The meeting of the Montgomery County Community College Board of Trustees was held on Monday, June 20, 2005, at 4:00 p.m. in the East House Conference Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Anthony DiSandro, Vice Chairperson; Michael D’Aniello, Treasurer; Andrew Cantor, Secretary; Trudy Mann, Assistant Secretary; Lea Bramnick; Jim Genuardi; Charles Kahn; Lynne Lechter; Richard Montalbano; Ed Mullin; Joseph Palmer; John Rotelle; Dennis Sharkey; Thaddeus Smith

Board of Trustees – Absent:
None.

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; John Byrne, Director of Automotive Technology; Dennis Fattore, Support Staff Union President; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Ken Kaiser, Vice President for Administration and Finance in-coming appointee; Steve Kovacs, Vice President for Administration and Finance; John Flynn, Vice President of Academic Affairs, Provost; Dean Foster, Dean of the West Campus; Anita Lynn, Executive Director, Foundation; Rhoda McFadden, History Professor, President of the Faculty Union; Amanda Mandia, Executive Associate to the President; Alana Mauger, Coordinator of Media and Public Relations; Michael Mandrachia, Director of Accounting; George Mulligan, Executive Director for Capital Projects and Support Services; Steady Moono, Dean of Student Success; Aaron Schatzman, Dean of Social Sciences; Celeste Schwartz, Vice President for Information Technology; Kathrine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives; Evon Walters, Vice President for Student Affairs and Enrollment Management; Roger Willig, Chief Negotiator for the Support Staff Union; Robert Wolper, Fox, Rothschild

Executive Session

An executive session was held prior to the public Board meeting.

Call to Order

Chairperson Bitner called the meeting to order at 4:05 p.m.

Approval of Minutes

The minutes from May 16, 2005, incorrectly stated that Ms. Lechter was not present at the meeting. With that correction, the minutes were unanimously approved.
**Introduction of Guests**

Ms. Schwartz introduced the guests in attendance.

**Treasurer’s Report**

Mr. D’Aniello reported for the Committee.

- For the Eleven Months Ending May 31, 2005

  Mr. D’Aniello reported that expenses and revenues are on target.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the eleven months ending May 31, 2005. Ms. Mann seconded the motion and the Board unanimously approved the Treasurer’s Report.

**President’s Report**

Dr. Stout reviewed highlights of the President’s Report.

- **Summer Enrollment**

  Combined Summer Sessions’ unduplicated headcount is up 11 percent over last year’s summer enrollment. Total fall duplicated headcount is up 22 percent over last year.

- **Students**

  The Student Government Officers from the West and Central Campuses were elected at the end of the academic year and are named in the President’s Report.

- **Faculty/Staff Kudos**

  Suzanne Holloman, Dean of Workforce Development and Continuing Education, has been appointed by the Montgomery County Commissioners to the Valley Forge Convention and Visitors Bureau Board of Directors.

  Beverly Welhan, Director, Nursing Program, has been appointed to the Widener University School of Nursing Advisory Board for the Accelerated MSN/DNSc Program in Advance Nursing Education.

  Vicki Bastecki-Perez, Dean, Health and Physical Education, has been appointed to the Life Science Career Alliance Health Careers Week Planning Committee for state-wide initiatives.
- **Program News**

  The Children’s Center was recently accredited by the National Association for the Education of Young Children as a result of their own self-study process. Congratulations for that accreditation go to Deb Ravacon and her entire staff.

- **Gifts and Grants**

  The William Penn Foundation has approved a 36-month grant in the amount of $214,500, nearly $20,000 above the requested amount, toward presenting the Lively Arts series. The funds will be used to expand cultural programming in Pottstown, as well as to offset some of the College's operating costs for the series. Kudos to Helen Haynes, Director of Cultural Affairs, whose work brought this opportunity to the College.

  Alan Evans, Director of Computer Science, Kendall Martin, Assistant Professor of Computer Science, and Mary Anne Poatsy, Senior Adjunct Faculty of Computer Science have established a scholarship funded by the royalties from the publication of their co-authored textbook, *Technology in Action 2nd edition*.

- **Other**

  The College was recently selected from a national competition to be one of ten two-year founding institutions to participate in the Policy Center on the First Year of College, "Foundations of Excellence" project. Congratulations to Dr. Steady Moono and Dr. Evon Walters for their work on this project.

  Mia Pittman, Program Coordinator for the Women-Owned Business Series, appeared on CN8’s, Money Matters on May 24. She was one of four panelists who discussed starting a business.

  Dr. Stout offered her thanks to Dr. Steve Kovacs for his service to the College for over three years. His leadership and guidance has enabled the College to move forward on several key physical plant projects. His enhancements in Administrative Services, through process improvements, position that area well for the future.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Update of Renewal of Insurance Coverage for 2005-06**

  Under advisement of CBIZ, the College’s insurance broker, after their annual review of the College’s existing insurance plans, the College is switching insurance companies to accommodate an agreement with Gwynedd Mercy College to house some of the College’s international students. The current insurance carrier does not offer dormitory insurance and will not underwrite the
College for the insurance. The Committee has decided to employ Peerless, an “A” rated, nationally owned company who does provide the needed dormitory insurance. One item of note is the combined insurance of Peerless and Traveler’s for the category of Commercial Crime to reach a coverage level of $1 million. The total cost for the College’s insurance program for 2005-2006 is estimated at $332,307, which is a 4.8 percent increase over the previous year.

This item was for information only.

- **Auxiliary Enterprises Budget**

The bookstore, manual food service, child care, and coin operated service fall into this budget. The bookstore has been very successful, exceeding guaranteed profits by over $120,000 in 2004-05. It is expected that profits will continue to increase and will exceed $130,000 in 2005-06. The bookstore contract is being reviewed, as it will expire June 30, 2006.

The manual food service is expected to break even in 2004-05 and in 2005-06. Additional services are anticipated at the West Campus with preliminary estimates on construction costs, included in the current budget, at $200,000. A service agreement is currently under negotiation.

A five year contract for vending food service was signed in July 2004.

The child care center remains at projected budget levels, which includes an investment by the College of $18,000 in 2004-05 and $21,000 in 2005-06.

The coin operated revenue continues to decline. All unnecessary telephones have been removed and devices have been installed for ease of use of the phones for the hearing impaired.

Mr. Kahn made a motion for the approval of the Auxiliary Enterprises Budget for 2005-2006 as well as the revised budget for 2004-05. Mr. Rotelle seconded the motion and the Board unanimously approved the Auxiliary Enterprises Budgets.

- **Student Activities Budget**

The College currently charges a $2 per credit hour Student Activities Fee to all regular academic year students, which does not include students attending Summer I or II semesters. One new club was added, the Latino Club, and no clubs were dissolved.

The College recently decided to not use 15 passenger vans to transport students. As a result, the budget reflects an increase in transportation costs as the College will need to rent vehicles for sports teams and Student Activities events. The budget also includes the purchase price of a buggy for intramurals and replacement of wellness equipment.
Mr. Kahn made a motion to approve the Student Activities Budget for 2005-2006. Ms. Mann seconded the motion and the Board unanimously approved the budget.

- **Student Aid Budget 2005-2006**

  The maximum federal Pell Grant for the 2005-06 year is $4,050. This amount has remained constant since the 2003-04 award year.

  The Computer Science Engineering and Math Scholarships (CSEMS) program is ending on June 30, 2005. The College has been granted permission for the National Science Foundation (NSF) to award the remaining funds, approximately $30,000, to students for the 2005-06 academic year.

  The College received $79,000 from the Pennsylvania Higher Education Foundation and Independence Blue Cross for nursing scholarships for students participating in the Continuous Program Option for Nursing. The College awarded funds to 50 students in summer 2004. The College also received another $74,134 to award students for summer 2005.

  The College began receiving funds from PHEAA for the Chafee Education and Training Grant Program in 2004-05. Six students received the grant for a total award of $16,145.

Mr. Kahn made a motion to approve the Student Aid Budget for 2005-06. Mr. Smith seconded the motion.

Dr. Stout noted that the money from the Pennsylvania Higher Education Foundation and Independence Blue Cross for the nursing students is very important for full-time summer semester students. Those students do not qualify for Pell grants, as Pell grants are only for students attending in the fall and spring semesters.

The Board unanimously approved the budget.

- **Technology Fee Budget for 2005-06**

  All students currently pay a $7 per credit hour technology fee that solely supports technology-related expenses. The proposed budget reflects a change in technology replacement/upgrade practice. In the past, all PCs were on a three year life-cycle because most leasing agreements were based on a three year contract and the State was funding 50 percent of the leasing contracts. Because the State is no longer reimbursing 50 percent of leasing costs, the College is proposing a budget based on a four year life-cycle for purchased PC's and a five year life-cycle for all other components of purchased technology.
Mr. Kahn made a motion to approve the Technology Fee Budget for 2005-06. Ms. Bramnick seconded the motion and the Board unanimously approved the budget.

- **Report on Audit in Progress**

  The internal auditor has been performing an audit on the records of the students participating in stipend programs for which the College seeks reimbursement from the State. The purpose of this audit is to ensure that the information provided by the College to the State meets Pennsylvania Department of Education audit criteria for reimbursement purposes.

This item is for information only.

- **Bond Update**

Mr. Kahn recognized Dr. Kovacs for his exemplary work on the bond sale and that the Finance Committee will miss his contributions to the Committee and the College.

Dr. Kovacs presented information on the bond sale. The $20 million bond was sold on June 16, 2005. The par amount was $19,015,000. The bond was sold at a premium so the College borrowed less money. The total cost to the College, the interest cost plus the issuance cost, was 4.48 percent. The twenty year bond is structured so that $17 million will be allocated for the ATC and $3 million will be allocated for the Art Barn. The final closing will be on June 29, 2005, when all documents are sold.

Mr. Davis recommended a ratification of the bond sale. Mr. Mullin made a motion for the ratification of the bond sale. Mr. D'Aniello seconded the motion and the Board unanimously ratified the sale of the bond for $20 million.

- **Parameters of the Bond Sale**

  One issue arose during the process of the bond sale. The underwriter’s original fee of $4.20 per thousand borrowed that was ratified in the Bond Resolution, was based on an amount borrowed up to $22 million. Because the College was able to borrow less money, the College was obligated to adjust the fee for the underwriter in accordance to a proposed and agreed upon fee structure, with a total difference of $4,700.

  Upon a motion by Mr. Cantor, duly seconded by Ms. Lechter, the Board of Trustees unanimously approved the amendment of its Resolution adopted May 16, 2005, which authorized the financing of the design, planning, construction, improvement and furnishings of the College’s ATC Center and the Art Barn (the “Resolution”). Which amendment changes the reference in Section 4. (c) of the Resolution from “4.25 per principal amount of 2005 Bonds” to “$4.50 per principal amount of 2005 Bonds.” In all other aspects, the Resolution was reaffirmed.
Upon a further motion, duly seconded, the board of Trustees unanimously approved the financing of the design, planning, construction, improvement and furnishing of the College’s ATC Center and Art Barn upon the terms and conditions set forth in the Bond Purchase Agreement submitted by Legg Mason Wood Walker, Incorporated, and ratified all actions taken by the administration of the College in connection therewith.

Curriculum Committee

Mr. Palmer reported for the Committee.

- **New Program: Electronic Game and Simulation Design**

  Lee Bender, Dean of Business and Computer Science; Alan Evans, Director of Computer Science; and Jason Wertz, Instructor of Computer Science, presented an exiting new program, Electronic Game and Simulation Design, A.A.S. This is a market driven program since the current video gaming field was a $25 billion market in 2004 and is estimated to grow to $55 billion by 2008. With the Board’s approval, the program will be submitted for the proper State classification and the program reporting requirements will be defined.

  Mr. Palmer made a motion to approve the new program, Electronic Game and Simulation Design, A.A.S. Mr. Smith seconded the motion and the new program was unanimously approved by the Board.

- **Program Reviews**

  The Committee considered the following academic program reviews:

  **The Automotive Technology A.A.S. program** began in 1991. The program is currently located at the Eastern Center for Arts and Technology. Students may enroll in either the certificate or A.A.S. degree programs. The review recommends specific curriculum modifications, a new location in the center of the county, exploring NATEF Certification, expanding library resources, and additional follow-up on student persistence rates and certification exam pass rates.

  Mr. Palmer made a motion to approve the Academic Program Review of the A.A.S. program for Automotive Technology. Mr. Rotelle seconded the motion and the Board unanimously approved the program review recommendations.

  **The Early Childhood Education A.A.S. program** began with the opening of the College in 1966. It is designed to prepare graduates for positions in nursery school, private kindergartens, and child care centers. The review provides recommendations on curriculum modifications, effective counseling of students, a tracking system of the students' progress towards graduation, improved facilities and equipment, and more effective communication systems.
Mr. Palmer made a motion to approve the Academic Program Review for the A.A.S. program for Early Childhood Education. Ms. Mann seconded the motion and the Board unanimously approved the program review recommendations.

- **Faculty Promotions**

  The Faculty Promotion Committee recommended the promotion of thirteen (13) candidates whose names and new positions are defined in the Board packet.

Mr. Palmer made a motion to accept the promotion of the thirteen (13) candidates listed in the Board packet to their new positions. Ms. Bramnick seconded the motion and the Board unanimously approved the recommended faculty promotions.

- **Graduate Follow-up Survey**

  Mr. Palmer recommended that the Trustees review the College’s Annual Graduated Student Survey Report for the FY 2003 that was prepared by the Office of Institutional Research and Assessment and is included in the Board packet. The report provides a brief analysis of the College’s performance and provides valuable insight for the Trustees into the effective operations of the College.

This item was for information only.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **Selection of Art Barn Architect**

  The College’s Administration has reviewed several proposals and recommended to the Committee that Kramer/Marks Architects be awarded the architectural services contract.

Mr. Rotelle made a motion to award the contract to Kramer/Marks upon legal review of the contract. Ms. Mann seconded the motion and the Board unanimously approved the award of the contract to Kramer/Marks. Mr. Mullin abstained from voting due to a conflict of interest.

Mr. Palmer asked for clarification regarding whether the additional services included in the Kramer/Marks proposal were actually part of the lump sum fee proposed and approved. Mr. Mullin confirmed that they were. Dr. Stout further clarified that the formal agreement would be shaped to conform to standard College contract agreements.

- **Update on Construction Bids for the ATC**
The College is required to apply for a planning module to gain sewer permits from the Township and is waiting for an anticipated lifting of the sewer moratorium. The project remains on schedule.

This item is for information only.

- **Easement at West Campus**

Pottstown Borough has obtained various grants for the restoration of the underpass that connects High Street and College Drive and links the Silvi building with the established Pottstown Campus building. The Borough has asked the College for an Easement Agreement to allow for construction of the underpass and walkway components on College property, and confirming that the College agrees to a future public walkway around the perimeter of the West parking lot. The College’s legal counsel has prepared the draft agreement.

Mr. Mullin made a motion to grant the easement to Pottstown Borough after final comments from the Committee are submitted to the solicitor and review of the entire agreement by the solicitor. Mr. Rotelle seconded the motion and the Board unanimously approved the granting of the easement to the Borough of Pottstown under aforementioned conditions.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Support Staff Contract**

On June 14, 2005, the Support Staff Union voted to ratify the proposed new Union contract. The contract extends for four years and is effective from July 1, 2005 through June 30, 2009.

The contract calls for salary increases for full- and part-time members for each year of the contract at 3.6 percent for the first three years and 3.8 percent for the fourth year. The contract also provides for full-time employees to receive an additional $.40 and $.35 for years one and two, respectively. For part-time employees, there is an additional $.20 for year one. These straight dollar increases are salary market adjustments derived from a recent Hay study that identified a potential below market rate for Support Staff salaries in the aggregate of 4.3 percent.

Mr. DiSandro extended commendations to Dennis Fattore, Support Staff Union President, and Roger Willig, Chief Negotiator for the Support Staff, and to Dr. Kovacs and his negotiating team, for a job well done in creating a fair, equitable agreement. Mr. DiSandro made a motion for the Board to accept the proposed Support Staff Union Contract. Mr. Palmer seconded the motion and the Board unanimously approved the four year contract.
Dr. Stout offered congratulations to Dennis Fattore, Steve Willig, and the administrative negotiating team for their hard work and successful agreement.

- **Appointment of Vice President for Administration and Finance**

  The College began an executive search for a Vice President of Administration and Finance in February 2005, including employment of an executive search consultant. On May 24, all members of the Finance and Personnel Committee met the final candidate.

  Mr. DiSandro introduced Ken Kaiser, the new Vice President of Finance and Administration, pending Board ratification.

  Mr. DiSandro made a motion for the ratification of Ken Kaiser as the Vice President of Administration and Finance effective July 5, 2005. Ms. Mann seconded the motion and the Board unanimously approved the ratification.

- **Title Change**

  The College’s Administration and the Personnel Committee completed an in-depth analysis of the position of Dean of the West Campus and have decided to realign the position to more fully meet the mission of the College. To accomplish this realignment, the Dean of West Campus will now be the Vice President/West Campus Administrative Officer.

  Mr. DiSandro made a motion that the Board endorse the title change and approve the recommended salary modification. Mr. Palmer seconded the motion. The title change and salary increase for the former Dean of West Campus were unanimously approved by the Board.

  Dr. Stout noted that, strategically, this shift is important as it enables the College to further clarify reporting lines at the West Campus.

- **Administrative and Confidential Employee Salary Increases**

  The College’s past practice has been to tie annual salary increases for the general employee category of Administrators (including Administrators, Confidential Support Staff and Public Safety Officers) to the increases in the Support Staff Contract. For 2005-06, the College proposes the implementation of an annual salary increase of 3.6 percent for Administrators. This proposed increase of 3.6 percent is the same as the negotiated Faculty and Support Staff increases. The College is also finalizing the year two Hay adjustment for select Administrative positions.
Mr. DiSandro made a motion for the approval of the Administrative and Confidential Employee salary increases for 2005-06 at 3.6 percent. Ms. Lechter seconded the motion and the Board unanimously approved the increase.

- Full-Time Professional Hires May 1 through May 31, 2005

Full-time Administrative Appointments:

Harry Nadeau, Associate Dean of Student Affairs and Enrollment Management, West Campus
Effective: May 15, 2005

Patricia Wessel, Manager of Customer Service Processes
Effective: May 16, 2005

Full-time Administrative Separations:

Scott McConney, Admissions Officer
Effective: May 20, 2005

Full-time Faculty Appointments:

Gretchen Keer, Electronic Resource Librarian
Effective: May 16, 2005

Full-time Faculty Separations:

Susan Doebling, Dental Hygiene Instructor
Effective: May 19, 2005

Mr. DiSandro made a motion for the ratification of the appointments and separations. Mr. Genuardi seconded the motion and the Board unanimously ratified the professional appointments and separations.

- Review of the Performance of College President

Mr. DiSandro reported that the overall review of the President was extremely favorable. The Committee spent an extensive amount of time reviewing the evaluations submitted by all Board members and conducted an in-depth analysis of all components of the evaluation. A strong theme from the evaluations was the rich relationship of the President with both individual Board members as well as with the entire Board as a governing unit. Part of the evaluation process typically includes a formal review of the President’s compensation package. The package was discussed in depth at the Executive Session prior to the open Board meeting and approved, pending the President’s acceptance of the package. The Board proposes that the President’s contract be extended an additional two years, for an expiration date five years from the signing of the new
agreement. The Board also proposes an evaluation increase of 3.6 percent for three years and is introducing target performance bonuses in addition to the increase. Upon acceptance of the proposed contract, counsel will formalize the offer for signature.

Mr. DiSandro made a motion for the approval of the extension of the President’s contract for an additional two years, for a total of a five year contract, a three year increase rate of 3.6 percent, and a bonus structure. Mr. Genuardi seconded the motion and the Board unanimously approved the contract extension and revised compensation package.

Dr. Stout thanked the Board and noted that the commitment of the Board, the passion and dedication of the Administrators, and the talented faculty all contribute to the success of the College.

**Bids**

Mr. Mulligan presented the bids.

- **Natural Gas**

  Each year, prior to the beginning of the following Fiscal Year, the College solicits bids for natural gas service. The specifications identify the prior year’s usage by month. The requirement of the bid is that the contractor supply natural gas and transportation for the well head to Philadelphia Electric Company’s city gate delivery point as a fuel for the College’s heating equipment. With recent volatility in energy prices, this year’s low bid from Pepco Energy Services of $9.51/mcf represents an approximate $.55 increase in unit cost for the coming year relative to last year.

  Mr. Palmer made a motion that the bid be awarded to Pepco Energy Services, Arlington, Virginia, at the burner tip price of $9.51/mcf. Mr. Mullin seconded the motion and the Board unanimously approved that the bid recommendation.

- **Video, Graphic, and Sound Editing Equipment**

  This bid includes academic equipment needs for programs in multimedia production, music sound production, animation development, and integrated production/presentation development. The lower of the two bidders was B&H Photo-Video-Pro Audio Corp, New York, at $70,761.60.

  Mr. Mullin made a motion that the bid be awarded to B&H Photo-Video-Pro Audio Corp, New York, in the amount of $70,761.60. Mr. Rotelle seconded the motion.

  Mr. D’Aniello asked why there were only two bidders. Mr. Mulligan responded that the complexity of the bid, which included installation, may have affected the number of eligible bidders.
The Board unanimously approved the bid recommendation.

- **Solid Waste and Recycling**

  This is an annual bid for refuse removal and recycling services. Waste Management, Gilbertsville, is the lowest acceptable bidder in the amount of $31,176 for the Central Campus and $8,460 for the West Campus.

  Mr. Mullin made a motion that the bid be awarded to Waste Management, Gilbertsville, in the amount of $31,176 for the Central Campus and $8,460 for the West Campus. Mr. D’Aniello seconded the motion and the Board unanimously approved the bid recommendation.

- **Custodial Paper and Plastic Supplies**

  This is an annual bid for custodial paper and plastic supplies. The increase in price is a result of an increase in usage. The lowest acceptable bidder was Weiss Brothers in the total award amount of $36,487.10.

  Mr. Cantor made a motion to award the bid to Weiss Brothers in the amount of $36,487.10. Ms. Lechter seconded the motion and the Board unanimously approved the bid recommendation.

- **College Signage Bid**

  This was a bid with two components: way-finding signage and monument signage. Way-finding directional signage for parking lots and campus grounds are the College’s first priority. The lowest acceptable bidder is Grid Sign Systems, Chester Springs, in the amount of $143,861.

  Mr. Rotelle made a motion that the bid be awarded to Grid Sign Systems, Chester Springs, in the amount of $143,861. Mr. Mullin seconded the motion.

  Mr. Rotelle asked if all of the signs around the campus were going to be changed. Mr. Mulligan responded that in this phase, all way-finding/directional signage would be changed, including the addition of signage in needed areas.

  The Board unanimously approved the bid recommendation.

- **Student Success Center**

  The College recently bid the modifications to the 200 level of College Hall that will create a Student Success Center. The modifications include moving the College Nurse location as well as the adjusting the space occupied by Counseling. This is a combined award package as it includes General
Contracting, HVAC, and Electrical. The total of the bids for the lowest acceptable bidders is $444,590.

Mr. DiSandro made a motion to award the bid to The Fayette Group for the general contracting work ($259,190), McShea Machanical for the HVAC ($115,400), and Palman Electric for the electrical work ($70,000). Ms. Bramnick seconded the motion.

Mr. Kahn asked why there was only one bidder for the electrical work. Mr. Mulligan responded that this was actually a re-bid as initial interest was not there. Mr. Mulligan suggested that the marketplace must be very competitive at the current time.

The Board unanimously approved the bid recommendation.

Ms. Lechter commended Mr. Mulligan on the clear, concise presentation of the bids.

Chair’s Report

Mr. Bitner commended Dr. Stout on the valuable retreat offered to the Board that further informed them of the College’s accomplishments, goals, and challenges.

Mr. Bitner welcomed and congratulated Mr. Kaiser on his appointment as Vice President of Finance and Administration.

Mr. Bitner congratulated Dr. Foster on his promotion to Vice President/West Campus Administrative Officer.

Old Business

There was no old business.

New Business

None.

Adjournment

The meeting was unanimously adjourned at 5:11 p.m. The next meeting is scheduled for Monday, September 19, 2005 at 4:00 p.m. in the East House Board Room.

______________________________  Andy Cantor
Secretary

Board Minutes, June 20, 2005