

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
December 6, 2012, San Mateo, CA**

**The meeting was called to order at 5:25 p.m. by President Mandelkern.**

**Board Members Present:** President Dave Mandelkern, Trustee Richard Holober, Trustee Karen Schwarz

**RECESS TO CLOSED SESSION**

President Mandelkern announced that during the first part of Closed Session, the Board will consider the first personnel item listed under 1A on the printed agenda.

The Board recessed to Closed Session at 5:27 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to Open session at 6:14 p.m.

**Board Members Present:** President Dave Mandelkern, Vice President Helen Hausman, Trustees Richard Holober, Patricia Miljanich and Karen Schwarz, Student Trustee Bailey Girard

Vice President Hausman and Trustee Miljanich arrived late due to traffic; no action items were considered prior to their arrival.

**Others Present:** Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jim Keller, District Academic Senate President Diana Bennett

**Pledge of Allegiance**

**CLOSED SESSION ACTIONS TAKEN**

President Mandelkern reported that at the Closed Session just concluded, the Board took no action.

**DISCUSSION OF THE ORDER OF THE AGENDA**

The Board agreed to delay the organization of the Board until all members were present.

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Chancellor Galatolo thanked CSEA leaders for the holiday luncheon held earlier today.

College of San Mateo President Claire extended an invitation to the Board to attend the College of San Mateo holiday party on Wednesday, December 12 from 2:00 to 4:00 p.m.

Cañada College President Keller said the College is looking forward to having a new President. He thanked the Board and Chancellor Galatolo for giving him the opportunity to serve as Interim President and said he looks forward to returning to the District Office. President Keller encouraged the Board to read the article about student Dominic Lopez-Toney and the article about the College for Working Adults in his written report to the Board. Chancellor Galatolo thanked President Keller for his stellar performance as Interim President.

Skyline College President Stanback Stroud encouraged the Board to read the article in her written report which highlights counselors Virginia Padron, Lavinia Zanassi and Lorraine DeMello from Skyline College and Eileen O'Brien from College of San Mateo. The group participated in a road trip to interview Silicon Valley entrepreneurs in order to bring to the surface what motivated them to choose their professional fields. The interviews were taped for broadcast on the PBS series "Roadtrip Nation."

District Academic Senate President Bennett said the co-founder of Udacity will make a presentation at the District Academic Senate meeting on December 10 and that meeting will be followed by a joint meeting of the Academic Senate and Vice Presidents Council. President Bennett thanked President Claire and Foundation Executive Director Stephani Scott for their help in establishing a Study Abroad Scholarship.

Jose Luis Sanchez, President of the Associated Students of Skyline College (ASSC), said students serve on 24 committees at the College and District levels. There are 35 active clubs with a diversity of students represented. Fall events included Welcome Week, which included a BBQ truck, club rush, pancake breakfast and ice cream social; International Literacy Day; 9/11 Stair Climb; Toy Drive; Skylooween; Latino Heritage Month; and a Harvest Festival. Student leaders participated in the ASSC Leadership Retreat, the California Community College Student Affairs Association Fall Conference, and the Student Senate for California Community Colleges General Assembly. The ASSC, in collaboration with the Skyline College President's Innovative Fund, proudly sponsored the Skyline College Lecture Series: A Call to Consciousness. The Lecture Series provides presentations by distinguished and informative speakers. Mr. Sanchez closed his remarks with the following quote: "Many great opportunities for the leaders of tomorrow begin here." President Mandelkern thanked Mr. Sanchez for his engaging presentation.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: THE POWER AND THE POTENTIAL OF ONLINE TOOLS, PRESENTED BY COLLEGE OF SAN MATEO (12-12-1C)**

College of San Mateo Vice President of Instruction Susan Estes said the presentation will show how College of San Mateo's Math/Science Division is innovatively using the power and potential of online teaching tools to increase student success. She introduced the presenters: Chemistry Professor Yin Mei Lawrence, Biology Professor Chris Smith, and Chemistry Professor Jeff Flowers.

Dr. Lawrence said that for students, who are technology "natives," communication, interaction and learning are most effectively done through technology, especially online and social media. Evidence strongly suggests that today's students learn best when information is presented in a multisensory format. Instructors must recognize and tap into this learning mode in their methodologies. As teaching professionals, they should not only respond to how students learn, but should lead the way in shaping their learning environment. Dr. Lawrence said this is what drives her and her colleagues to explore and seek new ways to improve their teaching for the sake of greater student learning and success. This is the power and potential of online teaching tools.

Dr. Lawrence said the District's Structured Training for Online Teaching (STOT) is designed to help instructors learn to teach effectively online and to use WebSmart, the District's course management system. She said the training is excellent and gave her tools she could use immediately in the classroom and she has seen measurable differences in student success. The feedback from students has been positive and Dr. Lawrence showed a video of student testimonials.

Dr. Smith, who is a member of the STOT teaching team and chair of the Math/Science Technology Committee, said he uses a tool called "Elluminate Live!" through CCC Confer, the community college online conference system. He uses this tool to broadcast his lectures live. Students can sign on from a remote site if they are unable to attend the live lecture. The lectures are also recorded so that students can go back and review the information. Dr. Smith showed a video of how he uses the system. He said students are making good use of the system and showed a testimonial from a student who uses it to review the lectures and fill in her notes.

Dr. Flowers said technology is a tool that can not only amplify our potentials as individuals, but can also provide the ability to add a little of ourselves into complex and confusing systems and to "rehumanize" experiences. Dr. Flowers said an idea came to him while reading about a Korean grocery store that replicates its store in the subways so that people walking to their train can "shop" and "buy" their groceries using a QR or quick read code, allowing them to access information using their smartphones or tablets without requiring them to input anything manually; this eliminates barriers between systems and users. Dr. Flowers thought this idea could be used by students who are "shopping" for courses and could bring back the social aspect and rehumanize the experience by using modern tools in a modern way. The Math/Science Division will soon undertake an experiment designed to give students the opportunity to select their courses in an on campus environment that is information rich, surrounded by friends, advisors and existing student support services.

Student Trustee Girard said he has seen the technologies being used for information on clubs and events. Dr. Flowers said the wide adoption of technology resources shows how barriers are being eliminated.

President Mandelkern asked if instructors have had to modify the course structure or content to make it adaptable to both classroom and online use. Dr. Lawrence said the content and learning objectives remain the same, but the delivery method has to be changed in order to allow students to learn in their own time and to go back to specific pieces that they do not understand. Dr. Smith said that this semester he tried a technique called “flipping the classroom,” in which he put a lecture online and, after students watched the lecture, they came in and did the homework together in the classroom.

President Mandelkern asked if instructors’ workloads are increased as a result of students taking classes online. Dr. Smith said the number of students enrolled in his online health science class is approximately the same as the number in his face-to-face class; however, students are continually online and sending messages and must understand that instructors are not available at all hours. Dr. Lawrence said it has increased the workload but in good ways. It has freed her from having to repeat again and again information that students can review in their own time. She has more contact time with students for problem solving and applying what they have learned, increasing the quality of her teaching time.

President Mandelkern said the presentation was very informative and thanked the presenters. Trustee Schwarz thanked the presenters for getting involved in the use of online technology for the benefit of students.

After this presentation, all Board members were present and the Board agreed to return to the Organization of the Board of Trustees.

### **ORGANIZATION OF THE BOARD OF TRUSTEES**

President Mandelkern announced that tonight is the annual organizational meeting of the Board to elect officers for the coming year, as required by the Education Code.

President Mandelkern called for nominations for President. It was moved by Trustee Miljanich and seconded by Trustee Holoher to elect Vice President Hausman to serve as President. There were no other nominations. The motion carried, with Trustee Hausman abstaining and all other members voting “Aye.”

President Hausman called for nominations for Vice President-Clerk. It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to elect Trustee Schwarz to serve as Vice President-Clerk. There were no other nominations. The motion carried, with Trustee Schwarz abstaining and all other members voting “Aye.”

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to reaffirm the appointment of Chancellor Galatolo as Secretary for the Board. The motion carried, all members voting “Aye.”

President Hausman called for nominations for the position of Representative of the Board to the County Committee on School District Organization. It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to reappoint Trustee Holoher to serve as Board Representative. There were no other nominations. The motion carried, with Trustee Holoher abstaining and all other members voting “Aye.”

It was moved by Trustee Mandelkern and seconded by Trustee Holoher to reappoint Vice President Schwarz and appoint Trustee Miljanich as representatives of the Board to the San Mateo County Community Colleges Foundation for two-year terms. The motion carried, with Vice President Schwarz and Trustee Miljanich abstaining and all other members voting “Aye.”

President Hausman presented an award to Trustee Mandelkern for his outstanding service as Board President for the past year. Trustee Mandelkern said it has been a pleasure to serve as President and to work with his esteemed colleagues.

Board members thanked Trustee Mandelkern for his service as President. Trustee Miljanich said Trustee Mandelkern has an impressive grasp of issues and she appreciated his talent to summarize the past and provide a

historical perspective. Trustee Holober said he believes the Board had a good year under Trustee Mandelkern's leadership, despite the problems imposed on the Board by the economic condition of the State. Trustee Holober said that Trustee Mandelkern was hard working, thorough and well-prepared on all issues that came before the Board. Vice President Schwarz said Trustee Mandelkern handled his role as President in a distinguished manner, both with the Board and the public. She also thanked him for giving of his personal time for additional meetings and events. President Hausman said Trustee Mandelkern was an outstanding leader and she hopes she can do half as well.

### **MINUTES**

It was moved by Trustee Holober and seconded by Vice President Schwarz to approve the minutes of the meeting of November 14, 2012. The motion carried, all members voting "Aye."

### **STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

None

### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-12-1A)**

It was moved by Trustee Holober and seconded by Trustee Mandelkern to approve the actions in Board Report No. 12-12-1A. The motion carried, all members voting "Aye."

#### **ADOPTION OF RESOLUTION NO. 12-12, INCREASING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (12-12-2A)**

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to adopt Resolution No. 12-12. The motion carried, all members voting "Aye."

### **APPROVAL OF CONSENT AGENDA**

President Hausman said the Consent Agenda consists of the following Board Reports:

12-12-1CA	Ratification of September and October 2012 District Warrants
12-12-2CA	Acceptance of Gifts by the District
12-12-3CA	Renewal of Agreement with American Institute for Foreign Study (AIFS), 2012-13

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve the Consent Agenda. The motion carried, all members voting "Aye."

### **Other Recommendations**

#### **APPROVAL OF CURRICULAR ADDITIONS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (12-12-1B)**

It was moved by Trustee Miljanich and seconded by Vice President Schwarz to approve the curricular additions as detailed in the board report. The motion carried, all members voting "Aye."

#### **APPROVAL OF SAN MATEO ATHLETIC CLUB FEE AND PLAN REVISIONS (12-12-100B)**

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the revisions as detailed in the report. The motion carried, all members voting "Aye."

#### **APPROVAL OF THE SECOND AMENDED MASTER AGREEMENT BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION (12-12-101B)**

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the agreement as detailed in the report.

Stephani Scott, Executive Director of the Foundation, introduced Carrie Ridge, Director of Development; Roxanne Brewer, Administrative Assistant/Development Associate; Foundation Board of Directors President Steve Dworetzky; and Board of Directors Vice President Gus Petropoulos.

Ms. Scott said the District and the Foundation have a master agreement that describes how the two organizations work together. The agreement must be reviewed every five years. The last agreement established the goal to increase funds for scholarships, college programs and similar financial assistance by increasing the Foundation staff. As a result, Ms. Scott, Ms. Ridge and Ms. Brewer were hired as full-time employees.

Ms. Scott said the cost of the Foundation to the District is \$337,000 per year. What has come out of the Foundation each year over the past five years is \$785,000 worth of program and scholarship support plus future expected returns. When comparing the last five years against the previous five years, the Foundation was able to increase scholarships by 61%, programs by 9% (allocations are higher; this number represents spending), endowments by 80% (from \$5 million to \$9 million) and assets by 20%.

Ms. Scott said the Foundation was able to raise more money at a time when personal income was declining not only because the increased number of staff could contact more people, but because it restructured the management of its finances and planned giving. Endowed funds have been invested such that the investment managers have a total return goal of approximately 7.55%. Growth and fees to pay for the investment managers are built into that number. The Foundation has stabilized itself, recognizing that the market is not static. Previously, the Foundation paid out whatever was earned and, as a result, the amount some students received from year to year could vary widely. Now the funds provide cash each year as well as providing for the future.

Ms. Scott said there has been a more concerted effort to let people know about the opportunity for planned giving, how to do it, and what the tax ramifications might be. The Foundation has partnered with the Human Resources Department to address planned giving as a part of retirement planning. Over the last five years, the Foundation has seen \$200,000 to \$300,000 per year in unbudgeted revenue from bequests and this is expected to grow.

Ms. Scott said that in 2007, the Foundation's database consisted of approximately 9,000 contacts. The current number is 100,000+ and strategies can be developed around that audience. In terms of outreach to alumni, the Foundation studied what other institutions are doing and it became clear that connections must be established while people are still students at the Colleges. Plans have been adjusted to accomplish that goal. For example, the Foundation now engages students at scholarship ceremonies and graduations.

Ms. Scott said it is very rewarding to work with the Foundation Board, the District, faculty, staff and people in the community to provide opportunities to students.

Trustee Holober said the last four years have been devastating for non-profit organizations and for fundraising efforts. He congratulated Ms. Scott and her team on the increase in assets and funds raised. Trustee Holober said he realizes that cultivating alumni is a decades-long process which can pay off when alumni have more disposable income. He said activities such as publishing a newsletter with information about what alumni are doing now – jobs, families, etc. – can be effective, as well as having activities such as a homecoming event to bring alumni back to the campus. Ms. Scott said a meeting is scheduled in January to talk about bringing alumni back to the College of San Mateo campus. She said the Foundation recently sent an e-news to 70,000 alumni and sends a newsletter as well.

Mr. Dworetzky said the District's partnership with the Foundation has taken it to a new level. He said he respects and appreciates the partnership. He thanked the Board for approving the first master agreement and said he hopes the partnership will continue.

Trustee Mandelkern commended Ms. Scott, Ms. Ridge and Ms. Brewer for their work and said the results speak for themselves. He said he looks forward to enthusiastically approving the second amended master agreement.

President Hausman said she has watched the Foundation grow and mature and is very impressed with the results.

Mr. Petropoulis said that ten years ago, the retirees raised enough money to provide two \$600 scholarships to each College. Last year, the retirees handed out three \$2,000 scholarships at each College. He said this would not have been possible without having the Foundation as an entity to work with. Mr. Petropoulis read a message from former Foundation President Ken Varner, stating that the Foundation team has turned the Foundation into a professional, competent and much needed asset of the District and that he personally is proud of the entire staff.

Vice President Schwarz said it is exciting to be part of the Foundation and believes the staff has done a marvelous job. She noted that the Foundation has surpassed its goals for the past two years. She said she appreciates the Foundation staff's work with alumni and believes this is a good investment for the District. Vice President Schwarz said that as a Board member, she feels more included and informed about the Foundation and believes the partnership is necessary.

Ms. Scott said the Foundation is a wonderful place to work every day. She said Ms. Ridge has turned many others into fundraisers and Ms. Brewer has helped others become comfortable with starting a scholarship fund. Ms. Scott said she has a tremendous amount of respect for the collective wisdom of the Foundation Board of Directors and the District Board of Trustees.

After this discussion, the motion to approve the second amended master agreement carried, all members voting "Aye."

**APPOINTMENT/REAPPOINTMENT OF DIRECTORS FOR THE SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION (12-12-102B)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to appoint/reappoint the directors as recommended in the report. The motion carried, all members voting "Aye."

**PRESENTATION TO THE BOARD BY COLLEGE PRESIDENTS AND APPROVAL OF PLANS FOR MEASURE G MONIES AT CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (12-12-103B)**

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to approve the plans as presented. President Stanback Stroud said the Skyline College Measure G plan is consistent with the plans presented before. Three major sections have been identified: (1) making sure there is sufficient instruction, accomplished by supporting additional classes, (2) making sure Student Services meet the demand in areas of registration and admission, EOP&S, Transfer Center and counseling services, and (3) promoting innovation, growth and revitalization of the curriculum and programs.

President Claire said the College of San Mateo Measure G plan is formatted the same way as the other Colleges' plans. He noted that less funding is allocated to innovation because many innovative activities have been reclassified into student support services areas.

President Keller said Measure G funding is essential for the operation of the Colleges and Cañada College continues to be true to putting most funds into maintaining class sections and providing student services. He said he hopes to have the opportunity to go out into the community to let people know how grateful the District is for their support of its students and of the hope to continue to provide classes and services for students at much the same level.

Trustee Mandelkern said that, along with the additional number of sections that were funded, the Cañada College plan also included the approximate number of students who benefitted from these sections. He said this information will be helpful to the Board as they interact with the public with regard to renewing the parcel tax. He asked that College of San Mateo and Skyline College provide these numbers and that a Districtwide summary be provided as well. Chancellor Galatolo said the information will be provided to the Board. Trustee Mandelkern said Measure G funds are being used as the Board intended, e.g., to help thousands of students gain access to classes that they otherwise would not be able to take.

Trustee Holober noted that there is a considerable amount of funding dedicated to student support services and he said this is crucial. He said that while offering courses is a priority, it is not enough. The Colleges must also provide

student support services in order for students to succeed. The plans presented by the Colleges show evidence that there is a commitment to student support services. Trustee Holober said it will be important to communicate to the public that this is an investment we would like them to make one more time.

After this discussion, the motion to approve the Measure G plans carried, all members voting “Aye.”

### **COMMUNICATIONS**

President Hausman said the Board received an email regarding KCSM-TV and an email from a student seeking assistance with an issue with grades. The Board will be sent a new edition of the “Guide to Accreditation for Governing Boards” which was published by the Accrediting Commission for Community and Junior Colleges.

### **STATEMENTS FROM BOARD MEMBERS**

Student Trustee Girard attended the Education Update with State Senator Joe Simitian and Assemblyman Rich Gordon on November 17. He will try to attend the meeting of the SamTrans Board of Directors on December 12 to get more information on the potential discontinuation of Saturday service on Route 274; this route serves Cañada College. Vice President Schwarz asked if the SamTrans meeting is an open meeting; Student Trustee Girard said it is. Trustee Miljanich said it might be helpful if students sent messages to SamTrans outlining their concerns. Trustee Mandelkern said a letter from the Board or the Chancellor might also be helpful and he asked staff to prepare the letter.

Vice President Schwarz said she attended the Town Hall meeting with Congresswoman Jackie Speier at College of San Mateo. She said the questions from students centered around finance. She also attended the CSEA holiday luncheon earlier today. Vice President Schwarz said that, as a Board member, she deeply appreciates the willingness of President Keller and Executive Vice Chancellor Blackwood to serve in their positions on an interim basis.

Trustee Miljanich added her thanks to President Keller and Executive Vice Chancellor Blackwood. She said they not only did the jobs, but did them well.

Trustee Mandelkern said he attended the Education Update with State Senator Simitian and Assemblyman Gordon. He said he is pleased to learn that Assemblyman Gordon will continue to hold the Education Updates. Trustee Mandelkern said he attended an excellent musical program at College of San Mateo last evening, organized by Professor Mike Galisatus. In addition to the College of San Mateo Wind Ensemble, the concert featured performances by the Hillsdale High School Wind Ensemble and San Francisco State University Wind Ensemble. Trustee Mandelkern thanked CSEA for organizing the holiday luncheon. He also thanked President Keller, Executive Vice Chancellor Blackwood and Raymond Chow for stepping into their interim roles without hesitation or complaint. He also thanked the entire finance team for taking on additional duties.

Trustee Holober thanked President Keller and Executive Vice Chancellor Blackwood for doing excellent jobs in their interim positions. He said he knows they will continue to do excellent jobs in service to the District going forward. Trustee Holober said he was shocked to learn of the sudden death of Mike Nevin. He said Mr. Nevin began his career as a police officer and ended it by running an organization dedicated to helping people in the criminal justice system and their families transition out of that system. Trustee Holober said Mr. Nevin was a strong supporter of public education. He was a leader in San Mateo County, having served on the City Council of Daly City and on the San Mateo County Board of Supervisors. Trustee Holober asked the tonight’s meeting be adjourned in Mr. Nevin’s memory.

President Hausman thanked President Keller and Executive Vice Chancellor Blackwood. She said they did outstanding jobs and their service is greatly appreciated by the Board.

President Hausman called a recess of the meeting at 8:01 p.m.

### **MEETING OF THE BOARD OF DIRECTORS OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION**

The meeting was called to order at 8:02 p.m. by President Mandelkern.

Present: President Mandelkern, Vice President Galatolo, Secretary Hausman, Treasurer Blackwood, Directors Holober, Miljanich and Schwarz

Approval of Minutes of the December 14, 2011 meeting

It was moved by Director Miljanich and seconded by Director Schwarz to approve the minutes as presented. The motion carried, all members voting "Aye."

Naming of Officers for 2013

President Mandelkern said that in accordance with the bylaws of the Financing Corporation, the officers for 2013 will be:

- President – Board of Trustees President Helen Hausman
- Vice President – District Chancellor Ron Galatolo
- Secretary – Board of Trustees Vice President-Clerk Karen Schwarz
- Treasurer – District Executive Vice Chancellor Kathy Blackwood

It was moved by Director Miljanich and seconded by Director Holober to approve the new officers. The motion carried, with Directors Hausman and Schwarz abstaining and all other members voting "Aye."

President Hausman announced that the next scheduled meeting of the Financing Corporation will be held on December 11, 2013.

It was moved by Director Miljanich and seconded by Director Mandelkern to adjourn the meeting. The meeting was adjourned at 8:05 p.m.

Board of Trustees President Hausman reconvened the meeting of the Board of Trustees at 8:06 p.m.

**RECESS TO CONTINUED CLOSED SESSION**

President Hausman announced that during the continued Closed Session, the Board will (1) consider the personnel items listed as 1A, 1B, 1C and 1D on the printed agenda, and (2) conduct a conference with District Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

The Board recessed to Closed Session at 8:25 p.m. and reconvened to Open Session at 9:25 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Hausman reported that at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the items listed as 1A, 1B, 1C and 1D.

**ADJOURNMENT**

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:30 p.m. in memory of Mike Nevin.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the January 11, 2012 meeting.

Karen Schwarz  
Vice President-Clerk