

COMMUNITY COLLEGE DISTRICT NO. 536

BOARD OF TRUSTEES

August 11, 2020

MINUTES

The Regular Meeting of the Board of Trustees of Lewis and Clark Community College, District No. 536, was held August 11 online in a virtual format by teleconference via ZOOM: <https://lewisclark.zoom.us/j/98156397566?pwd=MlMwYURyOUNyeTFWeG01QkpkYWlVZz09> or by phone at 312-626-6799 with Meeting ID 981 5639 7566 and Password 099385. The meeting was called to order by Chairman David Heyen at 7:01 pm.

ROLL CALL

Present

David Heyen, Chair
Julie Johnson, Vice Chair
Kevin Rust, Secretary
Charles Hanfelder, Assistant Secretary
Robert Watson, Member
Brenda Walker McCain, Member
Dwight Werts, Member

Ashtyn Britt, Student Member

Absent

Also present were Lori Artis, Sean Hill, Mary Schulte, Jill Lane, Sue Czerwinski, Val Harris, Jeff Watson, Gabe Springer, Brad Raish, Deb Witsken, Melissa Batchelor, Laura Inlow, Delfina Dornes, Dick Warner, Gary Rolfe, Nate Keener Dylan Settles, Dennis Weedman, Sue Keener and other faculty, staff, and community members.

PUBLIC COMMENT

No public comments were made or submitted in writing.

Chairman Heyen noted the next item of business was a closed session that may no longer be necessary and asked if there were any objections to the recommendation to tabling the closed session. Hearing no objections, the closed session was tabled.

APPROVAL ITEMS

Ms. McCain MOVED and Mr. Werts SECONDED that an omnibus motion be made for the following approval items:

Approval of the Minutes for the Regular Meeting on July 14, 2020 as presented;

Approval of the Treasurer's Report as presented in (Attachment 1 of these Minutes);

Approval of the Balance Sheet as presented in (Attachment 2 of these Minutes);

Approval of the Bid Information as presented in (Attachment 3 of these Minutes);

Approval of Purchases Requiring Board Approval (Attachment 4 of these Minutes)

Approval of the Contract Change Orders/Insurance Renewals/Asset Disposal as presented in (Attachment 5 of these Minutes);

Approval of the Amended Personnel Report for the Separation of:

Full-Time

Waller, Monica A. – Instructional Coordinator, Adult Education, effective August 14, 2020.

and approve employment of:

Full-Time

Young, Jennifer – Environmental Educator, NGRREC, effective August 24, 2020.

Part-Time

Hamilton, Michael - Habitat Junior Project Assistant, NGGREC, effective August 17, 2020.

Part-Time, Short Term

N/A

Part-Time, Short Term

N/A

Part-Time/Overload (For period of (6-16-2020 to 7-15-2020)

<u>Baahlmann, Katelyn S</u>	<u>Quarantine Cooking</u>
<u>Banks, Randolph E</u>	<u>Appreciation of Music</u>
	<u>Non-Western Music</u>
<u>Barber, Kyle B</u>	<u>Grid Tied Solar Design</u>
<u>Bevel, Jennifer M</u>	<u>First-Year English I</u>
	<u>Multicultural American Literature</u>
<u>Bittles, Matthew G</u>	<u>Appreciation of Music</u>
	<u>Non-Western Music</u>
	<u>Jazz in Multicultural America</u>
<u>Bodden, Kevin M</u>	<u>College Algebra</u>
<u>Boswell, Tammy L</u>	<u>Computer Literacy</u>

<u>Botterbush, Kevin J</u>	<u>Real Estate Brokerage</u>
	<u>Real Estate Transactions</u>
	<u>Transaction Applications</u>
<u>Brown-Marshall, Amy L</u>	<u>Public Speaking</u>
<u>Bruha, Alan J</u>	<u>Fund of Gen, Organic & Biochemistry</u>
	<u>Introduction to Chemistry I</u>
<u>Burnley, Edward J</u>	<u>Fire Crew Rookie School</u>
<u>Burns, Elisabeth R</u>	<u>Children's Literature</u>
	<u>Children's Literature</u>
<u>Callahan, Shane W</u>	<u>Personal and Community Health</u>
<u>Casselmann, Sara A</u>	<u>Public and Private Communication</u>
<u>Cato, Jacquelyn S</u>	<u>Biology of Nutrition</u>
<u>Chapman, Christina M</u>	<u>Best Practices in Remote Teaching</u>
<u>Clark, Jonathan C</u>	<u>Fundamentals of Biological Science</u>
<u>Dailey, Patrick J</u>	<u>Biology of Nutrition</u>
<u>Dupy, Jill A</u>	<u>Public and Private Communication</u>
<u>Gallaher, Randall R</u>	<u>General Education Statistics</u>
<u>Gardner, Leigh A</u>	<u>Pharmacology for Medical Assistants</u>
	<u>Pharmacology for Medical Assistants</u>
<u>Genslinger, Joseph N</u>	<u>Physical Geography</u>
<u>Gockel, Rebecca S</u>	<u>Litigation</u>
	<u>Family Law</u>
	<u>Business and the Legal Environment</u>
	<u>Human Resource Management</u>
	<u>Bankruptcy Law and Creditors' Rights</u>
	<u>Wills, Trusts, and Estate Planning</u>
<u>Grant, Elizabeth E</u>	<u>Public Speaking</u>
	<u>Public Speaking</u>
<u>Harris, Charles D</u>	<u>American Nation: 1877 to Present</u>
<u>Hawk, Stephanie M</u>	<u>Intermediate Algebra</u>
<u>Hilgendorf, Terri R</u>	<u>Mythology</u>
<u>Hill, Tavish L</u>	<u>Introduction to Astronomy</u>
<u>Hoffmann, Craig C</u>	<u>History of Art I</u>
<u>Holloway, Paula C</u>	<u>Anatomy-Physiology I</u>
<u>Huff, Brandon J</u>	<u>Elementary Algebra</u>
	<u>Trigonometry</u>
	<u>General Education Mathematics</u>
<u>Jett, Louise M</u>	<u>Online Graphic Design</u>
<u>Johnson, Kelly D</u>	<u>Language Development & Acquisition</u>
<u>Jones, Wayne K</u>	<u>Fund of Gen, Organic & Biochemistry</u>
<u>Kalker, Brett D</u>	<u>Public and Private Communication</u>
<u>Kimble, Coral Y</u>	<u>Elementary Algebra</u>
	<u>Technical Math for Allied Health</u>

	<u>Technical Math for Allied Health</u>
<u>Kokenyesi, Robert</u>	<u>Anatomy-Physiology I</u>
	<u>Anatomy-Physiology II</u>
	<u>Anatomy-Physiology I</u>
<u>Louvier, Thomas W</u>	<u>Fundamentals of Logical Reasoning</u>
<u>Margarida, Mary J</u>	<u>First-Year English II</u>
	<u>College Reading</u>
<u>Maynard, Kim M</u>	<u>Targeting the Job Market</u>
	<u>Job Seeking Skills</u>
<u>McClellan, Doyle V</u>	<u>Computer Network & System Internship</u>
	<u>Windows Network Configuration</u>
	<u>Network Services</u>
<u>McKee, Janice C</u>	<u>Geography by World Regions</u>
<u>Moss, James K</u>	<u>Internship</u>
	<u>Ecological Principles</u>
<u>Mozur, Gerald E</u>	<u>Fundamentals of Logical Reasoning</u>
<u>Mumba, Mumba</u>	<u>Public and Private Communication</u>
<u>Mumba, Mumba</u>	<u>Public and Private Communication</u>
<u>Munden, Nicole J</u>	<u>Calculus for Busn & Social Science</u>
	<u>Calculus and Analytic Geometry I</u>
	<u>Statistics</u>
	<u>Statistics</u>
<u>Nasello, Gregory C</u>	<u>Microbiology</u>
	<u>Microbiology</u>
<u>Noble, Penny K</u>	<u>Summer Fun</u>
<u>Norcio, Lawrence P</u>	<u>Fund of Gen, Organic & Biochemistry</u>
<u>O'Leary-Johnson, Stefanie A</u>	<u>Business Mathematics</u>
<u>Pedigo, Vicky D</u>	<u>Managerial Accounting</u>
<u>Pohlman, Stephen L</u>	<u>American Government</u>
<u>Provenzano, George</u>	<u>Principles of Macroeconomics</u>
	<u>Principles of Microeconomics</u>
	<u>Principles of Microeconomics</u>
<u>Rassi, Nathan J</u>	<u>Applied Physics I</u>
<u>Reed, Heather M</u>	<u>Human Biology</u>
<u>Reese, Christopher C</u>	<u>Introduction to Astronomy</u>
	<u>Introduction to Astronomy</u>
	<u>Mechanics of Solids</u>
<u>Ridings, Shelle A</u>	<u>Health Information/Coding Externship</u>
	<u>Medical Assisting Externship</u>
<u>Sellers, Cory A</u>	<u>Introduction to the Visual Arts</u>
<u>Simpson, Layne A</u>	<u>Introduction to Sociology</u>
<u>Sinclair-Parish, Margie A</u>	<u>Financial Accounting</u>

<u>Spencer, Leslie R</u>	<u>American Republic: Beginning-1877</u> <u>Western Civilization I</u>
<u>Stair, David W</u>	<u>Fundamentals of Biological Science</u>
<u>Steinmann, Thomas D</u>	<u>Intermediate Algebra</u> <u>College Algebra</u>
<u>Stephens, Abigail F</u>	<u>Anatomy-Physiology II</u> <u>Anatomy-Physiology II</u>
<u>Trimm, Todd W</u>	<u>Pre-Calculus</u>
<u>Vajjala, Emily L</u>	<u>Public Speaking</u>
<u>Vucich, David B</u>	<u>Computer Forensics</u>
<u>Watson, Mary L</u>	<u>Learner Centered Instruction</u>
<u>Werner, Amanda K</u>	<u>Summer Fun</u>
<u>White, Kathleen M</u>	<u>General Psychology</u>
<u>Wineinger, Rachel E</u>	<u>Basic Writing</u> <u>First-Year English I</u> <u>Mythology</u>
<u>Wright, Jessica L</u>	<u>Fundamentals of Biological Science</u>
<u>Yost, Diana L</u>	<u>Introduction to the Visual Arts</u> <u>The Art of Film</u> <u>The Art of Film</u>

and approve promotion/transfer:

Full-Time

N/A

and approve extension of Existing Retiree Benefits

Effective Date: August 11, 2020

RETIREE BENEFITS

The following is a renewal of benefits offered to qualified retirees from Lewis & Clark Community College. A qualified retiree would be defined as an individual (former full-time employee) who has retired from service from LCCC in good standing and is receiving an annuity through the State Universities Retirement System. The proposal would provide qualified LCCC retirees with the following benefits:

1. Tuition benefits: Tuition for credit courses are waived for the retiree.
2. A gate card and hang tag for access to gated parking lots during visits to campus.
3. Invitations to all-college events, including but not limited to concerts, holiday party, ground breakings through the distribution of college communications.
4. Electronic copies of the College publications sent to retiree email address on file.
5. An ID card to be used for access to Nautilus room, swimming pool, and library.

6. Distribution of information relating to existence of the LCCC chapter of the State University Annuitants Association (SUAA). Unless specifically declined by the employee at exit interview, mailing address of retiree provided to LCCC-SUAA.
7. Provision of these benefits outlined in Items 1-6 would automatically sunset in 5 years from the date approved by the Board of Trustees. Future approval by the Board needed for extension.

and approve the Leaves of Absences:

Zedolek, Dawn – Program Coordinator, Safety Programs; Contract & Workforce Training; on leave effective June 15, 2020; returned from leave July 7, 2020.

RECALL FROM LAYOFF*

Part-Time

Baalman, Kadijah – Swim Instructor, Community Education, effective August 17, 2020.

Conlee, Kathryn – Swim Instructor, Community Education, effective August 17, 2020.

Golike, Marci – Swim Instructor, Community Education, effective August 17, 2020.

Harris, Meredith, Swim Instructor, Community Education, effective August 17, 2020.

Hyten, Will – Lifeguard, Community Education, effective August 17, 2020.

Kuntzman, Skyler – Lifeguard, Community Education, effective August 17, 2020.

Long, Emma – Lifeguard, Community Education, effective August 17, 2020.

Lucas, Michaela – Lifeguard / Swim Instructor, Community Education, effective August 17, 2020.

Ruyle, Lora – Lifeguard / Swim Instructor, Community Education, effective August 17, 2020.

Schmittling, Marlene – Chemistry Lab Assistant, effective August 17, 2020.

Tharp, Donna – Swim Instructor, Community Education, effective August 17, 2020.

All employees being recalled and listed above are subject to receiving Board approval **and successful completion of all pre-employment checks before being re-hired.*

Approval for receiving gifts as presented in (Attachment 6 of these minutes)

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
McCain	Yea
Werts	Yea
Heyen	Yea
Johnson	Yea
Rust	Yea
Hanfelder	Yea
Watson	Yea

MOTION CARRIED

Mr. Werts MOVED and Ms. McCain SECOND that the Board approve the Bills as presented in (Attachment 7 of these Minutes);

Trustee Johnson asked for an overview of the expenditure to Ellucian on page 26 in the amount of \$519,727. Chief Information Officer Jeff Watson stated this is the annual payment for a multi-year contract for Ellucian Colleague. This is the largest payment we have for software. The software has been created specifically for higher education and integrates all of the functions between divisions on campus. We started implementation of this software in 2004 after it was selected by a campus team assembled to evaluate software options. Some of the functions through Colleague include engaging our students from admissions through graduation—enrollment, advising, financial aid, course scheduling, grades, etc. The system integrates employee information through HR—personal information, benefits, etc. Finance is integrated for accounts payable, receivable, invoicing, payroll, student payment plans, etc. The system hosts information to supply data for ICCB reporting.

Trustee Rust suggested it may be the time to begin reviewing software products since it has been 16 years since Ellucian Colleague was selected. CIO Jeff Watson said he would develop an Executive Summary of available software options.

Trustee Heyen asked that CIO Watson check with Dr. Trzaska about the system they are using in Kansas and get his opinion.

Trustee Johnson asked for an update on the status of IGEN. Dr. Artis responded that Brett Reinert has been fully engaged with IGEN. There was some concern was expressed by IGEN about changing the fiscal agent at this particular time because the appropriation names Lewis and Clark as the fiscal agent. There is another institution interested in taking the role of Fiscal Agent and we are working with the IGEN Steering Committee on a transition strategy.

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Werts	Yea
McCain	Yea
Heyen	Yea
Johnson	Yea
Rust	Yea
Hanfelder	Yea
Watson	Yea

MOTION CARRIED

Mr. Werts MOVED and Mr. Hanfelder SECOND that the Board approve the Statement of Revenue and Expenditures as presented in (Attachment 8 of these Minutes);

Trustee Johnson referenced page 52 and asked for an explanation of the Auxiliary Enterprises Fund. Chief Financial Officer Mary Schulte noted this is not a final number and explained that this is the fund where we charge activity within the fund that is intended to be self-supporting—Athletics, Dining Services, Bookstore, etc. As you recall, we knew we were going to have a deficit and requested an increase in athletic fees, which was not approved. Dining Services has been greatly affected by COVID. The revenue stopped as they are unable to hold events due to the pandemic. Since the Bookstore is outsourced we have minimal costs there. This is a big number and we still have work to do as we proceed through the institutional CARES funding.

Regarding Athletic Housing Scholarships, Dr. Artis and Dr. Hill noted we have strategically planned a reduction in this budget over three years due to changes in division affiliation. We are changing from Division I to Division II for Men’s Basketball, Women’s and Men’s Soccer. This is both a strategy for reduction of expenses as well as Title IX and Equity issues. We expect the Athletic Tuition and Fee Scholarships to be about the same going forward. While we have no legal obligation to house athletes at Trailblazer Commons, it has certainly been convenient because they are close to campus and many have no transportation.

Mary Schulte responded to an inquiry about Independent Operations Expenditures. These are all of the expenses under Auxiliary Enterprises that are not scholarships—salary, benefits, contractual arrangements, etc.

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Werts	Yea
Hanfelder	Yea
Watson	Yea
McCain	Yea
Heyen	Yea
Johnson	Yea
Rust	Yea

MOTION CARRIED

Mr. Werts MOVED and Mr. Rust SECOND that the Board approve Contracts Requiring Board Approval (Attachment 9 of these Minutes);

Trustee Johnson asked for an explanation of the Interact Communications contract. Lori Artis responded this contract was discussed with Dr. Trzaska at great length. Interact Communications works strictly with community colleges and has a great track record of helping community colleges with targeted marketing plans. Laura Inlow, Manager of Media Services, stated this is an effort to streamline our advertising budget working with industry experts. The contract scope of work includes

review of enrollment data and helping us create a foundational advertising spending plan to make the best use of our marketing funds over twelve months, January 2021 through December, 2021.

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Werts	Yea
Rust	Yea
Watson	Yea
McCain	Yea
Heyen	Yea
Johnson	Yea
Hanfelder	Yea

MOTION CARRIED

Lori Artis noted that everyone should have received a corrected page 174 indicating the September, 2020 meeting to be held September 8 as there was a typo on the previous version.

INFORMATIONAL ITEMS

Interim Chief Academic Officer Jill Lane said the college decided to move its usual fall in-service week to Zoom in the midst of the COVID-19 pandemic. It will be a week filled with department meetings, committee meetings and faculty training. Incoming President Ken Trzaska will offer a welcome, beginning at 8 a.m., Tuesday, August 18, followed by speakers on remote teaching, building an online campus community, and race and social justice. Faculty, staff members, and Board members are invited to participate. Lane thanked Teri Kanallakan and Denise Gray for their work in coordinating this year's schedule, and spoke highly of the CETL committee, whose members have worked hard all summer to educate themselves and share information about how to make remote learning a success this semester.

DISCUSSION ITEMS

Interim President Artis reported we are seeing gains each week in enrollment. Early in the summer, we were down as much as 47 percent. As of Monday, we are only down 19 percent and we are continuing to make progress. Director of Enrollment and Advising Delfina Dornes said the Enrollment Center has been busy. Advisors have really taken advantage of using Zoom and doing virtual advising appointments. We can now meet the students where they are – we can even hop on a call during their lunch hour at work and set them up for fall classes. Limited in-person appointments are also available and walk-ins have begun in the Hatheway Cultural Center to allow for social distancing. Interim Chief Academic Officer Jill Lane said the college is preparing to promote a slate of five, 12-week general education courses that will give students who miss the traditional start of fall classes a second chance to

earn some college credits this semester. Similar efforts are underway for high school students to be able to attend virtually since students may have time available this fall because of online learning and limited athletic opportunities. More intersession courses will be added this winter as well. Trustee Dwight Werts expressed concern about students in rural areas who lack internet access. Artis noted the college has wi-fi hot spots in Godfrey and Edwardsville, and that students can take advantage of computer labs which are now open in Reid Memorial Library, although all those options will involve travel. Lane added that the college will have a total of 40 laptops available for students to borrow if needed. Trustee Johnson noted some universities are employing strategies to complete the fall semester by Thanksgiving break. Artis said L&C is doing the same in regard to necessary face-to-face instruction and hands-on training, in case the need arises to roll back into a previous pandemic phase.

Interim President Lori Artis noted the Scott Bibb solar project has been completed.

Interim Chief Academic Officer Jill Lane discussed articulation agreements with four-year colleges and universities. The articulation agreements provide a roadmap for a seamless transfer. There are currently 72 total agreements that are critical to LC students who want to transfer to universities. They all guarantee LC students can transfer smoothly into their selected four-year programs. Each year, one-fourth of the agreements are reviewed and presented to the Board for information. Lane said LC works closely with high school counselors to make sure they are aware of the agreements and added they are also listed by degree on the college's website. Inlow said the college is currently marketing to transfer students in general. A current campaign focuses on how much students can save money on their bachelor's degree by starting with two years at Lewis and Clark. More information can be found at www.lc.edu/save. She also said some partner schools like to work with LC to make formal announcements when new agreements are forged – the most recent example being an agreement with the University of Illinois for the Bachelor of Science in Nursing.

Jill Lane provided an overview of the college's four new full-time faculty members. Lane said all four are replacing former faculty in programs that demonstrated a need.

- Instructor of Chemistry Ben Hutcherson replaces Jennifer Vance. He has a bachelor's degree in chemistry from Georgetown College and a master's degree in analytical chemistry from the University of Louisville. He is a former instructor and scientific instrument specialist for the University of Illinois Chemistry department.
- Assistant Professor Louise Jett replaces Steve Campbell as coordinator of the Graphic Design and Web Design and Development programs. She earned her associate degree from Lewis and Clark, a bachelor's degree in organizational leadership from Greenville College and her Master of Education in Education Policy, Organization and Leadership, with an emphasis in new learning design and leadership, from the University of Illinois. Jett has worked the past eight years as a media specialist in LC's Media Services department and has been an adjunct instructor and advisor of The Bridge student newspaper. Prior to L&C, she worked as the editor of a weekly newspaper and marketing director at a non-profit independent living facility.

- Associate Professor of Biology Scott Shreve replaces Lee Sudlow. He did his undergraduate work in zoology at Miami University in Ohio and his graduate work in entomology at the University of Illinois, where he studied the evolution of asexual reproduction in bark lice. Shreve had visiting teaching positions at two colleges in Kentucky, before teaching zoology and evolutionary biology at Lindenwood University-Belleville for four years before coming to L&C. He has also been active in the Entomological Society of America and the Association of College and University Biology Educators and is on the editorial board of the biology teaching journal Bioscenes.
- Associate Professor of Chemistry Megan Stouffer replaces Julie Beaty-Nosco. She earned a doctorate in organometallic chemistry from Washington University and a bachelor's degree in chemistry from Gettysburg College. She taught at Lindenwood University-Belleville for five years as an assistant professor, where she was also Faculty Council chair for a year. She previously taught at Washington University as an adjunct professor in the Chemistry department.

ACTION ITEMS

Mr. Werts MOVED and Mr. Watson SECOND that the Board approve the Grant or Sponsored Contract Opportunities as presented in (Attachment 11 of these Minutes).

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Werts	Yea
Watson	Yea
McCain	Yea
Heyen	Yea
Johnson	Yea
Rust	Yea
Hanfelder	Yea

MOTION CARRIED

Ms. McCain MOVED and Mr. Werts SECOND that the Board approve the one-year agreements for three managers of the TRiO programs—Upward Bound and Talent Search as presented in (Attachment 12 of these Minutes).

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
McCain	Yea
Werts	Yea
Heyen	Yea
Johnson	Yea

Rust	Yea
Hanfelder	Yea
Watson	Yea

MOTION CARRIED

Mr. Werts MOVED and Ms. McCain SECOND that the Board approve the policy prohibiting sex-based misconduct as presented (Attachment 13 of these Minutes).

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Werts	Yea
McCain	Yea
Heyen	Yea
Johnson	Yea
Rust	Yea
Hanfelder	Yea
Watson	Yea

MOTION CARRIED

Mr. Werts MOVED and Ms. McCain SECOND that the Board approve RESOLUTION 21-1 APPROVAL AND NEED TO KEEP CONFIDENTIAL CLOSED SESSION MINUTES as presented in (Attachment 14 of these Minutes).

Upon a roll call vote the Trustees voted as follows:

Britt (advisory vote)	Yea
Werts	Yea
McCain	Yea
Heyen	Yea
Johnson	Yea
Rust	Yea
Hanfelder	Yea
Watson	Yea

MOTION CARRIED

ANNOUNCEMENTS

The next Regular Meeting of the Board of Trustees will be held on Tuesday, September 8 2020, at 7:00 p.m., in the Ahlemeyer Atrium of the Trimpe Advanced Technology Center, Lewis and Clark Community College.

ADJOURNMENT

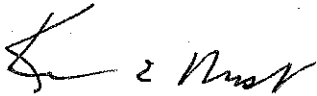
There being no further business, Mr. Hanfelder MOVED and Ms. McCain SECOND to adjourn the meeting.

Upon a roll call vote, the Trustees voted as follows:

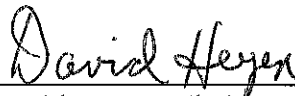
Britt (advisory vote)	Yea
Hanfelder	Yea
McCain	Yea
Werts	Yea
Heyen	Yea
Johnson	Yea
Rust	Yea
Watson	Yea

MOTION CARRIED

There being no further business the Chair Declared the MEETING ADJOURNED at 8:02 p.m.



Kevin Rust, Secretary



David Heyen, Chair

DATED: 9-8-20