

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RONALD REAGAN BOARD OF TRUSTEES ROOM-RM 145
HEALTH SCIENCES/DISTRICT OFFICES BLDG., SADDLEBACK COLLEGE**

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
October 29, 2018**

PRESENT

Members of the Board of Trustees:

Timothy Jemal, President
Marcia Milchiker, Vice President
T.J. Prendergast, III, Clerk
Barbara J. Jay, Member
David B. Lang, Member
Terri Whitt, Member
James R. Wright, Member
Evelyn Hoang, Student Member

Administrative Officers:

Kathleen F. Burke, Chancellor
Robert Bramucci, Vice Chancellor, Technology and Learning Services
Ann-Marie Gabel, Vice Chancellor, Business Services
Cindy Vyskocil, Vice Chancellor, Human Resources
Jim Buysse, Interim President Saddleback College
Glenn Roquemore, President Irvine Valley College

CALL TO ORDER: 4:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

Members of the public may address the Board on items listed to be discussed in closed session. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. Speakers are limited to two minutes each.

One public comment was heard in regards to a student matter listed on the closed session agenda.

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 **Consideration of Action on Student Matters Pursuant to Education Code Section 72122: (1) student expulsion; (2) student petition to Board of Trustees**
- 1.4 **Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).) (3 matters)**
 - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).) (3 matters)
- 1.5 **Conference with Labor Negotiators (Government Code Section 54957.6)**
 - A. Faculty Association (FA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
 - B. Classified School Employees Association (CSEA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
 - C. Police Officers Association (POA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
- 1.6 **Conference with Real Property Negotiators (GC Section 54956.8)**
 - A. Lease of Real Property:
Agency Designated Negotiator: South Orange County Community College District – Ann-Marie Gabel, CPA, Vice Chancellor, Business Services (Seller)
Lease of Property by District: Approximately 24.4 acres of real property located at 1600, 1610, 1620 and 1630 Valencia Avenue and 1602 and 1606 Victory Road, Tustin, CA 92782 (Property) also known as the Advanced Technology & Education Park (ATEP Site).
Negotiating Parties: Prospective lessees, including warehouse and distribution businesses, private educational agencies, and health care industries.
Under Negotiation: Instructions to designated negotiators will concern price and terms of payment for the ground lease of the identified Property.
- 1.7 **Conference with Legal Counsel (Government Code Section 54956.9)**
 - A. Anticipated Litigation (Government Code Section 54956.9(d)(2),(1)(e)) (1 potential case)
 - B. Anticipated Litigation (Government Code Section 54956.9(d)(2) or (3).) (2 potential cases)
- 1.8 **Consideration of Action on Student Matters Pursuant to Education Code Section 72122**

- A. Student Expulsion
- B. Student Petition to Board of Trustees

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

No actions taken in closed session.

2.2 Invocation Led by Trustee James Wright

2.3 Pledge of Allegiance Led by Trustee Barbara Jay

2.4 Public Comments Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. Speakers are limited to up to two minutes each.

One public comment regarding faculty agreement and college foundations.

3.0 REPORTS

3.1 Oral Reports: Speakers are limited to up to two minutes each.

A. Board Reports

B. Chancellor's Report (Written Report included)

Written Report

C. College Presidents' Reports (Written Reports included)

Saddleback College Written Report
Irvine Valley College Written Report

- D. Associated Student Government Reports (Written Report included)

[ASIVC Written Report](#)

- E. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

None

5.0 CONSENT CALENDAR ITEMS

- 5.1 SOCCCD: Board of Trustees Meeting Minutes.
Approve minutes of a Regular Meeting held on September 24, 2018 and Special Meeting held on September 29, 2018.

On a motion made by Trustee Prendergast and seconded by Trustee Wright, the consent calendar was approved on a 7-0 vote.

[Item 5.1](#)
[Exhibits A-B](#)

- 5.2 Irvine Valley College: Curriculum Revisions for the 2019-2020 Academic Year.
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2019-2020 academic year, pursuant to Title 5, Section 53200 et seq.

[Item 5.2](#)
[Exhibit A](#)

- 5.3 SOCCCD: Irvine Valley College Professional Services Agreement for Interpreting Services, Amendment No. 02, Goodwill Industries of Orange County.
Approve Amendment No. 02 with Goodwill Industries of Orange County for providing interpreting services for hearing impaired students of Irvine Valley College for \$200,000 effective July 1, 2018 to June 30, 2019.

[Item 5.3](#)
[Exhibits A-C](#)

- 5.4 SOCCCD: Grant Award from the California Community College Chancellor's Office to Irvine Valley College, Veterans Resource Center Grant Program.
Approve the award from the California Community Colleges Chancellor's Office for the Veterans Resource Center Grant Program for \$200,000 effective October 1, 2018 through December 31, 2021.

[Item 5.4](#)

[Exhibits A-C](#)

- 5.5 Saddleback College and Irvine Valley College: Speakers.
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.

[Item 5.5](#)
[Exhibit A](#)

- 5.6 Saddleback College: Revised Curriculum for the 2018-19 and 2019-20 Academic Years.
Approve the proposed curriculum changes for the 2018-19 and 2019-20 academic years at Saddleback College.

[Item 5.6](#)
[Exhibits A-C](#)

- 5.7 SOCCCD: Saddleback College Educational Services Agreement for Community Education Before and After School Experience, Amendment No. 01, wikiTHINK.
Approve Amendment No. 01 with wikiTHINK to provide Community Education programs for a total amount not to exceed \$110,000 for services provided from July 1, 2018 through June 30, 2020.

[Item 5.7](#)
[Exhibits A-B](#)

- 5.8 SOCCCD: Saddleback College Educational Services Agreement for Community Education, Amendment No. 01, Good Times Travel.
Approve Amendment No. 01 with Good Times Travel to provide Community Education programs at an amount not to exceed \$160,000 for services provided from July 1, 2018 through June 30, 2019.

[Item 5.8](#)
[Exhibits A-B](#)

- 5.9 SOCCCD: Student Out of State Travel.
Approve the college student out of state travel for the participants, date, location and costs.

[Item 5.9](#)
[Exhibit A](#)

- 5.10 SOCCCD: Declare Miscellaneous Furniture and Equipment as Surplus.
Approve the sale or disposal of surplus property and authorize the Executive Director of Procurement, Central Services and Risk Management to hire a private auction firm to conduct the auction, and/or donate, recycle or dispose of items.

[Item 5.10](#)
[Exhibit A](#)

- 5.11 SOCCCD: Trustees' Requests for Attending Conferences.
Approve trustees' requests for attending conference(s).

[Item 5.11](#)
[Exhibits A-C](#)

- 5.12 SOCCCD: Budget Amendment: Adopt Resolution No.18-27 to Amend
FY 2018-2019 Adopted Budget.
Adopt Resolution No. 18-27 to amend the budget as listed.

[Item 5.12](#)
[Exhibit A](#)

- 5.13 SOCCCD: Transfer of Budget Appropriations.
Ratify the transfer of budget appropriations as listed.

[Item 5.13](#)
[Exhibit A](#)

- 5.14 SOCCCD: Change Orders/ Amendments.
Ratify the change orders and amendments as listed.

[Item 5.14](#)
[Exhibit A](#)

- 5.15 SOCCCD: Purchase Orders and Checks.
Ratify the purchase orders and checks as listed.

[Item 5.15](#)
[Exhibits A-C](#)

- 5.16 SOCCCD: Contracts.
Ratify contracts as listed.

[Item 5.16](#)
[Exhibits A-B](#)

6.0 GENERAL ACTION ITEMS

- [6.1](#) [SOCCCD: Board of Trustees Board Policy Subcommittee.](#)
[Approve and establish a Board Policy Subcommittee consisting of three](#)
[board members to review and propose board policies.](#)

[Item 6.1](#)

On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was tabled on a 7 - 0 vote.

- [6.2](#) [SOCCCD: Board of Trustees Goals 2018-2019.](#)
[Approve proposed goals for the period commencing July 2018 through](#)
[December 2019.](#)

Item 6.2

On a motion made by Trustee Milchiker and seconded by Trustee Jay, this item was amended. The percentage in Goal #2 was changed from 10% to 8%. The item was approved on a 6-0 vote with Trustee Lang abstaining.

- 6.3 [SOCCCD: Irvine Valley College Barranca Entrance Project, Adopt Resolution No. 18-29, Authorization of Acquisition of a Landscape Easement, Southern California Edison.](#)
[Adopt Resolution No. 18-29 to authorize acquisition of a landscape easement, from Southern California Edison for the Irvine Valley College Barranca Entrance project.](#)

Item 6.3 Exhibit A

On a motion made by Trustee Jay and seconded by Trustee Milchiker, this item was approved on a 7 - 0 vote.

- 6.4 [SOCCCD: Irvine Valley College Barranca Entrance, Grant of Easement, and Purchase and Sale Agreement, Southern California Edison.](#)
[Approve the Grant of Easement and the Purchase and Sale agreement with Southern California Edison for the Irvine Valley College Barranca Entrance project, for a contract value of \\$7,200, and authorize the Chancellor and/or designee to make necessary changes to fully execute completion of the transactions.](#)

Item 6.4 Exhibits A-B

On a motion made by Trustee Jay and seconded by Trustee Wright, this item was approved on a 7 - 0 vote.

- 6.5 [SOCCCD: Grant Award from the California Community College Chancellor's Office to Irvine Valley College, Awards for Innovation in Higher Education.](#)
[Approve the award from the California Community Colleges Chancellor's Office for the Awards for Innovation in Higher Education grant for \\$2,000,000 and authorize the Vice Chancellor of Business Services to enter into this agreement.](#)

Item 6.5 Exhibits A-C

On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was approved on a 7 - 0 vote.

- 6.6 [SOCCCD: Saddleback College Community Education License to Use Agreement, FLS International Intensive English Program.](#)

Ratify the License to Use Agreement between Saddleback College and FLS International at a rental rate of \$10,243 per month and approve the final renewal option to extend the term for an additional one (1) year from June 20, 2018 through June 19, 2019.

Item 6.6
Exhibits A-B

On a motion made by Trustee Jay and seconded by Trustee Whitt, this item was approved on a 7 - 0 vote.

- 6.7 SOCCCD: Saddleback College Public Relations/Advertising Consulting Services for Orange County Regional Strong Workforce Program, Amendment No. 02, Interact Communications, Inc.
Approve Interact Communications, Inc. Amendment No. 02 for Saddleback College Public Relations/Advertising Consulting Services for Orange County Strong Workforce Program in the amount of \$1,000,000 for a new contract value not to exceed \$2,190,500 and exercise the option to extend the term for an additional one year from January 1, 2019 through December 31, 2019.

Item 6.7
Exhibits A-C

On a motion made by Trustee Jay and seconded by Trustee Whitt, this item was approved on a 7 - 0 vote.

- 6.8 Saddleback College: Access Control Project, Construction Management Services, Bernards.
Approve the Bernards agreement for Construction Management Services, for the Saddleback College Access Control project, for a not to exceed amount of \$399,968, for the period covering November 1, 2018 through December 31, 2019.

Item 6.8
Exhibits A-B

On a motion made by Trustee Wright and seconded by Trustee Jay, this item was approved on a 6 - 1 vote with Trustee Lang casting a negative vote.

- 6.9 SOCCCD: Travel Contract for Study Abroad Program to Oxford, England for Saddleback College Students, American Institute for Foreign Study.
Approve the Saddleback College Study Abroad Program to Oxford, England, for March 14, 2019 to May 17, 2019, and authorize the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements.

Item 6.9
Exhibits A-E

On a motion made by Trustee Wright and seconded by Trustee Whitt, this item was approved on a 7 - 0 vote.

- 6.10 [SOCCCD: Award of Contract for Consultancy Services for the Development of District and Colleges' Education Master and Strategic Plans, MIG, Inc.](#)
[Approve the award of contract to MIG, Inc. to provide Consultancy Services for the Development of District and Colleges' Education Master and Strategic Plans for a cost not to exceed \\$234,675 for a contract period of November 1, 2018 through December 31, 2019.](#)

[Item 6.10](#)
[Exhibits A-B](#)

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a 6 - 1 vote with Trustee Whitt casting a negative vote.

- 6.11 [SOCCCD: ReNew Apartments, Amendment No. 1 to the Amended and Restated Ground Lease, FPA4 Promenade, LLC.](#)
[Approve Amendment No. 1 to Amended and Restated Ground Lease and approve a motion to authorize the execution by the Chancellor and/or the Vice Chancellor of Business Services of Amendment No. 1 and any other documents necessary to carry out the terms thereof.](#)

[Item 6.11](#)
[Exhibit A](#)

On a motion made by Trustee Prendergast and seconded by Trustee Jay, this item was approved on a 7 - 0 vote.

- 6.12 [SOCCCD: Advanced Technology and Education Park – Temporary Fencing Project, Award of Bid No. 25, Amtek Construction.](#)
[Approve award of Bid No. 25, ATEP Temporary Fencing project and approve the agreement with Amtek Construction, in the amount of \\$783,333.](#)

[Item 6.12](#)
[Exhibits A-B](#)

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a 7 - 0 vote.

- 6.13 [SOCCCD: Adopt Resolution No. 18-26, Authorizing Crestron Audio Visual Equipment as the Single Source Standard for Procurement District-wide.](#)
[Adopt Resolution No. 18-26 authorizing Crestron audio visual equipment as the single source standard for procurement district-wide.](#)

[Item 6.13](#)

Exhibit A

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 7 - 0 vote.

- 6.14 [SOCCCD: Adopt Resolution No. 18-28, Authorizing the Purchase of Audio Visual Equipment through the Los Angeles Community College District Master Agreement 40366 with Golden Star Technology Inc. dba GST.](#)
[Adopt Resolution No. 18-28, authorizing the purchase of audio visual equipment through the Los Angeles Community College District Master Agreement 40366 with Golden Star Technology Inc. dba GST with an active term through November 1, 2021.](#)

Item 6.14 Exhibit A

On a motion made by Trustee Wright and seconded by Trustee Jay, this item was approved on a 7 - 0 vote.

- 6.15 [SOCCCD: Board Policy Revision: BP-100 The South Orange County Community College District, BP-104 Student Member of the Board of Trustees, BP-128 Board Agendas, BP-130 Public Participation at Board Meetings, BP-164 Board Member Compensation, BP-166 Health Benefits - Board Members, BP-4075 Health and Welfare Benefits for Former Board of Trustees, BP-168 Board Member Travel, BP-170 Board Member Absence from the State, BP-3001 Delegation of Authority, BP-3004 Public Records, BP-3005 Designation of Authorized Signatures, BP-3200 Purchasing, Contracts and Bids, BP-3220 Institutional Membership in Organizations, BP-3510 Lost Money or Property, BP-3605 Employee Travel Program, BP-4001 Institutional Code of Ethics, BP-4040 Institutional Code of Conduct, BP-4078 Industrial Accident or Illness Leave, BP-5510 Student Accident Insurance, BP-6100 Curriculum.](#)
[Approve the board policies as listed.](#)

Item 6.15 Exhibits A-U

On a motion made by Trustee Milchiker and seconded by Trustee Jay, this item was approved on a 7 - 0 vote.

- 6.16 [SOCCCD: Board Policy Revision: BP-134 Decorum, BP- 154 Conflict of Interest, BP-158 Political Activity, BP-1600 Public Communications, BP-2100 Delegation of Authority to the Chancellor, BP-3002 Audits, BP-3003 Fiduciary Responsibilities and Ethics, BP-3115 Conflict of Interest, BP-3207 Drivers for District-Sponsored Activities, BP-3450 Traffic and Parking Regulations, BP-3500 Claims Against the District, BP-4000.9 Conflict of Interest, BP-4009 Drivers for College-Sponsored Activities,](#)

[BP-4211 Retirement Benefits for Administrators and Classified Management Personnel, BP-5619 Advanced Placement Examination Program.](#)

[Accept for review and study the board policies as listed.](#)

[Item 6.16](#)
[Exhibits A-O](#)

On a motion made by Trustee Wright and seconded by Trustee Jay, this item was accepted for review and study on a 7 - 0 vote.

- [6.17](#) [SOCCCD: Academic Employee and Classified Administrator Personnel Actions – Regular Items.](#)
[Ratify new personnel appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking, Approval for Revision to Job Description, Approval of Contract of Employment for Dean, Approval of Contract for Assistant Dean, Resignation/Retirement/Conclusion of Employment.](#)

[Item 6.17](#)
[Exhibits A-C](#)

Vice Chancellor Vyskocil requested to remove the employment contract for Dean Harris-Caldwell in order to revise and submit on the November agenda.

On a motion made by Trustee Lang and seconded by Trustee Milchiker, this item was approved on a 7 - 0 vote.

- [6.18](#) [SOCCCD: Academic 2019 – 2020 Tenure Track Hiring Authorization.](#)
[Ratify the college faculty hiring lists as shown in Exhibit A and B for the 2019-2020 academic year.](#)

[Item 6.18](#)
[Exhibits A-B](#)

On a motion made by Trustee Wright and seconded by Trustee Jay, this item was approved on a 7 - 0 vote.

- [6.19](#) [SOCCCD: Faculty Conversion to Canvas One-Time Stipends.](#)
[Ratify Academic Employee Personnel Actions.](#)

[Item 6.19](#)
[Exhibit A](#)

On a motion made by Trustee Prendergast and seconded by Trustee Jay, this item was approved on a 6 - 1 vote with Trustee Lang casting a negative vote.

- [6.20](#) [SOCCCD: Classified Personnel Actions – Regular Items.](#)
[Ratify New Personnel Appointments, Authorization to Establish and Announce \(A\) Classified Position\(s\), Authorization to Increase/Decrease](#)

[Hours Per Week and/or Months per Year on Classified Positions, Change of Status, Classified Bilingual Stipend, Additional Compensation, Out of Class Assignments for Positions that are Vacant During Recruitment for Permanent Appointments, Out of Class Assignments for Positions that are Temporarily Available Due to Leaves of Absence, Etc., Resignation/Retirement/ Conclusion of Employment.](#)

[Item 6.20](#)
[Exhibit A](#)

On a motion made by Trustee Wright and seconded by Trustee Whitt, this item was approved on a 7 - 0 vote.

- [6.21](#) [SOCCCD: Non-Bargaining Unit Personnel Action – Regular Items. Ratify Non-Bargaining Unit Employee Personnel Actions, Authorization to Revise the Classified Temporary Non-Bargaining Unit Salary Schedule, Volunteers.](#)

[Item 6.21](#)
[Exhibits A-B](#)

On a motion made by Trustee Wright and seconded by Trustee Whitt, this item was approved on a 7 - 0 vote.

- [6.22](#) [SOCCCD: Recess to Public Hearing - District Initial Proposal for Article 2 to the California School Employees Association \(CSEA\) Chapter 586](#)
[The Board will conduct a public hearing to provide an opportunity for the public to comment on the District's initial proposal for Article 2 to SOCCCD California School Employees Association for the purpose of negotiations, pursuant to Government Code Section 3547 \(c\).](#)

[Item 6.22](#)
[Exhibit A](#)

- [6.23](#) [SOCCCD: Final Action in Public Session – Irvine Valley College Student Discipline.](#)
[Pursuant to Education Code section 72122, following consideration in closed session, the Board of Trustees will take final action in public session regarding a recommendation for expulsion of a student.](#)

[Item 6.23](#)

The Board voted to accept the recommendation of a Disciplinary Hearing Panel for expulsion of an Irvine Valley College student pursuant to Board Policy and Administrative Regulation 5401, and the Board hereby expelled the student, effective immediately, and directed the Chancellor or designee to notify the student of the Board action.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 7 - 0 vote.

- [6.24](#) [SOCCCD: Final Action in Public Session – Saddleback College Student Petition.](#)
[Pursuant to Education Code section 72122, following consideration in closed session, the Board of Trustees may take final action in public session regarding a student petition to the Board of Trustees.](#)

[Item 6.24](#)

Following deliberation in closed session, the Board denied the petition of a Saddleback College student for reinstatement to the Saddleback College Associate Degree in Nursing program, and authorized the Board President to sign a written response on behalf of the Board, stating the reason for the Board's action.

On a motion made by Trustee Lang and seconded by Trustee Whitt, this item was approved on a 7 - 0 vote.

- [6.25](#) [SOCCCD: SOCCCD Police Officers Association \(POA\) - Tentative Agreements for Articles 3, 5, 6, 8, 9, and 21.](#)
[Approve the Police Officers Association Tentative Agreements between the District and POA, as ratified by POA in an election concluded October 23, 2018.](#)

[Item 6.25](#)
[Exhibits A-F](#)

On a motion made by Trustee Wright and seconded by Trustee Prendergast, this item was approved on a 7 - 0 vote.

7.0 [REPORTS](#)

- [7.1](#) [SOCCCD: Staff Response to Public Comments from Previous Board Meeting.](#)
[None](#)

[Item 7.1](#)

- [7.2](#) [Saddleback College and Irvine Valley College: Speakers.](#)
[A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.](#)

[Item 7.2](#)
[Exhibit A](#)

- [7.3](#) [SOCCCD: Facilities Plan Status Report.](#)
[Status of current construction projects.](#)

[Item 7.3](#)
[Exhibit A](#)

- [7.4](#) [SOCCCD: Monthly Financial Status Report.](#)

The reports display the adopted budget, revised budget and transactions through September 30, 2018.

Item 7.4
Exhibit A

7.5 SOCCCD: Retiree (OPEB) Trust Fund.
Report for period ending August 31, 2018.

Item 7.5
Exhibit A

7.6 SOCCCD: Quarterly Financial Status Report.
Report for period September 30, 2018.

Item 7.6
Exhibit A

7.7 SOCCCD: Basic Aid.
Report for period ending September 30, 2018.

Item 7.7
Exhibit A

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Vice Chancellor, Technology and Learning Services
- E. Vice Chancellor, Human Resources
- F. Vice Chancellor, Business Services
- G. Irvine Valley College Classified Senate
- H. California School Employees Association
- I. Saddleback College Classified Senate
- J. Police Officers Association

9.0 ADDITIONAL ITEMS

ADJOURNMENT (or continuation of closed session if required): 9:00 P.M.

The meeting was adjourned at 8:10 p.m.

A handwritten signature in blue ink, appearing to read "Kathleen F. Burke". The signature is written in a cursive style with a large initial "K".

Kathleen F. Burke
Secretary, Board of Trustees