Staff Council
Meeting Agenda

Wednesday, December 13, 2017
JSOM 1.502
9:00AM

“Staff Council is constituted by the President with the goal of continually improving University operations and the well-being of all UT Dallas employees.”
1) Call to Order
2) Roll Call
3) Guest Speaker: Dr. Calvin Jamison
4) Colleen Dutton – AVP of Human Resources
5) Review of November 2017 Council Minutes
6) Committee Reports
   a. Executive Board (Naomi Emmett)
   b. Attendance Report (Melissa Wyder)
   c. Student Government (JW Van Der Schans and Alex Holcomb)
   d. Benefits Committee (Debbie Greszler)
   e. Communications Committee (Paul Bottoni)
   f. Fundraising Committee (David Richardson)
   g. Staff Development Committee (Lynn Butler)
   h. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Faculty Senate (Dr. Murray Leaf)
   j. Retiree Association (Sandee Goertzen)
7) University Committees
   a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   b. Campus Facilities (Patrice Holt)
   c. University Safety and Security (Chad Thomas)
   d. Women’s Center (Jane Shipman, and Becky Wiser)
   e. Planning, and Policy (Dennis Guten.)
   f. Auxiliary Services Advisory (David Richardson)
   g. HOP Committee (Naomi Emmett)
   h. Student Fee Advisory Committee (David Richardson and Jazzmyn Wilson)
   i. Committee for Support of Diversity and Equity (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)
   j. Intellectual Property Advisory Committee (Jay Silber)
   k. Academic Calendar Committee (Megan Gray and Sheila Rollerson)
   l. Information Security Advisory Committee (Chris Milazzo)
   m. University Sustainability Committee (Craig Lewis)
   n. Wellness Committee (Pinky Reyes, Georgetta Oliver, Taylor Tran)
8) Continuing Business
9) Proposals:
   a. 2014-004p: Executive Board is looking into an ombudsman for employees
   b. 2017-002p: Centralized room reservation process. (Staff Development)
   a. 2017-006p: Paper towel dispensers/Letter to facilities (Benefits)
   b. 2018-004p: Vegan-friendly food options (Communications)
10) Suggestions:
   a. **2018-005s:** Hey all! I would like to know if you can request to publish the report that supports the statistic "65% of UT Dallas Dining's offerings are vegan." I am a vegan staff member and I find it very difficult to sustain a vegan diet on campus. If I eat on campus, I will order a vegetarian option and do my best to eliminate the non-vegan elements that may come with it. I want to better educate myself as well as the students I engage. I think we would love to see an official report! I have navigated the dining website and cannot find a list of vegan exclusive items. Our campus has a high ranking for vegan offerings, yet there doesn't seem to be one place where this information is housed (see vegetarian food link here: https://new.dineoncampus.com/files/section_documents/748e3fb0-b505-493d-9bf2-8b3f64595832.pdf). Additionally, if a campus vegan menu were to be published, several dining locations would have to be completely eliminated (even the vegetarian salads have cheese or egg in them). Thanks in advance for your help. I want to make sure I am not overlooking any of our campus resources. I am not sure if this is the best place to direct my concern, please advise. It would be a huge win to discover I have overlooked the myriad of ways our campus provides for the vegan needs of students. I am eager to learn more!

   b. **2018-006s:** While a great many areas at UTD have improved their systems, processes and procedures, Coursebook remains a problem. It frequently does not work, is rarely accurate to current class listings (and can take several days to update, per a recent correspondence), and breaks down more often than Orion. Given that we have high expectations for the systems our students can access, why has this system not been overhauled?

11) Old Business
12) New Business
13) Reminders:
   a. **Staff Scholarships:** Now accepting applications for Spring 2018
      i. Deadline: February 15th, 2018
   b. **CARE Awards:** Now accepting nominations for: Spring 2018.

14) Adjournment

15) Next Meeting: 01/10/2018
   a. **Upcoming Guest Speakers:** N/A
STAFF COUNCIL
UNAPPROVED MEETING MINUTES

These minutes are disseminated to provide information to the UTD Staff Council. They have not been approved by the body in question and, therefore; they are not official minutes.

November 08, 2017  JSOM 1.502  9:00 AM – 11:00 AM

1. Roll Call


Absent: Dr. Thomas Allen, Stevesha Evans, Anthony Galvan, Amanda Hodges, Jennifer Klunk, Angela Marin, Beverly Reed, Alice Presti, Pinky Reyes, Carrilaine Schneckner

Guests: Sandee Goertzen, Murray Leaf, Colleen Dutton, Marco Mendoza, Dr. George Fair

1. Call to Order: Meeting called to order by President Naomi Emmett at 9:02 am

2. Guest Speakers:

   a. Colleen Dutton – Human Resources

      i. Spoke on:

         1. Food Drive
            a. Thank you for bringing in donations for the drive and we will be accepting them all month.
            b. The Comet Cupboard is looking for donations of peanut butter, jelly, and cereal. Or anything else that you would like to donate.
            c. Thank you for your support!

         2. Performance Appraisals

            a. Report is still in process and will be brought to the next Staff Council meeting.

         3. Provost Search

            a. Has been competed!
            b. Congratulations to Dr. Musselman, who is our Provost.

         4. Dean of Engineering

            a. Search is still progressing, though the finalists are coming in to visit over the next several weeks.

         5. Vice President for Research
a. Search is also still in progress.
b. Finalists for this position have not been scheduled yet.

6. **Question: Why is there no search for the Dean for BBS? Why hasn't that started?**
   a. Unsure at this time, I will need to ask Dr. Musselman for more information about that. As soon as we know, it will be announced.
   
   b. **Dr. George Fair** – Office of University and Community Engagement
   i. **Spoke on:**
      1. Employee Resource Groups
         a. Several people were unaware what they were.
         b. Would like to give an overview and explain.
            1. **Definition:** Often known as “ERG’s” or “Business Network Groups” are groups of employees who join together in their workplace; based on shared characteristics or life experiences.
            2. Generally based on sharing support, enhancing career development, and contributing to personal development in the work environment.
            3. In the past – they have focused on personality traits, or characteristics of under-represented groups.
               1. For example:
                  - Women
                  - Sexual Orientation
                  - Gender
                  - Etc…
            c. For the past 30 years, ERG’s have helped a vast range of diverse groups gain a voice in large organizations.
            d. ERG’s are often initiated by Administrators and used as tools for managing diversity.
            e. As of 2007 – 90% of the Fortune 500 companies have ERG’s.
            f. Some of the most popular ERG groups across the country include:
               1. Individuals with disabilities
               2. Veterans
               3. Cultural diversity
               4. LGBT+ Employees
               5. Women in the workforce
               6. Generational
               7. Working with parents/single parent households
                  1. 6 of those have begun to form on UTD campus.
            g. **Core functions of an ERG:**
               1. Talent acquisition
2. Communication with Executives
3. Cultural awareness and change
4. Development

h. Most ERG’s are responsible for their own goals, leadership, structure, and function.
i. The most successful ERG’s utilize several forms of social media.
j. In 2011 – Almost 90% of Fortune 500 companies support having ERG’s.

2. Employee Resource Groups at UTD
   a. It is important to utilize and leverage the support of ERG’s.
   b. They are very popular in Higher Education. Some campuses that have ERG’s include:
      1. University of Texas, at Austin
      2. University of North Carolina
      3. Harvard
      4. Virginia Tech
   c. UTD has several established Employee Resource Groups:
      1. Military and Veteran
      2. QUTD (LGBT+)
      3. Black Faculty
      4. Latino Faculty and Staff
      5. UTD Young Professionals
      6. Universal Access
      7. UT Dallas Women
         1. Information on established UTD ERG’s, and details on forming one, can be found here: https://www.utdallas.edu/diversity/ERGs/index.html
   d. Taking work time off for ERG meetings is not acceptable. It should be done on personal time.
   e. ERG Coordinator for ODCE:
      1. Rosie Peterson
   f. Question: Executive sponsorship requirement for an ERG, what would that look like?
      1. Staff or Faculty member that has Executive-level responsibility. Someone who is a major component of the University.
   g. Question: During the State of the University Address, the diversity of Faculty and Students was discussed; but not Staff. How is the diversity among Staff?
      1. Our Staff at UTD is moderately diverse. However, it is not as diverse as, for instance, the student body.
      2. It depends on what means of measurement are considered.
h. **Question: Is there a particular group you’d like to see grow?**
   1. Faculty is under-represented when spoken of African-American and Latino groups. Would have to look at different areas.

3. **Review of November 2017 Minutes**
   i. Motion to accept made by: Melissa Wyder, with corrections
      1. 2\textsuperscript{nd} by: Paul Bottoni
         a. Passed

4. **Committee Reports**
   a. **Executive Board** (Naomi Emmett)
      i. EAC
         1. The EAC will be presenting at the Board of Regents today at 2:00pm.
         2. Will be Jim Smiley (Past President) and Paige Buckley (new President)
         3. The meetings are posted on the UT System website.
   ii. Dr. Benson
      1. Dr. Benson will be speaking tomorrow during the Board of Regents, at 1:30 on: Viewpoint on Strategic Vision and Institutional Policies.
   b. **Attendance Report** (Melissa Wyder)
      i. Attendance is great
   c. **Student Government** (JW Van Der Schans and Alex Holcomb)
      i. Things are progressing well so far.
         1. Student Affairs
            a. Working with Campus PD regarding a security issue. Thieves have been cutting bike locks and stealing bikes.
            b. Discussing Student Government subsidizing the use of stronger bike locks being available. Using a check-out system for students.
         2. Legislative Affairs
            a. Currently working on two things:
               i. Healthcare debate - One side could not participate due to time constraints. Instead, a panel will be held for students to come an ask questions. There will be Staff, Faculty, and student moderators. Trying to foster a proper political discourse in a constructive manner.
ii. “Know Your Rights” - Would like to have portable/wallet sized ‘Know Your Rights’ cards available to students. Have them printed in several languages, as a way to help promote the awareness of Constitutional Rights among students.

3. Communications  
   a. Have improved presence on social media, and are trying to start a video series called “What Would Temoc Do?”.
   b. Also trying to push student art more on campus and having discussions with Faculty. Working on putting together a Curating Board to help display student art.

4. Student Advisory Council  
   a. Will be speaking at the Board of Regents in the Spring.

5. Question: Are you doing any Fundraising for subsidizing the bike lock project?  
   a. We have a budget available, and are using that. Student Government cannot do that.

6. Per Renee Stone - In the past bike theft had been a problem. The problem wasn’t so much as the locks that were used; but the lack of lighting and cameras. Would suggest that Student Government lobby for more cameras (which are the responsibility of the buildings, not PD).
   a. Per JW: Bike locks are more of a deterrent and easier, but are still looking into other options.

d. Benefits Committee (Debbie Greszler)  
   i. Scholarships  
      1. Currently reviewing the applications.
      2. Will be submitting for grades before the holiday break,
   
   ii. Did You Know?  
      1. Submitted an article to Communications of ‘Did You Know?’ topics.
      2. Question: How many Scholarships can be currently offered?  
         a. 10

e. Communications Committee (Paul Bottoni)  
   i. The Solar Flare  
      1. Will be sent out on Monday.
      2. If you have anything that needs to be included, please e-mail it today.
   
   ii. The Sun Newsletter  
      1. Is currently underway.
      2. Will be including a Staff recipe from Stevie.
iii. Staff Cookbook
   1. Currently under discussion and research.

f. Fundraising Committee (David Richardson)
   i. Legends Car Wash
      1. Event this Saturday.
      2. All Veterans have a free car wash at Legends on Nov 11, 2017.
      3. Code stickers and free hot dogs will be available.
         a. Still need volunteers to fill spots!
         b. The set fundraisers for October, March, April, and May
            were cancelled.
   ii. Holiday Fundraiser 2017
       1. Flyer will go out in the Flare.

g. Staff Development Committee (Lynn Butler)
   i. Staff Appreciation – Callier
      1. Will be held at CBH this year.
      2. Still trying to get a room and date solidified.
      3. Also looking at setting up one at Callier as well at the same time,
         so they can also attend.
         a. **Question: Is the Center for Vital Longevity included?**
            i. Yes
   4. Giveaways
      a. Looking at: umbrellas, and portable phone chargers.
   ii. Centralized Room Reservation
       1. Have not heard back from Jennifer McDowell.

h. Secretary and Treasurer’s Report (Jamie Abrams)

   i. Staff Council Operating Account

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<tr>
<th>Card stock for CARE Awards</th>
<th>$    -29.20</th>
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<tr>
<td>Ending Balance November 30, 2017</td>
<td>$3,486.61</td>
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   ii. Staff Council Fundraising Account

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<th>Fundraiser Revenue</th>
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   iii. Staff Council Endowed Scholarship

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iv. Jody Nelsen Scholarship

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i. Faculty Senate (Dr. Murray Leaf)
   i. No reports made

j. Retiree Association (Sandee Goertzen)
   i. No report made

University Committees

a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. No reports made

b. Campus Facilities (Patrice Holt)
   i. No reports made

b. University Safety and Security (Chad Thomas)
   i. Lots of discussion and feedback.

c. Women’s Center (Jane Shipman, and Becky Wiser)
   i. No reports made

d. Planning, and Policy (Dennis Guten)
   i. No reports made

e. Auxiliary Services Advisory (David Richardson)
   i. Report given by Pam Stanley

f. HOP Committee (Naomi Emmett)
   i. Update given earlier in the meeting

g. Student Fee Advisory Committee (David Richardson and Annette Rogers)
   i. No reports made

h. Committee for Support of Diversity and Equity (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)
   i. No report made

i. Intellectual Property Advisory Committee (Jay Silber)
   i. No report made

j. Academic Calendar Committee (Megan Gray and Sheila Rollerson)
   i. No report made

k. Information Security Advisory Committee (Chris Milazzo)
   i. No reports made
University Sustainability Committee (Craig Lewis)

i. Minutes are posted online now

Wellness Committee (Pinky Reyes, Georgetta Oliver, Taylor Tran)

i. Committee met

6. Continuing Business

a. Proposals

i. 2014-004p: Executive Board is looking into an ombudsman for employees
   1. In process

ii. 2017-002p: Centralized room reservation process. (Staff Development)
    1. In process, being handled by Jennifer McDowell.

iii. 2017-006p: Paper towel dispensers/Letter to facilities (Benefits)
      1. Revised letter will be sent to Staff Council before sending to
         President Benson

7. Old Business

8. New Business

a. Suggestions

i. 2018-002s: Hello, I'd like to suggest the installation of small plaques/ light
   switch covers/ signs that encourage students to be green where they can easily
   make a difference. Light switches may say "Don't forget to turn off the light!" and
   Bathroom plaques may say "Please turn off the water and report any leaks!" Or
   something of the sort. I think seeing these little reminders right next to places
   you'd need them (sinks, lights, trash cans, computers, etc) would greatly
   improve the University's sustainability and "Green" conscience. The notes can also
   easily be Comet-friendly, i.e. "When you turn off the lights, you can better see
   the stars" or "the money saved on water can be used to fund NASA"-- I believe
   you get the idea. It'd be even better if these items were made of something
   recycled
   1. Per Melissa Wyder – Perhaps forward this to the Office of
      Sustainability.
      a. Per Evan Paret – Will look into this
         i. Per Melissa Wyder – Motion to reject and to send it
            to the Sustainability Committee for follow up.
            1. Rejected
            a. Will forward to Sustainability.

ii. 2018-003s: Is there any way we can get more vegan-friendly food options
    on campus? Even vegan desserts (for those who are lactose intolerant as well).
    I am familiar with Krishna meals, yet even if each place on campus had 1-2 extra
    vegan options that would make me feel a little more like I belong. I think food
    equity and equality is important. (ANNON.)
    1. Per Naomi Emmett – Carrie Chutes works very hard to provide
       Vegan options for food.
    2. Per Pam Stanley – The response about this from Carrie was that
       over 65% of offerings in the Dining Hall and retail options are
Vegan. [www.utdallas.edu/dining](http://www.utdallas.edu/dining) will provide a search option and can specify.

a. Per Naomi – Would like to add this to the Flare and to remind people that it is an option. Or possibly offer an interview with the Chef.
   i. Motion to reject made by: Cynthia Seton-Rogers
   ii. Motion 2nd by: Pam Stanley
      1. Rejected

iii. **2018-004s:** I am having a major problem with a policy in the Procurement/Travel Office that I was hoping you could help look into getting addressed. I recently traveled for a conference and was given a travel advance card. I read the rules and knew I had to get itemized receipts so I was very careful to keep all the receipts I was given. Unfortunately I made purchases at the hotel gift shop for bottles of water and the receipts I was given were not itemized to specifically say water. The One Card office was going to make me pay back those purchases, totaling $6 because the receipt was not itemized. My director ended up calling a director in the office and they agreed to close the matter but the principal of the issue really bothers me. I did everything right. I got receipts, I kept them, I was super careful to stay below my limit for meals but because a receipt was not itemized perfectly, I was treated like a criminal trying to defraud the university. There has to be a little bit of latitude for honest mistakes but the Procurement Office is not willing to consider it. I worry that if it happens to me, it will happen to someone else and could possibly be for more money that would put the employee in a hardship. I hope you will consider looking into this. Thank you

   1. Per Melissa Wyder- Would like to make a motion to accept this suggestion.
      a. Per Naomi – Itemized receipts are required as part of the policy.
      b. Per Rebeka Stafford – What exactly are we addressing? Is this verbiage of response or a policy?
         i. Per Seanne Rackal-Childs – Both things should be addressed.
      c. Per Cynthia Seton-Rogers – Is it a UTD policy or a System policy? What is the policy? It seems fine. The issue feels like it is how it is handled.
      d. Per Chad Thomas – Could also be an issue of ‘why’ of a policy. Clarification is needed on the policy, then having the correspondence verbiage adjusted.
      e. Per Matt Brown – Motion to adopt and have Communications take it.
         i. Per Debbie Buckner – Seconded.
            1. Accepted and given to Communications Committee.
b. ROEA Nominations
   i. Currently accepting nominations from: November 01, 2017-January 31, 2018.
      1. Available to all Full-Time, Benefits Eligible, Non-Faculty who meet the criteria.
      2. $10,000 cash award
         a. Awards will be announced: April 30, 2018

9. Reminders
   a. Staff Council Scholarships
      i. Deadline: September 15, 2017
   b. CARE Awards
      i. Will be held on: December 07, 2017 at 9:00am
      ii. Next Deadline: October 31, 2017
   b. Coffee with the President
      i. Scheduled for the following dates:
         1. November 17, 2017
         2. March 15, 2017
         3. June 07, 2017
   c. Service Awards
      i. Will be held in ATEC at 2:00pm on: November 17, 2017.

10. Misc

11. Upcoming Guest Speakers:
   a. December: Dr. Calvin Jamison

12. Adjournment
   a. Motion to Adjourn
   b. Meeting Adjourned at: 10:11am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer
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Minutes of the Staff Council Communications Committee
December 1, 2017

Members Present: Paul Bottoni (chair), Brian Scott (secretary), Dennis Guten, Cindy Seton-Rogers, Renee Stone, Pam Stanley, Melissa Wyder, Deja Rollins, Shahrukh Farooq

Members Absent: Amanda Hodges, Shelly Turner

Replacement Member: None

Topics Discussed:

- Procurement Travel Matter
  - Would be extremely difficult to change policy. Understand that this is based on dealing with fraud and protecting University. Would like to request that the procedure to address this policy is changed.
  - Consensus is to take this issue to Terry Pankratz about how Procurement could handle issues with better customer service
  - Would like to request verbiage in their messages is changed in order to not make staff/faculty feel like criminals when they have violations
  - Possibly ask that they draft a boiler plate response that is more friendly

- Update from Executive Committee:
  - CARE AWARDS: Dec 7

- SUN coming along
  - Looking into an “in memoriam” section
  - Maybe add this in the spring. Make yearly item.

- GoFundMe for Randall could be shared on personal pages instead of Staff Council facebook.
  - Tag Naomi to see if she can circulate to Staff Council reps

- Discuss items for The Sun (Possibilities listed below): November 20th due date for stories and pictures.
  - The Sun
    - Cover: Decided to continue putting staff on the cover (TBD from what event).
    - Make these 300-500 word count tops.
    - Underutilized Resources (Items for inclusion?)
      - Things staff have access to but might not be aware of: SPN Gym, Employee resource groups, COMET calendar, counseling services etc…
      - Have everyone send a list of items (bullet point), Paul will compile.
      - Send these to Paul
    - Staff Scholarship Winners: Paul will take this.
    - New SPN Art Gallery: Dennis
    - Office of Research’s Halloween Open House: Amanda
    - Recipe by Staff Member: Make pitch in the Flare. One recipe for the Sun. Cold weather comfort food.
    - Photo Page(s)
      - Openings: Alumni Center, Brain Performance Institute
      - Founders Day
      - Comet Fest (Pam can provide more info for Northside events.
    - Cindy and Deja will review the Sun drafts.

- Possible Photo contest highlighting campus beautification for the spring. Possibly also have a painting category.

- Cookbook has been receiving entries.
• Opened up for discussion.

Respectfully submitted,
Brian Scott
Communications Committee Secretary
1. **Call to Order:** 10:06 AM

2. **Present members:** David Richardson, Chair; Matt Brown, Secretary; Anna LeBlanc; Angela Marin; Beverly Reed; Elise Smith (Also, major kudos to Angela for the UTD Winter Scarfs, awesome gift, very timely considering the weather. 😊)

3. **Old Business:**

   a. **Christmas Cactus and Christmas Holiday Bear Sales**- David is a cost-cutting, revenue-enhancing, creative-entrepreneurial machine. Revenues are up, costs are down, and so far our profit for the year is $1,200, which is roughly 67% of what it was for the entire year last year. Kudos to him and kudos to all for the assistance. 😊

   b. **Legends Car Wash**- Thank you to all who volunteered their time for assisting with the car wash fundraiser a few weeks ago. It was unanimous vote to grant all participants a free Christmas Cactus for their service. David is going to make a call to Legends to see how much we made.

4. **New Business:**

   a. **Valentine Day Bear Sales**- We’re using the Christmas Holiday Bears for the Valentine’s Day Bears. David has a sewing system in place for “bear heart transplants,” where we transfer the hearts from the Christmas Bears to the Valentine Bears.

   b. **General Vote on the Floor RE: Bear Prices:** After much discussion, the committee has voted to approve the following prices for the Valentine’s Day Bear Sales:

      i. **Multi-Colored Bears (no hearts)**…………...$5.00

      ii. **Small Bears (with hearts)**………………….....$6.00

      iii. **Larger Brown Bears (with hearts)**…………$8.00

      iv. **Larger White Bears (with hearts)**……….$10.00

   c. **Matt’s Update**- Tried getting a table to sell Christmas Holiday Bears at the President’s Christmas Holiday Dessert Party, but alas, my request my politely declined.

   d. **Anna’s Update**- Her request to sell the bears at the Ring Ceremony for graduating Seniors at ATEC was also declined. Kudos for trying to both! 😊

   e. **David’s Request for Meeting Coverage: Not on Campus**

      i. **Executive Committee 8:30am** AD3.104 Loan Star Conference Room (Attend, make report)

         1. Thursday Jan 25, 2018- Matt Brown

         2. Thursday Feb 22, 2018- Matt Brown

         3. Thursday Mar 22, 2018- Elise Smith

      ii. **Staff Council Meeting 9am** JSOM (Attend, make report)

         1. Wednesday Mar 14, 2018- Anna LeBlanc

      iii. **Fundraising Meeting 10am** FN 3.220 (Run the meeting)

         1. Wednesday Mar 7, 2018- Anna LeBlanc

         2. Wednesday Apr 4, 2018-Matt Brown