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University of South Carolina
BOARD OF TRUSTEES

Buildings and Grounds Committee

September 13, 2013

The Buildings and Grounds Committee of the University of South Carolina Board of Trustees met on Friday, September 13, 2013, at 10:45 a.m. in in the 1600 Hampton Street Board Room.

Members present were: Mr. William W. Jones, Jr., Chairman; Mr. Mark W. Buyck, Jr.; Mr. Thomas C. Cofield; Mr. Toney J. Lister; Mr. Miles Loadholt; Ms. Leah B. Moody; Mr. Eugene P. Warr, Board Chairman; and Mr. John C. von Lehe, Jr., Board Vice Chairman. Mr. William C. Hubbard and Mr. Charles H. Williams joined the meeting by telephone.

Other Trustees present were: Mr. Chuck Allen; Mr. Robert E. "Eddie" Brown; Mr. A.C. "Bubba" Fennell III; Dr. C. Edward Floyd; Mr. Hubert F. Mobley; Dr. C. Dorn Smith III; Mr. Thad Westbrook; Mr. Mack I. Whittle; and Dr. Mitchell M. Zais. Mr. J. Egerton Burroughs joined the meeting by telephone.

Also present were faculty representative Dr. James H. Knapp and student representative Chase Mizzell.

Others present were: President Harris Pastides; Secretary Amy E. Stone; Vice President for Academic Affairs and Provost Michael D. Amiridis; Chief Financial Officer Edward L. Walton; General Counsel Walter "Terry" H. Parham; Vice President for Student Affairs and Vice Provost for Academic Support Dennis A. Pruitt; Vice President for Human Resources Chris Byrd; Interim Vice President for Communications Wes Hickman; Interim Vice President for Development and Alumni Relations Susan Lee; Palmetto College Chancellor Susan Elkins; Athletics Director Ray Tanner; Associate Vice President for Business and Finance Leslie Brunelli; Associate Vice President for Business Affairs, Finance and Planning Division, Helen T. Zeigler; Senior Vice Provost and Director of Strategic Planning Christine W. Curtis; Vice Provost and Dean of Undergraduate Studies Helen Doerpinghaus; Associate Vice President for Transportation and Logistical Relations Derrick Huggins; Director of Facilities Planning and Programming and University Architect Derek S. Gruner; Director of Facilities Planning and Construction, Division of Facilities, Jeff Lamberson; Director of Capital Budgets and Financing Charlie Fitzsimons; Director of State Relations Trey Walker; Director of Governmental and Community Relations and

Legislative Liaison Shirley D. Mills; Associate Director of Planning and Assessment Cameron Howell; Executive Associate Athletics Director Kevin O'Connell; Associate Athletics Director and Senior Women's Administrator Judy Van Horn; Chief Financial Officer, Athletics Department, Jeff Tallant; Senior Associate Athletics Director for Development and Gamecock Club Jeff Crane; Executive Dean, College of Arts and Sciences, Roger H. Sawyer; Dean of the School of Law Robert M. Wilcox; Vice Chancellor for Business and Finance, USC Aiken, Joe Sobieralski; Project Manager, Campus Planning and Construction, Lakita Hargrave; Special Assistant to the President J. Cantey Heath, Jr.; Joyce Ignacio with Rafael Vinoly Architects; David Lindsay Vice President with Cumming; Russell J. Hinds District Operations Manager with Gilbane Construction; Michael Brown with Gilbane Construction; University Technology Services Production Manager Matt Warthen; and Board staff members Debra Allen and Terri Saxon.

Chairman Jones called the meeting to order and welcomed everyone. Mr. Hickman introduced members of the media in attendance: Thad Moore and Amanda Coyne with *The Daily Gamecock*; Andy Shain with *The State Newspaper*; and Ron Aiken with *Gamecock Central*.

Chairman Jones stated that notice of the meeting had been posted and the press notified as required by the Freedom of Information Act; the agenda and supporting materials had been provided for the committee; and a quorum was present to conduct business.

Chairman Jones stated that there were contractual matters related to gift namings and a need to receive legal advice that were appropriate for discussion in Executive Session. Ms. Moody moved to enter Executive Session and Mr. Loadholt seconded the motion. The vote was taken and the motion carried.

The following persons were invited to remain: Trustees, Dr. Pastides, Secretary Stone, the Faculty Representative and Student Representative to the Board, Members of the President's Executive Council, Ms. Zeigler, and Mr. Gruner.

Return to Open Session

I. Planning Update: Five-Year Plan

A. Update of Selected Projects

1. Darla Moore School of Business (DMSB) – Chairman Jones called on Mr.

Walton, who reported that the project was both on time and on budget. Mr. Walton deferred to Mr. Lamberson to introduce the members of the DMSB project team. Mr. Lamberson commended the team for the positive progress of the project.

First to present was Lekita Hargrave, USC Project Manager. She reported the project remained below its \$106,500,000 budget. The project was 65 to 70 percent complete, with completion still on schedule for May 2014. She said that within the next couple of months she would be working closely with the DMSB staff and Dean on their move strategy, which she said would probably fall after May 2014 finals.

As to sustainability, Ms. Hargrave explained that efforts were underway to obtain LEED Platinum status. The Phase I – Design had been awarded 42 of the 80 points required. It was anticipated that Phase II – Construction would earn an additional 50 points, which would qualify for the LEED Platinum. The Phase II submission is scheduled for the first of the year.

David Lindsay, Vice President of Cumming, provided a construction update. The DMSB was currently 90 to 95 percent “dried-in” with the exception of Level I, which must remain open for construction access. The exterior metal panels are about 60 percent complete. The glass and glazing is basically complete, except for Level I, which also needs to remain open for construction access. The roof pavilions are almost complete. Interior work was progressing on schedule.

Mr. Russ Hinds, District Operations Manager for Gilbane, reported on the future construction including interior and exterior finishes. One of the final touches will be placement of international flags on the Greene Street side of the building. Mr. Hinds suggested the committee tour the DMSB after late January.

Ms. Joyce Ignacio, Rafael Vinoly Architects, discussed the architectural features of the DMSB: the grand staircase, the courtyard, the 500-seat auditorium, and 35 classrooms that provide 2,000 seats. She noted that the use of natural light throughout the building would help obtain LEED Platinum status.

President Pastides asked if the University or the State had a LEED Platinum certified project of this magnitude. Mr. Lamberson responded that the DMSB would be the University’s first, and that although the State had four, they were considerably smaller.

Mr. Gruner provided an update on the following projects.

2. Assembly Street Pedestrian Safety Project – Project completion is expected by December 1, 2013. Project progress included: the medians were being widened; the mast arm posts were installed; the “bump outs” at intersections were formed; the brick curb edge detail was installed; the lighting power lines were set to be removed in the center median and at Greene Street. Installation of an elevator at the Law School Building will address accessibility issues and will coincide with the completion of the new DMSB.

3. Petigru College – The building has been restored for academic use. The exterior windows were refurbished and the exterior painted to match other Gibbes Green buildings. The interior was completely renovated and updated to be respectful to the historic character of the building. The interior renovation is complete and classes are being held in eight classrooms (a total of 388 seats). The study rooms and offices are also complete. The brass entry door was restored and polished and new decorative pendant lighting was installed. The entrance plaza will be restored and upgraded in the coming months and Greene Street will be gated by July 2014.

4. Women’s Quad Renovation – The project includes the gutting of and asbestos abatement of McClintock Hall, Sims Hall, and Wade Hampton Hall. The project is expected to be completed by July 2014. The McClintock Hall demolition and the mechanical and electrical rough-ins are complete. Abatement and demolition are currently in progress on Sims Hall. The abatement, demolition, and second and third floor metal framing are complete on Wade Hampton Hall. Mechanical and electrical rough-ins are in progress. Two of the four planned additions have been started. The foundations and foundation walls are being built.

5. Horizon Ground/4th Floor Upfit – The project has been bid and is below budget. Construction will begin in October 2013.

6. Discovery Upfit 3rd – 5th Floors – The project is on schedule with completion anticipated in December 2013.

7. Health Sciences Building Renovation – This project is a comprehensive renovation for the entire 53,000-square-foot Health Science Building, constructed in 1961. The School of Journalism and Mass Communication will relocate to the renovated building. The project also includes the construction of a 3,000-square-foot addition to enclose the public lobby space. The \$18 million project is

on schedule to begin construction in January 2014, once the staff relocates to the Discovery Building in December.

8. Hamilton College Renovation – This project comprehensively renovates the Armory wing of the building parallel with Pendleton Street and adds a second level in the gymnasium providing an opportunity to consolidate the College of Social Work. The wing parallel with Pickens Street will be renovated and will continue to accommodate programs in the College of Arts and Sciences. This project is on schedule to begin construction in May of 2014.

9. Horseshoe Paths and New Live Oak – The Live Oak that was recently removed due to lightning and wind damage will be replaced this December with a new 10-inch diameter Live Oak. Repair and replacement of horseshoe brick pavers also is underway. The current challenge was balancing the historic pavers from various eras with pedestrian safety.

10. New Law Center – The project has had its first review by the University's Design Review Committee. The Horseshoe architecture inspired the design of the new building.

B. Action Items for November Meeting – Mr. Gruner reported that Phase II approval for the new Student Health Center and the Comprehensive Permanent Improvement Plan (CPIP) would be presented to the committee at its November 22 meeting. In addition, a Horseshoe dormitory project may also be ready for committee consideration in November.

Chairman Jones stated that this project update was received as information and called for any questions regarding the projects presented. Discussion ensued regarding the Assembly Street Pedestrian Safety Project and the current speed limit through the area; the placement of personalized bricks on the Horseshoe; and the planned exterior of the new Law Center.

II. Project Approvals

Chairman Jones called on Secretary Stone who read the following statement: "The University hereby declares its official intent, pursuant to Federal Regulations, to reimburse itself from the amount of proceeds of the tax-exempt bond issue." She stated that it would be inserted into the record where appropriate.

A. Phase II Approval: Athletic Village Tennis Complex Addition – This project is to construct men's and women's team meeting, film and locker room areas below the existing raised viewing concourse of the tennis facility. There also will be a training room and a visitor team meeting room with a restroom.

Currently, the tennis teams share locker room facilities in the Roost E Building. There are no meeting or film rooms. Private team meeting areas and restrooms are crucial during match play so that conversations are not overheard and competing players do not interact while accessing facility spaces during the allocated break periods. Other SEC teams already have or are constructing locker room and film facilities within their tennis venues. These facilities will assist in recruiting student athletes for USC programs.

Construction is scheduled to begin in June 2014 with projected completion in December 2014.

Chairman Jones called for a motion to fund Phase II design and construction for a total project budget of \$1 million funded with Athletic Operating Funds. Mr. Buyck so moved and Mr. Loadholt seconded the motion. The vote was taken and the motion carried.

The University hereby declares its official intent, pursuant to Federal Regulations, to reimburse itself from the amount of proceeds of the tax-exempt bond issue.

B. Other Approvals

1. Greenhouse Construction – The establishment of this project will construct a new 1450-square-foot greenhouse building to replace the existing 2634-square-foot greenhouse that was constructed in 1965 and is now in a state of advanced deterioration. The existing greenhouse is being displaced by the construction of a broadcast studio adjacent to the new home of the College of Journalism and Mass Communication. The new greenhouse will be located near Preston Green, behind the President's House grounds and north of the access lane that fronts Preston College. The new greenhouse will accommodate academic and campus horticultural functions conducted in the existing greenhouse. The College of Arts and Sciences maintains plant life-cycle experiments that serve level 300 Biology classes. The new greenhouse also will support the year-round cultivation of plant species destined for the President's House and the Horseshoe grounds.

Despite the reduced size as compared to the existing greenhouse, better efficiency will be achieved by designating zones for various types of vegetation habitat. There will be an area for full sun exposure, in-ground planting for larger species, shaded areas for indoor plants, a water feature for humidification, and an exterior area for preparation and potting.

The greenhouse design has been carefully detailed to recognize the historic character of the site and the surrounding buildings. It has been reviewed and approved by the University's Design Review Committee.

Construction for this project will begin in early 2014, with completion expected by the Fall of 2014.

Chairman Jones called for a motion to recommend for approval by the full board approval to establish and fully fund this project with a budget of \$350,000 to be funded with Institutional Funds.

Ms. Moody so moved and Mr. Loadholt seconded the motion. The vote was taken and the motion carried.

The University hereby declares its official intent, pursuant to Federal Regulations, to reimburse itself from the amount of proceeds of the tax-exempt bond issue.

2. FY 2013-14 State-Funded Deferred Maintenance Projects – The State of South Carolina appropriated funding for fiscal year 2013-2014 for repair and maintenance for each campus of the University of South Carolina. South Carolina Education Lottery Funds for academic facilities and maintenance and repair must be matched on a 1:1 basis by the institution.

USC Columbia 2013-14 Maintenance Needs – This project will address maintenance needs at 1600 Hampton Street Annex. Work will include replacement of the HVAC system, upgrades to the fire alarm and sprinkler systems, replacement of plumbing fixtures, elevator upgrades, repairs to the building envelope, and correction of exterior drainage around the perimeter of the building.

Health Sciences Renovation – The Health Sciences Renovation project was approved in October 2011 with a budget of \$18 million to be funded with State Institution Bonds. While the project is intended to renovate the facility to house the School of Journalism and Mass Communications, it also will address long standing maintenance issues including repairs and replacements to the building systems (mechanical, electrical, and plumbing), refurbishment of interior finishes, toilet room fixture replacement and accessibility upgrades, elevator replacement, roof replacement, exterior wall repairs and exterior window restoration. The funding for this project is to be revised to include South Carolina Education Lottery Funds.

USC School of Medicine 2013-14 Maintenance Needs – This project will address work in multiple buildings on the Veterans Administration (VA) Campus. The mechanical system that supports the animal facilities in the basement of Building #4 will be upgraded. In Building #28, four mechanical units with steam heating coils will be replaced in preparation for the phase out of steam supply by the VA. Air handler unit controls will be replaced and the exhaust system modified in Building #1 to control humidity and to better control air flow when the building is unoccupied. The project also will include renovations to

the bathrooms at 15 Medical Park to upgrade worn and dated finishes, improve ADA access, and install water efficient fixtures.

USC Aiken 2013-14 Maintenance Needs – This project will address work in multiple buildings on the USC Aiken Campus. The mechanical system in the Penland Building will be upgraded. Work will include replacement of a 20-year-old, 225-ton chiller, a 125-gallon water heater, four chilled water valves, and upgrades to the energy management system. In the Gregg-Graniteville Library, an 85-gallon water heater will be replaced. In lieu of using large boilers to produce hot water, instant water heaters will be installed in four laboratories on the Science Building for energy efficiency.

USC Upstate 2013-14 Maintenance Needs – This project addresses various maintenance needs on the USC Upstate campus. Exhaust fans will be replaced in the laboratories in the Smith Science Building and the emergency generator will be replaced at the Humanities and Performing Arts Center. Exterior pole lighting in parking lots and along sidewalks will be converted from incandescent bulbs and ballasts to more energy efficient bulbs that do not require ballasts. Variable speed drives will be installed in existing air handler units in the Campus Life Center, the Media Building, the Hodge Center, and the Library Building. Selected streets and parking lots will be repaired and resurfaced to correct deteriorated pavement, and a gravel road will be sealed to prevent erosion. Piping will be installed in the drainage swale north of the intersection of North Campus Boulevard and Hodge Drive to fill the ditch that has developed, to prevent further erosion, and to prevent eroded soil from filling the detention pond.

USC Aiken Ruth Patrick Science Center Roof & HVAC Repair – In addition to the South Carolina Lottery Funds that require a 1:1 match, additional Lottery Funds were appropriated for the USC Aiken Science Building that require no matching funds. This project will include the roof repairs and replacement of four 22-year-old HVAC units. A leaking hot water boiler will be replaced, including all related mechanical and electrical upgrades. If funding allows, interior upgrades to the facility also will be included. These upgrades would include painting and replacement of carpet, tile, lighting, and ceiling tiles.

USC Lancaster Gregory Health and Wellness Center Deferred Maintenance – USC Lancaster was appropriated \$400,000 in non-recurring funds for deferred maintenance. These funds will be used to address maintenance issues on the Gregory Health and Wellness Center. The project encompasses mechanical, electrical, safety, and accessibility concerns. The main air handler and control system will be replaced. In the pool area, the cracked and chipped deck will be replaced and the exterior windows will be

replaced. Lighting in both the pool area and the gymnasium will be upgraded to meet current standards for lighting and efficiency. An accessible shower/restroom will be created.

Chairman Jones called for a motion to recommend full board approval of the following deferred maintenance projects with the budgets and funding sources listed:

<u>USC Columbia 2013-14 Maintenance Needs</u> (\$372,000 SC Education Lottery Funds; \$378,000 ICPF)	\$750,000
<u>Health Sciences Renovation</u> (\$3,567,287 SC Education Lottery Funds; \$14,432,713 State Institution Bonds)	\$18,000,000
<u>USC School of Medicine 2013-14 Maintenance Needs</u> (\$588,629 SC Education Lottery Funds; \$611,371 School of Medicine ICPF)	\$1,200,000
<u>USC Aiken 2013-14 Maintenance Needs</u> (\$270,221 SC Education Lottery Funds, \$279,779 USCA ICPF)	\$550,000
<u>USC Upstate 2013-14 Maintenance Needs</u> (\$355,543 SC Education Lottery Funds; \$269,457 USC Upstate ICPF; \$90,000 Parking Revenue)	\$715,000
<u>USC Aiken Ruth Patrick Science Center Roof & HVAC Repair</u> (SC Education Lottery Funds)	\$575,000
<u>USC Lancaster Gregory Health and Wellness Center Deferred Maintenance</u> (Non-Recurring State Funds)	\$400,000

Mr. Cofield so moved. Mr. Loadholt seconded the motion. The vote was taken and the motion passed. Chairman Jones stated that approval is contingent upon availability and release of State funds.

Mr. Gruner presented the following system campus FY 2013-2014 Deferred Maintenance Projects as information only.

<u>USC Beaufort 2013-14 Maintenance Needs</u> \$61,899 SC Education Lottery Funds; \$68,101 USCB Renovation Reserve Funds	\$180,000
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This project will address maintenance needs in multiple buildings at USC Beaufort. Work on the historic Beaufort Campus will include painting the exterior of the Grayson House. On the Hilton Head Gateway campus, the HVAC and sprinkler systems serving the information technology equipment rooms will be modified. The existing wet sprinkler system will be augmented with a system that will protect the equipment and supplemental cooling will be added to prevent overheating. In the Hargray Building the corridor and stairwell lighting fixtures will be replaced. Lighting fixtures in the corridor are to be replaced

due to deteriorated wiring and pins holding the lamps. The fixtures in the stairwells will be replaced with low maintenance fixtures that do not require erection of scaffolding for lamp replacement.

<u>USC Lancaster 2013-14 Maintenance Needs</u>	\$185,000
\$66,878 SC Education Lottery Funds;	
\$75,000 USCL ICPF;	
\$43,122 USCL Renovation Reserve Funds	

This project will address upgrades in the original section (40 years old) of the Medford Library Building. The second floor restrooms will be renovated to upgrade worn and dated finishes, improve ADA access, and install water efficient fixtures. Electrical fixtures will be upgraded to meet current illumination and energy standards. The elevator also will be upgraded since repair parts are no longer available for the controls and hydraulic system. As funding allows, lighting will be upgraded in remaining rooms on the second floor.

<u>USC Salkehatchie 2013-14 Maintenance Needs</u>	\$120,000
(\$56,797 SC Education Lottery Funds;	
\$63,203 USC Salkehatchie ICPF)	

This project addresses work in multiple buildings on both the Allendale and Walterboro campuses. On the Allendale campus, the 20-year-old mechanical system in the Conference Center will be replaced and the walls and floors will be painted. In the Central Classroom Building, carpet will be replaced in one room and toilet partitions will be replaced in the four public restrooms. On the Walterboro campus, toilet partitions in the four public restrooms of the Main Building will be replaced.

<u>USC Sumter 2013-14 Maintenance Needs</u>	\$215,000
\$106,232 SC Education Lottery Funds;	
\$90,000 USC Sumter ICPF;	
\$18,768 USC Sumter Renovation Reserve Funds	

This project will replace the windows in the Arts and Letters Building and existing campus identification and directional signs. It also will include exterior painting of the Arts and Letters Building, the Science Building, the Business Administration Building, and the Student Union Building.

<u>USC Union 2013-14 Maintenance Needs</u>	\$75,000
\$26,047 SC Education Lottery Funds;	
\$48,953 Institutional Funds	

This project will replace the boiler in the Main Building. The existing system is 22 years old and in poor condition.

I. Development of a Campus Public Art Policy

Mr. Gruner informed the committee that staff, at the President's request, was in the process of developing a Campus Public Art Policy for consideration by the committee and the full Board. Mr.

Gruner explained the current thought for an approval process and said that staff was working with the University's Master Planner Sasaki to draft the policy. He noted that staff was reviewing effective policies from other universities.

II. Regulatory Actions Update

Ms. Zeigler reported that the following fifteen projects had received State Budget and Control Board (BCB) approval during 2013:

January 29

Sumwalt College Laboratory Renovations (Phase I)	\$28,500
College of Mass Communication Broadcast Studio Construction (Phase I)	\$22,500
Williams Street Property Acquisition	\$575,000
Coker Seventh Floor Laboratory Renovation	\$1,150,000
USC Lease-Out to U. S. Department of Justice (10-year)	\$8,024,512.41

May 8

Outdoor Practice Fields Construction (Phase II)	\$3,000,000
Athletic Village Tennis Complex Addition (Phase I)	\$15,000
Housing Revenue Bond (Women's Quadrangle Renovations)	\$34,000,000
Research University Infrastructure Bonds (Horizon G & 4 Upfit)	\$13,350,000

June 18

Hamilton College Renovation (Phase II)	\$15,000,000
Sumwalt Laboratory Renovations (Phase II)	\$1,934,000
Broadcast Studio Construction (Phase II)	\$1,500,000
Carolina Stadium Repairs (Emergency Procurement)	\$4,965,000
Indoor Practice Facility (Phase II)	\$14,550,000
Athletic Revenue Bonds (Indoor Practice Facility)	\$14,000,000

The following seven projects slated for the following B&CB Agendas:

October 31

New School of Law Building (Phase II)	\$80,000,000
Williams-Brice Stadium Plaza Site Work (Phase I)	\$210,000
Athletics Facilities Upgrades (Phase I)	\$262,500
Athletic Village Track and Field Upgrades	
Soccer Building Construction	
Field House Conversion	
State Institution Bonds (Law School)	

December 10

Athletic Village Tennis Complex Addition (Phase II)	\$1,000,000
State Institution Bonds (Health Sciences Renovation)	
State Institution Bonds (Upstate Administration Building Repairs and Renovations)	

Ms. Zeigler reported that at its August 2013 meeting, the Joint Board Review Committee (JBRC) enacted a new policy that will affect how the University does business. According to the new policy, the

allowed duration of time between Phase I approval and Phase II is now two years. Should the University not be ready to proceed with Phase II within the time limit, it would have to apply for an extension, which would be titled a Phase IA approval. Due to this new requirement, the University is preparing to request project extensions at the October JBRC meeting.

Ms. Zeigler noted that in addition to the projects already mentioned for consideration at the December BCB meeting, a contract for public-private student housing, if approved by the Buildings and Grounds Committee at its November meeting, would be included.

IV. Rex Enright Plaque Relocation

Chairman Jones called on Mr. Tanner who explained that the Roundhouse building had been torn down to allow for development of the Athletic Village. The request was to relocate the Rex Enright Plaque to the lobby of the Rice Building.

Chairman Jones called for a motion to recommend for approval by the full Board the relocation of the Rex Enright Plaque, along with additional information about the Roundhouse, to the lobby of the Rice Athletics Center. Mr. Buyck so moved and Ms. Moody seconded the motion. The vote was taken and the motion passed.

V. Gift Naming Opportunities

Chairman Jones called on Secretary Stone, who explained that the following gift naming opportunities were presented in Executive Session without objection:

A. USC Aiken

1. The Pickens-Salley House Circle in Memory of Julian B. Salley, Jr.
by Mr. and Mrs. William H. Tucker
2. Eulalie's Garden
3. The Ray Jewell Golf Conference Room

B. Athletics

1. The Connors Family Gate
2. The Kathryn and Louis Sossamon Tutor Room
3. The Founders Federal Credit Union Plaza

C. Libraries

- The Schuyler and Yvonne Moore Alcove

D. Darla Moore School of Business

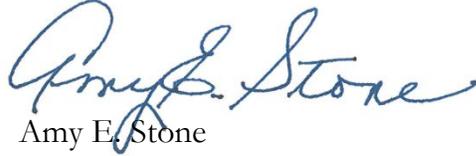
1. Dr. James G. Hilton Graduate Lounge Terrace
2. The Mary Ruth and Owen G. "Bob" Shell Faculty Office Fund – Amendment
3. The Charles S. Way, Jr. Palmetto Court Fund – Amendment

Chairman Jones called for a motion to approve the gift naming opportunities as presented. Ms. Moody so moved and Mr. Loadholt seconded the motion. The vote was taken and the motion carried.

VI. Other Matters

There being no other business to come before the committee, Chairman Jones declared the meeting adjourned at 1:20 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Amy E. Stone". The signature is written in a cursive style with a large initial "A".

Amy E. Stone

Secretary