



801 East Benjamin Avenue, P.O. Box 469  
Norfolk, Nebraska 68702-0469

## **BOARD OF GOVERNORS MEETING**

Wednesday, August 11, 2021

### **ORDER OF BUSINESS:**

8:30-10:30 a.m.	Governance Committee Meeting, LLC, Suites F & G
10:30-10:45 a.m.	Break
10:45 a.m.-12:00 p.m.	Finance Committee Meeting, LLC, Suites F & G
12:00-1:15p.m.	Lunch, LLC, Suite C/D w/special guest, Paul Turman and Dr. Marysz Rames
1:15-1:45 p.m.	External Relations Committee Meeting, LLC, Suites F & G
1:45-2:30 p.m.	Student Success Committee Meeting, LLC, Suites F & G
2:30-2:45 p.m.	Facilities Committee Meeting, LLC, Suites F & G
2:45-3:00 p.m.	Break
3:00 p.m.	Regular Meeting, LLC, Suites F & G

The Board of Governors hereby reserves the right to go into executive/closed session pursuant to  
Neb. Rev. Stat. §84-1410 of the Nebraska Open Meetings Act.

### *PLEDGE of ALLEGIANCE*

### **AGENDA** (Regular Meeting)

### **ACTION**

#### **A. ROLL CALL**

Chairperson

#### **Mission**

Northeast Community College is dedicated to the success of students and the region it serves.

B. CALL REGULAR MEETING TO ORDER

Chairperson

- C. ADOPT AGENDA for August 11, 2021 Regular Meeting. Official Notice of the Regular Meeting is posted on the Northeast Community College website and was published in the *Norfolk Daily News* on Thursday, August 5, 2021.

**MOTION**

D. PUBLIC COMMENT

Info

Pursuant to Nebraska Statute Section 84-1412, the public is advised that a copy of today's agenda and all reproducible written material which will be discussed at today's meeting is located on the table at the back of the room and may also be accessed on the Northeast Community College website. Also available on that same table is a current copy of the Nebraska Open Meetings Act which is accessible to members of the public. Any member of the public wishing to address the Board of Governors may sign in and comment to the Board at this time.

- E. APPROVE MINUTES of the June 10, 2021 meetings as follows:

**MOTION**

1. Regular Meeting– (attached pgs. 4-9)
2. Student Success Committee Meeting – (attached pgs. 10-11)
3. External Relations Committee Meeting – (attached pgs. 12-13)
4. Governance Committee Meeting – (attached pgs. 14)

- F. REPORTS – Dr. Leah Barrett

Info

1. President

- G. NEBRASKA COMMUNITY COLLEGE ASSOCIATION (NCCA) REPORT

Info

- Nicole Sedlacek, NCCA Board of Directors representative

- H. FINANCE COMMITTEE

- Gene Willers, Chairperson

1. Acknowledge and accept the Monthly Financial Report for July 31, 2021 and claims paid in July 2021

**MOTION**

2. Authorize the use of cash on hand to continue the operations of the College pending final approval of the 2021-2022 budgets in September 2021 -

**MOTION**

3. Accept the Full Time Equivalency/Reimbursable Educational Units (FTE/REU) Enrollment Audit Report for FY 2020-2021

**MOTION**

4. Approve an additional one (1) percent increase in the total 2021-2022 general fund budget limit authority

**MOTION**

**Mission**

Northeast is dedicated to the success of students and the region it serves.

I. EXTERNAL RELATIONS COMMITTEE

- Del Ames, Chairperson

1. Approve recipients for the following awards:

**MOTION**

- Alumni Hall of Success
- Distinguished Service
- Nebraska Community College Association Distinguished Alumni

J. OTHER

Info

K. ADJOURNMENT

**MOTION**

**Please Note:** *It is the intention of the Board of Governors to take up the items on the agenda in sequential order. However, the Board reserves the right to take up matters in a different order to accommodate the schedules of members or presenters or for other reasons.*

**ANNOUNCEMENTS:**

**2021**

September 14 – Regular Board meeting – Lifelong Learning Center

October 26 – Regular Board Meeting – Lifelong Learning Center

November 16 – Regular Board Meeting– Lifelong Learning Center

December 9 – Regular Board Meeting – Lifelong Learning Center

**Mission**

Northeast is dedicated to the success of students and the region it serves.



## NORTHEAST COMMUNITY COLLEGE AREA

### MINUTES of REGULAR MEETING

Thursday, June 10, 2021

Prior to convening the meeting, Chairperson Steve Anderson led the assembly in pledging their allegiance to the flag of the United States of America.

12820

Roll call was taken with a quorum present.

#### AREA BOARD

Steve Anderson, Chairperson .....	Present
Arlan Kuehn, Vice-Chairperson .....	Absent-Excused
Julie Robinson, Secretary .....	Absent-Excused
Del Ames .....	Present
Donovan Ellis .....	Present
Dr. Terry Nelson .....	Present
Dirk Petersen .....	Present
Jeffrey Scherer .....	Present
Nicole Sedlacek .....	Present
Carol Sibbel .....	Present
Gene Willers .....	Present

#### OTHERS PRESENT

Dr. Leah A. Barrett, President  
Paul Feilmeier, Vice President, Technology Services  
Scott Gray, Vice President, Administrative Services  
Amanda Nipp, Vice President, Student Services  
Dr. Tracy Kruse, Vice President, Development and External Affairs  
Dr. Michele Gill, Vice President, Educational Services  
Dr. Karen Severson, Interim Associate Vice President, Human Resources  
Jim Curry, Director of Public Relations  
Diane Reikofski, Executive Assistant to the President  
Lauren Wagner, *Norfolk Daily News*  
Cody Ronnenfelt, WJAG

12821

Notice of the Regular Meeting is published on the Northeast Community College website and was published in the *Norfolk Daily News* on Friday, June 4, 2021. Chairperson Steve Anderson convened the Regular Meeting at 3:14 p.m. in Room 1108B of the College Welcome Center.

12822

Del Ames MOVED to adopt the Agenda of the June 10, 2021 Regular Meeting. Carol Sibbel SECONDED the motion.

**Voting Yes:** Ames, Anderson, Ellis, Nelson, Petersen, Scherer, Sedlacek, Sibbel and Willers

**Voting No:** None

**Absent:** Kuehn and Robinson

**MOTION CARRIED**

12823

Chairperson Anderson noted that a copy of the Open Meetings Law is posted on the table at the back of the room. No constituents were in attendance to address the board with a public comment.

12824

Donovan Ellis MOVED, and Gene Willers SECONDED the motion to approve Minutes of the May 13, 2021 meetings as follows:

1. Regular Meeting
2. Student Success Committee Meeting
3. External Relations Committee Meeting
4. Facilities Committee Meeting
5. Governance Committee Meeting
6. Finance Committee Meeting

**Voting Yes:** Anderson, Ellis, Nelson, Petersen, Scherer, Sedlacek, Sibbel, Willers, and Ames

**Voting No:** None

**Absent:** Kuehn and Robinson

**MOTION CARRIED**

12825

President Barrett provided the following report:

- Northeast Community College marked its 48th annual commencement with six ceremonies May 21-22. Approximately 905 graduates, including those earning more than one degree, and

259 who completed their studies this past summer and fall, were listed in commencement programs.

- Thirty-six associate degree nursing and 41 practical nursing students were recognized during a special ceremony with the presentation of their nursing pins and their diplomas. In a normal year, the ceremonies are held separately, but in 2021 the tradition of nursing students receiving their pins from family members or a close friend who have helped them along their journey returned.
- Northeast Community College is offering free tuition to students who enroll in summer credit classes. Free tuition is designed to remove financial barriers for students who have been negatively affected by the pandemic. It is also an opportunity to help them stay on track or assist new students beginning their education. This includes high school students who want to get ahead, current students or students from other colleges who want to transfer credits.
- Northeast Community College is collaborating with Franciscan Healthcare to offer opportunities for students that will help address workforce demands at its facilities in West Point. The new Educational Assistance Program includes paying for students to complete their coursework through the College in Practical Nursing/Associate Degree in Nursing or the Health Information Management System (HIMS). As part of the program, qualified students who are selected will have their tuition paid in full and are guaranteed employment at Franciscan Healthcare after completion of their programs.
- Northeast Community College is one of 25 colleges that has been selected to participate in a program that is designed to better align student goals for career and continuing education opportunities. Following a competitive application and interview process, the Teacher's College at Columbia University selected teams representing 25 colleges in 19 states, including Northeast, to participate in its Summer 2021 Institute, Guided Pathways at Rural Colleges: Using Data to Launch Large-Scale Reform. The institute will be hosted by the Community College Research Center (CCRC).
- Present and past Northeast Community College employees came together for an end of year celebration and to mark the farewell of several members who have or are about to retire. Retirees were recognized and also presented "retirement good wishes boxes" containing cards and notes of congratulations from their co-workers. Their work equals a combined total of 624 years of service to Northeast Community College.
- Two longtime employees who are retiring this summer have been conferred with emeritus status. Karen Severson, who currently serves as interim associate vice president of human resources, was conferred with the emeritus award as Vice President of Student Affairs, a position she held for most of her 28-years at the College. Debb Strate, Executive Assistant in the Ag, Math and Science Division, has also been awarded with emeritus status for her meritorious work at the College. Debb began her employment at Norfolk Junior College in 1968. Karen's and Debb's names will soon be included on the Emeriti Wall Plaque in the Maclay Building to recognize this honor.
- A representative on behalf of the Gene Hass Foundation presented a \$10,000 check to Northeast Community College recently to assist students in the College's Machining and Manufacturing Automation program. The funds will be used to provide scholarships to students enrolled in the program.
- Approximately 60 high school students from across the region had the opportunity to get exposure to various careers in the healthcare industry recently. Northeast held its annual Health and Wellness Summer Expos on the Norfolk and South Sioux City campuses.

- Northeast's main New Student Registration (NSR) days took place May 26 through June 9. It is during this time that the bulk of new students planning to start at Northeast during the Fall 2021 semester register for classes, meet with advisors, financial aid, and residence life, among others on campus. Over the nine days of NSR, 802 students register for fall classes, which set a new record for the event. There will be a New Student Registration event at the Extended Campus in South Sioux City on June 15, followed by some virtual and smaller-scale face-to-face New Student Registration events throughout the summer.
- Ashley Pena, Norfolk, was named the TRIO program's Student of the Month in April. Pena, who graduated with an Associate of Arts degree with a concentration in Elementary Education from Northeast in May, plans to transfer to the University of Nebraska at Kearney where she will pursue a Bachelor's degree in Elementary Education with an emphasis in English as a Second Language.
- Four special visitors to Northeast Community College recently allowed students to let their cares slip away for a short period of time. The golden retrievers are trained comfort dogs and exhibit a gift of love and gentleness with whomever they encounter. They spent time with the students in the College's Union 73 on the Norfolk campus.
- The Northeast women's soccer season officially ended this past weekend after finishing 1-1 at the National Junior College Athletic Association (NJCAA) Division National Tournament in Evans, Georgia. #9 Northeast fell to #4 Heartland Community College (Ill.), 2-0 and defeated #5 Howard Community College (Md.) 2-1. Heartland also defeated Howard to move on to advance out of pool play. The Hawks finish the season at 13-4-1 overall and 10-3-1 in the Iowa Community College Athletic Association's Division (ICCAC).
- Northeast's Ty Heimes finished in a tie for 37<sup>th</sup> place out of 123 golfers at the NJCAA Division 2 National Tournament at the Swan Lake Golf Resort in Plymouth, Ind. He shot a 2-under par 70 to sit in eighth place after Round One. He followed with an 83 on day two, while carding a 76 on the third day of the tourney. Heimes ended with a four-day total of 306 after carding a 77.
- Naomi Pedroza, Hastings, was named the ICCAC Division 2 Women's Soccer Player of the Year; Chad Miller was named the ICCAC DII Women's Soccer Coach of the Year; Ty Heimes, Battle Creek, was named to the ICCAC's All-Region Second Team; and Colin Lynam, Springfield, named to the NJCAA's All-American Third Team.
- Ninety-three Northeast student-athletes were named to the ICCAC's 2021 Spring Academic All-Region Teams. To be named to All-Region Academic First Team, the student-athlete must have earned a 3.5 and above grade point average (GPA). To be named to the All-Region Academic Second Team, the student-athlete must have earned a 3.0-3.49 GPA.

12826

Steve Anderson, NCCA Board of Directors representative, reported that Greg Adams, NCCA Executive Director, will be retiring, effective December 31, 2021. NCCA hopes to conduct interviews in July, having the new person in place by November 1<sup>st</sup> to provide training with Mr. Adams through the end of the year.

The next quarterly Board of Directors meeting will be held in August at which time the NCCA budget will officially be approved. The NCCA Annual meeting will be held October 3-4, 2021 in Scottsbluff.

Steve Anderson will participate in the Association of Community College Trustees (ACCT) Board of Directors Retreat in July. At that time, four candidates will be interviewed to replace J. Noah Brown. Mr. Brown has represented ACCT for 20+ years. Plans are to bring the new person on board by October.

12827

Gene Willers MOVED, and Nicole Sedlacek SECONDED the motion to acknowledge and accept the Monthly Financial Report for May 31, 2021 and claims paid in May 2021 as follows:

General Funds .....	\$ 1,375,872.86
Auxiliary Funds.....	\$ 307,151.91
Grants and Contracts .....	\$ 70,773.65
Scholarships and Financial Aid.....	\$ 1,150.00
Student Loans.....	\$ 0.00
Student Clubs .....	\$ 7,624.98
Other Agencies.....	\$ 7,224.12
Capital Improvement.....	\$ 1,845.00
Restricted Plant .....	\$ 1,753,378.26
Debt Service .....	\$ 0.00
Payroll Fund .....	\$ <u>2,849,574.50</u>
TOTAL CLAIMS PAID .....	\$ 6,374,595.28

**Voting Yes:** Ellis, Nelson, Petersen, Scherer, Sedlacek, Sibbel, Willers, Ames, and Anderson

**Voting No:** None

**Absent:** Kuehn and Robinson

**MOTION CARRIED**

12828

Donovan Ellis MOVED to approve the continuation of the Agriculture programs at Northeast Community College for submission to the Nebraska Coordinating Commission for Postsecondary Education. Dirk Petersen SECONDED the motion.

**Voting Yes:** Nelson, Petersen, Scherer, Sedlacek, Sibbel, Willers, Ames, Anderson, and Ellis

**Voting No:** None

**Absent:** Kuehn and Robinson

**MOTION CARRIED**

12829

In other business, Dr. Tracy Kruse reported that her staff is in the beginning stages of planning for the open house/grand opening of the new Vet Tech facility. The event will be held from 5:00-7:00 p.m. on September 23, 2021.



Chairperson Anderson recognized board member birthdays for the month of June.

On behalf of the Board of Governors, Chairperson Anderson extended his appreciation to Dr. Karen Severson for her years of service to Northeast Community College and wished her well on her retirement.

12830

At 3:32 p.m., with no further business to discuss, it was UNANIMOUSLY PASSED BY VOICE VOTE to ADJOURN the meeting.

*Minutes prepared by Diane Reikofski, Recording Secretary.*

---

Steve Anderson, Chairperson  
Northeast Board of Governors

---

Del Ames, Member  
Northeast Board of Governors

**NORTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**STUDENT SUCCESS COMMITTEE**

Thursday, June 10, 2021

**STUDENT SUCCESS COMMITTEE**

Donovan Ellis, Chairperson	PRESENT
Arlan Kuehn	ABSENT
Terry Nelson	PRESENT @ 10:25 a.m.
Nicole Sedlacek	PRESENT
Steve Anderson, ex-officio	PRESENT

**OTHER BOARD MEMBERS**

Del Ames	PRESENT
Dirk Petersen	PRESENT
Julie Robinson	ABSENT
Jeff Scherer	PRESENT
Carol Sibbel	PRESENT
Gene Willers	PRESENT

**STAFF**

Dr. Leah Barrett	Chance Lambrecht
Scott Gray	Robert Noonan
Paul Feilmeier	Bernie Thyen
Amanda Nipp	Sara Sellin
Dr. Michele Gill	Robb Thomas
Dr. Tracy Kruse	Mike Zierke
Jim Curry	
Diane Reikofski	
Corinne Morris	
Tara Smydra	
Michael Lechner	
Brandon Keller	

**MINUTES**

1. The Student Success Committee was convened at 10:08 a.m. by Donovan Ellis, Chairperson of the Student Success Committee, in Room 1108B in the College Welcome Center.
2. Recommended approval of the Minutes of the May 13, 2021 meeting as distributed.
3. The program review of the Agriculture programs at Northeast Community College was provided by Corinne Morris and Tara Smydra, Dean and Associate Dean of Agriculture, Math presented the program review for the Agriculture programs with support for the programs being provided by the respective instructor. Dr. Michele Gill reported that collectively, the Agriculture programs at Northeast Community College exceed the threshold established by the Nebraska Coordinating Commission for Postsecondary Education (CCPE) for Student Credit Hour (SCH) of 275 hours and a minimum of ten (10) degrees awarded in a five year time period. Individually, the Precision Agriculture program falls slightly below the CCPE threshold for number of degrees awarded in a five-year period. This program has only been in existence for four years and had good enrollment so there are no concerns with meeting the threshold in the future.

There are fewer acres to raise food to feed the nation so farmers must be more efficient with the acres that are available. Ag faculty continually collaborate to constantly improve the students' education and provide them with a broad base of knowledge. A large number of agriculture students come from family farms or ranch operations and are seeking to return to their operation upon graduation. A significant number of students go to work for employers in the industry while continuing to contribute to their family operations.

**Mission**

Northeast Community College is dedicated to the success of students and the region it serves.

Faculty members expressed their appreciation to the Board of Governors for approving the construction of the new Ag facilities and keeping our students safe. Instructors are able to teach the theory in the classroom and then take students to the field for the hands-on experience. These experiences have proven to be invaluable.

Support of and the need for the Agriculture programs was confirmed during discussion. A consensus was reached by the members of the Student Success Committee to recommend to the Board of Governors to approve the continuation of the Agriculture programs at Northeast Community College for submission to the Nebraska CCPE.

4. Amanda Nipp, Vice President, Student Services, reported that summer enrollment is up 44% or 437 more student compared to summer 2020. Compared to summer 2019 summer enrollment is up 288 students.

Fall enrollments also reflect an increase of 68% compared to 2020 and 24% compared to 2019.

5. Scott Gray advised that the construction report is a written report that is available in the Facilities Committee within BoardPaq. Due to time limitations, the Facilities Committee will not be convened.

Comment was shared that many students cannot afford to attend a four-year or private institution. Students who attend Northeast Community College are not second-class citizens and they deserve the student union opportunities provided in Union 73.

6. With no further business to discuss, the meeting was adjourned at 11:58 a.m.

**NORTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**EXTERNAL RELATIONS COMMITTEE**

Thursday, June 10, 2021

**EXTERNAL RELATIONS COMMITTEE**

Nicole Sedlacek, Chairperson	PRESENT
Arlan Kuehn	ABSENT
Julie Robinson	ABSENT
Gene Willers	PRESENT
Steve Anderson, ex-officio	PRESENT

**OTHER BOARD MEMBERS**

Del Ames	PRESENT
Donovan Ellis	PRESENT
Terry Nelson	PRESENT
Dirk Petersen	PRESENT
Jeff Scherer	ABSENT
Carol Sibbel	PRESENT

**STAFF**

Dr. Leah Barrett  
Scott Gray  
Paul Feilmeier  
Amanda Nipp  
Dr. Michele Gill  
Dr. Karen Severson  
Dr. Tracy Kruse  
Jim Curry  
Diane Reikofski

**MINUTES**

1. Nicole Sedlacek, Chairperson of the External Relations Committee, convened the meeting at 12:16 p.m. in Room 1108B of the College Welcome Center.
2. Recommended approval of the Minutes of the May 13, 2021 meeting as distributed.
3. Greg Adams has announced his retirement effective December 31, 2021. During a meeting last week in Lincoln, the timeline for filling the executive director position was discussed and includes having the new person begin on November 1st, allowing two months of time for the individual to work with Greg Adams prior to his departure. The vacancy will be advertised the next three weekends in the Lincoln Journal Star. Dr. Barrett suggested that some of the no-cost avenues for advertising the vacancy be utilized in an effort to get the information more widespread. Jim Curry was asked to work with Melanie Williams in the NCCA office to release the information to local media.
4. The ACCT Leadership Congress will be held in San Diego in October. Board members interested in attending should contact Diane Reikofski for registration.
5. The Nebraska Legislature has adjourned but Dr. Tracy Kruse will continue to monitor interim studies that are held throughout the summer.

A contract was awarded to complete Hwy. 275 between West Point and Scribner. Construction should begin sometime this summer.

**Mission**

Northeast Community College is dedicated to the success of students and the region it serves.

6. Discussion was held regarding America's College Promise Act, the current proposal for free community college. The Nebraska Community College Association (NCCA) and the Association of Community Colleges Trustees (ACCT) will continue to have discussions on the variances of how the funds would be received from the federal government, funneled to the states, and distributed to the colleges. The Northeast Community College Area Board of Governors will have future conversations to understand what the free community college proposal means for us.
7. Amanda Nipp provided an analysis of Northeast's Debt Forgiveness Program, outlining the eligibility requirements. She reported that a total of 473 students, with a median debt of \$459 owed, are eligible for this one-time opportunity.
8. With no further business to discuss, the meeting was adjourned 1:55 p.m.

**NORTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**GOVERNANCE COMMITTEE**

Thursday, June 10, 2021

**GOVERNANCE COMMITTEE**

Dirk Petersen, Chairperson	PRESENT
Terry Nelson	PRESENT
Julie Robinson	ABSENT
Jeff Scherer	ABSENT
Steve Anderson, ex-officio	PRESENT

**OTHER BOARD MEMBERS**

Del Ames	PRESENT
Donovan Ellis	PRESENT
Arlan Kuehn	ABSENT
Nicole Sedlacek	PRESENT
Carol Sibbel	PRESENT
Gene Willers	PRESENT

**STAFF**

Dr. Leah Barrett  
Scott Gray  
Paul Feilmeier  
Amanda Nipp  
Dr. Michele Gill  
Dr. Karen Severson  
Dr. Tracy Kruse  
Jim Curry  
Diane Reikofski

**MINUTES**

1. The Governance Committee was convened at 1:57 p.m. in Room 1108B of the College Welcome Center by Dirk Petersen, Chairperson.
2. Recommended approval of the Minutes of the May 13, 2021 meeting as presented.
3. The Governance Committee workgroup has had several good meetings with Rose Mercier, The Governance Coach, leading the group. Appreciation was extended to workgroup members for the input provided and to Scott Gray for his involvement and work.

Review was given to the following:

- Policy Structure-current policy structure compared to the proposed policy structure, noting that a numbering or reference system remains to be developed.
- Ends Policies-Remains to be developed by the Board of Governors.
- Executive Limitation Policies- constraints on executive authority; establish boundaries of prudence and ethics to base decisions. A monitoring report will be developed for each executive limitation. If the Board would receive a monitoring report that they are not satisfied with, the president must come back to the Board and prove that Northeast is doing what the Board has requested.
- Governance Process Policies-specifies how the Board thinks about, carries out and monitors its work. It is not the Board of Governors job to develop procedures. Procedures will provide evidence of how Northeast is complying with policies established by the Board.

**Mission**

Northeast Community College is dedicated to the success of students and the region it serves.

- Board-President Delegation Policies-how authority is delegated and monitored, including the President's role, authority, and accountability.
- Proposed Committee Structure-committees which meet and do work separate from the Board meeting.

Next steps and timeline include:

- August, 2021
    - Discuss survey results/development of Ends policies
    - Discuss Content Review/Board Self-evaluation schedule
  - September, 2021
    - Discuss survey results/development of Ends policies
    - Discuss new meeting agenda and committee structure
    - Discuss Content Review/Board Self-evaluation schedule
    - Discuss Monitoring Schedule
    - Preliminary monitoring report examples
  - October, 2021
    - Further discussion of all the above
    - Discuss annual planning cycle
  - November, 2021
    - Final discussion
    - First reading of Executive Limitations Policies, Governance Process Policies, Board-President Delegation policies
  - December, 2021
    - Second reading and adoption of all policies
  - January, 2022
    - New Board Governance begins
4. Discussion was held to reschedule the September Board of Governors meeting to Tuesday, September 14<sup>th</sup>.
  5. Due to time limitations, the Finance Committee will not be convened. Scott Gray advised that the Monthly Financial Report and paid bills are available in BoardPaq and provided an opportunity for Board members to inquire or make comment about materials presented.
  6. With no further business to discuss, the meeting was adjourned at 2:58 p.m.