

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
February 10, 2010
San Mateo, CA**

The meeting was called to order at 6:05 p.m.

Board Members Present: President Patricia Miljanich, Vice President-Clerk Dave Mandelkern, Trustees Helen Hausman, Richard Holober and Karen Schwarz, and Student Trustee Virginia Medrano Rosales

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Victoria Morrow, College of San Mateo President Michael Claire, Cañada College President Tom Mohr and District Academic Senate President Patty Dilko

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Miljanich said there is a request to hear agenda item 10-1-2CA, Discussion of Potential Tax Measure, prior to item 10-2-1CA, Budget Update. There were no objections.

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Holober to approve the minutes of the January 27, 2010 meeting of the Board. The motion carried, all members voting "Aye."

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the minutes of the January 30, 2010 Board Retreat. Trustee Holober asked that his statement made during discussion of the Board's role in planning curriculum be added to the minutes (page 2): speaking for himself, Trustee Holober said he believes that, as an elected governing board, the Board's role does include review of academic programs, giving due deference to the shared governing process. With this amendment, the motion carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Chancellor Galatolo asked the Board to consider issuing a resolution in honor of San Bruno Mayor Larry Franzella, who is retiring. Chancellor Galatolo said Mayor Franzella has been very supportive of Skyline College and of the District. The Board agreed to issue the resolution and Mayor Franzella will be invited to the next Board meeting, at which time the resolution will be presented.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (10-2-1A)

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the actions in Board Report No. 10-2-1A. The motion carried, all members voting "Aye."

INFORMATION REPORTS

DISCUSSION OF POTENTIAL TAX MEASURE (02-2-2C)

Chancellor Galatolo said that, in response to the Board's request, staff investigated the possibility of placing a parcel tax measure on the June or November ballot. Several polling firms were considered and Godbe Research was retained to survey voters. Chancellor Galatolo introduced Bryan Godbe to report on the findings.

Mr. Godbe said the survey consisted of 600 telephone interviews of likely San Mateo County voters. Respondents were questioned about both a June 2010 and November 2010 measure. The initial ballot test surveyed support for a parcel tax of \$48 per parcel and showed encouraging results, with 69% total support (definitely yes and probably yes). Voters were then surveyed on support for different dollar amounts per parcel and different durations of a

measure. In addition, they were asked about their support for various features of a measure and their response to various positive arguments (no money for administrator salaries, all funds benefit local community colleges, etc.). The final ballot test showed a higher rate of total support. In conclusion, Mr. Godbe said he would recommend a parcel tax measure of \$33 or \$34 per parcel for a period of four years to be placed on the June ballot.

John Servatius, senior staff writer for *The San Matean*, asked if the measure would need a two-thirds positive vote. Mr. Godbe said it would. Mr. Servatius questioned whether the survey results indicate that a measure could be successful. Mr. Godbe said the survey results are very positive. He cautioned, however, that if a decision is made to place a measure on the ballot, it will require a vigorous campaign and much hard work.

Trustee Holober said he feels confident that the San Mateo County community supports education and the District and understands the problems of the State. He noted that the District is trying to find solutions other than cutting programs. He said this will happen only if people are willing to volunteer to go out and talk to voters.

Vice President Mandelkern said he is gratified to see support from the public. He noted that, along with the State being in an economic freefall, people in the County are suffering from difficult times. He said there is a need to consider carefully whether it is appropriate to ask taxpayers to take on an additional economic burden. However, Vice President Mandelkern believes that one of the keys to solving problems is to engage the public in meaningful discussion of the expectations regarding the level of services provided by the District and the degree of financial burden that should be placed on the public to pay for those services. Vice President Mandelkern said he cannot think of a better way to stimulate that conversation and ask those questions than through the ballot box.

Dan Kaplan asked if Mr. Godbe could project how much money a parcel tax measure would generate. Mr. Godbe said it would depend on what parameters the Board chooses. There are 200,000 parcels in the County; \$20 per parcel would bring in \$4 million, \$30 per parcel would bring in \$6 million, etc.

President Miljanich asked what the next steps should be. Chancellor Galatolo said that if the Board wants to pursue the measure, there are critical dates by which they would have to act. Barbara Christensen, Director of Community/Government Relations, gave the following timeline for putting the measure on the June ballot:

1. February 24 Board meeting: The Board would direct the Chancellor to publish notice of a public hearing on a potential parcel tax initiative; this must be done before February 26.
2. March 10 Study Session: The public hearing would take place.
3. March 10 Study Session: The Board would vote to put the measure on the ballot; this must be delivered to the County Registrar by March 12.
4. March 10 Study Session: Presentation of arguments in favor of the measure; these must be delivered to the County Registrar by March 19.

Mr. Godbe suggested that an independent campaign committee write the arguments in favor and select people other than the Board to sign.

Trustee Schwarz asked when the campaign committee would be formed. Chancellor Galatolo said the committee should be formed as soon as possible.

Vice President Mandelkern asked at what point District funds may no longer be used. Ms. Christensen said this date would be March 11, when the measure is delivered to the Registrar.

Trustee Holober said that if a parcel tax measure is placed on the ballot, it is no longer Board business and is not subject to the Brown Act. He said it might be a good idea to get this legal opinion in writing in case any questions arise. Ms. Christensen will follow up on this.

BUDGET UPDATE (02-2-1C)

Chancellor Galatolo said that at the January 30 Retreat, the Board identified seven areas on which it wished to focus at tonight's meeting. Staff will share with the Board work done at the three Colleges and District Office, along with plans and ideas generated through the shared governance process on how to best address the financial predicament.

1. Consolidation of non-curricular “back office” work.

- A. District Office – Chancellor Galatolo said the District Office prepares, allocates and distributes financial aid payments to students. Chief Financial Officer Kathy Blackwood said that only 21% of students are using direct deposit. In addition, some students are considered unbankable (i.e. have difficulty getting checking accounts) and they pay to get their financial aid checks cashed. Some financial aid checks are lost and stolen every month and the District must put a stop payment on them and replace them. CFO Blackwood said the District is considering partnering with a company to market and service direct deposit, at no cost to the District. The company would issue debit cards to the students, but not credit cards. The company would distribute the money to students by depositing it into a checking account, depositing it into an account with the company, or mailing a check at no cost to the student. The company would offer customer service 24 hours per day, seven days per week. The District would no longer have to mail checks, saving postage and check issuance costs. CFO Blackwood said staff would not be cut, but would be able to provide better service to students because they would no longer have to field questions about financial aid checks. She said there are several companies that offer the service and a Request for Proposal will be issued soon.

Trustee Holober said the idea seems worth pursuing, but there should be awareness that there are companies that might give the District a break but might not be advantageous to students. He said debit cards are one of the worst debt traps in terms of overdraft charges and that some banks are consumer-focused while others are not.

Vice President Mandelkern asked if there is an estimate of potential savings. CFO Blackwood said it will be under \$10,000; she will have a better idea when responses to the RFP are received. Vice President Mandelkern said some industries offer their employees value cards which are not associated with a bank account but can be used at ATMs and point of sale. CFO Blackwood said the problem with value cards is that they cannot be used to pay rent and many Pell Grant recipients use their grants for this purpose.

CFO Blackwood said the District is also investigating changing banks for the credit cards used for purchasing Districtwide, as some banks are willing to pay the District a percentage of the merchant fees. In response to a question from Vice President Mandelkern about cash rebates, CFO Blackwood said the District is looking at a tiered set of rebates dependent on the level of purchasing.

Chancellor Galatolo said another idea at the District Office concerns computer labs. Frank Vaskelis, Chief Technology Officer, said a test pilot will be conducted at College of San Mateo this summer on the use of virtualization, which would:

- allow less expensive equipment on each desktop
- have all applications run on a server, allowing flexibility to easily change disciplines (math lab to science lab, etc.) in each lab
- begin to address the equipment replacement issue
- require less time for support staff, who currently must reinstall instructional applications on each computer between each semester

- B. Colleges – President Morrow distributed and discussed strategies which were developed by student services staff Districtwide to generate cost savings, enhance collaboration, create consistency in practices, and improve services to students. The strategies include those which have been implemented, those in progress, and those which are under consideration. A copy of President Morrow’s handout is attached.

Vice President Mandelkern said he is impressed not only with the achievement of consistency in processes and efficiency, but also with the improved quality of student services, making things less confusing for students as things are done the same way at all of the campuses.

Vice President Mandelkern asked if the copy centers could be centralized. CFO Blackwood said staff has not been able to find a way to consolidate the Cañada and Skyline copy centers that would result in savings.

Regarding the automated degree audit system, President Miljanich asked if students will still be required to have someone review the plans they have developed. Jennifer Hughes, Vice President of Student Services at College of San Mateo, said students who wish to meet with someone to review their plan will be able to do so. She said information on how to build an education plan is provided in group sessions. President Miljanich asked if information is available on the different transfer requirements of colleges and universities. Lori Adrian, Vice President of Student Services at Skyline College, said DegreeWorks can create different scenarios for students. Sarah Perkins, Vice President of Instruction at Cañada College, agreed that DegreeWorks is robust, allowing students to input a path they are considering and providing pertinent information. She added that counselors would be available to work with those students who want to review their programs. Trustee Hausman asked if anyone monitors students' progress. Vice President Hughes said many students are being watched but, with limited resources, the capacity does not exist to see every student who has a declared goal. She said that is why they are pleased with the group model which can serve students more effectively.

2. KCSM

Chancellor Galatolo said that in a number of conversations, the Board has made clear their intent not to continue the financial subsidy for KCSM. While the conversations have focused primarily on TV, it was brought to the Board's attention that FM also receives a subsidy. The questions are (1) whether that subsidy can be further reduced and (2) if TV is leased or sold, would there be an additional financial burden to FM. Marilyn Lawrence, KCSM General Manager, said the expenses of FM for the last fiscal year were \$1.32 million. Almost \$100,000 was saved through cost control measures, including staff reductions, dues and memberships. Another \$50,000 to \$80,000 in cost controls is planned for next year. If all costs were transferred to FM and FM was asked to support itself, the cost would be \$200,000 more than today, leaving \$30,000 in the questionable category. To help offset that amount:

- the last FM fundraising drive raised \$340,000, exceeding the \$325,000 goal
- major donor revenues are up 150%
- funds may be raised through Friends of KCSM Jazz

Ms. Lawrence said if a decision is made to go to a more bare bones way of doing things, as was suggested by Vice President Mandelkern, it would lead to a lack of ability to gain revenue through pledge drives because staff would not be available. Chancellor Galatolo asked what the total dollar amount of pledges was for last year. Ms. Lawrence said it was \$850,000 and it was only for FM.

Trustee Holober, noting that listeners are aware of the desperate financial situation, asked if there is a sense of how much more we can ask listeners to give. Ms. Lawrence said she did not feel the economy made a difference in the latest drive. She said a better selection of pledge prizes did make a difference.

Trustee Holober asked if both assets could be utilized for student career training purposes by providing opportunities for students to be DJs during certain hours or provide other functions, which would also provide savings. Ms. Lawrence said there are always opportunities for students, who already do editing. She said there is currently no program in place to do the audio training students need to be DJs; once that program returns from hiatus, she will welcome students back on the air.

3. Coastside Center

Chancellor Galatolo said the issue is how the educational needs of Coastside residents can be served during the economic crisis faced by the District. President Claire said College of San Mateo is committed to serving those needs. Before the Center was developed, citizens were surveyed to find out what they were interested in and the curriculum was tailored to meet those needs. Approximately 48% of people taking classes are either lifelong learners or undecided. Approximately 23% have indicated transfer intent, 23% are interested in CTE, and the remainder are in basic skills. President Claire said that with the budget challenge, programs must be revisited and measured against the Board's core values; courses offered should fall under CTE and transfer. President Claire met with the Superintendent of the Cabrillo Unified School District to discuss next steps in working with that District. They talked about different delivery models for lifelong learners, including community education.

President Claire said the Board has expressed concern about what to do with the Coastside facility, for which the rent is \$11,000 per month. He said it might be possible to maintain a small office while finding other models to

deliver education. He said the next step is to get back together with the Superintendent of the Cabrillo Unified School District for further discussions, and he invited any Board members who are interested to attend that meeting. Vice President Mandelkern and Trustee Schwarz expressed interest; President Claire will work with them directly.

Vice President Mandelkern asked if the parcel tax survey results showed any difference in support by Coastside residents. Ms. Christensen will check this with Mr. Godbe and report to the Board.

Vice President Mandelkern asked if any alternative facilities have been found. President Claire said none have been identified as yet. Vice President Mandelkern said that since it is getting close to the time for a decision, he would like to have an answer about alternative facilities before the next Board meeting. Trustee Holober asked if it is possible to negotiate a better lease, with less square footage, at the current site. Executive Vice Chancellor Keller said this has been investigated and if the size is reduced, there is less likelihood of getting a reduction in cost. Trustee Holober noted that rent has been paid with bond proceeds and the indication is that this will end; however, this would be a Board decision. Executive Vice Chancellor Keller said the reason for indicating it will end is because it was budgeted for that period of time. He said that because of the Lehman Brothers loss and the State deficit, it is coming down to having no margins on bond funds.

Trustee Holober asked if there are other fixed costs. Chancellor Galatolo said the total cost to run the Coastside Center is \$400,000-\$450,000 per year. If the courses were taught at CSM, overhead costs such as lighting, maintenance and repair, and the telephone system would be absorbed by CSM. Some costs could be absorbed by Cabrillo if CSM courses were taught at a Cabrillo site.

Trustee Schwarz said Coastside residents seem to be campaigning for classes to continue rather than for a building; she would like to know as soon as possible if Cabrillo is interested in working with CSM. President Miljanich said she liked the idea of having some office space for students to register, etc. but holding classes at other sites in order to maintain a presence.

4. Child Development Centers (CDCs)

Chancellor Galatolo said that neither College of San Mateo nor Skyline College has recommended the elimination or reduction of their programs. However, the Board has expressed concern about the level of subsidies provided to the programs. Chancellor Galatolo said the Board asked about the possibility of using redevelopment funds. Ms. Christensen investigated this possibility and confirmed that the funds can be used for this purpose. The funds have been used at the Colleges for one-time purposes, specifically for external facilities such as rehabilitation of athletic fields. President Morrow said that if the Board were to decide to use redevelopment funds to offset the subsidy, Skyline would consider it a one-time provision which would allow time to find other solutions for the CDC.

Trustee Holober said the economic crisis has forced the Board to look at the true costs of various services provided by the District. He said early childhood education is not funded the way it should be at the State or national level. The District is an institution of higher education which is being forced to allocate funds to the classroom and student service areas directly related to the classroom. Trustee Holober said he believes the District has an obligation to honor its commitment to those students who use the CDC and who are pursuing degrees or career training. He said it makes sense to use redevelopment funds on a stopgap basis. If the CDC cannot be made self-sufficient after one or two years, it should not be funded with general fund monies.

Vice President Mandelkern agreed, saying that allowing a specific time period, i.e. two years, would give the CDC enough time to either find other sources of funding or complete a graceful wind-down which would not affect the completion of current students' education.

President Morrow said a two-year timeframe would work well to allow Skyline to seek other funding for the CDC or wind down gracefully as Vice President Mandelkern suggested. Chancellor Galatolo agreed that a two-year time period is reasonable. He suggested dedicating a Study Session to discussion of options for the CDCs and delaying other uses of redevelopment funds for the same time period.

Trustee Schwarz said that the CDC has an educational component as the lab is used for students in the child development program. She asked where students would go if there were no lab on the campus. President Morrow

said the purpose of the lab is to provide a model of good practice. If it is not located on site, students would go to centers in the community which are willing to have interns; practices at such centers are quite variable and staff are cast in the role of supervisors. President Morrow said that if the lab is not located on campus, it would weaken the child development program, but not force it to be eliminated. President Miljanich said it is important to understand the educational aspect of the CDC. She agreed with Trustee Holober that early childhood education is not valued as it should be.

Trustee Schwarz said she agrees that redevelopment funds should be used for two years. Trustee Hausman said Board members seem to agree that this would provide time to find possible ways to save the CDCs.

Trustee Schwarz noted the presence of Louise Piper, Coordinator of Childcare Services at College of San Mateo. Trustee Schwarz said the Foundation is working with Ms. Piper to help with funding and she hopes the Foundation will also work with Skyline in the future.

Professor Dilko said that faculty in the Early Childhood Education Department are committed to finding solutions and creating community partnerships to support the program, particularly the lab aspects.

5. Summer School

Chancellor Galatolo said all three Colleges will reduce summer school offerings. Skyline will reduce offerings the most, by as much as 50%. President Morrow said the first use of offset money from redevelopment funds would go to summer school and could roll back the cuts to 30%. In addition, if there are savings from faculty retirements, those funds would go to summer school.

Vice President Mandelkern asked how the reductions at Skyline compare with the other Colleges. President Mohr said Cañada will have a 25% reduction from previous years. President Claire said College of San Mateo is targeting a 12-15% reduction.

Trustee Holober said he would prefer to see less reduction or no reduction in summer school and would look instead at reducing underperforming programs. He said the District is becoming the higher education institution for those students being cast off by the UC and CSU systems. He said part of the District's mission is to maximize the number of students it can help to complete degrees or career training and summer school plays an important role.

Vice President Mandelkern said that Skyline Vice President of Instruction Regina Stanback Stroud had said there are some targeted reductions in sections for fall which could add some capacity back to summer school. President Morrow said Vice President Stroud said this could be done. President Morrow would recommend the use of redevelopment funds and savings from retirements to reduce the hit to summer school. Vice President Mandelkern said he supports surgically reducing low-enrolled classes in fall and spring and putting the dollars into high-enrolled summer school classes. President Morrow noted that Skyline currently has a record load; fall and spring offerings can be taken a bit lower if the Board wishes, but it is a matter of tradeoffs.

Student Trustee Medrano Rosales said students are concerned about cuts in fall and spring offerings; classes are packed and waitlists are long. She said she is completely against cuts for fall and spring but would prefer to see no cuts in summer school as well.

Trustee Hausman said she believes summer school is very important and she does not take reductions lightly. She said it is unfortunate that the Board has to make choices.

Trustee Schwarz said she supports the movement to a 30% reduction in summer school at Skyline, and hopes the reductions can stop there without cutting fall and spring offerings.

President Miljanich said the Board is distressed to see the loss of any classes. She said there is a question of philosophy concerning what role the Board should take on curricular issues. Trustee Holober said that, in referring to curricular areas, he was talking about programs that he thought would be coming to the Board but which will not be brought forward.

Trustee Hausman commended the College Presidents and all who served on committees which helped make difficult recommendations. Chancellor Galatolo said faculty and support staff are working hard and have loads that are at record highs. Vice President Mandelkern said the Board discussed sending a communication to faculty and staff on this topic. Chancellor Galatolo said work on this message is in progress.

6. Team Sports/Athletics

President Claire, speaking on behalf of the Colleges, said that PE/Athletics is a transfer program and the Colleges are proud of their programs and their student athletes. President Claire said a meeting was held with the College Presidents, Vice Presidents of Instruction and Athletic Directors to discuss a Districtwide approach to looking at athletic programs and a second meeting will be held later this month. The analysis includes:

- size and scope of programs
- compliance with regulations, including Title 9
- amount of FTES in athletic programs
- bottom line net costs to run programs

President Miljanich said she has seen through her work that athletics can be very important as an incentive to encourage students to do what they need to do in order to be successful.

Student Trustee Medrano Rosales said she has been in honors classes with athletes and observed that they do very well.

7. Journalism

Chancellor Galatolo said the Board raised the question of how much it costs to run the student newspaper and questioned whether there are other ways to fund it. Vice President Hughes said the Associated Students could make a decision to provide funding. There is also a vending budget that could be utilized to offset costs. Trustee Holoher asked who controls the vending budget. Vice President Hughes said the money goes to the Associated Students and they use it to support various programs.

President Claire said there has been concern about the Journalism program at College of San Mateo. Journalism, Multimedia and Graphic Arts went through the PIV process in 2008. Broadcasting is a related program. As a result, curriculum was realigned so that there is now one program, the Digital Media Program, with an integrated core curriculum which meets lower division transfer requirements of the major transfer institutions. President Claire said the new program provides increased efficiencies in use of instructional space and sharing of equipment and resources. The program tries to replicate what is happening in the real world.

Diana Bennett, Multimedia Professor, said there is a myth that the PIV process means that a program will be discontinued; she said it can be a way to modify the curriculum and make a better program. Professor Bennett said the goal of the PIV Committee was to make a more efficient, productive program by merging four programs which all work in the same industry. Of primary concern in development of the Digital Media Program were transferability, CTE, and working with high schools. The curriculum was overhauled. There are four core courses which meet transfer requirements. There are concentrations such as graphics, video and writing, and capstone classes which are meant to offer practical experience. The new program will begin in fall 2010.

Vice President Mandelkern said the Digital Media Program is a good response to changing trends in the industry. He asked if there is an interaction between the classes in this program and KCSM-TV. Professor Bennett said the interaction would be in the multimedia area – streaming media and video, broadcast and graphics. She said the interaction has not been used to its fullest. Ms. Lawrence said that if KCSM TV was to no longer exist, only “The Bay Today” newscast would be affected, and this could be moved to another outlet.

President Claire said the College will continue to look at low-enrolled classes in light of District Rules and Regulations Section 6.04, Minimum Class Size Guidelines, which specifies that classes with fewer than 20 students will normally be cancelled. President Claire said the Journalism program continues to be a concern, with the Newspaper Production class having an enrollment of ten students. Trustee Holoher said data provided by Vice Chancellor Jing Luan shows the College of San Mateo Journalism Department to be the sixth lowest enrolled department on the three campuses and noted that most other low-enrolled departments are being eliminated. Trustee

Holober said that if the newspaper is vital to students, it would be appropriate to use the model of other institutions in which students support their newspapers with student fees. College of San Mateo Journalism Professor Ed Remitz said the San Francisco Examiner has printed the newspaper at no cost since 1993 but discontinued doing so last week.

President Miljanich asked if *The San Matean* is available online. Professor Remitz said it is. The number of students who read the newspaper online vs. a printed copy has not been assessed. Professor Remitz asked about enrollment in Skyline's Journalism program. Citing data provided by Vice Chancellor Luan, Trustee Holober said College of San Mateo's program's load is 331 and Skyline's is 598. President Miljanich asked if Professor Remitz has noticed a decline in enrollment in journalism programs at other institutions. Professor Remitz said there is a decline.

Vice President Mandelkern asked if there is a mechanism in place by which students decide how to allocate their funds. Student Trustee Medrano Rosales said the Student Senates would vote on the allocations. Mario Mihelcic, Admissions and Records Assistant at College of San Mateo and former editor of *The San Matean*, said it could be of concern that if student fees are used to publish the newspaper, the students also decide whether the paper gets printed. If an issue arises that is not favorable to the Student Senate, they could withdraw funding. Vice President Mandelkern said a similar concern in the 1970s, that school administrations could pull funding, prompted many student newspapers to become independent. Vice President Mandelkern noted that the First Amendment does not guarantee funding and said part of building a responsible journalism program is considering the economic side.

In conclusion, Professor Bennett said the faculty wish for the Digital Media Program is to have a media group that is self-sufficient and that the community will come to the campus to hire students from the program. President Claire added that the program was widely vetted through the campus governance processes.

RECESS TO CLOSED SESSION

President Miljanich said that during Closed Session, the Board will consider the personnel items listed as 1A on the printed agenda. The Board will also hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFT and CSEA.

The Board recessed to Closed Session at 8:55 p.m.
The Board reconvened to Open Session at 9:35 p.m.

CLOSED SESSION ACTIONS TAKEN

President Miljanich reported that at the Closed Session just concluded, the Board voted 5-0 to approve the items listed as 1A on the printed agenda.

ADJOURNMENT

It was moved by Trustee Holober and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:40 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the February 24, 2010 meeting.

Dave Mandelkern
Vice President-Clerk