



BOARD OF TRUSTEES

AGENDA

December 7, 2009

12:30 p.m.

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **APPROVAL OF MINUTES OF THE NOVEMBER 2, 2009, BOARD OF TRUSTEES REORGANIZATION, PUBLIC, AND CLOSED SESSION MEETINGS AND THE NOVEMBER 5, 2009, PUBLIC MEETING** **Bd. Action**
- V. **COMMENDATIONS**
- VI. **COMMITTEES**
 - A. **Finance Committee (Mr. Dasti, Chairperson)**
(Ms. Winchester, Vice President of Finance)
 1. **Recommend approval of business/finance actions as presented (Exhibit A)** **Bd. Action**

B. **Bylaw, Policy, and Curriculum Committee (Mr. Monahan, Chairperson)**
(Mr. Strada, Acting Vice President of Academic Affairs)

1. Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B) **Bd. Action**

C. **Buildings and Grounds Committee (Mrs. Novak, Chairperson)**
(Dr. Parrish, Vice President of Planning and Administration)

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

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

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

VII. **PRESIDENT'S REPORT**

VIII. **MISCELLANEOUS**

A. **Council of County Colleges Report**

- B. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, January 25, 2009, 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**

REVISED

Board of Trustees Meeting Agenda

-3-

12/7/09

C. **Next meetings of the Board of Trustees on**

Friday, December 11, 2009

- | | | |
|-----------------|----------|--|
| 1. Entire Board | Time: | 12:00 noon |
| | Place: | Technology Building
Conference Room |
| | Purpose: | Meeting/Retreat |

Monday, January 25, 2010

- | | | |
|--|----------|---|
| 1. Finance Committee | Time: | 9:30 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: | 10:15 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 |

IX. **Adjournment**

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



BOARD OF TRUSTEES

Reorganization Meeting November 2, 2009

Minutes

The annual reorganization meeting of the Ocean County College Board of Trustees was called to order by Dr. Jon Larson, President, at 12:50 p.m. on Monday, November 2, 2009, in the Boardroom of the Administration Building on the college campus.

Call to Order

The announcement of public meeting was made by Mrs. 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. Jerry Dasti, Dr. Bruce Greenfield, Mr. Stephan Leone, Mr. Warren Wolf, Mr. Harvey York, Mr. Ernie Muska, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President James McGinty, Vice Presidents Richard Parrish, and Sara Winchester, and Interim Vice President Richard Strada.

Attendance

Dr. Larson requested nominations for the officers of the Board of Trustees. Mr. Dasti served as Chair of the Nominating Committee, and, at his request, the slate of nominees for officers of the Board was offered by Mr. Wolf:

Election of
Officers

Mr. Thulin, Chairperson
Mrs. Novak, Vice Chairperson
Dr. Greenfield, Secretary
Mr. Dasti, Treasurer

By motion, nominations were closed; by subsequent motion, the above officers were elected by roll call vote, with each nominated officer abstaining from voting for himself/herself.

Following the vote, Mr. Thulin assumed the chair for the remainder of the meeting. Dr. Larson congratulated the elected officers.

Mr. Thulin presented the 2009-2010 Board committee membership as listed on the agenda. Upon roll call vote, the committee membership was unanimously approved, as follows:

Committee
Membership
Approved

- ◆ **Buildings and Grounds Committee**
Mrs. Novak, Chairperson
Mr. Dasti
Mr. Wolf
Mr. York
- ◆ **Bylaw, Policy, and Curriculum Committee**
Mr. Monahan, Chairperson
Mr. Fall
Mr. Leone
- ◆ **Finance Committee**
Mr. Dasti, Chairperson
Mr. Thulin
Mr. Wolf
Mr. York
- ◆ **Personnel Committee**
Mr. Leone, Chairperson
Mr. Fall
Mr. Monahan
- ◆ **Executive Committee**
Newly elected officers of the Board
- ◆ **Board of School Estimate**
Mr. Thulin
Mr. Dasti
Dr. Greenfield
- ◆ **New Jersey Council of County Colleges Ambassadors**
Mr. Fall
Mr. Thulin
- ◆ **Litigation Committee**
Members to be appointed as needed

A resolution was unanimously adopted by roll call vote to designate the fourth Monday of each month as the date for the regular public meetings of the Board of Trustees at 12:30 p.m. in the Boardroom of the Administration Building, except as noted:

Designation of
Board Meetings

Monday, December 7, 2009
Monday, January 25, 2010
Monday, February 22, 2010
Monday, March 22, 2010
Monday, April 26, 2010
Tuesday, May 24, 2010
Monday, June 28, 2010
Monday, July 26, 2010
Monday, August 23, 2010
Monday, September 27, 2010
No October meeting
Monday, November 8, 2010
Monday, December 6, 2010

A resolution was unanimously adopted by roll call vote to designate the following dates for Board of Trustees Retreats, to be held at 12:00 noon in the Technology Building Conference Room:

Designation of
Board Retreats

Friday, March 5, 2010
Friday, June 4, 2010
Friday, September 17, 2010
Friday, December 10, 2010

The following Ocean County College depositories were approved by unanimous roll call vote:

Designation of
Depositories

COMMON FUND

Law Debenture Trust Company of New York
400 Madison Avenue
New York, New York 10017

1. College Short-Term Account

HARMONY BANK

2120 W. County Line Road
Jackson, New Jersey 08527

1. Investment Account – Ocean County College

INVESTORS SAVINGS BANK

864 Route 37 West
Toms River, New Jersey 08755

1. Investment Account – Ocean County College

OCEAN FIRST

975 Hooper Avenue
Toms River, New Jersey 08753

1. Foundation Checking Accounting
2. Certificates of Deposit
3. Foundation Investment Fund
4. Investment Account – Ocean County College

TD Bank, N.A.

11000 Atrium Way
Mt. Laurel, New Jersey 08054

1. Investment Account – Ocean County College
2. Certificates of Deposit

SOVEREIGN BANK

17 Beaverson Boulevard
Brick, New Jersey 08723

1. General Checking Account
2. Bookstore Checking Account
3. Bookstore Money Market Account
4. Student Activity Account
5. Restricted/Perkins Loan Account
6. Athletic Fund Account
7. Investment Account
8. Capital Checking Account
9. Restricted Fund Checking Account
10. Restricted Investment Account
11. Section 125 Account

Services:

1. Direct Deposit
2. Telephone Transfer
3. Automated Check Reconciliation
4. Foreign Drafts
5. Credit Card Service

STATE OF NEW JERSEY CASH MANAGEMENT FUND

C/O Citigroup Fund Services

P.O. Box 446

Portland, Maine 04112

1-800-742-2823

1. Purchase of Money Market Shares:
NJ Employment Security Agency

There being no further business, the meeting adjourned at 12:45 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Regular Meeting

Minutes

November 2, 2009

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, November 2, 2009, by Mr. Carl V. Thulin, Chair, at 12:50 p.m., immediately following the annual reorganization meeting, 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, Dr. Bruce Greenfield, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Warren Wolf, Mr. Harvey York, Mr. Ernie Muska, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President James McGinty, Vice Presidents Richard Parrish and Sara Winchester, and Interim Vice President Richard Strada.

Attendance

The minutes of the September 21, 2009, Board of Trustees closed session and public meetings were approved upon roll call vote, with Mr. Leone abstaining from the vote.

Minutes
Approved

Dr. Larson presented letters of commendation to the following employees in recognition of the completion of degree requirements:

Commendations

- ◆ Ms. Bridget Everett, Human Resources Assistant – Associate in Science Degree in General Education with a concentration in Business from Ocean County College
- ◆ Ms. Eileen Buckle, Assistant Director of Financial Aid – Master's Degree in Public Administration from Walden University

Professor Maria Tamburro, who serves as Advisor to the Ocean County College Chemistry Club, and several club members attended the meeting to alert the trustees to National Chemistry Week from October 18 to 24. The week is coordinated by the American Chemical Society and was first celebrated in 1987. As part of the club's activities, a video was taped entitled "I am a Proud Chemist because..." which was entered in the American Chemical Society's competition. The video was played at the meeting.

Ms. Ilene Cohen, Director of Athletics, and Mr. AJ Trump, Assistant Director of Athletics, attended the meeting with members of the OCC women's cross country team and the women's soccer team. Ms. Cohen was very proud to announce that both teams won the Region XIX titles.

The women's cross country team, under the coaching of Mr. Ed Baynes, will now play in the NJCAA National Tournament on November 7 at Finger Lakes Community College in New York. Coach Baynes was named the Region XIX Coach of the Year.

The women's cross country team, coached by Ms. Karen Trump and Mr. AJ Trump, will now host the District C Championship games on November 6 and 7. If the team wins, it will play in the Final Four.

Ms. Cohen also spoke of the success of the men's soccer team and the women's tennis team, which finished fourth in the Region. She expressed gratitude to the trustees, the President, and all others who have been so supportive of the athletic program and its teams.

Finance Committee

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

- ◆ The statement of income and expenditures as of September 30, 2009, was accepted.

Income/
Expenditures
Approved

- ◆ The Ocean County College Report of Audit for the fiscal year ended June 30, 2009, was accepted.

Audit Report
Accepted

Mr. Henry Ludwigsen, CPA, Managing Partner from Bowman and Company was happy to report to the College an unqualified opinion on its financial statement. One finding relating to Title IV funds will be addressed by the administration. Mr. Ludwigsen reported that the audit went smoothly because of the cooperation of Ms. Winchester and the Finance Department staff. Ms. Winchester thanked her staff for their hard work and specifically applauded Ms. Mary Lancaster, Director of Financial Reporting, and Ms. Karen Papakonstantinou, Director of Accounting, for their significant efforts and long hours during the audit.

- ◆ The following contracts were awarded:

Contracts
Awarded

- ◆ A maximum of \$101,000 to Panoramic Window and Door Systems, Inc., Monmouth Beach, New Jersey, for window replacement in the W. Kable Russell Building.

- ◆ A maximum of \$32,000 to Berry, Sahradnik, Kotzas, and Benson P.C., Toms River, New Jersey, for the second year of a two-year agreement for professional legal services.
- ◆ Resolutions were adopted to award the following contracts:
 - ◆ A maximum of \$38,423.15 to Perceptive Software, Shawnee, Kansas, for a one-year license maintenance agreement for document imaging. Resolutions Adopted for Contract Awards
 - ◆ A maximum of \$30,134 to Rider University, Lawrenceville, New Jersey, for a Barnegat Bay Natural Estuary Program project: "Assessing Population Structure, Reproductive Potential, and Movement of the Adult Blue Crab in the Barnegat Bay."
 - ◆ A maximum of \$27,720 to West Jersey Air Conditioning and Heating, Pennsauken, New Jersey, for emergency repairs to the Arts and Community Center compressor (\$14,020) and the Administration Building cooling tower (\$13,700).
 - ◆ A maximum of \$26,460 to Kula-Kamala-Yoga, LLC, Lakehurst, New Jersey, for Continuing and Professional Education to offer educational services for yoga teacher/therapist training classes.
- ◆ The following contracts were amended: Contracts Amended
 - ◆ An additional \$1,371.61, for a maximum total of \$72,271.61, to Annese Mechanical, Lakewood, New Jersey, for a change order to include the purchase of a 200 gallon storage tank as part of the chlorine transfer system for the Ocean County College pool (contract originally awarded at the December 1, 2008, Board meeting).
 - ◆ An additional \$48,690, for a maximum total of \$10,419,859, to Tormee Construction, Tinton Falls, New Jersey, for change orders to include the installation of interior college logos, widening of the fire lane, inspection fees, and new steps as part of the construction of the John C. Bartlett, Jr., Hall (contract originally awarded at the May 27, 2008, Board meeting and amended at the April 27 and May 26, 2009, Board meetings).
 - ◆ An additional \$4,909, for a maximum total of \$44,809, to Yezzi Associates, Toms River, New Jersey, for change orders to include field inspections, shop drawing review, soil erosion application fee, soil borings, and scanning and copying expenses as part of the professional architectural services for the expansion of the Facilities Management Building (contract originally awarded at the April 27, 2009, Board meeting).

- ◆ An additional \$96,444, for a maximum total of \$3,698,184, to Gingerelli Brothers, Inc., Toms River, New Jersey, for change orders to include additional hours for workers, stone surfacing at ceramic kiln, exploration tests, gas piping, shelving, and roof drain piping as part of the addition to and renovation of the Arts and Community Center (contract originally awarded at the June 22, 2009, Board meeting).
- ◆ An additional \$28,481, for a maximum total of \$886,252, to Flanagan's Contracting Group, Hillsborough, New Jersey, for change orders to include outlets and panel changes, installation of force main underground, sport surface color change, and additional work for asphalt pad for future bleachers at the tennis courts as part of the construction of a tennis court facility (contract originally awarded at the June 22, 2009, Board meeting and amended at the September 21, 2009, Board meeting).
- ◆ An additional \$51,323, for a maximum total of \$2,842,412, to Tozour Trane Energy, King of Prussia, Pennsylvania, for change orders to include transformers, bypass valve system, chilled water piping, HVAC testing reports, and ducting and piping as part of the Energy Conservation Project (contract originally awarded at the March 23, 2009, Board meeting and amended at the May 29, August 24, and September 21, 2009, Board meetings).
- ◆ An additional \$2,950, for a maximum total of \$134,570, to Innovative Engineering, Toms River, New Jersey, for a change order to include reimbursement of fees to the Ocean County Soil District as part of the professional design and engineering services for parking lots and athletic fields at Ocean County College (contract originally awarded at the December 1, 2008, Board meeting and amended at the August 24, 2009, Board meeting).
- ◆ An additional \$3,310, for a maximum total of \$39,945, to GO Print Systems, Inc., San Ramon, California, for annual support and maintenance of the recently purchased GS Server located in the Library (contract originally awarded at the September 21, 2009, Board meeting).
- ◆ An additional \$1,959.49, for a maximum total of \$89,604.27, to Dimension Data, Charlotte, North Carolina, for uptime coverage for firewalls as part of the voice and data maintenance support (contract originally awarded at the July 27, 2009, Board meeting and amended at the September 21, 2009, Board meeting).
- ◆ An additional \$7,200, for a maximum total of \$900,704.25, to Bill-Jim Construction Company, Inc., Jackson, New Jersey, for a change order to remove the track and spread topsoil as part of the expansion of Parking Lot #2 (contract originally awarded at the March 23, 2009, Board meeting and amended at the July 27 and August 24, 2009, Board meetings).

Bylaw, Policy, and Curriculum Committee

Upon the recommendation of the Bylaw, Policy, and Curriculum Committee, the Board unanimously approved the following upon roll call vote:

College Senate
Items Approved

- ◆ The following items as accepted by the College Senate at its meeting on October 7, 2009:

- ◆ New courses:

- ◆ ARBC 202, Intermediate Arabic II
- ◆ ASLN 100, Basic American Sign Language I
- ◆ ASLN 102, Basic American Sign Language II
- ◆ ASLN 110, Intermediate American Sign Language I
- ◆ ASLN 120, Interpreting Theory I
- ◆ ASLN 155, Intermediate American Sign Language II
- ◆ ASLN 160, ASL-English Translation Studies
- ◆ ASLN 220, Interpreting Theory II
- ◆ ASLN 225, Deaf-Blind Interpreting
- ◆ ASLN 260, Interactive Interpreting
- ◆ MUSC 131, Introduction to Guitar Instruction I

- ◆ Revised courses:

- ◆ ASLN 105, Deaf Culture and History
- ◆ ASLN 115, ASL Grammar and Syntax
- ◆ ASLN 230, ASL-to-English Interpreting
- ◆ ASLN 235, English-to-ASL Interpreting
- ◆ ENGL 242, Women in Film
- ◆ ENGL 280, American Poets: Voices and Visions

- ◆ Obsolete courses:

- ◆ ARTS 282, Art Seminar in Italy
- ◆ COMM 209, Introduction to Language
- ◆ HUMN 205, 20th-21st Century Humanities
- ◆ HEHP 153, Open Water Scuba
- ◆ HEHP 155, Advanced Open Water Scuba
- ◆ HEHP 222, Motor Learning
- ◆ SCL 161, Biology Transfer Credit

- ◆ Revised degree:

- ◆ A.S. Degree in Engineering

- ◆ Terminated certificates/degrees:
 - ◆ Certificate of Completion in Gerontology
 - ◆ Certificate of Proficiency in Interpreter Training
 - ◆ A.S. Degree in General Studies – OCC-NJIT Joint Admissions, Business Option, Business Administration Concentration
 - ◆ A.S. Degree in Teaching Assistant/Child Care
 - ◆ A.S. Degree in Human Services
 - ◆ A.S. Degree in Human Services, Gerontology Option
- ◆ Revised policy:
 - ◆ Policy #5142, Students, Withdrawal, General Requirements
- ◆ The temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the hours of a Farewell Reception on Thursday, November 19, 2009, to honor Mrs. Dolores Lewis and Mrs. Eva Smithers upon their retirement from the Ocean County College Board of Trustees after many years of service to the College, which will be held in the Tower Room of the Library.

Policies #3074
and #5246.1
Suspended for
Trustee Farewell
Reception

Buildings and Grounds Committee

Dr. Parrish reviewed the many construction projects currently underway or recently completed, which include the new flag pole at the front of the campus, Bartlett Hall, the Cultural Center in the Arts and Community Center, the Planetarium, the combined heat and power plant, the athletic fields, the Gateway Building, and expanded parking.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for September 31, 2009, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

Upon unanimous roll call vote, the Personnel Report, as recommended by the Personnel Committee, was approved.

Personnel Report
Approved

President's Report

Dr. Larson spoke of the recent passing of Mr. Jack Lamping. He was a unique individual, who was articulate, socially active, community oriented, and a dear friend of the College. He will be missed.

President's
Report

Ms. Maureen Reustle, Dean of Academic Services, shared information regarding the Center for Academic Excellence, which evolved from the Project Academic Skills Support (PASS) Program. The mission of the Center is to promote equity and excellence in the educational opportunities for OCC students. The Center is receiving financial support through two grants awarded for the 2009-2010 academic year:

- ◆ Edge Foundation Grant – OCC is one of six colleges to receive this grant for the purpose of quantifying the effectiveness of personal coaching strategies on the academic, professional, and social achievements of students with ADHD in college settings. This grant will support free coaching for these students by a highly trained Edge coach.
- ◆ PASS Grant – This grant funds the support services for students with learning disabilities. OCC will receive \$162,000 annually for the next five years from the New Jersey Commission on Higher Education to enable continued comprehensive support for this program.

Ms. Reustle introduced Ms. Lorie Trachtenberg, Director of Testing and Adaptive Services, and Ms. Carol Cappetta, GED Chief Examiner, who discussed the computerized testing for incoming and current students as well as the very successful passing rate of those individuals who come to OCC for the GED test.

Although the annual OCC Alumni Association Harvest Party was hampered by rain this year, it was still a wonderful day for those children with cancer and their families who were able to attend. The activities were moved to the Gymnasium, with only the petting zoo and the Batmobile being cancelled.

The OCC Sailing Team has continued its success this year sailing against upper division varsity teams and qualifying for the Middle Atlantic Intercollegiate Sailing Association fall regatta. Kean University has indicated a desire to become involved with the Sailing Program, and discussions in that regard are currently underway.

The OCC Veterans Ceremony will take place on Wednesday, November 11, at 11 a.m. with Lieutenant Colonel Andrew Stark, 87th Mission Support Group Deputy Commander at McGuire Air Force Base, serving as the guest speaker.

Global Education Week is being recognized from November 16 to 20, and several activities are being sponsored by the OCC Global Education Committee. The trustees are invited to attend these events.

The OCC Athletic Hall of Fame dinner is scheduled for Wednesday, November 18, at 6 p.m. at the Eagle Ridge Golf Club. Again, trustees are most welcome.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, December 7, 2009, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting –
12/7/09

The following meetings were scheduled:

Monday, December 7, 2009

9:30 a.m.	Finance Committee
10:15 a.m.	Buildings and Grounds Committee
10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)
10:30 a.m.	Personnel Committee
12:30 p.m.	Regular Public Meeting

Meetings
Scheduled

With no additional comments from the trustees or the public, the meeting adjourned
at 1:45 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Retreat/Meeting

November 5, 2009

Minutes

A special retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 3:00 p.m., on Thursday, November 5, 2009, 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. Jerry Dasti, Mr. Stephan Leone, Mr. Warren Wolf, Mr. Ernie Muska, and Dr. Jon Larson. Also in attendance from the College administration were Mr. Bray Barnes, Assistant to the President; Mr. Kevin Donohoe, Vice President of Human Resources; Dr. James McGinty, Executive Vice President; and Mr. Richard Strada, Interim Vice President of Academic Affairs.

Attendance

Because a majority of the trustees were not present, no formal business was taken during this meeting. The trustees had an informal discussion regarding administrative proposals for upcoming contract negotiations with the Faculty Association.

Lack of Quorum

The next meetings are scheduled for:

Monday, December 7, 2009

9:30 a.m.	Finance Committee
10:00 a.m.	Bylaw, Policy, and Curriculum Committee
10:15 a.m.	Buildings/Grounds Committee
10:30 a.m.	Personnel Committee
12:30 p.m.	Regular Public Monthly Meeting

Meetings
Scheduled

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello
Recording Secretary