Academic Senate of College of San Mateo

Tuesday, September 22, 2026
2:30pm - 4:30pm

Building 10-468
1700 W. Hillsdale Boulevard, San Mateo, CA 94402
Zoom
https://smccd.zoom.us/j/85146915715

Meeting ID: 851 4691 5715

Officers	
President	Daniel Keller
Vice President	Rene Anderson
Secretary	Yvette Butterworth
Treasurer	Makiko Ueda

Standing Senate Committee Chairs	
Curriculum Committee	Malathi Iyengar
Distance Education Committee	Julieth Diaz Benitez
Committee on Teaching & Learning	Rene Anderson

Division & Student Representatives	
Student Representative	Vacant
ASLT / Library	Lia Thomas
ASLT / Library	Susan Khan
Business/Technology	Vacant
Business/Technology	Kimberly Salido
Creative Arts/Social Science	Lee Miller
Creative Arts/Social Science	Maggie de Vera (Zoom & In-Person)
Kinesiology/Athletics/Dance	Vacant
Kinesiology/Athletics/Dance	Mike Marcial (absent)
Language Arts	Tim Maxwell
Language Arts	Kat Webster
Math/Science	Angel Pilar
Math/Science	Katryn Wiese
Counseling	Brandon Williams
Counseling	Jennifer De La Cruz
Enrollment Services and Support Programs	Daniel Rhyne (Zoom)

1. Opening Procedures				
No.	**Item / Description**	**Presenter(s)**	**Approx. Start Duration**	**Action?**
1.1	Call to Order (2:32) *Senate meetings shall require a quorum of the membership to vote on action items. A quorum for a meeting of the Senate and all Senate committees shall consist of 50% plus 1 of the committee's voting faculty members.*	President / Facilitator	~2:30pm 2 min	Procedure
1.2	Adoption of Today's Agenda (Lee Miller moved to approve today's agenda after President Keller called attention to the erroneous vacancy listed for Language Arts & Malathi Iyengar 2nd. 13 Yes. 0 No. 0 Abstain.)	President / Facilitator	~2:32pm 2 min	Action
1.3	Adoption of Consent Agenda (Susan Khan moved to approve today's consent agenda containing only the notes with suggested changes from Katryn Wiese, Lee Miller, and Tim Maxwell from September 8th & Kat Webster 2nd. 13 Yes. 0 No. 0 Abstain.) *All items on the consent agenda may, by unanimous vote of the Academic Senate members present, be approved by one motion after allowing for Senate member questions about a particular item. Prior to a motion for approval of the consent agenda, any Senate member, interested student, citizen, or member of the staff may request that an item be removed from consent to be discussed in the order listed, after approval of remaining items on the consent agenda.*	President / Facilitator	~2:34pm 5 min	Action
1.4	Public Comment (Cheyanne Cortez an Art History faculty member is concerned about the common course numbering and how it is affecting the courses that have already been changed during the Phase 1 and 2 implementations. Cheyanne shared her personal experience. She found out mid-spring semester that she had no fall classes scheduled under her old course numbers; her students didn't know her courses (under new CCN numbers) were the same courses. When she raised this concern with administration, she was referred to the VP of Instruction, Counseling, Marketing, and Student Services, but received no clear answer on who is responsible for communicating these changes to students. The only mitigation was a small notice added to WebSmart during the summer directing students to click a link — which she said was insufficient. Requested this topic be placed on the next Academic Senate agenda (next meeting: October 13). She also noted students are concerned that although it's the same course, the new course number may cause transfer/articulation confusion (even though requirements/transferability have not changed). She'd like to	Public	~2:39pm 6 min	Information

	assure that the same issue doesn't occur when Phase 3 occurs. Tim M. concurred with concerns. Lee M. brought attention to Jason Holt, the spouse of a member of the Skyline faculty running for a place in the San Mateo Community College District Board of Trustees, representing Area 2 (Daly City, Colma, Brisbane, Broadmoor, and parts of South San Francisco). He is running against the incumbent Trustee Mike Guingona. He is being endorsed by the faculty union and his campaign is ramping up with phone banking starting today, 9/22 and continuing the following day. He encouraged interested parties to reach out to help with the phone banks. Makiko U. announced and invited all to attend the personal counseling event "Live Well" on Monday, 9/28 1:30 to 3pm in 10-468. The event will feature a guest speaker, Clint, who will share his own experiences and views on helping students with their mental health and self-care/holistic journey.) Questions/comments on non-agenda items • If more than one public commentator is present, comments may need to be limited to 1-2 minutes to accommodate everyone			
1.5	Highlights and Recognition (None today.) • Share positive news about great things happening with our students, faculty, staff, and programs	Public	~2:45pm 5 min	Information
2. Standing Agenda				
No.	**Item / Description**	**Presenter(s)**	**Time**	**Action?**
2.1	Presidents' Report (District Academic Senate (DAS) met last Monday, 9/14. There has been a concern about the equivalency process. A small number of faculty across the district haven't been through the process, but they have taught for many years despite that oversight, which has then often resulted in recognized equivalency experience. President Keller has joined a DAS workgroup on this topic of determining minimum qualifications criteria. The DAS will be discussing the minimum qualifications needed for faculty who have been teaching here for a long time but who haven't been cleared. The district doesn't have a good process for the equivalency process. The DAS has passed a measure to streamline the process and it will be in place by October.	Daniel Keller	~2:50pm 5 min	Information

	They discussed the lack of bylaws in various DAS subcommittees and identified this as an item needing work. There was an update on the district-wide professional development. There was a 20-page report on that topic that President Keller believes to be available on the DAS website. Some concerns were raised about inconsistent practices across the three colleges regarding who has access to faculty Canvas courses (e.g., an incident at a sister college where access was granted to a course without the faculty member's knowledge or permission). This also came up regarding accreditor access needs. President Keller will bring further discussion on Canvas access privileges (e.g., observer/evaluator roles) back to CSM Senate, since these roles are also inconsistent across the district. There were ongoing conversations about removing the final week from the academic calendar. Some faculty don't hold finals for the entire time and some use it for project presentations, so there was a general feeling that the 2.5 hours of time was underused. However, removing a 2.5 hour block did raise concerns for classes with just 50 minute time frames and for CTE/lab course requiring a specific number of contact hours. No action is set to occur yet. The finals topic is a conversation that is related to the compressed calendar. The compressed calendar, President Keller reminded the Senate, has been a discussion since he came to CSM in 2001. The idea is to compress our 18-week semester into a 16 week semester, which raises concerns because the shorter length will necessitate longer class times. Roughly 60% of colleges use compressed calendars. Katryn W. asked that during these conversations, folks be reminded that regardless of the length of the class, the Course Outline of Record (COR), with its total homework load and course content must still be met. Therefore compressed classes need a higher weekly homework load than uncompressed classes. Tim M. clarified whether the change of finals week discussed prior to this could occur before the proposed 2030-time frame of a compressed calendar. He expressed a strong objection. Kat W. expressed concerned that our pay would not change due to a compressed calendar. President Keller calmed fears that the topic is a long way from the point of implementation and that there will be input and discussion since everyone is potentially affected in different ways. IPC has since our 9/22 meeting, but most of the information is not relevant to Senate. They had an update from the All Campus Professional Development that Senate will			

	hear about later. Transportation programs were discussed as well. President Keller made notes about the discontinued routes. There were questions from the Senate about President Keller's notes (see below). The secretary feels that perhaps it would be better to see the IPC notes for their 9/30 meeting when they become available. There was also an update from Michelle on student housing. The current estimate on completion is March 2028. President Keller ended his report and asked for questions, clarifications comments, and concerns. Malathi I. expressed an ongoing concern about "lack of minimum qualifications" and lack of proper equivalency processes for hire. She believes this constitutes a Title V violation. Malathi requested an explanation of how this happened and a plan to ensure it doesn't continue. President Keller noted he will be serving on the related workgroup and will keep the Senate posted. Brandon W. wanted to know more about the transportation gift cards. President Keller noted that funding remains available for several student transportation programs (SamTrans passes, Clipper Cards, etc.), though the district is discontinuing one shuttle route (Millbrae/Millbury–Hillsdale) at the end of December due to low ridership; other shuttle stops (e.g., a real estate–to–CSM route) remain in place. The previously costly Lyft ride program has already been discontinued. Katryn W. asked about the registrar concerns and whether that had been discussed at DAS. President Keller noted that he hasn't brought this to DAS yet, but it is on his list of things to do.			

2.2	Curriculum Committee Chair Report (Malathi shared the news that the new curriculum handbook is available on the Curriculum Committee website. It is not greatly change, but updates were made. Malathi called out something that is new, the IDEAA (Inclusion, Diversity, Equity, Accessibility and Anti-Racism) framework, which is explicitly required in course outlines by Title V. TOP (Taxonomy of Program) to CIP (Classification of Instructional Program) is the discussion still going on in the committee. TOP is CA system, but CIP is Federal and soon they will be transitioned. There is a TOP to CIP crosswalk available online. There is room for faculty input when there is a disagreement from a faculty member. She explained some situations where concerns may arise, such as in CTE Lee M. asked for more explanation about what these codes are and if we should be concerned. Malathi said that since faculty has purview over curriculum and she is sharing and allowing us to make choices if we want to do so. Kat W. asked for further clarification and Malathi said that the codes are used in curriculum management systems and deferred to the counselors for further clarification on their use of the codes. The counselors said that they couldn't really elaborate. Katryn W. added that it is at the state level and how the "computers talk to one another." Malathi clarified that these are just codes and they don't effect your course content, your pedagogy, and they certainly aren't part of your daily teaching. The last topic was on the transition from CurricuNet to CourseLeaf. CourseLeaf has a time line and we need to meet their deadlines. We as faculty need to continue to meet CurricuNet deadlines and then we will need to meet the deadlines on the new CourseLeaf system. Maggie dV asked if we need to make the updates in CurricuNet. Malathi clarified that we should continue to do updates in CurricuNet and not wait for the new program.)	Malathi Iyengar	~2:55pm 3 min	Information
2.3	Distance Education Committee Chair Report (None)	Julieth Diaz Benitez	~2:58pm 3 min	Information
2.4	Committee on Teaching and Learning Update (President Keller, Alex Claxton, and Lauren Servais met with Karen Wong. Karen has been the full-time SLOAC at Skyline for the past 20 years. Karen discussed her work at Skyline and President Kellller, Alex, and Lauren asked her to look over their proposal for a SLOAC. The previous job postings may have been intimidating – making it seem like the applicant needed to be a life-long expert in SLO assessment and as Karen clarified, it is really a learn as you go	Daniel Keller	~3:01pm 3 min	Information

	job. As a result the team is reworking the job posting and will be sending it out again.)			
2.5	Student Representative Report (Next meeting we will hopefully meet the new representative if all goes well with the appointee.)	Nicholas Costello	~3:04pm 3 min	Information
2.6	Treasurer, Secretary, & Liaison Reports (Treasurer Ueda reported from the Finance Committee and wanted to ask if anyone is interested in joining/forming an ad hoc sub-committee to talk about the financial/budget situation. Classified staff hasn't expressed much interest in forming such a committee, so Treasurer Ueda wanted to gauge the interest from faculty. The SparkPoint check, discussed in detail last meeting, was delivered. A representative from SparkPoint will visit later this year to tell us how the funds were used. Treasurer Ueda is still working on dues collection. There is now an on-line form, but there is still more needed from HR before we can get the dues collection started. President Keller confirmed that Treasurer Ueda has put in a great deal of time and effort to make this happen. Brandon W. said that he had checked with the former Dual Enrollment Liaison, Carissa Cardenas, could continue in that role.) ● CSM Faculty Dual Enrollment Liaison: VACANT ● ASCCC CTE Liaison: Beth LaRochelle ● ASCCC OER Liaison: Alex Mata ● ASCCC Rising Scholars Faculty Liaison: Wesley Hingano ● ASCCC Legislative & Advocacy Liaison: VACANT ● ASCCC IDEAA Liaison: Makiko Ueda ● ASCCC Part-time Faculty Liaison: Maggie de Vera ● ASCCC Credit for Prior Learning Liaison: Daniel Rhyne	Treasurer, Secretary & Faculty Liaisons	~3:07pm 3 min	Information
3.	**Senate Business**			

No.	Item / Description	Presenter(s)	Time	Action?
3.1	**Visit from CSM President Manuel Pérez**: President Pérez is making his first visit to Academic Senate this year as an introduction. Bring your questions! (This is essentially a check-in for the beginning of the semester. President Pérez's wish is to discuss two or three things that are top of mind for the whole college. First, though President Pérez wasn't planning to bring this to Senate, he wants to thank the faculty for their support of the team concerning the recent accident and death experienced by our community. President Pérez took the liberty to offer that the team take Monday for themselves. If there is anyone that has heard of continued stressors, please reach out. The team has voted and they will play on Saturday. Second, based on feedback received from the Spring Budget Forums, the Cabinet met with every division on campus. They also met with any group that does not formally belong to a Division. They had local conversations with every group. They have revised the participatory governance feedback process to allow for constant communication. President Pérez welcomed constant communication in both directions, stressing that we don't have to wait for a decision to provide feedback. The budget will have a continued impact on our future, but it is not the only thing we will need to continue in conversations. With an eye on the time allotted to this topic, President Pérez called for questions. Tim M. raised a concern about a reported $800,000 (of an approximately $6.5 million pool meant for student gift cards/basic needs distribution in 2024) that was reportedly misplaced/misallocated, and about funds being moved between accounts (e.g., a Language Arts event-space/custodial account reportedly reduced from $1,400 to $480), asking who was responsible and whether this was an error. Tim overlapped this conversation with the new housing complex. President Pérez admitted that he could not speak to the concerns Tim raised, but he talked about some of the things that he could address in what Tim mentioned.	College of San Mateo President Manuel Pérez	~3:10pm 15 min	Information

	President Pérez distinguished between fixed budget items (personnel, salaries, benefits, COLA, contractual/compliance obligations) which must be funded, versus operational costs (student staff, travel funds, contracts, etc.) which are not fixed and are managed with local control at the division level. He stated that budget allocation processes have become significantly more transparent over the last two years, with multiple ways to access all budget documentation publicly. Tim followed up that it is very difficult to have speakers when we can't pay custodial and don't need to pay the speakers. The cuts seem a little extreme, like some in the Federal government in the current administration. President Pérez followed up after thanking Tim for his feedback with the desire to continue conversations. He shared that President Keller had voiced an interest in partnering with ASCSM in exploring opportunities for students to share their voice in various impactful committees across campus. He highlighted the need to seek student voice in curriculum and sequencing of courses. President Pérez addressed the housing conversation that Tim alluded to earlier. He indicated that there will be more structure put in place as we move forward. That will be physical and literal. Some considerations are counseling structures. As these conversations unfold, there will be a formal committee to discuss the needs and structures to support those needs. The committee with elicit feedback and provide presentations to Senate. The process will evolve through this semester and into the next. Jennifer dlC asked for more awareness about the hours that counselors may need to put in after hours and asked if the burden will be falling to CSM faculty, staff, and budget because the housing is on the CSM campus. President Pérez said the decisions will be made by more than just CSM – all three campuses will be involved. There will be multi-layer conversations about the decision process. The discussions are just beginning even though it will be two years before the first cohort of students begin living in the new facilities.			

	Kat W. wasn't aware that the students would be able to have access to more of the services beyond the normal day. She is a little concerned about the pushing of boundaries and impacts this will have on students and their understanding that there are humans involved and that faculty is not like AI and always available. President Pérez addressed the concerns expressed by Kat. His emphasis was to put everything in context and to have everyone at the table when discussing the issues and solutions.)			
3.2	**Update from the All-Campus PD Committee:** An introduction to new faculty reps on the committee, an overview of what the All-Campus PD Committee is working on, and an opportunity for Senators to provide feedback (The presentation is available on the Senate Website. The two faculty reps Anupriya Vysala and Beth LaRochelle were here to assist. The make-up was discussed: 3 ASLT reps, 2 classified reps, 2 full-time faculty reps, 2 adjunct faculty reps (currently vacant due to lack of funding), 2 administrative reps, 2 student reps (one seat just filled). The Flex Website and PD website were highlighted: Newly redesigned Flex Day website (credit given to Val Tyler, Marketing & Communications) with schedule, archive of past Flex Day recordings, speaker/session submission buttons, and a new detailed Flex Day FAQ page. A revamped general PD website includes faculty-specific resources (developed with the DE team), with plans to expand classified- and manager-specific resource sections, a list of PD-related committees/contacts, and a forthcoming page on PD grant opportunities. Members were encouraged to tag campus calendar events "Professional Development" so they auto-populate on the PD site. The committee is exploring a newsletter or similar low-clutter method to share upcoming PD opportunities. Some of the opportunities for PD were highlighted: • Equity Center Learning Opportunities (ECLO) program – second cohort applications close Wed., 9/23 (open to classified staff primarily, but open to all).	Susan Khan, All-Campus PD Committee	~3:25 pm 20 min	Information

	• A session titled "The Problem with Latin[o] [History]: From a Temporal to a Spatial Understanding of Who We Are Within All Our Relations," led by a professor of Ethnic Studies and Government, on October 6th (tied to Latin[x] Heritage Month); schedule to be shared soon (Flex Day is October 7th). • QOTL (Quality Online Teaching and Learning) recertification: sessions for those who completed QOTL 1 & 2 and signed up to recertify will be held on Flex Day, or via a recertification pilot kickoff. New Module 1 cohort begins October 12th; Module 2 begins October 19th. • Faculty PD Committee: Applications for long-term faculty PD (including sabbatical for Spring 2027) are due October 16th. • District PD Academy opportunities were also flagged (interviewing skills, culture of belonging, leadership development, managing difficult personalities, office technology, etc.), along with statewide synchronous webinar series (accessibility/Title II compliance, authentic assessment, degree planning, OER, universal design, dual enrollment, MIS reporting, etc.). • The next Flex Day on Wednesday, October 7 was highlighted; the schedule should be released on Wed., 9/23. Long term faculty PD is due October 16th. District wide PD was highlighted. State PD was highlighted and the fact that these are often webinars. A debrief from August Flex Day was given: 220 attended with majority faculty and a lot classified and administration. There was a dip in Flex attendance last October with the boycott due to the contract negotiations and threat of a strike. Overall, there has been a dip in attendance, likely due to the fully in-person requirements for the more recent morning sessions. It is estimated that 15 to 30 people who would normally join online were lost as a result of the lack of online modality. The feedback was very low for the August Flex day with only 5 to 13 respondents per morning session form. There was a request for more online morning sessions. Positive feedback for the healthy food and the intentionality of the keynote speaker, but there was still room for improvement in both areas. October 7 Flex Day will have 15 or less sessions to prevent oversupply. A student panel is being planned for the morning. Details will be forthcoming in the next few days. Discussion/Feedback Requested by the Committee:			

	• How to encourage more engagement/participation in PD (including Flex Day)? • How to encourage more people to facilitate PD sessions? • How to leverage PD to support campus mission/goals? • How to better assess PD activities? Maggie dV added that there is a lack of an adjunct representation. She wants to know what the Senate is doing about this issue? The adjunct faculty is not represented as they should be and she wants Senate to do something about it. Beth LR feels the issue is not a Senate issue, but a "4th Floor" issue because there is no funding for this type of representation. Beth also highlighted that the same is true for student representation. Maggie said that she doesn't expect Senate to fund the issues, but she wants Senate to speak on behalf of the adjunct faculty. President Keller brought attention to the fact that the Senate does tackle this issue, that in fact we have "this" as a goal for the year. Katryn W. was a member of the committee last year. She stated that it would be great to leave time and space on our FLEX days for college-wide conversations on important topics (such as Institutional Level Outcomes and Assessment). Too many sessions happening at the same time dilute the audience. Susan addressed Katryn's concerns starting with the fact that the administration would like to have more speakers, and the committee has attempted to balance that desire with faculty desire. The desire by the faculty to have more campus wide conversations between colleagues can set up conflicting goals and be a challenging balance. Susan acknowledged the current practice caps sessions at 5–6 concurrent maximum to balance variety against overlap/competition between sessions and welcomed feedback on whether that's too many or too few. Rene A had a concern about feedback during the August session. She was only able to make one comment and then she could not submit more for her other sessions. Makiko U expressed concern about the lack of morning sessions on-line. Susan spoke to this concern. The Zoom sessions are easy in the theater, but they are expensive to have in the Bayview Dining room. Rene A called attention to making the reason for the lack of on-line options being stated. Maggie dV wasn't able to use the QR code for the feedback. She also feels, due to			

	equity issues, the on-line option is important and that speakers need to be aware. President Keller called time on the item.)			
3.3	**Bylaws revisions to Committee on Teaching and Learning**: Should the Academic Senate place the CTL "on hold" for the remainder of Fall 2026? We will vote on a brief statement for our bylaws. (President Keller read out the entire action item which was discussed in the last Senate meeting: "The College of San Mateo Academic Senate approves the temporary suspension of operations of the Committee on Teaching and Learning, effective immediately through the Fall 2026 term, while the Academic Senate and Institutional Planning Committee collaboratively develop a proposal for a successor committee that will represent the broader campus and report to the IPC. Institutional Planning Committee, any charge, membership composition, reporting relationship, or other governance details of the successor committee will return to the Academic Senate for separate consideration and approval." Move to approve Action Item 3.3 was made by Lee Miller & 2nd by Tim Maxwell. Discussion ensued: • Extended discussion about whether publicly posting that the committee is suspended could create a negative impression during accreditation, versus simply providing a point of contact (e.g., "if you have questions, contact President Keller") without a formal Senate statement. Consensus was reached that a formal statement is still needed because: The website currently lists the committee as active, which would be misleading if left unaddressed, especially under active accreditation review. It is preferable to proactively explain the situation (assessment/program review needs a continuity plan while the committee's structure changes) rather than have accreditors or the public discover an inactive-but-"listed active" committee and wonder why. It was noted that two of the three committee "tri-chairs" have lost their positions (contributing to the root cause), and there was debate over how much of that underlying reason (largely budget-driven) should be included in the public statement — consensus was to keep the public statement simple and forward-looking rather than airing full internal details, while still being transparent that	President	~3:45 pm 15 min	Action

	the college is committed to program review/assessment.. • Kat W. was concerned for the workload of President Keller and VP Anderson. President Keller said that the work load wouldn't change since these are included in the VP duties already. • Katryn W wanted clarification for a no vote on this action item. President Keller and VP Anderson said that this vote today is about having it on the website as a temporary suspension. Katryn expressed a little concern about what she felt would come back to Senate is not what she is hearing. President Keller said that he doesn't feel it is what he thought he'd bring forth either. There were concerns about having the Dean of Prie heading the committee, even temporarily. Susan wondered about the removal of the SLOAC position and the delay in the call for the new position. • Lee M. wonders if there is a reason for putting a temporary hiatus of the committee and not just putting President Keller and VP Anderson's name there for contact. President Keller has a concern about misinformation of having a committee listed when it really doesn't exist. Susan wonders if there is a reason to be concerned with respect to the accreditation. President Keller wasn't comfortable not sharing out the information that the committee is temporarily on hold. Lee feels it brings about more questions if we make this statement on the website. • Kat further feels a good idea to have a place holder. She is on the program review team for English and she has already needed help and wants to be able to look up how to find support. She feels that though this is an uncomfortable topic, it is important to have someone to ask. • Katryn further feels that the goal needs to be focused on the shift to a college wide committee which is what we are really doing. Proposed amendment: "Because assessment crosses all areas of the college, and CSM wants to reflect this, while we are working on a new version of this committee as an IPC subcommittee…" and then we would continue the statement. President Keller says that we will be voting on this amended version. • Jennifer dlC wants this to be more than words and to be a meaningful process. • Kat would like to see the program reviews showcased in a Flex Day session.			

	A proposal was made adding introductory language emphasizing that assessment crosses all areas of the college and that CSM wants the successor committee to reflect that breadth. After several rounds of wordsmithing, the agreed amended opening language was: "Because assessment crosses all areas of the college, and CSM wants to reflect this, while we are working on a new version of this committee as an IPC subcommittee, [original suspension language continues]..." President Keller asked for a vote Katryn Wiese 1st to accept amended version and Lee Miller 2nd the amended version. 11 Yes. 0 No. 1 Abstain.)			
3.4	**Approval of our goals for 2026-2027:** After brainstorming and reviewing at our previous two meetings, we will vote on our priorities for the coming year. (There was not time for this discussion in this meeting.)	President	~4:00 pm 15 min	Action
	Changing our Prioritization Process: President Keller will propose an ad-hoc work group to explore creating a prioritization process modeled on Skyline's FTEFAC. (There was not time for this discussion.)	All	~4:15 pm 15 min	Discussion

4. Closing Procedures				
No.	**Item / Description**	**Presenter(s)**	**Time**	**Action?**
4.1	Final Announcements (None) *President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.*	President /	~4:30pm 0 min	Information
4.2	Adjourn (4:30)	President /	~4:30pm	Procedure