

*Laramie County Community College Board of Trustees
Recommendations for Approval
2013 – Present*

Regular and Special* Business Meeting Dates	Motion	Vote
January 23, 2013	MOTION: That the Board approves the planned 2,000 square foot addition to the northeast side of the Career and Technical Education Building and authorizes the President, and/or his designees, to carry out all aspects of the project contingent upon approval for whatever programs may occupy that space.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the adoption of a resolution authorizing, approving and enrolling Laramie County Community College in the UMB P-Card program and authorizing the College President or his designee to execute a formal Agreement with UMB Bank, and to implement the program under the direction of the Director of Contracting and Procurement.	MOTION CARRIED unanimously.
	MOTION: That the Board approves Amendment No. 2 to the College President's employment contract, specifically to extend the housing allowance period for not to exceed period of six (6) additional months terminating on/or before July 17, 2013.	MOTION CARRIED unanimously.
February 20, 2013	MOTION: That the Laramie County Community College Board of Trustees approves the General Admissions and Transfer of Credit policies as presented.	MOTION CARRIED unanimously.
	MOTION: That the Laramie County Community College Board of Trustees formally expresses their intent to call for a special election asking the voters of Laramie County to support the funding of the Flex Tech and University/Student Center building project, and directs the President to proceed with a campaign to inform the community of these projects.	MOTION CARRIED unanimously.
	MOTION: That the Laramie County Community College Board of Trustees approve a pilot program to offer Certificate and Associate of Applied Science degree in Welding. As a pilot, this program will require full Board approval within two years from the approval date. Without this approval, the program shall be considered terminated.	MOTION CARRIED with six yes votes and one no vote from Trustee Kilty.
	MOTION: That the Board of Trustees approves amending the original letter of intent for the exploration of student housing downtown as part of the Hynds Capitol Core Project, and directs the President to submit the accompanying amendment to the original letter of intent on behalf of the Board.	MOTION CARRIED unanimously.

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Regular and Special* Business Meeting Dates	Motion	Vote
March 20, 2013	No business meeting was held.	
April 17, 2013	Meeting cancelled due to snow closures.	
May 8, 2013*	MOTION: That the Board approves the purchase of a factory new NOELLE Birthing Simulator in the amount of \$46,053.22. Funds for this purchase will come from Current Fund monies.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the purchase of two (2) factory new 2013 Sport Utility Vehicles in the amount of \$57,460.00. Funds for this purchase will come from current fund monies.	MOTION CARRIED unanimously.
	MOTION: That the Board approves and retains the services of McGee, Hearne & Paiz, LLP of Cheyenne WY for annual independent audit services in accordance with LCCC Professional Services Agreement No. PS13-932. Funds for this purchase will come from current fund monies.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the Honors Policy.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the Library: Patron Privacy Policy.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the Limited Enrollment Programs Admission Policy.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the Campus Alcohol Policy.	MOTION CARRIED unanimously.
May 22, 2013	MOTION: That the Board of Trustees approves the Level I Plan for the LCCC Flex-Tech Building and directs the President to continue onto Level II Planning.	MOTION CARRIED unanimously.
	MOTION: That the Board performs an evaluation involving only the trustees.	MOTION CARRIED unanimously.

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Regular and Special* Business Meeting Dates	Motion	Vote
May 22, 2013 continued	<p>MOTION: That the Board of Trustees approves the following list of Laramie County Community College depositories for Applications of Public Funds as required by W.S. 9-4-818.</p> <ul style="list-style-type: none"> - ANB Bank - Bank of the West - Capital West Bank - Cheyenne State Bank - Farmer State Bank, Pine Bluffs - First Interstate Bank - First Tier Bank - Oregon Trail Bank - Pinnacle Bank - Security First Bank - U.S. Bank - Wells Fargo Bank Wyoming, N.A. - Wyoming Bank & Trust - Wyoming State Bank 	MOTION CARRIED unanimously.
June 13, 2013*	<p>MOTION: That the Board approves the expenditure of \$141,865 for the retention of Komada, LLC to perform construction services for the Bookstore and Student Lounge Renovation project as outlined in the professional services Agreement #GC13-737. Funds for this construction will come from Bookstore commission monies and Student Fee monies.</p>	MOTION CARRIED unanimously.
June 19, 2013	<p>MOTION: That the Board accepts the Current and Auxiliary Fund Balance Sheet and Fund Budget reports submitted to the Finance and Facilities Committee on June 11, 2013, by Administration and Finance Vice President Carol Hoglund.</p>	MOTION CARRIED unanimously.
	<p>MOTION: That the Board of Trustees approves the amendments to the FY 2013 Annual Budget as presented.</p>	MOTION CARRIED unanimously.

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Regular and Special* Business Meeting Dates	Motion	Vote
July 17, 2013	MOTION: That the Board of Trustees approves the Laramie County Community College District FY 2014 Budget.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves Amendment No. 3 to President Joe Schaffer’s Contract.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the resolution to dissolve the Laramie County Early Childhood Education and Development Joint Powers Board.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Field Trips Policy</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Spending Authority and Limits Policy</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Risk Management Policy</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Academic Standards Policy</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Strategic Course Enrollment Policy</i> .	MOTION CARRIED unanimously.
July 29, 2013*	MOTION: That the Board endorses the conceptual elements presented pertaining to size, design and cost of the facilities, and authorizes President Schaffer to use that endorsement for information and educational outreach purposes associated the Building Forward campaign.	MOTION CARRIED unanimously.
August 21, 2013	MOTION: That the Board of Trustees approves a pilot program to offer a Certificate in Process Technology. As a pilot, this program will require full Board approval within two years from the approval date. Without this approval, the program shall be considered terminated.	MOTION CARRIED unanimously.

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Regular and Special* Business Meeting Dates	Motion	Vote
August 21, 2013 (continued)	MOTION: That the Board of Trustees approves the Level II Plans for the proposed industrial technology (Flex-Tech) building and the proposed student services, university, and instruction (University/Student Center) building.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees adopts the resolution calling for a special school election on November 5, 2013, on the question of issuing general obligation bonds of the District.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the expenditure of \$62,000 for the purchase of OmniUpdate Content Management System for the purpose of managing the College’s web site content. The funds will come from the Public Relations FY 14 budget.	MOTION CARRIED unanimously.
September 18, 2013	Consensus: Board Chairwoman Carol Merrell stated the Board’s consensus for implementing the Learning Commons project is unanimous, noting the project is an exciting one.	Consensus was unanimous.
	MOTION: That the Board of Trustees adopts the Laramie County Community College 2013-2020 Strategic Plan and directs the President to begin its implementation.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees nominates Carol Merrell to be the voting delegate and Don be the alternate the October 2013 ACCT Leadership Congress.	MOTION CARRIED unanimously.
October 23, 2013	MOTION: That the Board of Trustees will hold two Board Meetings per month on the first and third Wednesdays during which business may be conducted and that the Board Meeting will be advertised accordingly.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees accepts the FY 2013 Laramie County Community College Audit.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves: 1) the framework and format of the evaluation process and survey provided by Marti Cizek, President of Cizek Associates, Inc., 2) retaining Marti Cizek, President of Cizek Associates, Inc. to produce the final online, multi-rater evaluation survey, administer the survey, and compile the survey results, and 3) charge President Schaffer with working out the details of the evaluation process and amending the contract with Cizek Associates, Inc.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves no more than 16 slots be open and made available for TOP qualified employees during the current fiscal year of 2013-2014.	MOTION CARRIED unanimously.

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Board and Special* Board Meeting Dates	Motion	Vote
October 23, 2013 (continued)	MOTION: That the Board of Trustees approves the nomination of Trustee Brenda Lyttle as the Board's 2013-2014 WACCT trustee nomination.	MOTION CARRIED unanimously.
NOTE: Beginning with the November 6, 2013, meeting, the Board holds two Board Meetings each month during which they may take action in lieu of a study session and a regular business meeting. No action could be taken during the previously held study sessions.		
November 20, 2013	MOTION: That the Laramie County Community College Board of Trustees approves the draft resolution as presented to the Board.	MOTION CARRIED with one no vote from Trustee Kilty.
	MOTION: That the Board of Trustees adopts the resolution declaring the results of the November 5, 2013, Bond Election. MOTION TO APPROVE THE AMENDMENT TO RESOLUTION (The amendment removed "it appears that" on page a4 of the resolution.) MOTION TO APPROVE THE AMENDED RESOLUTION	MOTION CARRIED unanimously. MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the amendment to the contract with Woodhouse, Roden, and Nethercott, LLC for the purpose of providing general legal counsel to the College for an annual sum of \$68,400 (\$5,700 per month).	MOTION CARRIED unanimously.
December 4, 2013	MOTION: That the Board of Trustees approves the resolution. (The resolution declared the Laramie County Community College Board of Trustees support of the WACCT's position on the Wyoming Community College Commission's legislative agenda.	MOTION CARRIED unanimously.

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January 15, 2014	MOTION: That the Board of Trustees approves Accounting Policy No. 4.1, Investment Policy No. 4.6, and Audit Policy No. 4.7.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the continuation of Rod Janney’s appointment to the LCCC Building Authority Board of Directors through December 31, 2016.	MOTION CARRIED with one abstention.
February 5, 2014	MOTION: That the Board of Trustees approves the <i>Academic Appeals Policy 2.16</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Degrees and Certificates Policy 2.1</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Policy Development and Approval Procedure 1.2.11P</i> as revised.	MOTION CARRIED unanimously.
February 19, 2014	<p>MOTION: Trustee Kilty moved that the Board of Trustees accepts and approves the items acted on in the Finance and Facilities Committee as listed above as a consent agenda.</p> <p>The above motion included the approval of a Carry Forward/Fund Balance Investment Plan in the amount of \$2,879,399. Major technology investments, campus improvements, and miscellaneous items (transfer of ITS Operating Expenses to the General Fund) expenditures total \$1,877,679; estimated FY 2014 Carry Forward Expenditures total \$1,001,720.</p>	MOTION CARRIED unanimously.
March 5, 2014 Public Hearing and Board Meeting	No official action was taken during either the Public Hearing or the Board Meeting	
March 19, 2014	MOTION: That the Board of Trustees approve the Reimbursement Resolution as presented.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees accepts the Joint Level I study for the Albany County Campus/University of Wyoming partnership building.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the purchase of two (2) Phillips iU22 ultrasound systems in the amount of \$110,400. Funds for this purchase will come from the Current Fund line item titled Health Occupations Improvements.	MOTION CARRIED unanimously.

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April 2, 2014	MOTION: That the Board of Trustees approves the appointment of Deborah Baumer as a hearing officer for an anticipated contested case hearing.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the Human Resources policies as amended (FTR – Policy 6.1 <i>Employment</i> was amended). FTR – A second amendment by Trustee Mosher that would have added the four employee classification categories to Policy 6.1 <i>Employment</i> failed.	MOTION CARRIED with one no vote from Trustee Mosher.
	MOTION: That the Board of Trustees approves the Adoption of Emergency Chapter 1 Rules of Practice and Procedures for a Contested Case.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the repeal of Chapter 2 Rules of Practice and Procedures for Discipline of Employees and Chapter 3 Rules of Practice and Procedures for Reduction in Force	MOTION CARRIED unanimously.
April 16, 2014	No approval items were presented for Board consideration.	
May 7, 2014	MOTION: That the Board of Trustees approves the lists of respondents and questions for President Schaffer’s 360 Evaluation and moving ahead with the process.	MOTION CARRIED unanimously.
May 21, 2014 Public Hearing and Board Meeting	MOTION: That the Board of Trustees approves the Bond resolution calling for the sale of general obligation bonds in the principal amount of \$25,000,000, Series 2014, of Laramie County Community College District, State of Wyoming.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves Membership of Board Policy No. 1.2.2.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves General Education Policy No. 2.2.	MOTION CARRIED unanimously among those present. Trustee Lyttle was out of the room.
	MOTION: That the Board of Trustees approves the General Education Transfer Block be approved.	MOTION CARRIED with five yes votes and two no votes from Trustees Kilty and Mosher.
	MOTION: That the Board of Trustees approves Nondiscrimination and Anti-Harassment Policy No. 6.2.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves Sexual Misconduct Policy No. 6.3.	MOTION CARRIED unanimously.

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Board and Special* Board Meeting Dates	Motion	Vote
May 21, 2014 (continued)	MOTION: That the Board of Trustees approves Chapter I Rules of Practice for Contested Cases.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the Physical Education Building Renovation Level I Study.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the Ludden Library and Learning Commons Renovation and Expansion Level I Study.	MOTION CARRIED unanimously.
	<p>MOTION: That the Board of Trustees approves the following list of Laramie County Community College depositories for Applications of Public Funds as required by W.S. 9-4-818.</p> <ul style="list-style-type: none"> ANB Bank Bank of the West Capital West Bank Cheyenne State Bank Farmers State Bank, Pine Bluffs First Interstate Bank First Tier Bank Oregon Trail Bank Pinnacle Bank Security First Bank U.S. Bank Wells Fargo Bank Wyoming, N.A. Wyoming Bank & Trust Wyoming State Bank 	MOTION CARRIED unanimously.
June 4, 2014	No Board Meeting was held.	
June 18, 2014 One Mill Public Hearing	MOTION: That the Board of Trustees approves the continuation of the one mill levy authorized by W.S.21-18-303(b) for an additional two-year period beginning July 1, 2014, and ending June 30, 2016.	MOTION CARRIED unanimously.

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June 18, 2014 One Mill Public Hearing (continued)	MOTION: That the Board of Trustees approves the amendments to the FY 2014 Annual Budget as presented.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the resolution acknowledging the Board is grateful for the funds appropriated by the 62 nd Legislature to match endowment gifts and is committed to ensuring State matching funds associated with private endowment gifts continue to support students and community through programs and services that benefit the economy of Wyoming.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves a resolution awarding the sale of Laramie County Community College District, State of Wyoming, General Obligation Bonds, Series 2014, in the Aggregate Principal Amount of \$25,000,000 to William Blair & Company, LLC. And, That the Board of Trustees approves a resolution authorizing and directing the issuance by Laramie County Community College District, State of Wyoming, of General Obligation Bonds, Series 2014, in the aggregate principal amount of \$25,000,000 for the purpose of paying the costs of planning, designing, engineering, constructing, furnishing and equipping a new Flex-Tech Building and a new University/Student Center on the District's campus in Laramie County, Wyoming, prescribing the form of said bonds and providing for the levy of taxes to pay the principal and interest thereon.	MOTION CARRIED unanimously.

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July 16, 2014	<p>MOTION: NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Laramie County Community College District that the budget, as so revised and altered, be adopted as the official college budget for the fiscal year ending June 30, 2015. BE IT FURTHER RESOLVED, that the following appropriations be made for the 2014-2015 fiscal year ending June 30, 2015 and that the expenditures be limited to the amount appropriated herein.</p> <p>EXPENDITURE AUTHORITY CURRENT FUND \$115,675,723 ONE MILL 1,318,092 GO BOND, SERIES 2014 1,969,528 TOTAL EXPENDITURES \$118,963,343</p>	MOTION CARRIED unanimously.
August 20, 2014	No approval items were presented for Board consideration.	
September 17, 2014	No approval items were presented for Board consideration.	
October 1, 2014	<p>MOTION: That the Board of Trustees approves the schematic design for the University/Student Center.</p>	MOTION CARRIED unanimously.
	<p>MOTION: That the Board of Trustees elects Trustee Ed Mosher as the delegate and Trustee Erickson as the alternate to the ACCT Leadership Congress October 22-25, 2014.</p>	MOTION CARRIED unanimously.
October 15, 2014	<p>MOTION: That the Board of Trustees upholds the dismissal <i>at issue in OAH docket no. 14-082-307</i> based on the recommendation of the hearing officer Miss Deborah Baumer and directs the Board’s Attorney Rob Jarosh to prepare findings of fact and conclusions of law consistent with the Board’s order.</p>	MOTION CARRIED unanimously.
	<p>MOTION: That the Board of Trustees approves the Academic Program Review Policy 10.2.</p>	MOTION CARRIED unanimously.
November 12, 2014 Only one meeting in November.	<p>MOTION: That the Board of Trustees approves accepting the 2014 Audit.</p>	MOTION CARRIED unanimously.
	<p>MOTION: That the Board of Trustees approves the Flex-Tech Building Design Schematics.</p>	MOTION CARRIED unanimously.
December 3, 2014 The Board did meet on December 17, 2014.	No approval items were presented for Board consideration.	

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Board and Special* Board Meeting Dates	Motion	Vote
January 9, 2015 Retreat	MOTION: That the Board of Trustees approves the purchase of the Laerdal Manikin in the amount of \$64,908.97. Funds for this purchase will come from the Current Fund and be reimbursed by the LCCC Foundation.	MOTION CARRIED unanimously.
January 21, 2015	MOTION: That the Board of Trustees approves extending the term of Mr. James E. “Ed” Harper through December 31, 2017.	MOTION CARRIED unanimously.
February 4, 2015	MOTION: That the Board of Trustees approves Board Policy 3.2 Scholarships and Waivers.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves Board Policy 3.19 Counseling and Campus Wellness.	MOTION CARRIED unanimously.
February 18, 2015	MOTION: That the Board of Trustees approves the Resolution designating First Interstate Bank as a depository for the funds of the Laramie County Community College District and authorizing those persons named in the Resolution to establish investment accounts on behalf of Laramie County Community College in accordance with Laramie County Community College Investment Policy, Wyoming State Statutes and Administrative Procedures. The persons named in the resolution are Edwin M. Mosher, Don Erickson, Carol J. Hogle, and Harold E. Andrews.	MOTION CARRIED unanimously.
March 4, 2015	No approval items were presented for Board consideration.	
March 18, 2015	No approval items were presented for Board consideration.	
April 1, 2015	No meeting was held.	
April 15, 2015	No approval items were presented for Board consideration.	
May 6, 2015	MOTION: That the Board of Trustees approves Policy 1.2.6 Board Committees	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves Policy 4.11 Student Account Automatic Payment Plan	MOTION CARRIED unanimously.
May 27, 2015	MOTION: That the Laramie County Community College Board of Trustees approves the Ludden Library and Learning Commons, the Residence Hall and Children's Discovery Center, and the Fine and Performing Arts Building and Western Fine Arts Renovation Level I plans.	MOTION CARRIED unanimously.
June 1, 2015 This meeting was noticed as a special meeting.	MOTION: That the Board of Trustees approves the Foundation Operating Agreement.	MOTION CARRIED with three yeases, one no, and one abstention

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June 3, 2015	MOTION: That the Board of Trustees approves President Joe Schaffer’s contract effective July 1, 2015. The contract is automatically extended on July 1 st of each year commencing on July 1, 2015, for an additional year, for a three (3) year term.	MOTION CARRIED unanimously.
June 17, 2015	MOTION: That the Board of Trustees approves the amendments to the FY2015 Annual Budget as presented.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the purchase of two (2) marquees in the amount of \$68,862.00. Funds for this purchase will come from the Current Fund.	MOTION CARRIED unanimously.
July 15, 2015	MOTION: That the Board of Trustees approves the Laramie County Community College District FY 2016 Budget.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees grants an exception for the programs listed below according to Degrees and Certificates Procedure No. 2.1P	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves President Schaffer’s FY 2015-2016 goals as presented.	MOTION CARRIED unanimously.
	<p>MOTION: That the Board of Trustees approves the following list of Laramie County Community College depositories for Applications of Public Funds as required by W.S. 9-4-818.</p> <ul style="list-style-type: none"> • American National Bank • Bank of the West • Cheyenne State Bank • Farmers State Bank, Pine Bluffs • First Tier Bank • Oregon Trail Bank • Pinnacle Bank • Security First Bank • U.S. Bank • Wells Fargo Bank Wyoming, N.A. • Wyoming Bank & Trust • Wyoming State Bank 	MOTION CARRIED unanimously.

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<p>August 19, 2015</p>	<p>MOTION: That the Board of Trustees approve the amended and restated facilities lease agreement dated as of September 1, 2015 between the district and the Laramie County Community College Building Authority; approve the execution and delivery of an indenture of trust dated as of September 1, 2015, between the Building Authority and Wyoming Bank and Trust; approve the issuance and sale of refunding lease revenue bonds by the Building Authority; approve the private placement memorandum for the bonds and the sale of the bonds at a private sale; and other details related thereto.</p> <p>During discussion Mr. Thompson concurred with the Staff Recommendation to approve the:</p> <ul style="list-style-type: none">- Amended Facilities Lease- Execution of the Indenture of Trust by the Building Authority- Issuance of the Refunding Lease Revenue Bonds <p>and to approve and ratify the:</p> <ul style="list-style-type: none">- Private Placement Memorandum for the Sale of the Bonds <p>and to authorize the:</p> <ul style="list-style-type: none">- Sale of the Bonds at a Private Sale as Outlined to the Six Investor Banks <p>Trustee Erickson asked that his motion be clarified to include the above as specified by Mr. Thompson.</p>	<p>MOTION CARRIED unanimously.</p>
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