Minutes

Regents Present
Jed H. Pitcher, Chair
Bonnie Jean Beesley, Vice Chair
Janet A. Cannon
Rosanita Cespedes
Katharine B. Garff
David J. Grant
Ali Hasnain
Greg W. Haws
Meghan Holbrook
Michael R. Jensen
David J. Jordan
Josh M. Reid
Sara V. Sinclair
Marlon O. Snow

Regents Excused
Jerry C. Atkin
Daryl C. Barrett
James S. Jardine
Nolan E. Karras

Office of the Commissioner
Richard E. Kendell, Commissioner of Higher Education
David L. Buhler, Associate Commissioner for Public Affairs
Joyce Cottrell, Executive Secretary
Amanda K. Covington, Director of Communications
David S. Doty, Assistant Commissioner and Director of Policy Studies
Carrie Flamm, Executive Director, Utah Student Association
Brian Foisy, Assistant Commissioner for Budget and Finance
Kimberly Henrie, Budget Officer
Phyllis C. Safman, Assistant Commissioner for Academic Affairs
Mark H. Spencer, Associate Commissioner for Finance and Facilities
Lucille T. Stoddard, Associate Commissioner for Academic Affairs
Kevin Walthers, Assistant Commissioner for Finance and Facilities
Lynne N. Ward, Director, Utah Educational Savings Plan
Gary S. Wixom, Assistant Commissioner for Academic Affairs

INSTITUTIONAL REPRESENTATIVES

University of Utah
Michael K. Young, President
Paul T. Brinkman, Associate Vice President for Budget and Planning
Arnold B. Combe, Vice President for Administrative Services
John G. Francis, Associate Vice President for Undergraduate Studies and Assistant CAO
Stephen H. Hess, Associate Vice President for Information Technology
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Michael Perez, Associate Vice President for Facilities  
David W. Pershing, Senior Vice President for Academic Affairs  
Kim Wirthlin, Vice President for Government Affairs/Associate Vice President for Health Sciences  
Jacob Kirkham, Student Body President

Utah State University  
Raymond T. Coward, Provost  
John DeVilbiss, Executive Director, Public Relations and Marketing  
Glenn Ford, Vice President for Business and Finance  
Steven Hanks, Vice Provost for International Affairs  
Darrell Hart, Assistant Vice President for Facilities

Weber State University  
F. Ann Millner, President  
Peter Owen, Student Body President

Southern Utah University  
Gregory L. Stauffer, Interim President  
Abe Harraf, Provost  
Dorian G. Page, Interim Vice President for Administrative and Financial Services  
Steven Kiisel, Student Body President

Snow College  
Michael T. Benson, President

Dixie State College  
Stanley J. Plewe, Vice President of College Services  
Donna Dillingham-Evans, Vice President of Academic Services  
Frank Lojko, Director of Government Relations, Institutional Research & Hurricane Center  
Joseph C. Peterson, Dean of Arts, Letters and Sciences

College of Eastern Utah  
Ryan L. Thomas, President  
Bradley King, Vice President for Institutional Advancement and Student Services  
Michael King, Provost and Vice President for Academic Affairs  
Aaron Hales, Student Body President

Utah Valley State College  
Val Peterson, Vice President for Administration and External Affairs  
Linda Makin, Director of Budgets  
James L. Michaelis, Associate Vice President for Facilities Planning

Salt Lake Community College
Vice Chair Beesley called the meeting to order at 9:02 a.m. and welcomed everyone. She excused Regents Jardine, Atkin, Barrett and Karras. She announced that Regent Sinclair would chair the Finance and Facilities Committee meeting and Regent Holbrook would chair the Strategic Planning Committee meeting. She further announced the report on the CEU/SEATC collaboration study would be presented in the Committee of the Whole at 11:00 a.m. rather than being discussed in the Programs Committee. The Regents were dismissed to their respective committees.

The meeting of the Committee of the Whole was reconvened at 11:00 a.m. Chair Jed Pitcher presided.

Resolution in Memory of Kermit L. Hall

Commissioner Kendell acknowledged the tragic death of Kermit Hall, former president of Utah State University, in a swimming accident on August 13. Dr. Hall was known everywhere for his wisdom, superior
knowledge and understanding of the Constitution, and his quick wit. Commissioner Kendell read a resolution in Dr. Hall’s memory. (A copy of the resolution is filed with the permanent records in the Commissioner’s office.)

Regent Sinclair moved adoption of the Resolution. The motion was seconded by Regent Holbrook and adopted unanimously. Commissioner Kendell said President Albrecht would be flying to New York the following day to attend a memorial service in President Hall’s honor and would present the resolution to Dr. Hall’s wife, Phyllis.

Resolution in Memory of Afton Bradshaw

Commissioner Kendell said Representative Bradshaw had been a great friend of higher education. She served for 18 years in the House, 14 years on the Higher Education Appropriations Subcommittee, including eight years as its co-chair. Commissioner Kendell read a resolution in Representative Bradshaw’s memory.

Regent Holbrook moved adoption of the Resolution, seconded by Vice Chair Beesley. The motion carried. Commissioner Kendell said the resolution would be delivered to Representative Bradshaw’s husband, Howard.

Reports of Board Committees

Finance and Facilities Committee
Vice Chair Sara V. Sinclair, Acting Chair

University of Utah – 2006-2007 Budget for University Hospitals and Clinics (Tab H). Chair Sinclair said the committee had heard an excellent presentation from Senior Vice President Betz and Gordon Crabtree, Interim Executive Director of the University Hospitals and Clinics. Chair Sinclair moved approval of the UUHC budget. The motion was seconded by Regent Grant and adopted.

University of Utah – Approving Resolution, University of Utah Hospital Revenue Bonds, Series 2006A, and Variable Rate Hospital Expansion Bonds, Series 2006B (Tab I). Chair Sinclair explained the total bond value was $105 million, $90 million of which is new money. The remaining $15 million is capitalized interest, debt service and associated costs. She explained that $30 million would be at a variable interest rate and $60 million at a fixed rate. The money will be used for the West Pavilion and the expansion of the Eccles Critical Care Pavilion, as well as parking expansion. Upon motion by Chair Sinclair and second by Regent Jensen, the resolution was adopted with the following vote:

AYE: Bonnie Jean Beesley
      Rosanita Cespedes
      Katharine B. Garff
      David J. Grant
      Ali Hasnain
      Meghan Holbrook
      Michael R. Jensen
Chair Sinclair moved approval of the committee's Consent Calendar (UofU and USU Capital Facilities Delegation Reports). The motion was seconded by Regent Reid and adopted.

Preliminary Draft, 2007-2008 Budget Request Categories (Tab K). Chair Sinclair said the committee appreciated the way this report was organized. She suggested the summaries be separated into A ("above the line") and B categories. Commissioner Kendell said it might be helpful to use the term “above the line;” these items are basic needs.

Information Technology Strategic Plan (Tab L). Chair Sinclair said the committee discussed this agenda item at length and considered the new strategic plan beautifully done. She commended Dr. Steve Hess for his leadership. Regent Jordan asked about centralization of information technology functions at some of the smaller institutions. Dr. Hess said he had talked with the institutions to ascertain their needs. We will likely centralize database administration and system administration at the smaller institutions. All institutions need help with back-up for disaster recovery. Additional employees have been hired who will help the smaller schools (CEU, Dixie, Snow).

Southern Utah University – Follow-up Report on Property Purchase (Tab M). Chair Sinclair said the follow-up report was very positive. The University was able to save $100,000 in the purchase of this housing facility, which filled within a week. University officials said it may be possible to repay the purchase cost in three years rather than seven, as anticipated.

Salt Lake Community College – Sale of Metro Learning Center (Tab N). President Bioteau said an agreement had been reached, supported by the Regents' Executive Committee, for the sale of the Main Street Campus. The purchase price of $5.2 million enabled the College to alleviate the remaining debt on the property and to recover some of the upgrading costs incurred. The College has been allowed to continue classes in the facility through Fall Semester. Another location will be identified in the downtown area for classes, beginning in January 2007.

Federal Action on Permanency of Tax-exempt Status for 529 College Savings Plans (Tab O). Lynne Ward, Executive Director of the Utah Educational Savings Plan Trust, said Section 529 of the IRS Code allowed for tax-free withdrawals when used for higher education purposes. The original provision was set to expire on December 31, 2010. Education officials worked with Congress to lift the sunset date, a move supported by all five members of Utah's Congressional delegation. The provision was subsequently removed from the tax code on August 17. Now, any gains on those accounts will be tax-free when used for educational purposes.
Strategic Planning Committee
Vice Chair Meghan Holbrook, Acting Chair

Chair Holbrook remarked this was the first meeting of the new committee, which agreed to expand its name to Strategic Planning and Communications Committee. She thanked the Commissioner’s staff for their assistance.

Review and Reaffirmation of Strategic Directions and Commissioner’s Goals (Tab P). Chair Holbrook said six specific strategic directions were identified in 2005, and a roadmap was provided on how these directions would fit within the messaging agenda. The Commissioner recommended a three-part message of Preparation, Participation, and Completion. The committee reaffirmed those recommendations. Chair Holbrook moved approval of the Strategic Directions and the Commissioner's Goals. Regent Sinclair seconded the motion, which carried.

USHE Messaging and Logo (Tab Q). Chair Holbrook reported it was generally believed that a common logo would unify the message of the Utah System of Higher Education. The tagline of “Building a Stronger State of Minds” shows the three-part message and follows the focus that came out of the research that has been conducted. Enlarged samples of the logo, letterhead, and business cards were shown. Amanda Covington pointed out the letterhead displays the logos of all ten USHE institutions along the bottom. The PowerPoint format will have a black background, as will a banner along the top of each succeeding page. Chair Holbrook moved the adoption of the new logo and messaging. Regent Sinclair seconded the motion, which carried. Regent Sinclair remarked she liked the clarity of the strategic directions as well as the new logo. She commended the Commissioner and his staff for developing the new “branding” strategy.

Update on State Scholars Initiative (Utah Scholars) (Tab R). Assistant Commissioner Doty reported Utah had received a $300,000 federal grant in March, in partnership with the Governor’s Office and the State Board of Education, through the K-16 Alliance. This is a pilot program in four school districts. A kick-off event was held the previous week at the State Capitol. The program is being presented to business leaders and public school officials. The SSI encourages all students, beginning in the 8th grade, to take a more rigorous course of study throughout high school. A total of 22 states across the country are participating in this program. Dr. Doty expressed his appreciation for the support of the State Board of Education, school districts, and the Regents. Chair Holbrook thanked Dr. Doty for the conciseness of the report.

Vice Chair Beesley asked if students in other school districts who complete these requirements would be eligible for the program. Dr. Doty said yes, as long as they meet the curriculum requirements. Program officials hope to involve other school districts as the program progresses. Commissioner Kendell and his staff have met with the editorial boards of the three major Utah newspapers. Everyone has been extremely supportive of this initiative.

Proposed Revisions to “Measuring Utah Higher Education” Annual Report (Tab S). Assistant Commissioner Doty summarized the report attached to Tab S. The Commissioner’s staff has been examining the concept of revising the format of the annual report. They recommend reformatting it so that the report focuses on the three-part message and measures accomplishments in those areas. Sample proposed charts
were included in the agenda material. Dr. Doty invited suggestions or comments. This item will come before the Regents again in October, when they will be asked to approve the general direction so the report can be printed in time for the 2007 Legislative Session.

Vice Chair Beesley said it would be helpful to include comparison data with other states (national averages, highs and lows). Dr. Doty said benchmarks would be included. Chair Holbrook remarked the national trend is toward increased accountability. President Young commented there is often a disconnect between goals and outcomes. He recommended the goals be connected with the necessary resources for desired outcomes.

Legislative Update (Tab T). Chair Holbrook said a joint meeting would be held on September 21 between higher education, public education, and legislators. She encouraged all Regents to attend this important meeting at the SLCC Redwood Campus. The Commissioner’s Office is preparing for the 2007 Legislative Session. Staff will be drafting bills and gaining sponsors. Regents will be invited to meet with the institutional legislative liaisons, as desired.

Academic (Programs) Committee
Regent Michael R. Jensen, Chair

Chair Jensen thanked the previous Programs Committee for setting a high standard for the current committee to follow.

University of Utah – Bachelor of Arts Degree and Minor in Comparative Literary and Cultural Studies (Tab A). Chair Jensen said this was an exciting program. It fits in well with President Young’s inaugural remarks and the institution’s mission and goals. The program will allow students to integrate their study of multiple languages and literatures and stresses the points of contact and divergence between the students’ chosen areas without requiring them to complete double majors. It will also allow students to compete in an increasingly global society. **Chair Jensen moved approval of the University’s BA Degree and Minor in Comparative Literary and Cultural Studies. The motion was seconded by Regent Beesley and carried.**

Assumptions and Recommendations Regarding Future Development of the Utah College of Applied Technology and Support for the Community College Role at USHE Institutions. **Chair Jensen said the Programs Committee had added this item to its agenda and he moved its addition to the Board agenda as an action item. The motion was seconded by Vice Chair Beesley and carried.** Commissioner Kendell explained that included in the Assumptions and Recommendations was the assumption that revenue would continue to be limited into the future. The document outlined the role of the comprehensive community college as well as the role of UCAT. It addressed the potential for overlap between UCAT and community colleges, as well as the role and mission of the two types of institutions.

UCAT campuses are established in the same communities as existing community colleges. Two types of UCAT campuses exist. For instance, Davis Applied Technology College (DATC) and Ogden-Weber Applied Technology College (OWATC) have been growing and developing for many years and have well developed campuses. Other UCAT campuses rely on leased space and community college support. Before further
development is done, the Regents need to determine what kinds of partnerships can be created between a UCAT campus and its sister institution, and whether a merger of the two would be more effective. Administrative functions would be protected, regardless of the governance or location.

The Commissioner recommended the study continue which was just completed for CEU and SEATC, for Salt Lake Community College (SLCC) and Salt Lake-Tooele Applied Technology College (SLTATC), Dixie State College (DSC) and Dixie Applied Technology College (DXATC), and Southern Utah University (SUU) and the Southwest Applied Technology Center (SWATC). In addition, the Commissioner recommended the study explore a consolidation of DXATC and SWATC into a single applied technology college serving all of southern Utah, as well as merging that single ATC into Dixie State College.

If it is the will of the Regents and the Legislature that the present system continues, the Legislature should back that decision with funding. If that is not the will, the Regents need to consider other possibilities for the best use of limited resources. Direction must be set, in a thoughtful manner, for advancing the purpose of community colleges and UCAT.

Commissioner Kendell suggested that this item be included on the October agenda, with the parameters for the study outlined. Outside consultants would be used, along with USHE personnel. Commissioner Kendell anticipated much legislative interest in this process. An educational plan and a governance plan must be prepared that is the most efficient and practical.

Chair Jensen moved authorization of the proposed study as set forth in the Assumptions and Recommendations document. The motion was seconded by Regent Grant and adopted by the Board.

Proposed Amendments to Policy R604, New Century Scholarships (Tab C). Chair Jensen said the proposed changes would add the rigorous math and science curriculum track to the scholarship requirements, as enacted by the 2006 Legislature in HB 326. The committee agreed a more important issue was getting this message out to the public. This should begin with 8th grade math and science teachers, as well as institutional web sites. A marketing campaign will take this message to the residents of the state. Chair Jensen moved approval of the changes to Policy R604. Regent Snow seconded the motion, which was then adopted by the Board.

Consent Calendar, Programs Committee (Tab D). Chair Jensen said the committee had added Item C-3 of the Information Calendar to its Consent Calendar. That item was the discontinuance of SUU's automotive technology program, which required action rather than just information. Chair Jensen moved the addition of this item to the Consent Calendar. Regent Reid seconded the motion, which carried. Each item on the Consent Calendar was discussed briefly. On motion by Chair Jensen and second by Regent Sinclair, the following items were approved on the Programs Committee's Consent Calendar:

A. University of Utah – Asia Center
B. Utah State University – Plan C (coursework only), Department of Engineering and Technology Education
C. Southern Utah University – Discontinuance of Automotive Technology Program
D. Utah College of Applied Technology – Fast-Track Approval of an Automotive Certificate of Completion (at several campuses)

Information Calendar, Programs Committee (Tab E). Chair Jensen offered to respond to questions about any of the items.

New Century Scholarship – Math and Science Curriculum Delivery (Tab F). Chair Jensen explained this item was a companion item for Tab C. It was for information only; no action was required.

Information Calendar – Graduate Program Reviews (Tab G). Chair Jensen said program reviews are performed by the Board every five years for bachelor’s degree programs and every seven years for graduate programs. The committee did not have sufficient time to review these reports, so they will be placed on the next agenda for review.

College of Eastern Utah and Southeast Applied Technology College Collaboration Study (Tab ). Dr. Gary Carlston noted Dr. Jill Wakefield, President of South Seattle Community College, had traveled from Seattle to attend this meeting. He expressed the Board’s appreciation for her help. Dr. Carlston introduced Judy Mainord, CTE Program Director for the Carbon School District, Dr. Gary Wixom and Kimberly Henrie, both from the Commissioner’s staff, who served on the committee with him. He thanked them for their contributions and offered to respond to questions at the conclusion of his report.

The State Board of Regents authorized a study to look at ways to enhance collaborative efforts between CEU and SEATC, including the possibility of a merger of the two institutions. The committee was not charged to do a cost analysis. Dr. Carlston noted the study area was large in geographic location (approximately 17,000 square miles) and small in population. Certain essential functions are required by both institutions. The committee found strong cooperative relationships already exist between the two institutions. The presidents are collaborative; both want to see higher education delivered the best way to the region. CEU provides administrative support services for SEATC, but CEU employees are not paid for those services. No formal or written agreement exists as to the nature of those services. Collaboration and tone are set by the presidents of the institutions, but there is no formal structure nor process for ongoing collaboration between future administrations.

A partnership agreement was proposed by the institutions in August 2004 to formalize the arrangement and create articulation agreements. Both institutions are considered successful at what they do best. There is also much support in the community for the success of their missions.

Commissioner Kendell referred to the Supplement to Tab B, which contained his recommendation that a proposal for a merger of the two institutions be presented to the Regents at the October 26 meeting. The document also outlined the changes that would have to be implemented for such a merger to occur.

Two models were presented in Dr. Carlston’s report for a merger of the two institutions. Model I would add a vice president position and a dean responsible for career and technical education, business and
outreach. It would also protect the mission of CTE within the CEU organization. CTE funding would be appropriated as a line item to CEU's budget.

   Model II would create a Director of CTE, reporting to the Academic Vice President, as well as a Dean for CTE. Funding in this model would be appropriated as part of the overall community college budget.

   Commissioner Kendell asked President Wakefield if her community college used one of these models and performed the same functions. Dr. Wakefield said the opportunities and challenges for Utah are in many ways unique, but in some cases are similar to hers. At SSCC, one college has an entire organization that handles services to the extended community. That individual is called an Executive Vice President but is an equal on the Chancellor's cabinet. Washington’s system of vocational/technical institutions changed to a technical college system about ten years ago.

   Regent Grant asked if the committee had considered the legislation that would need to be changed. Commissioner Kendell said if a merger is approved, legislation would be required to change the UCAT structure. He would defer to the presidents of CEU and SEATC on the model and organizational structure that would work best in their area.

   SEATC President Miles Nelson expressed his appreciation for the committee’s work. They did an admirable job of understanding the challenges and efforts in southeast Utah. This area is unique in the nation. Prior to legislation creating UCAT, the SEATC was governed jointly by higher education and public education. Even then, there were collaborative efforts between the two institutions. He listed his concerns: Can we continue to be responsive to Southeast Utah in meeting their needs? Will we receive the resources necessary to do that?

   Regent Grant asked President Nelson if he supported the Commissioner's recommendation. President Nelson said he would prefer to see the details before responding to the question. A cost study will need to be made to ensure a streamlined operation.

   President Thomas thanked the committee for their excellent report. He said both he and President Nelson were very pragmatic individuals, which will allow them to make the Regents’ desired outcome work. ATC services are very important to the area, as are the services provided to the SEATC by CEU. It is important to have the resources available to provide those services. He said it will be necessary to form a structured way for the present relationship and collaboration to continue after both presidents have moved on. He asked for the opportunity for both institutions to continue to do what they already do well.

   Dr. Carlston thanked his committee members again. Many miles were traveled, and many people were contacted. It was helpful to learn how Snow College had merged with the former Central ATC in Richfield. President Benson said Snow College has a line item for CTE training in its budget that is protected carefully and reported to several legislative groups. Dr. Carlston pointed out that, in addition to the cost factors, there is a need for balance. The citizens of southeast Utah have asked the committee members to convey to the Regents their need to continue those vital services.
Commissioner Kendell stated the actual building of the institution will take several months. The two existing presidents are capable of implementing a workable governance structure. He said he would like to meet with the UCAT Board of Trustees and travel to the CEU/SEATC area.

Regent Jensen moved approval of the Commissioner’s recommendations in concept and defer action until October. Vice Chair Beesley seconded the motion. Regent Grant asked that the October report include a cost analysis. Regent Jensen asked that the option be left open to the collaborative partnership agreement between the two institutions. He asked that his request be included in his motion. Vote was taken, and the motion was adopted.

Chair Pitcher thanked Dr. Carlston and his committee for their report and for the excellent work that went into its preparation.
Report of the Chair

Chair Pitcher said his printed report was in the Regents’ folders. A similar report will be printed for every Board meeting. He thanked Amanda Covington for her assistance in preparing the report.

Report of the Commissioner

USTAR legislation allocated $4 million for outreach centers in five areas of the state. They will be aligned with the USHE institutions in those areas. USTAR is a very positive development for higher education and for the state.

Commissioner Kendell referred to his report of accomplishments at the USHE institutions and asked the Regents to note the outstanding achievements taking places on our campuses.

General Consent Calendar

On motion by Regent Grant and second by Regent Jensen, the following items were approved on the General Consent Calendar (Tab U):

A. Minutes
   i. Minutes of the Planning Retreat and Regular Meeting of the Board of Regents on July 27-28 at Southern Utah University (as corrected)
   ii. Minutes of the Executive Committee Meeting held August 29, 2006

B. Grant Proposals (on file in the Commissioner’s Office)

C. Grant Awards
   1. University of Utah – DOE National Energy Technology; “UT Clean Coal Center;” $1,749,779. Ronald J. Pugmire, Principal Investigator.
   2. University of Utah – DOE National Energy Technology; “UHOC;” $1,442,377. Philip J. Smith, Principal Investigator.


9. Utah State University – Duke University; “Epidemiology of Alzheimer’s Dementia in Cache County, Utah;” $1,331,276. Maria Norton, Principal Investigator; Christopher Corcoran, Ronald Munger, Joann Tschanz, Co-Principal Investigators.

Regent Atkin moved that the Regents move into executive session to discuss pending litigation and personnel issues. The motion was seconded by Regent Jensen.

After meeting in executive session, the Regents reconvened in Committee of the Whole at 2:30 p.m. to discuss capital development projects.

Institutional Capital Development Projects for 2007-2008

Commissioner Kendell referred to Replacement Tab V, which listed the institutions’ capital facilities priorities. The Commissioner’s recommendations for ranking the projects were as follows:

* CEU Dormitory Project (special project)
1 WSU Classroom Building/Chiller Plant
1 UU Nursing Building Renovations
2 USU Agriculture/Classroom Replacement Building (design only)
3 SLC Digital Design & Communications Center/Student Life Center
3 Snow Library/Classroom
4 UVSC Science/Health Sciences Building Addition
5 SUU Science Center Addition
6 DSC Centennial Commons
7 UU Campus Learning Center

The Commissioner invited institutional presidents to briefly discuss their respective projects.

Following institutional presentations, Commissioner Kendell referred to Replacement Tab V. He noted that every project ranked in the top five of the Regents’ priority lists for the past several years had been funded. Higher Education is hoping for $100 million to be appropriated for capital projects. The Commissioner
recommended as the top five priority projects the UU Nursing Building, WSU Classroom Building, USU Design
Only for Agricultural Classroom Replacement Building, SLCC Digital Design and Communications Center &
South City Campus Student Life Center, and Snow College Library.

Commissioner Kendell said he and his staff had a productive meeting with the State Building Board
and DFCM administration. CEU’s project does not fall within the Q&P criteria, but the need is compelling so
this project was given a high priority as a special project.

Non-State Funded Capital Development Projects

Commissioner Kendell referred to Tab W, which included a request for O&M funding for facilities
approved for academic and training purposes. The requests for 2007-2008 include:

University of Utah – Student Life Center (O&M to be paid with private donations/student fees)
Weber State University – Hurst Lifelong Learning Center ($216,700 O&M requested)
Salt Lake Community College – Facilities and Parking Building ($123,000 O&M requested)

Regent Jensen moved the Commissioner’s recommendations for FY2008 as outlined in
Replacement Tab V, and the Non-state Funded Projects in Tab W. Regent Snow seconded the motion,
which carried.

Adjournment

The meeting was adjourned at 4:20 p.m.

Joyce Cottrell CPS
Executive Secretary

Date Approved