

# DISTRICT BOARD OF TRUSTEES BOARD MEETING

# MARCH 23, 2022 4:00 PM

## LOCATION:

DR. GWENDOLYN W. STEPHENSON DISTRICT Administration center board room 39 columbia drive

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## HILLSBOROUGH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BOARD MEETING WEDNESDAY, MARCH 23, 2022 – 4:00 P.M. DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER – BOARD ROOM 39 COLUMBIA DRIVE

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Page No.

## 1.0 GENERAL FUNCTIONS

- 1.01 Call to Order
- 1.02 Invocation
- 1.03 Pledge of Allegiance
- 1.04 Roll Call
- 1.05 Welcome to Guests and Staff Members
- 1.06 Foundation Report
- 1.07 Faculty and Staff Recognitions
- 1.08 The Chairman recommends adoption of the Agenda, all revisions to the Agenda and approval of all agenda items marked "**Consent**".
- 1.09 The President recommends approval of the **February 23, 2022 Board** 3 **Meeting minutes** (submitted herein for your review).

## 2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

## 4.0 HEARING OF FACULTY AND STAFF

## 5.0 HUMAN RESOURCES

- **CONSENT**5.01 The President recommends approval of individuals for **full-time employment**. 9 Each full-time employee will be compensated in accordance with the Boardapproved Salary Schedule (submitted herein for your review).
- CONSENT5.02 The President recommends approval of individuals for **part-time** 11 **employment** during Term 22/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).
- CONSENT5.03 The President recommends acknowledgment of **employment separations** 13 (submitted herein for your review).
  - 5.04 Informational Item Only 2022-2023 Medical Insurance Renewal Presentation

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## 6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

CONSENT6.01 The President recommends approval of the **new course**, **course** 16 **modifications**, **course deletions**, **new program**, **program modifications** and **program moratoriums** to be effective FA/22, unless otherwise noted (submitted herein for your review).

## 7.0 INSTITUTIONAL SERVICES

7.01 The President recommends approval the **revised HCC Foundation**, **Inc.**, 20 **Bylaws** (submitted herein for your review).

## 8.0 FINANCIAL SERVICES

## 9.0 ADMINISTRATIVE REPORT

9.01 Legislative Update

## 10.0 LEGAL REPORT

## 11.0 HEARING OF BOARD MEMBERS

## 12.0 ADJOURNMENT

#### HILLSBOROUGH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BOARD MEETING WEDNESDAY, FEBRUARY 23, 2022 – 4:00 P.M. DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER – BOARD ROOM MINUTES

#### 1.0 GENERAL FUNCTIONS

1.01 Call to Order

This meeting was also held by Zoom video conferencing. The public was reminded that questions or comments can be submitted to the Trustees' email address at any time.

- 1.02 Invocation
  - 1.02.01 Trustee Diehl asked that we keep the family of student Eugene Casanova Howard, Jr., in your thoughts and prayers. Eugene was studying Computer Programming at the SouthShore Campus and recently passed away.
- 1.03 Pledge of Allegiance
- 1.04 Roll Call

The following Trustees were in attendance:

- Chip Diehl
- Nancy Watkins
- Greg Celestan (via Zoom)
- Brian Lametto
- Aakash Patel
- Dalia McCloud
- 1.05 Welcome to Guests, Faculty and Staff Members
- 1.06 Foundation Report
  - 1.06.01 Ms. Lee Lowry, Director of Development for the Foundation, provided the Board with a brief update of the HCCF activities and support.
  - 1.06.02 The Foundation Report was sent to the Board under separate cover. A summary of activities during the month of January included:
    - \$1.57M YTD in Donations;
    - \$3.02M in Total Revenue;
    - \$298K YTD in Unrealized Gains on Investments; and
    - \$16.98M in Ending Net Assets.
  - 1.06.03 400 scholarships were awarded totaling \$2.2M.

1.06.04 HCCF internal faculty and staff campaign began February 7<sup>th</sup> and ended February 18<sup>th</sup>. Matches for each campus were donated by the William A. Gregory Foundation. There was also an additional match by Dr. Niehaus, Dale Mabry Campus President and an additional anonymous \$500 match for SouthShore. All of these matches were met and surpassed by each of the campuses.

The donations were \$90,100, an increase of 40% from last year, which included 316 donors, an increase of 54% over last year. The SouthShore campus increased their number of donors by 110% and Plant City increased by 100%. For donations, SouthShore increased their donations by 265% and Plant City by 79%. Every campus increased in donors and dollars, but SouthShore and Plant City led the way this year.

- 1.06.05 HCCF Board Governance Committee has started the process of seeking new board members. We are looking for 4-6 board members with an emphasis on representation from the automobile and restaurant industries.
- 1.06.06 Upcoming events:
  - HCC Golf Classic
  - Virtual Scholarship Partners Breakfast
  - Inshore Fishing Tournament
  - Presidential Showcase
- 1.06.07 A summary of activities and donations received in January totaled \$342,439.42. Donors included:
  - Children's Board of Hillsborough County
  - Community Foundation of Tampa Bay, Inc.
  - Suncoast Credit Union Foundation
  - Urban League of Hillsborough County
  - Geico
  - Community Foundation of Tampa Bay, Inc.
  - USF Foundation, Inc.
  - The Florida College System Foundation, Inc.
  - Anonymous
  - SunTrust Banks, Inc./Truist
  - The USAA Foundation, A Charitable Trust
  - American Association of University Women SCC/SouthShore
  - Charles Perry Partners, Inc.
  - eTeamsponsor Inc.
  - The Hope Fund for Children Southshore, Inc.
  - Pan American University Women's Club
  - Amphenol Custom Cable
  - Associated Builders & Contractors, Inc.
  - BOS
  - CapTrust Financial Advisors
  - Energy Air, Inc.
  - Highland Student Housing Holdings
  - Horus Construction Services, Inc.
  - Trane
  - Welch Tennis Courts, Inc.
  - Hillsborough Community College Brandon Campus
  - Hepner Architects, Inc.

1.07 Faculty, Staff and Student Recognitions

Ashley Carl, Executive Director for Marketing and Public Relations, provided the following faculty, staff and student recognitions:

- 1.07.01 **Dr. Paul Nagy**, Vice President of Strategic Planning & Analysis, has been selected by SACSCOC to chair the *Off-Site Accreditation Committee* for Austin Community College and the El Paso Community College District, both in Texas.
- 1.07.02 HCC has been selected as the #1 two-year school offering the AS in Fire Science degree by Public Service Degrees.org. Todd Alt serves as the Department Chair and faculty.
- 1.07.03 **Dr. Alisa Zujovic**, Director of Research & Grants, has been appointed to the Cabinet of the 2022 Leadership Tampa Alumni of the Tampa Bay Chamber of Commerce. She is currently serving as the Vice Chair of the Outreach Committee.
- 1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent**".

Trustee Watkins made a motion to approve, seconded by Trustee Lametto. After due discussion and consideration, approval was given by aye vote of all members present.

1.09 The President recommended approval of the January 26, 2022 Board Meeting Minutes.

Trustee Watkins made a motion of approval, seconded by Trustee Patel. After due discussion and consideration, approval was given by aye vote of all members present.

#### 2.0 HEARING OF STUDENTS

3.0 HEARING OF CITIZENS

#### 4.0 HEARING OF FACULTY AND STAFF

#### 5.0 HUMAN RESOURCES

5.01 The President recommended approval of individuals for **full-time employment**. These individuals will be compensated in accordance with the Board-approved Salary Schedule.

Trustee Watkins made a motion of approval, seconded by Trustee Patel. After due discussion and consideration, approval was given by aye vote of all members present.

5.02 The President recommended approval of **part-time faculty and staff employment** recommendations for Term 22/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Trustee Watkins made a motion of approval, seconded by Trustee Patel. After due discussion and consideration, approval was given by aye vote of all members present.

5.03 The President recommended acknowledgment of **employment separations**.

Trustee Watkins made a motion of approval, seconded by Trustee Patel. After due discussion and consideration, approval was given by aye vote of all members present.

#### 6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President recommended approval of the **new courses, new AA pathways, program modifications and program moratorium**, effective Fall 2022.

Trustee Patel made a motion of approval, seconded by Trustee Watkins. After due discussion and consideration, approval was given by aye vote of all members present.

6.02 The President recommended approval of the **new course fee** for IND 1606C, Functions and Psychology of Space, effective Fall 2022. There was discussion concerning clarifying the fee recommendation in the agenda item.

Trustee Lametto made a motion of approval, seconded by Trustee Watkins. After due discussion and consideration, approval was given by aye vote of all members present.

6.03 The President recommended approval of the **2022-2023 College Calendar**.

Trustee Patel made a motion of approval, seconded by Trustee Lametto. After due discussion and consideration, approval was given by aye vote of all members present.

#### 7.0 INSTITUTIONAL SERVICES

#### 8.0 FINANCIAL SERVICES

- 8.01 Informational Item Only January 2022 Financial Statements
- 8.02 The President recommended approval of **Budget Amendment No. 2**.

Trustee Patel made a motion of approval, seconded by Trustee Watkins. After due discussion and consideration, approval was given by aye vote of all members present.

#### 9.0 ADMINISTRATIVE REPORT

- 9.01 Eric Johnson, Director of Government and Community Relations, provided an update on the 2022 Legislative Session.
- 9.02 Dr. Atwater introduced Ms. Trudy Cruz, the new Executive Assistant and Board Secretary.

#### 10.0 LEGAL REPORT

#### 11.0 HEARING OF BOARD MEMBERS

11.01 Trustee McCloud congratulated Trudy Cruz on her promotion and wished her the best.

11.02 Trustee Watkins mentioned the good things she is hearing from community members about the Interim Ybor City Campus President, Dustin Lemke, and commented on her participation in the Bocce Ball tournament that was held by the Cuban Club in Ybor City.

## 12.0 ADJOURNMENT

There being no further business, the meeting adjourned at 4:45 p.m.

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## Agenda Number: 5.01

CONSENT

## BACKGROUND AND PERTINENT FACTS:

These are personnel appointments for budgeted full-time positions.

#### **ECONOMIC IMPACT:**

All of the positions are budgeted within the current fiscal year (2021-2022). Except for temporary positions, these positions will be fully budgeted in subsequent fiscal years unless program or service changes or financial exigency requires that funds be discontinued.

#### **OBJECTIVE:**

To provide necessary staff support for the appropriate divisional unit.

## LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

#### **RECOMMENDATION:**

The President recommends approval of individuals for full-time employment (submitted herein for your review). Each full-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Initiator	Date
Vice President/Campus President/Exec Dir of Human Resources	Date
District President Kn An Ache	<b>Date</b> 3/11/22

1-0-024(2/04)

## **FULL-TIME APPOINTMENTS** MARCH 23, 2022 BOARD MEETING

## **STAFF EXEMPT**

## NAME

Albaugh, Amy Andrews, Philip Kimura, Miyako Muehl, John

## TITLE

**Curriculum Designer** 

**Curriculum Designer** 

Academic Advisor

Lab Supervisor

## **POSITION #**

EFC1000096

EFC0600078

EFC0600106

EFC1000092

## CAMPUS

#### START DATE

**Collaboration Studio** Ybor City Dale Mabry Collaboration Studio

04/07/22 03/24/22 03/10/22 03/24/22

## STAFF NON-EXEMPT

## **POSITION #**

NFC0200064 NFC0300115 NFC0400073 NFC0200038

## CAMPUS

Dale Mabry

Ybor City

Brandon

**START DATE** 

03/03/22 03/24/22 Collaboration Studio 03/03/22 03/03/22

## NAME

Joseph, Adriane Lofton, Antwoine Thomas, Jeena Victorero, Vivian

## TITLE

**Test Proctor Property Assistant** Academic Records Associate Staff Assistant

#### \*Full-Time Temporary \*\*Full-Time Temporary/Grant-Funded

#### Agenda Number: 5.02

CONSENT

#### BACKGROUND AND PERTINENT FACTS:

The College has determined that part-time faculty and staff are needed to support the academic programs for the Academic Term 22/SP. Part-time faculty will be employed on a term-by-term basis. If additional part-time staff is needed, a supplementary list will be submitted for appointment.

#### **ECONOMIC IMPACT:**

All of the positions are budgeted within the current fiscal year (2021-2022). All part-time faculty and staff budgets are reviewed during budget development and established based on enrollment projections and departmental need.

#### **OBJECTIVE:**

To augment full-time faculty and staff with temporary assistance to meet the academic goals of the College.

#### LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

#### **RECOMMENDATION:**

The President recommends approval of individuals for part-time employment during Term 22/SP (submitted herein for your review). Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Initiator	Date
Vice President/Campus President/Exec Dir of Human Resources	Date
District President Kn An Ach	Date 3/11/22

1-0-024(2/04)

## **PART-TIME APPOINTMENTS** MARCH 23, 2022 BOARD MEETING

## FACULTY

NAME	TITLE	POSITION #	<u>CAMPUS</u>	BEGIN DATE
Autry, Brennan	Adj Physical Education Instructo	r FPNC0088	Dale Mabry	03/10/22
Notidis, Christos	Adj Education Instructor	FPNC0465	SouthShore	03/03/22
Preseau, Ranae	Adj Nursing Instructor	FPNC0069	Dale Mabry	03/07/22
Sherdiwala, Monti	Adj Math Instructor	FPNC0030	Brandon	05/16/22
Viard, Jean-Charles	Adj Foreign Language Instructor	FPNC0128	Plant City	03/03/22

## NAME

## TITLE

Engberg, Paige Ann	PT	Technicia
Hollenback, Maria	PT	Specialist
Hollist, Josephine*	PT	Associate
Leroy, Hailey	PT	Technicia
Santana, Luisa	PT	Technicia
Santos-Hendricks, Sierra*	ΡT	Technicia

## **NON-FACULTY**

	POSITION #	<u>CAMPUS</u>	<b>BEGIN DATE</b>
Technician	ZPP20018	Dale Mabry	03/03/22
Specialist	ZPP40074	Ybor City	03/03/22
Associate	ZPP5V012	Dale Mabry	03/03/22
Technician	ZPP20118	SouthShore	03/03/22
Technician	ZPP20130	SouthShore	03/03/22
Technician	ZPP2V009	Plant City	03/10/22

#### \* Part-Time Temporary/Grant Funded

## Agenda Number: 5.03

CONSENT

#### BACKGROUND AND PERTINENT FACTS:

Upon review of documentation, it was determined that the employees listed herein will separate from employment at the College as indicated.

#### **ECONOMIC IMPACT:**

None.

#### **OBJECTIVE:**

To acknowledge separations.

#### LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

#### **RECOMMENDATION:**

The President recommends acknowledgement of employment separations (submitted herein for your review).

Initiator	Date
Vice President/ President/Exec Dir of Human Resources	Date
District President Kn Aw Ach	Date 3/11/22

1 - 0 - 024(2/04)

# **FULL-TIME SEPARATIONS** MARCH 23, 2022 BOARD MEETING

## **RESIGNATION**

NAME	TITLE	CAMPUS	<b>BEGIN DATE</b>	END DATE
Hansen, Sabrina	Academic Advisor	Dale Mabry	10/11/21	03/21/22
		<u>RETIREMENT</u>		
NAME	TITLE	<u>CAMPUS</u>	<b>BEGIN DATE</b>	END DATE
Huff, Patricia	Financial Aid Counselor	Brandon	02/15/96	05/18/22
		DECEASED		
NAME	TITLE	<u>CAMPUS</u>	<b>BEGIN DATE</b>	END DATE

Smith, Norman

HVAC Station Operator

Brandon

04/06/17 03/02/22

\* Full-Time Temporary \*\* Full-Time Temporary/Grant Funded

Agenda Number: 5.04

## INFORMATIONAL ITEMS ONLY

2022-2023 Medical Insurance Renewal Presentation

This presentation reviews HCC's medical plan performance, cost containment strategies, plan design and employee contribution changes with a summary of the financial impact to HCC for the 2022-2023 plan year.

#### LEGAL AUTHORITY:

Sections 1001.64; 1001.65 Florida Statutes

Initiator	Date:
Vice President/Campus President/Director of Human Resources	Date:
District President / /	Date:
Ken Den Achi	3/11/22
	1-0-024(12/98)

#### Agenda Number: 6.01

## CONSENT

#### BACKGROUND AND PERTINENT FACTS:

The Biological Sciences discipline group presented a new course and program modifications; the Business and Hospitality discipline group presented a program modification; the Communication discipline group presented a course modification, a new program, and program moratoriums; the Engineering, Transportation, Architecture and Construction and Computer Science discipline group presented a course modification; the Health Sciences discipline group presented program modifications; the Nursing discipline group presented a program modification; and the Public Safety discipline group presented course deletions and program modifications to the Academic Affairs Committee.

The Academic Affairs Committee approved the new course, course modifications, course deletions, new program, program modifications and program moratoriums, and forwarded all to the Vice President for Academic Affairs who reviewed them with the appropriate staff for forwarding to the President.

#### ECONOMIC IMPACT:

None.

#### **OBJECTIVE:**

To strengthen the College curriculum.

#### **LEGAL AUTHORITY:**

HCC 6HX-10-4.06

#### **RECOMMENDATION:**

The President recommends approval of the new course, course modifications, course deletions, new program, program modifications and program moratoriums to be effective FA/22, unless otherwise noted.

Initiator	Date:
Brian Mann	3/8/22
Vice President/Campus President/Director of Human Resources	Date:
Richard Senker	3/8/22
District President	Date
An AMAGUC	3/10/22

1-0-024(2/04)

#### Hillsborough Community College March 2022 BOT

#### New Course

Course Title	Category	Credit/ Clock Hours	Effective Term
BSC 1005L, Honors Biological Foundations Lab	Transfer	1 cr.	FA/22

#### Course Modifications Effective FA/22

#### RTV 1941, Radio and TV Internship I

- Delete all prerequisites.
- CTS 1106, Introduction to Linux
- Change course description to read: "This course is designed to introduce Linux operating system through lecture, demonstration, and practical hands-on training, is designed for students who are new to Linux and who want to develop a good working knowledge of the operating system using the command line. The student will explore the same tools and practice techniques used by Linux end users. This course covers Linux software and hardware, the boot process, file and file system management, disk management, and working with text files. After completing this course, the student should be able to competently work with any major Linux distribution."

#### Course Deletions Effective FA/22

- DSC 2242, Transportation and Border Security
- DSC 2932, Seminar in Homeland Security and Terrorism

#### Program Modifications Effective FA/22

Aquaculture - AS

- Change Humanities General Education 3cr. to read: Humanities General Education CORE (3 cr.)
- Delete ANT 2000 or PSY 2012 or SYG 2000 from General Education Requirements.
- Add AMH 2020 or POS 2041 to General Education Requirements.

#### Environmental Science Technology – AS

- Change Humanities General Education 3cr. to read: Humanities General Education CORE (3 cr.)
- Delete Social Science General Education 3 cr.
- Add POS 2041 to General Education Requirements.

#### Healthcare Support Specialist - CCC

- Delete PSY 2012 or SYG 2000 from program requirements.
- Add AMH 2020 or POS 2041 to program requirements.
- Add PSY 2012, SYG 2000, HIM 1000, HIM 1112C, and HSC 1531 to the elective list.

#### Nuclear Medicine Technology - AS

- Change Humanities General Education 3cr. to read: Humanities General Education CORE (3 cr.)
- Delete PSY 2012 from Prerequisites for Admission.
- Add AMH 2020 or POS 2041 to Prerequisites for Admission.

#### Radiation Therapy – AS

- Change Humanities General Education 3cr. to read: Humanities General Education CORE (3 cr.)
- Delete PSY 2012 from Prerequisites for Admission.

• Add AMH 2020 or POS 2041 to Prerequisites for Admission.

Radiography – AS

- Change Humanities General Education 3cr. to read: Humanities General Education CORE (3 cr.)
- Delete PSY 2012 from Prerequisites for Admission.
- Add AMH 2020 or POS 2041 to Prerequisites for Admission.

#### Surgical Technology – AS

- Change Humanities General Education 3cr. to read: Humanities General Education CORE (3 cr.)
- Delete PSY 2012 or SYG 2000 from Prerequisites for Admission.
- Add AMH 2020 or POS 2041 to Prerequisites for Admission.

Nursing LPN - AS

- Change Humanities General Education 3cr. to read: Humanities General Education CORE (3 cr.)
- Delete SYG 2000 from Prerequisites for Admission.
- Add AMH 2020 or POS 2041 to Prerequisites for Admission.
- Add PHI 2635 to elective list.

Criminal Justice Technology - AS

Delete DSC 2242 and DSC 2932 from elective list.

Homeland Security Specialist - CCC

• Delete DSC 2242 and DSC 2932 from elective list.

New Program Effective FA/22

Radio and Television Broadcast Programming - AS

#### Program Moratoriums Effective FA/22

Digital Television and Media Production – AS Digital Video Production – CCC Television Production – CCC Video Editing and Postproduction – CCC

## AS • Radio and Television Broadcast Programming

#### AS (64 Credit Hours)

#### **Program Required Courses**

#### YEAR I – First Semester

†ENC	1101	English Composition I
†RTV	2000	Introduction to Broadcasting
†SPC	1608	Public Speaking
		*Program Specified Elective
YEAR I	– Secon	d Semester
†RTV	2510	Broadcasting Techniques
†RTV	2560	Radio Production and Programming
†RTV	2630	Broadcast News
		*Program Specified Elective
YEAR I	– Third S	Semester
†RTV	1530	Electronic Field Production
RTV	1941	Radio and TV Internship I
		Mathematics General Education Core
		*Program Specified Elective

#### YEAR II - First Semester

AMH	2020	Modern American History or POS 2041, American Government
RTV	2460	Broadcasting Practicum
		Humanities General Education Core
		*Program Specified Elective
YEAR II	– Secon	d Semester
†RTV	2512	Advanced Television Studio Production
RTV	2942	Radio and TV Internship II
		Behavioral Science General Education Core
		Natural Science General Education Core
YEAR II	– Third 🕄	Semester
FIL	2931	Careers in Film and Video 1 cr.
†RTV	2532	Advanced Electronic Field Production
*Select	12 speci	fied elective credits from the following:
†CGS	1000	Introduction to Computers and Technology
†CGS	1871	Multimedia Authoring I
†CGS	2821	Graphics Design for Multimedia and Internet
†ENC	1102	English Composition II
†ENT	1000	Introduction to Entrepreneurship
†FIL	1000	Introduction to Film
†FIL	1420C	Motion Media I 3 cr.
†FIL	2010	Films of Fantasy 3 cr.
†FIL	2905	Directed Independent Study: Film
RTV	2944	Internship III

+Courses symbolized by a dagger (†) are offered online in addition to the traditional delivery method. Online availability may vary by academic term.

## Agenda Number: 7.01

## BACKGROUND AND PERTINENT FACTS:

The Hillsborough Community College (HCC) Foundation, Inc., recently updated their Bylaws. The Foundation Board of Directors has approved the revised and updated Foundation Bylaws. The HCC Board of Trustees is also required to review and approve revisions to the Foundation's Bylaws. A redline copy of the Bylaws showing the changes was provided to the Board with a final copy of the Bylaws, as revised.

## **ECONOMIC IMPACT:**

None.

#### **OBJECTIVE:**

To provide the Board with the opportunity to review and approve the HCC Foundation revised Bylaws.

## LEGAL AUTHORITY:

Section 1001.64; 1001.65, Florida Statutes

#### **RECOMMENDATION:**

The President recommends approval of the revised HCC Foundation, Inc., Bylaws (submitted herein for your review).

Initiator		Date:
Vice President/Campus President/Director of Human Resources		Date:
District President	Kon An Ache	Date: 3/11/22

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