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MINUTES OF THE FIVE HUNDRED NINTY FIFTH
MEETING OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room Z-203
La-Z-Boy Center
and via Microsoft Teams Meeting
6:00 p.m., September 28, 2020

This meeting was conducted via Microsoft Teams

Present: Florence M. Buchanan, Lynette M. Dowler, Steve Hill, Krista K. Lambrix, Aaron N. Mason, and Mary Kay Thayer (6:02 p.m.)

Not Present: William T. Bruck

Also Present: Ijaz Ahmed, Cameron Albring, Matthew Bird-Meyer, Jack Burns Jr., Susan Byrnes, Parmeshwar Coomar, Kevin Cooper, Valerie Culler, Cajetan D’Cunha, Rachel Eagle, AJ Fischer, Charles Friedline, Ann Gerweck, Mark Hall, Linda Hawley, Kelly Heinzerling, Rick Hubbert, Erika Hunt, Glori Jonkman, Laurel Johnston, Annette Kiebler, Barry Kinsey, Paul Knollman, Jack Larmor, Brian Lay, Rachel Lehr, Denise Lindemann, Kimberly Lindquist, Laura Manley, Linda Marsh, Joshua Myers, Tina Pillarelli, Angela Prush, Kojo Quartey, Anthony Quinn, Ryan Rafko, Jim Ross, Carley Stranyak, Linda Torbet (on-campus), Joe Verkennes, Tracy Vogt, Suzanne Wetzel (on-campus), Quri Wygonik, John Wyrabkiewicz, Grace Yackee, Jason Young, and Penny Dorcey (recording secretary)

1. Chair Dowler called the meeting at 6:00 p.m. and took attendance as follows:

Present: Aaron N. Mason, Florence M. Buchanan, Steven Hill, Krista K. Lambrix,

Not Present: William T. Bruck, Mary Kay Thayer

Ms. Dowler asked for a brief moment of silence, asking those present to keep, Trustee Bruck and our nation in their thoughts.

2. There were no delegations present.

B. 2. a. (1) 3. *It was moved by Ms. Thayer and supported by Mr. Mason, that the following items on the consent agenda be approved as presented*

B. 2. a. (1) Approval of the June 1, 2020 special meeting minutes and the June 22, regular meeting minutes

B. 2. a. (2) Proposed Resolution Proclaiming October, United Way Month

The Board approved *that the following resolution proclaiming October, United Way Month be adopted:*

WHEREAS, the United Way of Monroe County is entering its 2020-2021 campaign and will set another milestone goal that will see campaign pledges of over one million dollars, and

WHEREAS, the United Way is the largest single voluntary organization in Monroe County through which volunteers can channel their concern for people in need, and

WHEREAS, the United Way, largely because of the continued generosity and caring of employees of Monroe County Community College, can continue to grow and support a wider range of health and human care needs that directly benefit residents of Monroe County.

THEREFORE, BE IT RESOLVED by the Monroe County Community College Board of Trustees, that the College employees be encouraged to participate in the 2020-2021 United Way Campaign of Monroe County and receive the highest commendations and vote of thanks for their generous gifts to this vitally important cause, and

THAT IT BE FURTHER RESOLVED that the Monroe County Community College Board of Trustees proclaims the month of October 2020 ‘United Way Month’ throughout the College district to emphasize the value and positive contribution United Way of Monroe County offers to our community and its residents on this Monday, September 28, 2020.B. 2. a. (3) Proposed Millage Language – Pulled from the consent agenda for further discussion

A roll call vote was taken as follows.

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steven Hill,
Florence M. Buchanan, Krista K. Lambrix, Lynette M. Dowler

No [0]

The motion carried.

4. New Business

B. 4. a. (1) 5. *It was moved by Ms. Buchanan and supported by Mr. Mason*

that the Monroe County Community College Board of Trustees certifies that Monroe County Community College not only meets but exceeds the best practice standards required by the education omnibus appropriations act for fiscal year 2020, as the attached table demonstrates.

A role call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steven Hill,
Florence M. Buchanan, Krista K. Lambrix, Lynette M. Dowler

No [0]

A role call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steven Hill,
Florence M. Buchanan, Krista K. Lambrix, Lynette M. Dowler

No [0]

The motion carried.

- B. 4. a. (2) 6. *It was moved by Mr. Mason and supported by Ms. Lambrix that the following that the Board Authorizes the President to execute a one-year non-continuing contract for the following administrator:*

*Anthony Quinn, Director of Upward Bound
One-year non-continuing contract
Effective September 2, 2020 through September 1, 2021.*

A role call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steven Hill,
Florence M. Buchanan, Krista K. Lambrix, Lynette M. Dowler

No [0]

Dr. Quartey commented that the position of Director of the Upward Bound Program is a grant-funded position that is approved annually, and that this is a routine matter.

The motion carried.

- B. 4. a. (3) 7. *It was moved by Mr. Mason and supported by Ms. Buchanan that the Board Authorizes the President to execute a contract for the following administrator:*

Ryan Rafko, Director of Admissions and Guidance Services

*Second-year probationary contract
Effective September 30, 2020 through June 30, 2021.*

A role call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steven Hill,
Florence M. Buchanan, Krista K. Lambrix, Lynette M. Dowler

No [0]

Dr. Quartey noted that this second-year probationary contract is a routine matter.

The motion carried.

- B. 4. a. (4) 8. *It was moved by Ms. Thayer and supported by Ms. Lambrix that the Board Authorizes the President to execute a contract for the following faculty:*

*Nien-Chu Wan, Assistant Professor of Electrical Engineering Technology
First-year probationary contract
Effective August 24, 2020 through August 23, 2021.*

A role call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steven Hill,
Florence M. Buchanan, Krista K. Lambrix, Lynette M. Dowler

No [0]

The motion carried.

- B. 4. a. (5) 9. *It was moved by Ms. Thayer and supported by Ms. Lambrix that the Board Authorizes the President to execute a contract for the following faculty:*

*Chris Sweeney, Assistant Professor of Automotive Engineering Technology,
One-year full-time temporary contract
Effective August 24, 2020 through August 23, 2021.*

A role call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steven Hill,
Florence M. Buchanan, Krista K. Lambrix, Lynette M. Dowler

No [0]

The motion carried.

- B. 4. a. (6) 10. *It was moved by Ms. Thayer and supported by Mr. Hill that the Board approve the adoption of Policy 1.63, MCCC title IX Policy.*

A role call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steven Hill,
Florence M. Buchanan, Krista K. Lambrix, Lynette M. Dowler

No [0]

The motion carried.

- B. 4. a. (6) 11. *It was moved by Ms. Thayer and supported by Mr. Hill that the Board adopt Policy 1.74, Standards of Conduct and Civility.*

A role call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steven Hill,
Florence M. Buchanan, Krista K. Lambrix, Lynette M. Dowler

No [0]

The motion carried.

- C. 3. a. (1) 12. President Quartey reported the following administrative contracts, faculty contracts, etc.:

1-year Non-continuing Contract

Anthony Quinn, Director of Upward Bound, effective September 2, 2020 to September 1, 2021

2nd Year Probationary Administrative Contract

Ryan Rafko, Director of Admissions and Guidance Services, effective September 30, 2020 to June 30, 2021

1st Year Probationary Faculty Contract

Nien-Chu Wan (Alex), Assistant Professor of Electrical Engineering Technology, effective August 24, 2020 to August 23, 2021 (replacing Mark Locher)

1-year Full-time Temporary Contract

Chris Sweeney, Assistant Professor of Automotive Engineering Technology, effective August 24, 2020 (replacing Don Kehrer)

Termination

Amera Almusharrf, Associate Professor of Mathematics, effective August 14,
For the period ending May 31, 2020.

- C. 3. a. (2) 13. The Board received a note of thanks from Renee Drouillard for the memorial gift sent at the passing of her father, Johnny Cole (enclosure).
- C. 3. a. (3) 14. The Board received a note of thanks from Tom and Debbie Ryder for the Memorial gift sent at the passing of Tom's mother, Donna D. Ryder (enclosure).
- C. 3. a. (4) 15. The Board received a statement of General Fund Revenues and Expenses for the period ending August 31, 2020.

Suzanne Wetzel, Vice President of Administration/ Treasurer, reported that when comparing fall tuition and fee revenue year over year, revenues are unfavorable by \$728,000; however, when comparing the 2020-21 budget to actual revenues for fall tuition and fees, revenues are unfavorable to budget by \$263,616.89. Out-of-state tuition revenue is favorable to budget by \$13,360. When looking at Lifelong Learning, revenues are down just over \$40,000 compared to last year at the same time. Contract education is also down by about \$17,000 compared to this time last year. Revenues in this area have been extremely hard hit by the pandemic.

The audit is underway and the auditors are working both onsite and remotely. Both the College and the single audits are taking place right now. This year's audit is extremely complicated because of the CARES Act Funds and the associated reporting.

Ms. Wetzel announced that the HVAC loan payment was paid last week (\$718,059.26). The College district now owes just under \$12.5 million on the loan. Additionally, there is currently no update on the Fermi II tax appeal. There is some good news coming out of the State. As discussed at earlier meetings, the College is getting a negative supplemental of \$531,900, which is an 11 percent cut. The State plans to fill that hole in the 20/21 budget with CARES funds, but the CARES funds can only be used for the identified CARES activities. AJ Fischer, Director of Financial Services, will talk more about the CARES funding later in the meeting. The State passed its FY20/21 budget last week and includes holding the College's operational budget level to last year (\$4,746,200). The State's budget does not include any performance funding. Any increases in state funding come through performance funding. The College was conservative when budgeting State funding and at the moment the Board was presented with the budget, Ms. Wetzel and her team gave the Board a very conservative budget. With the State allocating the funds that they are, the College is actually favorable to budget by \$948,520 in State funding. This means the College should not have to the transfer funds (\$474,710) from the 80 Fund to fill revenue shortfalls.

Ms. Wetzel gave the following project updates. Staff have moved into Founder's Hall and they are operating in the building. Faculty are slowly moving over and into the building, although most of them are still working offsite. Students are now being served in the space as well. In terms of the construction project, workers are addressing the punch list items. Additional furniture is being ordered, access controls and cameras are starting to go live, and locksets are being installed. Today the task force had a meeting for the donor signage and the building signage for the new space. Parking lots 5 and 6, which sit on the south side of the building, are basically done. The light poles are on backorder so parking is not yet allowed in these lots.

Life Science building construction continues with an anticipated completion in time for the winter semester. As for additional projects, an 18-member task force for the Diversity and Equity Center has had one meeting and has another scheduled for this Friday with the architect to work on the design for that space. The Campbell Learning Resources Center (CLRC) is in the design phase. The task force is working on scaling that project back to fit within the \$5.5 million budget. That project will now have a phase one and phase two. Ms. Wetzel gave a brief synopsis of the many other projects that are in process such as the phone system, network electronics, and the IT rooms. Ms. Wetzel said that if the Trustees have people who would like to come out and see the new spaces and projects, she would arrange a guided tour for small groups. She also has an itemized list of everything spent on the projects.

President Quartey also noted that there is an op-ed in today's Monroe News called "How are we using your money". The article lists all of the projects the College has done and what it anticipates doing. The op-ed is specific to the millage, detailing exactly how the College has spent the money and what it intends to do with it in phase two. Dr. Quartey remarked that it is important for people to come and see the projects in person, and that he could also arrange a virtual tour. There was another op-ed last week regarding the College's response to COVID.

Chair Dowler commented that she appreciates the conservatism Ms. Wetzel and her team continues to build into the budget from a fiduciary perspective. The Board's review and approval of the budget is one of the most important jobs for which they have accountability. Knowing that the administration is running the institution in a very cost effective and prudent way and that they build the necessary contingencies in to their budget planning is comforting.

- C. 3. b. (1) 17. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey noted that he sent the Board his report last week. Dr. Grace Yackee, Vice President of Instruction, will update the Board on the

instructional area later in the meeting. Legislation on the offering of the Bachelor's in Nursing (BSN) that has passed the Senate Committee. Senator Dale Zorn called Dr. Quartey twice from the floor with concerns about it being tie-barred to another bill that prevents community colleges that offer this degree from receiving millage funds from their local community. It is not the College's intention to offer the BSN. MCCC will continue with its 3+1 and 2+2 programs with our partners such as Eastern and Siena Heights. MCCC does not want to give up its millage money for the BSN. The legislation has a ways to go before it goes to the senate and the house.

Regarding the zero-increase millage renewal request, which is on the November ballot, he and a few other employees are disseminating information throughout the county, meeting with municipalities, planting signs, and seeking endorsements and support. They have been distributing 8x10 informational cards as well as business size information cards to area businesses. Dr. Quartey is asking individuals to help distribute the information in the areas where they live. He and Cajetan D'Cunha, Part-time Grant Writer, covered the north part of the County this past Friday evening, covering the City of Milan across to Carleton. Many people are not aware that the College is running a millage campaign. The City of Milan, London Township and Exeter Township are three area where the College lost its last millage campaign. That is why he felt it was important to start in these areas and be there personally. He thanked Mr. D'Cunha for his help. He noted that they still have Frenchtown and Monroe to cover among other places. Dr. Quartey noted that the College now needs to focus on South County. Linda Torbet, Director of Human Resources, plans to assist Trustee Thayer in that area, along with Paul Knollman, Dean of Business. Whatever people can do whether it 20 or 30 minutes, please pick an area and help disseminate information, tell people who you are and what you are doing. This strategy was effective in the past and will be effective again. While passing out information in Maybee, President Quartey and Mr. D'Cunha met the owner of Little Brown Jug. The owner was excited to see them and he wanted a millage sign, and materials to pass out in the restaurant. He also praised Chef Kevin Thomas and the culinary program at the College. In Milan the first place Dr. Quartey and Mr. D'Cunha stopped had several businesses, and the manager of all of those places, has a son who is a student at Dundee High School who is dual enrolled at the College. The College needs to continue its efforts all over the county. This is not a residential door-to-door campaign. He implored everybody to take a small area to drop off the materials at businesses.

Last Monday, President Quartey presented the millage renewal to the City of Monroe Council meeting. The Council adopted a resolution to support the College millage. The Mayor, Robert Clark, spoke about the recent op-ed in the newspaper and remarked on the College's value to the community. Dundee Township also voted to support the millage at their last meeting. Next week, Dr. Quartey and Trustee Thayer are presenting at the Bedford

Township meeting to ask for their support as well, where they will focus on the Whitman Center and the College's ties to South County. Dr. Quartey and Trustee Buchanan will also be presenting at the next Monroe Charter Township meeting as well. There is also information on all the College's social media sites. Dr. Quartey invited anyone willing to distribute materials in a community to coordinate through President Quartey or Penny Dorcey, Executive Assistant to the President.

Dr. Quartey announced that CREED (Coalition on Racial Equality, Equity, and Diversity) has another community conversation coming up on October 8th, at 5:00 p.m. via Zoom. CREED has already had five conversations. The topic of the October 8th conversation is "Depolarization: Shared Experiences and Values" presented by Dr. Fidelis D'Cunha, District Provost at Wayne County Community College District. Dr. D'Cunha also happens to be married to MCCC grant writer, Cajetan D'Cunha. Chair Dowler commended Trustee Buchanan on all her work on the 'Honest Conversations' and CREED.

C. 3. b. (2) 18. This item was moved further down the agenda due to technical issues. Brian Lay, Manager of Internet Services, explained that the Microsoft issues experienced this evening were across their whole enterprise and were affecting people's ability to log in. Mr. Lay and his staff are monitoring the issues and waiting for a status update. The Board will come back to this item later in the agenda if possible.

C. 3. b. (3) 19. The Board received the Fall 2020 Enrollment Report.

Dr. Valerie Culler, Director of Financial Aid and Interim Vice President of Enrollment Management and Student Success, began the presentation on behalf of Ryan Rafko, Director of Admissions and Guidance. Mr. Rafko was one of the individuals affected by the Microsoft log in issue. Ms. Culler commented that the semester has been very challenging for all colleges and universities, but particularly for community colleges. She recently read an article from the National Student Clearinghouse that talked about how university enrollment has decreased about 1 percent, while community colleges saw the greatest decreases in enrollment across the board, nationwide. That is likely due to the fact that community colleges serve a very diverse student population and the online learning modality created additional challenges for many students. Dr. Culler showed an enrollment comparison and student profile data covering Fall of 2019 through 2020. In 2020, MCCC enrollment was down across the board for first time in any college students (FTIACs), transfers, current students, and re-enrolling students. MCCC enrollment was decreased by 12 percent, which is right in the middle for Michigan community colleges. Some of community colleges were down as much as 30 percent, while others held stable at 2 or 3 percent.

Mr. Rafko was able to join the meeting and continue the presentation. He presented a breakdown of local high school enrollment showing that MCCC gets its greatest number of high school students from Summerfield and Ida. Mr. Rafko had to leave the meeting due to technical difficulties; Dr. Culler went on, stating that MCCC had 648 dual enrolled or direct college students for the Fall of 2020. The College offered 15 direct college sections at 5 high schools in the fall of 2020. Many of those students came in late as the K12 schools were still trying to figure out how they were going to be able to offer instruction in the new COVID environment that everybody is navigating. The College was pleased it was able to offer those direct college sections. There was a slight decrease in headcount, but there was an increase in direct college sections offered as compared to 2019. Overall, when looking at the high school students that dual enrolled or enrolled in direct college while in high school in 2020, 36 percent took those classes from MCCC (down 6 percent from last year).

Dr. Culler reported that she and her team knew it would be a very challenging recruiting season for the semester, so they worked very closely with Joe Verkennes, Director of Marketing and Communication, and his marketing team. One of the new things that they implemented this year was the ‘High Demand High Wage’ campaign. Mr. Verkennes pulled out a tremendous amount of information from the Michigan Bureau of Labor and Market regarding hot jobs in Michigan that are in very high demand that also offer high wages. When all of the schools had to move to remote instruction due to the pandemic, one of the things they looked closely at with this particular campaign was whether this was a set of jobs that people could do in a remote environment. They thought it was very important to promote these programs to the community. Mr. Verkennes did a tremendous job sending out emails and post cards to the community as a whole. Dr. Culler and her team also created a new system using Ellucian Colleague software to track prospects and follow up with inquiries. They encouraged enrollment for the Fall semester through batch email campaigns and phone call campaign to those individuals. In addition, many employees who did not work in admissions were able to help with the phone campaign due to how the nature of how their work had changed. One of the things the team did was pull a list of individuals who were qualified for the Trustee Merit Scholarships, but were not yet registered. They made phone calls to those students to encourage their enrollment. Tracy Vogt, Registrar, pulled a list of students who had previously dropped out and the team did a campaign to encourage those students to re-enroll for the fall semester as well. Dr. Culler noted that text messaging was a very effective means of communicating with students. The team did a text messaging campaign for those students whose financial aid files were incomplete to encourage them to complete their files and sign up for classes. Additionally, there were multiple news releases, tuition reminder post cards, and as much outreach as they could possibly do to encourage enrollment at MCCC.

Dr. Culler remarked that the student success coaches were phenomenal, and they were all very involved in the outreach and retention efforts throughout the summer and into the fall semester. MCCC has four student success coaches on campus now. Two of the success coaches are people who were hired from outside the institution and two are current MCCC employees who transitioned into the role for the summer. The student success coaches sent out personalized welcome back emails to all enrolled students and they included their contact information. Students really enjoy texting so one of the things the success coaches did was set up Google voice texting accounts to be able to provide that number to students as a free service, and to allow students to communicate in a way they enjoy. Overall, Dr. Culler's area assigns each student success coach 600 students. If a student needs anything, they have their coach's email, phone number, and Google texting number so they can reach out if they have any questions.

Dr. Quartey commented that the student success coaches were made possible through a grant from DTE. He thanked DTE for their generous donation. Dr. Culler pointed out one item in the Board packet that she was not able to share during the Teams meeting, which was an infographic that provided demographic information about the students who enrolled for the Fall 2020 semester.

- C. 3. b. (2) 18. Barry Kinsey, Director of Workforce Development gave the Board a presentation on the Summer 2020 Enriching Lives Award.

Mr. Kinsey gave a brief background of the Enriching Lives Award. He explained that this award was prominent several years ago, but somehow fell to the wayside. It is now revitalized as part of the Employee Engagement Committee and aligns with our Strategic Plan under Goal 2, Objective 2.3- Collaboration and Civility. Previously this was a monthly award that had a traveling trophy. The new award is given out each semester and includes a permanent plaque/statue for the recipient. It has also been elevated in stature to be presented at a Board of Trustees meeting, so that the recipient receives the recognition that he or she deserves.

Mr. Kinsey noted that the College acknowledges the importance of its employees and welcomes the opportunity to recognize their extraordinary achievements. Award recipients are recognized based on their commitment and examples of how they incorporate MCCC's Mission, Vision and Values into their daily work. MCCC's mission is a broad statement of its organizational scope, purposes, and operation that distinguishes the institution from other colleges, universities and organizations. These values guide employee attitudes and behavior.

Mr. Kinsey went on to list the following members of the Employee Engagement Committee: Linda Marsh, Human Resources Specialist; Mary Kinsey, LAL Perkins Occupational Populations Support Services Counselor; Denise Howe, Administrative Assistant Student Success Center; Joe Verkennes, Director of Marketing and Communications; Penny Dorcey, Executive Assistant to the President/Secretary to the Board of Trustees, and myself. The committee accepts nominations from the staff for the Enriching Lives Performance Award during each semester to recognize any employee at MCCC. Mr. Kinsey noted that this group is devoted to honoring an employee whose actions create a positive change on campus. The committee meets to discuss the merits of each nominee and selects the semester recipient. Anyone can nominate an employee that they believe has exhibited our Mission and Vision through our Core Values in ways not limited to their attitude, behavior, and overall presence, as all employees work to serve the needs of our students and staff.

Mr. Kinsey recognized the following nominees for the 2020 Summer Semester: Christina Payne, Administrative Assistant to the Director of the Library; Tyra Robertson, IS Support Technician; Thomas Ryder, Coordinator, Campus & Community Events/Student Activities and Alumni; and Suzanne Wetzel, Vice President of Administration/Treasurer. The person being honored tonight was nominated by a co-worker that sees the difference that this individual makes on MCCC's campus each day. Actions that were noted include:

- Students have sought out her guidance and mentorship as they face obstacles and barriers to their education such as: navigating the college landscape, recent setbacks, financial issues such as, inadequate housing, lack of food, childcare, and transportation
- She takes the time to get to know each student. As a result, the students feel comfortable and share things with her that they would not normally share with college employees. Whether they just need words of encouragement or to be pointed in the right direction to access needed resources, she takes an interest in each and every student that graces her door offering solutions to their problems
- She even keeps shelf-ready food for those who are hungry. She has been known to give the students her own lunch or order pizza so that there would be leftovers she could share with students
- She goes above the call of duty. These things are not in her job description and they sometimes take her away from her work, but what she offers the students is priceless; a belief that they can succeed despite the odds

- ““In my entire career, I have not seen an employee who deserves the "ENRICHING LIVES PERFORMANCE AWARD" more.””

Mr. Kinsey announced, “With that said, I present to you the 2020 Summer Semester Enriching Lives Award recipient Christina “Tina” Payne. Congratulations Tina! We are excited and proud to present this award to you! Thank you for all that you do for MCCC!

20. Due to technical issues caused by the Microsoft outage, the rest of the items on the agenda were postponed until the October 26, 2020 regular meeting of the Board of Trustees

- C. 4. b. (5) 21. *It was moved by Mr. Hill and supported by Ms. Buchanan that the meeting be adjourned.*

A role call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steven Hill,
Florence M. Buchanan, Krista K. Lambrix, Lynette M. Dowler

No [0]

The motion carried and the meeting adjourned at 7:15 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

/prd