In attendance: Maina Rambali, Richie Pyne, Mala Kashyap, George Gawronski, Margaret Ebifegha, Susan Murray
Staff: Danielle Sandhu

1. **Call to order**

   The meeting was called to order at 5:30 pm.

   The chair states we have no quorum and we will adjourn until Monday, January 18, 2016 at 5:00 pm.

2. **Adjournment**

   The meeting adjourned at 5:35 pm.