

Academic Senate Meeting
10-23-2020

Academic Senate Meeting Minutes 2020 - 2021

Date: Friday, October 23 2020 Time: 12:00 pm Location: Zoom	Members Present: Lissandra Baldan-Jenkins, Carrie Butler, Vivian Chin, Gordon Ching, Anne Chung, Sandra Claveria, Toni Cravens-Howell, Alma Cremer, Karen Crowell, Sharon Dansereau, Donna DeSilva, Kate DeSoto, Tanya Dean, Renee AK DeLaCruz, Kenoalani DeLaCruz, Susie Dill, Reshela DuPuis, Harold Fujii, Lisa Fukumitsu, Grace Funai, Lorianne Fukui-Stoos, Mari Giel, Sam Giordanengo, Jennifer Golla, Laurel Gregory, Camille Hernandez, Laura Hill, Meidor Hu, Lucy Jones, Grant Kaaua, Robyn Kalauli, Ku'ulei Kanahele, Drew Kapp, Akeakamakame Kiyuna, Kristine Kotecki, Kanoe Lambert, Kapena Landgraf, Larissa Leslie, Tamera Loveday, Donna Madrid, Aimee MacLennan, Josh McDaniel, Chris Midel, Luzviminda Miguel, Carrie Mospens, Trina Nahm-Mijo, Lew Nakamura, Ruria Namba, Jesna Nissam, Cheryl Pavel, Michelle Phillips, Kaleopono Quintana, Christine Quintana, Nathaniel Roberts, Beth Sanders, Pamela Scheffler, Elizabeth Shaver, Jennifer Sims, Kate Sims, Janet Smith, Neva Supe-Roque, No'el Tagab-Cruz, David Tsugawa, Leanne Urasaki, Darryl Vierra, Warren Walker, Brenda Watanabe, Debbie Weeks, Claudia Wilcox-Boucher
Call to Order: 12:00 pm By: David Tsugawa (Chair) Mins: Aimee MacLennan	Guests: Lorianne Fukui-Stoos, Naveen Siriah

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair David Tsugawa at 12:00 pm with 68 senators (including 13 Executive Committee members) in attendance.		
2. Roll Call and Introductions / Guest	No roll call was taken due to sufficient number of members in attendance. Attendance was recorded via Zoom enrollment. Two guests from Financial Aid.		
Announcements	Protocol update: <ul style="list-style-type: none"> • Votes to be conducted orally. <ul style="list-style-type: none"> ○ If vote is close, anonymous Zoom polling will be conducted • Any senator may call for secret ballot vote <ul style="list-style-type: none"> ○ In this case, Zoom the polling will be utilized • In order to avoid technical difficulties with attending the Senate meetings over zoom, the meeting will open at 11:45 am. <ul style="list-style-type: none"> ○ Senators encouraged to join early so that any technical difficulties with entering the meeting can be addressed prior to the commencement of the Senate meeting. ○ This will ensure that the meeting can begin promptly at 12:00 pm. 		

Academic Senate Meeting
10-23-2020

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	<ul style="list-style-type: none"> All guests to request access to Senate meetings no later than 30 minutes prior to the beginning of the meeting. 		
3. Approval of the August 28, 2020 minutes (Attachment 1)	<ul style="list-style-type: none"> Motion to accept the September 25, 2020 minutes (Giordiano/Pavel) Vote to Approve the September 25, 2020 Minutes <ul style="list-style-type: none"> 0 opposed, 0 Abstentions, Unanimous Approval 	Motion to accept 09/25/2020 minutes carried.	
4. Senate Chair Report	<p>a) ACCFSC Report</p> <ul style="list-style-type: none"> Projected \$1 M in cuts will likely be greater. The Governor has borrowed \$750 M from federal government for the State. <ul style="list-style-type: none"> To be repaid within 3 years President Lassner and UHPA in discussions over retirement incentives: <ul style="list-style-type: none"> Retirement incentive will only apply to faculty who currently qualify for retirement. Incentives will not be granted for early retirement. Should know by early Nov 2020 if the retirement incentives will be carried. Governor has proposed 4 years of furloughs. <ul style="list-style-type: none"> Note: any adjustment to our contracts must be negotiated with the union. Furloughs to be instilled in order to avoid reorganization and vertical cuts. BOR Ernie Wilson report: <ul style="list-style-type: none"> BOR budget plan was approved. UH still waiting to hear from Governor about the budget. Revisions BOR policy 8.203 on campus reserves was approved. Discussions on the management of Mauna Kea are being continued. UH President Lassner has undergone a comprehensive evaluation. Evaluation was carried out both internally and external to the system. <p>b) CCCFSC Report</p> <ul style="list-style-type: none"> Erika Lacro stated that her main goal is to keep all seven of the community college campuses open. Outside sources are recommending closure of a few campuses and we have a VPCC who is willing to fight to keep all campuses open. 		

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	<ul style="list-style-type: none"> • Vacancies upon retirement – Vacancies that occur as a result of faculty retirement will not be swept, but may not be immediately filled. <ul style="list-style-type: none"> ○ Departments may make special requests to fill vacant positions due to retirement quickly if it is deemed that the departure of retired staff will impact the students. • Online proctoring - The system looked into different ways of online proctoring for testing. It was realized that there's no perfect way to proctor online exams. <ul style="list-style-type: none"> ○ It was suggested that, to get around online proctoring, instructors limit the number of high-stakes proctored exams and replace them with non-proctored activities to evaluate students. • Continuing education - VPCC Lacro has received a grant to pursue various avenues when it comes to continuing education. There has always been a push to get students to move on to four-year programs and receive degrees, but there must also be ways of promoting non-degree pathways and supporting students who are interested in certificate programs. • Current national trend: Average age of community college students is 40 yrs. Many of these students are seeking additional training or new training within their current careers, or possibly career changes. UHCCs are exploring the promotion of back to work training for these students. <p>c) UHCC Budget Plan / "Right Sizing"</p> <ul style="list-style-type: none"> • Phase I of budget planning currently underway and the Chancellor has requested that we, as a campus, provide. • Phase II (Spring 2021) to go into more in depth analysis of budgetary planning. VPCC Lacro to submit recommendation to BOR upon conclusion. • BOR passed resolution BOR 2020-3 regarding shared governance: "administration shall work with faculty students and staff to seek the broadest possible consensus for the greater good in order to maintain the integrity and continued function as the university" <ul style="list-style-type: none"> ○ This resolution identifies that administration needs to listen to faculty, students, and staff and that our input on budgetary decisions should be heeded. ○ <i>All senators are strongly encouraged to provide their input into the budget.</i> 	<p>Faculty input on budget planning due: 11/04/2020 Input sent to VPCC: 10/09/2020</p>	

Academic Senate Meeting
10-23-2020

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	<ul style="list-style-type: none"> ○ Chancellor has provided an anonymous Google form to provide feedback (see agenda for link) ○ Senators may also send feedback to the following email: ccbgt@hawaii.edu. This email goes straight to the VPCC. <ul style="list-style-type: none"> • The participation / verification system is a way to track students' participation in our classes. It will now be implemented through Banner only. <i>Keep an eye out for an email from system for training and verification (Mid November).</i> • Q: How does this participation / verification system work with our no-show policy? A: Hopefully the training will help answer this. It should work in conjunction with the no show policy, but later in the semester (in case a student stops participation later in the semester). <p>d) UH Administration pay cut report</p> <ul style="list-style-type: none"> • No faculty pay cuts will be made unless bargained through UHPA (UHPA contract is a legal document) <p>e) CARES act spending</p> <ul style="list-style-type: none"> • As of 10/04/2020 the total for monetary requests has exceeded the available funds. The Chancellor has provided a summary report (link in agenda). <p>f) Senate Resolutions</p> <ul style="list-style-type: none"> • There's now a link on the Academic Senate page that posts all of the resolutions that have been passed in the last few years. 		
5. Old Business	<p>a) CRC – Ku'ulei Kanahele/Grace Funai (Attachment 2)</p> <ul style="list-style-type: none"> • The CRC is recommending a few proposals for senate approval. Please see attachment 2. These proposals will be discussed in new business. <p>b) DE – Carrie Butler/ Elizabeth Shaver (Attachment 3)</p> <ul style="list-style-type: none"> • <i>All senators invited to meeting Nov 13 from 10-11 regarding best practices for tech in the classroom.</i> DE committee is trying to compose a document that includes a list of best practices for utilization of tech, such as Zoom, in 		

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	<p>the classroom. They would like faculty input and feedback on this document.</p> <p>c) EPC – Brenda Watanabe (Attachment 4-5)</p> <ul style="list-style-type: none"> EPC is putting forward a proposal for the amendment of policy 5.304 regarding repeating courses. <ul style="list-style-type: none"> Amendment to include a description of why the course is repeated – it needs to be distinguished if repeating the course is to obtain a higher grade and/or for additional credits. Amendment also to include a description of how a WI course is used for credit in an Associate in Arts and an Associate in Science. Q: Where would the program indicate that it is allowable to repeat the WI requirement? A: The student would have to contact the program itself; it's not listed in the document. How the program lists this option is not included in the policy. Q: Are there any financial aid implications? It (the course) may not, necessarily, be repeatable for the students. They may have to be careful of this as well. A: EPC didn't feel that the policy should be that restrictive. Wanted the policy to be flexible so that individual programs have the ability to go forward with the policy. <p>d) FPC - Alma Cremer</p> <ul style="list-style-type: none"> No Report <p>e) GEC – Kenoalani Dela Cruz / Kapena (Attachment 6)</p> <ul style="list-style-type: none"> <i>GEC still needs a member from ATE</i> The UH system's Foundation Board website needs to be updated. HCC isn't listed on the website. The IT staff will configure what is needed so that we have access to provide information on our foundation courses. Receiving a lot of proposals and everything is on track. <ul style="list-style-type: none"> Migration of forms to PDF is proving troublesome. <i>If you are having difficulties with PDF, email Kenoa or Kapena for the Word Doc.</i> Math 120 proposal is up for senate approval (to be voted upon in new business). 		

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	<ul style="list-style-type: none"> • Comment: Would like to discuss clarification on the FQ designation of Math 120. This course needs to be very specific in that, if it goes through FQ designation, it only satisfies FQ for 2 specific programs: TEAM and drafting. Any Liberal Arts students, AAS, or ASNS will not be allowed to use this as their FQ. This program's FQs are only good for TEAM and drafting. For advising purposes, and for students looking to satisfy the FQ for their major, it needs to be noted that course this is very specific to TEAM and drafting only. • Comment: Keep in mind that, with the GEC designations, if it is voted in, and designated as an FQ, it applies to all liberal arts AA programs and AS degree programs. Across the system, this particular course fulfills the hallmarks for FQ. We can not designate this course as FQ for certain programs only. If it's an FQ, it's across the board / across the system. Fulfilling that particular foundation requirement. For any AS program using foundations, Math 100 would fulfill any program that does recognize foundations. This is across the system. • Comment: Although it is designed for TEAM and CAD, it is above the level of math 100. However, it is a majors-only course so it would be rare for an AA student to take it • Point of order: This discussion should be moved/resumed when this proposal is up for Senate vote in new business. <p>f) HAP – No'el Tagab-Cruz (Attachment 7)</p> <ul style="list-style-type: none"> • Going to be reviewing 6 proposals for the next academic year. • Planning services and workshops for Spring 2021 <p>g) WI – Sharon Dansereau (Attachment 8)</p> <ul style="list-style-type: none"> • The review proposals for all semesters • <i>Feb 1 deadline for WI proposals to launch Fall 2021</i> <p>h) Sustainability - Drew Kapp/ Debbie (Attachment 9)</p> <ul style="list-style-type: none"> • Working on recruiting students for a Malama Aina Sustainability club RISO • Vista, sustainability initiatives will be continued in 2021. If you have any people to suggest for Vista coordinator, contact Drew. • Comment: sustainability is going to become very important as UH addresses the 		

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	<p>changes and implements more/new programs</p> <ul style="list-style-type: none"> • Earth day, April 2021, is being organized. <i>If faculty are interested in planning, please reach out. Meeting is Nov 20th, 2020</i> <p>i) UHPA BOD Report – (Sam Giordanengo)</p> <ul style="list-style-type: none"> • VPCC confirmed that the transition from 11 month to 9 month transition will undergo a 28% pay cut. • Retirement – the only thing made public about the retirement ETUF can't be affected in any deals. If you're at 29 years, they can't give you the extra year to make you hit 30. • Union still looking at negotiating furloughs. Any reduction in pay has to be negotiated by all public sector unions, including UHPA. Negotiations still haven't started. • No serious negotiations for our contract have started. This contract is up at the end of the fiscal year (July 1, 2021). Preliminary negotiations should have started by now, but have yet to begin. <ul style="list-style-type: none"> ○ Have gotten a tentative commitment from Lassner to extend the current contract if no agreement is made. ○ The above is good news because, if we go out of contract, we may be open to strike or lockout. • Comment – want to clarify and stress that the reduction in pay for 11 month employees is 28% while admin only had to take a 9.23% pay cut. The union has stated that conversions are allowed and will be done by the College and UHCC Admin. Conversions won't have to be discussed with the Unions. There are 21 non instructional faculty positions at the college now. They all have to go through consultation with admin (30 min each) regarding the conversion of their positions. 		
<p>6. New Business (Attachment 10) (Attachment 11, 12)</p>	<p>a) Committee Proposals for Senate Approval – CRC, EPC, GEC</p> <ul style="list-style-type: none"> • Motion to vote on all of the CRC proposals as a block (Giordanengo/Smith) • Discussion: None 	<p>Motion to accept CRC proposals as a block vote carried.</p>	

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(Attachments 13-16)	<ul style="list-style-type: none"> • Vote to accept the CRC proposals being passed as a block vote. <ul style="list-style-type: none"> ○ <i>0 nay, 0 abstentions, Majority approval.</i> • Motion to accept EPC proposal 5.304 (Giordanengo/Smith) • Discussion: None • Vote to accept the EPC proposal on HAW 5.304 <ul style="list-style-type: none"> ○ <i>0 nay, 0 abstentions, Majority approval</i> • Motion to approve GEC proposal on Math 120 (Giordiano/Smith) • Discussion: <ul style="list-style-type: none"> ○ Comment – As previously mentioned, FQ designation would be applicable to all AA and AS degrees (unless AS specifically states which class is for their program). Math 120 is articulated to UH Hilo as Math 111 (which is a foundations course there). It would be articulated to Manoa and West Oahu as electives. ○ Comment – We need to ensure that students are being made aware that Math 120 may not satisfy, or transfer, as the math FQ credit for their major. ○ Comment – Math 120 is Trigonometry for Surveying and it is basically “trig lite”. It’s not as intensive as Math 140, but it is a 4-credit course with the extra credit being the application of the math to the field. It is an important course for students who will be doing surveying. It is also a higher-level course than math 100. Math 120 will have a higher-level prerequisite than Math 100. It should transfer as a math credit for some mainland colleges. Because it is more intensive than Math 100, it should satisfy the FQ designation. ○ Comment – Perhaps the description for the course can be changed in order to “flag” the students that this course is intended for students studying surveying. ○ Comment: In regard to policy E5209 – if a student has earned an Associate’s degree at HawCC, the other UH campuses will honour that the student has completed their General Education Foundation courses at that receiving institution. At the baccalaureate level, advising will be necessary to ensure that the student is enrolled in the appropriate 	Motion to accept EPC proposal 5.304 carried.	

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	<p>math course for their program.</p> <ul style="list-style-type: none"> ○ Q: What if a student, who wasn't in surveying or TEAM, took the class and got their FQ designation? Would they still graduate? A. Yes ○ Comment – For years there were problems with Math 100 and Math 115. Students were told that they had completed the incorrect pre-req's and were required to take a second Math course in order to satisfy their program requirements. There is concern that math 120 will bring forth the same issues. Clear advising and straight forwardness will solve this problem. ○ Comment: TEAM has either MATH 120 or 140 as the requirement so that transferring students can be steered towards a course that counts for as much as possible. There's a lot of counselling that goes in hand with aligning the credits with the student's long-term academic goals. • Vote to pass the Math 120 proposal. <ul style="list-style-type: none"> ○ <i>0 nay, 7 abstentions. Majority yay</i> <p>b) Charter Amendments: Article VI, Article IX – First Reading</p> <ul style="list-style-type: none"> • The first reading of the charter amendments has been sent out. <ul style="list-style-type: none"> ○ <i>Send comments or questions about amendments to your EC representative.</i> • Point of clarification – for first reading, there is not a lot of discussion. Next meeting, we will discuss in more detail. • Comment. We need a signed, 20-member petition, in order to amend the charter. We need to discuss an alternative to in-person signatures for the petition. • Motion to bypass the normal amendment procedures for the current charter amendment, using a different format. (Quintana/Giordanengo) • Discussion: <ul style="list-style-type: none"> ○ Comment: For this particular amendment, it is reasonable to accept the motion to move forward without the 20-signature petition. However, going forward, we may consider accepting digital signatures for 	<p>Motion to accept GEC proposal of Math 120 carried.</p> <p>Next senate meeting to be first reading of charter amendments.</p>	

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	<p>petitions.</p> <ul style="list-style-type: none"> ○ Point of Clarification: Digital signatures are for the amendment in the charter. Do we need to make a motion on it now? A. We can make a motion on it now, for a finite time, until the amendments in the charter are made. • Vote to accept the change in amendment procedures <ul style="list-style-type: none"> ○ <i>0 nay, 0 abstentions, Unanimous approval.</i> • Motion that, between now and final revision of the charter, digital signatures for petitions and proposals is allowed in lieu of physical signatures (DuPuis/Smith) • Discussion: <ul style="list-style-type: none"> ○ Comment – want this to be a temporary, short term motion until a more formal agreement on the charter changes is brought forth. ○ Comment – may not be necessary to put a timeframe on the acceptance of digital signatures. Whether we are able to return in person or not, utilization of digital signatures will be beneficial. • Vote to accept motion for digital signatures <ul style="list-style-type: none"> ○ <i>0 nay, 0 abstentions, Unanimous yay</i> <p>c) Academic Grievance Committee Chair (Meidor Hu)</p> <ul style="list-style-type: none"> • There has been a grievance that needs to be addressed. The Chancellor has appointed three faculty to form the committee, which needs to be voted on by Senate before it can be taken to the Committee on Committees. • Request to approve the following faculty as Academic Grievance Committee members (as appointed by the Chancellor) so that they are able to serve: <ul style="list-style-type: none"> ○ Toni Cravens, Faculty, MNS (PAL) ○ Jennifer Sims, Faculty, MNS ○ Jack Minassian, Faculty, Nursing • Motion to approve the above faculty as members of the Academic Grievance Committee (Claveria/Smith) • Discussion: None • Vote to approve the above faculty as members of the Academic Grievance 	<p>Motion to bypass the normal amendment procedures in order to carry out the current Charter amendments carried.</p> <p>Motion to accept digital signatures on petitions and proposals until final revision of the Charter carried.</p> <p>Motion to approve Academic Grievance Committee Members carried.</p>	

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	<p>Committee:</p> <ul style="list-style-type: none"> ○ 0 nay, 0 abstention, Majority approval. <p>d) Creation of an Ad Hoc Finance and Budget, with possible Charter amendment to make into a Standing Committee (Sam Giordanengo)</p> <ul style="list-style-type: none"> • This was a standing committee in the past. • Committee to makes up proposals and have some kind of say about budget matters. • Motion that the Senate approve the Creation of an Ad Hoc Finance and Budget Committee. (Dupuis/Wilcox) • Motion for friendly amendment to the above motion, in order to include a sunset clause on the Ad Hoc Finance and Budget for the end of spring 2021 (Giordanengo/DuPuis) • Discussion: None. • Vote to accept the motion for the creation of an Ad Hoc Finance and Budget Committee, with a sunset clause for the end of Spring 2021. <ul style="list-style-type: none"> ○ 0-nay, 0-abstentions, Unanimous Approval. • With the generation of the Ad Hoc Finance and Budget Committee, the EC will now appoint a Chair and create a call out for committee members. <p>e) Policy HAW 9.209: Professor Emerita/Emeritus Policy (Sam Giordanengo)</p> <ul style="list-style-type: none"> • Proposed resolution so Academic Senate has a say on the Emeritus positions. • Would like to provide Academic Senate with the opportunity to give suggestions, feedback, and input to Admin on whom should be awarded Emerita/Emeritus status since these individuals are our peers. • Comment: because we weren't given a copy of the resolution ahead of time, we need to distribute it to the faculty so they can review it ahead of the vote. • Comment: take the resolution out to your constituents and talk about it. If this resolution does pass, this is how faculty may support faculty and honor our profession. • Comment: this resolution will be sent to the entire faculty senate. Once you've read the resolution, provide feedback to the EC constituents. At the next college 	<p>Motion to approve the creation of an Ad Hoc Budget and Finance Committee with a sunset clause for end of Spring 2021 carried.</p> <p>Resolution to be disseminated and discussion on proposal to continue at next Senate meeting.</p>	

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	<p>council meeting, Chair Tsugawa to ask for a delay in the decision making regarding this topic to allow for senate to vote on it.</p> <p>f) FYE (No`el Tagab-Cruz / Kate Sims)</p> <ul style="list-style-type: none"> FYE has been in the works for a while. In the last accreditation report it was stated that we will develop an FYE for students in order to improve student retention. Working on building an experience that will involve Student Services as well as Faculty. Courses will be designated as FYE, of which English 102 is included. This designation would sit in faculty senate. FYE is designed as an experiment to see how it would function and/or how it would be carried out. <p>g) No college catalogue (Claudia Wilcox-Boucher)</p> <ul style="list-style-type: none"> Is there an update regarding the college catalogue? Where is it? ASUH president contacted administration regarding catalogue. Digital catalogue to go up for Oct 31, 2020. The catalogue is currently in the 3rd draft Comment: People are feeling the strain of an overburdened workload with all of the cuts. Comment: Can we develop a clear template for people to represent what they do and what their workload is? How are the expectations of positions changed as jobs are altered? Chair Tsugawa to create a template to accurately describe people's positions and their current workloads. This will be taken to the Chancellor in order to provide a much clearer idea of what will happen if positions are altered or abolished. Q. How we, the Senate, help or how can student employees can help overburdened employees? Comment: Many of the faculty would have helped had we been informed. There is systemic mismanagement to the point where we are all working overtime. Taking on more tasks makes this situation worse. Comment: Concerns expressed about the use of the word Kauhale. Admin is using it to describe it as "taking one for the team". We need to be careful about 		

Academic Senate Meeting
10-23-2020

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	not blurring the lines of this message.		
7. For the good of the Order	<p>a) Palamanui Update</p> <ul style="list-style-type: none"> Laurel Gregory – the learning centers are still open and offering in person and remote testing for the classes. Zoom switchboard is no longer live. If your students have an old email with a link, it will no longer work. <p>b) Ko Update – Invitation to Director</p> <ul style="list-style-type: none"> Funds for the Ko center were allocated by the Legislature as G-funds before the pandemic hit. There is no point in closing the Ko center, as the G-funds will disappear and will not be recovered. Q. Were any of the staffing positions filled or were they swept too? A. There is currently one administrator, one faculty, and one or two staff members at Ko. Not sure what happened to any vacant positions. Chair Tsugawa has invited the Ko director to speak to the Faculty Senate at the next meeting. 		
8. Adjourn	<ul style="list-style-type: none"> Motion to adjourn (Wailani/Giordanengo) <ul style="list-style-type: none"> Meeting adjourned at 2:48 pm by Chair Tsugawa Next meeting Friday November 20, 2020 12:00-2:00 pm via Zoom. 	Motion to adjourn carried.	