

Hudson Valley Community College

80 Vandenburg Avenue, Troy, New York 12180

MINUTES

The regular meeting of the Board of Trustees of Hudson Valley Community College was held on Tuesday, March 28, 2017 on the college campus, 80 Vandenburg Avenue, Troy, New York.

PRESENT

Neil J. Kelleher, Chairman
Joseph A. Kapp, Vice Chairman
Judy Breselor
Catherine I. Conroy
William F. Fagan
William C. Jennings
Conrad H. Lang, Jr.
Wayne Pratt
Manik Elahi S.
Brian S. Zweig

Andrew J. Matonak, President
James LaGatta, Vice President for Administration
George J. Raneri, Secretary to the Board
Suzanne Kalkbrenner, Assistant Secretary

C. Bosco	D. Kennedy	K. Petley
J. Brennan	E. Kiel	A. Popovics
B. Caluneo	R. LaGatta	C. Robinson
D. Clickner	B. Maloney	R. Schultz
A. Courter	E. Maloney	A. Thomas
C. Curtis	L. Marion	F. Vega
S. Ely	J. McCart	B. Vlieg
M. Green	B. McDonough	P. White
C. Helwig	M. Mitchell	

EXCUSED

none

Chairman Kelleher called the meeting to order at 5:34 p.m.

Upon a motion by Mr. Fagan, seconded by Mr. Pratt, the following resolution was adopted unanimously.

MINUTES

Resolved, that the minutes of the regular meeting of the Board of Trustees, held on January 24, 2017 be, and hereby are, approved.

Upon a motion by Dr. Jennings, seconded by Mr. Elahi, the following resolution was adopted unanimously.

**FACULTY
SABBATICAL
LEAVE**

Resolved, that the request to approve faculty sabbatical leave for Mariadelourdes Benton for the Fall 2017 semester, be, and hereby is, approved.

Upon a motion by Ms. Conroy, seconded by Ms. Breselor, the following resolution was adopted unanimously.

**CURRICULUM
CHANGES**

Resolved, that the following curriculum changes, as recommended by the Academic Senate and the President, be, and hereby are, approved, as follows:

1. Change in Degree Requirements:

A. *Digital Marketing A.A.S. Degree, Fall 2018*

These changes will provide students with more appropriate course offerings, allowing them to acquire skills more suitable to industry skill set requirements in this field

Current: (3) Restricted English Elective ENGL 102 – English Composition II or ENGL 125 – Public Speaking	New: (2) Restricted English Elective ENGL 102 – English Composition II or ENGL 104 – English Composition II: Writing about Literature or ENGL 137 – Writing for the Media
Current: (4) Marketing Elective	New: (5) Marketing Elective Recommend MKTG 216, CMPT 115. Any ACTG, BADM, CISS, CMPT, ENTR, MKTG course with permission by the department chairperson.
Current: (3) Science Elective, recommended any three-credit Science course	New: No Science elective
Current: BADM 290 – Internship or MKTG 290 – Internship – 3 credits	New: (4) Restricted Business Elective – 3 credits Recommend BADM 290/MKTG 290. Other courses ACTG 110, ACTG 120, BADM 110, BADM 111, BADM 207, BADM 208, BADM 221, CMPT 115, MKTG 216 with permission by the department chairperson.
Current: (2) Restricted Economics Elective – 3 credits	New: ECON 100 – Principles of Macroeconomics – 3 credits and ECON 101 – Principles of Microeconomics – 3 credits
Current: Restricted Arts Elective – 3 credits DART 110, DART 115, DART 120	New: SUNY General Education Arts Elective (AR) – 3 credits. (3) Any SUNY General Education Arts course. Recommend DART 110, DART 115, DART 120, ARTS 100, ARTS 107, ARTS 110, ARTS 129, ARTS 133, ARTS 135, ARTS 202, ARTS 205, ARTS 270, ARTS 272, ARTS 273, ENGL 220.

B. *Health Information Management and Technology A.A.S. Degree, Fall 2017*

There has been a push for electronic records nationally and our program had seen significant growth for several years. More recently there has been a push from students for certification. We have aligned our program with the standards for AAPC certification

(American Association of Professional Coders). The department has created new courses to align the curriculum with the AAPC Certified Professional Coders curriculum which is delivered in a one semester format.

NEW COURSES:

a. HITC 110 – Medical Coding. 6 credit hours; Fall 2017

The student will learn principles of medical coding related to the three mail code books: CPT, ICD-10-CM code set, and HCPCS level II. The course is recommended to anyone who is preparing for a career in medical coding for a physician's office, and strongly recommended for anyone who is preparing for American Academic of Professional Coders (AAPC) Certified Professional Coder (CPC) certification examination.

b. HITC 200 – Medical Billing, Insurance and Health Record Review. 4 credit hours; Spring 2018

Students will explore the practical applications of medical coding relative to delivery system, health insurance and reimbursement mechanisms. Students will work with both inpatient and outpatient claim forms to gain knowledge of the billing process. However, emphasis will be placed on coding in the outpatient setting. Students will investigate various third-party carriers (government and commercial) and will examine different reimbursement methods including DRGs, APCs, RBRVSSs, chargemasters, coding compliance as well as the importance of encoding and grouping software. Health records will be analyzed in order to properly fill out insurance claim forms.

c. HITC 210 – Health Information and Physician Practice Management. 4 credit hours; Spring 2018

This course serves as a capstone class for those students studying for an A.A.S. in Health Management and Technology and integrates previous course work to present a best practices approach to health information and physician practice management. The course is also recommended for anyone who is preparing for a career in practice management of a physician's office and strongly recommended for anyone who is preparing for the American Academic of Professional Coders' Certified Physician Practice Manager (CPPM) certification examination. Topics include health care business processes and workflow, physician reimbursement, health care revenue cycle management, medical office accounting, health care reform, electronic medical records, IT and interoperability, HIPAA, fraud and abuse, corporate compliance, marketing and business, space planning and operational flows, and business continuity.

Current:	New:
HITC 105 – Clinical Office Procedures	HLTH 152, First Aid
Current:	New:
Business Elective	Accounting Elective
Current:	New:
None	Require BIOL 115 – Medical Terminology
Current:	New:
BIOL 109 – Biology of the Human Organism	Restricted Biology Elective (1) BIOL 109, BIOL 130, BIOL 136, BIOL 139, BIOL 230, BIOL 234, BIOL 270, BIOL 271
Current:	New:
HITC 101 – Medical Record Review,	Require new course, HITC 200 – Medical

Transcription and Terminology (4-0-4)	Billing, Insurance and Health Record Review (4-0-4)
Current:	New:
HITC 103 – Introduction to Medical Coding, Health Insurance and Reimbursement (2-2-3) and HITC 104 – Advanced Medical Coding and Reimbursement (3-0-3)	Require new course HITC 110 – Medical Coding (6-0-6)
Current:	New:
62 credits	63 credits
Current:	New:
Liberal Arts and Sciences Health Science Elective (2) Recommended courses: BIOL 104, BIOL 105, BIOL 120, BIOL 121, BIOL 125, BIOL 126, BIOL 127, BIOL 207, BIOL 230, PSYC 100.	Liberal Arts and Sciences Science (2) Courses that are designated as HVCC Liberal Arts and Sciences BIOL or SSC PSYC course.
Current:	New:
HITC 107 – Health Information Management (3-0-3)	Require new course HITC 210 – Health Information and Physician Practice Management (4-0-4)

Upon a motion by Ms. Breselor, seconded by Dr. Jennings, the following resolution was adopted unanimously.

**HVCC FOUNDATION—
FY 2017-18
OPERATING
BUDGET**

Resolved, that the request for approval of the Hudson Valley Community College Foundation, Inc.’s budget for fiscal year 2017-2018, totaling \$2,893,286 in revenues and \$1,672,200 in expenditures, as recommended by the Foundation Board of Directors on January 18, 2017, be, and hereby is, approved.

Upon a motion by Mr. Elahi, seconded by Mr. Fagan, the following resolution was adopted unanimously.

**HVCC FOUNDATION—
FY 2015-16 AUDITED
FINANCIAL
STATEMENTS**

Resolved, that the request for approval of the Hudson Valley Community College Foundation, Inc.’s audited financial statements for the fiscal year ended June 30, 2016, as conducted by UHY, LLP, and as recommended by the Foundation Board of Directors on September 28, 2016, be, and hereby is, approved.

Upon a motion by Mr. Lang, seconded by Mr. Fagan, the following resolution was adopted unanimously.

**HVCC FOUNDATION—
APPROVAL OF IRS
FORM 990 FILING**

Resolved, that the request to accept the Hudson Valley Community College Foundation, Inc.’s IRS Form 990 for the fiscal year ended June 30, 2016, as prepared by UHY, LLP, and as recommended by the Foundation Board of Directors on March 22, 2017, be, and hereby is, approved.

Upon unanimous motion and second by the entire Board of Trustees, the following resolution was adopted unanimously.

**VICE PRESIDENT
EMERITUS AND
PROFESSOR
EMERITUS**

Resolved, that the request for approval to award the titles of Vice President Emeritus and Professor Emeritus to James J. LaGatta ‘67, in recognition of his exemplary and dedicated service to Hudson Valley Community

College over the past forty-eight (1969-2017) and to extend to him a unanimous vote of thanks on behalf of the college's Board of Trustees and the campus community, be, and hereby is, approved. The resolution shall read as follows:

**APPOINTMENT OF JAMES J. LAGATTA
AS VICE PRESIDENT EMERITUS AND PROFESSOR EMERITUS OF
HUDSON VALLEY COMMUNITY COLLEGE**

WHEREAS, James J. LaGatta graduated with an Associate Degree from Hudson Valley Community College in 1967 and transferred to complete his Bachelor's Degree at SUNY Oneonta, and

WHEREAS, James J. LaGatta returned to Hudson Valley Community College in 1969 and began a lifetime of unwavering dedication and exemplary service to his alma mater, and

WHEREAS, James J. LaGatta enriched the lives of thousands of students through his dedication to excellence in the classroom, serving the Chemistry Department as an Instructor, Assistant Professor, Associate Professor, Professor and Department Chair between 1969 and 1988, and

WHEREAS, James J. LaGatta then demonstrated his willingness to take on greater administrative responsibilities and challenges, serving at various times as Dean of Liberal Arts and Sciences; Dean of Business and Public Administration; Dean of Health Sciences; and Vice President for Academic Affairs, between 1988 and 2000, and

WHEREAS, in 2000, James J. LaGatta became a member of the Senior Staff, serving first as Deputy to the President and then as the Vice President for Administration and Liaison to the Board of Trustees, and

WHEREAS, James J. LaGatta served with distinction in the administrations of Presidents James J. Fitzgibbons; Joseph J. Bulmer; Stephen M. Curtis; John L. Buono; Marco J. Silvestri; and Andrew J. Matonak; all of whom valued his leadership, knowledge, wisdom, and candor, and

WHEREAS, James J. LaGatta also supervised, assisted and mentored countless colleagues with that same leadership, knowledge, wisdom, and candor, plus equal measures of firmness, fairness and compassion, and

WHEREAS, James J. LaGatta has provided information, insight and guidance to ten Chairmen of the Hudson Valley Community College Board of Trustees, thirty-seven Trustees, forty Student Trustees and three Board Secretaries, and

WHEREAS, James J. LaGatta demonstrated his commitment to his community through his nearly two decades of service as the Colonel's Representative for Labor Relations at the Watervliet Arsenal, earning the 1999 Army Achievement Medal for Civilian Service, and

WHEREAS, James J. LaGatta's many other honors include the Association on Higher Education and Disability (AHEAD); the Advocate/Educator of the Year from the National Rehabilitation Association; the Disabled Student Service Award of Excellence; and the State University of New York Chancellor's Award for Excellence in Professional Services, as well as membership in both Phi Theta Kappa and Tau Alpha Pi, and

WHEREAS, James J. LaGatta, together with his wife, Regina Scarano LaGatta '73, have long been committed to giving back to the college through the Hudson Valley Community College Foundation as two of its leading benefactors, donating thousands of dollars over many consecutive years of giving; as members of the President's Circle; and through planned giving with the Heritage Society, and

WHEREAS, James J. LaGatta and Regina Scarano LaGatta '73, further demonstrated their mutual commitment to the students of Hudson Valley by establishing the Samuel and Pauline LaGatta Memorial Scholarship in memory of his parents, and

WHEREAS, James J. LaGatta demonstrates his pride in Hudson Valley Community College every day in everything he does, and

WHEREAS, James J. LaGatta has dedicated every day of his professional life to making Hudson Valley Community College a better place to learn for our students and a better place to work for his colleagues,

NOW, THEREFORE, BE IT RESOLVED that, in special recognition of his unique contributions and his exemplary and devoted service to Hudson Valley Community College over the past forty-eight years (1969-2017), the Hudson Valley Community College Board of Trustees hereby appoints James J. LaGatta as Vice President Emeritus and Professor Emeritus, and

BE IT FURTHER RESOLVED that this Board hereby extends as its deepest appreciation, a unanimous vote of thanks and all due respect to James J. LaGatta on behalf of the college's Board of Trustees and the entire campus community, and

BE IT FURTHER RESOLVED that this Resolution shall be recorded in the minutes of the Hudson Valley Community College Board of Trustees meeting, dated March 28, 2017.

INFORMATION ITEMS

The following information items were noted:

INFORMATION ITEMS

A. 2017/2018 COLLEGE FACULTY MERIT RECOMMENDATIONS

In accord with Article XII-C of the Collective Bargaining Agreement between the College and the Hudson Valley Community College Faculty Association, Faculty merit recommendations effective September 1, 2017 are outlined below and written recommendations of the Vice President for Academic Affairs, Deans and Department Chairpersons at the College are enclosed.

DEPARTMENT CHAIR (\$2000 each)

Ann Geisendorfer, Professor, Criminal Justice, Forensic Science and Public Administration

Peter Sawyer, Professor, History, Philosophy & Social Sciences

Maryanne Pepe, Professor, Human Services and Chemical Dependency Counseling

FACULTY (\$1000 each)

Laurie Bradley, Associate Professor, Biology, Chemistry & Physics

Rosanne Raneri, Assistant Professor, Fine Arts, Theatre Arts & Digital Media

Alice Malavasic, Associate Professor, History, Philosophy & Social Sciences

Jeffery McMinn, Instructor, Dental Hygiene

B. 2017/2018 COLLEGE NTP MERIT RECOMMENDATIONS (\$1000 Each)

In accord with section 300.60 of the Administrative Code for Non-Teaching Professional personnel, NTP Merit awards, in the amount of \$1,000 each, effective September 1, 2017, are outlined below.

Howard Bancroft, Advising Specialist, Criminal Justice, Forensic Science and
Public Administration
David Clickner, Interim Assistant to the Vice President for Academic Affairs
Heather Henry, Associate Director, Financial Aid
Eric Kiel, Instructional Technologies Support Technician, ITS/VVT
Eileen Maloney, Technical Assistant, Enrollment Management and Student Development

C. FULL-TIME FACULTY1. Academic Affairs

Steven Whitney, Education Specialist,
Learning Center,
f/t appt., eff. 1/31/17 or thereafter \$48,981/yr

2. School of Health Sciences

Nancy Zotto, Instructor,
Surgical Technology,
f/t appt., eff. 3/20/17 or thereafter \$48,981/yr

D. FULL-TIME NON-TEACHING PROFESSIONALS1. Academic Affairs

Matt Howe, Advising Specialist,
Liberal Arts & Science/Advisement Tracks,
f/t appt., eff. 1/23/17 \$40,100/yr

Megan McGreevy, Technical Assistant,
Instructional Support Services and Retention,
f/t appt., eff. 3/6/17 \$39,000/yr

2. Enrollment Management & Student Development

Tom Bain, Head Women's Tennis Coach,
Intercollegiate Athletics,
f/t temp. appt., eff. 1/30/17 or thereafter \$3500/yr

Scott Buniak, Assistant Baseball Coach,
Intercollegiate Athletics,
f/t temp. appt., eff. 2/28/17 or thereafter \$1200/yr

Andrew Ewing, Assistant Track and Field Coach,
Intercollegiate Athletics,
f/t temp. appt., eff. 1/26/17 or thereafter \$3000/yr

Melissa Melucci, Counselor,
Center for Careers and Transfer,
f/t appt. (10 month), eff. 3/20/17 or thereafter \$39,000/yr

Ivan Plata, Assistant Baseball Coach,
Intercollegiate Athletics,
f/t temp. appt., eff. 2/28/17 or thereafter \$1200/yr

Talia Valenti, Assistant Softball Coach, Intercollegiate Athletics, f/t temp. appt., eff. 1/26/17 or thereafter	\$2000/yr
Maxwell Weaver, Assistant Basketball Coach, Intercollegiate Athletics, f/t temp. appt., eff. 1/26/17 or thereafter	\$1000/yr
Kathleen Weeks, Counselor, Wellness Center, f/t appt., eff. 2/16/17 or thereafter	\$37,200/yr
Kelsey Wilson, Head Volleyball Coach, Intercollegiate Athletics, f/t temp. appt., eff. 1/26/17 or thereafter	\$4500/yr
3. <u>E.O.C.</u> Katherine Edge, Counselor, Educational Opportunity Center, f/t appt., eff. 2/28/17 or thereafter	\$44,000/yr
4. <u>Technology, Institutional Assessment and Planning</u> Bryce Coffman, Microcomputer Technician, Information Technology Services, f/t appt., eff. 1/4/17	\$35,000/yr
Dennis Wax, Technical Assistant, Technology, Institutional Assessment & Planning, f/t appt., eff. 2/15/17	\$37,000/yr
Kevin Yukie, Manager of Networks and Systems, Information Technology Services, f/t appt., eff. 2/6/17	\$80,000/yr
E. PART-TIME FACULTY	
1. <u>Academic Affairs</u> Kristina Boudreault, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 1/30/17 or thereafter	\$25.00/hr
Kathleen Brennan-Claydon, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 1/30/17 or thereafter	\$25.00/hr
Lisa Crompton, Instructor, Workforce Development, p/t appt., eff. 1/26/17 or thereafter	\$40.00/hr
Olaiya Curtis, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 1/30/17 or thereafter	\$40.00/hr

Sandra Diamond, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 1/30/17 or thereafter	\$25.00/hr
Adrienne Frank, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 1/30/17 or thereafter	\$25.00/hr
Steven Grogan, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 1/30/17 or thereafter	\$25.00/hr
Sandra Hassfurter, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 1/30/17 or thereafter	\$25.00/hr
Bridget Mattison, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 1/30/17 or thereafter	\$40.00/hr
Arthur Stuarts, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 1/30/17 or thereafter	\$25.00/hr
Christopher Templin, Instructor, Workforce Development, p/t appt., eff. 1/26/17 or thereafter	\$60.00/hr
Sandra Thomas, Instructor, Community & Professional Education (non-credit), p/t appt., eff. 1/30/17 or thereafter	\$25.00/hr
2. <u>Schools of Business & Engineering and Industrial Technologies</u> Robin Dickinson Sawyer, Instructor, Computing & Information Sciences, p/t appt., eff. 1/30/17 or thereafter	\$1113/sch
3. <u>School of Health Sciences</u> Nicole Murtagh, Instructor, Nursing, p/t appt., eff 1/17/17	\$1113/sch
4. <u>School of Liberal Arts & Sciences</u> Lois Frame, Instructor, English, Foreign Languages and English as a Second Language (HS Model), p/t appt., eff. 2/11/16	\$0
Carrie Raphael-Cronce, Instructor, English, Foreign Languages and English as a Second Language, p/t appt., eff. 2/11/16	\$1113/sch

Aimee Smi, Instructor, English, Foreign Languages
and English as a Second Language (HS Model),
p/t appt., eff. 2/11/16 \$0

F. PART-TIME NON-TEACHING PROFESSIONAL

1. Academic Affairs

Diane Clark, Technical Assistant,
Learning Centers, p/t appt.,
eff. 1/30/17 or thereafter \$17.05/hr

2. Enrollment Management & Student Development

Andrea Petley, Technical Assistant,
Center for Access and Adaptive Technology,
p/t appt., eff. 1/18/17 or thereafter \$15.00/hr

Zachary Hessney, Technical Assistant,
Center for Access and Adaptive Technology,
p/t appt., eff. 1/18/17 or thereafter \$15.00/hr

G. NON-INSTRUCTIONAL EMPLOYEES

1. Administration

Nicholas Anthony, Custodial Worker,
Physical Plant,
f/t appt., eff. 3/10/17 or thereafter \$12.8426/hr

Clifton Houle, Custodial Worker,
Physical Plant,
f/t appt., eff. 3/10/17 or thereafter \$12.8426/hr

Steven Morrow, Custodial Worker,
Physical Plant,
f/t appt., eff. 3/10/17 or thereafter \$12.8426/hr

2. E.O.C.

Dawn Mantello, Senior Account Clerk/Typist,
E.O.C.,
f/t appt., eff. 3/10/17 or thereafter \$15.4822/hr

3. School of Liberal Arts & Sciences

Kathleen Duncan, Program Assistant Academics I,
Individual Studies,
f/t appt., eff. 2/28/17 or thereafter \$14.2652/hr

H. U.P.S.E.U.

1. Administration

Loren Grugan, Campus Peace Officer,
Public Safety,
p/t appt., eff. 1/30/17 or thereafter \$21.3621/hr

Richard Mahoney, Campus Security Officer,
Public Safety,
p/t appt., eff. 1/30/17 or thereafter \$16.8816/hr

Andrew O'Brien, Campus Security Officer,
Public Safety,
p/t appt., eff. 1/30/17 or thereafter

\$16.8816/hr

I. RESIGNATIONS

1. Waill Ayoub, Environmental Health & Safety Technician, eff. 4/21/17
2. Carla Gleason, Advising Specialist, LAR, Advisement Tracks, eff. 1/13/17
3. Jennifer Koury, Technical Assistant, Center for Access & Assistive Technology, eff. 3/7/17
4. Mary Murnan, Assistant Registrar, eff. 1/19/17
5. Sarah Retersdorf, Advising Specialist, LAR, Advisement Tracks, eff. 3/18/17
6. Kristen Riegel, Advising Specialist, LAR, Advisement Tracks, eff. 1/13/17
7. Alfred Williams, Assistant Baseball Coach, Intercollegiate Athletics, eff. 1/17/17

J. RETIREMENTS

1. Ricky Bussing, Motor Equipment Operator Light, Grounds, eff. 4/19/17
2. Catherine Davis, Professor, Dental Hygiene, eff. 5/12/17
3. Dawn Hopper, Assistant Professor. History, Philosophy & Social Sciences, eff. 3/3/17
4. Liliane Khouri, Assistant Professor, Biology, Chemistry & Physics, eff. 5/12/17
5. Tina Maloney, Secretary I, Physical Plant Office, eff. 3/3/17
6. Doris Schoonmaker, Professor, Mathematics & Engineering Science, eff. 8/31/17

K. ADVISORY COMMITTEE APPOINTMENTS

1. Criminal Justice, Forensic Science and Public Administration
Margaret Jones, Counter Terrorism Center, New York State Police
2. Teacher Preparation
Shawn Hunziker, Principal, Washington-Saratoga-Warren-Hamilton-Essex BOCES

L. ALCOHOLIC BEVERAGE REQUESTS

1. Double H Ranch Garden and Flower Show Reception, McDonough Center, 3/23/17
2. Advisory Committee Reception, BTC Meeting Rooms, 3/29/17

M. HVCC MONTHLY FINANCIAL REPORTS

1. Current Unrestricted Fund Revenues & Expenditures, periods ending 1/31/17 and 2/28/17
2. Grant Expenditures by Object, periods ending 1/31/17 and 2/28/17

N. FACULTY-STUDENT ASSOCIATION FINANCIAL REPORTS

1. FSA Financial Statements, as of 12/31/16 and 1/31/17

Upon a motion by Dr. Kapp, seconded by Dr. Jennings, an executive session was called at 5:43 p.m. for the purpose of discussing the potential sale of real property.

**EXECUTIVE
SESSION**

Upon a motion by Mr. Fagan, seconded by Mr. Lang, the executive session was ended at 6:02 p.m. and Chairman Kelleher opened the meeting.

APRIL MEETING

The next regular meeting of the Board of Trustees will be held on Tuesday, April 25, 2017.

Upon a motion by Ms. Breselor, seconded by Mr. Zweig, the meeting was adjourned at 6:03 p.m.

ADJOURNMENT



Suzanne Kalkbrenner

Suzanne Kalkbrenner
Assistant Secretary to the Board