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University of South Carolina
BOARD OF TRUSTEES

Buildings and Grounds Committee

February 9, 2018

The Buildings and Grounds Committee of the University of South Carolina Board of Trustees met at 10:50 a.m. on February 9, 2018, in the Alumni Center's C. Edward Floyd Boardroom.

Members present were: Mr. William C. Hubbard, Chairman; Mr. Chuck Allen; Mr. Mark W. Buyck Jr.; Dr. C. Edward Floyd; Ms. Leah B. Moody; Mr. Thad Westbrook; and Mr. John C. von Lehe Jr., Board Chairman. Mr. Toney J. Lister and Mr. Miles Loadholt were absent.

Other Trustees present were: Mr. Thomas C. Cofield; Mr. Hubert F. Mobley, Board Vice Chairman; Ms. Rose Buyck Newton; Mr. Tommy Preston Jr.; Ms. Molly M. Spearman; Mr. Eugene P. Warr Jr.; Mr. Mack I. Whittle Jr.; Mr. Charles H. Williams; with Mr. J. Egerton Burroughs and Dr. C. Dorn Smith III joining by telephone.

Also present were USC Columbia Faculty Senate Chairman Marco Valtorta and Student Government President Ross Lordo.

Others present were: President Harris Pastides; Secretary J. Cantey Heath Jr.; General Counsel Walter "Terry" H. Parham; Provost Joan T.A. Gabel; Chief Operating Officer Edward L. Walton; Chief Financial Officer Leslie Brunelli; Vice President for Student Affairs Dennis A. Pruitt; Vice President for Development Jancy Houck; Vice President for Human Resources Chris Byrd; Vice President for Information Technology Doug Foster; Vice President for System Planning Mary Anne Fitzpatrick; Chief Communications Officer Wes Hickman; Athletics Director Ray Tanner; USC Advancement Team Leader Paula Harper Bethea; USC Aiken Chancellor Sandra Jordan; USC Beaufort Chancellor Al Panu; Palmetto College Chancellor Susan Elkins; USC Upstate Chancellor Brendan Kelly; Associate Vice President for Business Affairs Helen T. Zeigler; Associate Vice President of Student Life Anna Edwards; Chairman of the University of South Carolina Development Foundation W. C. Hammett Jr.; Chairman of the University of South Carolina Educational Foundation Boyd B. Jones; University Treasurer Pat Lardner; Executive Director for the Office of Economic Engagement William D. "Bill" Kirkland; Chief Audit Executive Pam Doran; Executive Director of My Carolina Alumni Association Jack W. Claypoole; College of Arts and Sciences Dean Lacy Ford; College of Engineering and Computing Dean Hossein Haj-Hariri; Director of

Facilities Planning and Programming and University Architect Derek S. Gruner; Executive Associate Athletics Director Kevin O'Connell; Senior Associate Athletics Director Judy Van Horn; Director of Capital Budgets and Financing Charlie Fitzsimons; Director of State Government Relations Derrick Meggie; Director of Campus Life and Russell House University Union Kim McMahon; Assistant Director of Facilities Design and Construction Thomas Opal; USC Aiken Executive Vice Chancellor for Academic Affairs Jeff Priest; USC Aiken Vice Chancellor for Finance and Administration Cam Reagin; USC Aiken Senior University Facilities Executive Brian Enter; Dick Galehouse, Justin Fay, and John Surgue from Sasaki; The Boudreaux Group President Heather Mitchell; Watson Tate Savory Principal J. Sanders Tate; University Technology Services Production Manager Matt Warthen; and Board staff members Debra Allen and Terri Saxon.

I. Call to Order

Chairman Hubbard called the meeting to order and welcomed everyone. Mr. Hickman introduced Mary Ramsey with *The Daily Gamecock*.

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

Motion for Executive Session

Chairman Hubbard stated there was a proposed contractual matter related to a gift naming opportunity appropriate for discussion in Executive Session. Mr. Buyck moved to enter Executive Session and Dr. Floyd seconded the motion. The vote was taken and the motion carried.

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

Executive Session

Return to Open Session

II. Planning Update

A. Student Union Planning Presentation by USC Student Government President Ross Lordo

Chairman Hubbard called on Mr. Lordo, who began with a quote from Dr. Pastides'

2017 State of the University address – “We are committing to a comprehensive renovation and repurposing of the House that McGuire built, the hallowed Carolina Coliseum.”

Mr. Lordo said 1976 was the last year square footage was added to the Russell House, placing USC 24 years behind other SEC schools; and since 1976, USC Columbia had experienced a 31% enrollment growth, causing the loss of functionality due to the overcrowding of the facility. He said the Council of Advancement of Standards in Higher Education recommends at least 10 square feet per student and USC currently has a little over five square feet per student. A 66% increase in the amount of student organizations in the past 10 years, has created the inability to sustain demand for meeting rooms at the Russell House. Additionally, the University’s 2010 Master Plan recommended additional student life and indoor recreation activity as part of the reuse of the Carolina Coliseum.

Mr. Lordo discussed five key elements of a university student union. A student centered culture helps to create an environment to show students they are appreciated and supported; which he said, could be accomplished by locating administrative offices in back corners, so the building is truly student-centered. Creating multi-faceted dynamic spaces would ensure the building can be adapted for different situations. Providing pathways to success with an open concept design encourages students to encounter others, which he said is extremely important since studies have shown the more students see faces they recognize, the more connected they feel to a place. Fostering collaboration will yield a student union that provides a place for student organization space and meeting rooms. Finally, he said a student union should embody the Carolinian culture to help students feel connected to the University.

Mr. Lordo reported on 2017 accomplishments supporting a new student union: implementation of a student fee to fund a conceptualization study; site visits to N.C. State and UNC-Charlotte student unions; establishment of a steering committee to coordinate the study; and engagement of an architect to assist with planning.

In 2018, Mr. Lordo said efforts were underway to determine an appropriate plan with emphasis on student union space and a feasibility study to adapt the Carolina Coliseum; to conduct site visits to other SEC student unions; to conceive a funding strategy; to consider a student fee schedule; and to present initial conclusions to the Board of Trustees. Moving forward the hope is to seek appropriate approvals of a plan in 2019, and realize a schematic design in 2020.

Mr. Lordo thanked Chairman Hubbard for the opportunity to address the committee.

President Pastides commended Mr. Lordo for his informative presentation. The President said he supported the student union focus in a renovated Carolina Coliseum; but noted that due to its size, it will be a multi-purpose facility to accommodate additional uses, especially for academics. Discussion ensued.

Trustee Preston, as a former USC student government president, also commended Mr. Lordo for his insightful presentation. He asked for an update on short-term efforts to improve the student experience at the Russell House. Mr. Gruner said, as part of the food service contract, a comprehensive renovation of the Russell House was done 15 years ago and another one is in the planning stage. He noted additional food platforms around campus had helped reduce overcrowding in the Russell House.

Board Chairman von Lehe asked if thought had been given to moving the bookstore out of the Russell House. Mr. Gruner said, in fact, consideration was being given to expanding the bookstore space.

Chairman Hubbard asked if there were any objections to moving forward with the timeline outlined by Mr. Lordo. There were none. Chairman Hubbard said the presentation was received as information.

B. 2018 Master Plan Update by Sasaki

Chairman Hubbard called on Mr. Gruner, who said in 2017 the Board commissioned Sasaki to update the University's 2010 Master Plan. He reported the University had exceeded projected enrollment growth in the 2010 Plan. The goal of the 2010 master plan update, he said, is to reflect implementation achievements, assess new program requirements, and articulate a development strategy to accommodate these programs through 2025. To present the Master Plan Update review, Mr. Gruner recognized Justin Fay, Dick Galehouse, and John Surgrue from Sasaki.

Mr. Gruner called on Mr. Fay, who complimented members of the University's Master Plan Committee for their work. He discussed the distinguishing characteristics of the 2010 Master Plan: information through the lens of sustainability (environmental, economic, social); in-depth analysis of existing and proposed space use; strategic facilities plan for the 2014 -2015 academic year; long-range plan for the period beyond 2014-2015; and vision plan for South Campus from Whaley Street to Williams-Brice Stadium, including redevelopment of South Campus housing.

Mr. Fay noted the objectives of the Master Plan update were aspirational and many were already in process: reimagine the South Campus engineering district; build additional on-campus housing; initiate health sciences campus planning; evaluate 2025 academic and student life space needs; connect the campus to the Congaree River; empower the City-University partnership; anticipate institutional development plan zoning; articulate a 2050 campus vision; reach for research excellence; and invest in the civic realm and public art. He said the Master Plan update focuses on four planning strategies: academic

core infill; engineering district; student life; and civic realm. The driving base line assumption in the Master Plan update is that undergraduate enrollment will grow by approximately 5,000 students by 2025.

The University took to heart one of Sasaki's strongest 2010 Master Plan recommendations when it focused on the adaptive reuse and care of existing facilities, especially of those buildings on the historic Horseshoe, Mr. Fay said. He noted that of the 23 completed projects, listed in his presentation, the most significant were the South Campus athletics areas including transformation of the Athletics Village and the acquisition of 300 acres for student recreation. Partnerships between the University, city, county, and state led to the successful planning and implementation of several transformative downtown projects including Foundation Square and Greene and Assembly streets improvements. A list of projects in the planning stage include: Renovation of Law School West Tower; Campus Village; Close-Hipp Renovation; LeConte Renovation; Caroliniana Library Renovation; Honors Residence Expansion; Greek Village Garage; Health Sciences Campus; South Main Street; and Jones Physical Science Center (PSC) Lab Renovation.

Mr. Fay discussed campus development strategies, by reviewing the Campus Mission Goals: optimize the use of existing spatial resources; adaptively reuse existing space wherever feasible; remove unsuitable and poor quality space; support the integrity of adjoining neighborhoods; actively work with the community to promote economic development; and advocate sustainable public policy initiatives within the community. Reactivated and renovated classrooms in Close-Hipp and the available expansion space in the Classroom/Laboratory Building (former Law Center), will provide adequate space for classrooms to accommodate growth until 2025, he said. Both facilities are ideally located within the academic heart of campus. Existing and projected science labs space is anticipated to be met by the former Law Center renovation.

Core campus uses are connected along three main corridors Greene, Main, and Catawba streets; with Marion Street providing a critical pedestrian connection. Mr. Fay said transit connections along these corridors should be explored.

Trustee Mobley said the plans sounded good, but a financial overlay of the cost for the plans was needed. Mr. Fay responded that Sasaki did not address funding.

Mr. Surgrue said that with significant new construction and renovation projects completed on campus since 2010, it is now possible for USC to reimagine the engineering district. Initial storm water and flood control improvements can be made prior to the demolition of 300 Main Street to begin the transformation of the block into the Engineering Quad. He mentioned railroad consolidation alternatives for the district.

Mr. Surgrue discussed the South Campus transformation, which includes the proposed Engineering Quad; the Athletics Village; and the proposed Campus Village. The need for student union space continues to increase with enrollment growth, and adaptive reuse of the Coliseum and redevelopment of the South Main Capital District could address these space needs. The 300 acres the University recently acquired can accommodate all projected outdoor recreation space needs for 2025. Also, four fraternities are projected to expand to campus by 2020, Mr. Surgrue noted.

Sasaki and Mr. Gruner responded to Trustees' questions about the components of a student union. Trustee Preston urged all, as a former Student Government President, to remain focused on keeping student union functions in a central place.

Mr. Galehouse concluded the presentation by providing an historic context of the University's Master Plan beginning with the Bicentennial Plan in 1992, which focused on directing the campus away from the neighborhoods on the east and redirecting to the west. He said the next plan efforts, in 2006 and in 2010, were to create a new urban campus neighborhood with mixed uses of private, commercial, and residential uses. Mr. Galehouse reviewed the University's Master Plan accomplishments.

Mr. Galehouse responded to Dr. Valtorta's questions about the engineering district and campus parking. Chairman Hubbard said most important to him, is the need to improve the Assembly and Greene streets intersection.

Chairman Hubbard said Sasaki's report was received as information and the committee would consider approval of a final Master Plan at a future meeting.

III. Project Approvals

Chairman Hubbard called on Secretary Heath to read the following statement: "The University hereby declares its official intent, pursuant to federal regulations, to reimburse itself from the amount of proceeds of the tax-exempt bond issue." He said the statement would be inserted into the record where appropriate.

Chairman Hubbard called on Mr. Gruner to present projects for approval.

A. Phase I Approval – Swearingen Roof Replacement

The Swearingen Engineering Center was constructed in 1987. The building contains 218,817 gross square feet and is the primary location of the College of Engineering and Computing.

The building has the original flat modified-bitumen roof that was installed in 1987 and thus the roof is 31 years old and at the end of its serviceable life. The area of the building's roof is approximately 71,000 gross square feet. The building experiences leaks throughout the entire field of the roof, which should no

longer be addressed with localized patches. Attempts by USC personnel and outside contractors to remedy leaks have been attempted, but have been only marginally successful. A new membrane roof is needed to prevent damage to the building interior as well as to provide an energy efficient roofing solution.

The project will provide a new PVC membrane roof, new rigid insulation and include the replacement of all associated roof flashing at parapets, skylights, and roof-mounted mechanical equipment and piping. The new roof system will provide a 20-year warranty. The estimated cost of the roof replacement is \$2,000,000. The project is included in fiscal year two (FY 2019) of the Five-Year Capital Improvement Plan. The project is expected to seek Phase II approval from the Board of Trustees in September 2018. The roof replacement is anticipated to occur in 2019.

Chairman Hubbard called for a motion to recommend full Board approval to establish this project for Phase I design with a budget of \$30,000 funded with Institutional Capital Project Funds. Mr. Buyck so moved and Dr. Floyd seconded the motion. The vote was taken and the motion carried.

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

B. Phase II Approval – Upfit for the Department of Communication Sciences and Disorders

The project will relocate the Department of Communication Sciences and Disorders (COMD) from 15,000 square feet of leased space on Lady Street to the second floor of the Close-Hipp building. The COMD resides within the Arnold School of Public Health (ASPH). The project will fully upfit approximately 23,400 square feet on the second floor of the Close-Hipp building. The upfit will include specialty clinical space, faculty offices, research labs and numerous support spaces. New mechanical, fire alarm, sprinklers and electrical systems will result in an entirely updated space.

The project is included in fiscal year two (FY 2019) of the Five-Year Capital Improvement Plan. Construction is anticipated to start in the fourth quarter of 2018 and be completed in late May 2019, before the existing lease terminates.

Chairman Hubbard called for a motion to recommend full Board approval to fund this project for Phase II design and construction for a total budget of \$2,400,000 funded with \$1,800,000 of Private Gifts and \$600,000 Institutional Funds. Mr. Allen so moved and Ms. Moody seconded the motion. The vote was taken and the motion carried.

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

C. Other Approvals

1. Wardlaw College Roof Replacement

Wardlaw College was constructed in 1930. The building contains 88,834 gross square feet and is the primary location of the College of Education.

The roofs over the attached Drayton and Peabody buildings have been recently replaced and require no work. The portion of the building involved with this project is the main, central area which has a built-up roof with a gravel ballast system that is approximately 40 years old and at the end of its serviceable life. The area of the roof to be replaced is approximately 27,000 gross square feet. The roof has multiple leaks throughout the entire field of the roof, which should no longer be addressed with localized patches. A new roof is needed to prevent damage to the interior as well as to provide an energy efficient roofing solution. The project will provide a new modified-bitumen roof, new rigid insulation and will include the replacement of all associated roof flashing at the parapet and roof-mounted mechanical equipment and piping. The new roof system will provide a 20-year warranty.

The project is included in fiscal year one (FY 2018) of the Five-Year Capital Improvement Plan. The roof replacement is anticipated to occur in 2018.

Chairman Hubbard called for a motion to recommend full Board approval to establish and fully fund this project with a budget of \$800,000 to be funded with Institutional Capital Project Funds. Ms. Moody so moved and Mr. Allen seconded the motion. The vote was taken and the motion carried.

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

2. 2019 Classroom Enhancement Renovations at the Williams-Brice College of Nursing

The Classroom Enhancement Project was initiated in 1993/1994 to upgrade existing general classrooms to a higher standard and to provide capabilities for multi-media instruction. A classroom enhancement project generally includes new finishes, the installation of multi-media audio/visual equipment, new or repaired seating, and minor modifications to buildings systems to accommodate a multi-media environment. The projects are funded annually with 60% Institutional Capital Project Funds from the Office of Administration and Finance and 40% Institutional Funds from the Office of the Provost. If the project budget for classroom enhancements exceeds \$250,000 in a single building, a Board action is required to approve the project.

This project includes the renovation of the auditorium-style classrooms 125 and 127 of the Williams-Brice College of Nursing building. The capacity of these auditorium-style classrooms are 108 seats each. Renovations will include new interior finishes, new seating and instructor's tables, and the upgrade/installation of multi-media audio/visual equipment.

Chairman Hubbard called for a motion to recommend full Board approval to establish and fully fund this project with a budget of \$270,000 to be funded with \$162,000 of Institutional Capital Project Funds and \$108,000 of Institutional Funds. Ms. Moody so moved and Mr. Westbrook seconded the motion. The vote was taken and the motion carried.

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

3. 2019 Classroom Enhancement Renovations at the Close-Hipp Building

This project includes the renovation of five classrooms in Close-Hipp that are not included with the ongoing building maintenance renovation project, which primarily addresses building infrastructure. The capacity of these classrooms ranges from 49 to 55 seats. Renovations will include new interior finishes, new furnishings, the upgrade/installation of multi-media equipment, and minor mechanical/electrical modifications. This project will complete the enhancement of general classrooms in Close-Hipp bringing the total number of serviceable general classrooms to 27.

Chairman Hubbard called for a motion to recommend full Board approval to establish and fully fund this project with a budget of \$450,000 to be funded with \$270,000 of Institutional Capital Project Funds and \$180,000 of Institutional Funds. Mr. Buyck so moved and Dr. Floyd seconded the motion. The vote was taken and the motion carried.

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

4. Outdoor Volleyball Locker/Film Room Renovation

The project will renovate a portion of the second floor of the old Roost E Building at the Athletics Village to support the Outdoor Volleyball program. The space currently provides outdated locker rooms and a shower/toilet room. Many of the adjacent locker rooms are no longer used, as the tennis and softball programs have moved their locker rooms and all team spaces to their new competition facilities at the Athletics Village.

The existing walls between several of the now unused locker room spaces will be demolished to create an open area of over 2,000 square feet for Outdoor Volleyball to have a film viewing room, a team

lounge, an improved locker room and shower space, and storage. This will provide a “home base” for their program and assist in recruiting efforts.

Construction is expected to begin in June 2018 and be completed by October 2018.

Chairman Hubbard called for a motion to recommend full Board approval to establish and fully fund this project with a budget of \$360,000 to be funded with Private Gifts. Mr. Allen so moved and Mr. Westbrook seconded the motion. The vote was taken and the motion carried.

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

5. College Street Parking Lot Renovation

The project will renovate an existing gravel parking lot between the Discovery Parking Garage and Lincoln Street across from the Colonial Life Arena. The lot will provide approximately 86 spaces, accessed from College Street. The existing lot is currently used by faculty, staff and for event parking to serve the arena.

The project includes regrading a portion of the lot and paving with asphalt, striping the spaces, and providing lighting, landscaping and masonry walls where retaining is required.

Construction is scheduled to begin in August of 2018 and be complete by October of 2018.

Chairman Hubbard called for a motion to recommend full Board approval to establish and fully fund this project with a budget of \$400,000 to be funded with Auxiliary Funds. Mr. Westbrook so moved and Dr. Floyd seconded the motion. The vote was taken and the motion carried.

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

6. USC Aiken Convocation Center Roof Replacement

The USC Aiken Convocation Center was constructed in 2007 and contains 101,186 gross square feet. The building has areas of sloped metal roofing and areas of flat membrane roofing. This project will replace the flat membrane roof areas which total 36,526 square feet.

The flat roof, though only 10 years old, is failing due to manufacturing defects in the roof membrane. The University has undertaken legal action with the original roofing manufacturer to be reimbursed for a portion of the cost of the roof replacement. Due to the severity of the roof leaks that are causing damage to the interior and adversely impacting events, USC Aiken must proceed with a roof replacement immediately, while the legal action is ongoing.

The project includes replacing the membrane roofing with a new modified asphalt built-up roof assembly, including metal flashing, insulation as required, and other related components. The new roof system will provide a 20-year warranty and is scheduled to be installed in 2018.

Chairman Hubbard called for a motion to recommend full Board approval to establish and fully fund this project with a budget of \$800,000 to be funded with USC Aiken Institutional Funds. Ms. Moody so moved and Mr. Westbrook seconded the motion. The vote was taken and the motion carried.

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

7. USC Upstate Media Building Roof Replacement

The Media Building was constructed in 1979 and contains 48,394 gross square feet over three stories. This project includes replacing the flat roof areas which total 14,400 square feet.

The existing built-up roof is 39 years old and at the end of its serviceable life. The roof has multiple leaks throughout the entire field of the roof, which should no longer be addressed with localized patches. A new roof is needed to prevent damage to the interior. A new modified bitumen roof membrane will replace the existing roofing and will include the replacement of all associated roof flashing and metal coping at the parapets. The new roof system will provide a 20-year warranty and is anticipated to be installed in 2018.

Chairman Hubbard called for a motion to recommend full Board approval to establish and fully fund this project with a budget of \$350,000 to be funded with USC Upstate Institutional Capital Project Funds. Mr. Allen so moved and Mr. Buyck seconded the motion. The vote was taken and the motion carried.

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

D. Project Budget Adjustment – USC Beaufort Hilton Head Gateway Campus Chiller Project Increase

The project includes installation of a 450-ton chiller and cooling tower to serve the USC Beaufort campus. The capacity of this equipment will be capable of supplying chilled water to the entire campus and will provide redundancy for the existing, less-efficient chiller. This new chiller will produce chilled water more economically and will yield savings in utility expenses.

The project is funded by a grant and a low-interest loan from the U.S. Department of Energy to the South Carolina Office of Regulatory Staff under the American Recovery and Reinvestment Act of 2009.

Funding is authorized to be used for this specific project. The project was originally approved by the Board in October 2016. The project has been competitively bid and the lowest bid will cause the project budget to be exceeded. USC Beaufort intends to execute the project, and to proceed, an increase to the project budget must be approved by the Board.

Chairman Hubbard called for a motion to recommend full Board approval to increase the project budget by \$120,000 funded with USC Beaufort Institutional Capital Project Funds, resulting in a total project budget of \$753,906 funded with \$190,172 from a U.S. Department of Energy Subgrant, \$443,734 from a low-interest federal loan and \$120,000 of USC Beaufort Institutional Capital Project Funds. Mr. Buyck so moved and Dr. Floyd seconded the motion. The vote was taken and the motion carried.

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

Chairman Hubbard thanked Mr. Gruner for his report.

VI. Gift Naming Opportunity

Chairman Hubbard said the following gift naming opportunity was presented in Executive Session without objection:

- School of Law: “T. Eston Marchant, Jr. Classroom”

Chairman Hubbard called for a motion to recommend the full Board approve this gift naming opportunity as presented. Mr. Buyck so moved and Dr. Floyd seconded the motion. The vote was taken and the motion carried.

VII. Other Matters

Chairman Hubbard called for any other matters to come before the committee.

VIII. Adjournment

There being no other business to come before the committee, Chairman Hubbard declared the meeting adjourned at 12:30 p.m.

Respectfully submitted,

J. Cantey Heath, Jr.
Secretary