



**UNIVERSITY OF GUAM  
UNIBETSEDÁT GUÅHAN  
Board of Regents**

**Resolution No. 19-31**

**RELATIVE TO AMENDING THE EMERITUS(A) PROFESSOR POLICY**

**WHEREAS**, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC) serving the post-secondary needs of the people of Guam and the Western Pacific region;

**WHEREAS**, the governance and well-being of UOG is vested in the Board of Regents (BOR);

**WHEREAS**, in review of the current Emeritus(a) Professor policy approved in 2003, the Society of Emeritus Professors and Retired Scholars (SEPRS) contends that the faculty application to assemble a comprehensive packet with referenced documents and other evidence that mirrors the UOG Comprehensive Faculty Evaluation System (CFES) is an unnecessary burden given that a faculty would have to successfully work at UOG for a minimum of fifteen (15) years to even apply for this honorary status;

**WHEREAS**, SEPRS, the UOG Faculty Senate, and UOG Administrators have been meeting in late 2018 and early 2019 to review the Emeritus(a) Professor policy in its entirety and have reached agreement in five (5) major areas of change that is reflected in the enclosed policy and nomination form/letter format;

**WHEREAS**, this amended policy supersedes BOR Resolution No. 03-43 (Relative to Approving the Recommendation of the Academic, Personnel, and Tenure Committee During its Meeting of December 12, 2003 on the Emeritus(a) Professor Policy), and all previous BOR policies related to Emeritus(a) Professor; and

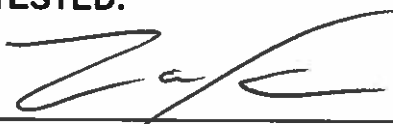
**WHEREAS**, the Academic, Personnel and Tenure (AP&T) Committee has reviewed the enclosed proposal and recommends to the BOR for approval the amended Emeritus(a) Professor policy and nomination form/letter format.

**NOW, THEREFORE, BE IT RESOLVED**, that the BOR hereby approves the enclosed amended Emeritus(a) Professor policy and nomination form/letter format.

Adopted this 18<sup>th</sup> day of September, 2019.

  
\_\_\_\_\_  
Christopher K. Felix, Chairperson

**ATTESTED:**

  
\_\_\_\_\_  
Thomas W. Krise, Ph.D., Executive Secretary

# University of Guam

## Request for Official Action on a Policy or Regulation

1. **Date of this request:** 6/5/2019
2. **Destination of request:**  
 Board of Regents     President     SVP     VPAF     Other \_\_\_\_\_  
 BOR Committee:  Academic, Personnel, and Tenure     Budget, Finance, Investments, and Audit  
                            Physical Facilities     Student Affairs, Scholarship, Alumni Relations and Honorary Degree
3. **Originating organizational unit:** Office of the President
4. **Action proponent name:** David Okada                      email: dsokada@triton.uog.edu                      phone: 735-2902/2990
5. **Action requested:** To amend the Emeritus(a) Professor Policy.
6. **Justification supporting action request:** The Society of Emeritus Professors & Retired Scholars (SEPRS), the voluntary UOG-affiliated organization that UOG emeriti can join, has claimed that the additional layer of review imposed in 2003, and the accompanying requirement for the faculty applicant to assemble a comprehensive package (with referenced documents and other evidence) that mirrors the UOG Comprehensive Faculty Evaluation System (CFES), is unnecessarily burdensome given that faculty would have to had successfully work at UOG for a minimum of fifteen (15) years to even apply for this honorary status. Other policy concerns were reviewed and changes were agreed upon by SEPRS, UOG Faculty Senate, and UOG Administrators.
7. **Requested effective date of action, if approved:** Upon BOR approval.
8. **Manual or document to be altered:**  

<input checked="" type="checkbox"/> BOR Policy	<input type="checkbox"/> Office of Information Technology
<input type="checkbox"/> Academics	<input type="checkbox"/> Office of Marketing & Communications
<input type="checkbox"/> Auxilliary Services _____	<input type="checkbox"/> Office of Research & Sponsored Programs
<input type="checkbox"/> Comptroller's _____	<input type="checkbox"/> Plant Facilities & Maintenance
<input type="checkbox"/> Enrollment Management & Student Success	<input type="checkbox"/> Safety & Security
<input type="checkbox"/> Graduate Studies	<input type="checkbox"/> Triton Athletics
<input type="checkbox"/> Human Resources Office	<input type="checkbox"/> Other _____
<input type="checkbox"/> RFK Library or MARC	

**Location of proposed alteration in manual:** \_\_\_\_\_ **Version dated:** \_\_\_/\_\_\_/\_\_\_
9. **Attach:**
  - a. Proposed Procedure, Regulation, or Policy language (in unlocked finalized Word file only, no PDFs).
  - b. Documentation showing appropriate consultation with advisory and/or governance committees has been done.
  - c. Documentation of a public hearing, as applicable.

**10. Consultation Record (as per governance guidance or manual)**

Committee	Position	Name / Signature (use BLUE pen, pls)	Date
<b>Action Proponent</b>	<b>Chief Planning Officer</b>	David Okada / <u>David A. Okada</u>	5/29/2019
Originating Unit AAC <input checked="" type="checkbox"/> NA	_____	_____ / _____	___/___/___
Appropriate Dean / Director / Admin	_____	_____ / _____	___/___/___
AD HOC Committee <input checked="" type="checkbox"/> NA	_____	_____ / _____	___/___/___
Staff Council <input checked="" type="checkbox"/> NA	_____	_____ / _____	___/___/___
<b>Faculty Senate</b> <input type="checkbox"/> NA	<b>President</b>	Mary T. F. Cruz / <u>Mary T. F. Cruz</u>	9/9/19
Faculty Union <input checked="" type="checkbox"/> NA	_____	_____ / _____	___/___/___
<b>Administrative Council</b> <input type="checkbox"/> NA	<b>Chair</b>	Randall W. Wiggand / <u>Randall W. Wiggand</u>	9/9/19

**11. Administration Approvals (as applicable)**

Anita B. Enriquez, Senior Vice President	<u>Anita B. Enriquez</u>	[X] Approved [ ] Disapproved	9/9/2019
Randall Wiggand, VP Admin. & Finance	<u>Randall Wiggand</u>	[ ] Approved [ ] Disapproved	9/9/2019
Thomas W. Krise, UOG President	<u>Thomas W. Krise</u>	[X] Approved [ ] Disapproved	9/18/2019
Elvin Y. Chiang, Chair, BOR AP&T Committee	<u>Elvin Y. Chiang</u>	[X] Approved [ ] Disapproved	9/18/2019
Christopher K. Felix, Chairperson, Board of Regents	<u>Christopher K. Felix</u>	[X] Approved [ ] Disapproved	9/18/2019

## **Executive Summary**

### **Regarding updates to the Board of Regent's Emeritus(a) Professor Review and Approval Process** September 11, 2019

#### **Background**

BOR Resolution 03-43, signed December 18, 2003, built on the foundation for Emeritus(a) recognition found in the 2000 *UOG Rules, Regulations and Procedures Manual (RRPM)*. The Emeritus(a) recognition process covered three (3) classes of individuals:

- Regents
- President, Vice President, Dean, and Director or Equivalent Position
- Professors

The significance of Resolution 03-43, *Relative to Approving the Recommendation of the Academic, Personnel and Tenure Committee During Its Meeting of December 12, 2003 on the Emeritus (A) Professor Policy*, was to add a new layer of review by the UOG Faculty Senate.

#### **Requested Action for BOR Consideration**

In recent years, the Society of Emeritus Professors & Retired Scholars (SEPRS), the voluntary UOG-affiliated organization that UOG emeriti can join, has claimed that the additional layer of review imposed in 2003, and the accompanying requirement for the faculty applicant to assemble a comprehensive package (with referenced documents and other evidence) that mirrors the UOG Comprehensive Faculty Evaluation System (CFES), is unnecessarily burdensome given that faculty would have to had to work successfully at UOG for a minimum of fifteen (15) years to even apply for this honorary status.

Over late 2018 and early 2019, meetings took place between SEPRS members, the UOG Faculty Senate, and UOG administrators. An agreement was reached to:

- Completely remove the Faculty Senate from the review process
- Eliminate the automatic benefit of emeriti teaching courses at UOG
- Use a template for the honorary emeritus(a) application
- Only require an up-to-date Curriculum Vitae (with no supporting documents/attachments)
- And set precise deadlines for application reviews at different layers of the approval pathway on the way to the BOR

The UOG Administrative Council unanimously approved these changes at its June 5, 2019 meeting (see *Request for Official Action on a Policy or Regulation*).

#### **Requested Action for BOR Consideration**

To approve, via BOR Resolution 19-31, the changes to the Emeritus(a) Professor policy, as attached. All three (3) Emeriti processes are now housed in the *BOR Bylaws Booklet of Appendices*.

T: +1 671.735.2990 F: +1 671.734.2296 W: [www.uog.edu](http://www.uog.edu)

Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

*The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges Senior College and University Commission and is an equal opportunity employer and provider.*

# Current BOR Policy for Awarding the Title of Emeritus Professor

## Emeritus(a) Professor

- a. Criteria. Upon the recommendation of the President, the Board may bestow the rank of Emeritus(a) Professor of (Discipline) upon a full-time member of the University of Guam faculty who retires from the University and who meets the following criteria:
  - (1) Has at least 15 years of service as a full-time faculty member and/or administrator at the University of Guam.
  - (2) Is a tenured Associate Professor/Extension Agent IV or tenured Professor/Extension Specialist at the University of Guam at the time of retirement.
  - (3) Has distinguished himself/herself by making significant contributions to the University of Guam in one of the roles listed in the BOR approved Comprehensive Evaluation System. The nominated Faculty member will designate which of the roles will be the basis for evaluation. For that one role, the evaluative criteria shall be the same as the evaluative criteria found in the Comprehensive Evaluation System currently in effect.
- b. Procedures and Selection for Emeritus(a) Professor of (Discipline)
  - (1) Requests for Emeritus (a) Professor status will or may originate from the individual faculty member, the Chair/Director, or the Dean of the unit. In the case of administrators holding the required academic rank, the requests originate from the individual or from the immediate supervisor of the administrator.
  - (2) Applications for the rank of Professor Emeritus or Emerita shall begin with nomination and application review taking place at the appropriate College Academic Affairs Committee or Research Unit. The recommendation of the College Academic Affairs Committee, and all documents pertaining thereto, shall be forwarded to the Faculty Senate through the Senate Standing Committee on Evaluations (SCE) which will make a recommendation to the Faculty Senate. The SCE of the Faculty Senate shall review the package, may request any additional information as it sees fit, and shall forward the full Faculty Senate's recommendation to the Senior Vice President for Academic and Student Affairs. The President will submit Emeritus nominations recommended approved by this process to the Board of Regents. All nominations must be reviewed by Faculty Senate prior to BOR submission.
  - (3) The Board of Regents shall have the final determination concerning the granting of the Emeritus(a) Professor status.
  - (4) The Board of Regents shall have the authority to withdraw the Emeritus(a) Professor status with just cause, subject to due process.
  - (5) It is the responsibility of the Emeritus(a) Professor to maintain contact on at least a yearly basis with the Senior Vice President for Academic and Student Affairs Office and the appropriate Dean or Director in order to remain listed in the Undergraduate Catalog and Graduate Bulletin. The Emeritus(a) Professor's name may be dropped from the Catalog and Bulletin should contact not be maintained.
- c. Benefits

- (1) An identification card may be issued indicating Emeritus(a) Professor status for the faculty member.
  - (2) The professor's name will be listed as Emeritus(a) Professor of (Discipline) in the Undergraduate Catalog.
  - (3) Department/Unit stationery may be used and a mailbox will be provided, if available.
  - (4) Participation in commencement, academic processions, and convocations will be
  - (5) Full library privileges will be provided.
  - (6) The right to participate in grants, contracts, and other research or service projects funded by outside sources and administered by the University of Guam will be allowed, as approved by the appropriate administrator.
  - (7) The Emeritus(a) Professor will be listed on the campus speaker roster, if desired.
  - (8) The Emeritus(a) Professor may be invited to participate on University Committees.
  - (9) Office space, use of equipment, and professional services will be offered by the appropriate administrator to an Emeritus(a) Professor on an as available basis.
- d. An Emeritus(a) Professor who has retired under the Government of Guam Retirement Fund may be re-employed only in accordance with the statutes, rules and regulations of the Territory of Guam pertaining to such reemployment.

[BOR Resolution 03-43, December 18, 2003]

**UNIVERSITY OF GUAM**  
**Policy on Emeritus(a) Professor**  
**PROPOSED MODIFICATIONS**

*[to be placed in the BOR Bylaws Booklet of Appendices]*

**Emeritus(a) Professor:**

**A. Criteria**

Upon the recommendation of the President, the Board of Regents (BOR) may bestow the honorary status of Emeritus(a) Professor of (Discipline) upon a member of the University of Guam (UOG) faculty who retires from UOG and who meets the following criteria:

1. Tenured faculty at the minimum rank of Associate Professor/Extension Agent IV or Professor/Extension Specialist at UOG at the time of retirement.
2. Has at least fifteen (15) years of service as a full-time faculty member or a combination of said years of service as a full-time faculty and academic administrator at UOG.
3. Has been reviewed using the following procedures to confirm that he/she has made significant contributions to UOG.

**B. Procedures and Selection for Emeritus(a) Professor of (Discipline)**

1. The faculty nomination process for the status of Emeritus(a) Professor may begin during the last year of employment prior to retirement from UOG, provided that said status, if granted before retirement, shall only become effective the day after the date of official retirement from the University.
2. Nominations for Emeritus(a) Professor status may originate from any full-time faculty member, the individual being nominated, the Dean or Director of the Unit, or a member of the Society of Emeritus Professors and Retired Scholars (SEPRS).
3. Nominations for the titled status of Professor Emeritus(a) shall begin with the submission of the nomination form, with a current curriculum vitae (CV) attached, to the Dean or Director of the Unit from which the nominee is serving or has retired.
4. **Dean or Director Review.** Upon receipt of the nomination form and current CV, the Dean or Director may notify and solicit remarks from the college or unit concerning the nominee. The recommendation of the Dean or Director and all the documents pertaining thereto, shall be forwarded within ten (10) business days from receipt of the nomination package to the Senior Vice President of Academic & Student Affairs (SVP-ASA). In the event that a Dean or Director does not take action by the specified deadline for review, the nomination shall proceed forward to the next stage of review with the nominator or nominee providing the SVP-ASA with a copy of the nomination package.
5. **SVP-ASA Review.** The SVP-ASA shall have fifteen (15) business days to review the nomination package. Upon receipt of the nomination package, the SVP-ASA will notify the President of SEPRS of an application under review. During this review period, the SVP-ASA may notify and solicit remarks from the university community concerning the nominee. The recommendation of the SVP-ASA and all the documents pertaining thereto, shall be forwarded to the President. In the event that the SVP-ASA does not take action by the specified deadline for review, the nomination shall

proceed forward to the next stage of review with the nominator or nominee providing the President a copy of the nomination package.

6. UOG President Review. The President shall have up to ten (10) business days from the recommendation receipt date to review and submit a recommendation for approval, if applicable, to the appropriate BOR committee before submission to the BOR for action.
7. The BOR shall have the final determination concerning the granting of the Emeritus(a) status. It is the responsibility of the Executive Secretary of the BOR to notify both the newly granted Emeritus(a) Professor and the President of the SEPRS of the conferred status. The newly granted Emeritus(a) Professor shall be presented with a certificate of recognition of status by the UOG President.
8. Emeritus(a) Professor status is permanent. Emeritus Professors who are deceased shall have their name in the Catalog and Bulletin in perpetuity. However, the BOR shall have the authority to withdraw the Emeritus(a) Professors status with just cause.
9. It is the responsibility of the Emeritus(a) Professor to maintain contact on at least a yearly basis with SEPRS. The President of SEPRS will submit an annual report of activities to the SVP-ASA. This annual report will be distributed to the UOG President, BOR, deans, directors, and university community.

#### C. Benefits

1. An identification card shall be issued indicating Emeritus(a) Professor status.
2. The professor's name shall be listed as Emeritus(a) Professor of (Discipline) in the *Undergraduate Catalog* and *Graduate Bulletin*.
3. Department/Unit stationary may be used and a mailbox shall be provided, if available.
4. Participation in commencement, academic processions, and convocations shall be encouraged.
5. Full library privileges shall be provided.
6. The right to participate in grants, contracts, and other research or service projects funded by outside sources and administered by UOG shall be allowed.
7. The Emeritus(a) Professor may be invited to participate on University Committees.
8. Office space, use of equipment, and professional services shall be offered by the appropriate administrator to an Emeritus(a) Professor on an as available basis.
9. The University shall extend to the Emeritus(a) Professor the following:
  - a. Be assisted by staff personnel assigned to Emeritus Hall.
  - b. Be accorded appropriate recognition at UOG functions.

#### D. Reemployment

An Emeritus(a) Professor who has retired under the Government of Guam Retirement Fund may be re-employed only in accordance with the statutes, rules and regulations of the Government of Guam pertaining to such reemployment.

Emeritus(a) Professor

a. Criteria. Upon the recommendation of the President, the Board may bestow the rank of Emeritus(a) Professor of (Discipline) upon a full-time member of the University of Guam faculty who retires from the University and who meets the following criteria:

- (1) Has at least 15 years of service as a full-time faculty member and/or administrator at the University of Guam.
- (2) Is a tenured Associate Professor/Extension Agent IV or tenured Professor/Extension Specialist at the University of Guam at the time of retirement.
- (3) Has distinguished himself/herself by making significant contributions to the University of Guam in one of the roles listed in the BOR approved Comprehensive Evaluation System. The nominated Faculty member will designate which of the roles will be the basis for evaluation. For that one role, the evaluative criteria shall be the same as the evaluative criteria found in the Comprehensive Evaluation System currently in effect.

b. Procedures and Selection for Emeritus(a) Professor of (Discipline)

- (1) Requests for Emeritus (a) Professor status will or may originate from the individual faculty member, the Chair/Director, or the Dean of the unit. In the case of administrators holding the required academic rank, the requests originate from the individual or from the immediate supervisor of the administrator.
- (2) Applications for the rank of Professor Emeritus or Emerita shall begin with nomination and application review taking place at the appropriate College Academic Affairs Committee or Research Unit. The recommendation of the College Academic Affairs Committee, and all documents pertaining thereto, shall be forwarded to the Faculty Senate through the Senate Standing Committee on Evaluations (SCE) which will make a recommendation to the Faculty Senate. The SCE of the Faculty Senate shall review the package, may request any additional information as it sees fit, and shall forward the full Faculty Senate's recommendation to the Senior Vice President for Academic and Student Affairs. The President will submit Emeritus nominations recommended approved by this process to the Board of Regents. All nominations must be reviewed by Faculty Senate prior to BOR submission.
- (3) The Board of Regents shall have the final determination concerning the granting of the Emeritus(a) Professor status.
- (4) The Board of Regents shall have the authority to withdraw the Emeritus(a) Professor status with just cause, subject to due process.
- (5) It is the responsibility of the Emeritus(a) Professor to maintain contact on at least a yearly basis with the Senior Vice President for Academic and Student Affairs Office and the appropriate Dean or Director in order to remain listed in the Undergraduate Catalog and Graduate Bulletin. The Emeritus(a) Professor's name may be dropped from the Catalog and Bulletin should contact not be maintained.

c. Benefits

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- (1) An identification card may be issued indicating Emeritus(a) Professor status for the faculty member.
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  - (3) Department/Unit stationery may be used and a mailbox will be provided, if available.
  - (4) Participation in commencement, academic processions, and convocations will be.
  - (5) Full library privileges will be provided.
  - (6) The right to participate in grants, contracts, and other research or service projects funded by outside sources and administered by the University of Guam will be allowed, as approved by the appropriate administrator.
  - (7) The Emeritus(a) Professor will be listed on the campus speaker roster, if desired.
  - (8) The Emeritus(a) Professor may be invited to participate on University Committees.
  - (9) Office space, use of equipment, and professional services will be offered by the appropriate administrator to an Emeritus(a) Professor on an as available basis.
- d. An Emeritus(a) Professor who has retired under the Government of Guam Retirement Fund may be re-employed only in accordance with the statutes, rules and regulations of the Territory of Guam pertaining to such reemployment.

[BOR Resolution 03-43, December 18, 2003]

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## Emeritus Professor Nomination Form

Please refer to the full criteria, deadlines, and process in the University of Guam (UOG), Board of Regent's Bylaws Booklet of Appendices. A current curriculum vitae describing nominee's endeavors in research, teaching, and/or community service **must** be submitted with this form.

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### Nominee Information

Name of Nominee: \_\_\_\_\_

Title (at Retirement): \_\_\_\_\_ Unit: \_\_\_\_\_

Faculty Start date : / / / Date of Retirement: / / /

Mailing Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Contact Number(s): \_\_\_\_\_

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### Emergency Contact or Next of Kin Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Contact Number(s): \_\_\_\_\_

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### Nominator Information

*(Complete this section only if you are not the nominee.)*

In addition to self-nominations, a nomination must originate from one of the following: a full-time faculty member, the Dean or Director of the Unit, or a member of the Society of Emeritus Professors and Retired Scholars (SEPRS).

Name of Nominator: \_\_\_\_\_

Relationship to the Nominee: \_\_\_\_\_

Email address: \_\_\_\_\_ Contact Number(s): \_\_\_\_\_

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### **Criteria for Emeritus(a) Professor**

(Nominee *must* meet all three (3) criteria for eligibility)

1. Is a tenured faculty at the minimum rank of Associate Professor/Extension Agent IV or Professor/Extension Specialist at the University of Guam (UOG) at the time of retirement.
2. Has at least fifteen (15) years of service as a full-time faculty member or a combination of said years of service as a full-time faculty and academic administrator at UOG.
3. Has been reviewed using the following procedures to confirm that he/she has made significant contributions to UOG.

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### **Nomination Procedures for Emeritus(a) Professor**

1. The faculty nomination process for the status of Emeritus(a) Professor may begin during the last year of employment prior to retirement from UOG, provided that said status, if granted before retirement, shall only become effective the day after the date of official retirement from the University.
2. Nominations for Emeritus(a) Professor status may originate from any full-time faculty member, the individual being nominated, the Dean or Director of the Unit, or a member of SEPRS.
3. Nominations for the titled status of Professor Emeritus(a) shall begin with the submission of the nomination form, with a current curriculum vitae (CV) attached, to the Dean or Director of the Unit from which the nominee is serving or has retired.
4. Nominations shall be reviewed by the Dean or Director, Senior Vice President of Academic & Student Affairs, and President.
5. The Board of Regents shall have the final determination concerning the granting of the Emeritus(a) status. It is the responsibility of the Executive Secretary of the BOR to notify both the newly granted Emeritus(a) Professor and the President of the SEPRS of the conferred status. The newly granted Emeritus(a) Professor shall be presented with a certificate of recognition of status by the UOG President.

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**Nomination Letter**

<date>

TO: Whom it may concern

FROM: <nominator's name>

RE: Professor Emeritus Nomination for <nominee's name>

The nomination letter is a statement of the significance of the nominee's work as prepared by the nominator. The letter explains how the nominee contributions as described in the criteria for Emeritus(a) Professor and should focus on the nominee's contributions to teaching, research, and/or service. The letter must not exceed 750 words and must be attached to this nomination for review.

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**Dean/Director Recommendation**

Based on the attached nomination form and current curriculum vitae, the applicant has distinguished himself/herself by making significant contributions to the UOG in research, teaching, and/or service.

YES    NO

Therefore, awarding the status of Emeritus(a) Professor to this nominee is:

RECOMMENDED    NOT RECOMMENDED

\_\_\_\_\_  
Director/Dean/Other

  /  /  /  
Date

Comments:

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**Senior Vice President for Academic and Student Affairs (SVP-ASA) Recommendation**

**The President of SEPRS was notified of this application.** Date:    /    /    /

Based on the attached nomination form and current curriculum vitae, the applicant has distinguished himself/herself by making significant contributions to UOG in research, teaching, and/or service.

YES     NO

Awarding the status of Emeritus(a) Professor to this nominee is:

RECOMMENDED     NOT RECOMMENDED

\_\_\_\_\_  
SVP-ASA

\_\_\_\_\_  
Date

Comments:

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**President Recommendation to the Board of Regents**

Based on the attached nomination form and current curriculum vitae, the applicant has distinguished himself/herself by making significant contributions to UOG in research, teaching, and/or service.

YES     NO

Awarding the status of Emeritus(a) Professor to this nominee is:

RECOMMENDED     NOT RECOMMENDED

\_\_\_\_\_  
President

   /   /   /  
Date

Comments: