



FACULTY SENATE

Est. 1991

Brian Ring
President

Eric Howington
**Vice President/
President Elect**

Crystal Randolph
Secretary

Debbie Paine
Parliamentarian

Mike Holt
Past President

Annual Committee Reports July 2018

1. Statutory Committee Reports
 - i. Academic Committee – Sheri Gravett: **Attachment A**
 - ii. Committee on Committees – Catherine Bowers: **Attachment B**
 - iii. Faculty Affairs – Bob Spires: **Attachment C**
 - iv. Faculty Grievance Committee – Marty Williams: **Attachment D**
 - v. Institutional Planning Committee – Jennifer Beal: **Attachment E**

2. Standing Committee Reports
 - i. Academic Honors & Scholarships – Neena Banerjee: **Attachment F**
 - ii. Academic Scheduling & Procedures– Jacque Wheeler: **Attachment G**
 - iii. Athletic Committee – Heidi Gonzalez: **Attachment H**
 - iv. Diversity and Equity Committee– Regina Suriel: **Attachment I**
 - v. Educational Policies – Kendric Coleman: **Attachment J**
 - vi. Environmental Issues – Deborah Hall: **Attachment K**
 - vii. Faculty Scholarship – Roger McIntyre: **Attachment L**
 - viii. Internationalization and Globalization Committee – Cindi Tori: **Attachment M**

- ix. Library Affairs– Shaunita Strozier: **Attachment N**
- x. Student Affairs – Gabrielle Stellmacher: **Attachment O**
- xi. Technology Committee – Marc Pufong: **Attachment P**

Attachment A

Academic Committee Annual Report 2017-2018

VSU's Academic Committee met six times during the course of 2017-2018 academic year (our September and October meetings were combined as a result of the university closure for a hurricane). The agendas, the items for committee review, and the minutes are all available at <https://www.valdosta.edu/academics/registrar/academic-committee.php>. As usual, the committee approved a number of revisions, additions, and deletions to VSU's curriculum. Some items were forwarded to either the University System of Georgia or to the University System of Georgia General Education Council.

VSU notified the system office about the following new minors/certificates:

- Certificate for Teaching College History
- Minor in Recreation and Leisure
- Minor in Forensic Accounting
- Minor in Health Psychology

VSU also notified the system office about several name changes:

- The Minor in Native American Studies was renamed to Native American and Indigenous Studies
- The BSED and MED in Early Childhood Education were renamed to Elementary Education
- The MED in School Counseling was renamed to Counselor Education

Several new accelerated programs (an undergraduate-to-graduate degree) were approved:

- From a BA in French or Spanish to an MAT in ESOL (English to Speakers of Other Languages) or FLED (Foreign Language Education)
- From BS to MS in Biology

VSU submitted the following to the USG Council on General Education:

- Addition of PERS 2630 to Area B (not approved)

Finally, the committee approved updating the forms used to submit revised or new courses and curriculum. These forms are now posted at <https://www.valdosta.edu/academics/academic-affairs/guidelines-for-new-or-changed-courses-or-curriculum.php>.

Attachment B

Faculty Senate Committee Reporting Instructions

Adopted by VSU Faculty Senate, 2/16/2017

1. Each Standing Committee chair will submit an annual report to the Senate Executive Committee two weeks prior to the final Senate meeting of the academic year. Sub-committee reports will be included as part of its Standing Committee Report.
2. The Standing Committee annual report will include a completed Reporting Form. The Reporting Form will summarize all activities undertaken by the Committee and its Sub-committee(s) during the academic year. If no activities were undertaken, the chair must submit the report and record “No activities” in the Issue/Topics column and a recommendation to maintain or dissolve the committee in the Committee Recommendation column. Recommendation should include a supporting reason.

Faculty Senate Committee Reporting Form

Committee: Committee on Committees Academic Year: 2017-2018

Committee Members:

Catherine Bowers (Chair)
 Dereth Drake (Past Chair)
 Michelle Ritter
 Debbie Payne
 Andy Ostapski
 Stephanie Neeman

Issue/Topic ^{1,2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)
Splitting of College of the Arts and Sciences into College of Science and Math and College of Humanities and Social Sciences	1) Representation required numerical attention. 2) Bylaws need to be rewritten	Dereth Drake and Faculty Senate Chair Brian Ring sorted out the college split along program lines.	

Leadership issue in a standing committee was in dispute.	Attempted to sort it out within potential chairs; committee did not meet in 2017-2018.	This may be an area for rewriting the bylaws.	none
Committee on Committees reps carried out committee and senate elections for their colleges as allowed.		Due to losing COA rep, COCO chair worked with admin to elect representation.	
COCO members for 2018-2019 are Catherine Bowers (C), Peggy Moch (CE) (CSM), Debbie Payne (COEHS), Andy Ostapski (LCOBA), Jamil Davis (CONHS), and Beatriz Potter (CHSS)			

¹ Indicate whether the Issue/Topic was remanded by the Senate or Committee generated.

² If a Sub-committee indicates “No Activity,” the Standing Committee must recommend to maintain or dissolve the Sub-committee.

³ If the committee is not ready to make a recommendation, indicate “In progress” and discuss the stage of review.

Attachment C

Faculty Senate Committee Reporting Instructions

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Faculty Senate Committee Reporting Form

Committee: _____ Faculty Affairs Committee _____

Academic Year: 2017-2018

Committee Members: Robert Spires (Chair), Eric Howington (Past Chair), Therese Grove (Secretary/Chair Elect), JT Cox, Laura Bell Wright, Laura Carter, Lorna Alvarez-Rivera, Nancy Swanson, Peter Geldrich.

Issue/Topic^{1,2}	Committee Recommendation³	Action Taken	Senate Decision (if applicable)
Emeritus Policy- Remanded by Senate	Adopted Emeritus policy with minor textual changes for clarity.	Approved and sent back to the Senate	Senate approved
Reassigned Time- Remanded by Senate	Adopted policy put forward by the Senate with minor textual changes for clarity.	Approved and sent back to Senate	Senate approved
Summer Advising- Remanded by Senate	Advising issue was brought up due to one department chair who was requiring faculty to advise over the summer. Insight provided by Ryan Hogan and the admissions office noted significant university-wide advisement changes for Summer 2018. Thus, any policy adopted now would likely be undermined by summer changes.	No action taken. No policy needed due to immanent changes in Summer 2018	
New Faculty Evaluation Model- Remanded by Senate	Reject proposed 4-level system for faculty evaluation.	Reject	
VSU Policy and Process for a Request to Transfer to a Non-Tenure Track Classification	Revised policy developed in 2016-2017 academic year and sent to Faculty Senate to be addressed 2017-2018 academic year	Sent to Faculty Senate 2016-2017 academic year. Faculty Senate voted 2017-2018 academic year	Senate approved
Instructional Conflict of Interest Procedure for Family Members of VSU Faculty	Revised policy developed in 2016-2017 academic year and sent to Faculty Senate to be addressed 2017-2018 academic year	Sent to Faculty Senate 2016-2017 academic year. Faculty Senate voted 2017-2018 academic year	Senate approved

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² If a Sub-committee indicates “No Activity,” the Standing Committee must recommend to maintain or dissolve the Sub-committee.

³ If the committee is not ready to make a recommendation, indicate “In progress” and discuss the stage of review.

Attachment D

Faculty Senate Committee Reporting Instructions

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Faculty Senate Committee Reporting Form

Committee: Grievance Committee Academic Year: 2017-2018

Committee Members: COA Bill Faux wvfaux@valdosta.edu 2016-2019 A&S Ericka Parra ehparra@valdosta.edu 2016-2019 COBA 2017-2020 COEHS Michael Sanger msanger@valdosta.edu 2015-2018 2018-2021 CONHS Michelle Ritter mewingbr@valdosta.edu 2017-2020 LIB Deborah S. Davis dsdavis@valdosta.edu 2015-2018 2018-2021 General Faculty Elected at Large+ A&S Tom Aiello taiello@valdosta.edu 2015-2018 2018-2021 A&S Kenneth Rumstay krumstay@valdosta.edu 2015-2018 2018-2021 COEHS James Martinez jammartinez@valdosta.edu 2016-2019 COEHS Karla M. Hull khull@valdosta.edu 2016-2019 A&S Brad Bergstrom bergstrm@valdosta.edu 2016-2019 COBA William Buchanan wkbuchan@valdosta.edu 2017-2020 COBA Attila Cseh acseh@valdosta.edu 2017-2020 A&S Jane Kinney jkinney@valdosta.edu 2017-2020

Issue/Topic ^{1,2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)
No grievances were filed in 2017-2018			
Chair followed up with Attorney General on grievance inquiry from previous year that wasn't filed. By-laws revisions were suspended pending completion of BOR statutes revision.			

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³ If the committee is not ready to make a recommendation, indicate “In progress” and discuss the stage of review.

Attachment E

Faculty Senate Committee

Reporting Instructions

Adopted by VSU Faculty Senate, 2/16/2017

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Faculty Senate Committee Reporting Form

Committee: Institutional Planning Committee

Academic Year: 2017-2018

Committee Members:

Jennifer Beal (Chair)
Karl Wildman
Jemal Mohammad-Awel
Michael Eaves
Donald Thieme
Barrie Fitzgerald
William Buchanan
Brian Gerber
Eugene Asola
Fred Ware
James Archibald
Laura Wright
Mark Blackmore
Maya Mapp
Michael Black
Sandra Delk
Selensia Holmes
Traycee Martin

Vincent Miller
Yvonne LeRoy-Landers
J. Mitch Lockhart (CE)

Issue/Topic ^{1,2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)
No activities	Maintain Committee (While this was my first year as Chair no issues were remanded to this committee; however, I believe the committee will serve its purpose when an appropriate issue is remanded to us).		

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² If a Sub-committee indicates “No Activity,” the Standing Committee must recommend to maintain or dissolve the Sub-committee.

³ If the committee is not ready to make a recommendation, indicate “In progress” and discuss the stage of review.

Attachment F

Faculty Senate Committee

Reporting Instructions Adopted by VSU Faculty Senate, 2/16/2017

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Faculty Senate Committee Reporting Form

Committee: ACADEMIC HONORS & SCHOLARSHIP COMMITTEE **Academic Year:** 2017-18

Committee Members:

Neena Banerjee (Chair)
 Blaine Browne (Chair Elect)
 Abigail Heuss (Past Chair)
 Howard Hsu
 Radu (Paul) Mihail
 Linda De La Garza
 John Crowley

Marko Horn
Jeremy Bauer
Michelle Ritter
Kwanza Thomas
Donnell Davis
Scott Piepenburg
Dennis Conway
Babacur Mboup
Ex Officio
Blake Pearce
LaGary Carter
Leah Robinson
Jacob Bell

Attachment G

Faculty Senate Committee Reporting Instructions

Adopted by VSU Faculty Senate, 2/16/2017

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Faculty Senate Committee Reporting Form

Committee: Academic Scheduling and Procedures **Academic Year:** 2017-2018

Committee Members: Ubaraj Katawal (Past Chair), Jacque Wheeler (Chair), Jennifer Branscome (Chair-Elect), Catherine Bowers, Attila Cseh, Tommy Crane, Anurag Dasgupta, Deborah Davis, Dereth Drake, Melody Fuller, Theresa Grove, Jonathan Krispin, Jessica Lee, Brandon Mainer, Karen Pickles, Mark Pufong, Maila Springfield, Charles Tucker, Frances Youmans, Stanley Jones, Ryan Hogan

Issue/Topic ^{1,2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)
Copies of By-Laws distributed to members to review for possible changes. Committee generated.	In Progress		
Discussed two year academic calendar on website. Committee generated.		Approved	
Discussed Exam Schedule based on request to review and possibly adjust to a four day schedule. Remanded by Senate.		Approved to retain current schedule. There are Special Exam times and Make up times for Exams to accommodate any issues with MWF classes and Tuesday exams.	

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Attachment H

Faculty Senate Committee Reporting Instructions

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chair must submit the report and record “No activities” in the Issue/Topics column and a recommendation to maintain or dissolve the committee in the Committee Recommendation column. Recommendation should include a supporting reason.

Faculty Senate Committee Reporting Form

Committee: Athletic Committee

Academic Year: 2017-2018

Committee Members: Heidi Gonzalez (CC), Napoleon Bamfo (co-chair), Bill Truby, Sterlin Sanders, Ben Harper, Ilke Kardes Andrew Black, Daniel BaracsKay, Steven Scheuler, Gary Hackbarth, Dean Duncan, David Boyd, Jessica Graves, Joy Ihedioha, Serina McEntire, Mike Bochenko, Lorna Alvarez-Rivera, Deb Van Petten

Ex-Officio: Herb Reinhard (Present), David Kuhlmeier (Present); Guest: Jennifer Grubbs (Present)

Issue/Topic ^{1,2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)
Athletic Committee bylaws were reviewed by members 9/25/2017	No changes to bylaws were recommended by members.	N/A	N/A
Discussed the process for calling for nominees, deliberating, and awarding our Student Athletes; Committee reviewed the criteria for VSU’s Student Athlete Academic Spotlight (SAAS) award.	The committee sent out requests to faculty/staff for Fall 2017 and Spring 2018 SAAS nominations via a Qualtrics survey link. We received 15 nominations for Fall 2017 athletes and 12 for Spring 2018. All nominated athletes were awarded: Fall – BB game; Spring – Athletic Banquet. Athletic Committee members and Faculty/Staff who nominated athletes served as escorts. Small changes to the SAAS nomination criteria were made to simplify the process for upcoming nominations.	Committee revised the Student Athlete Academic Spotlight (SAAS) nomination criteria 3/28/18.	N/A
Athletic Committee received periodic updates from the Athletic Department.	Mr. Reinhard and Ms. Jennifer Grubbs gave Athletic dept and sport team updates during the 2017-2018 committee meetings. 9/25/17: Response rate for Grades First program; process of reporting NCAA graduation rates, new NCAA grant	Oct. 2017 & Feb. 2018 Senate meetings - Dr. Gonzalez requested Senate members to encourage faculty to respond to Grades First program.	N/A

	<p>allowing for a new administrator.</p> <p><u>11/29/17</u>: Faculty Athletic Representative, Dr. David Kuhlmeier reported a proposed change to VSU's excused absence policy. Mr. Reinhard informed committee of a new aggressive academic mentoring program for student athletes.</p> <p><u>1/31/2018</u>: Mentoring program for freshman athletes discussed, previous participation from athletes was poor – high-risk athletes are now being required to meet with mentors. Ms. Grubbs gave an update on VSU's prevention strategies and training in progress to prevent sexual assault.</p> <p><u>3/28/18</u>: Ms. Grubbs gave an update on the bystander sexual assault prevention training, Grades First Program, end of year Athletic Banquet, new Volleyball coach, and football position coaches are now meeting weekly with players at high-risk of academic failure.</p>	<p>Jan. & April 2018 Senate meetings – Dr. Gonzalez gave Senate an update on SAAS awards.</p>	
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Attachment I

No Report

Attachment J

Faculty Senate Committee Reporting Instructions

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Faculty Senate Committee Reporting Form

Committee: Educational Policies

Academic Year: Spring 2018

Committee Members:

Kendric Coleman, Chair

David Bruno

Lucia Lu

Prosper Yao Tsikata

Kristen Johns

Benjamin Wescoatt

Dereth Drake

Jie Fowler

Roy Copeland

Jennifer Branscome

Katherine Lamb

Michelle Blankenship

Chuck Conner

Denise Montgomery

Ken Smith

Veronica Graham

Ryan Hogan

Meg Gibbings

Stanley Jones

James LaPlant

Catherine Oglesby

Erin Shaw

Issue/Topic ^{1,2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)
Attendance Policy (student participation in university events and mandatory assignment makeup)	The university should make it mandatory for students to be allowed to make up assignments for a university sanctioned event	Voted to move forward with the recommended language adjustments to be included in proposal for Faculty Senate and other committees: 8 yea, 0 nay, 0 abstentions.	Approved in Faculty Senate
Withdrawal Policy: Dr. Coleman began the review of the revised language for withdraw policies related to medical and hardship withdraws by explaining the intent of the revision process to increase clarity and fairness for faculty and students when dealing with these types of withdraws. He stated that this will ultimately be remanded to the Faculty Senate and possibly other committees before official changes in the University Catalog. It was clarified by Drs. Coleman, Jones, and Alemanne that this policy wording applies to students who are submitting a request for medical and/or hardship withdraw after midterm. The default grade would be a WP, however faculty members have the opportunity to contact the Registrar's office to change the grade to a WF if they feel it is warranted based on the student's performance in the class.	Voted to move forward with recommended language adjustment to be included in proposal for Faculty Senate and other committees: 8 yea, 0 nay, 0 abstentions.	Voted to move forward with recommended language adjustment to be included in proposal for Faculty Senate and other committees: 8 yea, 0 nay, 0 abstentions	Approved by Faculty Senate
Grade Appeal	The policy is incomplete and needs to be updated in line with sister institutions. The committee will be forward suggested changes.	Sent back to the initiation committee	

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Attachment K

Faculty Senate Committee Reporting Instructions Senate, 2/16/2017

Adopted by VSU Faculty

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Faculty Senate Committee Reporting Form

Committee: Environmental Issues Committee
Year: 2017 - 1018

Academic

Committee Members:

7 meetings (attendance following name)

Chair: Deborah Hall, dehall@valdosta.edu (7)
Chair Elect: Donald Thieme, dmthieme@valdosta.edu (7)
Past Chair: Nancy Sartin, nasartin@valdosta.edu (1)

Gregory Brown: gbrown@valdosta.edu (5)
Dennis Conway, dpconway@valdosta.edu (4)
Sebastian Bartos, spbartos@valdosta.edu (5)
Jeffrey Vasseur, jvasseur@valdosta.edu (3)
Brad Bergstrom, bergstrm@valdosta.edu (7)
Luke Jones, lukjones@valdosta.edu (6)
Jeremy Bauer, jabauer@valdosta.edu (6)
Kynthia James, kljames@valdosta.edu (3)
Martha Onate, mjonate@valdsota.edu (4)
Steve Scheuler, sascheul@valdosta.edu (1)
Scott Piepenburg, srpiepenburg@valdosta.edu (0)
Philip Lester, pwhester@valdosta.edu (1)

Ex-officio

Carl Hand, chand@valdosta.edu (4)
Jason Allard, jmallard@valdosta.edu (2)

Traycee Martin, tmartin@valdsota.edu (2)
 Ray Sable, rasable@valdosta.edu (6)
 Meredith Lancaster, mlancaster@valdosta.edu (2)
 Alan Rowe, carowe@valdosta.edu (3)
 Jill Ferrell Rountree, jferrell@valdosta.edu (0)
 SGA Student Rep: Bob Greenbaum, blgreenbaum@valdosta.edu (3)

Sub-committee: Campus Beautification Subcommittee

Chair, Brad Bergstrom

From EIC, current: Jeremy Bauer, Dennis Conway, Philip Lester, SAVE student rep Obediah Hall

Also: Ari Santas, J. Richard Carter, Marc Pufong, Jennifer Breneiser, Esther Iverson, Emily Cantonwine, Shirley Thompson, Linda Most

Sub-committee: Resource Conservation Subcommittee

Chair: Don thieme, Co-chair Carl Hand

From EIC: Jeffrey Vasseur, Sebastian Bartos, Luke Jones, Jason Allard

Sub-Committee: Recycling Subcommittee

Chair: Greg Brown, Co-chair Meredith Lancaster

From EIC: Kynthia James, Martha Onate, Scott Piepenburg, Steven Scheuler, Nancy Sartin

EIC meetings in Fall 2017: Oct. 13, Nov. 3, and Dec. 1

EIC meetings in Spring 2018: Jan. 26, Feb. 18, Mar. 23, and Apr. 20

Issue/Topic ^{1,2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)
VSU Outdoor Lighting policy	Policy was originally updated 4/26/2016 but never presented to Faculty Senate.	EIC re-voted to pass the Updated Outdoor Lighting Policy (12/1/2017)	Passed the Updated Outdoor Lighting Policy in the Faculty Senate on 1/25/2018.
Policy Prohibiting Balloon Releases	To enact a policy that would prohibit students and faculty alike from releasing inflated balloons into the atmosphere due to environmental harm.	Passed the policy by the EIC (11/3/17).	Passed the policy by the Faculty Senate (1/25/18).
Re-establish the student group Students Against Violating the Environment, helping them with elections	We wanted a SAVE presence at the EIC meetings as well to support efforts for Earth Day.	SAVE re-activated as a student organization under Dr. Brad Bergstrom (and co-advisor Dr. Michael Noll)	None
Center for Sustainability with institutional presence proposed.	Center would provide funds and personnel to organize speakers, promote the minor in Environmental Studies, award	EIC members met with Provost Bob Smith and were encouraged to	None

	students who lead in environmental services, provide internships, develop ex-ternships, work with community gardens, and help to conserve and enhance the natural heritage of campus.	continue developing the idea. A white paper was created to address the idea of a Sustainability Council (rather than a “center” due to lack of funding and space) and as a first step toward a center.	
<p>Other issues:</p> <ol style="list-style-type: none"> 1. Ex-officio members kept the EIC abreast of energy audits, inspections of boilers and the Campus Lighting Walk (which we participated in). 2. Campus Beautification Committee supervised invasive species removal, bat house installation, and the management of pine and live oak trees on campus. 3. The Resources Conservation Committee created a “white paper” proposal for a Sustainability Council as well as much research into a Sustainability Center. 4. The Recycling Committee spent a tremendous amount of time figuring out the recycling program on campus and engaging city officials on how the program works and how it might be improved. 	<ol style="list-style-type: none"> 1. 2. 3. It was discussed that the SC might be funded by end of the year funds or use of Faculty Seed Grant monies. It was also noted that Dean Richards believed that centers often lose steam and pointed to “the Center for Applied Research.” 4. Anthony Musgrove, Public Works Superintendent for the City of Valdosta will come to VSU to estimate the volume of recycling generated on campus. Chair, Greg Brown’s students created a video “Trash Collection” for the campus. 		

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Attachment L

Faculty Scholarship and Research Committee Annual Report 2017-2018

Committee Chair: Roger McIntyre

The Faculty Scholarship and Research Committee held asynchronous, online meetings monthly which resulted in four meetings during the Fall 2017 semester (August – November) and three meetings during the Spring 2018 semester (January – March). Votes for each monthly meeting were cast electronically. The April 2018 meeting was cancelled due to no Category A or B proposals being submitted for committee review.

Scholarship Funding:

FY18 Funds Available - \$200,000
 Budget Amendment 1 - 39,919 (Fall 2017)
 Budget Amendment 2 - 40,000 (Spring 2018)
 Budget Amendment 3 - 10,000 (Spring 2018)
 \$289,919 Total funds for FY18

Total number of Awards made for FY18: 235
 Funds were exhausted effective April 6, 2018

Awards granted by College and Division are:
 College of the Arts - 39
 College of Arts and Sciences - 101
 College of Business Administration - 18
 College of Education/Human Services - 57
 College of Nursing/Health Sciences - 8
 Odum Library - 12
 Graduate School - 0

Research Seed Grant Funding:

The Faculty Scholarship and Research Committee held two face-to-face meetings, one in the Fall 2017 semester and one in the Spring 2018 semester, to review the Faculty Research Seed Grant proposals.

Total number of Awards made for FY18: \$73,400 (\$45,000 for Fall 2017 and \$28,400 for Spring 2018)
 Total number of awards: 15 (9 for Fall 2017 and 6 for Spring 2018)

Awards granted by College and Division are:
 College of the Arts - 4
 College of Arts and Sciences - 9
 College of Business Administration - 0
 College of Education/Human Services - 1
 Odum Library - 0
 College of Nursing & Health Sciences- 1

Attachment M

Committee: International and Globalization Committee Academic Year: 2017-2018

Issue/Topic ^{1,2}	Committee Recommendation ³	Action Taken	Senate Decision (if applicable)
Faculty compensation when teaching a 4 credit hour study abroad course.	Faculty teaching four credit-hour courses will be compensated 13% of contract salary for ten students. Salary will be prorated down 1.3% per student as participation declines.	Faculty senate approved the proposal on March 22, 2018	Faculty senate approved the proposal on March 22, 2018

	Faculty teaching three credit hour courses will be compensated 10% of contract salary for ten students. Salary will be prorated down 1.0% per student as participation declines.		

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 If the committee is not ready to make a recommendation, indicate “In progress” and discuss the stage of review.

Attachment N

No Report

Attachment O

No Report

Attachment P

No Report