

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

November 2, 2015

A. Convening

The three hundred and thirty-sixth regular meeting of the Bristol Community College Board of Trustees was held on Monday, November 2, 2015, in Room D 209 of the Hudnall Administration Building, on the Fall River Campus at 777 Elsbree Street. Chair Joseph Marshall called the meeting to order at 4:04 p.m.

Trustees present: Joseph Marshall, Chair; Jahziel Chase; James Grady, Esq.; Deborah Kenney; Cynthia Rose; Anthony Sapienza; Dr. Ronald Schwartz; Diane Silvia, Vice Chair; Steven Torres, Esq.

Trustees absent: Dr. Patricia Andrade; Max Volterra, Esq., Secretary.

B. Information from the Chair

Chair Joseph Marshall welcomed all to the meeting. Since there was a full agenda for the meeting, he said he would like to begin immediately.

C. Public Comment

Chair Marshall introduced Professor Diana Yohe, MCCC Chapter President, Bristol Community College; and Professor Howard Tinberg, President of the Faculty and Professional Staff Senate, who had requested to address the Board of Trustees at this meeting.

Professor Tinberg said that he has been at BCC for 28 years and has seen many changes since the late 1980's. BCC is a remarkable place. Both full- and part-time faculty and professional staff are committed to the goal of promoting student success. Strategic goals over the years have been right on the money. He has seen changes that concern him and asked if we are able to support students to the best of our abilities. We do tremendous work but do we have the resources to do so? We need to be mindful of the need to assure quality of instruction at all Campuses. It is a noble goal to enhance access; but goals may undermine our purpose. We are supportive of the goals of this campus.

Professor Yohe said that the Board of Trustees represents our community (Fall River, Taunton, Attleboro, and New Bedford). BCC has a very dedicated faculty and professional staff. Our mission is students and students success. Many of us rose up out of poverty. She has been in the community college system since 1978. She said that she loves seeing students blossom and achieve success at BCC, going on to become professionals themselves such as lawyers. There is not enough public funding for higher education. How can we best educate students and move them forward? We have only 128 full-time faculty to 590 part-time faculty; 51 full-time professional staff and 50 part-

time professional staff. Part-time faculty teach the same as full-time faculty but their pay is much less. Our campus/students are incredibly diverse. It is compiled of first-generation college students, high school students, veterans, and returning students. We need resources for what is to be accomplished. We are overworked and exhausted, and are working over contract. Our chapter took a vote to go on Work to Rule. This means we will do just the minimum requirements of our contract and not participate in College events. We have been without a contract since June 30. Non-unit Professionals (NUPs) received a 3.5 percent raise. Community colleges are the lowest paid group in the education system including K-12. We are hoping you (the Board of Trustees) will write a letter to Secretary of Education James Peyser, Commissioner Carlos Santiago, and the Chair of the Board of Higher Education to ask to have the agreement settled. It is very important for funding and getting it funded at the Legislature.

Chair Marshall thanked Professor Tinberg and Professor Yohe for speaking.

D. Commissioner Carlos Santiago

Chair Marshall welcomed Commissioner Carlos Santiago from the Massachusetts Department of Higher Education (DHE). President Sbraga delivered a brief biographical background on the Commissioner. Commissioner Santiago was appointed to the position by Governor Charlie Baker in July 2015. The Commissioner had joined the DHE as the Senior Deputy Commissioner for Academic Affairs in April 2013. Before that, he was Chancellor of the University of Wisconsin-Milwaukee as well as provost and chief operating officer at SUNY-Albany. He holds a Ph.D. in economics and was twice named one of the 100 most influential Hispanics in the United States by *Hispanics Business* magazine. Welcome Commissioner Santiago.

Commissioner Santiago said it was a delight to be with the Board of Trustees on the BCC Campus. The meeting with the faculty forum earlier this afternoon was educational. He had a good meeting with senior staff and their perspectives. We are in the midst of transition: a new governor; new Board; and new administration. He has served as chief academic officer so he has had a head start on key issues. The faculty highlights challenges we face. Under Commissioner Freeland and the Vision Project, there were seven major goals that campuses focused on. There are several goals we focus on now. The first is college access for underserved groups. Traditional age population is decreasing; there are eight years of declining enrollments. Enrollments at community colleges are much more volatile. University of Massachusetts growth is flat; there are fewer students. Seventy-two percent of jobs require a post-secondary education. It is a different landscape than what it was. The majority of students are in the community college system. We now know what we need to focus on. There is good work occurring across campuses. BCC and CONNECT hosted the BHE meeting last week; this was the first time BHE was hosted by a consortium.

You will hear more about accountability in the future. There is agreement on fundamental metrics. The various Boards of Trustees take responsibility for the communities they serve. We will continue to provide funding.

The Commissioner spoke of the role of advocacy – we need to speak with one voice rather than 29 voices. Did you know that of the 3.3 million laborers in the Commonwealth, 1.3 million are 55 years of age or older? This indicates massive retirements in the near future. This age group is also the highest percentage with a post-secondary degree (44 percent). Thirty percent of individuals age five or under are African American or Latino; we need to better serve those individuals. We need to go into K-12 and pre-school also. The gaps we are seeing are in the eight grade and third grade reading scores; not all students are prepared. The most expense is spent working to bring those students up to academic level. The best predictor of whether a student will go to college is whether a parent went to college. Temporary housing and food banks are being set up as these are issues facing today's students. For the role of advocacy – funding is a huge issue. Contracts cannot be signed without funding. Construction projects hit the community colleges the hardest. These are real challenges that we have. We will continue to support the campuses.

Affordability – what is higher education without community colleges? We continue to promote a statewide message about affordability: you can get an affordable, high-quality education in the Commonwealth. Stakes are just too high to retreat; “wait til” is not an option to the Commonwealth.

Commissioner Santiago asked if there were any questions; there were none.

Chair Marshall thanked Commissioner Santiago for speaking and wished him well in his new position. President Sbrega said that Commissioner Santiago's influence was instrumental in helping BCC with a problem with an external accrediting board and that the graduates affected did attain their certification. He then presented the Commissioner with a pen and a BCC 50th Anniversary pin as gifts.

E. Minutes of August 31, 2015, Meeting

Upon a Motion made by Trustee Grady to accept the Minutes of the August 31, 2015, meeting, as submitted, and seconded by Trustee Sapienza, it was

VOTED unanimously to accept the Minutes of the August 31, 2015, meeting as submitted.

F. Retreat Notes of August 31, 2015

Upon a Motion made by Trustee Grady to accept the Retreat Notes of the August 31, 2015, meeting as submitted, and seconded by Trustee Rose, it was

VOTED unanimously to accept the Retreat Notes of August 31, 2015, as submitted.

G. President's Report

President Sbrega said that the BCC Administration is fully in favor of a MCCC contract as soon as possible. Trustee Grady made a motion authorizing President Sbrega and

Chair Joseph Marshall to draft a letter to Secretary of Education James Peyser requesting a fair and equitable conclusion to the contract. This was seconded by Trustee Rose.

Chair Marshall called for a vote. It was then

VOTED to approve without dissent authorizing President Sbrega and Chair Joseph Marshall to draft a letter to Secretary of Education James Peyser requesting a fair and equitable conclusion to the contract. Trustee Torres abstained.

Trustee Kenney asked when the “Work to Rule” went into effect. Professor Yohe said the vote closed on Friday and it became official today at BCC.

Trustee Kenney asked President Sbrega if he had a plan in place. President Sbrega said the business of the College will continue uninterrupted. Vice President Greg Sethares and Academic Affairs will put a plan in place.

President Sbrega continued with his report. He said that the Employee of the Month of September was Ben Baumann; October’s Employee of the Month was Steve Goulet from Davol Street; and November’s Employee of the Month is Nate Vaughan from New Bedford.

Kathleen Plante was named top nurse in Fall River by the International Nurses Association. Her biography is to be published in “Worldwide Leaders in Healthcare.”

On September 16, members of the Board of Trustees Personnel Committee and Chair Joseph Marshall met with Commissioner Carlos Santiago.

The naming event for “E” Building was held on October 19. The name of the building will be the Thomas A. Rodgers Jr. Science Building.

The Multicultural Student Center held a series of Meet and Greet information sessions in October with guest BCC speakers.

October 28 was BCC International Map Day.

Professor Makna Men and his son Nicsaii travelled to Cambodia this summer (there are photographs of this in your folders). They stenciled the name of his deceased son Makthra Iem Men on three water filters in Siem Reap, Cambodia that were funded from donations from the BCC Dental Hygiene Program. A total of 46 water filters in Cambodia have been funded from donations from BCC.

September 30 was the kick-off for Hispanic/Latino Heritage Month.

Cameroon’s King Happi V visited the New Bedford Campus and toured the healthcare facilities.

On October 27, the Board of Higher Education (BHE) held its first meeting of the year at the BCC Fall River Campus hosted by CONNECT and BCC. As Commissioner Santiago noted, this was the first time a BHE meeting was ever hosted by a consortium.

The BCC Associate in Applied Science in Veterinary Health Care program was approved by the BHE at their October 27 meeting. Vice President Greg Sethares, Associate Vice President Anthony Ucci, Déan Saman Samard, and Professor Christine Remington were involved in formulating this program.

One thousand five hundred thirty-three seventh graders from various middle schools throughout South County visited the BCC Campuses for College for a Day. It was a huge undertaking initiated by CONNECT and the five institutions that it comprises. The following schools visited on:

- September 25 – BCC Fall River hosted the Talbot and Morton Middle Schools
- October 2 – BCC Taunton hosted the three Taunton Middle Schools
- October 16 – BCC Attleboro hosted Wamsutta Middle School
- October 23 – BCC Attleboro hosted Brennan Middle School
- November 6 – BCC Attleboro will host Coelho Middle School

A College-wide Moment of Silence for the Umpqua Community College tragedy was held on October 8.

Preparedness – defibrillator training was held at all BCC Campus locations as well as fire extinguisher review. Vice President Steve Ozug and President Sbrega travelled to all locations for discussions in the wake of the Umpqua Community College tragedy. Dates they visited were:

- October 20 – An All College Meeting at BCC Fall River
- October 27 – Davol Street
- October 28 – BCC New Bedford
- October 29 – BCC Attleboro and BCC Taunton

There will be a lock-down drill of all BCC Campus locations tomorrow, November 3.

President Sbrega asked the Board of Trustees for their consent to have two consultants conduct a focus group at the November 30 Board of Trustees meeting. It would consist of 15 – 20 minutes of questions during the meeting in open session to collect data for a data scan. The Board agreed to include this in the November 30 meeting.

Other Items of Interest:

A new College 101 Blog lists resources to help students with weekly posts from Admissions Counselors and guest bloggers.

PLA – Professor Deb Anderson reports that the course equivalency table is complete and on-line. It involves matching up experiential learning.

Professor Dan Avedikian has developed Open Educational Resources (OER) which is an open text project for MTH 131 – Elements of College Math. This has eliminated the need for purchasing a textbook.

A new email group has been created called @BCCRtirees. This involves external addresses and enables the College to send pertinent information to retired BCC personnel. It has no privileges within the BCC network; therefore no security risks.

The Art Gallery is celebrating 50 years of Leading /Teaching/Learning. Marion Wilner is the first appointment as full-time Art Professor. Also included are Ron Lister, Marissa Millard, and Erik Durant.

National awards in Marketing and Public Relations were recently awarded to our BCC Office of College Communications for:

1. Communicator of the Year – Vice President Sally Cameron
2. Rising Star – Patrick Stone

BCC's Office of College Communications also received the Medallion Award for Excellence.

The Wampanoag Tribal Nation recently completed an internal needs assessment survey for Workforce needs. The Tribe signed a Memorandum of Understanding with BCC and Cape Cod Community College to apply to the Workforce Trust Fund.

Off-Shore Wind – NSF's Engineering Research Center (ERC) created an infrastructure and portfolio.

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|---------------|----------------------------------|
| Academics | 1) Economics/Policy |
| Industry | 2) Site/Environmental Assessment |
| Investors | 3) Foundations |
| Policy Makers | 4) Grids |
| | 5) Blades/Controls |

Tom Grady's screenplay "Symposium" won first prize at the Denver Film Festival.

The State Audit was conducted – no findings.

D-L on e-Learning: 36 percent of students are enrolled in at least one course. Credits = 18 percent of total. There were 131 sections in 2009; there were 311 in Fall 2015.

The Food Pantry Grab-and-Go opened on September 14 and supports at least 40 students per day.

On September 15, President Sbrega attended a breakfast meeting sponsored by the Taunton Area Chamber of Commerce and ProHome with speaker Cedric Cromwell, Tribal Council Chairman of the Mashpee Wampanoag Tribe of Massachusetts.

President Sbrega attended a celebration of life of businessman and philanthropist Earle Perry Charlton II (known to many as "Chuck") on September 18 at the University of Massachusetts Dartmouth. He passed away on May 24, 2015.

On September 23, the BCC Astronomy Club held a Fall Equinox Party.

The Manhattan Short Film Festival was held at BCC Attleboro on September 25 – 26, and at the New Bedford Whaling Museum on September 30.

On October 1, President Sbrega, Vice President Steve Kenyon, and Dean Sarah Morrell had a conference call with New Bedford Superintendent Pia Durkin regarding the Dual Enrollment Policy.

The BCC Theatre Rep celebrated the beginning of their 30th season on October 2 with a studio workshop production of *Hang Glide: A Breeze of Scenes*.

On October 7, Dr. Susan Lane, Senior Advisor to the Commissioner for P16 Access and Alignment Policy at the Department of Higher Education, visited BCC to conduct an English Department Faculty Assessment.

On October 8, the OneBook presented a Skype discussion in the BCC Theater with the author of *A Walk in the Woods* - Bill Bryson. This was simulcast at all BCC sites.

The Fall River School Committee voted to approve the Gateway Program's budget on October 13. Both Vice President Steve Kenyon and Erik Baumann attended.

A Selective Women's College Transfer Session was held on October 14 in G Building with representatives from Mount Holyoke, Smith, and Wellesley Colleges.

Also on October 14 was the BCC Annual Cardboard and Duct Tape Canoe Race around the pond at the Fall River Campus.

The Foundation Gala was held on October 16.

President Sbrega attended a Fall River Early College meeting that was held with the Fall River School Subcommittee at the Administration Office on Rock Street on October 19.

On October 23, the Holocaust Center sponsored a presentation by Ronald Florence. Also that evening, the BCC Culinary Arts Family Halloween Party was held in the Commonwealth College Center on the Fall River Campus.

October 26 - 27 was the Clinical Lab Science Visiting Accreditation Team visit. They issued an outstanding exit report.

The BCC Attleboro Guidance Counselors and Community Agency Breakfast was held on Friday, October 30.

President Sbrega and members of the President's Cabinet attended a Fall River Chamber breakfast meeting with speakers Congressmen Joseph Kennedy III and William Keating. There were many shout-outs to BCC during the event.

The Grand Opening of the Veteran Educational Services Center at BCC's Fall River Campus is tomorrow, Tuesday, November 3. Representatives Alan Silvia, Paul Schmid, and Carole Fiola are expected to attend.

The Donors and Scholars Reception will be held on November 5.

The Dessert Extravaganza at President and Mrs. Sbrega's house will be held on Sunday, December 13 at 1:00 p.m.

Upon a Motion made by Trustee Grady and seconded by Trustee Rose, it was

VOTED unanimously to accept the President's Report.

H. Report of the Finance and Audit Committee

Trustee James Grady, Chair of the Finance and Audit Committee, gave his report on the meeting of October 21, 2015.

The Finance and Audit Committee met on October 21, 2015, to review the Fiscal Year 2015 drafted Audited Financial Statements. President Sbrega, Vice President Steve Kenyon, and Comptroller Keith Toni presented the financial statements in great detail to the Committee. Much of the presentation was focused on two significant transactions that had a material impact on the financial statements.

The first was the recording of Construction In Progress (CIP) for the new academic building. The amount of CIP for fiscal year ended June 30, 2015, is \$11 million. This amount is recorded as a capital appropriation on the Statement of Revenues and an increase in capital assets on the Statement of Net Position.

The second was a series of entries the College recorded based on actuarial work performed by the State and certified by the State's Auditing firm, KPMG. These entries were to record the College's portion of the State's unfunded pension liability. The impact of these adjustments included a Net Pension Liability on the Statement of Net Position in the amount of \$6.5 million. This liability has a negative impact on the College's Net Position in the amount of almost \$9 million. From an Operating perspective, the College would have lost money if not for the transfers from the Foundation of approximately \$1 million.

The Pension Liability will be adjusted annually with the information provided to the College from the State Comptroller. If the State continues to fund the pension liability it will result in revenue to the College. If they do not, and the liability increases, it will result in an expense.

The President distributed an audit report from the State Auditor's Office. Each Board member should be getting a copy emailed to them directly from the State Auditor. The Auditors were here over seven months and tested Inventory controls, did a physical inventory, reviewed travel and administrative expenses, reviewed Campus Police and Clery Act reports. These included crime statistics, Officer training records, and results of previous audits. They had an emphasis on IT inventory and controls as well. The report you will be receiving will indicate that there were no findings or no comments. There are no recommendations to management to improve policies and procedures.

The President requested that the Finance and Audit Committee review a draft Reserve Policy to use some of the College's reserves to fund necessary IT software and support. There is also a backlog of deferred maintenance on Campus. This will be further discussed at the November 30 Finance and Audit Committee meeting. There has been increasing pressure on schools that have high reserve levels to avoid fee increases.

Lastly, a document about the Woodward Case was distributed. The Committee discussed the article and the message that Trustees have a fiduciary duty to invest with inflation in mind. The Woodward Case is an example where Trustees were deemed to have breached their fiduciary duties by investing in almost entirely fixed income instruments.

The Finance and Audit Committee voted to take the appropriate steps to move more funds from CDs and Money Market Accounts to Fidelity. These steps include revising the College's Investment Policy to increase the percentage of investments allowed in stock equity mutual funds.

Trustee Kenney made a motion to accept the report of the Finance and Audit Committee. This was seconded by Trustee Silvia, and it was

VOTED unanimously to accept the report of the Finance and Audit Committee.

I. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

The Alumni Association has been involved with the Bristol Paragon Award. The Award Committee has received over 50 candidates; up to three alumni can be awarded. The event will take place on Thursday, March 24, 2016. Also, an Outstanding Service Award will be given out at that time which will be determined from the pool of 50 candidates.

On November 3, the Veteran Educational Services Center Grand Opening will take place on the BCC Fall River Campus from 2:00 to 3:00 p.m. in G Building.

The BCC Foundation Gala went very well. The Development Office has not yet determined the amount of funds raised but believe they have surpassed the goal they set.

The Alumni Association is planning on sending an email blast to make alumni more aware of College events and networking opportunities.

Trustee Schwartz made a motion to accept the report of the Alumni Trustee. This was seconded by Trustee Rose, and it was

VOTED unanimously to accept the report of the Alumni Trustee.

J. Report of the Student Trustee

Student Trustee Jahziel Chase gave his report to the Board.

On September 2, Kick-Off to College/Orientation was held and attendance has increased by 4.5 percent. Student Life sponsored a lecture by Nancy Hunter Denney, a nationally recognized keynote speaker, author, and educator. Her mission was to encourage strategies for enhanced engagement in one's work place, areas of study, organizations, communities and relationships.

In alignment with Deaf Awareness Week, we had two events that were chosen to expose audience members to opposite ends of awareness: oppression and celebration of culture. Both events were sponsored by the Bristol Community College Multi-Cultural Committee. The first was *Overcoming Global Injustice: Language Acquisition and Education Equality for Deaf Children* presented by Tim Riker, a visiting lecturer from Brown University held on September 23. The second was *Reflections of a Deaf Humorist/Cartoonist* presented by Matt Daigle, a professional illustrator/humorist/cartoonist.

The Student Senate held their election two week ago; Amy Blanchette and Jessica Mello are now the new president and vice president.

On October 6, BCC held its Club Fair on the Fall River Campus sponsored by Student Engagement.

On October 14 was the BCC Harvest Festival along with the Cardboard Canoe Race.

Our Student Senate attended the CCSLA. It was a gathering of the 15 community college's SGAs in the Commonwealth.

Trustee Chase said that he and the Senate were very excited to announce the continued dedication to the Giving Tree Project on all Campuses, that offers assistance to fellow students in need around the holidays. Starting on November 3 through November 30, faculty, staff, students, and anyone from the community can select an ornament from the Giving Tree that wants to donate a gift.

The Student Senate is sponsoring the “It’s on Us Pledge” on Thursday, November 5 from 10:00 a.m. – 2:00 p.m. Initiated by President Obama last year, it is aimed at all college campuses nationwide to bring awareness to Domestic Violence.

On the same day, there will be the White Ribbon Campaign headed by Carol Constantine. This event is aimed towards men asking them to pledge to never commit, condone, or remain silent about domestic abuse.

We have an upcoming SAC Meeting on the November 7 held a Worcester State University. This is a chance for all the state universities of Massachusetts and the community colleges to come together and discuss what is happening at our institutions.

Trustee Chase said that he attended the ACCT Conference in Washington DC in August. This was geared to new trustees. They reviewed the bylaws as well as other policies and it proved to be a great networking event. He also attended the ACCT Annual Conference held in San Diego in October which ran a series of workshops on policy governance and guidelines for fiscal health and management. The theme of the conference was “To Strive to Meet High Expectations.” One of the speakers of the conference was the President and CEO of TIAA-CREF, Roger Ferguson Jr. Trustee Cynthia Rose also attended the San Diego Conference.

Trustee Grady made a motion to accept the report of the Student Trustee. This was seconded by Trustee Kenney, and it was

VOTED unanimously to accept the report of the Student Trustee.

K. Report of Personnel Actions

Upon a Motion made by Trustee Grady and seconded by Trustee Rose, it was

VOTED unanimously to accept the Report of the Personnel Actions.

L. Workforce and Community Education Contracts

Upon a Motion made by Trustee Grady and seconded by Trustee Sapienza, it was

VOTED unanimously to accept the Contracts.

Trustee Rose asked if any decision has been made regarding Dual Enrollment and the willingness of area high schools to pay to send students to BCC. President Sbrega said that a policy has been drafted. He has had conversations with area superintendents (Pia Durkin, Meg Mayo-Brown, etc.) and they have expressed a desire to pay for Dual Enrollment. The amount is based upon the BHE guidelines for need.

M. Old Business

Chair Marshall reminded the Board of the Grand Opening of the Veteran Educational Services Center on Tuesday, November 3 in the Commonwealth College Center on the Fall River Campus at 2:00 p.m.

President Sbrega reminded the Board of Trustees of the upcoming Statewide Trustee Conference on Wednesday, November 4 at the University of Massachusetts Lowell. Please let Kathleen Wordell know if you are planning on attending and wish to drive to Lowell with President Sbrega.

Regarding the Personnel Committee issue of Upper Level Hiring, President Sbrega said that Vice President Tafa Awolaju has compiled the information from the other community colleges as to Board approval prior to hire versus giving the President absolute authority over personnel decisions and can provide that at the Personnel Committee Meeting. Trustee Kenney said that they will have the meeting before November 30.

Trustee Grady said that the Facilities Committee met today to discuss the New Bedford Campus as well as updates of the other Campuses. The Committee agreed with the current five-year plan for New Bedford and will consult developers in New Bedford for space as we grow. The Committee discussed the Taunton facility and noted that the owner/landlord of the proposed site balked at the \$21 per SF price previously agreed upon because he recently switched his general contractor. The owners realized they had made a mistake, but there are no alternatives. BCC can remain at the Taunton Catholic Middle School through July. The Committee voted that Vice President Kenyon can negotiate up to \$28 per SF.

Trustee Grady said that the Finance and Audit Committee will be meeting prior to the Board of Trustees Meeting on November 30, and besides the Auditors Report, they will discuss the Reserves Policy Issues. They plan to invite Fidelity to a future meeting to discuss financial options.

Trustee Sapienza requested that “Retreat Follow-up” be added to Continued Action Items under Old Business so as not to lose sight of continuing issues that need to be discussed.

Trustee Sapienza asked if there will be a meeting with the Foundation to discuss its relationship with the Board of Trustees. Chair Marshall said he plans to meet with Foundation President Donald Smyth in the near future to discuss the relationship of the Board and the Foundation.

N. New Business

Chair Marshall said if anyone is interested in a hard-hat tour of the new John J. Sbrega Health and Science Building (or if they know of any potential donors or close friends that might be interested) to please contact the Foundation through Vice President Kenyon.

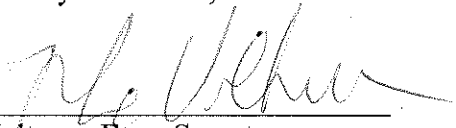
Chair Marshall reminded the Board of the Veterans Expo that will be held on Saturday, November 21 at 10:00 a.m. in the Commonwealth College Center on the Fall River

Campus. A listing of other Veterans events for the week of November 8 can be found in the Board's folders as well as a listing of upcoming important dates.

O. Adjournment

There being no further business to come before the Board, Chair Marshall declared the meeting adjourned. The time was 5:18 p.m.

Respectfully submitted,



Max Volterra, Esq., Secretary

11/30/15
Date Approved

KAW
Initials