

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
March 28, 2012, San Mateo, CA**

The meeting was called to order at 6:07 p.m.

Board Members Present: President Dave Mandelkern, Vice President Helen Hausman, Trustees Richard Holober (arrived at 6:14), Patricia Miljanich and Karen Schwarz, Student Trustee Patiane Gladstone

Others Present: Chancellor Ron Galatolo, 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 Fermin Irigoyen

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the minutes of the Study Session of March 14, 2012. The motion carried, all members present voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Skyline College President Stanback Stroud said the President's Breakfast was very successful, with more than 350 attendees. Unofficial figures indicate that approximately \$80,000 was raised. The Auxiliary Services of Skyline College was a \$10,000 Premiere Innovation Sponsor; the check was presented by Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations for the District. The event was also supported by the Associated Students of Skyline College and many other partners and friends. Skyline College students Heidi Hansen and Denice Sy were named to the All-California Academic Team of Phi Theta Kappa. Ms. Hansen is also President of the Associated Students of Skyline College. Professor James I. Wong received an international award from the World Organization of Wu Shu Kung Fu Masters; the award was based on his lifetime experiences, expertise and contributions to the martial arts and combat sports.

College of San Mateo President Claire congratulated President Stanback Stroud and the Skyline College community for the successful President's Breakfast. He said he has spoken with President Stanback Stroud about College of San Mateo's interest in having a similar structure. College of San Mateo students Emmeline Wong and Caleb Kenney were named to the All-California Academic Team of Phi Theta Kappa. President Claire said he, Vice President of Instruction Susan Estes and Vice President of Student Services Jennifer Hughes attended the end-of-year banquet for the women's basketball team, which made the playoffs. The women's softball, swim, track and cross country teams have also done well. President Claire noted that female athletes at College of San Mateo tend to have higher grade point averages than any other group on campus.

Cañada College President Keller said Cañada Professor and Redwood City Mayor Alicia Aguirre was named 2012 Woman of the Year for the 21st Assembly District. Professor Aguirre was honored at a reception at the College on March 26. Three Cañada College engineering students have been selected to travel to NASA's Jet Propulsion Laboratory in Pasadena in May to represent Cañada on teams competing to detail a mission to Mars. A large number of people worked on the submission of two HIS grants that, if received, would provide approximately \$7 million over a five-year period. Tenth graders from Shanghai visited the Cañada College and College of San Mateo campuses this week to explore how the Colleges might be able to present opportunities for them. President Keller distributed a brochure highlighting summer programs for high school students.

Executive Vice Chancellor Blackwood said the District Office has successfully undergone an audit by the State Board of Equalization. She said the auditors were pleased with what they saw and there were no findings. Chancellor Galatolo commended Chief Financial Officer Raymond Chow and his team on this accomplishment. Executive Vice Chancellor

Blackwood said the three Colleges are working diligently on their self-studies and accreditation information. The District Office is undergoing a program review which includes surveys that have been distributed in the recent past. In response to a request from the Board, Executive Vice Chancellor Blackwood reported that, prior to the implementation of the adjustment of the salary schedule for the exempt classified and academic supervisory group (approved by the Board on August 24, 2011), overtime expenses were \$15,000 in July and \$15,000 in August. Since the implementation of the revised schedule, there have been no overtime expenses. President Mandelkern noted that if the figures are projected over a one-year period, the savings in overtime compensation would be \$180,000. He said this group of exempt classified and academic supervisory employees has been referred to by some as “administrators.” He asked for confirmation that this group is the only one to have received a salary adjustment in the past two years. Executive Vice Chancellor Blackwood said this is correct.

District Academic Senate President Irigoyen said faculty and the District have agreed on a performance evaluation review committee. Between April 16 and April 27, the selection committee will review applications from faculty to serve on the committee, followed by interviews of applicants. Professor Irigoyen said the Skyline College Office of Institutional Research produced a fact sheet on the plus/minus grading pilot study which was conducted between the fall of 2009 and spring of 2011. The District Academic Senate has decided to place this issue on their election ballot to obtain an advisory vote of faculty. The election will be held between April 20 and 27 and will also elect a president and vice president for terms beginning on August 1. The District Academic Senate will be meeting with Assemblymembers Jerry Hill and Rich Gordon to discuss the recommendations of the Student Success Taskforce and their impact on the District.

Heidi Hansen, President of the Associated Students of Skyline College (ASSC), presented a video highlighting events sponsored by ASSC. Fall events included the Great American Smokeout, Second Harvest Food Drive and a Peace Walk. Spring events included Singles Awareness Day, March in March, Patty Fest, leadership and development conferences and the American Student Association of Community Colleges conference in Washington, D.C.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: CREATING ACTIVE LEARNING ENVIRONMENTS: TEACHING WITH CLASSROOM RESPONSE SYSTEMS (i>CLICKER2) (12-3-2C)

College of San Mateo Vice President of Instruction Susan Estes said the use of the i>Clicker 2 provides a creative way to involve students in active learning and thus promote student success. She thanked Dean Charlene Frontiera who has been supportive of the introduction and use of the i>Clicker. Vice President Estes introduced four faculty members from the Math/Science Division: Chris Smith, Biology; Linda Hand, Geology; Tracy Pennington, Nursing; and Mohsen Janatpour, Physics and Astronomy. Each demonstrated the use of the i>Clicker. Board members and some audience members were given i>Clickers and were asked to answer multiple choice questions by clicking on the choice they believed was the correct answer.

Mr. Smith said Jeff Howard of i>Clicker and James Peacock of the College of San Mateo Bookstore have worked together to create an affordable i>Clicker rental program for students. The purchase price is \$47 and the rental price is \$16 per semester. Trustee Schwarz asked if there is a program for students who cannot afford to rent an i>Clicker. Mr. Smith said a plan to provide the device for these students is in progress.

Trustee Miljanich asked how many classes are using i>Clickers. Dean Frontiera said approximately ten are using them currently. Vice President Hausman asked how prevalent their use is nationally. Mr. Smith said they are now used by 2.5 million students at more than 1,000 educational institutions.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Tracy Rosenberg said she is the Executive Director of Media Alliance, a 501(3)(c) organization which represents professional and citizen journalists, as well as citizens concerned about the state of the media. Regarding the sale of KCSM-TV, Ms. Rosenberg said that after the station is sold, it will still exist in the Bay Area and the question becomes what form it will take. She said the District has the opportunity to impact what will happen. She said some people want to know what will be on the air and how the station will be operated. They may have preferences and, while the Board is not obligated to observe these preferences, she hopes they will feel obligated as public servants to listen. Ms. Rosenberg said that in order for her to express her opinion on which bid best serves the public interest as she defines it, she needs to see the bids. She said she has made a public records request but has been told that the Board will make a decision that is best for them and will notify the public a couple of days before voting at a public meeting. Ms.

Rosenberg said this is not the way to sell a multi-million dollar public asset. She recommended that there be full disclosure and a 30-day public comment period. She said this method would not harm the interests of the District and she hopes the Board will consider her suggestion.

Kenya Lewis said she is a strategic communications consultant and has been a volunteer for the past 14 months in the effort to save KUSF, the University of San Francisco radio station. Ms. Lewis said the process entered into by USF went terribly wrong, launching an FCC inquiry and receiving coverage in local and national news. She said the problem with the USF transaction was that there was no place for the Board of Supervisors or faculty to express their opinions. Ms. Lewis said interested parties are watching the Peninsula carefully and she believes the Board can avoid the problems experienced by USF by opening a transparent process. President Mandelkern clarified that the KCSM-FM license is not for sale.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-3-2A)

It was moved by Trustee Holober and seconded by Vice President Hausman to approve the actions in Board Report No. 12-3-3A. The motion carried, all members voting "Aye."

Other Recommendations

APPROVAL OF CURRICULAR ADDITION – COLLEGE OF SAN MATEO (12-3-1B)

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

VOTE TO ELECT MEMBERS OF THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD (12-3-2B)

President Mandelkern said there are eight openings on the CCCT Board. He asked for Board member input on the 11 candidates. Vice President Hausman said she would support Chris Stampolis who is from West Valley-Mission CCD and understands the District's geographic area. Trustee Miljanich said she is impressed with the comments of Doug Otto from Long Beach CCD. Trustee Schwarz said she is impressed with the comments of Janet Chaniot of Mendocino-Lake CCD and Greg Bonaccorsi of Ohlone CCD. Trustee Holober said he is impressed with the background and experience of Manny Ontiveros of North Orange County CCD and Ann Ransford of Glendale CCD.

It was moved by Trustee Miljanich and seconded by Vice President Hausman to approve the slate of the above-mentioned six candidates: Janet Chaniot, Doug Otto, Manny Ontiveros, Ann Ransford, Greg Bonaccorsi and Chris Stampolis. The motion carried, all members voting "Aye." Staff will return the official ballot to the CCCT Elections Committee prior to the submission deadline.

ADOPTION OF RESOLUTION NO. 12-4 REGARDING BOARD ABSENCES (12-3-100B)

It was moved by Vice President Hausman and seconded by Trustee Holober to adopt Resolution No. 12-4. The motion carried, all members voting "Aye."

ADOPTION OF RESOLUTION NO. 12-5 AUTHORIZING THE ISSUANCE AND SALE OF 2012 GENERAL OBLIGATION REFUNDING BONDS IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$150,000,000 (12-3-101B)

President Mandelkern said each Board member has been provided a copy of the Bond Purchase Contract which was not included in the original packet. It was moved by Trustee Miljanich and seconded by Trustee Schwarz to adopt Resolution No. 12-5. Chancellor Galatolo introduced bond counsel Chris Lynch of Jones Hall, who was available to answer questions regarding the resolution, and John Sheldon of Morgan Stanley.

Mr. Sheldon said the District currently has approximately \$600 million of outstanding General Obligation Bonds (GO Bonds) from the District's elections of 2001 and 2005. The District can refinance a portion of these obligations by exercising the optional call provisions, redeeming the bonds for 100% of the principal amount, and issuing new obligations with a lower interest cost. Given current market conditions, the District could refinance approximately \$70

million in GO Bonds and generate \$9.1 million in present value savings, or 13.1% of the refunded par amount. The debt service savings would average nearly \$713,000 every year through 2026, reducing the tax rate by \$0.50 per \$100,000 of FY2011 assessed valuation. Tax-exempt interest rates are near all time lows and the District can take bonds on which taxpayers pay an interest rate of 5.06% out of the market and reissue bonds with an interest rate of 2.63% in today's market.

Refinancing would begin with issuing a new set of bonds. The proceeds of those bonds would be placed into an escrow fund that is held by a trustee bank. The trustee bank would use the escrow fund to pay off the old bonds. The District would then pay debt service on the new bonds. If the Board approves the bond issuance tonight, senior District staff will meet with ratings agencies on April 2. The bonds would be sold in the market in late April or early May and closing would be at the beginning of June.

Trustee Miljanich asked how much money taxpayers would save over what period of time. Mr. Sheldon said the savings, in today's market, would be \$10.7 million over a 14-year period. President Mandelkern asked if this would be a direct savings to taxpayers; Mr. Sheldon said it would. Trustee Holoher asked if the refinancing would extend the term of the obligation; Mr. Sheldon said the term would remain the same.

Trustee Holoher asked if there would be origination fees and/or other fees. Mr. Sheldon said the estimate for total fees is 0.62% of the par amount of bonds sold, or approximately \$430,000. This includes fees for the underwriting firm, Morgan Stanley; legal counsel, Jones Hall; ratings agencies; escrow agent; and printers. The amount of savings quoted for taxpayers is net.

President Mandelkern asked why the Board is being asked to approve the issuance and sale of GO Refunding Bonds in the principal amount of not to exceed \$150,000,000 when the plan is to issue and sell the bonds in the amount of approximately \$70,000,000. Mr. Sheldon said bonds that are callable in 2012 comprise the bulk of the bonds recommended for refunding; bonds that have call dates beyond four or five years generally do not generate sufficient savings to merit refunding. The analysis done in February indicated that it would be advantageous to refund some bonds with call dates in 2013 and 2014. The refinancing amount at that time was \$110,000,000. A cushion is always added to account for potential changes. In today's market, the recommended refinancing amount has decreased to approximately \$70,000,000. President Mandelkern asked if the remaining amount in the resolution the Board is being asked to approve would not be used. Mr. Sheldon said that is correct. He said the resolution directs the Chancellor and Executive Vice Chancellor to make the call on which bonds to refund. A bond-by-bond analysis would be conducted.

President Mandelkern noted that the length of the obligation would not change; he asked if the payment schedule would also be maintained within that time frame. Mr. Sheldon said the new refunding debt service would be proportionally lower in every year.

President Mandelkern asked who the escrow agent would be and if any of the money would be deposited with the County Treasurer. Mr. Sheldon said the Bank of New York would be the exclusive escrow agent and the County Treasury would not hold the refunding bonds. The County Treasurer would, as always, collect property taxes and direct payments to investors; this is the debt service fund. President Mandelkern said it is his understanding that the debt service does not flow through the County Pool investment fund but goes into a separate account. Mr. Lynch said that is correct. Trustee Holoher asked for confirmation that the \$70,000,000 in refunded bonds will never be placed in the hands of the County Treasurer for investment purposes. Mr. Lynch said that is correct.

President Mandelkern said he believes the Board should take advantage of the opportunity to save taxpayers \$713,000 per year by approving the refunding. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS: POLICIES 1.02, ORGANIZATION OF THE BOARD; 1.30, COMPENSATION OF BOARD MEMBERS; 1.35, BOARD MEMBER CONDUCT; 1.45, AGENDAS FOR MEETINGS; 1.60, RULES OF ORDER FOR BOARD MEETINGS; 8.06, INVESTMENT OF DISTRICT FUNDS; 2.02, CHANCELLOR OF THE DISTRICT; 2.03, COLLEGE PRESIDENTS; 2.40, PUBLIC RECORDS; 7.01, ELIGIBILITY REQUIREMENTS FOR ADMISSION OF STUDENTS; 7.43, STUDENT FINANCIAL AID PROGRAMS; 8.13, PUBLIC SAFETY ON DISTRICT PROPERTY; 8.16, CONSTRUCTION BIDS – PREQUALIFICATION OF BIDDERS;

8.27, RECORDS MANAGEMENT; 8.30, PROPERTY MANAGEMENT, INVENTORY AND TRANSFER; 8.51, REPORT OF INJURIES; 8.60, TELEPHONE SERVICES (12-3-102B)

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the revisions as detailed in the report. Regarding Policy 1.45, there was discussion regarding how items are placed on the agenda. Barbara Christensen, Director of Community/Government Relations, confirmed that agenda items requested by members of the public would likely be heard under "Presentations to the Board by Persons or Delegations."

Trustee Schwarz asked why the term "benefiting from the instruction offered" is changed to "profiting from the instruction offered" in Policy 7.01. Vice President Hughes said "profiting" is the word commonly used and is recommended by the Community College League of California Policy and Procedure Service.

Trustee Holober asked why the phrase ". . . and businesses owned by persons from diverse cultures, ethnic and language groups" was removed from the section in Policy 8.16 which discusses seeking bids from diverse sources. Discussion ensued about whether Proposition 209 refers only to awarding contracts or includes outreach as well. The policy will be removed from consideration and staff will investigate the issue and seek legal advice.

College of San Mateo student Bailey Girard noted that students use telephones for various purposes and asked why Policy 8.60 is recommended for deletion. Ms. Christensen explained that telephone use is included in Policy 2.35, "Use of District Communications Systems." Staff will email this policy to Mr. Girard.

After this discussion, the motion to approve the revisions, with the exception of Policy 8.16, carried, all members voting "Aye."

APPROVAL TO EXECUTE AN AGREEMENT WITH A THIRD PARTY SUPPLIER FOR PURCHASE OF NATURAL GAS – DISTRICTWIDE (12-3-103B)

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the execution of pricing agreements as detailed in the report. The motion carried, all members voting "Aye."

CONTINUING DISCUSSION OF DISTRICT AND AT-LARGE ELECTIONS (12-3-104B)

It was moved by Trustee Miljanich and seconded by Vice President Hausman to approve the recommendation to authorize the Chancellor to retain the services of a law firm and to seek bids for a professional services contract as described in the board report, and to approve the appointment by the Board of a two-member subcommittee as described in the report. President Mandelkern said that at the last Board study session, there was a presentation and discussion about at-large vs. districtwide elections. The recommendations to retain the services of a law firm and to seek bids for a professional services contract are for the potential purpose of changing the method of election of District trustees.

Trustee Miljanich said she believes the article in today's *San Mateo Daily Journal* implied that the Board is considering this issue because of the lawsuit against the County of San Mateo. She said that, from her perspective, the reason the Board is considering the issue is to make sure that all segments of the population are given the opportunity to influence the process. President Mandelkern said he believes the article was misleading because the reader could assume the District is being sued. He said he told the reporter that every ten years, the Board has the obligation to examine how elections are conducted and that the Board has had ongoing concerns about representation from all portions of the community and how that may be best enabled. He agreed that the concern is not about the threat of a lawsuit, but what is best for the residents of San Mateo County. Trustee Holober agreed with these remarks and added that the Board began the process as it knew it needed to do after each census. He said he is comfortable going forward without anyone ever having approached the District or himself to suggest that anything should be changed. Trustee Holober said this is an important issue for the public and he suggested that the subcommittee, if appointed, consider holding public hearings so that members of the community can share their thoughts with the Board.

Vice President Hausman asked what the responsibilities of the law firm and other firm would be. President Mandelkern said the law firm would make sure any actions contemplated are in compliance with law and would answer legal questions. The other professional firm would deal with the science behind analyzing election patterns and voting populations and offer advice on the potential drawing of boundaries. There was discussion about the possibly high relative cost of a contract with the firm Redistricting Partners which works through the Community College League of California. Trustee Miljanich said that she wanted to make sure delays would not result if the contract is not granted to

this firm. Trustee Holober said he does not believe the selection of another firm would affect the process. He said the quality of what is produced and presented to the Board of Governors is important and the firm that is selected should be an expert in election demographics.

After this discussion, the motion carried, all members voting “Aye.” There was unanimous agreement on the appointment of President Mandelkern and Trustee Holober to the subcommittee.

COMMUNICATIONS

President Mandelkern said the Board received campaign literature from several of the candidates running for the CCCT Board. The Board also received two emails regarding KCSM-TV and one email from an applicant for a position at Skyline College.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Gladstone attended the American Student Association of Community Colleges conference in Washington, D.C. and had the opportunity to meet with Congresswoman Jackie Speier and staff in Senator Barbara Boxer’s office. Students had the chance to let people know how they feel about the cost of tuition, Pell Grants, the Dream Act and other issues. Student Trustee Gladstone said she is grateful for the opportunity to attend the conference.

Trustee Holober attended the Skyline College President’s Breakfast and was very impressed with the two students who told their stories. Following up on the public comments regarding KCSM-TV, Trustee Holober said public policy and legal concerns were raised and he would like an update on the status and contemplated timeline at the next meeting.

Vice President Hausman attended the Foundation meeting and reported that fundraising is going well. Foundation staff is planning for the second annual golf tournament. The Foundation received a \$225,000 donation from a former staff member at one of the Colleges.

Trustee Schwarz said she was sorry to have missed the Skyline College President’s Breakfast as she was recovering from surgery. She congratulated President Stanback Stroud and Skyline College and said she is pleased that College of San Mateo is contemplating doing something similar. Trustee Schwarz attended the College of San Mateo College Learning Center Open House. She also attended the San Mateo County School Boards Association meeting in Building 10 at College of San Mateo and said the group is discussing the possibility of continuing to hold meetings there. Trustee Schwarz read about the Shared Governance Survey in *Skyline Shines* and congratulated President Stanback Stroud on seeking input from the campus community about the shared governance process. Trustee Schwarz said she appreciates the hard work that goes into making the revisions in District Rules and Regulations that have been coming to the Board for consideration. Trustee Schwarz said she enjoys the student presentations and would appreciate some verbiage being included in the next presentation.

President Mandelkern said that as part of the update on KCSM-TV at the next meeting, he would like to hear the plans for public participation. He said the inference by one of the public speakers that the station could be sold to a for-profit or commercial entity is not true; the only potential bidders for a non-commercial license such as KCSM-TV are other non-commercial entities. President Mandelkern said he hopes people understand that the alternatives are fairly limited given the budget situation. The Board can choose to (1) take money out of the general fund, resulting in fewer class sections, and continue to support the station; (2) shut the station down and lose the value of the asset entirely because the license will be taken away when the station is no longer operating; or (3) try to get a return on the 50 years of investment in the asset. Trustee Miljanich noted that public participation is important but said this is not the first time the public has had the opportunity to participate as the item has been on published agendas over a long period of time.

President Mandelkern thanked Executive Vice Chancellor Blackwood for providing the information on the overtime compensation cost savings due to the revised salary schedule of the exempt classified and academic supervisory group. He said some have called the employees in this group, which includes bookstore managers, accounting managers and the controller “administrators.” He said approval of the salary schedule was not a universally popular decision but it is producing cost savings and he is comfortable with his vote on that action.

President Mandelkern said that one member of the County Treasury Oversight Committee is chosen by County school board presidents. Although the deadline for voting was March 26, President Mandelkern first heard about the election in an email he received today asking school board presidents to submit their votes. There were three candidates on the

ballot: Richard Ginn of the Las Lomas School District, Steven Koury of the Hillsborough City School District and Stephen Rogers of the San Mateo Union High School District. After carefully considering the candidates' statements, President Mandelkern cast his vote for Richard Ginn. Trustee Schwarz said this election was discussed at the San Mateo County School Boards Association meeting and the process was described as a "convoluted system." Trustee Holoher said there has been a school district representative on the Oversight Committee for a long time; however, prior to the financial collapse of Lehman Brothers, that member was being appointed by the County Treasurer instead of being elected by school board presidents as called for. President Mandelkern said the County Superintendent of Schools is allowed to select one member to the Committee and it is his understanding the Superintendent Anne Campbell has done so.

President Mandelkern said the Skyline College President's Breakfast was a financial success and a lovely event. He commended President Stanback Stroud on the selection of the two students who spoke. He said these students represent the diversity of the students that the District serves, as one is an older student seeking job retraining and the other is a younger student who will be transferring to a four-year university. He said their stories were emotional and motivational and they are students who represent the College very well.

RECESS TO CLOSED SESSION

President Mandelkern announced that during Closed Session, the Board will consider the personnel item listed as 1-A 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 called an immediate recess in order to hold the scheduled Special Closed Session.

The Board reconvened to the Closed Session of the regular meeting at 9:25 p.m.

The Board reconvened to Open Session at 10:12 p.m.

President Mandelkern announced that at the Closed Session just concluded, the Board voted 5-0 to approve the personnel item listed as 1-A on the printed agenda.

ADJOURNMENT

It was moved by Trustee Holoher and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:15 p.m.

Submitted by

Ron Galatolo
Secretary

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

Helen Hausman
Vice President-Clerk