



Fall 23 Oct 2014

## Faculty Senate Minutes October 23, 2014

Missouri University of Science and Technology Faculty Senate

Follow this and additional works at: [https://scholarsmine.mst.edu/facsenate\\_min](https://scholarsmine.mst.edu/facsenate_min)

---

### Recommended Citation

Missouri University of Science and Technology Faculty Senate, "Faculty Senate Minutes October 23, 2014" (2014). *Minutes & Agendas*. 95.  
[https://scholarsmine.mst.edu/facsenate\\_min/95](https://scholarsmine.mst.edu/facsenate_min/95)

This Minutes is brought to you for free and open access by Scholars' Mine. It has been accepted for inclusion in Minutes & Agendas by an authorized administrator of Scholars' Mine. This work is protected by U. S. Copyright Law. Unauthorized use including reproduction for redistribution requires the permission of the copyright holder. For more information, please contact [scholarsmine@mst.edu](mailto:scholarsmine@mst.edu).

**Volume VIII, Number 1**  
**Minutes of the Faculty Senate Meeting**  
**October 23, 2014**

**I. Call to Order and Roll Call**

The meeting was called to order at 1:31 PM by President Martin Bohner and roll was taken.

Those whose names are grayed out below were absent.

Benjamin Seabough, Lance Haynes, Joel Dittmer, Mark Mullin, (Melanie Mormile for) Ron Frank, Craig Claybaugh, Fui-Hoon Nah, Daniel Forciniti, Pericles Stavropoulos, Tom Schuman, Mark Fitch, Stuart Baur, Ali Hurson, (Bruce McMillin for) Michael Davis, (Maciej Zawodniok for) Sahra Sedighsarvestani, Maciej Zawodniok, (Levent Acar for) Kurt Kosbar, Chengshan Xiao, Matt Goldberg, Katie Grantham, Abhijit Gosavi, Wan Yang, Michael Bruening, Bill Fahrenholtz, Wayne Huebner, Martin Bohner, Robert Paige, S.N. Balakrishnan, Anthony Okafor, Gearoid MacSithigh, Umit Koylu, Ted Read, (Greg Galecki for) Paul Worsey, Shoab Usman, Barbara Hale, Ulrich Jentschura, Amber Henslee

**II. Approval of September 18, 2014 meeting minutes**

The September 18, 2014 meeting minutes were **approved** as submitted.

**III. Campus Reports and Responses**

**A. President's Report – Martin Bohner**

Dr. Bohner started off by stating that Ashley McCarter, our temporary FS hire, prepared our minutes and agenda. There was a resolution passed at the last meeting about the past administrative assistant, Jeannie Werner, and Dr. Bohner presented her with a crystal candy dish as a token of appreciation. There was a new permanent administrative assistant, Barbara Palmer, that was hired for FS.

The VPAA office is gone as of the end of September and all of the staff was relocated to other positions on campus – nobody lost their job. The VPAA website is still up and running as it will soon be coming down. Dr. Phil Whitefield who was the Interim Vice Provost of Academic Affairs for the past 3 years returned to the Chair of Chemistry. Klaus Woelk also returned to Associate Chair of Chemistry once Dr. Whitefield resumed his position.

There are bylaw changes that have been voted on. There were 84 ballots counted while as FS member was present to oversee the operation. Neither Amendment

passed as it had to have 56 of 84 as that is two-thirds vote. The Provost will setup a committee to work on a solution for this problem. There were two open forums held September 25 & 26, 2014 and the main topic was the selection process for the Vice Provost & Dean position in the future.

The State of University Address was on October 8, 2014. S&T has received 2.5 times of traditionally received state appropriations. Strategic Initiative Funding for doctoral student recruitment and retention has about 70 new positions and got \$3,047,550. There is \$1,493,300 for Strategic Initiative Funding for investment in signature areas.

There was a Board of Curators meeting on October 2-3, 2014 in Kansas City, MO and there is a new Curator from Rolla, David L. Steelman. Title IX (student related CRR changes) was handled by Curator Phillips. The Board of Curators approved the CRR changes but allowed the President to modify the language – changes are still possible.

There was a MAFS (Missouri Association of Faculty Senates) meeting in Jefferson City, MO on October 13-14, 2014 – this meeting happens just twice a year and all representatives of all public four-year colleges or universities in the state of Missouri attended. Melanie Mormile is our representative but she was out of the country so FS President Dr. Martin Bohner went in place of her. Anybody that is a former or present Senator can attend these meetings. There were several topics covered such as: Strengthening the faculty component of college and university governance, sharing information, concern, & governance procedures. They are providing leadership training for people that are in faculty governance as they are working with the government agencies for the betterment of higher education. The website for them is: <http://mafs.org> if anybody is interested.

Details may be found at the following link:

[http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/presidentreports/2015/President\\_Report\\_Oct2014.pptx](http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/presidentreports/2015/President_Report_Oct2014.pptx)

## **B. Administrative Reports**

### **i. Provost Marley for Chancellor Schrader**

Chancellor Schrader is in Spain receiving her Fellowship for IEEE. It is a great honor to receive this award. A few highlights of this report are about the Strategic Plan that was made here recently.

Major Strategic Initiative Funding will include over \$4.5 million dollars and break out as follows: \$3 million – Doctoral student recruitment and retention and \$1.5 – investment in signature areas. This includes things like classroom improvements, faculty, etc. in this plan. There has been nearly a 10% increase in state appropriation in one year. The university

has received more than double the funds from the UM System this past year and actually it is about 2 ½ times than in the previous year. Historically this university received about 11% of state allocations through the UM System and this coming year it will be 28% - great things are happening. This funding will help keep the 350+ Graduate Research Students that are currently at the University. This will also help recruit more Doctoral students. There was 3.2 billion from the Strategic Initiative Funding that lead to the expansion of technology in the classrooms, improvements in the classroom, research labs, and 17 new faculty this year. There are positive changes that are happening at this campus because the quality work that our staff, faculty, and students do.

Next month November 6<sup>th</sup> & 7<sup>th</sup> -, there will be a Strategic Planning Summit where you can learn a detailed overview of the plan as well as meet a few people that are behind this plan. The first day will be more detailed about the plan and the second day will be more informational with small group discussions. There will be plenty of refreshments for everybody.

Open enrollment is underway and this year things are different. You have to make an active choice in a plan by October 31<sup>st</sup>. Otherwise if you do not take action and choose a plan, you will be defaulted into the *health & savings plan* which means that you lose your after taxes benefit on your plan.

Details may be found at the following link:

[http://facultysenate.mst.edu/media/campussupport/facultysenate/document/s/chancellor/2015/Chancellor\\_Report\\_Oct2014.pptx](http://facultysenate.mst.edu/media/campussupport/facultysenate/document/s/chancellor/2015/Chancellor_Report_Oct2014.pptx)

## **ii. Provost Marley**

VPAA is no longer in existence with all staff being placed elsewhere on campus. Dr. Whitefield served a great 3 years as Interim as the VPAA. There are still a handful of details that are out there as far as the process for certain things. The VPAA website is currently still up for a limited amount of time but the email is shut off. All of the emails with questions that were not spam were answered. The two College websites are about to go up very soon. With the VPAA office closing it has affected the Provost Office with several new duties including one of the staff positions that used to be held in VPAA. The Provost thanked Ashley McCarter for a job well done and welcomed Barbara Palmer to the office. Student Success Retention group is a critical group that the Chancellor feels is a must have for the university. They come together to bring concerns or improvements to that table as some of them have been put into place already. We will be looking at broadening the membership for this committee to see what

students see. Look for updates from the Provost on this particular issue in the near future.

Congratulations to Dr. Yew San Hor for being named one of “The World’s Most Influential Scientific Minds 2014” for publishing a large number of highly cited papers.

*Office of Sponsored Programs summary of FY15*

- Proposals awarded in total dollars: \$9.4M (up 10.5%)
- Number of proposals awarded and amendments: 57 (down 24%)
- Proposals submitted in total dollars: \$19.7M (up 15.1%)
- Net grant and contract expenditures: \$6.4M (down 19.6%)
- F&A recovered: \$1.5M (down 16.4%)
- Number of active awards: 589 (down 3.9%)

*Office of Undergraduate Studies*

Experiential Learning Awards

- 1 faculty and 1 staff awarded
- Due November 21, 2014

Service Learning Award

- 1 faculty and 1 staff awarded
- Due November 21, 2014

Center for Educational Research & Teaching Innovation (CERTI)

- Curators’ Teaching Summit – “Great Expectations: Bridging the Gap Between instructor and Student Expectations,” Sept 27, Oct 13, and Nov 12
- “Making Group Work, Work,” Oct 31

Student Design and Experiential Learning Center

- Formula SAE team hosted intercollegiate autocross event in St. Charles, MO, Sept 27<sup>th</sup>
- Mars Rover team outreach at STL-area Boy Scout weekend Sept 27<sup>th</sup> event
- Solar Car Team opted out of Abu Dhabi partnership race

Learning Enhancement Across Disciplines (LEAD)

- LEAD has significantly expanded this semester setting **several new records**, including:
  - 75 courses provided with LEAD learning assistance
  - 60 courses with LEAD Learning Centers
  - 36 courses with Tutoring Sessions
- Launched all LEAD tutoring and most LCs **by the second week of classes**
- Implementation of our **new sign-in system**

- Created a new “**Marketing**” position (undergraduate John Gettemeyer)

#### Writing Center

- **Tutor Training** – Largest ever cohort of new tutors fully trained and actively tutoring by third week of semester
- **Innovations Grant** – Grant received to purchase 5 iPads and related resources for use during tutoring sessions
- **Growing Demand** – Number of tutoring sessions increased by 36% over same period last year
- **Phase II Renovations** – Plans underway for further renovations to improve traffic flow and increase capacity

#### Math Assistance Where Success Happens (MASH)

- Nine one-hour long, active-learning sessions are held weekly for Math 1120 Students
- Approximately 69% of student in Math 1120 took advantage of the program during the first three weeks MASH was held (102 students out of 147 enrolled)

South-Central Regional Professional Development Center (SC RPDC) October primary learning sessions include: (broken into 6 consultant types)

- Special Education (SpEd)
- Positive Behavior Supports (PBS) Consultants
- Professional Learning Communities (PLC)
- Collaborative Work (CW)
- Curriculum & Instruction Consultants
- Leadership Consultants

*Consultants are cross-trained in most areas to provide on-going support and coaching to the 63 school districts in our region.*

#### Office of Graduate Studies

- FS14 Graduate enrollment: 2114
- Graduate Leadership Program held at UMSL in September; meeting scheduled at S&T on November 13-14
- Dealing with minor course renumbering issues, but working with the Registrar’s Office to resolve them quickly
- Technical Editing: 116% increase in student submissions from FS13 (12) to FS14 (26)
- Working with Graduate programs to host Q&A webinars for prospective graduate students
- 100 S&T undergraduate students attended the Graduate Fair on October 1

*Statistics covering enrollment:*

*Enrollment %Change*

• First time, degree-seeking college	1,291	2.2%
• New Transfer	460	7.7%
• New Graduate	532	-11.0%
• Out-of-State	3,011	8.7%
• Distance or Online	1,066	8.2%
• International	1,516	18.6%
• Underrepresented Minority	706	8.4%
• Female	1,995	6.3%
• Credit Hours	104,907	6.8%
<b>TOTAL ENROLLMENT</b>	<b>8,642</b>	<b>6.3%</b>

*Numbers reflect enrollment as of September 22, 2014*

### **Curtis Laws Wilson Library**

They received new furniture that was recently installed on the first floor. This received positive comments from students. The area for the visualization wall has undergone re-modeling, ready for MinerView.

### **College of Arts, Sciences, and Business**

#### *Student Highlights -*

- 1,293 students up 7.8% from 2013-2014
- 588 women students up 43.3% from 2013-2014
- CASB Open house was held October 8<sup>th</sup> – 37 prospective students and families attended

#### *Faculty Highlights –*

- 2 faculty promoted to Professor: Diana Ahmad & Robert Paige
- 7 faculty tenured and promoted to Associate Professor: Eric Bryan, Richard Dawes, Cassandra Elrod, Eudra Merfeld-Langston, Jorge Porcel, John Singler, Alexey Yamilov

#### *College Staffing Update –*

- Associate Dean of Academic Affairs – 4 being interviewed
- Associate Dean of Research and External Relations – application period just closed
- Executive Director of Development – 3 being interviewed
- Finance and Budget Officer – screening applicants now
- Administrative Assistant – offer pending

### **College of Engineering and Computing**

- 16 academic programs completed ABET accreditation, Oct 3-6
- Number of reoccurring themes associated with improvements are being observed

Mark Fitch brought up a concern if they will create a Dean of Students on this campus. The Provost replies back about the Dean of Students with: non-academic title, assist with things outside of the classroom, administrative title that is more related to student conduct. Dr. Deborah Robinson states that this is part of Jim Murphy's current position with Assistant Vice Chancellor for Student Affairs. He has been doing the job currently but they want a more official title for students and parents.

*Potential Motion:* Another issue that was brought up was the when the CRR was wrote there wasn't as many administrative deans and they didn't mention academic/administrative. It was discussed that maybe they need to go back and take another look at the CRR: every time that the word dean is referred see if the dean we want to restrict that process/procedure that we associate to dean's with academic/administrative or both.

FS President stated that the motion was too long and moved the motion to refer this issue (title of deans) to have RP&A take a further look into this issue.

*Motion: With no further discussion, the motion was passed unanimously to refer this issue to RP&A.*

Details may be found at the following link:

[http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/provost/2015/Provost\\_Report\\_Oct2014.pptx](http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/provost/2015/Provost_Report_Oct2014.pptx)

### **C. Staff Council – Sara Lewis**

There are new officers for 2014-2015 that were recently elected:

Sara Lewis, Staff Council Chair

Joe Boehm, Vice Chair

Stephane Menand, Treasurer

Michelle Vannatta, Secretary

Staff Fall Appreciation Day will be on October 31 – at the Puck from 9-10:30 am.

This is to recognize the hard work and dedication to S&T Staff on a job well done. There will be FREE hot chocolate and apple cider. There will also be a Pumpkin Carving Contest and T-shirts for sale at this event.

**(Staff ID is required to enter this event)**

### **D. Student Council – Rebecca Jacobsen**

**NO REPORT**

**E. Council of Graduate Studies – Erica Ronchetto**

**NO REPORT**

**IV. Reports of Standing and Special Committees**

**A. Rules, Procedures, and Agenda – Mark Fitch**

Special Election to fill empty membership spaces:

**LLRC** (need 2 members) –

- Minsu Choi – received 14 votes
- Pourya Shamsi – received 10 votes
- Mehdi Ferdowsi – received 12 votes

*Minsu Choi & Mehdi Ferdowsi will be the two new members that serve on the LLRC committee.*

**Facilities Planning** (need 1 member) –

- Daniel Forciniti was nominated and all voted in favor

*Daniel Forciniti will be the new member that will serve on the Facilities Planning committee.*

**Parking, Security, & Traffic** (needs 3 members) –

- Will get nominee's from the departments and vote at the next meeting

Potential Motion Referred to CCC:

The registrar shall, prior to the first class day,

- Notify students lacking prerequisites and
- Shall drop students lacking prerequisites or instructor's permission at the end of the second week of the semester

*This is information at this time and has been shared with the Registrar's Office and Campus Curricula Committee.*

It was discussed how and where can one can fill out these forms: paper form, online, etc. A question arose: Does the Registrar's Office want to be flooded with thousands of forms?

Details may be found at the following link:

[http://facultysenate.mst.edu/media/campusupport/facultysenate/documents/rpa/reports/2015/RPA\\_Report\\_Oct2014.pptx](http://facultysenate.mst.edu/media/campusupport/facultysenate/documents/rpa/reports/2015/RPA_Report_Oct2014.pptx)

## **B. Curricula – Tom Schuman**

The Campus Curricula Committee has had two sets of minutes that have been approved since the last FS meeting. They are working on referrals from RP&A.

There was 1 degree change and 21 course change forms that required a series of changes to certain courses. Several had to do with the new four digit numbering system.

Motion: The Campus Curricula Committee moves for the approval of the CCC report's DC and CC form actions.

*With no further discussion, the motion was passed unanimously.*

Details may be found at the following link:

<http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/curricula/2015/Oct%2023%202014%20Faculty%20Senate%20Report.pdf>

[http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/curricula/2015/CampusCurriculaCommitteeReport\\_10\\_23\\_2014.pptx](http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/curricula/2015/CampusCurriculaCommitteeReport_10_23_2014.pptx)

## **C. Information Technology / Computing – Thomas Vojta**

We will be getting Google Service Enhancements with unlimited Google storage on the Google drive hopefully within a couple months.

Security Awareness Training is a mandatory training but only 51% of the campus has completed it so far with the deadline being the end of the year. If you do not complete it your access will be cut-off after several warning attempts.

UM did decide that we can synchronize our passwords but will need to be changed every 6 months.

It was suggested that maybe somebody needs to look into the Google fine print to see what we are actually agreeing to. There is so much fine print that it is scary to agree to these terms without knowing completely what it all means especially since it is a third party source. With that said maybe we need to adopt that into our policy.

Peoplesoft – there has been no final decision made on to update all campuses to the same version of PeopleSoft or to get something different.

Details may be found at the following link:

[http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/itcc/2015/RPA\\_Report\\_Oct2014.pptx](http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/itcc/2015/RPA_Report_Oct2014.pptx)

#### **D. Tenure – B. McMillin for M. Davis**

Tenure policy committee went about trying to reconstruct rules about last April which made sense in the presence of deans. The idea behind this is to make deans a part of the process. FS voted on these rules at the April meeting and they went up to Legal where some problems were identified. The document links are posted below as they are minor changes such as changing working and etc.

*Recommendation:* This is a recommendation to the Provost that we adopt this policy into our campus policy.

With no further discussion, **the motion was passed unanimously**, that the Provost looks into this policy.

Lance Haynes recognized Jerry Cohen into the FS meeting to present the Title IX portion of the Tenure presentation.

Jerry Cohen read the following document about Title IX:

The Tenure Policy Committee views with deep concern the suggested removal of the words "Either extreme or repeated" (sexual harassment or discrimination) from the CRR regulations governing the possible loss of tenure. CRR (310.020; #3) currently guarantees that any removal of tenure be for a very serious breach of conduct, but the suggested change--i.e., removing any qualifier such as "very

serious" before the offenses--would open the door to removal of a faculty member's tenure for even minor infractions, including inadvertent or merely perceived ones. This is certainly not the intent of the proposed change, but it is a very real unintended consequence.

The relevant CRR passage is: "Cause for dismissal may include but is not limited to the following:

...Either extreme or repeated Sexual harassment or racial, gender or other discriminatory practices."

Of course the faculty rejects sexual harassment and discrimination, but the punishment should fit the offense, and the extreme punishment of removal of tenure should be reserved for extreme cases of misbehavior, e.g. physical assault. Indeed a basic principle of UM's sexual harassment training is that reported offenses call for a warning to the alleged offender in order to prevent a recurrence of the offending behavior. Sample from the video: a male supervisor putting his hand on the shoulder of an uncomfortable looking secretary.

Again, it is essential that a qualifier be included before the mention of sexual harassment or discrimination offenses. Once "Either extreme or repeated" is removed without any replacement qualifier,

any controversial or unpopular faculty member would be open to the loss of tenure for an almost infinite variety of possible minor infractions. Controversial topics in the Liberal Arts would become especially risky and hence to be avoided, even though many students could benefit precisely from discussing them. But even our scientists and engineers are not immune. One engineer stated at a recent Faculty Senate meeting that he had used the word "voodoo" in describing something in engineering that he regarded as totally lacking seriousness; afterwards, an African student in the class (from a country where voodoo is practiced) told the teacher that that reference was offensive to him.

The proposed change would therefore have a chilling effect on the free and open exchange of ideas at the university, raising political correctness to such a high level that a faculty member could have his/her life severely upset due to a minor, unintended or even merely perceived

infraction. If any group wants to get rid of a faculty member, the proposed change would make it much easier to do so. But such removal would be a clear case of combatting one injustice (e.g., racial discrimination) by inflicting another, at least equally severe, injustice.

We therefore respectfully urge the Board of Curators not to accept the proposed elimination of "Either extreme or repeated" from the present CRR passage. At the very least, a satisfactory replacement qualifier should be found.

*Motion:* There is a motion to accept this document from the Tenure Committee.

With no further discussion, **the motion was passed unanimously.**

*Amendment:* There is an amendment that the "Tenure Policy Committee" wording be changed to "Missouri S&T Faculty Senate" in the first line of the document.

With no further discussion, **the amendment was passed unanimously.**

*Amendment:* Change the word African to African-American and get rid of the wording in parenthesis in where it talks about practicing voodoo in the fourth paragraph.

With no further discussion, **the amendment was passed unanimously.**

*Motion:* That they adopt this document with the above changes.

With no further discussion, **the motion was passed unanimously.**

Details may be found at the following link:

<http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/tenure/2015/PROMOTION%20AND%20TENURE%20PROCEDURES%20october%202014%20clean.pdf>

<http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/tenure/2015/PROMOTION%20AND%20TENURE%20PROCEDURES%20october%202014.pdf>

<http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/tenure/2015/Title%20IX%20and%20tenure.pdf>

#### **E. Public Occasions – Macie Zawodniok for S. Sedighsarvestani**

The Public Occasions committee was just asking for the approval of the dates for the next calendar year – you can find the list of dates at the link below.

With no further discussion, **the approval of dates was passed unanimously.**

Details may be found at the following link:

[http://facultysenate.mst.edu/media/campusupport/facultysenate/documents/publicoccasions/2015/PublicOccasions\\_FS\\_Report\\_Oct2014.pptx](http://facultysenate.mst.edu/media/campusupport/facultysenate/documents/publicoccasions/2015/PublicOccasions_FS_Report_Oct2014.pptx)

## **F. Personnel – L. Acar**

This was discussed at last June's meeting and mainly deals with the due process for NTT faculty.

The Personnel Committee has considered 3 issues related to the NTT faculty:

- Hiring
- Promotion
- Termination

### **Postponed Motion from the June 19, 2014 Faculty Senate Meeting**

Dr. Acar made a motion on behalf of the Personnel Committee to bring the proposed changes for section 310.035 to the attention of System as the will of the Faculty Senate.

Dr. Acar made a motion to add the word faculty in the 2<sup>nd</sup> paragraph of section A. Dr. Fitch seconded the motion. With no opposition, the word was incorporated into the proposal.

### **It will now read as follows:**

The intent of having non-regular faculty is to have short term solutions to teaching and research needs, and regular faculty should be sought for long-term goals. With a motion remaining on the floor, discussion ensued.

A motion was made to **postpone**. A second was received.

A couple of members spoke in favor of the postponement. Dr. Fitch asked if anyone wanted to speak against postponement. With no further discussion, a vote was taken.

### **The motion was postponed.**

*All of details of these CRR's are listed in the below link as they were discussed back in the June meeting as well.*

The Personnel Committee's sentiment was that the inclusion of more protective steps during the termination would make the NTT and the regular faculty processes practically identical.

(In that case, the only difference becomes the range of their responsibilities.)

The committee decided to:

- 1) simplify the hiring and the promotion processes,

- 2) strengthen the termination process slightly by requiring an explanation, and
- 3) stress the point that the intent of hiring NTT faculty is to have short-term solutions to teaching and research needs, and tenured faculty should be sought for long-term strategic goals.

There was discussion about possibly having the Rolla Campus take the lead with respect to Due Process for NTT Faculty.

*Motion:* The intent of having non-regular faculty is to have short term solutions to teaching and research needs, and regular faculty should be sought for long-term goals. With a motion remaining on the floor, discussion ensued.

Quorum was called, while this motion was on the table, so it is **postponed a second time.**

Details may be found at the following link:

<http://facultysenate.mst.edu/media/campussupport/facultysenate/documents/personnel/2015/Personnel%20Committee.pptx>

*Quorum was called Bruce McMillian in the middle of a motion for the Personnel Committee so business stopped and nothing else was discussed including the Old & New Business topics.*

## V. Adjourn

The meeting was adjourned at 2:55 PM.

Respectfully submitted,  
Steven Grant, Secretary