



BOARD OF TRUSTEES

AGENDA

June 24, 2013
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE MAY 28, 2013, AND JUNE 7, 2013, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS *Bd. Action*
- V. COMMITTEES
 - A. Finance Committee (*Mr. Dasti, Chairperson*)
(*Ms. Winchester, Vice President of Finance and Administration*)
 1. Recommend approval of business/finance actions as presented (Exhibit A) *Bd. Action*

B. **Bylaw, Policy, and Curriculum Committee** (Mr. Monahan, Chairperson)
(Dr. Wang, Vice President of Academic Affairs;
Mr. Strada, Executive Vice President, Instruction)

1. Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B) **Bd. Action**
2. Report on e-Learning (Mr. Strada)

C. **Buildings and Grounds Committee** (Mrs. Novak, Chairperson)
(Dr. McGinty, Executive Vice President, Operations)

1. Recommend approval of buildings and grounds items as presented (Exhibit B) **Bd. Action**

D. **Personnel Committee** (Mr. Leone, Chairperson)
(Ms. Winchester, Vice President of Finance and Administration)

1. Recommend approval of personnel actions as presented **Bd. Action**

VI. **PRESIDENT'S REPORT**

VII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution in recognition of the outstanding dedication and commitment of Mr. Michael Palmerson during his one-year term as the student/alumni representative on the Board of Trustees during 2012-2013** **Bd. Action**
- B. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, July 22, 2013, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation, the results of which will be released to the public when the need for confidentiality no longer exists** **Bd. Action**

C. Next meetings of the Board of Trustees on**MONDAY, JULY 22, 2013**

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| 1. Finance Committee | Time: 10:00 a.m.
Place: Business Conference Room |
| 2. Bylaw, Policy, and Curriculum Committee
(as needed) | Time: 10:00 a.m.
Place: Academic Affairs Office |
| 3. Buildings and Grounds Committee | Time: 10:30 a.m.
Place: Business Conference Room |
| 4. Personnel Committee | Time: 10:30 a.m.
Place: President's Office |
| 5. Entire Board | Time: 11:00 a.m.
Place: Boardroom
Purpose: Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 6. Entire Board | Time: 12:30 p.m.
Place: Boardroom
Purpose: Regular Public Monthly Meeting |

VIII. Adjournment

This agenda includes all items that are known at this time.



BOARD OF TRUSTEES

Regular Meeting

Minutes

May 28, 2013

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Tuesday, May 28, 2013, by Mr. Carl V. Thulin, Chair, at 12:35 p.m. in the Boardroom of the Administration Building on the College campus.

Call to Order

The announcement of public meeting was made by Mrs. Connie Bello in compliance with the Open Public Meetings Act of 1975.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Thomas Monahan, Mr. Emil Kaunitz, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Michael Palmerson, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Jim McGinty, and Vice Presidents Don Doran, Sara Winchester, and Jianping Wang.

Attendance

The minutes of the April 22, 2013, Board of Trustees closed session and public meetings were approved upon majority roll call vote, with an abstention by Mrs. Pehlivanian.

Minutes
Approved

Finance Committee

The following recommendations from the Finance Committee were approved upon unanimous roll call vote:

Income/
Expenditures
Accepted

- ♦ The statement of income and expenditures as of April 30, 2013, was accepted.

- ♦ The following contracts were awarded:

Contracts
Awarded

- ♦ A maximum of \$50,342 to Able Group Technologies, Morganville, New Jersey, for the purchase and installation of copier equipment for use at Ocean County College.
- ♦ A maximum of \$35,551.88 to Troxell Communications, Phoenix, Arizona, for the purchase of A/V equipment for use in the Gateway Building at Ocean County College.

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| <ul style="list-style-type: none">◆ The following resolutions were adopted to award contracts:◆ A maximum of \$20,392.56 to DeRouville's Boat Shop, Bayville, New Jersey, for materials and labor for the repair of sailboats for use by the Sailing Program at Ocean County College.◆ For educational services for the following Continuing and Professional Education course offerings at Ocean County College:<ul style="list-style-type: none">◆ A maximum of \$364,500 to Monmouth-Ocean Hospital Services Corporation, Neptune, New Jersey, for Paramedic, ACLS, and CPR training.◆ A maximum of \$25,000 to Black Rocket Products, LLC, Atlantic Highlands, New Jersey, for Summer Classes/Camps for Kids.◆ A maximum of \$25,000 to Super Science Program for Kids, Hackettstown, New Jersey, for Summer Super Science Programs for Kids.◆ A maximum of \$25,000 to W.I.T.S. Fitness and Training, Inc., Tinton Falls, New Jersey, for Personal Fitness Training.◆ A maximum of \$43,350 to Assessment Technologies Institute, LLC, Leawood, Kansas, for the purchase of testing materials and certification exams for use by Continuing and Professional Education at Ocean County College. | <p>Resolutions
Adopted for
Contract Awards</p> |
| <ul style="list-style-type: none">◆ The following contracts were amended:◆ An additional \$12,404, for a maximum total of \$247,404, to C.A.P. Services, Inc., Belleville, New Jersey, for a change order to add 18" adaptor plates to correct bolt pattern in Parking Lots #5 and #6 as part of the site work on the lots (contract originally awarded at the February 25, 2013, Board meeting).◆ An additional \$14,500, for a maximum total of \$755,825, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for a change order for the relocation of the College Center to allow for additional space during construction as part of professional architectural and engineering services for the College Center (contract originally awarded at the April 26, 2010, Board meeting).◆ An additional \$11,475, for a maximum total of \$24,993,619.46, to Niram, Inc., Boonton, New Jersey, for a change order for the redesign of the coffee kiosk room as part of the construction of the Gateway Building (contract originally awarded at the December 10, 2010, Board meeting).◆ An additional \$55,976, for a maximum total of \$1,171,198.84, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for an eight-month extension of construction management services as part of the professional architectural and engineering services for the Gateway Building (contract originally awarded at the July 27, 2009, meeting). | <p>Contracts
Amended</p> |

- ◆ An additional \$42,859.66, for a maximum total of \$152,985.41, to Core Mechanical, Inc., Pennsauken, New Jersey, for additional services during the first year of a two-year agreement for maintenance and materials for instrumentation and controls at Ocean County College's Toms River campus, the Southern Education Center in Manahawkin, and the Barnegat Bay Partnership Toms River location (contract originally awarded at the June 25, 2012, Board meeting).
 - ◆ An additional \$3,440, for a maximum total of \$2,616,683, to Ellucian Company, formerly SunGard Higher Education Managed Services, Inc., Chicago, Illinois, for a one-month extension of instructional design support as part of the professional computer management services at Ocean County College (contract originally awarded at the July 23, 2012, Board meeting).
 - ◆ An additional \$6,690, for a maximum total of \$23,320, to Deterrent Technologies, Inc., Ocean, New Jersey, for parking lot gate operators, arms, readers, supplies, service, and parking lot decals as part of the purchase of a surveillance system for the Barnegat Bay Partnership/Brown Property at Ocean County College (contract originally awarded at the March 22, 2013, Board meeting).
 - ◆ An additional \$35,000, for a maximum total of \$176,174, to Gangi Graphics, Brick, New Jersey, for additional offset services during the 2012-2013 year at Ocean County College (contract originally awarded at the June 25, 2012, Board meeting).
 - ◆ An additional \$45,000, for a maximum total of \$855,349, to Concord Engineering Group, Inc., Voorhees, New Jersey, for a change order for the cost of unforeseen field conditions to allow start-up of the Combined Heat and Power Plant as part of the professional engineering services for the facility and related utility distribution services (contract originally awarded at the September 21, 2009, Board meeting).
 - ◆ An additional \$7,500, for a maximum total of \$157,500, to PIP Printing, Brick, New Jersey, for recruitment postcard printing and mailing services as part of the second year of a two-year agreement for campus-wide copy services at Ocean County College (contract originally awarded at the June 25, 2012, Board meeting).
 - ◆ An additional \$21,040.06, for a maximum total of \$103,952.06, to Veolia Energy, Trenton, New Jersey, for additional operation and maintenance services for the combined Heat and Power Plant at Ocean County College (contract originally awarded at the August 27, 2012, Board meeting).
 - ◆ The amendment to the contract awarded to Dimension Data, Charlotte, North Carolina, for the purchase of Information Technology equipment for use at Ocean County College was withdrawn; no further action was necessary to the contract originally awarded at the April 22, 2013, Board meeting.
- Recommendation
for Contract
Amendment
Withdrawn

- | | |
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| ◆ The Board acknowledged a maximum \$150,000 contract awarded to Horizon Blue Cross Blue Shield of New Jersey, Newark, New Jersey, to provide employee dental coverage at Ocean County College. | Contract Acknowledged |
| ◆ The bid received on May 20, 2013, for pump replacements at Ocean County College was rejected by the Board due to the proposal being over budget. | Bid Rejected |
| ◆ A resolution was adopted authorizing the submission of an application for a \$70,170 grant award from the New Jersey Department of Community Affairs, Division on Women, to provide funding for services to meet the needs of displaced homemakers in Ocean County by fostering the development of career and employment skills and educational opportunities so clients and their families can become economically self-sufficient. Funding period: July 1, 2013, through June 30, 2014. Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Counseling Services. | Resolution Adopted for Grant Award Submission |

Bylaw, Policy, and Curriculum Committee

Upon unanimous roll call vote, the following recommendations from the Bylaw, Policy, and Curriculum Committee were approved:

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| ◆ The following items, as accepted by the College Senate at its meetings on April 17 and May 1, 2013, were approved: | College Senate Items Approved |
| ◆ New Policy #7000, Educational Programs, Course and Curriculum, Compliance with Federal Definition of Credit Hour | |
| ◆ Policy revisions | |
| ◆ Policy #5134, Students, Registration, Classification | |
| ◆ Policy #5165, Students, Academic Standards, College Skills Assessment Program | |
| ◆ New degree programs | |
| ◆ A.A.S. Degree in Respiratory Therapy | |
| ◆ A.S. Degree in Respiratory Care | |
| ◆ A.S. Degree in Psychosocial Rehabilitation | |
| ◆ Degree program revisions | |
| ◆ A.S. Degree in Computer Science | |
| ◆ A.S. Degree in Computer Science, Game Development and Design Option | |
| ◆ A.S. Degree in Computer Science, Information Systems Option | |
| ◆ A.S. Degree in Computer Science, Information Technology Option | |
| ◆ A.S. Degree in General Studies | |

- ♦ A.A.S. Degree in Computer Science/Information Technology
- ♦ A.A.S. Degree in Technical Studies, Computer Technology Option
- ♦ A.A.S. Degree in Technical Studies, Industrial-Technical Option
- ♦ A.A.S. Degree in American Sign Language, English Interpreting
- ♦ A.A. Degree in Digital Mass Media, Broadcast/Production Option
- ♦ A.A. Degree in Digital Mass Media, Journalism Option
- ♦ A.A. Degree in Liberal Arts

- ♦ Degree program termination
 - ♦ A.A.S. Degree in Fire Science

- ♦ New certificate programs
 - ♦ Dental Assisting Certificate of Completion
 - ♦ Dietary Manager Certificate of Completion

- ♦ New courses
 - ♦ CSIT 109, Information Technology
 - ♦ DANC 145, Dance Appreciation
 - ♦ DANC 161, Modern Dance II
 - ♦ DANC 191, Dance Theatre Workshop I
 - ♦ HIST 230, America and the West after World War II
 - ♦ HIST 251, Study Abroad Seminar: Battlefields of the World Wars

- ♦ Revised courses
 - ♦ ACCT 161, Principles of Accounting I
 - ♦ ACCT 162, Principles of Accounting II
 - ♦ ASLN 104, Finger Spelling in American Sign Language
 - ♦ BUSN 131, Introduction to Business Administration
 - ♦ BUSN 134, Principles of Marketing
 - ♦ CHEM 181, General Chemistry I
 - ♦ CHEM 182, General Chemistry II
 - ♦ DANC 160, Modern Dance I
 - ♦ ECON 152, Microeconomics Principles
 - ♦ ENGL 091, Reading and Writing I
 - ♦ ENGL 095, Reading and Writing II
 - ♦ ENGL 142, The History and Grammar of English
 - ♦ ENGL 151, English I
 - ♦ ENGL 152, English II
 - ♦ ENVI 259, Field Experience/Practicum
 - ♦ PSYC 172, General Psychology

- ◆ PSYC 173, Child Psychology
- ◆ SOCI 181, Introduction to Sociology
- ◆ THTR 195, Theatre Appreciation
- ◆ THTR 181, Theatre Workshop I

Buildings and Grounds Committee

Mrs. Novak, Chair, commended Interim Executive Director of Facilities Matthew Kennedy for the excellent job he is doing in reorganizing, refocusing, and revitalizing the Facilities Services area. Mr. Kennedy reviewed the newly-formatted Buildings and Grounds Report presented today, which provides more detail to the committee and to the Board about the re-direction of the operation from a mode of reaction to one of prevention. Mr. Kennedy will attend the next Board Retreat to present additional information.

Upon unanimous roll call vote, the Building and Grounds Committee Report for May 28, 2013, was accepted.

Building/Grounds
Committee Report
Accepted

Personnel Committee

Upon majority roll call vote, the Personnel Report was approved as submitted, with an abstention from Mr. Kaunitz on item H,12,e.

Personnel Report
Approved

President's Report

Ms. Winchester and Mr. Doran summarized the College's efforts following Super Storm Sandy. Ms. Winchester reported on the Ocean County College Disaster Relief Fund that was established to collect monetary donations to assist students and employees who suffered extreme losses due to the storm. Over \$28,000 was contributed by trustees, employees, student groups, and sister colleges, and the funds have been distributed as follows:

President's
Report

- ◆ \$10,450 in Wawa gas cards to students
- ◆ \$2,500 in Cafeteria gift cards to students
- ◆ \$750 for student art supplies
- ◆ \$7,350 in Shop-Rite gift cards to students and employees
- ◆ \$7,025 in checks to displaced employees

Mr. Doran spoke about the distribution of the \$200,000 grant received from the Robin Hood Foundation. Students who were registered for the Spring 2013 semester and who provided information about their losses and displacement were awarded funding based on individual situations. The money was distributed to 165 needy students to provide them with the necessary support to allow them to continue their studies in the Spring semester.

Dr. Larson expressed his pride in the outstanding response of the College community; he believes it is characteristic of the overall commitment and compassion OCC's employees have for each other and for our students.

The 37th Annual Ocean County Senior Citizens Art Exhibit is scheduled from June 1 to 26 in the Ocean County College Arts and Community Center Gallery. Dr. Larson encouraged the trustees to attend the Reception and Awards Ceremony on June 7 at 10:30 a.m. in the Ocean County College Theatre.

Ms. Jan Kirsten, Executive Director of College Relations, reported on the new branding campaign that is intended to market the College to our own students. Sixteen building locations have been identified to display large, professionally-mounted banners that will highlight our students and what Ocean County College means to them. Additionally, new LED "OCEAN" signs are being fabricated and will be displayed on campus, one by the entrance to Parking Lot #1 and one by Parking Lot #2.

Mr. Thulin congratulated everyone who was involved with the Commencement ceremony last week. It was a beautiful event.

Dr. Wang shared some interesting news with the trustees:

- ◆ Four OCC American Sign Language students are volunteering to interpret at the 2013 New Jersey Special Olympics Summer Games in June. Professor Kathleen Basilotto reported that 99 percent of the Interpreter Training Program graduates recently passed the national interpreter certification examination. Additionally, Ms. Basilotto was recently inducted into Delta Kappa Gamma, an international professional honorary society of women educators, whose membership is by invitation only and which is considered a prestigious honor that brings a variety of benefits and privileges.
- ◆ The OCC Nursing graduates achieved a 97 percent pass rate on the National Council Licensure Examination for Registered Nurses for the period April 2012 to March 2013.
- ◆ Dr. Angel Camilo, Interim Dean of Adjuncts, has been working closely with adjunct faculty in many ways to ensure that the same level of instruction is being provided to all students. There were 426 adjunct faculty teaching in the Spring 2013 semester from a total pool of 760.
- ◆ The activities of the Task Force on Scheduling, the Developmental Education Committee, and the Global Education Committee were reviewed.
- ◆ New associate degree programs and certificates were approved by the Board today; they were made possible through articulation agreements with the University of Medicine and Dentistry of New Jersey, School of Health Related Professions. Several other academic programs are currently in development.

Dr. Maysa Hayward, Dean of e-Learning, was commended by Dr. Larson for her participation in the Ocean County Bar Association Law Day Program, which was held at the Ocean County Court House in Toms River on May 1. Dr. Hayward was the keynote speaker, and Dr. Larson received complimentary remarks from individuals in attendance at the event.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, June 24, 2013, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting-
June 24, 2013

The following meetings were scheduled:

Monday, June 24, 2013	10:00 a.m.	Finance Committee	Meetings Scheduled
	10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)	
	10:30 a.m.	Buildings and Grounds Committee	
	10:30 a.m.	Personnel Committee	
	11:00 a.m.	Closed Session	
	12:30 p.m.	Regular Monthly Public Meeting	

With no further comments from the Board members or the public, the meeting adjourned at 1:40 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Retreat/Meeting

June 7, 2013

Minutes

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:20 p.m., on Friday, June 7, 2013, in the Boardroom of the Administration Building on the college campus.

Call to Order

The announcement of public meeting was made in compliance with the Open Public Meetings Act of 1975.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, Mr. Emil Kaunitz, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Michael Palmerson, Mr. Jack Sahradek, and Dr. Jon Larson. Also at the meeting were Ms. Sara Winchester, Vice President of Finance and Administration; Mr. Leslie Cohen, Assistant Vice President of Human Resources; Ms. Janet Hubbs, Assistant to the President for Institutional Quality, Mr. Matthew Kennedy, Interim Executive Director of Facilities, and his staff.

Attendance

At Ms. Winchester's request, Mr. Kennedy introduced the new members of the Facilities Management Team, all of whom provided information on their educational and professional backgrounds:

Facilities
Management

- ♦ Mr. Vince Pomparelli, Director of Facilities
- ♦ Mr. Mike Bruno, Associate Director of Facilities Planning and Construction
- ♦ Mr. Jim Lenox, Assistant Director of Building Maintenance and Systems
- ♦ Ms. Jenn Kelemen, Facilities Office Manager

Mrs. Novak, Chair of the Buildings and Grounds Committee, expressed her pleasure with this new, impressive team, which will provide the leadership, motivation, and energy to re-focus and revitalize facilities services on campus. Ms. Winchester thanked Dr. Larson for his support during this transition effort within Facilities Management.

Mr. Kennedy reported that the College Center project is through the design and peer review stages. There were extensive comments as a result of the peer reviews, and final revisions are currently being made to the Request for Proposals to prepare it for advertisement.

Dr. Larson then asked Ms. Hubbs to provide an update on the progress of OCC's 2014 Middle States Self-Study document. She described the process that has been underway, the status of the report, and the upcoming events. The Self-Study Steering Committee is meeting June 21 to review the final chapters of the report, and, soon after, the report will be distributed to the trustees for their review.

Middle States
Self-Study

The preliminary visit by the chair of the Middle States team is tentatively scheduled for November, and the team evaluation visit will occur in April 2014.

Dr. Larson and Mrs. Novak, who represents the Board of Trustees on the Self-Study Steering Committee, commended Ms. Hubbs for her outstanding work, not only on the 2014 report but for all she has done throughout her years at the College. Her experience, expertise, and knowledge of Middle States and the evaluation process have had a significant impact on the success of Ocean County College. Although Ms. Hubbs is retiring at the end of October, she will be available as needed throughout the Middle States process.

At 1:25 p.m., a resolution was adopted to move into a closed session for the purpose of discussing personnel matters, collective bargaining, and pending litigation, the results of which will be released to the public when the need for confidentiality no longer exists.

Resolution
Adopted for
Closed Session

At 2:10 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

Finance Committee

Upon unanimous roll call vote, the following items, as recommended by the Finance Committee, were approved:

- ◆ A maximum \$90,000 contract was awarded to My Restaurant Group, Inc., Jersey City, New Jersey, for food and vending services from July 1, 2013, through June 30, 2014, at Ocean County College.
- ◆ The following resolutions were adopted to award contracts:
 - ◆ A maximum of \$415,000 to Dell Marketing, Round Rock, Texas, for the purchase of Dell computers, parts, and supplies for use at Ocean County College.
 - ◆ A maximum of \$30,000 to Staples Contract and Commercial, Inc., Framingham, Massachusetts, for the second year of a two-year agreement for the purchase of office supplies for use at Ocean County College.
- ◆ The following contracts were amended:
 - ◆ An additional \$3,740, for a maximum total of \$759,565, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for a change order to design services for a temporary storm water basin for use during construction as part of professional architectural and engineering services for the College Center (contract originally awarded at the April 26, 2010, Board meeting).

Contract
Awarded

Resolutions
Adopted for
Contract Awards

Contracts
Amended

- ♦ An additional \$16,587, for a maximum total of \$25,010,206.46, to Niram, Inc., Boonton, New Jersey, for a change order for the new design of the Vesda System to correct a problem due to the height of the atrium ceiling as part of the construction of the Gateway Building (contract originally awarded at the December 10, 2010, Board meeting).
- ♦ An additional \$2,500, for a maximum total of \$72,500, to Baker and Taylor, Charlotte, North Carolina, for the purchase of additional library books (contract originally awarded at the August 27, 2012, Board meeting).
- ♦ An additional \$67,470, for a maximum total of \$1,284,953, to Cambridge Construction Management, Somerville, New Jersey, for a two-month extension, through June 30, 2013, of construction management services due to Gateway Building construction delays (contract originally awarded at the August 24, 2009, Board meeting).

Miscellaneous

The next meetings of the Board are scheduled for:

Meetings
Scheduled

Monday, June 24, 2013	10:00 a.m.	Finance Committee
	10:00 a.m.	Bylaw, Policy, and
	(as needed)	Curriculum Committee
	10:30 a.m.	Buildings and Grounds
		Committee
	10:30 a.m.	Personnel Committee
	12:30 p.m.	Regular Public Monthly Meeting

Mr. Dupignac, who is also a member of the Ocean County College Foundation Board of Trustees, reminded all about the Foundation Gala scheduled for Saturday, August 24. This is the Foundation's premier fundraising event for student scholarships. He suggested offering tours of the new Gateway Building to Gala attendees during the evening, which could be led by students and staff. It would be a wonderful opportunity to highlight the continuing evolution of OCC to meet the needs of Ocean County residents.

With no further business or comments from the trustees or the public, the meeting adjourned at 2:20 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary