

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
September 23, 2009

A tour of Building 1400 took place prior to the meeting, conducted by Mr. David Froehlich, Director of Facilities, and Mr. Lester Young, Kitchell CEM.

1. CALL TO ORDER

The regular meeting of the Solano Community College District Governing Board was called to order at 7:00 p.m., on Wednesday, September 23, 2009, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Board President A. Marie Young.

2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

At the request of Board President Young, Dr. Don Mourton led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

A. Marie Young, President
Denis Honeychurch, J.D., Vice President
Sarah E. Chapman
James M. Claffey
Pam Keith
Phil McCaffrey
Rosemary Thurston
Lillian M. Nelson, Student Trustee
Tom Henry, Special Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

None

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications
Jay Field, Vice President, Technology and Learning Resources
Trudy Largent, J.D., Interim Director, Human Resources
Susan Rinne, Interim Director, Fiscal Services
Robin L. Steinback, Ph.D., Vice President, Academic Affairs
Lisa J. Waits, Ed.D., Vice President, Student Services
Judy Spencer, Executive Coordinator, Superintendent/President and Governing Board

Board President Young announced the passing of Dr. Chris McCarthy, President of Napa Valley College, and dedicated the meeting in his memory. A moment of silence was observed in his memory.

4. APPROVAL OF AGENDA

Superintendent/President Laguerre requested the removal of Item 7.(c), page 3, line 5, Short-term, Temporary and Substitute Assignment for Robert Low, Tech. Prep Coordinator.

Moved by Trustee McCaffrey and seconded by Trustee Keith for approval of the Agenda as corrected. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Mr. Thomas Grube, President of CTA, requested to comment on 9.(a), District Contract with Health Benefits Consultant for 2009-10. Mr. Grube's comments were delayed to later when this item appeared on the agenda.

6. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Ms. Claudia Romero, ASSC Governing Board representative, reported that:

--on September 3, 2009, the ASSC hosted a Student Budget Forum, which gave students an opportunity to ask questions of Dr. Laguerre about the College budget.

--the ASSC held its all-day retreat on September 12 on parliamentary procedures, Roberts Rules of Order, shared governance, and the Brown Act.

--the students are currently hosting their fall Solano Daze (September 21-25).

--a student representative attended a recent Statewide Student Senate Region II meeting.

(b) Academic Senate

Dr. Jeff Lamb, Academic Senate President, reported that:

--new Senators have been welcomed for the fall semester, and they are: LaNae Jaimez, Karen Wanek, Matt Borchert, and Richard Kleeberg. Thanks were extended to those Senators who formerly occupied their seats: Ferdinanda Florence, Deborah Kalish, John Nagle, Michael Goodwin, and Thom Watkins.

--Ms. Connie Adams has been welcomed as the new substitute Administrative Assistant in the Senate Office.

--at the direction of the Senate, he met with Dr. Laguerre to discuss the eminent executive level reorganization plan. Dr. Lamb suggested that Dr. Laguerre follow the form for change that the College has embraced in the Integrated Planning Process (IPP)—the Strategic Proposal Form, as the vehicle through which he discusses this change.

--Dr. Laguerre has been visiting with the Senators during the first part of their regular meeting bringing forward important issues; allowing direct access to the Superintendent/President.

--the Election Committee is moving forward with the established election timelines.
--an Accreditation Committee of the Senate is being set up to keep the issues of accreditation on the front burner modeled through the IPP.
--Dr. Waits gave a report from her area, including a student discipline report, Academic Council procedures, revisions to Policies and Procedures 5300 (Student Conduct and Discipline), and some recommended friendly updates to the Senate's Academic Integrity Policy.
--task forces have been established to address Senate goals for the year.
--he spoke with Sandy Rotenberg, Distance Education Coordinator; and Dr. Rennee Moore, Distance Education Committee Chair, relative to the request that came from the Board about students enrolled in online programs outside of our boundaries, and in particular students in the military. Dr. Lamb agreed to research what procedures are in place for our military studying abroad. The debate begins most recently with changes in Title 5 language that manifests the fact that the quality and content of online and face-to-face instruction should be the same regular effective contact. The bottom line indicates if any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the District's adopted course approval procedures. Dr. Moore stated that administering an in-person final is optional. In addition, faculty regularly make arrangements for students that have extraordinary circumstances that prevent them from attending the final exam.

Dr. Lamb shared with the Board information on a paper entitled, Ensuring the Appropriate Use of Educational Technology: An Update for Local Academic Senates (adopted Spring 2008). Dr. Lamb will make this information available to the Board by providing the appropriate link for use by the Board of Trustees to Judy Spencer.

A full and complete Academic Senate report to the Board is available on the Academic Senate blog at www.sccsenate.blogspot.com.

(c) Shared Governance Council

Jay Field, Vice President of Technology and Learning Resources, reported that:

--the Shared Governance Council met September 16 and earlier today to discuss Draft 1 and Draft 2 of the Accreditation Follow-Up Report. The meetings were constructive, with committee members working collegially and interactively. Both meetings were very productive. Draft 2 is being presented to the Board for information tonight.

(d) Superintendent

Superintendent/President Laguerre recognized and welcomed Ms. Krysta Morlan, one of our students, to her second Board meeting.

- *Accreditation Status Update*

There was no report on accreditation status update.

- ***Banner Update***

Dr. Don Mourton, Banner Recovery Consultant, shared with the Board of Trustees a Banner Recovery Plan (BRP) Update, and as noted, in a slightly different format, i.e., task status as to completion, in process, or rescheduled. Dr. Mourton reported that we are still doing remedial work, which is taking more time. We have to make a major upgrade in terms of Banner 8.x and that is also taking time. The rescheduled items are not essential to the day-to-day operations, and most of the “in process” items are close to being signed off.

A Trustee asked if December 30 is still the anticipated date of completion of the Banner Recovery Project. Superintendent/President Laguerre responded that we are making progress and that we expect to accomplish all but the rescheduled items as noted in Dr. Mourton’s report. If Banner does not work, we are in trouble, and our College will not be able to function. We appreciate the accountability by the Board.

A copy of the full and complete presentation is available for review in the Office of the Superintendent/President and in the Office of the Vice President of Technology and Learning Resources.

- ***Board Goals***

Superintendent/President Jowel Laguerre gave a PowerPoint presentation on the Board and Superintendent/President’s Governance Goals for 2009-10. At the recent Board Retreat held August 10, 2009, the Trustees identified goals for the Board and Superintendent/President. It was noted how both sets of goals support one another. This information will return to the Board for approval at the next Board meeting. The Superintendent/President will share these goals with the College community and provide regular progress reports to the Board.

A copy of the full and complete PowerPoint presentation is available for review in the Office of the Superintendent/President.

- ***Measure G Bond Program Update***

There was no Measure G Bond Program Update. There will be a Board Study Session on prioritization of the remaining Measure G Projects prior to the October 21, 2009, Board meeting.

- ***Superintendent/President Update***

Superintendent/President Laguerre reported that we received an inquiry from staff members of the Legislative Bureau from the State of California regarding a tour of our facilities. We will host a visit from the state on October 13, 2009, beginning at 8:00 a.m., with a tour of the Vacaville Center; a visit with administrators, faculty and staff on the main campus, which will include a tour of the theater building, ending with a tour of the Vallejo Center. Board members are invited and more information will be provided when it becomes available.

Due to our focus being primarily on closing the books and the 2009-10 District budgets, there will not be a 60-day follow-up on the 2007-08 audit findings until the October 7, 2009, Board meeting.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

(a) Minutes for the Meeting of September 2, 2009

(b) Donation

Human Resources

(c) Employment – 2009-10; Gratuitous Service; Resignation

Administrative and Business Services

(d) Warrant Listings

(e) Change Order No. 6 to Roebbelen Contracting, Inc., Construction of the Vacaville Campus – New Classroom Building

Board President Young stated the following specific correction was made to the September 2, 2009, Minutes: Page 5, line 2, adding *Trustees from Vallejo expressed their concerns over issues surrounding the landscape at the Vallejo Center.*

Board President Young requested the removal of Item 7.(c), Consent Calendar – Human Resources, page 2.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the Consent Agenda as corrected and with the removal of Item 7.(c). The motion carried. Trustee McCaffrey voted no.

8. ITEMS REMOVED FROM CONSENT AGENDA

Board President Young requested clarification on the change in assignment from Assistant Registrar to Director of Admissions and Records if the District is in violation of Title 5, the California Education Code, and/or Board Policy. Dr. Trudy Largent, Interim Director of Human Resources, responded that we are not in violation because Title 5 requires a District to conduct an open and full recruitment for new positions to attract all qualified candidates inside and outside the District. The exception under Title 5, and the District qualifies under that exception, involves reorganization within the District, which the Board approved August 19, 2009. The reorganization involved several positions being eliminated and additional duties assigned to existing positions. Those positions eliminated included the Dean of Financial Aid and Special Services, the Dean of Admissions and Records, and the Assistant Registrar. The Board also approved the new classification of Director of Admissions and Records. As long as the District

does not increase its overall net number of employees, the District is not required to hold an open and full recruitment.

Dr. Laguerre responded to Board President Young's concern of approving appointments and assignments after the fact. The Superintendent/President's Cabinet (SPC) continues to be concerned as well and is working to improve and use due diligence to be sure requests to approve "after the fact" occur only on the rare occasion. When it happens, it should be an emergency situation, and Dr. Laguerre commented that an explanation will be provided to the Board indicating why the request is coming to the Board late.

The third concern expressed by Board President Young was the issue of overtime being paid; yet it was her understanding there was no overtime allowed due to the cost recovery plan put in place by Special Trustee Tom Henry. Special Trustee Henry responded by stating that specific recommendation pertained to the 2008-09 fiscal year to preserve cash and was not a recommendation for 2009-10. With that said, the SPC understands whenever possible overtime is to be pre-approved.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve Item 7.(c), which was pulled from the Consent Agenda, as presented. The motion carried unanimously.

9. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Human Resources

(a) District Contract with Health Benefits Consultant for 2009-10

Board President Young recognized Mr. Tom Grube, CTA President, who requested to comment on the District Contract with Health Benefits Consultant for 2009-10. A full and complete reporting of comments made by CTA President Tom Grube is available on the Solano College Web site at www.solano.edu (Governing Board – Minutes – September 23, 2009 – **Appendix A**).

Dr. Trudy Largent, Interim Director of Human Resources, presented the District contract with Health Benefits Consultant for 2009-10, Rich Consultants, Inc., Consulting Agreement. The purpose of this agreement is to provide advice and assistance to the College with the District employee's health benefits plans. The personal services contract is for a total amount not to exceed \$25,000, at an hourly rate of \$200, and is in effect for the period July 1, 2009 through June 30, 2010.

Board discussion involved around setting a hard cap as requested by Mr. Grube, even though the letter stated the full amount will be exceeded, and if a request for an RFP had been considered. A firm commitment not to exceed the \$25,000 was the overall expectation by the Board of Trustees. Superintendent/President clarified this is not a consultant for Dr. Trudy Largent—not someone we have hired to help us make HR more efficient, but a contract we have had for many years that does specific work for the department.

Special Trustee Henry stated he believes the consultant is saying in the contract the cap is \$25,000 and is stating it won't exceed this amount; however, he is suggesting the hours to deliver the product is going to exceed the cap for him, not for the District.

Moved by Trustee McCaffrey to set a hard cap of \$25,000 on the contract, and three months prior to the expiration of the contract to send out a request for RFPs if we continue to use this type of consultant. Motion failed due to lack of a second.

Interim Director Largent recommended that three months would not be a sufficient amount of time. She stated it is not unique that a District has a consultant and the third party is very helpful in negotiating contracts with the unions. Mr. Rich did not exceed his contract amounts in the past. My job is to look at his performance records, and he did a lot of good work with the District as far as reducing our health care rates.

Moved by Trustee McCaffrey to set a hard cap of \$25,000 on the contract, and six months prior to the expiration of the contract to send out a request for RFPs if we continue to use this type of consultant. Motion failed due to lack of a second.

Moved by Trustee Chapman and seconded by Vice President Honeychurch for approval of the District Contract with Health Benefits Consultant for 2009-10, for a total amount not to exceed a hard cap of \$25,000, at an hourly rate of \$200, effective July 1, 2009 through June 30, 2010, as presented. The motion carried unanimously.

A trustee asked the Superintendent/President to recognize the sentiment of the Board to look at other individuals in the field and to communicate this fact to Mr. Rich.

Technology and Learning Resources

(b) Data Center Consulting Services

Vice President Jay Field, Technology and Learning Resources, presented the Data Center Consulting Services proposal requesting that PlanNet Consulting conduct an assessment of the Districts' existing data center facilities and to provide recommendations for improving disaster recovery and business continuity, including backup power and a possible alternate data center site at Vacaville. This project is to be funded through Measure G as part of the remodel of Building 100.

Moved by Vice President Honeychurch and seconded by Trustee Thurston for approval of the Data Center Consulting Services as presented. The motion carried with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Lillian M. Nelson concurred.

AYES: Trustee Thurston, Trustee Keith, Trustee Chapman, Vice President Honeychurch, and Board President Young

NOES: Trustee Claffey and Trustee McCaffrey

ABSENT: None

10. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Revised Class Specifications for Position in the Administrative Leadership—Director of Fiscal Services

Dr. Trudy Largent, Interim Director of Human Resources, presented the new class specifications for position in the Administrative Leadership Group—Director of Fiscal Services.

Board discussion centered on concerns relative to an educational requirement vs. experience equivalent, together with this position requiring a CPA license. Special Trustee Henry was asked to comment on this concern. Mr. Henry stated he has weighed in aggressively on this job description, as well as that of the Vice President of Administrative and Business Services, and there is in the state a human resource crisis. There are more positions than qualified and skilled individuals available to take these positions. When an institution is on sanctions with ACCJC, it adds to the complexity relative to recruitment. It is my recommendation that the Board not restrict themselves by requiring the CPA license, but to broaden the pool. It doesn't disqualify these individuals from applying. For this position, Mr. Henry stated that he believes the Board would narrow the pool significantly if the minimum qualifications were changed. We are not in a good position to discriminate in this category. It is not realistic in terms of salary and the current condition of the District.

This item will return to the Board for approval at the October 7, 2009, meeting

(b) New Class Specifications for a Position in the CSEA, Chapter #211 Bargaining Unit—Bond Accountant (Contingent Upon Measure G Funding)

Dr. Laguerre stated this is a position contingent upon Measure G funding. Knowing that we are going to look at Measure G Bond project prioritizations in the near future, Dr. Laguerre suggested that the Board delay acting on this job description until it is determined how much money will be left. Dr. Laguerre stated, in his opinion, he doesn't think it serves us well to have a job description if we aren't going to advertise.

(c) 1000 Series of Board Policies, Policy No. 1070, Board Self-Evaluation (Revised)

Dr. Jowel Laguerre, Superintendent/President, presented the revised 1000 Series of Board Policies, Policy No. 1070—Board Self-Evaluation. At the retreat, the Board discussed revising the Policy. The Shared Governance Council has requested that the results of the self-evaluation be shared in a public meeting, as opposed to the Board Retreat. There was agreement to the recommendation to identify the specific Accreditation Standard as 4.B.1.G.

Dr. Laguerre suggested to the Shared Governance Council that the Board may want to sit down with constituents to hear in a round table discussion feedback relative to the self-evaluation, which would be a different way of communicating.

Trustee McCaffrey left the meeting at 8:50 p.m., due to his commitment with the military.

This Policy will return to the Board for approval at the October 7, 2009, meeting.

(d) 2000 Series of Board Policies, Policy No 2035, Evaluation of Superintendent/President Administrative Procedure (New)

Dr. Jowel Laguerre, Superintendent/President, presented the new 2000 Series of Board Policies, Policy No 2035—Evaluation of Superintendent/President, Administrative Procedure (AP), for informational purposes.

There was agreement to the recommendation to identify the specific Accreditation Standard as 4.B.1.J.

The Shared Governance Council requested an opportunity for the College community to provide feedback on the work of the Superintendent/President after completion of the evaluation.

(e) Public Hearing and Information on the 2009-10 District Budgets

Board President Young recessed the regular meeting and called the public hearing to order at 8:55 p.m. In hearing no comments from members of the public, Board President Young closed the public hearing and reconvened the regular meeting at 8:56 p.m.

Ms. Susan Rinne, Interim Director of Fiscal Services, presented the 2009-10 District budgets for information and discussion. Among the topics discussed was the new state rebenching of FTES and its implications to this year's budget and beyond, implications from legislation to categorical funds, and the latest news on the use of dollars from the American Recovery and Reinvestment Act (ARRA). The proposed budget contained the District's response to these revenue reductions and reflected changes made within the categorical programs budgets.

A copy of the full and complete PowerPoint presentation is available for review in the Office of the Superintendent/President in the Office of Fiscal Services.

A trustee asked if there is a plan to eliminate the deficit of \$853,603 for this budget. Ideas shared with FaBPAC and the SGC are: possibly increasing the contribution from the enterprise funds, looking at legal fees, having furloughs (negotiable item); voluntary deductions from employees, etc. Prior to the rebenching from the state we had a balanced budget.

Superintendent/President Laguerre shared the Board's concern about the fund balance, and in speaking with the College community we need to make efforts to increase the balance and will share the ideas we are looking at on October 7 when this item returns for approval. We are mindful that next year is going to be worse than this year. Once we get the support of the Board of what we need to do, we will move full speed into 2010-11. We do not have a strategy for the reductions in 2010-2011; it would not be prudent for us at this point in time to make decisions without knowing where the state is going. We are watching what is going on in Sacramento and we are mindful and always thinking of what we will do if something else hits us.

Special Trustee Henry stated the state crisis has impacted all institutions (including K-12). Most institutions are focusing on their current budgets. Some institutions cannot even create a balanced budget. It is easy to get anxious and frustrated and wonder about the future. When I initially came to Solano College, the College was struggling with a \$1.2 million structural

deficit. If it weren't for the most recent state cuts, we would be looking at a balanced budget and that is remarkable. The College has done good work. You have provided strong leadership; but there is much more to do. In reality we are trying to survive this year and must continue our hard work. We must address more revenue with less expenditures.

Special Trustee Henry was asked to address the 5% reserve. There will be occasions when institutions go below their state reserve, he said. The key is, "Can you re-establish the fund at critical budget report times?" It is not expected by anyone to maintain the reserve. As long as you have assurances, and we do, that at the end of the day we will have the ability to re-establish the reserve for economic certainty, then that is sufficient. The question was asked, "Once the budget is adopted, what are the procedures to re-establish?" Special Trustee Henry stated that it is a continuum. That is my primary charge and I will adhere to that.

The Board adoption date of the budget is scheduled for the October 7, 2009, Board meeting.

(f) Accreditation Follow-Up Report

Dr. Robin L. Steinback, Vice President of Academic Affairs, and Accreditation Liaison Officer, presented the draft Accreditation Follow-Up Report, which is due to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC) on October 15, 2009. The report demonstrated the College's progress in resolving the recommendations and concerns brought forward by the ACCJC on the six general recommendations identified by the ACCJC and progress toward accomplishing the eligibility requirements (5.) – Administrative Capacity, and (18.) – Financial Accountability.

Dr. Steinback reported that students, administration, faculty, and staff have worked collegially on the draft and have been mindful of the recommendations of the Commission and commentary of the site visitation team last semester.

There was discussion about evidence. The final format will have hyperlinks to the evidence. The Commission has requested that we no longer provide hard copies of the evidence. The method of citing evidence was agreed upon by the committee.

Dr. Steinback responded to a comment on how we are citing documentation. We are working on a uniform way of citing documentation, i.e., how we file our minutes, document our agendas, etc. While we produced a writing style and evidence guide for this report, the information came in from the committees differently. Our report writer asked if this draft should be cleaned up more. Because this is a draft, and given the calendar timeline, the focus of the draft for the Board was to be on its content.

A trustee commented that there appears to be too many abbreviations and acronyms in the draft. Dr. Steinback agreed to the suggestion to provide a table of contents identifying the abbreviations.

A trustee thought Recommendation 8 should reflect more accomplishments by the Board and will share her thoughts with the Board President.

The comment was made that Dr. Laguerre met with campus groups before coming on board. It was noted that he also met with the Governing Board (see draft page 4—leadership, before July 3). On page 30, Board Public Actions, please insert the letter received from Dr. Pam Fisher commending the Board on their relationships and how they have grown. The letter should be entered as evidence.

A typo was identified on page 3, i.e., room full should be two words.

Special Trustee Henry stated that he looked at the draft very carefully, and this report is pretty consistent with the protocol in place in terms of evidence statements. When you are a reader on a team, they must compare two documents and then locate evidence. The institution's responsibility is to make this information available. It isn't easy reading for the average reader, but should be easy reading for the team. Special Trustee Henry commented that he has shared some edit changes with Dr. Steinback, and stated it is a good draft report and will be strengthened over the next few weeks before submission.

Board President Young commended the team for their hard work on this draft.

11. ANNOUNCEMENTS

Trustee Thurston made the statement that she agreed with Trustee Chapman, who commented earlier, that we might want to think in terms of developing a procedure for contracts being consistent, especially in terms of mileage, etc.

12. ITEMS FROM THE BOARD

Trustee Chapman announced that she toured the campus at Vallejo with a thorough introduction to the area.

Board President Young reported that she attended the following community and College events:

September 2009

04 – Attended the Vallejo Center Expansion Advisory Committee meeting, which was held at the Vallejo Center, together with Trustees Thurston, Keith, and Dr. Laguerre.

07 – Attended the Napa-Solano Central Labor Council Labor Day Breakfast and Political Kickoff, which was held in Benicia, California.

17 – Attended the North Vallejo Collaborative Meeting, which was held at Elsa Widenmann Elementary School.

20—Attended the United Democrats of Southern Solano County 27th Annual bar-b-que fundraiser, which was held in Vallejo.

23—Toured Building 1400 prior to the meeting, together with Student Trustee Nelson, Trustees Keith and Thurston, and thanked the tour guides.

13. CLOSED SESSION

Board President Young announced that the Board would be holding Conference with Real Property Negotiators on property located at 201 Auto Mall Parkway, Vallejo, California. Board President Young and announced if there are any public comments to be made on this Closed Session item that they would be heard at this time.

There were no comments from the public. Board President Young recessed the regular meeting at 9:50 p.m.

- (a) Conference with Labor Negotiator
Agency Negotiator: Trudy Largent, J.D.
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Conference with Real Property Negotiator
Property: 201 Auto Mall Parkway, Vallejo, California
Negotiating Party: Jowel C. Laguerre, Ph.D.
Negotiating Parties: Solano Community College District and Ford Credit Company
Under Negotiation: Price and Terms of Payment
- (c) Public Employee Discipline/Dismissal/Release
(No additional information required.)

Board President Young called the Closed Session to order at 10:00 p.m.

14. RECONVENE REGULAR MEETING

Board President Young reconvened the regular meeting at 10:39 p.m.

15. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Young reported that conference was held with Labor Negotiator, CCA/CTA/NEA, CSEA, Operating Engineers—Local 39; conference was held with Real Property Negotiators, and that Public Employee Discipline/Dismissal/Release was discussed, and no action was taken.

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:40 p.m.

JCL:js

BOARD MINUTES.09.23.09.FINAL

A. MARIE YOUNG
BOARD PRESIDENT

APPROVED _____
JOWEL C. LAGUERRE, Ph.D.
SECRETARY