

**Western Kentucky University**

**University Senate Executive Committee (SEC) Meeting**

**May 1, 2017 -- 3:15 p.m.**

**WAB 227 - AA Large Conference Room**

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**A. Call To Order**

1. A regular meeting of the Western Kentucky University University Senate Executive Committee was called to order by Chair Kate Hudepohl on Monday, May 1, 2017 at 3:19 P.M.
2. A quorum was present: Heidi Álvarez, Barbara Burch, Thad Crews, Susann Davis, Laura DeLancey, Marko Dumančić, Ann Ferrell, Kate Hudepohl, Andrea Jenkins, Eric Kondratieff, David Lee, Patti Minter, Jay Todd Richey, Julie Shadoan, Matt Shake, Liz Sturgeon, and Shannon Vaughan.

**B. [Approve April 3, 2017 SEC Meeting Minutes](#)**

1. Marko Dumančić made a motion to approve the April 3, 2017 Senate Executive Committee meeting minutes.
2. The motion was seconded by Susann Davis.
3. There was no discussion.
4. The April 3, 2017 Senate Executive Committee minutes were approved as posted.

**C. Officer Reports**

1. Chair (Kate Hudepohl)
  - a. New Senate Officers
    - Chair Hudepohl texted the names of the new Senate Chair and new officers to Julia McDonald and to incoming President Caboni.
  - b. Senate Budget/Carry Forward
    - The carry-forward number of \$10,849 is based on information from LaDonna Hunton.
    - Chair Hudepohl ordered a conference table setup that seats 22 for \$4,148.41.
    - This leaves a balance of \$6,758.
    - There are two other big items that Chair Hudepohl wants permission to purchase.
    - There are twelve chairs, and twenty-two spaces. There are ten chairs missing. The libraries have old, red, used chair without arms.

- Paula Sadler gave an estimate for a close-enough match on the chairs. Ten chairs will cost \$2,720.
- The other big purchase will be technology for the standing committees. Chair Hudepohl plans to order a proxima and laptop combo to replace the out-of-date equipment that IT will not support.
- The senate meeting room is across the hall and might need a portable. \$4,000 is left. Julie Shadoan said that it costs about \$2,000.
- Heidi Álvarez made a motion to spend money on senate meeting room supplies, including chairs, a proxima, and a laptop.
- The motion was seconded by Julie Shadoan.
- There was no further discussion.
- The motion passed unanimously.
- Chair Hudepohl said that she discussed technology with Kurt Fattic. He said that the portable proxima bulbs will not be replaced by IT because it is not for a classroom use. Chair Hudepohl would like to purchase a proxima bulb, which costs less than \$300, to replace her departmental bulb.

## 2. Vice Chair (Julie Shadoan)

### a. Results of Academic Complaint Committee Elections

- Results of the University Academic Complaint Committee Elections are: Harkins and Pruitt from Potter, Ransing? from CHHS, and Head from Gordon Ford. The student representatives are Porter and Van Winkle.
- This is a two-year term beginning August 15, 2017.

### b. Results of Senate Caucus:

- Gordon Ford, Libraries, Ogden, PCAL, and University College are all done.
- CEBS, Colonnade, UCC, and CHHS (executive and curriculum) still have vacancies.
- Senators who should have been at the caucus still need to fill vacancies.
- At-large positions also have vacancies.

## 3. Secretary (Heidi Álvarez)

- a. No report.

## D. Committee Chair Reports

### 1. Academic Quality Committee (Ann Ferrell):

- a. No Report

2. Faculty Welfare and Professional Responsibility Committee (Patti Minter): Report posted

a. [Committee Report](#)

- Patricia Minter made a motion to move the report on to senate.
- The report contains results of the Faculty Worklife Survey, Title IX Clery, and the Gender Equity Salary Study.
- The Faculty Worklife Survey have slightly under 400 complete it; last year's response rate was 454.
- The Committee suggests that we do meet with President Ransdell before he leaves, and suggested that we meet with President Caboni about the temperature of the faculty and what is in the comment box.

b. Statement for President Caboni

- This was on the agenda but not received in time to become a live link. It will be coming from the floor, but would like to address it now.
- The Faculty Welfare and Academic Quality Committees were tasked with capturing comments and concerns from the January 27, 2017 special meeting as well as the May 2016 meeting. The committees collapsed a lot of information. This is a draft of what will be given to President Caboni at the next transition committee meeting.
- Points 1-6 were approved last year by the senate and were given to the Presidential Search Committee.
- Patricia Minter made a motion to approve the Statement for President Caboni.
- The motion was seconded by Marko Dumančić.
- Marko Dumančić corrected a typo under 5e (the capitalization of There).
- Patricia Minter asked if the first word should be caps in periods (yes) semicolons (no).
- Julie Shadoan suggested a friendly amendment of semicolons and small case, and the verbs should be the same all the way through.
- Susann Davis said that in 2a4, separate out with a comma – Oxford commas all the way through.
- Marko Dumančić said the third point subclauses diversity is kind of general; did the committee discuss that? Minter responded that they are not a policy making committee and cannot specify because senate did not specify. We are tired of talking paper and want to see action.
- 3E diversity and inclusion should be “demonstrated through action.”
- Marko Dumančić suggested a friendly amendment of 3E period faculty, staff, and students. Chair Hudepohl said it will be a semicolon and lower case.
- Eric Kondratieff said values diversity at all levels throughout the university.
- Patricia Minter said this was not captured at the forums.
- Julie Shadoan said redundant; we appreciate a “look forward to working together.”
- Patricia Minter accepted all of the suggestions as a friendly amendment and will send the changes tomorrow morning.

- The document for President Caboni passed unanimously with the friendly amendments.
3. Budget and Finance Committee (Claus Ernst): No Report
    - a. [Salaries Resolution](#)
      - Eric Kondratieff and Laura DeLancey presented a resolution that the administration should prioritize salaries over renovations.
      - Kondratieff stated that we are in a race to the bottom in salaries. All levels are falling behind.
      - Marko Dumančić made a motion to endorse the resolution.
      - The motion was seconded by Eric Kondratieff.
      - There was no discussion.
      - The Salaries Resolution passed unanimously and will go forward to President Ransdell and President Caboni.
  4. [Colonnade General Education Committee \(Marko Dumančić\): Report posted](#)
    - Marko Dumančić made a motion to endorse the Colonnade General Education Report as posted.
    - There was no discussion.
    - The Colonnade General Education Committee report was endorsed unanimously.
  5. [Graduate Council \(Shannon Vaughan\): Report Posted](#)
    - Shannon Vaughan made a motion to endorse the Graduate Council report as posted.
    - There was no discussion.
    - The Graduate Council report was unanimously endorsed by Graduate Faculty Only.
    - Shannon Vaughan stated that Sylvia asked four times for an August University Senate meeting to approve the Graduate Certificate Programs. Otherwise, it has to wait until January to be approved by the Board of Regents. If Senate meets in August, it can go through in September.
    - Eric Kondratieff asked when that will be. Chair Hudepohl said that the Senate Executive Committee would meet August 8, and two weeks after that would be the Senate meeting. In terms of scheduling meetings, breaks, holidays, and committee meetings have to be taken into account. Eric Kondratieff asked if there are exceptions, and Chair Hudepohl said that you can call for an electronic vote. You would have to do a Senate Executive Committee electronic vote. The current Senate Executive Committee is on until July 31, then it would be the next Senate Executive Committee. Kondratieff will manage the listserv for SEC and for the next Senate leadership.

- Chair Hudepohl wonders if the new President will hit the ground running. The first Senate meeting is the first week of September.
- Amber Scott Belt said that it has to be sent to the President's office two weeks before the Board of Regents meeting.

6. [Undergraduate Curriculum Committee \(Liz Sturgeon\): Report Posted](#)

- Liz Sturgeon made a motion for endorsement of the April report of the Undergraduate Curriculum Committee.
- There was no discussion.
- The Undergraduate Curriculum Committee report was unanimously endorsed.

7. Faculty Handbook Committee (Patricia Minter for Margaret Crowder): Report Posted

a. [FH Meeting Report 4/10/2017](#)

- Patricia Minter made a motion to endorse the Faculty Handbook meeting report from April 10.
- There was no discussion.
- The Faculty Handbook meeting report from April 10 was approved unanimously.

b. [08a-2017 Guidelines for Tenure-eligible Faculty Members](#)

- Marko Dumančić made a motion to endorse action item 08a-2017, Guidelines for Tenure-Eligible Faculty Members.
- The motion was seconded by Eric Kondratieff.
- This item is coming back about tenure-eligible ranks regarding the standard for promotion. It was sent back last month because of confusion over date of employment. The default is that faculty members go up on the standard that existed at the time of hire. Provost Lee is fine with those changes.
- Laura DeLancey asked if there is a choice to opt. Provost Lee said that his concern is that as the continuance process goes along, a change in the fifth or sixth year nulls the previous continuance documents.
- Patricia Minter said the committee was fine with this because it advocates for the faculty.
- There was no further discussion.
- action item 08a-2017, Guidelines for Tenure-Eligible Faculty Members, passed unanimously and will go forward.

c. [10a-2017 Continuance Documentation Flow](#)

- Marko Dumančić made a motion to endorse action item 10a-2017 Continuance Documentation Flow.
- The motion was seconded by Eric Kondratieff.
- This is the one that we pulled from the floor of Senate.
- There was no discussion.
- Action item 10a-2017 passed unanimously.

d. [12-2017 Amending Instructor-level promotion criteria](#)

- Andrea Jenkins made a motion to endorse action item 12-2017, Amending Instructor-level promotion criteria.
- The motion was seconded by Susann Davis.
- This adds words when applicable. Mac McKerral brought forth the rationale. Some departments do not require public service. This is the last change made to instructor ranks.
- Patricia Minter said that it clarifies the rules and standards.
- There was no more discussion.
- Action item 12-2017, Amending Instructor-level promotion criteria was endorsed and passed unanimously.

e. [13-2017 Next business day language addition](#)

- Eric Kondratieff made a motion to endorse 13-2017 Next business day language addition.
- The motion was seconded by Andrea Jenkins.
- Action item 13-2017 adds language for those due dates on the weekend. It clarifies that if October 1 is on the weekend, then it is due on Monday.
- This edit will be put in three places in the handbook.
- There was no more discussion.
- 13-2017 Next business day language addition was approved unanimously.

E. Advisory Reports

1. Faculty Regent (Regent Burch)

- Regent Burch said that the experience of working with Jay Todd Richey was very rewarding.
- The last board meeting will deal with promotion/tenure and salaries. Budget will be the most significant topic.
- The budget discussion will involve: the tuition shortfall from the previous year, international enrollment, and non-traditional students, ways to recover \$6.5 million to balance the budget and figure out changes going into the coming year. There will be a substantial shift in the way we budget. The carry forward policy of having money set aside to balance the budget if we need it will be

discussed (money not spent from the previous year – academics has a greater share of carry forward). Ransdell allowed a very generous carry forward. The bulk has gone back to divisions. At this point, it was important to not have uncertainty into the coming year. It was only distributed after the balancing of the central budget. Dollars we had in the past came from carry forward. As an institution, we never budgeted for things we never have (ie. travel, supporting innovative ideas, equipment, etc.). At this point, carry forward will be dependent on divisions after the central budget is distributed. This will mean some things may not be confirmed as easily.

- Another big change is that revenue-generating accounts are not being exempted going forward. This is a major philosophical shift. Regent Burch thinks it is significant for faculty because DELO is revenue generating. This is money that has come back to departments in portions. Regent Burch is confident that the Provost will make every attempt to hold onto it.
- The Board of Regents has also talked a lot about priorities. A balanced budget means enrollment, retention, and graduating students. Regent Burch thinks that President Caboni understands the implications of this.
- We have a new food services contract. There is a \$75 fee that all full-time residential students pay (even if they don't eat). The model was created for the total renovation of Garrett and some things that go into the new Hilltopper Hall.
- Regent Burch thinks the faculty will be interested in the new Professional Advising Model.
- Regent Burch closed by saying that she thinks any time there is a shift, there are huge expectations. She thinks the new president is doing everything he can, but he cannot do it all at one time.
- \$6.5 million, these students are not coming back. The Board of Regents hopes the faculty will do all they can to retain students. Regent Burch feels that the faculty has more influence in this than anyone.
- The Board retreat in July will focus on these things.
- We have to find a way to turn down the trajectory on loss of enrollment. Some is the way of the world and the national projection of internationals into the country.
- Eric Kondratieff asked about the Student Food Plan and \$75 for all full-time students. He wanted to know if non-residential students also pay this fee. Regent Burch said her understanding is that it includes full-time non-residential. Provost Lee said he thinks it also applies to full-time commuters. Jay Todd Richey said he was told that it is full-time face-to-face students. Eric Kondratieff asked if this applies to students who are working three jobs and commuting to campus. It does not apply to distance learners or to the Glasgow campus. The Board of Regents is not involved in this contract; they are only informed. Provost Lee said that it is not a fee; it is a declining balance and carries forward from one semester to the next.
- Marko Dumančić asked why we are applying this? Why are we coming to a university that is mandating fees to us? He is shocked that this is happening, and stated that it does not serve the students.

- Eric Kondratieff said that the university nickels and dimes students who have responsibilities outside of the university. For retention purposes, this is not friendly to the student.
- Jay Todd Richey said that he has additional insight. A number of students reached out. This was the better of two proposals. Kondratieff responded that it is a Faustian deal. Jay Todd Richey said that the decision was made to approve the contract but incorporate. This makes students pay for a facility they will never use. Regent Burch stated that she was disappointed that it came out in this way and that there was no option. She is thinking of the nursing students who never come on the hill.
- Heidi Álvarez asked about the \$50 fee that the music students are charged and stated that no one in the department knows what it goes toward. Provost Lee said that the \$50 fee goes back to the 60's or 80's. It was put in place as a differential teaching before that existed; it is an old fee. Regent Burch said it goes back to the department for consumables. For example, in journalism, there is a fee for equipment that is used up. This goes back to the department centrally with the added cost of instruction for studio teaching.
- Eric Kondratieff said that students try to make it through classes without books because they cannot afford them. This harms the ability for the students to succeed. He feels it is counterproductive and not in the best interest of the students.
- Regent Burch said she will express concern about this as a retention issue.
- Laura DeLancey added that it is bad for health and for the pocketbook. She asked if there will be a formal statement. Mac McKerral is working on this and may bring it on the floor for the May University Senate meeting. Patricia Minter suggested that she (DeLancey) work with McKerral on this resolution.
- Chair Hudepohl asked what is Hilltopper Hall? Provost Lee responded that it is the new residence hall by the Kentucky Museum.
- Patricia Minter said that this conversation has been going on since 2007 -- the whole RFP contract – Ransdell wanted to get it done before he got out of here.
- Chair Hudepohl circled back to carry forward. Her department has a small standard budget and depends on this for their travel budget. It means taking money away from units, money that they need to do what they are supposed to be doing.
- Regent Burch said how do you prioritize where your limited resources go? Caboni has a very challenging task. This is an opportunity for the faculty voice to be heard.

## 2. Academic Affairs (Provost Lee)

- Provost Lee is part of the transition team for President Caboni, who was here last week. There was a session about how to manage the calendar once he is here. There was a ninety-minute session on strategic planning. President Caboni is concerned that it be inclusive and participatory and will push hard to get this done in one year. He wants to unveil the plan in 2018 at the President's Convocation.



- Provost Lee wants to announce the University Award Winners at commencement and at the dinner. He will send an email out in the next day or so. The University Award Winners for 2017 are: Marko Dumančić (Teaching); Amy Brausch (Research and Creative Activity); Gayle Mallinger (Public Service); Dawn Bolton (Student Advisement); and Diana McQuady (Part-Time Teaching). Provost Lee said that there were no two recipients from a single college this year.
- Provost Lee sent an email earlier today about the eclipse. He has been told two things: (1) it will get dark for a while and then light again and no one will care; and (2) there will be a delay of the start of classes for a week or at least a couple of days. We will start classes at 4:00 on that Monday, as the eclipse will be disruptive. It is not a good time to focus on classes if an enormous amount of gridlock occurs (there will be several thousand students in the stadium). Hopkinsville is “the” spot. We are just on the edge. The Corvette Museum is not. Bowling Green is the first place on the edge of the eclipse off of I-65. This is nationwide and it is a big deal. There will be a lot of publicity around it. 150,000 shades have already been purchased.
- Professional advising is looking at increasing the AARC (Academic Advising and Retention Center) to six more positions. Over fifty people have advising in their title. There are over 600 faculty involved in advising. These new folks will help with 15,000 change of major programs every year. There is a transition issue when someone is changing from Potter to another college. He hopes these advisors can help with this transition. Part of the workload will be to address the 5<sup>th</sup> week assessment. Advising is complicated with financial aid. These new advisors will help with that. There will be a monthly meeting for advising on campus. These professional advisors will assist with this.
- Provost Lee was asked about administrative support. He will discuss options on course releases with Kate Hudepohl this week. The concern is continuity. Another concern is that the recorder is stepping down as well. Shannon Vaughan said that the same thing is happening with Graduate Council. This problem is more important than course release. The consistency is important. Chair Hudepohl said that we are all tired and no one wants to do the work. Patricia Minter suggested that perhaps it has become time for a sit-down strike. Chair Hudepohl said that it is a real problem. The new Vice Chair has had zero luck in populating committees.

#### **F. Old Business:**

- There was no old business.

#### **G. New Business:**

##### 1. [Policy 1.5171 Full-time Staff Teaching Assignments](#)

- Marko Dumančić made a motion to endorse Policy 1.5171, Full-time Staff Teaching Assignments.

- The motion was seconded by Patti Minter.
- Provost Lee gave the context. There have been difficulties with employed non-exempt staff who are hired to teach part time. They are paid overtime pay for whatever rate they are paid at. They may also be paid overtime for other things as well. If a non-exempt employee is teaching part time, Academic Affairs is picking up all of that. It is difficult to track the number of hours people put into teaching a class and hard to pay them in a timely fashion. This became a big issue in the fall and a number of universities stopped paying for non-exempt. Provost Lee said that after this semester, we will not employ non-exempt to teach.
- Liz Sturgeon asked why can't they be paid for the class vs. by the hour, suggesting a part-time faculty pay schedule. Provost Lee responded that they are not exempt from overtime by the same employer; this is a state law. Amber Scott Belt said that a class is scheduled for a certain time. Eric Kondratieff asked what kinds of class would they teach? Provost Lee responded 15 people, University Experience or Communications. Amber Scott Belt said that the position itself has to meet the criteria, not the person holding it.
- There was no further discussion.
- Policy 1.5171 Full-time Staff Teaching Assignments passed unanimously.

## 2. New Business from the Floor:

- Patricia Minter said that the Student Government Association enacted a resolution that supported reparations for people of color. It passed with a vote of 19-10-1. A conservative media storm followed, which led President Ransdell to respond in less than 24-48 hours that he was not going to accept what was suggested. Minter stated that she seeks a faculty statement in solidarity; she is interested in human rights, civil rights, and reparative justice. The backlash has been very racist in nature. It has been jaw-dropping in blatant racism. Patricia Minter took the temperature on bringing solidarity to the floor of senate. Some of the best universities in America are wrestling with this now. President Ransdell wants it to be over, but we should continue to have this conversation with President Caboni.
- Jay Todd Richey said that there was a different conversation in the senate chamber than what the media made it to be. The purpose was to close racial achievement gaps at this university. Conversation centered around if you don't like this, then what ideas do you have? Free tuition was the ideal of the authors; having a conversation about this is the least of things to do.
- Minter is seeking a solidarity resolution from faculty to open the door for conversation with President Caboni once he is here. This would remove free tuition and specifics of hiring more faculty of color. We had a fund for hiring more faculty of color and that is now gone. Provost Lee and Richard C. Miller have a five-year agreement for hiring people of color. Patricia Minter said that department heads do not know this. She wants a conversation at senate. There was a comment about test achievement gap; \$1 million in liability for students who don't pay tuition. This was framed in terms of

reparative justice, conversations with President Caboni and stakeholder groups. She wants to see real action on diversity and inclusion.

- In terms of scholarship liabilities, the Honors College is 97% white and is heavily subsidized. This is the same with the Semester At Sea.
- There are a lot of unfunded mandates, for example Children of Cops, Children of Firefighters. Adopted children are an unfunded mandate from the governor. To say that we don't have unfunded mandates is untrue. Reparative justice for Jonesville is legal thievery and a net loss for people of color. The students are getting it absolutely right. The same thing is happening with the Medical Center. The city commission meeting is tomorrow. Patti Minter read a quote from Ogletree, the leader of reparative justice and said that we have to talk about what we are going to do – we need to talk about why a certain group of students is in need of reparative justice.
- Thad Crews specifically asked for a written resolution in advance to share with the constituents he is representing.
- Patricia Minter responded that it cannot go on the formal agenda and it has to come from the floor.
- Nursing had the same concern; if representing the faculty, they want to know ahead of time.
- Chair Hudepohl said that anyone can come to senate meetings.
- Vice Chair Shadoan said that she heard a lot of commentary from colleagues at the South Campus. They felt slighted because they have always been participatory in that mission. They would like the acknowledgement that this has been going on for decades, and argue that it has been admirably performed with the resources given.
- Matt Shake said he would prefer to share it with colleagues in advance of it being brought up on the floor at the senate meeting.
- Patricia Minter said that it is to open the door to reparative justice.
- Marko Dumančić said that it will be based on the Student Government Association resolution minus the specific. This can be shared with colleagues.
- Laura DeLancey said to explain it as a separate statement. SGA is on the right track and this is a statement of solidarity to begin a conversation about reparative justice.
- Patricia Minter said that unfunded mandates already exist.
- Chair Hudepohl said that a lot is about resource allocation. The phrase reparative justice means we are valuing diversity. It is also about students not achieving success for other high school students in various backgrounds
- Regent Burch said she thinks Laura DeLancey is on the right track. There was a question last year about how much was given for need. 100% was for merit. She thinks we should leave what the state does alone, because we cannot control it. She thinks it is wise to frame it according to closing achievement gaps, including racial, rather than entangling it with a previous resolution.
- Jay Todd Richey said that some think that racial inequality does not exist. This would mean a lot to SGA for the faculty and the new president to support the dialogue.

- Patricia Minter said that this can move the university forward. Certain students are coming for free. Opening a conversation is what this is about. It is about having a campus plan for dealing with the needs of our campus and opens the dialogue for President Caboni. President Ransdell closed it down in 24 hours.
- A suggestion was made to tie it to performance-based funding, because it makes it more palatable to the Governor. We do not want it to be a media circus.
- Laura DeLancey suggested focusing on need and performance vs. SGA.
- Thad Crews said he does not want to hedge what it is going to say; if he has it ahead of time, he will share it with colleagues.
- Laura DeLancey said that Mac McKerral has not yet written a resolution on Aramark. She said she cannot be at the senate meeting and asked if someone would help edit. Eric Kondratieff said he will help edit it.

## H. Information Items:

### 1. [Statement about Health Care Costs for 2016](#)

- Claus Ernst's statement about health care dovetails with some of the concerns. Kondratieff is also on the Benefits and Budget Committee. How much gets paid out of the health care plan. Payouts are exceeding intakes from premiums. The overall issue the benefits committee is facing is that we are a couple of million dollars down (7.5%) in costs. The committee is trying to figure out tweaks that might work with the administration to shore up reserves without overly impacting the people. The benefits committee is aware of increased costs and no rise in salary.
- Marko Dumančić asked where is the increase more likely to happen? Eric Kondratieff responded that there will be increases in own costs and what is deducted from the paycheck. Ann Mead is paying more into; WKU comes up with more money that does not at all come from individuals. There is a 30/70 split (we pay 30% and WKU pays 70%). We have to figure out where to come up with the deficit.
- Everyone on the committee is interested in making it as pain-free as possible.
- We should know changes by September and how it will affect people. This is 1.5 months before open enrollment.
- A point was made that some are trying not to go to the doctor to save costs. Eric Kondratieff said that people are more engaged in finding less expensive prescriptions; the blue book for less expensive cat scans and finding people in the family who need health care more. Anecdotally, the committee is concerned with the avoidance of doctor.
- Going forward, we guess best; we can guess based on history, but cannot predict the unexpected. Amber Scott Belt said that her understanding of it was large medical bills for a few.
- The cost of charges to us has inflated – much above consumer pricing indexes.

- Patricia Minter said that with her 11 years on the Benefits Committee, the bottom line is that it is a pay cut.
- Budget is a value statement. It was an 80/20 split when Minter left the committee. This led to a 10% cut in employee and salary.
- Chair Hudepohl said that people are worn out and jaded. She sees President Caboni as a reset. Colleagues are working more and are getting more piled on for nothing. We have reached a tipping point.

**I. Motion To Adjourn:**

1. A motion to adjourn by Eric Kondratieff was seconded by Marko Dumančić.
2. The meeting adjourned at 5:36 P.M.

**Respectfully Submitted,**

**Heidi Álvarez, Secretary**