

MEETING MINUTES

Monday, September 18, 2018

Call to Order: 9:02 a.m.

In Attendance: Ahtxziry Vasquez, Amy Williams, Dr. Ana Douglass, Anne Flesher, Brandy Scarnati, Cate Edlebeck, Dave Roberts, Elena Bubnova, Estela Gutierrez, Helen Scott, Jim New, Dr. Joan Steinman, John Albrecht, John Fitzsimmons, Julia Hammett, Dr. Julie Ellsworth, Dr. Karin Hilgersom, Dr. Kyle Dalpe, Dr. Marie Murgolo, Dr. Melissa Deadmond, Roni Fox, Thomas Dobbert, Gary Skibinski, Tina Ruff, Sharon Wurm, Michelle Montoya

President's Welcome and Update

President Hilgersom welcomed new and returning members to the 2018-2019 Planning Council session. Tina Ruff was acknowledged and welcomed as Truckee Meadows Community College's Athletic Director. Around the room introductions were made.

TMCC Bylaws, Policies and Procedures

John Albrecht, General Counsel, and Roni Fox, Director of Human Resources, presented first readings for two new policies: Letter of Appointment Policy and Background Check Policy for New Hires. Each policy is currently a draft and will be brought back for second readings at the October 2018 Planning Council meeting after representatives have been able to notify and discuss with their respective constituency groups. Any feedback, questions or concerns can be directed to Roni Fox in the meantime. Please see attached for full policy drafts.

Organizational Priorities

President Karin Hilgersom presented an organizational priorities list that was created over the Summer during retreat sessions that included Value Judgements, Retention (students and faculty) and Organizational Culture. Estela Gutierrez, Vice President of Student Services and Diversity discussed Diversity priorities. Marie Murgolo, Vice President of Academic Affairs, went over Part Time Faculty priorities and Elena Bubnova, Associate Vice President of Research, Marketing and Web Services discussed Enrollment Management priorities. It was noted that the organizational priorities should be linked to the Strategic Master Plan as well. Please see attached for a complete list of priorities.

Planning Council Goals for Academic Year 2018-2019

President Karin Hilgersom reviewed the current Planning Council charge and possible changes and/or updates that may be necessary to accurately reflect the purpose of the Planning Council. A recommended change was that references within the charge to a Planning Council "task force" be removed or changed to committee. It was also recommended that unnecessary info, such as the History section, be removed from the website. Updates will be made along with the new website rollout later in 2018.

President Hilgersom also reviewed the current Planning Council membership list with the Council. At this time, there are 5 Faculty vacancies (3 full-time, 1 part-time, 1 part-time faculty issues committee representative), 1 Classified vacancy and 2 Student vacancies. Members of the Council are encouraged to make nominations before September 28, 2018 to Dr. Karin Hilgersom and Valerie Kelley by email.

Planning Session: Part Time Priority, Best Practices & How to Get There

This item was tabled until the October Planning Council meeting when Faculty Senate Chair, Mike Holmes, can be present.

Planning Council Committee Updates

- **Academic and Student Services Committee**

Dr. Murgolo reported that the committee has met and discussed Athletics. The committee is currently working on presentation for the NSHE Board of Regents Athletic Committee Meeting.

- **Accreditation Committee**

Dr. Melissa Deadmond reported that the committee did not meet over Summer but they have finalized and sent off three reports to the Northwest Commission on Colleges and Universities (NWCCU). Dr. Deadmond also notified the Council that NWCCU has made updates on standards and eligibility requirements which can be found on the NWCCU website.

- **Budget Committee**

Gary Skibinski, Program Director of Auxiliary Services, reviewed the Fall FY19 Xerox Implementation Plan with the Council. Currently new equipment is available in RDMT 207 and RDMT 315. Xerox AltaLink training sessions will continue. Please see attached for the full implementation plan document.

- **Diversity Committee**

Dr. Murgolo presented on behalf of YeVonne Allen, Program Manager of Equity and Inclusion. The committee are currently working on plans to bring diversity speakers to campus as well as collaborating with the Veteran's office for events. Information was also provided on the following upcoming events:

- "In It Together" Presentation: October 2, 2018, 1 p.m. to 2 p.m., RDMT 256
- Safe Zone Training I: October 11, 2018, 9 a.m. to 11 a.m., RDMT 256
- Safe Zone Training II: October 18, 2018, 11 a.m. to 1 p.m., RDMT 255
- Poverty Simulation: November 9, 2018, Student Center

- **Enrollment Management Committee**

Dr. Julie Ellsworth reported to the council on changes to Accuplacer placement testing. The committee is currently working with Math department and looking at how curriculum aligns with testing.

- **Facilities Committee**

Dave Roberts, Executive Director of Facilities Operations and Capital Planning, provided the following project updates to the Council:

- Sports and Health Complex: Groundbreaking to be held November 27, 2018.
- The fitness center is expected to be open Spring 2020.
- The soccer field is expected to be complete Fall 2019 (weather dependent).
- Learning Commons Phase II is underway with a completion goal of November 2018.
- An architect has been selected for EATS.
- CNA and VET Tech to move to Meadowood North.

- **Technology Committee**

Thomas Dobbert, Chief Technology Officer, reported that the committee will be meeting for the first time tomorrow and plan to discuss construction and will also be looking at the increase in wireless devices on campus.

New Business/Future Agenda Items

There were no future item requests.

Meeting Adjourned: 11:01 a.m.

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PROPOSED Background Check Policy for Academic and Administrative Faculty

Based on WNC Current Policy

Policy: It shall be the policy of TMCC to conduct background checks on all new full time and part time employees hired into Academic and Administrative faculty positions.

- **Section 1: Purpose**

- A. TMCC is committed to providing a safe and secure environment for students, faculty, staff and all other constituents. TMCC performs due diligence by requiring background checks for all new employees hired into faculty positions. This policy outlines the details of pre-employment post-offer background verification for academic faculty and administrative faculty.

- **Section 2: Application of Policy**

- A. This policy applies to all academic faculty and administrative faculty. This policy does not apply to non-instructional staff hired on a Letter of Appointment. NRS 239B.010 authorizes agencies of the State of Nevada, including the Nevada System of Higher Education, to obtain information on the background and personal history of persons with whom it intends to enter into an employment relationship.
- B. Definitions
 - 1. "Credit history check" means checking the credit history of the selected applicant or employee. (Federal laws prohibit discrimination against an applicant or employee as a result of bankruptcy.)
 - 2. "Criminal history check" means verifying that the selected applicant or employee does not have any undisclosed criminal history in every jurisdiction where the applicant or employee currently or has formerly resided.
 - 3. "Educational verification" means ensuring the selected applicant or employee possesses all valid educational credentials beyond high school listed on the application, resume or cover letter or otherwise cited by the candidate that qualifies the individual for the position sought.
 - 4. "Employee" is defined as any person hired into an academic faculty and administrative faculty position by TMCC, whether full- or part-time.
 - 5. "License verification" means ensuring the selected applicant or employee possesses all the currently valid licenses listed on the application, resume or cover letter or otherwise cited by the candidate that qualifies the individual for the position sought and verification of any license required for the position, including verification of the disposition of such licenses. This includes any motor vehicle driver licenses required for the associated position.
 - 6. "Limited criminal history check" means verifying that the selected applicant or employee does not have any undisclosed criminal history in the jurisdiction where the applicant or employee

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currently resides, or where the applicant or employee last resided, if the applicant or employee only recently moved to a location near the college.

- 7. "Sex and violent offender registry check" means verifying the selected applicant or employee does not have undisclosed convictions of certain sex and violent crimes in every jurisdiction where the applicant or employee currently or has formerly resided.
- 8. "Adverse information" means facts which are discovered as part of the background check which are unfavorable to the candidate.

- **Section 3: Policy Provisions**

- A. A background check must be completed on all new academic faculty and administrative faculty positions as a condition of employment. Current academic faculty and administrative faculty with no previous background check moving into a new position must complete a background check. A background check will be required of a classified employee converting to a faculty position or a faculty member converting to a classified position. If a background check was conducted within the last calendar year from the new appointment, another background check will not be required. A background check will not be required for internal searches or promotions. Human Resources will coordinate the background check with a third party vendor. Depending on the nature of the position, the department may request background information on any of the following information.
 - 1. Educational verification.
 - 2. License verification (Hiring department will verify)
 - 3. Criminal history check
 - 4. Sex and violent offender registry
 - 5. Credit check for certain positions (Appointing authority to determine)
- B. Foreign nationals who are offered employment into appointed faculty positions will be subject to the following provisions:
 - 1. The verification of education the candidate has cited that qualifies the individual for the position.
 - 2. A criminal history check covering time in the United States if the period of time that the individual has worked in the United States exceeds one year.
 - 3. A criminal history check in the individual's prior countries of residence only if the individual's visa and/or authorization to work in the United States was issued before implementation of the Patriot Act on October 24, 2001. The college will not require that a criminal history check be conducted in the individual's prior countries of residence if the visa or authorization to work was issued or renewed under the provisions of the Patriot Act.

- **Section 4: Use of Background Check Information**

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- A. The third party vendor that conducts the background check will provide the results of the check to the Human Resources Office. If the background check reveals adverse information, the Director of Human Resources will conduct the initial review of any adverse information. If the adverse information is job related, the Director of Human Resources will consult with the appointing authority. The final decision for disqualification/termination from consideration for a position lies with the appointing authority.

- **Section 5: Process and Procedures**

- A. An offer letter of employment must include the following statement: "This offer is contingent on the completion of appropriate background verification which may include criminal history, credit history, sex and violent offender registry, education verification, licensure and employment history to be administered by the Truckee Meadows Community College Human Resources Office."
- B. A notice on the TMCC Human Resources Positions Available web page will inform all applicants that they are subject to a background check, which may include: criminal history, credit history, sex and violent offender registry, education verification, licensure and employment history.
- C. After signed acceptance of the conditional offer of employment, the department will notify Human Resources to initiate a background check. The appointing authority will determine if any additional components (credit history, education verification, licensure, and employment history) of the background check will be performed.
- D. If the background check indicates adverse information, the vendor will inform Human Resources.
- E. If circumstances warrant, the faculty member may be allowed to start working before the results are known. If the background check reveals adverse information, the standard review of this information to determine job applicability would occur. The faculty member could be terminated if the conviction was deemed job related.
- F. Any decision to accept or reject an individual with a conviction is solely at the discretion of Truckee Meadows Community College. (All related information will be treated as confidential, and protected as such.)
- G. All results of criminal and sex and violent offenders' convictions or issues are considered confidential and will be maintained in confidential files within Human Resources.
- H. The hiring department is responsible for any fees associated with any of the components of the background check process. Human Resources will coordinate payment to the vendor.
- I. Decisions regarding the withdrawal of an employment offer as a result of a background check may not be appealed by the applicant.

- **Section 6: If Adverse Information Is Reported**

- A. If the background check indicates adverse information regarding criminal background, credit history, licensure or employment verification, the vendor will inform Human Resources. Human Resources will provide a copy of the report to the applicant. (All related information will be treated as

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confidential, and protected as such.) The applicant will have an opportunity to explain the adverse information or provide additional information.

- B. The Director of Human Resources or designee will evaluate the adverse information to determine if it is job related and has a possible impact on the position.
- C. Certain types of convictions will automatically preclude hiring individuals into certain positions. For example, individuals with convictions for theft, embezzlement, identity theft or fraud should not be hired with fiduciary responsibilities. Individuals with workplace or domestic violence convictions, crimes of a sexual nature or other behaviors that would be inappropriate in an environment with children and young adults. This list is not inclusive, but illustrative. Other information revealed in background checks, apart from criminal convictions may affect campus employment decisions.
- D. If the criminal history check reveals convictions which the individual disclosed on the Pre-Employment Certification, Human Resources will review the and will evaluate each conviction, including any additional information the individual provides, before the offer of employment is confirmed or withdrawn. The existence of a conviction does not automatically disqualify an individual from employment. Relevant considerations may include, but are not limited to, the nature and number of the convictions, the amount of time elapsed since conviction, and the relationship a conviction has to the duties and responsibilities of the position.
- E. If convictions are revealed in the criminal history check which the applicant did not disclose on the Pre-Employment Certification, the offer of employment will be withdrawn and, if employed, the individual will be separated from employment, unless the individual shows that the report is in error. In the event that the results of the background check influences a decision to withdraw an employment offer or terminate employment, Human Resources will consult with the hiring authority for the unit. The final decision lies with the appointing authority. Either the hiring authority or the Director of Human Resources can request the decision be referred to the President or designee for final consideration.

DRAFT - Administrative Faculty Letter of Appointment Policy

Procedure: Administrative Faculty Letter of Appointment Policy

Policy: This policy sets forth the method by which administrative faculty (.50 FTE and above) at TMCC may assume LOA assignments. These assignments are ***not part of the written position description and are above the normal professional duties***. Any assignment must be in accordance with NSHE Board of Regents Handbook provisions and TMCC Bylaws.

Definition: Normal workday assumes Monday through Friday from 8:00 am to 5:00 pm with a half hour variance. Administrative Faculty are Exempt Employees, and are exempt from overtime.

• **Section 1: Teaching Classes or Accepting Assignments.**

- TMCC administrative faculty employee may assume LOA assignments at TMCC or at other NSHE institutions (for example teaching classes) that fall outside of their regular work assignments. However, the College must address the impact on their department and written approval must be obtained from the supervisor and Vice President.
- If the assignment is outside the hours of the college's normal workday, the employee may be compensated at the standard rate appropriate for the assignment, and only with their supervisor's approval. The employee will perform all LOA duties (preparing, meeting with students, grading, etc.) outside the normal workday. This includes all duties and tasks associated with Web classes.
- If the assignment is during the college's normal work day, the employee may:
 - With approval of the supervisor, the employee may take annual leave for time spent during the normal working day for the additional assignment. Compensation will be at the standard part-time faculty or applicable rate. A schedule will be turned into HR/Payroll indicating the proposed plan. Administrative faculty may not take an additional assignment during the normal workday without using annual leave or adjusting their work schedule.
 - OR-
 - With the approval of the supervisor, the employee may take an additional assignment during the normal workday without additional compensation. If an employee agrees to accept an assignment and receive no compensation, they may use the assignment as part of their college service. Paid assignments will not be viewed as service.
- An LOA assignment must not interfere with the effective operation of the department. The Vice President will consider the normal operating hours, and make the determination if working outside of those hours benefits the college.
- Full-time administrative faculty will be limited to 3 instructional units per semester or 6 hours per week on average for non-instructional assignments.

• **Section 2: Notification and Approval**

- Written approval from the supervisor and appropriate vice president must be obtained before the employee agrees to an assignment.

• **Section 3: Exceptions**

- The dean level and above are not eligible to accept assignments during normal working hours.
- It is understood that the terms of this policy can be changed or altered only with the written approval of the College President.

DRAFT - Classified Letter of Appointment Policy

Procedure: Classified Letter of Appointment Policy

Policy: This policy sets forth the method by which classified employees (.50 FTE and above) at TMCC may assume LOA assignments. These assignments are ***not part of the written position description and are outside the normal duties***. Any assignment must be in accordance with NSHE Board of Regents Handbook provisions and TMCC Bylaws.

- **Definition: A normal workday is a consecutive 8-hour day with a one-hour lunch and two breaks. The normal workweek is presumed Monday through Friday. If your schedule differs from this, you must have an approved form TS-78 on file with Human Resources.**
- **Section 1: Teaching Classes or Accepting Assignments.**
 - A. TMCC classified employees may assume LOA assignments at TMCC or at other NSHE institutions (for example teaching classes) that fall outside of their regular work assignments. However, the College must address the impact on their department and written approval must be obtained from the supervisor and Vice President.
 - If the assignment is outside the hours of the college's normal workday, the employee may be compensated at the standard rate appropriate for the assignment, and only with their supervisor's approval. The employee will perform all LOA duties (preparing, meeting with students, grading, etc.) outside the normal workday. This includes all duties and tasks associated with Web classes.
 - 2. If the assignment is during the college's normal workday the employee may:
 - a. With approval of the supervisor, the employee may take annual leave for time spent during the normal working day for the additional assignment. Compensation will be at the standard part-time faculty or applicable rate. A schedule will be turned into HR/Payroll indicating the proposed plan. A classified employee may not take an additional assignment during the normal workday without using annual leave. In an emergency situation, a variable workday may be requested and must be approved by the Vice President using the form TS-78 Request for Variable Workday Schedule.
 - An LOA assignment must not interfere with the effective operation of the department. The Vice President will consider the normal operating hours, and make the determination if working outside of those hours benefits the college.
 - 4. Full-time classified employee will be limited to 3 instructional units per semester or 6 hours per week on average for non-instructional assignments.
- **Section 2: Notification and Approval**
 - A. Written approval from the supervisor and appropriate vice president must be obtained before the employee agrees to an assignment.
 - **Section 3: Exceptions**
 - A. It is understood that the terms of this policy can be changed or altered only with the written approval of the College President.

DRAFT—TMCC PLANNING COUNCIL - SEPTEMBER 17, 2018

RECOMMENDED PRIORITIES

- VALUE JUDGEMENTS:
 - Budget is not presumed
 - Capacity “Flow”

RETENTION

- STUDENTS
 - Full Time Faculty Lead Retention of Students from Spring Term to the following Fall Term (Summer)
 - Advising
 - New Advising Model:
 - Continue / Scale Up Faculty as Trained Advisors – target # (up to 60), will require contract change
 - Part Time Faculty Too
 - Space
 - Admin Staff—Alternate work schedules of SS Staff
 - Retention Academy
 - One Voice
 - Training for High Contract Positions
 - Constructive Style: Leaders – Aspire – Ideal Culture
 - Part Time Students:
 - More data needed
 - Scholarships
 - Identify and Market
 - Success Coach
 - Pathways
 - Truncated Web-Based Process
 - Effectively meet students where they are at (services)
 - Kudos – Pts/Passport/Badges
 - Scale Up?

Student Success

- **FACULTY**

- Full Time and Part Time
- Improve diversity

- **OTHER**

- Improve Student Engagement through campus activity and space use
- ACUE – Professional Development
- Maximize Current Tech e.g. Starfish
 - Use by Faculty & Students
- Engagement Spaces
- Incentives for Students

ENROLLMENT MANAGEMENT

- Class Scheduling – What is the most effective approach?
 - Utilize Analytics?
- Strategic Enrollment Management (SEM) Committee
- Website Redesign
- Engagement Spaces – Sticky Campus
- Affordability
- OER

DIVERSITY

- Access for First Gen, Latinx
- Scale Up Successful Programs
- Diversity Advocates on Hiring Committees
- Collect Data on Diversity of Applicant Pools
 - New Models

PART TIME FACULTY

- Buddy System
- Incentivize knowledge of supports for their students
- FT Job – Resume Build
- Compensation (already in discussion)
- Canvas Page
 - Required Check in for Information/Updates
- Support Space

ORGANIZATIONAL CULTURE

- Values – “In it Together”

WEBSITE

- Maximizing new design
- Updating content college-wide

TECHNICAL PROCESS

- Canvas Page for all Faculty (Part-time too)
- Registration Concerns Inability to Pay w/ Apple Products
- Class Scheduling
- Marketing (enhancing web and resource awareness)
- Budget (Workday and other modules)
- IT processes
- Facilities (project management and technical interfaces)
- Room Rental
- SMS – Debt Collections
- It’s Hard to Enroll
 - Not User Friendly
 - Have Outsiders Review Terminology
 - Too many Clicks

MEADOWOOD

- Establish and/or Clarify Long Term Vision/Goals for Meadowood Site
- New Programs
 - Community Learning and Science Department: Mission Challenger—An opportunity for training and youth recruitment
 - Youth Services/Programming?
- Access to Student Services
 - Share position with Edison?
 - Re-Entry Center(s) – Edison too?
 - More Gen Ed
 - Link to Recruiting

Items Missed

- NFA Contract Negotiations
- Faculty Sign-Off on Student Withdrawals / Exit Data
 - Concern: Logistics
- Figure Out Why Non-Returners are Not Returning
 - Build Student Cohort #s based on targeted course and/or major and identify drains
 - Involve F/T Faculty to Mentor P/T Faculty to mitigate cause of drain
 - Utilize Faculty as Success Coaches, not “advisors”
- Getting Athletics Official and Off the Ground

In All Areas/Topics:

- Focus Groups should consist of a truly random selection of students, not just GSA cohort.

Xerox Implementation Plan – Fall FY19

Project Scope of Work

- Cleo Stream Fax Virtual Server
- Update to Equitrac Express 5.6
- Correct User Billing Error within Equitrac
- Customize existing Equitrac to allow locking of accounts and billing codes
- Two test units launched, configured, and tested with completed Equitrac fixes and customizations
- Roll out remaining 32 pieces of equipment with tested configurations for a smooth transition.

May

- Installation of Cleo Stream Fax Server. **Status-Complete.**

June

- Order placed for shipment 33 Devices. Devices held at warehouse pending Nuance compliance to correct issues within Equitrac Express billing program. **Status-Pending Delivery of 31 devices.**

July

- Updated the Equitrac Express software to version 5.6. **Status-complete.**
- Nuance-negotiated the customization of Equitrac software to provide locking of accounts and billing codes. **Status-Pending.**
- Technical support assigned to address User Billing error within Equitrac platform. **Status-complete.**
- TMCC Received a VersaLink test unit in RDMT 207 on 7/25/18.
- This device was delivered without the required accessories which alerted us to a potential problem. All devices that had been shipped to the warehouse did not contain the listed accessories for a like by like exchange as noted in the contract. A special order was required to update the equipment.
- Configuration and testing of new device. **Status-Complete.**

August

- TMCC Received AltaLink test unit in RDMT 315 on 8/2/18.
- Configuration and testing of new device. **Status-Complete.**

- Email communication was sent out to inform the campus on how to access the new equipment using the DR-VNuance print driver. Instructions were posted at each location. **Status-Complete.**
- 8/28-Training provided to our front line support personnel, Key Operators.
 - Key operators are located near the device and provide support as the point of contact for faculty, staff and Xerox technicians. They perform simple tasks, such as changing out the toner or clearing a paper jam. They communicate other technical errors or problems to Xerox and Auxiliary Services when required.

September

- User Billings error fix was completed. As of September, there have been no instances of User Billings. **Status-Complete.**
- TMCC is currently waiting on the customization piece to be completed, installed and tested. **Status-Pending.**
- Our Xerox Rep, Zachary Darr is working on updating the accessories. **Status-Pending.**
- The rollout the new equipment will commence after pending items are complete.

New Equipment Rollout

Rollout will occur by location starting with Dandini Campus, Red Mountain building. This will allow for easy access to IT in the event unforeseen problems arise.

- Dandini- Red Mountain, Sierra, Vista
- Edison
- Meadowood
- Health Science Center
- RPAC

A training schedule has not been created yet. Once we have confirmation of scheduled delivery, training dates will be implemented for all TMCC locations. Multiple dates and times will be available at the Dandini Campus to provide scheduling options for faculty and staff to attend.

A Xerox trainer, and Gina True from Auxiliary Services, will provide hands on training at each location. Auxiliary Services is working with Tim III, TMCC videographer, to create a short instructional video (approximately 45 seconds) to add to the Xerox Copier Program web page.

Web page updates are in process. **Status-Pending.**

UNIT #	SERIAL # REMOVE	MODEL #	NEW ORDER #	NEW SERIAL #	NEW MODEL #	ROOM	Rcvd
20	DA4104211	CQ8900X3	WGT888020	4HX581690	C405DN	RDMT 114	
15	XEL558639	WC5765	WGT888015	3AG878368	B8065H	RDMT 115	
3	XEH489013	WC5740	WGT888003	Y4X840989	B8045H	RDMT 211	
10	XEF440743	WC5735	WGT888010	5DA091813	B7035H	RDMT 207	7/25/2018
23	XNE135200	3CQ9303	WGT888023	8TB580900	C8055H	RDMT 315	8/2/2018
25	EX9281998	WC5890	WGT888025	3AG878609	B8090H	RDMT 315	
14	XEF440365	WC5735	WGT888014	5DA089180	B7035H	RDMT 315C	
1	XEH488822	WC5740	WGT888001	Y4X840972	B8045H	RDMT 318	
2	XEH488783	WC5740	WGT888002	Y4X840952	B8045H	RDMT 319 (loaner-Not Networked)	
17	XEL558379	WC5765	WGT888017	3AG878362	B8065H	RDMT 319	
11	XEF440575	WC5735	WGT888011	5DA090150	B7035H	RDMT 321	
12	XEF440757	WC5735	WGT888012	5DA090828	B7035H	RDMT 325	
19	DA4115749	CQ8900X3	WGT888019	4HX581714	C405DN	RDMT 330	
6	XEF440002	WC5735	WGT888006	5DA091287	B7035H	RDMT 331	
9	XEF440393	WC5735	WGT888009	5DA088807	B7035H	RDMT 334	
7	XEF440412	WC5735	WGT888007	8TB579749	C8055H	RDMT 417	
4	XEH488868	WC5740	WGT888004	Y4X840890	B8045H	LIB 107	
29	XEF440630	WC5735	WGT888029	5DA090928	B7035H	LIB 121	
8	XEF440719	WC5735	WGT888008	5DA091285	B7035H	LIB 200	
21	XNE135160	3CQ9303	WGT888021	8TB580898	C8055H	LIBRARY Student Use - Cash	
22	XNE135018	3CQ9303	WGT888022	8TB580447	C8055H	LIBRARY Student Use - Cash	
26	XNE135184	3CQ9303	WGT888026	8TB580445	C8055H	SIER 200W	
24	XNE135164	3CQ9303	WGT888024	8TB579670	C8055H	SIER 202K	
18	XEF440632	WC5735	WGT888018	5DA090152	B7035H	VISTA B111	
16	XEL558253	WC5765	WGT888016	3AG878602	B8065H	VISTA B200	
13	XEF440420	WC5735	WGT888013	5DA091298	B7035H	VISTA B300	
28	XEF440434	WC5735	WGT888028	5DA090825	B7035H	EDSN 115	
33	XNE135201	3CQ9303	WGT888033	8TB580833	C8055H	EDSN 203	
31	EX9281886	WC5890	WGT888031	3AG878615	B8090H	MDWS 201	
5	XNE129359	3CQ9303	WGT888005	C8B639373	C8045H	MDWS 301	
30	XEF440729	WC5735	WGT888030	5DA088954	B7035H	HSC 101	
32	XNE135171	3CQ9303	WGT888032	8TB580764	C8055H	HSC C100	
27	XEF440395	WC5735	WGT888027	5DA091118	B7035H	PERFORMING ARTS RPAC (Keystone)	

Xerox AltaLink Training

Bernard Wozney-August 28, 2018, RDMT 315, 11:00 a.m.

Please sign in next to your name or add you name at the bottom.

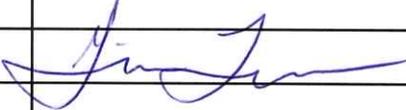
Attendee	Signature
1 * Cassandra Hawthorne	Cassandra Hawthorne
3 * David Grouse	David Grouse
2 * Donna Clifford	Donna Clifford
4 * Erin Sullivan	
8 Gina True	Gina True
5 Michelle Montoya	Michelle Montoya
6 Ruth Fiorini	Ruth Fiorini
7 Steven Meyer	
9 * Yevonne Allen	Yevonne Allen
10 ROXANNE STRAUSS	Roxanne Strauss
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Xerox VersaLink Training

Bernard Wozney-August 28, 2018, RDMT 207, 2:00 p.m.

Please sign in next to your name or add you name at the bottom.

Attendee	Signature
1 * Arkaitz Aldecoaotalora	
2 * Amber Kaaiai	
3 Danielle Lessard	
4 * Erin Sullivan	
5 Gracie De La Torre	
6 Gary Skibiniski	
7 Gina True	
8 * Hannah Thomas	
9 Jeanette Durbin	
10 Leslie Combs	
11 Manuela Dobbert	
12 Michelle Montoya	
13 Peter Miller	
14 * Tashayla Northrup	
15 Yevonne Allen	
16 Lauren Sanew	
17 Brian Phillips	
18	
19	
20	