews are late. This information is shared with university Counsel and the Office of the Provost. The Office of the Provost then sends emails to the relevant Deans.

It was also suggested that if a timeline cannot be posted, then the reference to timely reviews should be removed the manual. HR indicated that it would be of interest to retain the verbiage, as its official presence could be helpful when appealing to parties to complete reviews.

Concern was also raised regarding inconsistencies in performance-based raises. HR indicated that it is up to individual departments to determine how raises are rewarded.

HR indicated that performance review forms are in the process of being revamped to make them more user-friendly and current with internal processes.

Discussed section V of the HR Policy Manual, Employee Services:

Concern was raised regarding a potential discrepancy in verbiage about the staff grievance process. Section V-4 indicates that "staff members may not be accompanied at the grievance hearing by any other person", while section V-4a indicates that the "supervisor or employee has the option to request the presence of the objective third party". HR indicated that the latter statement applies as an option prior to an official filing, should a party (or, parties) involved wish to discuss items relevant to their concerns first.

HR indicated the grievance process is for use in cases where specific violations of policy have led to positive corrective action, while investigations are used in cases that pertain to other concerns such as FLSA, or interpersonal.

Concern was raised regarding communication about the amount of time or status of a pending investigation to the complainant(s) involved. HR indicated that the specifics of each case are different and that total caseloads fluctuate, so it is not feasible to indicate an expected amount of time for closure of an investigation. HR indicated that the majority of cases are closed within 60 days.

Meeting was adjourned at 5:00 p.m.

Respectfully Submitted,

Johnny Sams