

The regular meeting of the Central Wyoming College Board of Trustees was held on Tuesday, December 14, 2010, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Caroline Mills	Scott Phister
	Charlie Krebs	Colton Crane
	Judy Pedersen	Roger Gose
<u>Absent:</u>	Frank Welty	
<u>Administration:</u>	Jo Anne McFarland	Jason Wood
	Mohammed Waheed	Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Mark Nordeen	Charlotte Donelson
	John Wood	Ruby Calvert
	Carolyn Aanestad	Martha Davey
	Jane Warren	Jackie Meeker
	Dane Graham	Chloé Skaggs
	Kelly Frank	Joshua Scheer

CALL TO ORDER: Board Chair Roger Gose called the meeting to order at 7 p.m. A roll call conducted by the board clerk indicated that all board members except Mr. Welty were present. Mr. Welty had indicated in advance that he would not be present at this meeting. A quorum of the board was declared present to conduct business. Chair Gose announced that the meeting was preceded by a 6 p.m. dinner/work session regarding reorganization.

EXECUTIVE SESSION: No executive session was held at this point in the meeting.

PUBLIC OATH OF OFFICE FOR RE-ELECTED TRUSTEES: Board Attorney Frank Watkins administered the public ceremonial oath of office to Dr. Roger Gose for the Riverton Subdistrict whose term will expire December 1, 2014; to Mr. Scott Phister for the Riverton Subdistrict whose term will expire December 1, 2014; and to Mr. Charlie Krebs for the Lander Subdistrict whose term will expire December 1, 2014.

**WELCOME AND
INTRODUCTION
OF GUESTS:**

Chair Gose welcomed the guests present and reminded everyone that Community Input Forms were available at the door for visitors to use if they wished to speak to an agenda item.

**APPROVAL OF
AGENDA:****ACTION:**

Mr. Krebs moved to approve the agenda as presented. Dr. Crane seconded the motion. Motion carried.

**STUDENT,
EMPLOYEE
ASSOCIATION,
WYOMING
PBS, AND CWC
FOUNDATION
REPORTS:**

Written reports from student and employee associations, Wyoming PBS, and CWC Foundation/Institutional Advancement were included in the board packet.

Student Senate

Ms. Chloé Skaggs, Student Senate President, indicated that she didn't have anything to add to her written report and thanked the board for an amazing semester. Dr. Crane stated that he and his family enjoyed the play *You Can't Take It With You*. Mr. Phister added that Ms. Skaggs is one of many students who could have gone to school somewhere else and who has made significant contributions to the college and to the community.

Ms. Skaggs submitted a written report which included information that Senate members participated in the Honk and Wave efforts of Citizens for CWC on November 2. The Senate celebrated CWC's victory at the polls at their meeting on November 3. They contributed \$1,500 to assist the framing of Native American photographs for the Intertribal Center. The Senate supported the Riverton High School Key Club with the annual Thanksgiving meal. This meal was also offered to CWC students who were unable to make it home for the holiday. A Winter Wonderland Dance will be held on December 9. Open study nights with free food will be held during finals week in the Fremont Room. Finals Feed will be held on December 14. A Fall Graduation party will be held on December 16.

Classified Staff
Association

Mr. Kelly Frank, President of the Classified Staff Association, reported that Ms. Kelly Dempster, Assistant to the CIO, had been selected by the Classified Staff as the employee of the year.

Mr. Frank submitted a written report which included information that the Classified Staff is completing paperwork for the Classified Staff Wage and Job Analysis. The final payment has been made to the Classified Staff

endowment which was set up to help Classified Staff members pay for costs associated with taking courses. Suze Kanack delivered a turkey for the Key Club on Thanksgiving Day. Barbette Hernandez is assisting with the Fund Raising Dinners for the MultiCultural Club at Riverton High School.

The Faculty

Ms. Jane Warren, President of The Faculty, indicated that the faculty asked her to congratulate Chair Gose, Mr. Phister, and Mr. Krebs on their reelection to the board of trustees. She showed the basketball poster to the board. The poster is unique because it combines both the men's and women's teams. Chair Gose congratulated Ms. Warren on her nomination for the outstanding faculty award. Mr. Krebs asked how many Rural Justice Training Centers there are in the country. Ms. Warren did not know but indicated that she would find out.

Ms. Warren submitted a written report which included information that the Rural Justice Training Center hosted a five-day active shooter course for law enforcement the week of November 22. As of November 26, the RJTC has trained over 500 law enforcement and emergency officials in the last year and a half. Jeff Hosking and the Rural Justice Training Center will host Riverton High School's Military Science class on December 8. Eric Heiser and Jeff Hosking attended Major Night at CWC's Jackson Outreach Center in November. Ann Avery had her English 1010 60 course approved by Quality Matters. Suki Smaglik and Jacki Klancher took students to a site visit at the BP/Amoco Refinery Remediation Site in Casper, Wyoming. Suki Smaglik and Bill Finney helped judge over 100 projects at the Riverton High School 9th grade science fair on November 23. Lonnie Slack just completed the 2010-2011 men's and women's basketball poster. Jane Warren has received CWC's nomination for the Wyoming Association of Community College Trustees Outstanding Faculty Award.

Professional
Personnel
Association

Ms. Jackie Meeker, President of the Professional Personnel Association, indicated that she had nothing to add to her written report which included information that Lynne McAuliffe and Lori Ridgway attended teambuilding training in San Diego. Chanel Day attended Bridges Out of Poverty Trainer Certification training in New Orleans. Lance Goede coordinated a CWC-themed Christmas tree at the Business Leadership Network's Festival of Trees on December 1-2. Mr. Goede is the 2010 professional staff nominee for the WACCT Professional Employee of the Year award. Jackie Meeker attended the WICHE Cooperative for

Educational Technologies conference in San Diego. Dr. Donna Olsen attended the EDUCAUSE Convention in Anaheim in October.

Ms. Pedersen complimented those who were in charge of the Holiday Party. Mr. Phister recognized the accomplishments of Lynne McAuliffe and Lori Ridgway. He appreciates the professionalism that they demonstrate.

Wyoming PBS

Ms. Ruby Calvert, Wyoming PBS General Manager, reported that Jennifer Amend has been appointed to the PBS National Communications Advisory Committee. Ms. Calvert submitted a written report which included information on administrative, production, engineering, promotions, and development activities at Wyoming PBS. The Governor has recommended approval of two of three supplemental budget requests for WPBS including \$557,707 for the return of the production endowment and \$412,000 to finish the HD conversion of the truck. The salary compensation request will include Wyoming PBS employees.

Chair Gose asked about lapsed memberships. Ms. Calvert replied that renewal reminders are sent out at intervals both before and after a membership lapses. The pledge drive was down about 15 percent this year. WPBS needs to look at new ways of raising money. Adding more days to the pledge drive is not the answer.

Ms. Pedersen asked about Alan Simpson and the Commission for Fiscal Responsibility. Ms. Calvert replied that under this proposal, the Corporation for Public Broadcasting would be zeroed out by 2015, but she has been unable to find anything in the report about public broadcasting. WPBS would not be able to handle a 50-70 percent cut in federal funding in three years. PBS dues will be raised by \$20,000 for next year.

CWC Foundation/
Institutional
Advancement

Mr. Dane Graham, Dean for Institutional Advancement, encouraged board members to support the Foundation's annual fund drive. He pointed out that two new plaques have been installed in the Intertribal Center lobby. One is the official building plaque, and the other is to recognize donors.

Mr. Graham submitted a written report which included information that funds received during November 2010 totaled \$52,601. The unmatched endowment gift total for future state match is \$183,314. The CWC Foundation initiated its Annual Fund campaign in November. Over 3,300

solicitation letters were sent to college constituents seeking resources for unrestricted operational support. The CWC Alumni Committee will meet on December 15. The Nursing Department received grant funding to purchase two recognition displays to recognize private donors who have established scholarship endowments and the primary health care agencies that offer clinical opportunities for CWC nursing students.

**CONSENT
AGENDA:**

Chair Gose stated that the consent agenda included the 11-12 Academic Calendar and the 11-12 Holiday Schedule. Dr. McFarland explained that the 11-12 Academic Calendar reflects the need to have a longer summer break in order to complete the Classroom Wing remodel. The 11-12 Academic Fees will be presented to the board in January.

Chair Gose asked if there were any objections to the consent agenda which included the approval of the minutes from the November 17, 2010, regular meeting; the acceptance of bills for November 2010; the board travel budget; the 11-12 Academic Calendar; and the 11-12 Holiday Schedule.

ACTION:

Ms. Mills moved to approve the consent agenda as presented. Mr. Krebs seconded the motion. Motion carried.

Acceptance of Bills The acceptance of bills includes payment of the following bills which includes salaries and benefits in the amount of \$1,445,826.10 for the month of November 2010: Operations in the amount of \$636,225.83; Student Grants and Loans in the amount of \$158,921.46; and Bank Transfers in the amount of \$849,749.99 for a grand total of all payments in the amount of \$1,644,957.28.

**UNFINISHED
BUSINESS:**

No unfinished business was conducted at this meeting.

NEW BUSINESS:

Audit Contract

Mr. Nielson stated that he had talked to McGee, Hearne & Paiz, the college's current auditor, to negotiate the college's contract extension for audit services for the next three years. A revised letter from McGee, Hearne & Paiz was included in the board's folders which included the proper dates for the FY 2011, 2012, and 2013 contract. This auditor has been with the college for three years, and their staff is familiar with the college. They audit the University of Wyoming, the State of Wyoming, and four of the state's community colleges. Among the community

colleges, CWC presents a different set of circumstances because of Wyoming PBS and substantial federal grants. McGee, Hearne & Paiz understands the college's operation, and CWC understands their expectations. This auditor knows that the college will make mistakes, but recognizes whether the college has a problem that needs to be addressed or if the mistake is material or significant. This auditor has learned that there are instances where he can work with the college and help in running a better operation. A 4 percent increase has been proposed for the next three years.

Ms. Mills asked that when the WCCC meets on the college's audits if Mr. Herr will be available. Mr. Nielson replied that he has met with the WCCC twice since the meeting last February and will take a much more active role. Dr. McFarland stated that it is her understanding that he will be at the WCCC meeting in February.

Dr. McFarland recommended that the board approve the auditing proposal from McGee, Hearne & Paiz, LLP, for auditing the CWC and KCWC/WPBS finances for fiscal years 2011, 2012, and 2013.

ACTION:

Mr. Krebs moved to approve the auditing proposal from McGee, Hearne & Paiz, LLP, for auditing the CWC and KCWC/WPBS finances for fiscal years 2011, 2012, and 2013. Dr. Crane seconded the motion. Motion carried.

Dr. Crane noted that the CWC Foundation does not need to use the same auditors, but it would better if they did. Mr. Nielson stated that it is a benefit to the college and to the Foundation. He will work with the Foundation in negotiating audit services and the fee for the next three years. Dr. Crane stated that in the past the Foundation has been charged quite a bit. They are not in a position to pay that much. Mr. Nielson replied that the fee was high because of the HUD funds associated with the Intertribal Center. He can help negotiate the fee up front.

Reorganization of
the Board
Election of
Officers

Chair Gose stated that board governance policy IV.G.8. requires that at the first December meeting of each year, the board of trustees shall elect its officers and make other appointments as are necessary to conduct regular business.

Current officers are as follows:

Chair – Roger Gose
Vice Chair – Caroline Mills
Secretary – Colton Crane
Treasurer – Charlie Krebs

ACTION:

Mr. Phister moved to continue with the current board structure including all current board officers, all appointments of board representatives, and all other appointments and designations including official depositories and investment agencies, official newspapers, legal counsel, audit firm, assistant treasurer, and board clerk. Dr. Crane seconded the motion. Motion carried.

Appointment of
Board
Representatives

CWC Foundation
Board Dr. Colton Crane will continue as representative to the CWC Foundation.

State Trustees
Association Ms. Caroline Mills and Mr. Charlie Krebs will continue as representatives to the State Trustees Association.

CWC BOCHES
Representatives Ms. Judy Pedersen will continue as representative to the CWC BOCHES.

Teton County
BOCES
Representatives Dr. Roger Gose and Mr. Scott Phister will continue as representatives to the Teton County BOCES.

Other
Appointments/
Designations

Designation of
Official
Depositories and
Investment
Agencies All financial institutions as specified in the list of depositories are designated as official depositories and investment agencies for the college according to the Depository Authorization Resolution and the Depository Authorization Resolution Public Funds Collateral Pledge.

Designation of
Official
Newspapers All newspapers in Fremont County are designated as official newspapers for the college.

Appointment of
Legal Counsel Mr. Frank B. Watkins is appointed as legal counsel for the college as retained by the Board of Trustees.

Appointment of
Audit Firm McGee, Hearne & Paiz, LLP, is named as audit firm for the college.

Appointment of
Assistant
Treasurer Mr. Jay Nielson, Vice President for Administrative Services, is appointed as assistant treasurer for the Board of Trustees, and the related resolution is to be entered into the minutes.

The resolution is as follows:

WHEREAS, on the 14th day of December 2010, the Board of Trustees of Central Wyoming College (CWC) reorganized the Board during a regular public meeting, and;

WHEREAS, Joseph Jay Nielson, Executive Vice President for Administrative Services, was duly appointed as the Board Assistant Treasurer, and authorized:

1. to accept and release pledges of security types deemed sufficient by the CWC Board for the purpose of collateralizing college bank deposits, and;
2. to invest and redeem investments of college funds when excess cash is identified, according to the guidelines established by the State of Wyoming, Department of Audit, and;
3. to initiate transfers of cash between college bank accounts, and;
4. to stop payment on college drafts, where necessary, and;
5. to sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or acquired hereafter in the name of Fremont County Community College District, d.b.a. Central Wyoming College.

NOW, THEREFORE, BE IT RESOLVED, that Avelinda M. Paskett be designated to act on behalf of Joseph Jay Nielson in his absence or at other times necessary to efficiently discharge the duties of Board Assistant Treasurer.

Appointment of Board Clerk Ms. Linda Bender is appointed as board clerk for the Board of Trustees.

New Program:
AAS: Technical Studies Mr. Jason Wood explained that the proposed Technical Studies AAS Degree and Certificate Program has been approved by the Academic Council and the Curriculum and Academic Policies Committee, and it will be submitted to the Wyoming Community College Commission through the Wyoming Academic Affairs Council. This program is designed to offer students the opportunity to customize their curriculum to meet their unique interests, needs, goals, and employer interests. College advisory committees are excited about the customized program because employers are more likely to hire graduates that have technical skills in more than one area. The degree ties in with the University of Wyoming's Bachelor of Applied Science degree.

Mr. Wood indicated that the program is advisor-intensive which combines certificates or emphasis in specific disciplines to meet employer needs with unique skill combinations for which there is no established degree program. Students are required to meet with their advisor to develop a written plan of study which will then be submitted to the Registrar's office to formalize the degree requirements. CWC would be the third college in the state to offer this degree.

Mr. Phister asked if this program will be available online. Mr. Wood indicated that parts of it would be available online, but not the complete degree. Dr. Crane asked about guidelines for the program. Mr. Wood replied that the packet outlines what groups of courses will count toward the degree. Students have to earn credits in a concentrated area. A total of 30 credits are required in the Technical Studies Certificate.

Chair Gose noted that according to the state and national wages a student could make from a Technical Studies AAS, welders make more in Wyoming than they do nationally which probably has to do with the oil and gas industry.

Dr. McFarland recommended that the board approve the new Associate of Applied Science in Technical Studies Program as proposed.

ACTION:

Mr. Phister moved to approve the new Associate of Applied Science in Technical Studies Program as proposed. Mr. Krebs seconded the motion. Motion carried.

State Legislative Update

Dr. McFarland stated that the 2011 legislative agenda for community colleges and additional information on state matching funding for CWC's Health and Science Center is described in this section of the board packet. At their December 8 teleconference meeting, the Wyoming Community College Commission was very favorable toward CWC's possible initiative to seek state matching funding for the Health and Trades Project, a portion of which includes the Health and Science Center, in the upcoming legislative session. While the WCCC indicated their hands were tied because of the attorney general's opinion, they appeared favorable to CWC's project and that the request, if forthcoming, will be in the hands of the legislature. On December 6 the college Presidents Council went on record as being in favor of CWC going forward in the upcoming legislative session. Dr. McFarland does not know as yet if legislators will take CWC's request forward.

The Joint Appropriations Committee (JAC) individual budget hearings will be held in January under the new Governor and the new JAC. The Lander Chamber of Commerce Meet Your Legislators session will be held on Monday, December 20. The session will be kept brief and will follow up on a few items that administrators were asked to research. The legislative brochure was included in the board's folders and indicates the basic principles that presidents and trustees have agreed upon.

Dr. McFarland noted that there will be great changes in the legislature across the board because of so many new legislators, particularly in the JAC. Representative Del McOmie will be leaving the Joint Education Committee for the committee on Travel and Tourism.

Dr. Crane asked why the college is asking for only \$9.16 million in matching funds from the legislature for the Health and Science Center instead of \$11.5 million. Dr. McFarland explained that exactly 50 percent or \$9.16 million of the Allied Health and Trades project was approved by the WCCC in 2006 and by the legislature and building commission in

2007. Rather than going back through the approval process, CWC moved forward with 50 percent of the project which had already been authorized. Chair Gose stated that the CWC Foundation should feel very good about their financial support of the bond initiative. It can be looked upon as a good investment.

Personnel

Human Resources
Board Report

The Human Resources Board Report for December 2010 included the following information:

The Rustler Spirit Award recipient for November was Brittany Yeates, Activities and Intramurals Coordinator.

Searches in progress/pending included Vice President for Administrative Services; WPBS Producer; ABE/GED Lander Grant Funded; Enrollment Services Assistant; and Custodian.

Separations/transfers/requests for release from contract included Pam Roberts, Payroll/Benefits Specialist; and Joanne Slingerland, Gear Up Curriculum Coordinator.

New hires/appointments/internal transfers included Pam Roberts, Budget Analyst; Joanne Slingerland, Assistant Coordinator Lander/SCC; and Hope Sterling, Case Manager.

Administrator
Retirement

Dr. McFarland informed the board that Dr. Mohammed Waheed has submitted a letter indicating his plan to seek retirement at the end of his current contract which runs through June 30, 2012. He will not seek an extension for his contract next month when administrative contracts come forward. Dr. Waheed has been with the college 29 years and has made substantial contributions to the college during that time. Ms. Pedersen stated that Dr. Waheed will be greatly missed.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Congratulations to CWC nominees for state WACCT awards as follows:
 - a. Jane Warren-Faculty
 - b. Lance Goede-Professional Staff
 - c. Classified Staff (to be announced)

- d. Student (to be announced)
2. With the campus filled with holiday cheer, students and staff are involved in various efforts to share that cheer with needy families and veterans serving overseas.
3. Fall classes end on December 17, and registration for Spring classes resumes on January 3.
4. Planning for summer classes and workshops and next year's FY 12 Budget is already underway.
5. Representatives from Wyoming Veterans Services and Wyoming Job Services are available to serve students on campus every month.
6. LCCC President, Dr. Darrel Hammon, resigned on November 29.
7. Articles from sister colleges in the state and across the country were included in a separate file with the board packet.

Dr. McFarland congratulated the nursing department for the pass rates by 2010 graduates on the national licensing exams. CWC's pass rate was 96 percent, compared to the national rate of 87.95 percent and the Wyoming average of 80.49 percent.

Dr. McFarland announced that an Intertribal Center Open House would be held on Thursday, January 6, from 3-7 p.m. Refreshments and tours will be available. The community will be invited to attend. A formal dedication will be held in early spring when all of the necessary officials can attend.

The IRS mileage reimbursement will change to 51 cents per mile on January 1.

In addition to the many ways that the college serves the community, college employees are providing holiday bags for Meals on Wheels recipients.

Dr. McFarland informed the board that officials at the college are cognizant that at the December 11 men's basketball game at the college, some very unacceptable behavior was displayed. Dr. McFarland assured

the board that this matter was being taken very seriously and that the college finds this conduct to be unacceptable. Action will be taken on the matter.

Executive Vice
President for
Administrative
Services

Mr. Jay Nielson provided an update on the Health and Science Center project. The underwriters are working on bond documents which will be presented to Standard & Poor's to receive a bond rating. If the college receives a rating of A or A+, the need for bond insurance may not be necessary and will save the college about \$60,000. The college and George K. Baum are continuing to work with investment brokers to make these bonds available to Fremont County investors. Investors will pay the cost of the bond to yield a specific rate of return which will be approximately \$5,000 per bond. Mr. Nielson is receiving calls each week from community members about buying these bonds. The college will make these bonds available within the county and will work with local stockbrokers and financial institutions.

The bond sale is scheduled for February 23 which coincides with the February board meeting. The number of bonds on the market influences the rate, so there may be other factors to take into consideration on February 23 that will influence the issuance of the bonds. As the time gets closer, Mr. Nielson will know more. The board must authorize the sale. The board could consider some flexibility on the sale date such as authorizing the board chair to issue the bonds within specific interest rate ranges or be open to a special meeting when the sale date is fixed.

Mr. Nielson will have bond counsel at the January board meeting to provide an update. They could provide a bond schedule with parameters, but those won't be fixed until the day of the sale. Within those boundaries the board could authorize the chair to make the sale. Otherwise a board meeting could be held for the sale of the bonds. Mr. Phister recommended giving Chair Gose the power to issue the bonds within a specific interest rate range. Dr. McFarland thought it would be best to hear from the bond attorney first.

In regard to the Classroom Wing remodel schedule, Mr. Nielson and others met with the architect last week to finalize building documents. A revised production submittal schedule was distributed to the board. The contractor needs to be hired as soon as possible. Because of the federal money being used, the college would like to get the bid out. A special board meeting may be held on February 9 to hire a contractor. This special

meeting could be held by phone, and the bids will have been reviewed. It is a hard bid, and the college is required to go with the lowest compliant bid. The objective is that the Classroom Wing will be turned over to the contractor on May 2. The substantial completion date is August 18.

Ms. Pedersen asked if everything possible was being done to utilize local contractors. Mr. Nielson replied that all information will be made available to them. The college will do its best to encourage them to be involved. The mandatory pre-bid meeting is January 11. The college will advertise locally and will send emails or letters to the 55 local contractors in the area. They will know the timeline, and what is to be done. Contractors must come to look at this project in order to submit a compliant bid which is why the pre-bid conference is mandatory. No in-state preference will be given on this bid because it is federal money.

NEXT REGULAR MEETING/
SUGGESTED AGENDA ITEMS/
ADDITIONAL TRUSTEE COMMENTS AND/OR REPORTS ON ADVANCEMENT IN THE COMMUNITY:

The next regular meeting will be held on Wednesday, January 19, beginning at 7:30 p.m. in ITECC 116 of the Intertribal Center.

Agenda items for the next regular meeting include:

1. 11-12 Administrative Contracts
2. 11-12 Early Retirement Requests
3. 11-12 Board Calendar
4. 11-12 Academic and Non-Academic Fees
5. Legislative Update

In addition, the CWC Board will host a community dialogue dinner for students and alumni prior to the January 19 meeting from 5:30-7 p.m. in the Fremont Room (SC 103) of the Student Center on the CWC campus.

An executive session, if needed, will be called by board motion at the appropriate place during the meeting.

CWC Foundation

The CWC Foundation Board met on December 9. Dr. Crane reported that Barbara Gose was elected as the Foundation's Vice President. Resignations were accepted from two board members, and three new people were invited to join the Foundation Board. The Foundation is interested in having a stronger presence in Jackson.

Association of
Community
College Trustees

The National Legislative Summit will be held February 13-16, 2011, in Washington, D.C. Ms. Mills, Mr. Krebs, Mr. Phister, and Dr. Crane are planning to attend.

Wyoming
Association of
Community
College Trustees

The next meeting of the WACCT will be held in conjunction with the Community College Conference on February 1 in Cheyenne.

Wyoming
Community College
Commission

The WCCC held a teleconference meeting on December 8. The next regular meeting of the WCCC will be held on February 2 in Cheyenne.

CWC BOCHES

The next meeting of the CWC BOCHES is scheduled for March 9, 2011.

Teton County
BOCES

The next meeting of the Teton County BOCES is scheduled for February 15, 2011, at 4 p.m.

ADJOURNMENT -
BOARD
EVALUATION
OF MEETING:

Board members were asked to complete an evaluation of the meeting and to turn them in to the Board Clerk.

Chair Gose adjourned the meeting at 8:24 p.m.

Secretary

APPROVAL:

Chair