

DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monday, June 19, 2017
Terry Campus, Dover

MINUTES

PRESENT: William G. Bush, IV, Secretary and Member, Kent County; Scott A. Green, Chairman; Patti A. Grimes, Vice Chair and Member, Sussex County; Robert E. Hagerty, Member-at-Large; Michael J. Hare, Member, City of Wilmington; Ernest G. Talbert, Member, New Castle County.

ABSENT: Lolita A. Lopez, Member-At-Large.

OTHERS PRESENT: Margaux Azzanesi, Director of Development, Terry Campus; Rodney Bailey, Educational Training Specialist, Stanton/George Campus; Carol Bancroft-Morley, Assistant Dean of Instruction, George Campus; Bobbi J. Barends, Vice President and Campus Director, Owens Campus; Valencia L. Beaty, Vice President for Human Resources, President's Office; Jennifer Blackwell, Academic Counselor, Owens Campus; Dawn Bonavita, Administrative Intern, Stanton Campus; Mark T. Brainard, President; John M. Buckley, Dean of Instruction, Terry Campus; Bonnie Ceban, Planning and Institutional Effectiveness Director, President's Office; Gail Charrier, Collegewide Learning Communities Coordinator/English Instructor, Owens Campus; Jennifer Clemons, Energy Technologies Department Chairperson, Terry Campus; Maribeth Dockety, Director of Human Resources, Owens Campus; Tammy Fenimore, Human Resources Specialist III, Terry Campus; Elizabeth Geller, Assistant to the Vice President for Academic Affairs, President's Office; Christine Gillan, Director of Strategic Communication, President's Office; Allison Hayes, Public Relations Manager, Stanton/George Campus; Kate Haynes, Math Program Coordinator/Assessment Coordinator, Stanton/George Campus; Kimberly G. Holston, Executive Assistant to the President; Courtney Hutt, Human Resources Operations Manager, Stanton/George Campus; Kathy A. Janvier, Vice President and Campus Director, Stanton/George Campus; Cornelia Johnson, Acting Dean of Student Affairs, Stanton/George Campus; Lora A. Johnson, Assistant Campus Director, Stanton/George Campus; Robert Jones, Computing Support Specialist II, President's Office; Rachael Knotts, Academic Counselor/Women's Center Coordinator, Stanton/George Campus; Richard Kravich, Associate Vice President for Information and Instructional Technology, President's Office; Chandlee Kuhn, Director of Work-Based Learning, President's Office; Charlotte Lister, Director of Human Resources, Terry Campus; John McDowell, Biology/Chemistry Instructor, Stanton/George Campus; Gerard M. McNesby, Vice President for Finance, President's Office; Leslie Mergner, Assistant Dean of Instruction, Owens Campus; Cindy Mitchell, Language Department Chairperson, Owens Campus; David R. Morris, Assistant Vice President for Development, President's Office; Paul T. Morris, Jr., Assistant Vice President for Workforce Development and Community Education, Stanton/George Campus; Bill Morrow, Assistant Dean of Instruction, Terry Campus; Charles Mundell, Academic Counselor, Terry Campus; Allan Nelson, Assistant Director of Administrative Services, Terry Campus; Jamey O'Shea, Nursing Instructional Coordinator, Terry Campus; Ray Parsons, Director of Administrative Services, Terry Campus; Lisa Peel, Early Childhood Education Instructional Director, Terry Campus; Jennifer Pires, Dean of Student Affairs, Terry Campus; Bryan Rogers, Physical Plant Maintenance Supervisor, Owens Campus; June Roux, Administrative Intern, George Campus; Justina M. Sapna, Vice President for Academic Affairs, President's Office; Dana Sawyer, Acting Director of Communication and Planning, Terry Campus; Judith A. Sciple, Vice President for Institutional Effectiveness and Development, President's Office; Brian D. Shirey, General Counsel, President's Office; Noelle Sugalski, Director of Business Services, Terry Campus; Taryn Tangpricha, International Education Director, President's Office; Debra J. Troxler, Acting Director of Communication and Planning, Stanton/George Campus; Trimika Tuckett, English/Reading Instructor, Stanton/George Campus; June S. Turansky, Vice President and Campus Director, Terry Campus; Hilary Valentine, Educational Training Specialist, Owens Campus; Christine Wilborne, Senior Financial Aid Specialist, Terry Campus;

Timothy Winstead, Director of Public Safety, President's Office; Kristen Yencer, Acting Director of Communication and Planning, Owens Campus; Guests: John M. Maiorano and Paula Maiorano.

Chairman Green called the Board meeting to order at 4:00 p.m.

ITEM 1. REQUEST FOR APPROVAL OF MINUTES

Mr. Bush moved to approve the April 11, 2017 Board meeting minutes as written. Ms. Grimes seconded the motion. Motion unanimously carried.

ITEM 2. COMMITTEE REPORTS

Chairman Green asked for the chair from each Board committee to report out on the activity since April 2017.

- Development Committee – Ms. Grimes presented an update on the Development Committee's work since the April board meeting. The Committee's recent meeting was held on May 18. Agenda items included:
 - Progression toward fundraising targets.
 - Upcoming feasibility study to explore the College's readiness for a comprehensive major gifts campaign with a multi-million dollar goal.
 - A survey was sent last week to members of the Board of Trustees, Board Development Committee, President's Council and other select administrators to request feedback regarding Delaware Tech's funding needs.
 - Graham Pelton will discuss the results of the survey with President Brainard and the vice presidents on July 7 to come to a consensus on the funding priorities to be vetted as part of the feasibility study.
 - A Study Committee will be appointed to receive updates from Graham Pelton during the 10-week feasibility study process.
 - The individual strategic discussions that are conducted as part of the feasibility study are scheduled to take place July 24-Aug 25.
 - The feasibility study report will be completed in time for the consultant to present at the September Board Development Committee meeting.
 - Focus is being placed in the area of alumni engagement and giving, including an initiative to hold alumni socials. The first event is to be held at Camden Yards and will be hosted by Nicole McFayden, head groundskeeper at Orioles Park, and graduate of Delaware Tech's turf management program. Once a date and a time are set, all Board members will be informed.
 - The next meeting will be held on Thursday, September 14, 3-5 PM via videoconference.
- Finance Committee – The agenda items were reviewed in advance which will be discussed later in the meeting.
- Personnel Committee – A very brief meeting was held today as there are no agenda items related to personnel.
- Technology Committee – Mr. Hagerty presented an update on the Technology Committee's work since the April board meeting. The Committee's recent meeting was held on May 11. Agenda items included:
 - Welcomed two new members
 - Rob Nicholson, Director of Business Development at SecureNetMD, based in Lewes.
 - Michael J Maksymow, Jr., Vice President and Chief Information Officer of Beebe Healthcare, also based in Lewes.
 - Update on America's Promise grant

- IIT FY18 budget picture
- Major information technology projects at the College involving technology
- Reviewed and provided feedback on Tech@Tech initiative recommendations and priorities
- IIT information security status
- Challenges facing Information and Instructional Technology (IIT)
- The Committee will continue to focus on:
 - Providing expertise to be applied to College operations, computer technology programs, priorities, and events and opportunities
- The next meeting will be held on Friday, September 15, 3-5 PM via videoconference.

The Chairman thanked Ms. Grimes and Mr. Hagerty for chairing these committees. With recent changes in the regular Board membership, Chairman Green stated changes have been made effective today on the Board committee appointments and the full rosters of all committee memberships are as follows:

Development	Facilities	Finance	Personnel	Technology
Patti Grimes (Chair)	Michael Hare (Chair)	Patti Grimes (Chair)	Bill Bush (Chair)	Bob Hagerty (Chair)
Bill Bush	Brad Cowen (public)	Bob Hagerty	Lolita Lopez	Vincent Borrelli (public)
Bob Hagerty	Ted Dwyer (public)	Michael Hare	Ernest Talbert	Michael Maksymow (public)
Michael Hare	Joseph Gibbons (public)			Gary Moyer (public)
Lolita Lopez	Dan Levin (public)			Rob Nicholson (public)
Ernest Talbert				
Jim Cavanaugh (public)				
Chip Rossi (public)				
Penny Short (public)				
Gary Stockbridge (public)				
Howell Wallace (public)				
Amy Walls (public)				

Chairman Green requested that President’s Council provide him with a listing of national organizations which the College belongs and evaluate the options best suited for the needs of the Board (i.e., Association of Community College Trustees and Association of Governing Boards of Universities and Colleges).

ITEM 3. PRESIDENT’S REPORT

President Brainard prefaced his presentation of the President’s Report with the understanding that the Board is kept apprised of events and happenings at the College as they occur; therefore, this report is a digital compilation of announcements which members are already aware.

Programs

In the area of Academic Affairs, Dr. Brainard advised of one new program since the update in April, Correctional Officer Certificate I.

As new programs are added to meet the needs of the state's workforce, programs are also discontinued as a result of low job placement, low enrollment, or irrelevance in the market. Recently discontinued programs included Renewable Energy Solar from the Owens and Stanton Campus, while still offering at Terry; and Energy Management from the Owens Campus, while Stanton and Terry still offer the program.

The second cohort of the RN to BSN bachelor degree program completed its ranking of applicants and selected the next 60 students, with there being 52 in-state students, 57 Delaware Tech graduates, and four veterans. The program is in candidacy status with the site visit scheduled to take place next year.

International Education Study Abroad

64 students studied abroad in 2017 to 5 destinations: England, Ireland, Switzerland, Costa Rica and Guatemala.

Accreditation

The College did not seek re-accreditation of the business programs' accreditation through the Accreditation Council for Business Schools and Programs (ACBSP), since the designation was no longer relevant in the market for our graduates.

Transfer

Delaware Tech has established 252 program-to-program transfer agreements which connect Delaware Tech associate degree programs with baccalaureate programs to create seamless transfer opportunities. These Connected Degree programs offer clear and economical pathways to high quality educational attainment through partnerships with bachelor's-degree-granting colleges and universities (senior institutions).

- A signing ceremony took place on May 12 for the new Salisbury University (SU) agreement which allows Delaware Tech graduates with associate degrees in elementary education to seamlessly transfer to SU's Samuel W. and Marilyn C. Seidel School of Education and Professional Studies.

Initiatives

- Violent Intruder Preparedness and Response training was offered at each location with over 400 attendees collegewide.
- 2.1 megawatt solar project is completed across all four locations, making it one of the largest systems in the state. This investment offsets 12% of the College's energy needs and exceeds the goal of reducing its carbon footprint 20% by the year 2020.

Development

Dr. Brainard highlighted recent fundraising events as follows:

- Starry, Starry Night, April 29 – proceeds totaling \$140,000 will benefit the College's Workforce Training certificate programs that connect students with jobs.
- Veterans Resource Center, May 31 – opening of the Center at Owens Campus and will be followed by the opening of the Terry Campus' Center on June 22.
- A press event will be scheduled to announce the \$1 million gene editing curriculum grant received by the College in partnership with Christiana Care.

Events

Recent events which the College held or were involved in included:

- Graduations –
 - Terry Campus, May 15 – Commencement speaker: Chief Information Officer James Collins
 - Owens Campus, May 16 – Commencement speaker: Major General Carol Timmons
 - Stanton/George Campus, May 17 – Commencement speaker: Dr. Jill Biden

- Employee Recognition – May 18, George Campus
 - Included presentation of the Paul K. Weatherly Award to General Francis D. Vavala, who is the 12th individual to receive the College’s highest honor with this meritorious award since 1995.
 - Largest attendance by the Board in the event’s history.
- Armed Forces Vocational Aptitude Battery (ASVAB) Testing Center opening, June 8 – allows for a significant cost savings for the Department of Defense and offers a local option for those who want to join the armed forces.

Appointments

The College has made the following appointments since the April meeting:

- Chandlee Kuhn, Director of Work-Based Learning
- Rodney Bailey, Collegewide Technical Training Coordinator
- Donald Dukes, Collegewide Financial Aid Accountant
- Melissa Rakes, Acting Associate Vice President for Academic Affairs
- Gail Charrier, Acting Dean of Student Affairs

Bids over \$100,000

There were no bids approved by the President over \$100,000 since the April 2017 Board of Trustees meeting.

IMPORTANT DATES

- Tuesday, September 19, 2017 – Economic Summit, Terry Campus, 7:30 AM, Keynote Speaker: Governor Carney
- Saturday, September 24, 2017 – Stanton/George Firefighter 5k at the Riverfront
To benefit the Captain Christopher M. Leach Memorial Fund. Captain Leach was a 1997 Delaware Tech graduate who lost his life in the line of duty in a Wilmington house fire. His mother, Fran Leach, is a retired faculty member, dean and administrator at the College. The memorial fund will provide support for his three children.

A listing of external meetings and events from the president’s schedule from April 2017 - June 2017 was provided.

ITEM 4. REQUEST FOR APPROVAL OF STRATEGIC DIRECTIONS 2017 - 2021

Dr. Brainard expressed his appreciation to Dr. Sciple and the Strategic Directions Task Force for their commitment over the past eight months and complimented them on creating such an outstanding product to be presented to the Board. Many of those on the Task Force were present at the meeting and Dr. Brainard asked them to stand and be recognized.

Ms. Grimes moved and Mr. Bush seconded a motion to approve the 2017-2021 Strategic Directions. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

The 2017-2021 Strategic Directions were approved as submitted:

1. Advance the delivery of innovative instructional offerings, such as pathways and stackable credentials, to meet competitive workforce needs and increase educational and career opportunities for students.
2. Diversify and strengthen revenue streams to address aging infrastructure, alleviate impact of rising costs for students, and achieve College priorities.

3. Optimize strategic partnerships to respond to employer needs, augment operational and fiscal resources, and promote mutual interests.
4. Increase data-driven decision-making at all levels and promote transparency by disseminating information and developing the infrastructure needed to support use of data.
5. Transform learning spaces to accommodate collaborative learning, incorporate advanced technology and new media, and engage the College's diverse student population.
6. Foster a culture of inclusion that values, respects, recruits, and retains a diverse college community.
7. Leverage the College's framework of accountability by anticipating and responding to regulatory changes, expanding use of technology, and enhancing communication of outcomes.

ITEM 5. MISSION GOAL ASSESSMENT COMPREHENSIVE REPORT SUMMARY

Dr. Sciple and Ms. Sapna led the Board in a discussion about the process, data, benchmarks, and improvement actions implemented for each of the five mission goal areas identified in the comprehensive summary report of mission goal assessment from 2014 through 2016 which was provided in advance of the meeting.

ITEM 6. REQUEST FOR APPROVAL OF REVISIONS TO THE BOARD OF TRUSTEES BYLAWS

Ms. Grimes moved and Mr. Bush seconded a motion to approve the Board of Trustees Bylaws revisions. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

With the approval of the amendment to Article VI of the Delaware Tech bylaws, Chairman Green asked for a motion to name former Board Vice Chairman, John M. Maiorano, as trustee emeritus, honoring him for his service to the College with distinction. Mr. Maiorano served with all of the College's Board chairman with the exception of the first.

As Trustee Emeritus, Mr. Maiorano will have the following rights, duties, and privileges:

- A resolution naming and honoring the former member Trustee Emeritus;
- Listing in the College catalog and website;
- Use of the title "Trustee Emeritus" in community and professional activities; and
- Invitations to College events and activities.

In honor of Mr. Maiorano's commitment to Delaware Tech, the Office of the President Boardroom will be officially named the John M. Maiorano Boardroom. A plaque with a bronzed image of Mr. Maiorano will be displayed outside of the Boardroom, along with lettering inside that reflects its name. Mr. and Mrs. Maiorano will be invited back to the ribbon cutting of the John M. Maiorano Boardroom upon completion.

Mr. Maiorano stated it has been a pleasure and truly an honor to have served the College for so many years. He appreciates all of the trust that was placed in him with the fiduciary responsibility and to have a role in the betterment of people's lives. Being a veteran himself, Mr. Maiorano acknowledged all the College is doing to support this country's service people. He is proud of what the College as a whole has become with such humble beginnings. He closed with, "From the bottom of my heart, thank you for all of the courtesies extended to me."

His wife, Paula, who attended the meeting as well, is retiring and they hope to travel more often. Dr. Brainard thanked Mr. Maiorano for not just what he has done for this College, but for the way he did it and his approach.

President Brainard invited Mr. Maiorano to come back and enjoy what he has claimed as what he loved most, and that is graduation and the opportunity to see the pride of the parents and children of our graduates.

ITEM 7. REQUEST FOR APPROVAL OF CONFLICT OF INTEREST POLICY

Mr. Bush moved and Ms. Grimes seconded a motion to approve the conflict of interest policy as presented. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

This policy provides guidance to board committee members and will create consistency in board operations. While there is a statute governing the regular board members as “honorary state officials” by way of the Delaware’s Public Employees’, Officers’ and Officials’ Code of Conduct, this conflict of interest policy will apply to all trustees and committee members alike and will supplement the statute.

ITEM 8. DISCUSSION OF 2017 BOARD WORKSHOP TOPIC

Chairman Green asked that Board members share their feedback with Dr. Brainard on the suggested retreat topics in order to identify what is most desirable based on expressed interest or needs at this current time.

ITEM 9. CAPITAL NEEDS UPDATE

Dr. Brainard provided an update to the Board on Senate Bill 50 and the recent amendment by Senator McDowell which capped the property tax assessment at 6.5 cents, allowing the legislators in Sussex County to support this bill without any net increase to their constituents.

Outreach to those not in support will continue for the remainder of this legislative session through June 30. With it remaining still a very difficult climate to seek passage of this bill, the Board discussed alternative scenarios to fund a list of targeted and prioritized projects.

ITEM 10. REPORT TO TRUSTEES ON SCHOLARSHIPS

Historically, this item has been on the Educational Foundation meeting in April and focused only on the trustees’ scholarship; however, this year, a comprehensive report on all of the scholarships, including the Student Excellence Equals Degree (SEED) scholarship, was presented to the regular Board and included the number of students impacted by these funds.

ITEM 11. REQUEST FOR APPROVAL OF TUITION POLICY

Ms. Grimes reported that the matter comes moved and seconded by the Board Finance Committee to approve the recommended tuition policy. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

The revised tuition rates for 2017-18 will be as follows:

Part Time

In-state students:	\$145.00 per credit
Out-of-state students:	\$362.50 per credit

Full Time

In-state students:	\$1,740.00 per semester, 12 credits (full time)
Out-of-state students:	\$4,350.00 per semester, 12 credits (full time)

ITEM 12. REQUEST FOR APPROVAL OF FEE POLICY

Ms. Grimes reported that the matter comes moved and seconded by the Board Finance Committee to approve the recommended fee policy. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

The fee adjustments effective beginning in 2017-18 academic year are as follows:

- apply current \$20 per semester student service fee to part-time students
- increase the technology support fee to \$10 per credit hour for all credits taken

ITEM 13. REVIEW OF FISCAL REPORTS

The Board received copies of the following reports on the financial condition of Delaware Technical Community College through May 31, 2017: General Fund State Appropriation, Tuition (credit and non-credit), Contract Training, Special Funds, and Federal Funds.

Ms. Grimes said the Finance Committee reviewed these reports in detail and noted the financial spending is where it is expected to be.

ITEM 14. REQUEST FOR APPROVAL OF 2017-18 BOARD MEETING SCHEDULE

Chairman Green requested the Board members each provide President Brainard with any feedback or conflicts regarding the proposed meeting schedule. He asked for a motion to approve the October meeting date. Mr. Bush moved and Ms. Grimes seconded a motion to approve Thursday, October 12, as the next regular Board meeting date which will also include a day-long retreat in advance of that evening's meeting in Sussex County. Chairman Green asked if there were any objections or questions. With there being none, the motion carried unanimously.

ITEM 15. NEW BUSINESS

Chairman Green proposed a resolution of appreciation by the Board of Trustees to recognize the past Board Vice Chairman, John Maiorano, and former Board member, Norman Griffiths, for their commitment and service to the College and its students. Mr. Hare moved and Ms. Grimes seconded the motion. Motion unanimously carried. President Brainard will present the signed resolutions once signed by all Board members.

ITEM 16. LEADERSHIP DEVELOPMENT PROGRAM GRADUATION

President Brainard explained that the College's Leadership Development Program (LDP) has existed for nearly two decades and while it has changed over the years, it was quite visionary at the time of its creation and most of today's President's Council members are graduates of the program.

Over the course of the rigorous 20-month program, participants attended seminars on leadership, management, curriculum, and other critical areas that emphasized career goals and necessary leadership skills and experiences. Participants are assigned mentors who are previous graduates of the program or current College administrators.

The President, Chairman, and Board members, along with President's Council, honored the LDP graduates and thanked the mentors for their support. Special appreciation was given to Dr. Lynn Beaty, vice president for human resources, for her oversight and management of the program.

2015-2017 Leadership Development (Ninth Class)

Office of the President

<u>Participant</u>	<u>Mentor</u>
Bonnie J. Ceban, Planning and Institutional Effectiveness Director	Carol Bancroft Morley, Assistant Dean of Instruction (George)
Christine B. Gillan, Director of Strategic Communication	Dr. Kathy Janvier, Vice President and Campus Director (S/G)

Owens Campus

<u>Participant</u>	<u>Mentor</u>
Gail B. Charrier, Dean of Student Affairs	Dr. Lora A. Johnson, Assistant Campus Director (S/G)
Dr. Cynthia M. Mitchell, Department Chair, Language	Lisa Peel, Instructional Director/Chair, Education (Terry)
Bryan W. Rogers, Physical Plant Maintenance Supervisor	Charles L. Mundell, Academic Counselor (Terry)
Hilary A. Valentine, Educational Training Specialist	Jennifer M. Pires, Dean of Student Affairs (Terry)

Stanton/George Campus

<u>Participant</u>	<u>Mentor</u>
Rodney D. Bailey, Collegewide Technical Training Coordinator	Stephen C. Shirey, Director, Systems Administration Director (OOP)
Allison N. Hayes, Public Relations Manager	Dr. Melissa Rakes, Associate Vice President for Academic Affairs (OOP)
Kate M. Haynes, Campus Assessment Coordinator	Jennifer Blackwell, Academic Counselor (Owens)
Courtney M. Hutt, HR Operations Manager	Tammy Watkins, Instructor/Instructional Coordinator (Owens)
Rachael R. Knotts, Academic Counselor/Women's Center Coordinator	Maribeth B. Dockety, Director of Human Resources (Owens)
John V. McDowell, Instructor, Biology/Chemistry	Chris Hainsworth, Instructor/Department Chair, Allied Health (Terry)
Dr. Trimika Y. Tuckett, Instructor, English	Dr. Leslie A Mergner, Assistant Dean of Instruction (Owens)
Natalie Washington, Operations Manager	Dr. Kimberly L. Joyce, Former Associate Vice President for Academic Affairs, (OOP)

Terry Campus

<u>Participant</u>	<u>Mentor</u>
Lisa Falconetti, Special Programs Director	Dr. Kathy A. Vezmar, Instructor/Department Chair, Math/Physics (Owens)
Tammy Fenimore, Human Resources Specialist III	Dr. Bobbi J. Barends, Vice President and Campus Director (Owens)
Cassell Parsell, Facilities Maintenance Mechanic II	Paul T. Morris, Jr., Assistant Vice President for Workforce Development and Community Education (S/G)
Jamey J. O'Shea, Instructor, Nursing	Cornelia Johnson, Dean of Student Affairs (S/G)
Christine B. Wilborne, Senior Financial Aid Specialist	Kristen Yencer, Director of Communication and Planning (Owens)

ITEM 17. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL & LEGAL MATTERS – Closed to the Public

Ms. Grimes moved and Mr. Bush seconded a motion to adjourn the regular meeting and convene an executive session at 5:45 p.m. to discuss personnel and legal matters. Motion unanimously carried.

MOTION TO RECONVENE REGULAR BOARD MEETING

Mr. Hare moved and Ms. Grimes seconded a motion to adjourn the executive session and reconvene the open session at 6:26 p.m. Motion unanimously carried.

ITEM 18. REQUEST FOR APPROVAL OF PRESIDENT’S CONTRACT EXTENSION

Mr. Hare moved and Ms. Grimes seconded a motion to approve the extension of President Brainard’s contract. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

ADJOURNMENT

General Talbert moved to adjourn the regular meeting at 6:28 p.m. Mr. Bush seconded. Motion unanimously carried.

Submitted by:



Mark T. Brainard
President