Riverside Community College District District Academic Senate May 24, 2021

Minutes

The meeting of the Riverside Community College District Academic Senate was called to order by Senate president, Ms. Jennifer Floerke at **3:01 p.m**. via teleconference.

Members Present:

Staff Present: Jeanie Fortin

Quinton Bemiller Jennifer Floerke Jeannie Kim Ann Pfeifle Mark Sellick

- I. Call to Order: Meeting called to order at 3:01 pm
- II. Approval of the Agenda: Sellick/Bemiller moved to approve the agenda of May 24, 2021. Motion carried.
- III. Approval of the Minutes: Sellick/Bemiller moved to approve the minutes of April 26, 2021. Motion carried.
- IV. Committee and Liaison Reports
 - A. RCCD Faculty Association (Taube) -
 - This is the first week of the contract ratification. Faculty association held their first town hall and their next executive board meeting will be dedicated to answer any questions regarding the new contract. It was a collaborative process working with the District team.
 - A few questions have come up regarding progressive discipline. The district doesn't have a policy or procedure on progressive discipline which is unusual. Once one has been developed, will come to DAS for approval. A side letter of agreement will also be forthcoming detailing the process which will create equitable treatment of faculty across the District. M. Sellick shared experiences in the past with not having a policy and suggested each college hold another senate meeting on June 7th to discuss this topic.
 - With Miranda Butler accepting a position out of state, the elections for parttime representatives will be held.
 - B. Curriculum (Pfeifle) -
 - An email was sent out regarding the resubmission of ethnic studies courses that were denied through the CSU system. She has attended a webinar detailing their resubmission process. The course outlines cannot be changed but rather submit an explanation why they think the course should be approved. There are a few courses for students to take in the fall. Counselors have been asked to tell students more courses will be added next year.

V. Administrative Reports

- A. Chancellor's Report (Isaac) (No report)
- B. Vice-Chancellor of Academic Affairs (Kim)
 - The historical data on education assistants was sent out in an earlier email.

- The data shows the decline in applications over a number of years but the amount awarded remains flexible.
- The second round of student emergency aid funds will be distributed this Thursday. The taskforce recommended all eligible students receive \$1000. The Department of Education released new guidelines this morning which will allow more students to qualify. The taskforce has determined one round of applications will be allotted for \$500 during the winter and summer terms and two rounds for \$1000 each during the fall and spring terms.
- Call to Action Teaching and Learning Function Group Most of the work is being completed by the college and District curriculum committees. There is a draft document in relation to the Call to Action principals for curriculum to be used for review purposes. Currently going through the college curriculum committees.
- Safe Return All efforts are being focused on preparations for the return of managers on June 7 and classified on June 16.
- The final pieces in relation to the educational services strategic plans and program review process are being put in place. The District will be using the same system as the colleges have been using for some time now. Ed Services will have their draft plan uploaded into the system by June 4 which will be linked directly to the college's strategic plans. This system will indicate the direct alignment between the college and district plans. The goal is to take each vice chancellor's plan to each of the colleges for their review process sometime during the fall.

- A. Voting Item: ESL Adoption Plan (Zhai)
 - Sellick/Bemiller moved to accept the ESL Adoption Plan. Motion carried.
- B. Voting Item: RCCD RSI Guidelines (Patterson)
 - Bemiller/Sellick moved to accept the RCCD RSI Guidelines. Motion carried.
- C. Voting Item: RCCD Online Teaching Certification (Patterson)
 - Sellick/Bemiller moved to accept the RCCD Online Teaching Certification. Motion carried.
- D. Voting Item: RCCD IoI Evaluation Form (Patterson)
 - Sellick/Bemiller moved to accept the RCCD IoI Evaluation Form. Motion carried.
- E. Voting Item: Educational Assistants Applications
 - Sellick/Bemiller moved to accept the six applications for the educational assistant program for 2021-2022. Motion carried.
- F. Discussion Item: DE Related Fall FLEX
 - Faculty professional development committees at each college work on developing plans for FLEX days. The faculty association contract delegates eight hours for equity training, which is a third of the yearly requirement. Q. Bemiller feels with the scheduling of a full-day DE training they are not following the process and undermines the work of the faculty professional development and distance ed committees. He also feels that not all decisions made by the college committees should come to district academic senate for approval. M. Sellick shared he likes to be kept up to date with faculty

development to track the amount of time spent on equity, pedagogical practices and other topics and feels the decision should be up to each college faculty development committee. J. Floerke stated fall FLEX is a great opportunity for faculty who are getting SPRs and are on communities of practice to share out. It was suggested this topic also be further discussed at the next college senate meeting on June 7.

VII. College Senate Reports

- A. Moreno Valley College Jennifer Floerke
 - Passed a sun setting policy and procedure for curriculum and a first read of guiding principles for academic departments. Also approved the educational master plan and emergency plan for the college and faculty liaison roles for their guided pathways.
- B. Norco College Quinton Bemiller
 - Approved various DI items; gave a conceptual approval to a partnership with Southwest Carpenters and Trade Apprenticeship and Training Committee; approved new job descriptions for guided pathway faculty lead positions (two-year positions); made faculty appointments to the new councils starting in the fall; presentation on results of a qualitative study on what African-American students have experienced at Norco College. Students also gave recommendations which will be forwarded on to the appropriate group.
- C. Riverside City College Mark Sellick
 - Having discussions around the use of space in the new proposed STEM
 Engagement Center. Faculty generally do not want the space used for
 anything other than student engagement. Suggested continued discussion on
 faculty development roundtable and a newly created template for reassigned
 time requests. They are also awaiting their division election results to
 determine who will be on the various councils.

VIII. Open Hearing

- Reminder to discuss at the June 7 college senate meeting the topic of progressive discipline.
- IX. Adjournment Meeting adjourned at 4:30 pm.

Riverside Community College District District Academic Senate April 26, 2021

Minutes

The meeting of the Riverside Community College District Academic Senate was called to order by Senate president, Ms. Jennifer Floerke at **3:04 p.m**. via teleconference.

Members Present:Guests:Staff Present:Quinton BemillerWolde-Ab IsaacJeanie FortinJennifer FloerkeJeannie KimJeannie KimAnn PfeifleMark Sellick

- I. Call to Order: Meeting called to order at 3:04 pm
- II. Approval of the Agenda: Sellick/Bemiller moved to approve the agenda of April 26, 2021. Motion carried.
- III. Approval of the Minutes: Sellick/Bemiller moved to approve the minutes of March 22, 2021. After discussion on making revisions to the minutes requested by Dean Davis, motion carried.
- IV. Committee and Liaison Reports
 - A. RCCD Faculty Association (Taube) (No report)
 - B. Curriculum (Pfeifle) (No report)

V. Administrative Reports

- A. Chancellor's Report (Isaac)
 - The Chancellor has met with the CEOs of higher education institutions in Riverside to discuss reopening plans for the fall. All seem to be on the same page of reopening but are creating a back-up plan in case the pandemic situation changes. Discussion ensued on whether to require employees and students to be vaccinated upon return; how to verify; and conducting "surveillance testing". CEOs will meet monthly to continue discussions.
 - Meeting this week with Region 9 Guided Pathways Conference. College Futures CEO and State Chancellor Oakley will be present.
 - Capital Outlay revisions were discussed at the latest DSPC meeting. With the changes, RCCD is behind with our projects and will need to work on getting another obligation bond passed to become more competitive.
 - The search for the vice chancellor of human resources is progressing well. Three candidates were interviewed and one was passed on as a finalist.
- B. Vice-Chancellor of Academic Affairs (Kim)
 - Summer Math Institute registration starts next week. A full campaign has been going on to our current students and high school seniors. Over 250 interest forms have been received thus far.
 - Distance Education There was some confusion on the search committee members and Senate appointment but has been straightened out with J. Floerke.
 - Distance Education Certification Recommendations from the college DE

- committee chairs are coming in; will review and then determine next steps. Will work with CTA on the certification component. Per Ed Code and district policy, we need to have this certification in place.
- Have received a memo and been in discussions regarding student IDs at Moreno Valley College. Will work with J. Floerke on the confusion. District student ID should work as student identification in the classroom. Will streamline the process and determine proctoring guidelines.

- A. Discussion Item: RCCD current policy related to the necessity for district discipline approval for distance education modalities (Pfeifle)
 - Several questions have come up at Norco College regarding the current policy regarding distance ed. modalities. Currently the consensus on courses taught at two or more colleges stands with majority rules. Over the last year of courses being taught on line there are faculty who feel they would like to continue to teach on line and are requesting to have the policy changed to allow them to make their own decision. After much discussion it was decided the policy would remain the same. Consistency for students across all three colleges is most important to uphold this principal.
- B. Information Item: Academic Standards updates to the GE course list (Pfeifle)
 - Errors have been identified on the list of GE courses which has caused, in some cases, the entire discipline to be identified as GE. The solution is to create a list by discipline to be reviewed by all discipline faculty. Those courses that are identified as GE, courses needing to be added or removed will be indicated. For those courses in the system, such as Theatre, will need to be listed out independently. The Curriculum Committee will finalize a letter to faculty before sending the list out for review.
- C. Discussion Item: The Curriculum Committee development of policies and processes to ensure compliance for Work Studies courses (Pfeifle)
 - The current process of identifying work experience courses has created an issue and may put the district in compliance violation. Student transcripts need to indicate they have met specific work experience requirements. A follow-up report will be given once the new process has been determined.
- D. Discussion Item: Address concerns related to lack of support for curriculum in the new ERP (Partnership Resource Team) platform (Pfeifle)
 - There are concerns with the new ERP system under development. The vendor has already put limitations on us. There is frustration using Meta, no programs online and a lot of duplicative work. With the curriculum aspect of the new system and have already had limitations placed on us, there are big concerns. C. Blackmore shared he had heard these same concerns and has spoken with the vendor. A team of eight has been selected to work with the vendor on our requirements. The vendor is very committed to the project and will give us a timeline and how these issues will be addressed.
- E. Information Item: Progress report on RCCD PRT (Partnership Resource Ream Projects (Zhai)
 - This project has been a collaborative effort across the district. Plan was approved back in 2020 to establish a data storage and reporting system. A platform (Power BI Premium) was purchased to create a dash board to generate and publish interactive data for faculty, staff and the public. A brief

demonstration was given by D. Torres. Twenty-eight faculty have been trained on the new system who will then become trainers of other faculty throughout the district.

- F. Discussion Item: Educational Assistance applications and discussion of potential award adjustments for current minimum wage (Mayse)
 - The topic of educational assistance applications and the adjustments made to the system over the years was discussed. Some departments, such as performing arts, really depend on these students and with the past adjustments, the number of applications has decreased. Vice Chancellor Kim will meet with Vice Chancellor Brown to discuss possibly using CARES Act funds to support these applications. This is a great opportunity for students and the various academic programs. The application will be revised before releasing to students. These awards needs to be completed by the end of June.

VII. College Senate Reports

- A. Moreno Valley College Jennifer Floerke
 - Senate is in the process of reviewing bylaws for the various committees; working on the college's educational master plan. The 5th Annual Diversity Summit was held last week and this week, will be participating in Black Hour.
- B. Norco College Quinton Bemiller
 - Working on recruiting and filling faculty positions on their councils after switching to their new system of governance. Held their second read of the DE observation forms; and the renewal proposal for guided pathways.
- C. Riverside City College Mark Sellick
 - Their senate is working on the same issues as MVC and NC; in the interview process for two vice president positions; thanked K. DiMemmo and S. Mills for filling in as interim in those positions. Also reviewing the DE certification that was mentioned earlier in the meeting.

VIII. Open Hearing

- (Q. Bemiller) Senate standing committees are asking about protocols regarding continuing to hold meetings via Zoom. Unfortunately, not all rooms have the capability to hold Zoom meetings. Colleges are in the process of purchasing equipment and upgrading their systems to allow for this. The Brown Act has been given flexibility to allow Board meetings to be held via Zoom but don't know for how long it will continue.
- IX. Adjournment Meeting adjourned at 4:43 pm.

Next meeting: May 24, 2021

Riverside Community College District District Academic Senate March 22, 2021

Minutes

The meeting of the Riverside Community College District Academic Senate was called to order by Senate president, Ms. Jennifer Floerke at **3:00 p.m**. via teleconference.

Members Present:

Quinton Bemiller Jennifer Floerke Mark Sellick Ann Pfeifle

- I. Call to Order: Meeting called to order at 3:00 pm
- II. Approval of the Agenda: Sellick/Bemiller moved to amend the agenda by moving the curriculum report to the end of the agenda. Motion carried.
- III. Approval of the Minutes: Sellick/Bemiller moved to approve the minutes of February 22, 2021. Motion carried.

IV. Committee and Liaison Reports

- A. RCCD Faculty Association (Taube)
 - Encouraged everyone to read the email that Dariush sent out regarding the HR
 and faculty investigations. Two official requests have been submitted
 requesting public records pertaining to the cost of these investigations but
 have not yet received a response. Since CTA is in contract negotiations with
 the District, CTA is entitled to receive these records under fact finding
 provisions.
 - Non-Credit Courses After some extensive research, full-time faculty teaching non-credit courses will NOT have their retirement affected as originally thought. Unfortunately part-time faculty are most susceptible to having their retirement contributions altered. Nowhere in the state is there anything that constitutes a full load for teaching non-credit courses.
 - A question was brought before CTA regarding the evaluation of on-line classes. Since the DE Committee is under Academic Senate, this question is being handed off to DAS. M. Sellick suggested scheduling a training on what senate purview and Title X reads. J. Floerke would like DAS to be involved in all these type of decisions.

V. Administrative Reports

- A. Chancellor's Report (Isaac) (No report)
- B. Vice-Chancellor of Academic Affairs (Kim) (No report)

- A. Grading Policies: DAS will consider grading policies in relation to CCCCO Executive Order 2021-1 for 2021 semesters
 - Discussion ensued regarding approving the CCCCO Executive Order concerning grading policies and the various options for the next three semesters.

Sellick/Bemiller moved to set the pass no pass deadline selection for students to the same date as the deadline to drop classes for the Spring 2021 semester. Motion carried.

- Q. Bemiller also suggested students are notified and advised to consult with their counselor on the consequences they could face involving transfers.
- B. Distance Education: Information and discussion related to DE certification training, Instructional Designer duties, and video storage solutions (T. Davis)
 - DE Certification Training DAS has concerns the process of developing the DE certification training was not followed. Confusion existed with an MOU and AP 2105 being revised keeping the District in compliance with Title X without senate approval. The posting of the DE certification training was posted in Canvas as a "self enrolled" option, not a requirement. CTA President Taube clarified the MOU was never signed but that CTA has issued a demand to bargain on this issue. CTA will need to bargain due to a change in working conditions before any training can be made mandatory.
 - Instructional Designer Duties Faculty have concerns that only one
 Instructional Designer has been hired when three were promised and she is
 only accepting appointments four hours per week and the same hours, making
 it difficult for some faculty. The website has been revised to reflect faculty can
 reach out to her at any time to set up appointments. She is currently producing
 modules for faculty at Moreno Valley College to assist with their accreditation
 process. The Accessible Technology and Media Coordinators have also been
 working with faculty on accessibility issues.
 - Video Storage Solutions Senate has questions about the storage of class videos with the initial deadline of June quickly approaching where videos will no longer be housed by our vendor. It was suggested that critical information be sent out in an email rather than included in monthly newsletters. Dean Davis is exploring vendor options and will discuss those options with the DEC Chairs and their DE Committees.
- C. District Academic Senate Roundtable Discussion on Fall 2021 Safe Return
 - Discussion ensued on concerns faculty are voicing regarding the safe return plans to campus for the fall semester 2021. Some students have expressed their desire for their courses to remain online or at least more than 20% as suggested by administration. Other faculty have surveyed their students and the majority want to return to campus for a number of reasons. The plans are to schedule courses similar to the schedule of fall 2019 but will make modifications according to the county and/or CDC restrictions and recommendations. J. Floerke reminded that the right of assignment remains with the deans and not Academic Senate on determining which courses are taught online.

IV. Committee and Liaison Reports

- B. Curriculum (Pfeifle)
 - The emergency addendum for Distance Education approved by the District Curriculum Committee, along with Academic Senate Presidents is only valid through fall 2021. If the District is to continue online, this will need to be addressed. The District Curriculum Committee has always operated on the basis of unanimous decision. If they cannot come to a unanimous decision,

then majority rules. It has been asked to reconsider allowing faculty to teach their courses online.

- Sellick/Bemiller moved to extend the meeting time to 5:15 pm. Motion carried.
- M. Sellick suggested that faculty who want to teach online for the fall semester should enter their courses in the system before the April 9th deadline. He personally doesn't like the majority rule system but because there isn't enough time to rebuild the infrastructure to change the process, we should continue with the current system. He suggested this conversation needs to continue considering we are a single district making decisions discipline wide.

VII. College Senate Reports

- A. Moreno Valley College Jennifer Floerke
 - Senate is busy reviewing bylaw revisions and restructuring. A workgroup
 has been created between Strategic Planning Council and Senate to reexamine decision making and governance processes. Continuing to have
 discussions on the fall safe return plan, low enrollment issues and DE
 concerns.
- B. Norco College Quinton Bemiller
 - Senate has been discussing the fall safe return plan; held their first read of their LLC Funding Plan and the Associate Faculty Improvement of Instruction document.
- C. Riverside City College Mark Sellick
 - Their senate has some of the same concerns regarding the fall safe return plan; scheduling concerns with the reopening plan; part-time faculty IOI; committee creations and DE issues.

VIII. Open Hearing (None)

IX. Adjournment – Meeting adjourned at 5:05 pm.

Next meeting: April 26, 2021

Riverside Community College District District Academic Senate February 22, 2021

Minutes

The meeting of the Riverside Community College District Academic Senate was called to order by Senate president, Ms. Jennifer Floerke at **3:02 p.m**. via teleconference.

Members Present:Staff Present:Quinton BemillerJeanie FortinJennifer FloerkeDelisle WardenJeannie KimMark Sellick

- I. Call to Order: Meeting called to order at 3:02 pm
- II. Approval of the Agenda: Sellick/Bemiller moved to approve the agenda.

 Motion carried.
- **III. Approval of the Minutes:** The minutes of the December 2020 meeting will be brought for approval at the next scheduled meeting.
- IV. Committee and Liaison Reports
 - A. RCCD Faculty Association (Taube)
 - Negotiations are moving forward. The CTA team is pleased with the mood and collegiality of the District team.
 - CTA has discussed handing over the process of cancelling classes to Academic Senate. Part-time faculty are being impacted with class cancellations. Seems to also be a problem with part-time preference. The bumping of colleagues and reassignments are being held up in HRER. Sellick sees the process of class cancellations as a joint effort between CTA and Academic Senate. Should be a standard developed to follow for this process.
 - A large number of faculty investigations are ongoing in HRER; more so than in the past. Sellick would like to have a conversation with HRER about using informal discussion with certain cases rather than the formal investigation process.
 - B. Curriculum (Pfeifle) (No report)

V. Administrative Reports

- A. Chancellor's Report (Isaac) (No report)
- B. Vice-Chancellor of Academic Affairs (Kim)
 - The full-time faculty evaluation list has been developed and being reviewed by VPAAs.
 - Call to Action T&L functional committee is scheduled to meet again in March. Final notice will go out sometime today.
 - Non-credit courses are being considered to bump up FTES. Full-time faculty who teach non-credit courses could have a negative impact to their retirement because of how these courses are calculated. This problem will be discussed with the workgroup to figure out a solution but in the meantime these courses will be taught by associate faculty, if possible. Sellick feels this conversation should include Academic Senate and CTA before these courses start rolling

out.

- Guided Pathway taskforce will begin meeting again this week. A progress report to the Board of Trustees is planned for April. College teams have been working on a common KPI and gathering clean data for all to work towards.
- CARES/HEERF funding student aid is a portion of these funds. Student applications closed last week and over 5200 applications were received. The taskforce will meet on March 4 to review with disbursements occurring on March 11 and March 18. Each college will also receive a significant amount. Colleges should begin meeting to determine where to spend these funds.
- AB 705 additional documentation will be shared with Academic Senate before sending to faculty and students concerning EWs and pass/no pass. Floerke would like to add EWs and pass/no pass to the agenda for future discussion to develop a process to cover the spring, summer and fall semesters.

C. DE Dean (Davis)

Conversations with Dech Chairs include:

- The dates when Canvas courses are available to faculty will be posted on the website.
- Interface changes support materials are on the website.
- DE Support a new team is working on document repair. All request forms, etc. are posted on the website.
- Faculty needs survey went out last week to faculty, which will remain open until March 4, asking for feedback.
- Resources and Community Events reviewing ideas for resources on a regular basis besides a newsletter. Once determined, they will be posted on Canvas, shared with the Dech Chair, etc.
- Timeline for DE Supported Technology, Tools and Applications Have stated a new process where faculty can request new tools or applications they would like to have adopted; how to put in a request to purchase these tools; how to ask for adoption and what funding is available. The deadline to submit is today with the decision made by mid-March in preparation for vendor demonstrations.
- Permission for Canvas User Roles Now that it has been made available in Canvas for faculty to add other faculty into their courses, we need to determine what permissions are assigned to those roles. The SI role was added in an emergency situation but need to discuss if others are needed.
- Phone support DE will continue to provide phone support to faculty and students through June 2021. At that time, usage data will be reviewed to determine if the resource will continue.
- Accessibility Request Forms faculty may request assistance in making their documents accessible through the DE department. As the number of requests are rising, discussions are happening on which documents take priority over others.
- Online certification The district's online certification was suspended due to the COVID pandemic but needs to be recertified due to BP 2105 requirements. Conversations are occurring to determine if all faculty nee to complete certification; by what date; etc.
- POCR Teams Courses will require a college POCR team to assure they meet quality standards. Currently the district doesn't have any standards. How will

- these teams be established? Some faculty have already been trained but need more.
- IOI recommendations to senate Still having conversations. Once finalized, those conversation will be brought to senate by the Dech Chairs.
- On February 25th, CBC OEI consortium membership personnel will present about the CBC process.
- Instructional Design position currently in the process of posting this position and selecting the hiring committee.

- A. Processes for the review and revision of RCCD Academic Affairs Board Policies and Administrative Procedures (Warden)
 - Delisle Warden, General Counsel/Chief of Staff reviewed the delegation of authority in relations to Board Policies and Procedures. Academic Senate role is to make recommendation on academic and professional matters in the 10+1 definition.
 - CCLC has reviewed the RCCD policies and procedures for technical updates. CCLC normally releases bi-annual updates in April and October.
 - Academic Senate should reviewed each policy and procedure; address their recommendations to VC Kim in writing who will send to General Counsel. He will review for legal compliance and forward back to VC Kim. Any further changes or suggestions will be sent back to Academic Senate and so on.
 - The Chancellor is asking that policies and procedures be sent forward together as a package. His request is to have these all completed by mid-June.
 - Sellick feels the three academic senate presidents should meet; there are a number that can go forward without much effort before concentrating on the policies with substantive changes.
- B. Discussion on State Chancellor's Office Executive Order on Equitable Placement (AB 705) ESL Adoption Plan Submission
 - The District is required to submit a plan in relation to our implementation for the certification process by July 1, 2021. VC Kim will work with the AB 705 taskforce to determine what has been done in the past. Watch for an email on the outcome.
- C. District Academic Senate roundtable discussion on reinstating regular senate proceedings that have been suspended due to the pandemic, including Distinguished Faculty Lecturer, Five-to-Thrive, etc.
 - Distinguished Faculty Lecturer Dr. Dariush Haghighat who was chosen as the 2020 Distinguished Lecturer was not able to deliver his lecture due to the pandemic. It was agreed to skip this year and have Dr. Haghighat deliver his in May 2022. Bemiller suggested that faculty from all three colleges be able to attend with the celebration being held on the CAADO rooftop. Sellick also suggested the selection process be standardized at all three colleges.
 - Five-to-Thrive BOT Presentations Sellick/Bemiller moved to reinstate Five-2-Thrive presentations starting with the April Board meeting, with Moreno Valley College. Norco College and Riverside City College will occur the following months to finish out the rotation. Motion carried.
 - Discipline Facilitators The discussion of discipline facilitators needs to involve CTA. These positions that were created were to facilitate decisions on curriculum and promote the discipline across the District. These positions

- have no compensation. Do they need to be compensated? VC Kim suggested adding them to the DE/Curriculum Committee.
- Sabbaticals Chancellor is going to raise the question with CTA and senate presidents. Questions: will we continue the program; what timeline are we to follow; what funding will be available; will this be given to the colleges to handle. It was suggested an email be sent out from the District asking if anyone is interested.

VII. College Senate Reports

- A. Moreno Valley College Jennifer Floerke (No report)
- B. Norco College Quinton Bemiller (No report)
- C. Riverside City College Mark Sellick (No report)

VIII. Open Hearing (None)

IX. Adjournment – Meeting adjourned at 4:59 pm.

Next meeting: March 22, 2021