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INTRODUCTION

Mission Statement: As a leading educational institution, the mission of the SJECCD is to meet the diverse educational and workforce needs of our community by empowering our students to become agents of socio-economic change.

Vision: By the year 2017, SJECCD becomes the premier institution for advancing opportunity, equity, and social justice for every one through educational excellence.

Values: Opportunity • Equity • Social Justice

Planning and decision-making functions are a combination of administrative procedures and shared governance consultation. This handbook is to serve as a resource to aid in understanding the district’s processes.

The administrative and governance structures and processes are available to each and every employee. As a large and complex organization, understanding how our systems work will help all individuals understand how to utilize the system effectively and efficiently as each person contributes to the work of this District.

The SJECCD District’s handbook serves as (1) a reference guide to the District Office organization and, (2) a listing of the functions of the District administrative and governance structures and processes. It is to be used as a resource for both employees and community members. This handbook will be updated regularly.
The San Jose-Evergreen community College District is governed by a seven-member, locally elected Board of Trustees, and two student trustees. The seven Trustees are elected in even-numbered years to four-year terms by the voters of San Jose and Milpitas. Each Trustee represents a specific geographic area.

Two students, one representing each college serve a one-year term.

The Board of Trustees aspire to achieve excellence in fulfilling the Board’s responsibilities for governance of the District. The Board’s Ends Policies and Governance Principles establish: (1) how the Board will govern to achieve its visionary objectives; and (2) management authority that the Board delegates to the Chancellor to run the affairs of the District along with requirements for the Chancellor’s exercise of that authority.

The Board seeks to establish practices for individual Trustees and for the Board as a whole that ensure:

- effective and efficient participation of each Trustee;
- a clear understanding of the roles and responsibilities of individual Trustees;
- a clear understanding of roles and responsibilities of the Board as a whole;
- an understanding of the difference between the Board’s governance role and Chancellor’s responsibility to manage the affairs of the District;
- the Board establishes a clear vision, values, and strategic priorities, for the District;
  - the Board adopts Ends policies that clearly establish the Board’s expectations for the results the Board expects the Chancellor to achieve;
  - the Board delegates that responsibility to the Chancellor to lead the District towards achievement of the Board’s ends policies;
- the Board fully empowers the Chancellor to hold and exercise all executive authority necessary to lead the District towards achievement of the Board’s ends policies;
  - the Board establishes requirements for the Chancellor’s exercise of the management authority that the Board delegates to the Chancellor,
  - individual Trustees and the Board as a whole exercise the self-discipline necessary to avoid any interference with the Chancellor’s exercise of the management authority delegated to him or her by the Board;
  - the Board evaluates its own Governance performance on an ongoing basis;

The Board holds Chancellor responsible for making demonstrable progress towards achievement of the Board’s Ends policies and compliance with the Executive Requirements specified by the Board.

The Chancellor, the District’s Chief Executive Officer, is responsible for carrying out policies as approved by the Board of Trustees and for providing overall leadership for the District.
Board Meetings

Board meetings are conducted in public and include opportunities for individuals to address the Board. Regular meetings of the Board are held on the second Tuesday of the month, with the exception of the month of August, which is held on the last Tuesday of the month. In the months of January, February, April, May, and October, an additional board meeting is scheduled on the fourth Tuesday of the month. The Schedule of Governing Board Meeting Dates and Corresponding Deadlines for each calendar year is approved by the Board at the December meeting. This schedule is posted on the District website and lists the meeting dates, location of meetings, and the dates in which items are due to the Chancellor’s office for inclusion in the board agendas.

The District utilizes BoardDocs® for the posting of board agendas. A link is provided at the District website homepage, www.sjeccd.edu, which takes the public directly to the site of the posted agendas. An Agenda containing brief descriptions of each item of business is posted in compliance with the Ralph M. Brown Act; i.e., regular meetings are posted 72 hours prior to the meeting and 24 hours for special meetings. The Board agenda outline is posted at the District Office and various locations at both colleges. Hard copies of the full agenda is available for public review at the District Chancellor’s Office, and the President’s Office, Student Services Office and Library at each college campus. The posted agenda outlines and hard copies of the agendas are discarded after each meeting. One hard copy of the full agenda for each meeting is kept by the District perpetually.

In accordance with Education Code Section 72121, members of the public may place matters directly related to District business on an agenda for a Board meeting by submitting a written summary of the item to the District Chancellor and the Board President. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the District Chancellor’s Office by the District’s published deadline prior to the regularly scheduled Board meeting at which the submitted item is to be addressed. Any agenda item submitted by a member of the public and reviewed by the Board at a public meeting cannot be resubmitted by the member of the public before the expiration of a 90-day period following the initial submission. The process for the submission of board agenda items by members of the public is further outlined in BP and AP 2340 Agendas. Employees of the District who are responsible for submitting board agenda items on behalf of their departments or divisions will utilize the BoardDocs® system submission and approval process, which has been set up by the Chancellor, Vice Chancellors and College Presidents.

For questions about the posting of board agendas and the submission of board agenda items, please contact Joy Pace, Executive Administrative Assistant to the Chancellor, at (408) 223-6706 or joy.pace@sjeccd.edu.

Board Policies & Administrative Procedures

The Board has, as a major responsibility, the establishment and requires final adoption of all Board Policies (BPs). Administrative Procedures (APs) are the responsibility of the Chancellor and the administration, in consultation with the various constituencies of the District, and do not require adoption by the Board of Trustees. To ensure regular review of BPs and APs, the District subscribes to a Policy and Procedure Service, which provides bi-annual/annual updates. The Board will review 20 per cent of its policies each year. Each year the District Chancellor’s Office will notify all appropriate parties of the chapter(s) to be reviewed.

The following process outlines the procedure for review, preparation, and revision of BPs and APs.
1. **Originator:** The originator prepares a draft of the proposed new or revised BP/AP using a track changes format of the existing policy.

2. **District Chancellor’s Office Review:** The District Chancellor’s Office reviews the proposal for content, format, consistency with existing BPs, APs, and other legal requirements and either forwards the proposal to Chancellor’s Executive Staff for review or returns it to the originator.

3. **Chancellor’s Cabinet Review:** The District Chancellor’s Cabinet reviews the proposal which may encompass consultation with interested stakeholder(s) or constituency groups. The District Chancellor or his/her designee forwards the proposal to the Chancellor’s District Council for review or the proposal is returned to the originator.

4. **Chancellor’s District Council Review:** The District Chancellor or his/her designee forwards the proposal to the Chancellor’s District Council in accordance with the following review process:
   
   a. **First Reading:** Proposed new or revised BP/APs are submitted to Chancellor’s District Council for review. Council members distribute the BP/AP to constituent groups for review and comment. Any comments received by Council members are to be copied to all Council members prior to the next scheduled Council meeting.
   
   b. **Second Reading:** Constituent group recommendations are incorporated into the proposal and submitted for a second reading. After constituency consultation and collegial review at this meeting, the Chancellor’s District Council makes a recommendation to the Chancellor.

6. **Technical Revisions:** Technical revisions (e.g. a Title 5 section reference change) to BPs are not subject to the review process and shall be sent directly to the District Chancellor for implementation and will appear on the Board Agenda for information. Technical revisions to APs are not subject to the review process and shall be submitted directly to the District Chancellor. All BP/AP technical revisions will be shared with the Chancellor’s District Council and constituency groups for information.

7. **Adopted Policies and Approved Procedures:** After the Board of Trustees adopts a new BP or revisions to a BP and/or the District Chancellor approves an AP, the District Chancellor’s Office posts the BP/AP to the District’s website. The District Chancellor or his/her designee shall provide each member of the Board with copies of the BPs and/or APs, as they are issued or revised.
San Jose-Evergreen Community College District

Institutional Organization

Board of Trustees

Chancellor
Dr. Deborah Budd

San Jose City College
President
Dr. Byron Breland

Evergreen Valley College
President
Henry Yong
Lobby 1st floor

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District Board Room: 109

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Shared Governance

The Board of Trustees of the San Jose Evergreen Community College District is committed to collegial governance. In accordance with Title 5, Sections 51023.7, 51023.5, and 53200-53204, and the mission of the San Jose Evergreen Community College District: the District shall adopt policies for the appropriate delegation of authority and responsibility to the Academic Senates, and provide students and staff with an opportunity to participate in the formulation and development of policies and procedures that have or will have a significant effect on students and staff.

Board Policy 2510 was adopted with the intent of ensuring that faculty, students, and staff have the right to participate effectively in the governance of the District. The policy also ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards. This policy also does not limit other rights and responsibilities of management and the Board as specifically provided in existing state and other regulations.

The major District participatory governance councils and committee groups:

- District Council
- District Budget Committee
- District Technology Planning Group

Other committees and workgroups may function under the auspices of the Vice Chancellors in order to carry out specific functions.
Shared Governance

District Council

Description

The District Council is the chief participatory governance advisory committee to the Chancellor. It is distinguished as a council to reflect its overall responsibility for coordinating district-wide planning, including coordination of district policy development and district-wide committees. The council must have direct representation from the other district advisory committees in order to ensure appropriate linkages with the other planning processes within the district. The Academic Senates of each college are represented as well as AFT local 6157, CSEA Chapter 363, MSC, the Workforce Institute and the student governments. This permits a constant flow of information between the colleges and the district office, and across all planning activities of the various entities and constituency groups.

The duties of the council shall include the following:

- Articulate a vision of the future for the district, reflective of its mission.
- Develop a set of long-range goals for the district through a collaborative process involving all segments of the district.
- Collect, analyze, maintain, and disseminate institutional planning data.
- Develop planning assumptions.
- Develop planning priorities.
- Coordinate implementation of district planning priorities through district-wide committees.
- Review and coordinate the functioning of the colleges via the council representatives.
- Coordinate the review of all proposals for district policy changes to ensure that all appropriate constituencies have had adequate opportunity to review and comment on the proposed changes.
- Provide advice and information that reflects the views of their respective constituent groups.
- Assume responsibility for taking information back to their respective groups for discussion, revision and input.
- Advise the Chancellor and Governing Board concerning all the above.
Shared Governance

District Council

Membership 2015-2016

Membership (28):

Voting Members:
6 Full-time faculty (2 appointed by each Academic Senate; 2 appointed by AFT 6157)
6 Classified staff appointed by CSEA, Chapter 363
2 Students (1 per campus)
2 MSC Representatives
1 Workforce Institute Representative

Ex Officio Members:

Chair
• Deborah Budd, Chancellor
• College Presidents/or their representatives
• Douglas Smith, Vice Chancellor, Administrative Services
• Kim Garcia, Vice Chancellor, Human Resources
• Vice Chancellor, Workforce, Economic and Resource Development
• Dr. Ben Seaberry, Vice Chancellor, Information Technology and CISCO
• Interim Vice Chancellor, Institutional Effectiveness and Student Success
• Rosalie Ledesma, Executive Director of Governmental and External Relations
• Peter Fitzsimmons, Director of Fiscal Services
• Sam Ho, Director of Community Relations, Communications and Diversity
• Joy Pace, Recorder: Executive Administrative Assistant to the Chancellor
Shared Governance

District Budget Committee

Description

The District Budget Committee (DBC) serves as a Chancellor’s advisory committee and is also advisory to the District Council (DC) on fiscal matters pertaining to the district planning process. It has the responsibility for coordinating budget planning in a manner that assists the district in maximizing its fiscal resources in the pursuit of the district’s mission. The committee’s responsibilities include, but are not limited to:

- Establish an annual budget planning calendar;
- Review State budget actions by the Governor, Legislature, and the State agencies, and propose, when appropriate, institutional positions on funding issues for consideration by the DC and the Chancellor to convey to the State during annual budget development;
- Recommend district fiscal priorities;
- Review and recommend district procedures for the distribution of funds between the campuses, district office and other district operations;
- Inform the district community on overall budget matters, including the identification of key indicators of the district’s economic health;
- Evaluate the fiscal impact of proposed institutional plans and other policy-level actions;
- Review college initiatives when they have a significant impact on the district as a whole;
- Identify patterns of change in the district’s operating environment that may have a significant impact on budget planning or fiscal operations;
- Identify potential areas for analysis on cost savings or effective use of resources;
- Participate in the design and implementation of plans for acquiring additional district resources;
- Advise the Chancellor and the DC in fiscal matters affecting the district as a whole; inform the district community of any such matters.
Shared Governance

District Budget Committee

Membership 2015-2016

Membership (21)
Chair: Vice Chancellor, Administrative Services
Business Officers (4): Business officer from each location
Classified Staff (6): Appointed by CSEA, Chapter 363; two from each location.
Faculty (6): Two appointed by AFT 6157, and two from each campus’ Academic Senate.
MSC (2): Appointed by MSCC
Students (2): One per campus

Chair:
• Doug Smith, Vice Chancellor of Administrative Services

Business Officers (4):
• Peter Fitzsimmons, Executive Director of Fiscal Services, District Office
• Linda Wilczewski, Interim Vice President of Administrative Services, Evergreen Valley College
• Jorge Escobar, Vice President of Administrative Services, San Jose City College
• Fareha Bakre, Interim Business Services Supervisor, Workforce Institute

CSEA Representatives (6):
• Dan Hawkins, District Office
• Carlos Marques, District Office
• Arthur Azevedo, Evergreen Valley College
• Yesenia Ramirez, Evergreen Valley College
• Bruce Geer, San Jose City College
• Vacant, San Jose City College

AFT 6157 Representatives (2):
• Barbara Hanfling, San Jose City College
• Mark Newton, San Jose City College

Evergreen Valley College Academic Senate Representatives (2):
• Robert Brown, Evergreen Valley College
• Eric Narveson, Evergreen Valley College

San Jose College Academic Senate Representatives (2):
• Jesus Covarrubias, San Jose City College
• Fabio Gonzalez, San Jose City College

MSC Representatives (2):
• Mark Gonzales, Evergreen Valley College
• Lauren McKee, Evergreen Valley College

Students (2):
• Vacant, Evergreen Valley College
• Vacant, San Jose City College
Shared Governance

District Technology Planning Group

Description

Charge:
The District Technology Planning Group provides advisory guidance to ensure that the District Technology Plan is in alignment with the District Strategic Goals and College Technology Plans.

Charter:
1. Review the District Technology Plan and provide advisory guidance to ensure that it is in alignment with the District Strategic Goals and College Technology Plans.
2. Provide advisory guidance to prioritize district wide technology projects that are directly related to the Technology Plan Strategic Initiatives.
3. Provide advisory review of District Technology Plan Progress Reports.
4. Provide advisory guidance for technology project and planning issues as requested.

Meetings:
• Monthly meetings to be held on the 2nd Thursday of the month from 3:00 to 5:00 p.m.
• Meetings to be held in person and online so that participants may opt to attend remotely.
Shared Governance

District Technology Planning Group

Membership 2015-2016

Composition:
Members have significant working knowledge of College and District functions that rely upon information technology resources, services and support.
- Vice Chancellor, Information Technology (Chair)
- IT Manager from DO, EVC and SJCC (All)
- College Technology Committee Chair or Designee from EVC and SJCC (2)
- College Technology Committee Member from EVC and SJCC (2)
- Faculty Representative from EVC and SJCC (2)
- Student Representative from EVC and SJCC (2)
- Classified Representative (2)
- Manager/Supervisor/Confidential Representative (2)
- Workforce Institute Representative (1)

Chair
- Seaberry Ben, Chief Information Systems Officer  ben.seaberry@sjeccd.edu

IT Manager
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IT Manager
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IT Manager
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Classified Staff
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Chair, College Technology Committee
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Shared Governance

District Technology Planning Group

Membership 2015-2016 (continued)

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IT Manager
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IT Manager
- Canoy Eugenio, Supervisor, Computer Technology Services and Support
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IT Manager
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IT Manager
- Gutierrez Irene, District Office Interim Help Desk and Reprographics
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Citizens’ Bond Oversight Committee

The Citizens’ Bond Oversight Committee

Description

Measures G Citizens’ Bond Oversight Committee
The Citizens’ Bond Oversight Committee (CBOC) is responsible for reviewing expenditures related to the District’s $185,000,000 general obligation bond (Measure G-2004) approved by voters in November 2004, and the District’s 268,000,000 general obligation bond (Measure G-2010) approved by voters in November 2010.
The purpose of the Committee is set forth in Proposition 39; and the Committee’s By Laws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee is also subject to the Ralph M. Brown Public Meetings Act of the State of California and conducts its meetings in accordance with the provisions thereof. The District provides necessary administrative support to the Committee as is consistent with the Committee’s purposes, as set forth in Prop 39.

The Committee is made up of at least seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:
One (1) student enrolled and active in a community college support group, such as student government
One (1) member active in a business organization representing the business community located in the District
One (1) member active in a senior citizens’ organization
One (1) member active in a bona-fide taxpayers association
One (1) member active in a support organization for the District, such as a foundation
Two (2) members of the community at-large

The Committee’s duties are:
• Inform the Public. The Committee shall inform the public concerning the District’s expenditure of bond proceeds
• Review Expenditures. The Committee shall review expenditure reports produced by the District.
• Annual Report. The Committee shall present to the Board, in public session, an annual written report.

For a member of the public to be eligible for appointment to the Committee, the individual must be at least 18 years of age. Members may not include any employee, officials of the District or any vendor, contractor or consultant of the District. Interested applicants submit an application and, if recommended, are forwarded to the Board of Trustee for appointment. Each Committee member is eligible to serve up to three 2-year terms.

The Committee is required to meet once a year; however, the SJECCD Citizens’ Bond Oversight Committee generally meets four times per year. Its members receive no compensation for their work on this Committee.
Citizens’ Bond Oversight Committee

The Citizens’ Bond Oversight Committee

Membership

Carol Lizak, Community-At-Large
Daniel Kojiro, Community-At-Large
Elias Portales, Community-At-Large
Johnny Lee, Community-At-Large
Rose Regalado, Senior Citizens’ Organization
Jimmy Nguyen, Taxpayer’s Association
Matthew Mahood, Business Community
Vacant – student
Leo Cortez, Support Organization
The Building Civility & Community Consortium

Purpose

To formulate a civility statement; to select, modify, and prioritize recommendations for action to promote civility within the district; to delineate related tasks and implementation; to set work plan, timelines and means of reporting in areas of civility recommendations*.

The Consortium will be asked to:

1. Formulate a statement of civility for SJECCD for adoption by the Board of Trustees.
2. Develop and administer a district-wide climate survey.
3. Create an electronic site for collection of civility-related material.
4. Sponsor one workshop per academic year for employees on civility and civil discourse.
5. Recognize contributions by employees and students to the campus and community.
6. Review District publications for appropriate insertion of language that encourages civility.
7. Create and sustain a mentor program, if not already in existence, for new employees.
8. Offer periodic training to those who have initial and/or frequent contact with students.
9. Encourage district professional organizations to treat the topic of civility.
10. Create a compendium of “best campus practices” that encourage civility.
11. Demonstrate to new students welcome to the colleges during first week of semester.
12. Encourage student involvement in college governance.
13. Encourage students to relate community service to common core values. (Service Learning).
14. Review student services policies for statement on standards/expectations of student conduct.
15. Post signs in public areas of the colleges defining respect and civility.
16. Provide public spaces on campus with art, colorful surroundings, comfortable seating, and meaningful signage.
17. In conjunction with any new campus construction, increase public meeting spaces.
18. Suggest for course syllabi possible statements delineating expectations of civility, mutual respect, and civil conduct in the classroom.
19. Provide resources to faculty to include in class discussion during a semester for expectations of open dialogue, mutual respect and civility (Revised per 10/18/2012 District Council meeting).
20. Create a web-based instructional service site, which provides advice on a variety of instructional techniques.
San-Jose Evergreen Community College District
Website Project

SJECCD Website Project Team and Content Managers

Purpose

The work group and teams across the District’s four Websites (EVC, SJCC, DO, and WI) work to maintain the four websites (www.evc.edu; www.sjcc.edu; www.sjeccd.edu; and www.wi-sjeccd.org):

The scope of the work groups and content managers include:

- Redevelop and redesign the District websites to improve the District’s web presence.
- Leverage the findings that were documented in the District’s Strategic Communications Plan and build upon that planning effort.
- Develop information architecture, navigation structure, user interface, and search functionality.
- Develop templates for District feedback and approval.
- Implement a content management system to enable a consistent web interface with a best-practice approach to distributed content management.
- Conduct appropriate testing.
- Provide appropriate documentation and training.

The goal of website project is to improve:

- look and feel of site (organization, uniformity)
- user satisfaction
- navigation/functionality
- search engine visibility
- integration with social media
- flexibility, stability and manageability

Since the launch date of March 14, 2014, Websites’ team leaders hold regular online meetings to monitor content development and management for these four Websites as well as the social media of these four sites.

Team Leads 2015-16

Shashi Naidu (EVC)  Shashi.naidu@evc.edu
Judy Wessler (SJCC) Co-lead for San Jose City College  Judy.Wessler@sjcc.edu
Jorge Escobar (SJCC) Co-lead for San Jose City College  Jorge.Escobar@sjcc.edu
Suzie Clark (WI)  Suzanne.clark@sjeccd.edu
Elizabeth Juarez (DO)  Elizabeth.juarez@sjeccd.edu
Jose-Luis Pacheco (DO) SharePoint Administrator  Jose.Pacheco@sjeccd.edu
Sam Ho (DO) Project Manager  Sam.Ho@sjeccd.edu
Retirement Board of Authority

The San José- Evergreen Community College District Retirement Board consists of nine members appointed by the Board of Trustees to govern the district's compliance plan relating to Governmental Accounting Standards Board (GASB) Statements 43 & 45. These statements recommend reporting and funding guidelines for Other Post-Employment Benefits (OPEB) (i.e., retiree medical, dental and other welfare plans provided to eligible employees and retirees). According to a GASB 43 & 45 actuarial report completed in November 2007, the district had an annual accrued OPEB liability on June 30, 2007 of $47,719,500. Of this amount, $37.2 million represented the estimated liability for current retirees' welfare benefits and $10.5 million represented the estimated liability for active employees not yet retired who are eligible for welfare benefits.

The Retirement Board’s first official meeting was conducted on February 7, 2008. The Board approved a plan to be compliant with GASB 43 & 45 compliance guidelines, including establishment of an irrevocable trust from which OPEB liabilities are to be paid. The Board appointed a GASB 43 & 45 advisor, a trust company and an investment manager as part of the compliance plan. It also established a formal investment policy and reviews the performance of the trust company, which in turn monitors the performance of the investment manager in achieving the goals reflected in the investment policy.

All Retirement Board meetings are subject to the requirements of the Brown Act.

Retirement Board of Authority

Membership 2015-16

Vice Chancellor, Human Resources
Executive Director, Fiscal Services
Vice Chancellor, Administrative Services
Faculty and Member of AFT 6157
Faculty and President of AFT 6157
Retired Faculty and Member of AFT 6157
Staff and Member of CSEA, Chapter 363
Staff and Member of CSEA, Chapter 363
Retired Staff and Former Member of CSEA, Chapter 363

Kim Garcia
*Peter Fitzsimmons
Douglas Smith
**Mark Newton
David Yancey
Philip Crawford
Maria Holguin
Yolanda Talavera
Arlene Amelia

ALTERNATES

Faculty and Member of AFT 6157
Staff and Member of CSEA, Chapter 363

Barbara Hanfling
Elaine Chapman

*Chairperson
**Vice Chairperson