

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
MONTAUK POINT ROOM, BABYLON STUDENT CENTER
AMMERMAN CAMPUS, SELDEN, NEW YORK
APRIL 18, 2019

The meeting was held on Thursday, April 18, 2019 at 9:00 a.m. in the Montauk Point room of the Babylon Student Center, on the Ammerman Campus in Selden, New York.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Vice Chair
Gordon Canary	Secretary
E. Christopher Murray	Trustee
Shirley Coverdale	Trustee
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Jerome Bost	Student Trustee
Louis J. Petrizzo	General Counsel/Executive V.P.
Alicia O'Connor	Deputy General Counsel
Ashley Pope	Deputy General Counsel
Jeffery Pedersen	V.P. for Planning & Institutional Effectiveness
Gail Vizzini	V.P. for Business and Financial Affairs
Paul Beaudin	V.P. for Academic Affairs
Christopher J. Adams	V.P. for Student Affairs
Mary Lou Araneo	V.P. for Institutional Advancement
Carol Wickliffe-Campbell	Chief of Staff

The meeting of the Board of Trustees was convened at 9:04 a.m.

Chair Sanders welcomed everyone; the Pledge of Allegiance was led by Trustee Gordon Canary.

Chair Sanders requested a motion to enter into Executive Session to discuss the employment, status, discipline, suspension, dismissal or removal of a particular employee. Trustee Canary so moved, Trustee O'Connor seconded, and with all in favor the motion carried. (*Whereupon the Board of Trustee entered into Executive session from 9:04 A.M. TO 10:14 A.M.*)

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 10:15 a.m. Student Trustee Bost so moved, Trustee Canary seconded and the motion was approved unanimously.

Chair Sanders called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 10:22 a.m. Trustee O'Connor so moved, Trustee Morgo seconded and the motion was approved unanimously.

Chair Sanders requested a motion to approve the minutes of the March 21, 2019 Board of Trustees meeting. Trustee Morgo so moved, Trustee Coverdale seconded. The motion to approve the minutes was approved unanimously.

Chair Sanders introduced Gail Vizzini, VP for Business and Financial Affairs, to present the College Budget and Financial report. She reviewed the revenue and expenditure projections for 2018-2019. The monthly projections as of March 31, 2019 are trending consistent with previous reports. The College is projecting a potential revenue shortfall of \$4.1 million, of which \$3.5 million is tuition and \$403,357 are fees. The College continues to be fiscally prudent in controlling expenditures to mitigate the shortfall.

VP Vizzini then reviewed the resolutions that had a financial impact. Item number one is the monthly sponsor services payment for health insurance. The bill is \$2.6 million, less the quarterly credit for Medicare premium reimbursement to retirees for a total expense of \$2.3 million. Item number two are budget transfers, \$24,858 for software to secure and sanitize the computers in public spaces; \$16,000 for furnishings related to the in-house renovation to improve student accessibility to the Central Registrar's Office; and \$360,000 to cover the projected shortfall in payments to the Employee Benefit Fund.

VP Vizzini stated the 2019-2020 Operating Budget has been prepared with the direction of the Budget and Finance subcommittee report and assumptions that were shared at the last meeting, noting the budget is due to the County tomorrow. She thanked the Budget and Finance subcommittee, especially the hard work and efforts of Trustee Morgo, for assisting to craft a budget consistent with these assumptions. She added that at the request of Vice Chair Morgo, the minutes and summary information was sent to the Board earlier in the week via email and each had a hard copy of the summary before them for their reference. She added that the specifics of the budget would be shared during the sub-committee report by Vice Chair Morgo.

Chair Sanders thanked VP Vizzini for her report and said that Trustee Morgo would give the Budget and Finance subcommittee report prior to the vote on the resolutions. Trustee Morgo said the committee met on April 15th and asked the trustees to refer to page seven of the March 21st meeting minutes. She referenced the fifth paragraph where the committee recommended VP Vizzini use \$100 per-full time equivalent student to assume State Aid; a 3% increase from the County; a \$250 two-semester tuition increase; and the use of approximately \$3.9 million in reserves. He said the use of the reserves was the most concerning for the committee because that would leave a balance of \$10.6 million or 4.72% of the operating budget. He then referred them to the comparison spreadsheet of the 2018/2019 operating budget vs. the 2019/2020 where you can see a \$1 million dollar reduction in expenditures, noting that it is going in the right direction and administration has tightened its belt, as asked. Trustee Morgo then referred to the revenue support sheet for the operating budget and noted that, once again, it is evident that the students carry most of the burden at 49.48%. He added that no member of the Board wants to balance the budget on the backs of the students. They understand that a \$250 increase may not seem like a lot to some, however they are aware that it is to several of the students and their families. He added that the only reason for the increase is because they have to balance the budget and the

College cannot keep borrowing from reserves. Trustee Morgo thanked all his colleagues, as well as students who advocated on behalf of the College, in particular with the State Senators to get them from \$50 to \$100 per FTE. Lastly, he noted that the 3% from the County was undecided, however he was hopeful that with the amazing job the College does for Suffolk County, they would make a good pitch to the County Executive and legislators.

Trustee Murray thanked the College's administration and said that rarely do you see a budget that goes down year after year and the fact that the College was able to reduce expenditures by over a \$1 million dollars is a testament to their efforts and professionalism. Trustee Canary said that he wanted to highlight that the College is using \$3.9 million of the reserves as another component to offset the tuition increase. He noted that during the last Middle States visit the College was warned it was getting dangerously low on the reserves, so there is a need to be cognizant of that and find a way to rebuild the reserve fund balance.

EVP Petrizzo said the College administration has been meeting constantly this Spring and they have developed a list of efficiencies that were gradually being put into place with respect to various items, such as restrictions on overtime, mileage, College travel, and hiring of part-time employees. He added that the College is mindful of \$3.9 million use of reserves and has set a goal of reducing expenditures as best it can through these efficiencies. The College will continue to monitor this going forward and will report on the progress of efficiencies.

Chair Sanders thanked the Budget and Finance Committee along with the College administrators saying it was the collaborative effort that makes it work. Trustee Morgo also thanked the work of the committee members and VP Vizzini and her team.

Chair Sanders called for a motion for the approval of College Resolutions 2019.19, 2019.20, 2019.21, 2019.24 and 2019.25. Student Trustee Bost so moved, Trustee O'Connor seconded, and the motion was approved unanimously.

RESOLUTION 2019.19 - 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 payments to the County of Suffolk in the amount of \$2,332,133.95 for the month of March 2019 (*Attachment I*) are hereby approved by the Board of Trustees.

RESOLUTION NO. 2019.20 - Approving Budget Transfers

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

WHEREAS, according to said policy, budget transfers must be authorized by a resolution adopted by the Board of Trustees, and

WHEREAS, the Vice President for Business and Financial Affairs recommends the budget transfers on *Attachment II* as necessary for the operation of the College, be it therefore

RESOLVED, that the budget transfers shown on *Attachment II* are hereby authorized and approved.

RESOLUTION NO. 2019.21 - Accepting a Grant Award, from the State University of New York (SUNY), in Partnership with Onondaga Community College and the JFF NYS Student Success Center, for a Developmental English Learning Community and Co-Requisite English Initiative

WHEREAS, Suffolk County Community College has accepted a grant award in the amount of \$20,000 from the State University of New York (SUNY), in partnership with Onondaga Community College and the JFF NYS Student Success Center, for a Developmental English Learning Community and Co-requisite English Initiative, for the period January 1, 2019 through January 1, 2021, and

WHEREAS, the funding will be available for use for Developmental English Co-Requisite activities and advancement to assist in travel costs, release time, supplies, and other related costs, and

WHEREAS, matching funds are not required, and

RESOLVED, that the College President, or his designee, is hereby authorized and empowered to execute any necessary documentation, including a grant award, in such form as shall be approved by the College General Counsel, in the amount of \$20,000 from the State University of New York (SUNY), in partnership with Onondaga Community College and the JFF NYS Student Success Center, for a Developmental English Learning Community and Co-requisite English Initiative, for the period January 1, 2019 through January 1, 2021.

Project Director: Dr. Meridith A. Leo

Note: No full-time personnel

RESOLUTION NO. 2019.24 - Authorizing an Agreement with Tesla, Inc. for the “Tesla Start Program

WHEREAS, Tesla, Inc. has proposed entering into an agreement with the College in order to provide a program entitled “Tesla START,” on a noncredit basis, to the College’s Automotive Technology students, and

WHEREAS, the Tesla START program involves delivering classroom and hands-on instruction specific to Tesla electric vehicles, with the goal of employing successful students as service technicians at Tesla service centers throughout the United States, and

WHEREAS, in order to implement the training program, the College will permit Tesla to have dedicated use of College classroom and automotive shop space, and Tesla will provide an on-site Tesla START instructor to teach Tesla-specific courses; up to six (6) Tesla vehicles; two (2) automotive lifts; and Tesla-specific course material and tooling, and

WHEREAS, the College’s Office of Academic Affairs and Department of Automotive Technology recommend authorizing an agreement with Tesla in order to offer the TESLA Start program for the benefit of its students, be it therefore

RESOLVED, that that the College Executive Vice President is hereby authorized to enter into an agreement with Tesla, Inc. to provide the Tesla START Program, upon such terms and conditions as shall be approved by the College’s Office of Legal Affairs.

RESOLUTION NO. 2019.25 - Approving the Settlement of a Claim

WHEREAS, an individual commenced an action against Suffolk County Community College for personal injury, and

WHEREAS, the parties have entered into discussions to resolve the matter in its 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 claim against the College, be it therefore

RESOLVED, that the individual’s claim against the College be settled in its entirety for an amount mutually agreed upon by the parties, and be it further

RESOLVED, that the College General Counsel / Executive Vice President shall be authorized to execute any and all documents necessary to implement the terms and conditions of this settlement.

Chair Sanders called for a motion for the approval of College Resolution 2019.22, Trustee Murray so moved, Trustee O'Connor seconded.

Chair Sanders then asked for a roll call vote.

Trustee Murray: Yes

Trustee Pagdanganan: Yes

Trustee O'Connor: Yes

Trustee Canary: Yes

Trustee Morgo: Yes

Trustee Coverdale: Yes

Chair Sanders: Yes

Student Trustee Bost: No

Whereupon, the motion was approved.

RESOLUTION NO. 2019.22 - Approving the Budget for Suffolk County Community College for Fiscal Year 2019-2020

WHEREAS, the provisions of the New York State Education Law and regulations adopted in accordance with such law direct the Boards of Trustees of New York Community Colleges, subject to the approval of the State University Trustees, to prepare, approve and implement budgets, and

WHEREAS, Suffolk County Community College has developed its Operating Budget setting forth the budget total for the 2019-2020 fiscal year, and

WHEREAS, the 2019-2020 budget includes necessary amounts for meeting the operational needs of the College, and includes sufficient amounts for collective bargaining agreements, and

WHEREAS, the State commitment for base aid per full-time equivalent (FTE) has been increased by \$100.00 from \$2,847 to \$2,947 per FTE, and

WHEREAS, the College is submitting its Operating Budget for the 2019-2020 fiscal year to the Suffolk County Legislature and the Suffolk County Executive's office as per the Memorandum of Understanding, and

WHEREAS, the Budget and Finance Committee of the Board of Trustees has carefully reviewed all the facts and circumstances attendant to the College's proposed 2019-2020 Operating Budget, and after due deliberation, is in support of the determinations made herein,

WHEREAS, the College Board of Trustees is requesting an increase in County support of 3% or \$1,304,255 to the College for 2019-2020, and

WHEREAS, the Board of Trustees seeks a sustainable level of sponsor support to meet the mutual goals of keeping higher education attainable to the residents of Suffolk County and tuition affordable at Suffolk County Community College, and

WHEREAS, in order to balance this budget, the Board of Trustees has determined that it will be necessary to increase annual resident tuition by \$250, and

WHEREAS, the Board of Trustees has determined to access the Community College Fund Balance Reserve Fund to balance the budget, be it therefore

RESOLVED, that the Board of Trustees hereby approves an Operating Budget for fiscal year 2019-2020 in the amount of \$221,471,667 for operations and \$3,591,294 for grants, and be it further

RESOLVED, that the annual tuition charges will increase from \$5,220 to \$5,470 per year for full-time resident students and from \$218 to \$228 per credit for part-time resident students, and be it further

RESOLVED, that the 2019-2020 operating budget shall include a transfer from the Community College Fund Balance Reserve in the amount of \$3,964,481 and be it further

RESOLVED, that annual tuition and fees as provided in Resolution No. 2019.25 are to be included in the College budget for the fiscal year 2019 - 2020.

Total Appropriations: \$225,062,961

Operation Appropriations: \$221,471,667

Grant Appropriations: \$3,591,294

Chair Sanders called for a motion for the approval of College Resolution 2019.23, Trustee O'Connor so moved, Trustee Murray seconded.

Chair Sanders then asked for a roll call vote.

Trustee Murray: Yes

Trustee Pagdanganan: Yes

Trustee O'Connor: Yes

Trustee Canary: Yes

Trustee Morgo: Yes

Trustee Coverdale: Yes

Chair Sanders: Yes

Student Trustee Bost: No

Whereupon, the motion was approved.

RESOLUTION NO. 2019.23 - Amending Resolution No. 2018.27, Adopting a Tuition and Fee Schedule for 2019-2020

WHEREAS, by Resolution No.2018.27 the Board adopted a Tuition and Fee Schedule for 2018-2019, and

WHEREAS, the College has reviewed its Tuition and Fees schedules and recommends that, with the following changes, the Tuition and Fee Schedule be approved for the 2019-2020 academic year, be it therefore

RESOLVED, the following changes in the Tuition and Fee schedule be approved:

Full-time Students	Fall <u>2019</u>	Spring <u>2020</u>
Tuition, Residents	\$2,735	\$2,735
Tuition, Non-Resident	\$5,470	\$5,470
Part-time Students	Fall <u>2019</u>	Spring <u>2020</u>
Tuition, Residents (per credit)	\$228	\$228
Tuition, Non-Resident	\$456	\$456

And be it further

RESOLVED, that English as a Second Language Fee charges will increase commensurate with the increases in full-time resident student tuition as shown on the attached Tuition and Fee Schedule (*Attachment III*), and be it further

RESOLVED, that the student Tuition and Fee Schedule (*Attachment III*) is hereby approved and adopted for fiscal year 2019-2020.

Trustee Morgo noted that he was going to vote against item four and item five but he couldn't figure out where else to get the money to balance the budget.

Student Trustee Bost thanked the trustees and the administration for their commitment to the process of putting together the operating budget. However, the more he spoke to some of student leaders he felt his vote should reflect the students and said that was his reason for voting no.

Chair Sanders moved to the committee reports. She asked Trustee Pagdanganan to give her first formal report on behalf of the Foundation. The Trustee reviewed the deadlines for new and

continuing student scholarship applications, April 26th and May 28th, respectively, with 57 new students and 325 continuing students submitting through the online system thus far. She stated an online link for the new Corey Benjamin Memorial Fund had been created, in memory of a student who had passed away suddenly in March. She also reported that invitations had been emailed to 35,828 alumni for the 36th Annual Foundation Golf Classic, scheduled for June 24 at the Nissequogue Golf Club, with the honorees being the Suffolk Federal Credit Union and its visionary president Ralph Spencer. She added the Foundation will be awarding more than \$35,000 in student scholarships sponsored by SFCU and from the proceeds of the golf event, and that District Attorney Tim Sini, County Sheriff Errol Toulon and Police Commissioner Geraldine Hart, this year's honorees for the Salute to Excellence Gala, would be at the event.

Trustee Canary gave the Governance Committee report. At their meeting, Deputy General Counsel Ashley Pope distributed the latest draft of the Sexual and Romantic Relationships Policy that included revisions responsive to the comments from the three campus governance leaders, and she provided an update from SUNY regarding their expectations for adoption, and a report on progress toward final adoption of the policy. Trustee Canary stated the committee would have the policy ready in advance of the May Board of Trustees meeting, after DGC Pope solicits additional feedback from the Faculty Association president, and said he hoped the Board would be in a position to finally adopt it at that time.

Trustee Canary reported DGC Pope also distributed a draft of the proposed Chosen Name Policy to the committee, a new item the committee is taking up, and explained that VP Adams had provided the committee with background on the development of the policy drafted by the LGBTQ Task Force in consultation with the Legal Affairs Office. He explained that this policy will permit employees and students to identify a chosen name which differs from their legal name to be used at the College where possible, such as on the classroom rosters and in College e-mails. Vice President Adams informed the committee that the policy will support transgender and transitioning employees and students, as well as international students who may wish to utilize an English name. Trustee Canary stated the committee recommended the policy be placed on the agenda for adoption by the Board of Trustees at its May meeting.

The Trustee reported that Dr. Adams informed the committee that a recent request for use of College facilities prompted a need for further review of the College's Facilities Use Policy in relation to cosponsored events where an outside organization intends to use the event for fundraising. Dr. Adams will work with DGC Alicia O'Connor to draft proposed revisions for distribution to the committee in May.

There were no Personnel Committee or Facilities Committee reports. Chair Sanders asked for the Student Trustee report. Student Trustee Bost introduced Christopher Topper, SGA President at Ammerman and Kaitlyn Gambina, an active Eastern Campus student, to give them an opportunity to be recognized. Ms. Gambina thanked the Board for the opportunity and applauded the Student Trustee for his efforts helping the students to fight tuition increases. She stated they were currently working with Student Government, and had reached out to the State leaders with the help of Dr. Adams. She announced they had attended the State of the County event the night before with County Executive Steve Bellone, where they brought up tuition increases with him, and said they hoped to continue to work with him.

Trustee Morgo asked Ms. Gambina to expand on their visit with County Executive Bellone. Ms. Gambina explained the students had a private Q & A session with him for 30-45 minutes, and spoke about tuition increases, undocumented citizens, and basically providing Suffolk students with the best education at the best price possible. Trustee Morgo asked if she was aware of the 3% the College is asking the County to contribute, and said he appreciated the work they had done with the State. He said he hoped VP Adams, Drew Biondo and Ben Zwirn would assist with advocating with the 18 County Legislators and the County Executive as well, and that the SGA would be working with every student who lived in Suffolk County to contact their representatives in the Legislature to advocate for funding. Ms. Gambina replied that they would be. Ms. Gambina said they were very proud of the \$100 FTE increase they had gotten, and was grateful to VP Adams for his assistance. Trustee Morgo congratulated Ms. Gambina for her work.

Trustee Canary expressed how important and impactful the voices of the students are, as was clearly demonstrated with the recent trip to Albany when they spoke to members of the Assembly and Senate. He stated the College really needs the students to once again step up to the plate with the County legislators, making personal visits, because it is so critically important to the College's efforts to get the 3% from the Legislature.

Ms. Gambina thanked Mr. Bost for the opportunity and expressed that the students would like to continue the hard work. Trustee Canary and Trustee Morgo acknowledged Mr. Bost, as well. Trustee Morgo also recognized Mr. Peterman's role and his efforts at advocacy, and said he hoped Mr. Peterman's successor would continue these efforts.

Chair Sanders moved to the Chair's report. She said it was very exciting to be part of the meeting regarding the \$10 million that will be coming to the College for the wind energy workforce development initiative, partnering with an international company, and was looking forward again to Suffolk leading the charge in that arena. She acknowledged the behind-the-scenes work that General Counsel Petrizzo put into it and said it made her proud to be a part of this institution and team. She mentioned the College is getting many grants awarded, providing students with local opportunities.

The Chair reported she attended the State of the County address and was excited to have the event on campus with students in attendance. She recognized the pending retirement of Kevin Peterman, who helped the College build so many important relationships inside and outside the campuses, and said she appreciated all his efforts.

Trustee Morgo mentioned how the College benefited greatly in securing the Orsted commitment by its relationships with Dave Kapell, the former mayor of Greenport, Jennifer Garvey who works for them now, and Kevin Law of the Long Island Association, all of whom recommended the College for that initiative. EVP Petrizzo agreed the deal would not have happened without them. He said the College is now awaiting the State's decision on the award and the RFP.

Chair Sanders continued her report, saying she was very proud of how the College and the Foundation stepped up to help the family of Corey Benjamin, the student who had passed recently, when it became clear they needed help with the financial burden his medical issues had placed on them. She praised Dr. Diaz and the Foundation for establishing a scholarship on his behalf to help other students. Lastly, she asked the Board to save the date for the Board retreat in November.

Trustee Canary asked if the Benjamin family continues to have financial need and asked how the funding was set up for donations. Dr. Diaz explained there was a link on the website for the memorial fund, and the family had been asked to direct people to that web page, so the funeral expenses could be covered. Trustee Canary thanked her for making that effort.

Chair Sanders moved on to the President's report. EVP Petrizzo drew attention to the list of the College's spring programs, awards ceremonies and events, and invited the Board members to attend any event they were available for. EVP Petrizzo reported there was a meeting on campus with the Suffolk County Department of Public Works regarding bus rapid transit on Nicolls Road, a project that is moving forward which will impact the College not only with the major renovation of Nicolls Road, but with a bus stop planned in the traffic circle near the Brookhaven gym. He said the College expressed concern for students, particularly disabled students, to be able to traverse the low terrain there to access the campus, but the County has assured the College they have a plan to be shared with the College's Facilities Department, and they will take a look at it and comment accordingly. He stated Phase 1, construction from the LIE south, is scheduled to begin in 2022 and Phase 2, from the LIE north, in 2023.

EVP Petrizzo reviewed the out-of-county reports, and said the College continues to make progress in whittling down the number of students that cross the County line and go to Nassau Community College instead of coming to Suffolk, now down to about 1,945 from a high of 2,700. He said the College will spend more time trying to find the reasons for the drift, and if they can be addressed, will try and attract those students back to Suffolk. He also reported the renovation of Kreiling Hall is proceeding according to schedule, and is anticipated to be ready for occupancy around September 30th of this year, freeing up administrative space.

EVP Petrizzo informed the Board of a College-wide standardization committee that had been formed after meetings with business offices, campus deans, and vice presidents to identify efficiencies. He explained each campus will be using the same supplies and equipment, which would allow better inventory control and reduce costs.

Chair Sanders moved to Roundtable. Trustee Canary raised the issue of the Nicolls Road bus rapid transit transportation project, and reported that after attending the meeting and seeing all the major hubs the project would be connecting and impacting, he agreed the project made good sense. He said he was not aware the bus stop was proposed for inside the traffic circle, and agreed with EVP Petrizzo's concerns regarding how busy the circle is and the difficulty of the terrain for disabled students. Trustee Canary asked, as a member of the Facilities Committee and because he covers all transportation issues for the Senator of the Fourth District, that he be a part

of any future meetings the Facilities Department has on this project. He mentioned he has a personal relationship with the head of the project, Frank Pearson of Greenman-Pedersen, the outside consulting engineer, and offered his help for anything on the project on behalf of the College.

Trustee Canary expounded on the excitement at the Wind Energy Conference, the anticipation of jobs coming out of the energy industry, and the opportunity to be part of it if the State does the right thing on the leases so the College can be the beneficiaries of it. He also reported on his role as guest speaker at the School Business Partnership of Long Island/Robotic Competition at Hofstra University on April 2, where he spoke to a packed auditorium about the great things Suffolk is doing, and how it dovetails nicely with robotics and STEM, and that they should send their kids to our College. Chair Sanders thanked Trustee Canary for being out there.

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Chair Sanders requested a motion to adjourn the Board of Trustee meeting. Trustee Canary so moved, Trustee Coverdale seconded, and with all in favor the motion carried.

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The Board of Trustees meeting was adjourned at 11:08 a.m. The Board of Trustees next meeting is May 16, 2019 at 4:00 p.m. in the Board room of the Learning Resource Center on the Michael J. Grant Campus, in Brentwood, New York.

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Respectfully submitted,
Gordon Canary
Secretary