**SUFFOLK COUNTY COMMUNITY COLLEGE**

**SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING**

**LECTURE HALL, MONTAUKETT LEARNING RESOURCE CENTER**

**EASTERN CAMPUS, RIVERHEAD, NEW YORK**

**MAY 16, 2013**

The meeting was held on Thursday, May 16, 2013 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center on the Eastern Campus, Riverhead, New York.

PRESENT:

 Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Brian Lilly Trustee/Secretary

Saul Fenchel Trustee

Paul Pontieri, Jr. Trustee

James Morgo Trustee

Theresa Sanders Trustee

Anthony Mangual Student Trustee

Shaun L. McKay President

 Mary Lou Araneo V.P. Institutional Advancement

 Carla Mazzarelli V.P. of Academic & Student Affairs

 Nathaniel Pugh V.P of Planning and Institutional Assessment

 Louis J. Petrizzo General Counsel

 Gail Vizzini V.P. of Business and Financial Affairs

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The meeting of the Board of Trustees was convened at 4:00 p.m.

Chairwoman Irizarry introduced Vice President Araneo for a presentation. VP Araneo informed the Board that Student Trustee Anthony Mangual was named a member of the all U.S.A. Academic First Team after being selected from more than eighteen hundred nominated students enrolled in more than eight hundred community colleges across the country. He is one of only twenty-four students named to the first team in New York State. She noted, in addition to being named to the All U.S.A. Academic Team, Trustee Mangual is also New York State's 2013 New Century Scholar, the designation awarded to the highest scoring student from each state. As the state-wide recipient, he was honored at the American Association of Community Colleges' annual national convention in California, where he represented all community college students from New York State at the convention's opening ceremony. VP Araneo stated they were presenting Trustee Mangual with an award in recognition of his accomplishments.

President McKay stated he was very proud of Trustee Mangual and congratulated him on his accomplishments. Chairwoman Irizarry also congratulated Trustee Mangual and stated that the College was very proud of his accomplishments.

Chairwoman Irizarry introduced Legislator Sarah Anker for a special presentation. Legislator Anker stated it was a pleasure to be at the College to present AVP John Lombardo with a Proclamation. Legislator Anker thanked the College’s administration for attending the budget meeting at the Suffolk County Legislature. She thanked President McKay and Dr. Adams for going beyond the borders of Suffolk to get Suffolk Community College known, start initiatives and create a very strong, sustainable foundation. Legislator Anker stated she had been in discussions about possible housing, affordable housing for students, and would discuss it in further detail at a later time. She referenced Suffolk County as being a chair, and Suffolk County Community College as one of the strong legs that holds up the chair, and thanked everyone at the College for their work and support of the County. Legislator Anker then presented John Lombardo, Associate Vice President of Workforce and Economic Development, with a Proclamation from Suffolk County and stated she looked forward to continuing working with him. Legislator Anker noted, he had also received the 2013 Manufacturing Leadership Advocacy Award from the Manufacturing Leadership Council, and congratulated AVP Lombardo on his accomplishments.

Chairwoman Irizarry thanked AVP Lombardo for helping shape the global future of manufacturing.

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Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and enter into Executive session to discuss personnel and litigation matters at 4:15 p.m. Trustee Fenchel so moved, Trustee Mangual seconded, motion was approved unanimously.

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Chairwoman Irizarry called for a motion to adjourn Executive session and call the Board of Directors meeting to order at 5:00 p.m. Trustee Fenchel so moved, Trustee Mangual seconded, and motion was approved unanimously.

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Chairwoman Irizarry requested a motion to reconvene the Board of Trustees meeting at 5:05 p.m. Trustee Mangual so moved, Trustee Fenchel seconded and the motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the April 18, 2013 Board of Trustees meeting. Trustee Hazlitt so moved, seconded by Trustee Mangual, motion was approved unanimously.

Trustee Morgo commented he was sorry he had missed Dean Braxton’s presentation at the last meeting regarding attracting student to the College. He stated that at the Budget and Audit Committee meeting they had discussed the money being paid for out of County students. He pointed out that it's not coming directly from the County, it comes from the County and then the County bills the towns and the towns pay. Trustee Morgo stated the out-of-County students are a loss for the College, and the College should try to attract them, but to be precise, the County gets repaid their costs by the Towns. He suggested a possible correction to the budget, noting the difference.

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Chairwoman Irizarry introduced VP of Business and Financial Affairs, Gail Vizzini to present the College Financial Report as of April 30, 2013. VP Vizzini stated the 2012-2013 operating budget is projecting a shortfall in revenue of $1.5 million, primarily due to the leveling off of enrollment. The College is projecting a surplus in appropriations of $2.4 million, the net places the College in the black approximately $995 thousand dollars. She noted this was more than previously reported for the current year.

VP Vizzini stated the College was represented earlier in the day at the County’s Legislative hearing on the Capital Program. The College was represented by herself, President McKay, AVP John Lombardo, Jon DeMaio, Administrative Director of Educational Facilities and Paul Cooper, Executive Director of Facilities. The group was there to respond to questions in regard to the College’s requests to advance the funding in the capital program, from 2015 to 2014, in order to leverage and capture the State aid for the sports facility at the Eastern Campus and leverage the commitment so the College can garner State support for the renewable energy STEM building in the State budget. VP Vizzini indicated that the College’s requests were well received, but noted it is a process and there were challenging questions in regard to the impact of this funding on the County.

Trustee Morgo inquired what was the Office of Budget Reviews. VP Vizzini stated because of several maneuvers on the County's part, using one shots, depleting reserves, securitizing assets, those things are coming due and causing debt service to escalate. Their recommendation is very supportive of the project, but to leave it where it was. Trustee Morgo noted the he was there for the housing part of it, and the recommendation was the same. With no further questions Chairwoman Irizarry thanked VP Vizzini for her report.

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Chairwoman Irizarry introduced Dr. Nathaniel Pugh, Vice President for Planning and Institutional Effectiveness, and Dr. Christopher Shults, Director for Planning and Institutional Effectiveness to give an update on planning and assessment.

Dr. Shults indicated the matrix that was part of their packet provided the progress that has been made since the last time they reported to the Board. He noted the bullet points at the bottom of the sheet as important dates regarding the monitoring report. Dr. Shults stated the approval of the Strategic Plan is critical because it is the cornerstone document for the planning efforts. The edits to the Comprehensive Assessment Plan for Institutional Effectiveness, (CAPIE) are due June 1st. The edits will be integrated into the document and then sent to President McKay for review. He noted more than fifty percent of the College’s academic programs have provided assessment plans for the next year.

Dr. Shults stated they have received the final votes from Governance on the Institutional Levels of Student Learning Outcomes, the ILO's, and they have been approved on all three campuses. They have initiated assessment planning in the administrative and educational support units, specifically the library and the computer information systems areas.

Dr. Shults noted the Board would also be receiving a report that has all of the progress updates they have asked for. He stated the working groups are no longer meeting for the monitoring reports. The writers are now meeting with each other and have begun writing narratives from the outline.

Dr. Pugh stated he would update them on the progress of the working groups. There are four working groups, a working group for each of the standards, two, three, seven and fourteen. The writers continue to gather evidence; being very diligent and have also organized the data online. The completed outlines and summary progress reports will be submitted tomorrow, May 17th.

Dr. Pugh stated that on May 6, 2011, President McKay asked the Strategic Planning Council to review the mission and vision statement. The Strategic Plan is the cornerstone of the College’s planning and assessment effort. He stated the plan must meet wide constituency of support. The College had over five hundred persons, both inside and outside the College to review that plan and give feedback. Dr. Pugh noted, VP Araneo made sure the College community had the opportunity to review the plan through the College Briefs that were put forth. The next step is the CAPIE will be revised and we will get the document through the process. They expect to submit the draft narratives of the monitoring report to Drs. Howard and VP Araneo by June 7th. The submission of the first draft of the monitoring report will be to the Board by June 28th.

Chairwoman Irizarry asked if he had mentioned that the working groups were no longer operating. Dr. Pugh stated the writers for each working group are working on the narratives with the input of Dr. Howard and VP Araneo. Chairwoman Irizarry asked if the narratives go back to the working group. Dr. Shults stated they did not go directly back to the working group; however the working group members, as well as the MRTF, will be part of the review team that looks at the narratives. He noted there were individual meetings on a monthly basis to gather evidence, and they no longer need them to gather evidence, they now need to start writing the narratives. Dr. Shults stated the writers will be meeting with VP Araneo and Dr. Howard, who are the editors; to make sure they can tie them together for a comprehensive and cohesive document. With no further questions, Chairwoman Irizarry thanked Dr. Pugh and Dr. Shults for the update.

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Chairwoman Irizarry requested a motion to approve College Resolutions 2013.35 through 2013.39. Trustee Mangual so moved, seconded by Trustee Hazlitt, College Resolutions 2013.35 through 2013.39 were approved unanimously.

**RESOLUTION NO. 2013.32 APPROVING MONTHLY SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE**

**WHEREAS**,the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve all Sponsor provided services and their estimated value in advance of the service being rendered, and

**WHEREAS**, the regulation also requires the approval of the payment of each Sponsor Service satisfactorily performed, and

**WHEREAS**, health insurance is considered a Sponsor Service, be it therefore

**RESOLVED**, that the health insurance payment to the County of Suffolk in the amount of $1,962,015.97 for the month of April 2013 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2013.33 APPROVING THE SETTLEMENT OF A LAWSUIT**

**WHEREAS,** an individual commenced a civil action against Suffolk County Community College alleging several claims, and

**WHEREAS,** the College denies the claims alleged in the civil action in their entirety, and

**WHEREAS,** the parties, wishing to avoid the burden, uncertainty, delay, expense and distraction of litigation, have reached an agreement for the settlement of the individual’s claims against the College, be it therefore

**RESOLVED,** that the individual’s lawsuit against the College be settled in its entirety for the amount mutually agreed upon by the parties to the action.

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**RESOLUTION NO.2013.34 AWARDING CONSTRUCTION CONTRACTS FOR THE PARTIAL RENOVATION OF THE WAREHOUSE BUILDING, AMMERMAN CAMPUS, CP 2165, CP 2127 AND CP2149**

**WHEREAS**, capital projects No. 2165, 2127 and 2149 have been approved by Suffolk County and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

**WHEREAS**, the Partial Renovation of the Warehouse Building involves renovation of the warehouse, ADA compliance work, and infrastructure replacements, and

**WHEREAS,** public bids for the Partial Renovation of the Warehouse Building were solicited and opened on May 9, 2013, and

**WHEREAS**, these bids were reviewed and the qualifications of the lowest responsible bidders, were checked by the College and its Consultant of Record, be it therefore

**RESOLVED**, that the College President or his designee is authorized to enter into a contract for

* mechanical work with Premier Mechanical Services for $484,700
* electrical work with Rolands Electric for $147,200
* plumbing work with WHM Plumbing and Heating for $102,865
* general construction with Ravco Construction for $994,900

upon such terms and conditions as shall approved by the College General Counsel.

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**RESOLUTION NO. 2013.35 ADOPTING AMENDED RENTAL FEES AND LABOR FEES FOR USE OF COLLEGE FACILITIES**

**WHEREAS,** the College’s Facilities Use Policy provides for the payment of rental and labor fees for the use of College facilities in accordance with the fees adopted by the Board of Trustees, and

**WHEREAS**, the labor rates and fees were last updated in 2009 for use through 2013, and

**WHEREAS**, the College has reviewed the fee schedule and determined that the present fees shall be extended for one more year, be it therefore

**RESOLVED**, that the Rental Fees for College Facilities (Attachment II), and the Labor Fees for all College Facilities (Attachment III) are hereby set as specified and, be it further

**RESOLVED**, that the amended rental fee schedule and labor fee schedule are effective September 1, 2013.

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**RESOLUTION NO. 2013.36 APPROVING ANNUAL SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE**

**WHEREAS**, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve all Sponsor-provided services; and

**WHEREAS**, the regulation also requires the approval of the payment of each Sponsor Service satisfactorily performed, and

**WHEREAS**, Workmen’s Compensation and Liability Insurance are considered a Sponsor Service, and

**WHEREAS**, the County revised the charge to the College for Workers Compensation from $1,879,245 to $1,042,436, and

**WHEREAS**, the College has already paid a portion of Liability pursuant to previous resolution be it therefore

**RESOLVED**, that the following charges for Sponsor Services totaling $1,466,497 for the College’s 2011-2012 fiscal year are hereby approved by the Board of Trustees.

1065 628300 Workman’s Compensation $1,042,436

729600 Transfer Liability 159,627

 Administrative Charges 264,434

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**RESOLUTION NO.2013.37     APPROVING SUFFOLK COUNTY COMMUNITY COLLEGE’S STRATEGIC PLAN**

**WHEREAS**,  the Strategic Planning Council has been engaged in the process of reviewing and recommending updates and revisions to the College’s 2013-2020 Strategic Plan, including the College’s Mission and Vision Statements, Institutional Goals, and Measurable Institutional Objectives, and

**WHEREAS,** following a review by the Strategic Planning Council, the College community, and the College President, the College’s Mission and Vision Statements were affirmed during the Fall 2011 semester, and

**WHEREAS**, the College’s Institutional Goals were subsequently disseminated to the Faculty Governance bodies on all three campuses, as well as the entire College community, for review and comment, and

**WHEREAS**, by a resolution duly adopted on March 15, 2012, this Board approved and accepted the College’s Institutional Goals, and

**WHEREAS**, after undergoing a similar review process, by a resolution duly adopted on January 17, 2013, this Board approved and accepted the College’s Measurable Institutional Objectives, and, further, directed the College President to submit a Strategic Plan to the Board of Trustees during the Spring 2013 semester, and

**WHEREAS**, the College’s Strategic Plan is the culmination of a comprehensive strategic planning effort designed to gather broad-based input, ensure thorough review, collect and utilize an extensive array of qualitative and quantitative data, and build investment in both the process and final product within the entire College community, be it therefore

**RESOLVED**, that the Suffolk County Community College 2013 – 2020 Strategic Plan, be and the same is, hereby, approved and accepted.

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**RESOLUTION NO. 2013.38 APPROVING BUDGET TRANSFERS**

**WHEREAS**, the Board of Trustees established a policy on the authorization of budget transfers, and

**WHEREAS**, according to that policy, the transfers on Attachment IV must be authorized by Board resolution, and

**WHEREAS**, the President recommends the transfers on Attachment IV as necessary for the operation of the College, be it therefore

**RESOLVED**, that the budget transfers shown as Attachment IV are hereby approved.

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**RESOLUTION NO. 2013.39 ACCEPTING A GRANT SUB-AWARD FROM TIDEWATER COMMUNITY COLLEGE FOR YEAR FOUR OF A DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH INFORMATION TECHNOLOGY PROJECT**

**WHEREAS,** Suffolk County Community College has received a sub-award from Tidewater Community College as a member of a consortium of community colleges for year four of a Department of Health and Human Services Health Information Technology (HIT) Project in the amount of $164,690, including indirect costs, for the period of April 2, 2013 through September 30, 2013, and

**WHEREAS**, year four funding will increase the total project funding from $824,752 to $989,442, including indirect costs, and will extend the end date by six months, and

**WHEREAS**, the program will continue to provide for developing and implementing training programs that create, manage and maintain portable electronic medical records, and

**WHEREAS**, matching funds are not required, be it therefore

**RESOLVED**, that a grant sub-award, in the amount of $164,690, including indirect costs, from Tidewater Community College, for year four of a Department of Health and Human Services Health Information Technology (HIT) Project, for the period of April 2, 2013 through September 30, 2013, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Directors: Nina Leonhardt

 Diane Fabian

Note: Full-time personnel: none for amendment

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Chairwoman Irizarry moved onto the Committee reports, and called upon the Student Services and Academic Affairs committee. Trustee Sanders stated there were a couple of suggestions that came out of the committee meeting. The committee looked at the partnership with Hampton Bays High School, and was very excited with the results. Trustee Sanders stated the committee wanted to make a recommendation to take that model and drop it into other institutions and it would also help the College justify continued support by County officials. She stated the College was here to educate students, and it now has a model that can show student progress and student learning and attract students to the College. Trustee Sanders stated the committee also reviewed Middle States and the time line, making sure they have enough time to review the report and provide feedback. The Committee also is trying to look at changing the name of the committee to Student Success Services. It is something the committee would like to put on the agenda for the next meeting.

Chairwoman Irizarry thanked Trustee Sanders and added that there was also a discussion and recommendation that at the institutional level the College has analyzed the students that come from local high schools to the College and how they are performing. She stated the College does know and has identified high schools with the most number of students in need of remediation. She stated the program in Hampton Bays High School seems to be the answer to somehow decrease the remediation need. The committee suggests exploring the idea to bring this type of program in one of the three schools where there is the highest need of remediation.

President McKay stated the Eastern Campus has been working with Hampton Bays High School. This program requires a commitment by the school district to have a point person. He stated there is some resource commitment by the campus when it comes to the assessment part of the work that has to be done. There is testing and retesting and sharing of the results throughout the semesters. The Institutional Effectiveness Department tabulates the results. The College would need to have partners willing to do the same work with us as we have done with Hampton Bays. Noting it took several years to get to the point where the College is with Hampton Bays High School. The partnership is in its third year and is now seeing a significant result when retesting the students. The students are now testing at college level courses and not remedial courses. President McKay agreed the College now has an instrument that can be used for other partnerships. Chairwoman Irizarry stated the committee is looking forward to see this program at other school districts, and were grateful for the Hampton Bays High School partnership.

Chairwoman Irizarry called for the Finance committee report. Trustee Morgo stated there was no report since the last meeting. Chairwoman Irizarry called for the Facilities committee report. Trustee Lilly stated the committee had not met and would be meeting soon as the school year was ending and there are a lot of projects that will be ramped up. Chairwoman Irizarry called for the Personnel committee. Trustee Pontieri stated there was no report from the last meeting.

Chairwoman Irizarry moved onto the Advocacy Committee. Trustee Hazlitt stated his activity the past month had been through the Foundation more than the Board of Trustees, and asked Mr. Rick Guarino, the Executive Director of the Foundation to discuss the progress. Mr. Guarino thanked Chairwoman Irizarry and Trustee Hazlitt for stepping up and getting involved with conversations with the Foundation with regard to the scholarship support. He stated they had a very strong interest, and hoped to report more at the next meeting.

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Chairwoman Irizarry moved onto her report. She stated the ESL graduation would be held tomorrow, May 17th at the Grant Campus, in which Trustee Mangual would be the keynote speaker. Chairwoman Irizarry reminded everyone commencement would be that upcoming Sunday, May 19th and hoped to see everyone there. She stated there is a possible retreat scheduled for July 22nd with the Board of Directors of the Foundation, and more details would follow at the next meeting.

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Chairwoman Irizarry moved on to the President’s report. President McKay introduced Executive Director of the Foundation, Mr. Rick Guarino for an update from the Foundation. Mr. Guarino stated the Foundation continues to move forward with the mission of the Vision 2015 campaign. The Foundation is optimistic in the near future they would have something to talk about that would impact the campaign itself and directly support student scholarships. Mr. Guarino stated he was happy to report the Foundation hired a new Director of Alumni Affairs; Mr. Russell Marlborough and he would be starting at the Foundation May 28th. Mr. Guarino noted there is a strong alumni base with a lot of potential and was optimistic about the long and short term growth of engaging alumni and getting them back on campus, involved, volunteering, and mentoring. He stated the Vision 2015 campaign has raised $1.49 million dollars, of which $125 thousand dollars is from faculty and staff. He noted they were working on scheduling a joint meeting of the Board of Directors and Board of Trustees on July 22nd, with a retreat mission. Mr. Guarino noted the Golf Outing was scheduled for August 12th at St. George's, and the Foundation was looking for sponsors, and golfers. All the money raised from the golf outing goes toward the Foundation, for scholarships and student emergency loans.

President McKay asked the Trustees to review the latest edition of the Career Focus that was in the trustee’s packet. He noted the magazine goes to over five hundred thousand homes in Suffolk County. He stated the magazine enables students to see right away what the requirements are in regard to jobs and career pathways, and what salary expectations are. AVP Lombardo added the latest edition focused on some of the accomplishments within the College, and featured a culinary graduate that won a baking award on the Food Channel.

President McKay noted that on Sunday, the total graduates anticipated for Sunday’s commencement is over three thousand eight hundred this year; with about a thousand attending on Sunday to receive the diplomas on the Grant campus.

Trustee Hazlitt asked what the status was of the nursing program. He noted he heard mixed reports that the hospitals were losing interest in participation.

VP Mazzarelli stated the nursing partnerships have decreased; the hospitals are no longer participating. The College is now filling the nursing program with the hundreds of students that are still interested in getting into the nursing program. The College also has collaborations with four year institutions, because the hospitals are looking for Bachelor degree prepared nurses. She stated Adelphi University is one of our partners and students go from the College’s nursing program right into Adelphi at a reduced cost down in the Sayville center. VP Mazzarelli stated the nursing program is still going strong, although the nature of the partnerships with the hospitals has changed. Trustee Hazlitt asked if any hospitals had withdrawn. VP Mazzarelli stated most of them had withdrawn, with only one still with the College, Saint Catherine's Hospital.

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Chairwoman Irizarry moved onto the Roundtable session. Chairwoman Irizarry called for a motion to appoint Trustee Sanders to chair the Ad Hoc Nominating Committee, for the purpose of determining the members interested in serving as officers of the Board of Trustees for the 2013-2014. Trustee Hazlitt so moved, seconded by Trustee Mangual, the motion was approved unanimously.

With no further comments Chairwoman Irizarry called for a motion to adjourn the Board of Trustees meeting at 5:34 p.m. Trustee Morgo so moved, seconded by Trustee Mangual, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 5:34 p.m. The Board of Trustees next meeting is June 20, 2013 at 4:00 p.m. in the Media Room of the Culinary Arts Center in Riverhead, New York.

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Respectfully submitted,

Bryan Lilly

 Secretary