



Minutes of the
MEETING OF THE FACULTY SENATE
December 13, 2021

APPROVED

PRESENT: Eduardo Aguilar, Lacey Craft, Will Dalrymple, Alexandra Doyle Bauer, Molly Faulkner, Jenny Ferrero, Sergio Hernandez, Erin Hiro, Jason Jarvinen, Teresa Laughlin, Lawrence Lawson, Beatrice Manneh, Adam Meehan, Susan Miller, Ben Mudgett, Scott Nelson, Wendy Nelson, Candace Rose, Tanessa Sanchez, Rocco Versaci, Reza Wrathall, Anastasia Zavodny

ABSENT: Leigh Marshall, Fari Towfiq, Roxanna Vega (ASG)

GUESTS: Jennifer Backman, Kelly Falcone, Matt Grills, Luis Guerrero, Barbara Hammons, Morgan Johansen, Kevin Kearney, Patriceann Mead, Billieanne McLellan, Michael Mufson, Alyssa Vafaei

Please note: All votes are presumed unanimous unless indicated otherwise.

CALL TO ORDER The video conference meeting was called to order by Senate President Rocco Versaci at 2:30 PM.

Senate President Rocco Versaci announced the special Faculty Senate meeting this coming Friday, December 17 at noon. The only agenda item should be ratifying some curriculum material.

PUBLIC COMMENT

Senate Vice President Jenny Ferrero reminded Senators about Women's Black History month in March 2022 and said organizers are still looking for faculty proposals relating to women's issues such as rights, justice or history. The deadline to submit a proposal is February 7. Proposal link: <https://forms.gle/6fWBtP7c3T1qToTy6>

Senator and EEDCC co-chair Eduardo Aguilar reminded Senators of the Social Justice Convening happening at Palomar on Friday, January 28 from 9 to 3 pm. Workshop links will be emailed to faculty soon.

Luis Guerrero invited everyone to a workshop that includes a presentation from expert Joe Feldman on theory and practices pertaining to Diversity, Equity and Inclusion. The focus will be Grading for Equity 'Beyond the Book Club' and a Q&A will take place with the author. The workshop takes place on Wednesday, January 26 from 9 to 12 pm. 2022. Registration takes place in the PD Portal.

Senator and Curriculum co-chair Wendy Nelson said another Strong Workforce Faculty Institute is scheduled for February. Faculty will have an opportunity to review data. A stipend of \$2,000 will be available and 25 spots will be open. More information will be emailed soon.

Senator Candace Rose said Hatha Yoga will resume the first week in January. Faculty can register through the PD Portal.

ANNOUNCEMENTS

President Versaci said Senate President has a designated seat on the Budget Committee but he is unable to attend the spring meetings due to his class schedule. The committee doesn't meet regularly but when it does, it meets on Tuesdays at 2:30. He asked Senators to contact him directly to volunteer to fill this designated seat.

Versaci also announced Council will not be meeting this Wednesday (December 15) and will resume Council meetings next semester but on Thursdays at 12 noon.

Versaci reminded Senators according to the faculty constitution, the election for the next Faculty Senate president elect takes place at the second meeting of the spring semester, February 7. Versaci will not be running for another term. He asked that at least two Senators step up to be nominated or to self-nominate for the position.

Senate Secretary Molly Faulkner invited faculty to the performing arts events this week.

AGENDA CHANGES – No agenda changes

APPROVAL OF MINUTES

Motion 1 MSC: Fererro/Laughlin

Faculty Senate approval of meeting minutes dated December 6, 2021 as amended (see Exhibit 1).

The motion carried.

ACTION

- A. **Curriculum** – No action taken.
- B. **Committee Appointments** – No action taken.

INFORMATION ITEMS

A. Update on/Input about Faculty Professional Development (see Exhibit 2)

Professional Development Coordinator Luis Guerrero addressed the Senators by first explaining the history of AP 3000. In April of 2021, it was passed by Strategic Planning Council (SPC) and then in October of 2021 it was approved by College Council. Finally on November 2, it was approved by the Governing Board.

Guerrero displayed AP 3000 and said he wanted to bring forth key aspects that Faculty Senate should be aware of and to provide some recommendations. The "annual" antiracism training for faculty as noted in AP 3000 was Guerrero's initial focus. He added that a policy needs to be written so this matter can be negotiated. But, until the policy is written and approved, Guerrero asked the question "What type of communication should the PD Committee have in a non-negotiated discussion with the District?" And now that the District has said this should happen, what does the District think it should look like?

Senator and TERB Coordinator Lawrence Lawson shared his concern that the burden of creating the trainings or implementing them may fall on the BILPOC colleagues here at Palomar and wants to ensure this doesn't happen. He also asked Guerrero if there is funding attached to this initiative that might allow expert speakers to provide training or to tap into some of the better external trainings already in place elsewhere. Guerrero said he asked VP Montoya

specifically to ensure this initiative “has legs” by providing a budget or funds to successfully move forward. Several ideas, options and resources were mentioned as activities that could be funded.

Senator and Articulation Officer Ben Mudgett added that the six hours at plenary could be completely dedicated to DEI. Senator Mudgett also said that many faculty already attend outside workshops and symposiums where the focus is DEI. When selecting professional development options moving forward, he hopes there can be some flexibility or an opportunity to satisfy Palomar’s new antiracism training by attending those same events in the future. Guerrero responded by saying that the PD Committee would like to see a prescriptive list of activities to satisfy this requirement in order to ensure accessibility to every faculty member. A possibility of internal trainings as well as some outside trainings are being explored. Having a DEI coordinator to assist in determining eligibility of these activities will be helpful as well added Guerrero.

Senate VP Jenny Fererro said there will have to be a self-designed option for faculty because people are doing a lot of things in different ways. She said it’s important to keep in mind the true intention of this training. It is to do work that’s action oriented and something that will impact faculty’s work with students and with the College. From a negotiation standpoint, Fererro went on to say that no negotiations have been started yet. It’s not likely that the 12 hours of faculty’s professional development is going to be about antiracism. Right now, faculty have this amount of PD that is allowable and there needs to be flexibility for faculty to design their own professional development. Fererro said PFF needs to make sure that part-time faculty are being paid for this professional development requirement. She also said she appreciates that the PD committee is looking to create a list of suggestions and options to avoid things being utilized or attempted to be utilized that would not necessarily be relevant.

Senator Will Dalrymple said he is currently in a training at Southwestern College called AETA, a super intensive, two semester equity teaching academy. Southwestern is trying to expand the equity leadership among faculty. This may have great use here at Palomar and could help get all faculty involved here with this antiracism initiative.

<https://sites.google.com/swccd.edu/aeta-syllabus/aeta-home>

Senator Lawson shared a specific suggestion saying that training faculty to look at aggregate data for the classrooms may also be very helpful. How faculty look at the data may advance reflections on equity in a specific classroom. He said that TERB is talking about having this idea be part of future self-reflections.

Senator and Curriculum Co-Chair Wendy Nelson said she really likes the idea of looking at curriculum and then data but also likes the idea of options but with limiting those options.

Senator and EEDCC Co-Chair Eduardo Aguilar suggested getting EEDCC committee involved with the process by allowing the committee to provide “a stamp of approval” for any antiracism training activities.

Senator Susan Miller expressed her concern that all employees of the College need to be on board with this training.

B. Update on Changes to the Senate’s Release Time Pot

President Versaci explained he received information from faculty currently receiving Senate’s allocated release time. There is still some confusion with the District regarding Accreditation Co-Chair’s release time. PFF will likely sort out this issue with the negotiation of Appendix F. VP Kahn provided Versaci with a proposal regarding the SLO coordinators. VP Kahn floated the idea that if Faculty Senate wanted to move release time away from SLO and give to EEDCC Co-Chairs, the District would most likely backfill the amount for the SLO Coordinators. At this time, nothing is confirmed from the District. This may delay selecting the new SLO Coordinators.

C. Proposal for an Honors Program at Palomar College (see Exhibit 3)

Kevin Kearney explained that beginning in 2018, a number of high school English teachers in the District started sharing concerns with Palomar's English Department explaining that Palomar was losing students simply because it didn't offer an honors program. The English Department formed an exploratory committee to look at honors programs at competing school districts. This research brought the committee to a conclusion that an honors program could work at Palomar with a focus on equity so that anyone could join the honors program in any department and in any discipline. This scenario would work more like a contract with the individual students where the student would enroll in any class but would take on additional work such as separate honors mini sections or even capstone projects. This would require extra effort by the student as well as the faculty who would volunteer for the program. Kearney said that Palomar has the capacity to do this but there are roadblocks that exist that need to be worked out. The English Department has applied for a grant from the Palomar College Foundation to fund further exploration of this idea and to determine how it can work at Palomar. The goal is to have a pilot program in place for spring 2022.

Senator Lawson thanked both Kearney along with Jennifer Backman for their efforts and said this is long overdue, He asked if this pilot program will be ready to launch in Spring 2022. Kearney responded saying that this goal is quite ambitious but it's important enough to get it moving forward now. An example of progress may be asking a few dedicated professors to work on capstone projects next semester so formal recognition can be given that can influence moving forward with the honors program.

Senator Mudgett asked Kearney and Backman when they think honors courses will be added and Backman replied that it will be far into the future for designated honors classes.

Senator and Chair of Committees on Committee Anastasia Zavodny asked if this program was similar to Mira Costa's contract program. She also asked if interested faculty will get any training and if this moves forward, has PFF had any conversations regarding compensation for faculty who participate with an honors contract? Backman and Kearney both said these are questions yet to be answered and logistics that need to be worked on. Senator Zavodny added that Mira Costa faculty are provided compensation for assuming an honors contract and a limitation is placed on how many contracts can be compensated in a given period of time. Zavodny will share this detailed information with Kearney and Backman.

Senator and EEDCC Co-Chair Eduardo Aguilar expressed his desire to allow courses in Ethnic Studies qualify for honors contracts and is willing to share his honors contract syllabus previously prepared for his prior Mira Costa classes.

D. Joint Appointment Process for Coordinator Positions for Institutional Compliance (see Exhibit 4)

President Versaci shared the exhibit provided to him by VP Kahn. The text mirrors the language in the past joint appointment document.

Senator and PFF Co-President Teresa Laughlin asked if this was to solve a problem or is it an admin reach? Versaci said VP Kahn hopes this might address concerns of getting the right people who will follow through with the work in these positions. VP Kahn also told Versaci that when things go wrong, faculty often get blamed. With this joint appointment, administrators may feel they have more responsibility in making sure the work is done. Laughlin said that if Faculty Senate is willing to take on the evaluations of these release time positions and hold the faculty accountable, this would be a better solution than allowing the District to step in. Faculty can police its own faculty. Versaci said the prior agreement had language that Senate, PFF and administration would work together on a process by which faculty in these positions would be evaluated. This has never materialized.

Senator Wendy Nelson endorsed the idea of Senate overseeing these positions but said that as the SLO Coordinator years ago, her working relationship with VP Cuaron was a partnership and she felt supported by administration.

Senator Lawson said Faculty Senate should definitely be following up on the release time faculty. Also, in this document the language of “off-contract” may need to be changed to “non-instructional.” Also, Lawson wanted Senators to be aware that the TERB Coordinator is appointed in a joint decision by the College President and PFF and the VP of Instruction evaluates the position so a precedent is already set.

Senator and Accreditation Tri-Chair Adam Meehan asked Senate to keep in mind that Michelle Barton's position is Accreditation Liaison Officer which seems sort of an institutionalized position for someone who oversees accreditation. The tri-chair positions are representing faculty, staff and administration. In this case, faculty is part of a larger team representing faculty. There is already this institutionalized position, Michelle Barton's, that ultimately has responsibility over the accreditation writing leadership team. This may serve as an argument of keeping faculty purview over this matter.

Senator and Credit for Prior Learning (CPL) Coordinator Candace Rose posed a counter argument of why it might be good to have the administration buy in. For CPL in particular, she thinks it's out of sight out of mind. If there had to be some discussion or collaboration with administration, then perhaps that position would already have some permanent funding, and might already have staff support which it needs. This may help to get some attention. CPL is a part of accreditation and Title V.

Versaci and VP Fererro will take these comments back to VP Kahn.

E. Update on Faculty Hiring Procedures

President Versaci said there isn't an update but he and Fererro are meeting with President Rivera-Lacey later this week and this matter will be discussed.

REPORTS

ASG (Mouawad) - No report.

President (Versaci)

Welcome to the end of a long semester, and I'd like to thank everyone reading this for the work you do on behalf of the College, your colleagues, and—above all—your students. As for this week's report—the last one of the fall semester, here are the highlights/updates:

- Regarding lines of communication between Senate and HR about administrative hiring, I sent a follow-up email to Monique Dumbrique on Tuesday, December 7, asking if there was an update (she had previously told me she reached out to her Director) and alerting her to the fact that faculty would be off contract until the end of January. She replied that she had not yet heard back, but that there would be no requests for faculty representation on administrative hiring committees until at least spring. I will continue to work to set up some kind of “early alert” system with HR regarding requests for faculty volunteers that doesn't require the Senate President to scour Governing Board agendas to find out when new administrative positions have been approved (and therefore triggering urgent requests for volunteers to serve on their hiring committees).
- Regarding the issue of simplifying the process by which minor students obtain authorization signatures to enroll, I sent a follow-up email to Kendyl Magnuson on Tuesday, December 7 inquiring about any progress on this. He informed me that “the under 16 signature process is not a simple process” and that they would continue to look at it, but its priority is “not a higher priority than [other] projects.” He also said that “it will take time and will be worked on as resources are available.”
- Regarding our faculty hiring procedures, I had a meeting scheduled with HRVP Montoya on Monday, December 6, but that was postponed as the District is “still reviewing [our] response.” I was fine with the cancellation, but I did reply on Tuesday, December 7, about the problematics of the District enacting certain (but not all) of the changes

we ratified while disputing our ratification process. President Rivera-Lacey responded that we could use our next scheduled 1-on-1 meeting time on Thursday, December 16 to discuss this if there is no time sooner.

I would like to wish everyone the best of luck in making in through to the end of the semester, and I hope that you are looking as forward to the break as I am.

College Council (Versaci) – No report.

The College Council met on Friday, December 10 (before Senate but after reports were due).

Equity, Education, & Student Success (EESS) Council (Versaci)

The EESSC met on Friday, December 3. The highlights:

- We approved various BP/APs that had come before for discussion
- We discussed the proposal for the New Programs Committee makeup
- We discussed various BP/APs, including Student Health Services (5200) and Lactation Accommodation (5203)
- We approved Tina Barlolong as a replacement for Natalia Volodina on the PRP Review Committee
- We heard the year-end update report from the AB705 Subcommittee

Institutional Effectiveness, Planning, and Fiscal Stewardship (IEPFS) Council (Bongolan) – No report.

Employees, Community, & Communications (ECC) Council (Ferro)

The ECC Council met on Friday, December 3. Robust discussion occurred around AP/BP 7600 (Palomar College Police Department) with a focus on ensuring community engagement and removal of use of force language. AP 3000 (Antiracism) was also discussed, with the primary focus on the PD requirements involved in that procedure.

Infrastructure & Sustainability (IS) Council (Martin)

Meeting report from 12/3/21

- Erin Hiro has taken over as acting co-chair.
- There was further discussion of adding an additional voting member (Interim Director of Business Services) to the council. College Council did not support an earlier proposal of adding additional members to the council during the first year. The consensus of the ISC was to send forward the proposal to add the additional voting member.
- Dennis Astl discussed the state's 10 year Climate Action plan. The goals are to increase sustainability and climate action. He will bring more information to a future meeting.
- Consensus in Governance- There was discussion on changes including no longer voting, instead reaching consensus. Erin Hiro expressed concerns over no longer voting, that some members might not be inclined to speak up. Members of the group suggested allowing voting by email which would give members time to review issues before voting.
- Review of Technology Master Plan Goals- The group met in smaller workgroups to rank goals. This discussion will continue at future meetings.

PFF (Laughlin)

The end is nigh, the end of the semester that is. And what a semester is has been! We have been so busy negotiating the vaccine and mask mandates, incentives, and getting prepared for spring semester.

- The PFF, CCE and Palomar Foundation, along with the San Diego and Imperial Counties Labor Council (SDICLC) distributed Turkeys and other goodies in Parking Lot 12 from 8-10 a.m. on Saturday November 20th. We gave out 400 turkeys and the fixings as well as 100 chickens and the fixings. We did not have to turn anyone away.
- We had our first Meet and Greet with our Trustees since COVID. Trustees Miyamoto, Rodriguez, and Raju joined us on December 1st at My Yard Live.

I have been actively involved in the shared governance and union meetings including:

- CFT Committee meetings on 12/4
- Governing Board Meeting 12/7/21:
 - The main discussion was about changing the boundaries for the Districts.
- Campus shared governance meetings:
 - Faculty Senate
 - College Council
 - TERB
 - Budget
 - Benefits
- Interaction with members: I have had with several individual meetings with members regarding various concerns.
- Interaction with our CCE colleagues: We stay in close communication with our brothers and sisters in the CCE. We stand shoulder to shoulder.
- Meetings with Board members: We meet monthly with each Trustee to keep the lines of communication open.
- Meetings with Dr. Star Rivera-Lacy to discuss Spring 2022 expectations for in person interaction among other topics.

If you have concerns about these or any other issues, please email me at tlainelaughlin@gmail.com.

Educators for Equity, Diversity, and Cultural Consciousness – EEDCC (Aguilar/Sadat Ahadi)

The EEDCC Committee will be meeting on Friday, December 10, from 12:30-2:00pm. This will be the last meeting of the Fall 2021 semester and the last meeting before our inaugural Social Justice Convening. The convening will take place on Friday, January 28, from 9:00am-3:00pm virtually on Zoom. At this meeting, we will decide on workshop proposals and finalize the program for the convening. We extend an invitation to the Palomar community faculty, staff, and students to participate in this important and historical event.

Accreditation (Meehan)

The Governing Board approved the Institutional Self-Evaluation Report (ISER) at its December 7 meeting. It will be sent to our accrediting body, ACCJC, on or before December 17.

Distance Education (Hiro)

The Distance Education Committee has compiled an A-to-Z list of items you might need to know for the end of fall/break/start of Spring.

Starting with A ... Accessibility

Yep. The A word can feel overwhelming, but we have ways to make it easier for you.

First off, the DE Committee created a self-paced accessibility course in Canvas called Accessibility and Universal Design. It is like POET as you work at your own pace for PD credit but get feedback from the DE Coordinator. If you are looking for new trainings, we highly recommend this one.

Don't have time for training, try one of four tools in Canvas that can make your life easier and your courses more accessible. According to the ATRC: Palomar has four accessibility checkers available in Canvas:

1. Canvas built-in accessibility checker
2. PopeTech accessibility checker
3. UDOIT accessibility checker
4. Ally accessibility reporting

Checkers 1-2 only check the material in a content editor, thus must be run by editing each page, assignment, etc.

Checkers 3-4 will scan material in content editors across the entire course. Checker 4 is the only one that will evaluate

the accessibility of files uploaded into the course. The ATRC recommended strategy is to use the built-in checker while building content, and to use Ally to monitor uploaded files.

HyFlex Courses

During this fall semester, five brave faculty tried HyFlex teaching. HyFlex stands for Hybrid Flexible, where students have the choice each class session whether to attend class in a classroom or on Zoom. Here is a [Hyflex video](#) that explains more. Those five faculty members spent the summer and fall developing training and are now helping to bring about a bigger test group for Spring 2022. Some of you have already expressed interest and were approved to teach it by your dean. If you are approved to teach HyFlex, you can be paid for 10 hours of training at your non-instructional rate, to take a Canvas and in-person training. If you are not approved to teach HyFlex in the Spring 2022, you can still take the training for PD credit. You can find the course in the PD Portal soon.

New Quizzes

Canvas is phasing out the **Classic Quiz format** in Canvas for the New Quizzes format. The ATRC is warning us we have no choice but to change our quizzes to the new format by next summer. For details, and to keep informed about any changes in the timeline, please check "[Classic Quiz Sunset Timeline](#)" on the Canvas Community site. The ATRC is offering trainings this semester:

Thursday, December 9, 12-12:45 pm

Wednesday, December 15, 11-11:45 am. Sign up in the PD Portal.

Online Teaching Conference

The summer 2022 conference on all things online teaching is back in person June 29- July 1, 2022 in Long Beach. The Online Teaching Conference is full of interesting information on the latest technology and techniques for online learning. Plus, it is a lot of fun. More information can be found [here](#). Can't swing the \$299 registration fee? Ask your union to foot the bill. The PFF provides grants for faculty to pay for the conference registration. The form to apply for the funds is found on the PFF Benefits page: <https://www.palomarfacfed.org/benefits>

Speaking of saving your money, the Distance Education Committee has secured funding through Guided Pathways to pay the registration costs of classes created by @ONE (Online Network of Educators) for full and part-time faculty. [@One](#) has a wide variety of courses to help improve your teaching. The costs range from \$40 to over \$100. We would like to pay the cost of the course so that you can have the freedom to learn new techniques now, over the break or in the Spring. We cannot pay for the time it takes to complete the course. If you find a class you would like to take, and feel you have the time to complete the course, please fill out this [form](#). Once you fill out the form, you will be given more information on how to get your @One course paid for.

Proctoring

We are putting together an online proctoring program at Palomar that we hope faculty will test out in the Spring to ultimately replace Proctorio for online proctoring needs. We will have Palomar staff available via Zoom to proctor online exams. Look for more information in January.

Unicheck

Palomar has transitioned to a new plagiarism checking tool, called Copyleaks. Similar to the Unicheck tool we've used, Copyleaks generates similarity reports pointing out possibly plagiarized content in three tiers: Identical, minor changes, and related meaning. For information visit the [ATRC website on this topic](#).

If you have previously used the Unicheck tool with your assignments in Canvas, we recommend you immediately switch over to use the new Copyleaks tool instead. To do this, edit your Canvas assignment, scroll down to the setting for plagiarism review, and set the menu for "Copyleaks Plagiarism Checker." Once you make that change, you'll have an opportunity to customize the settings, though the default settings will result in the most conservative plagiarism check. Save the assignment, and all future submissions through that assignment will be checked by Copyleaks. If you

have already have student submissions to your assignment using Unichack, please contact the [ATRC support staff](#) about how best to transition your assignments.

And ending with Z ... Zoom Recordings

Palomar is out of memory for Zoom recordings so Palomar will automatically erase all Canvas Zoom recording made since Covid starting Feb. 11, 2022.

What it means for you:

- If you haven't made any Zoom recordings, you can do nothing
- If you don't care if the Zoom recordings are erased once the semester is done, you can do nothing.
- If you need to keep any of these Zoom recordings, you need to find the recording you want to keep in Zoom and download it. Here is a [how-to guide](#).

NOTE: Please remember that you cannot use a Zoom recording from one semester in a new class if students from the old class are shown in the recording. It is a FERPA violation to show a class recording outside of the classroom unless those students sign a waiver.

Questions on any of these topics, send me an email.

Guided Pathways (Nelson)

During the Faculty Senate meeting today, Senator Wendy Nelson said funds are currently available through Guided Pathways. If any faculty have projects that align with one of the Guided Pathways pillars, please go to the Guided Pathways website and apply. Funds must be used by June of 2022. <https://www2.palomar.edu/pages/pathways/>

Budget (Ferreiro) – No report.

Budget Committee has not met recently. The next meeting is scheduled for Tuesday, December 14.

TERB (Lawson)

TERB is continuing to look at ways to make forms and processes more efficient. As well, TERB has continued to discuss the out-of-cycle peer evaluation process—which, due to sensitivity and a desire for a robust process—follows many of the features of the probationary evaluation process.

TERB has also discussed how to approach evaluations where evaluatees do not participate, withhold required documents, or impede observations or the evaluation as a whole. Faculty evaluations are a faculty-run process, and everyone participates in good faith. TERB is interested in maintaining its processes to ensure evaluations are fair, robust, and complete.

Professional Development (Guerrero) – No report.

AB705 Subcommittee (Anfinson) – No report.

The AB705 Subcommittee met on the afternoon of Thursday, December 9 (before Senate but after reports were due).

Sabbatical Leave (Lawson)

We are continuing to look at and approve sabbatical leave applications for the next academic year.

Equivalency (Towfiq) - No report.

Student Learning Outcomes (Bealo/Tavakkoly) – No report.

Faculty Service Areas (Mudgett)

FSA met on Tuesday, December 7, and approved the Theatre Arts discipline FSA. We also approved a letter to full-time faculty that will be sent early in the spring 2022 semester. This letter defines FSAs and explains how to apply for

additional FSAs. The FSA committee is also discussing the logistics to renew 45 discipline FSAs coming up for their three-year renewal cycle in 22/23. Our next meeting is February 1, 2022.

Credit for Prior Learning (Rose) – No report.

ADJOURNMENT: The meeting was adjourned at 3:48 PM.

Respectfully submitted,

Molly Faulkner

Molly Faulkner, Secretary