

**MINUTES  
UNIVERSITY OF HOUSTON SYSTEM  
BOARD OF REGENTS  
ACADEMIC AND STUDENT SUCCESS COMMITTEE**

Tuesday, May 11, 2010 - The members of Academic and Student Success Committee of The University of Houston System convened at 9:37 a.m. on Tuesday, May 11, 2010, at the University of Houston in the Athletics/Alumni Center, Melcher Board Room 100B, 3100 Cullen Boulevard, Houston, Texas, with the following members participating:

ATTENDANCE –

Present

Carroll Robertson Ray, Chair  
Nelda Luce Blair, Vice Chair  
Welcome W. Wilson, Sr., Ex Officio  
Kristen Lindley, Student Regent

Absent

Mica Mosbacher, Regent

In accordance with a notice being timely posted with the Secretary of State and there being a quorum present, Chair of the Committee, Carroll Robertson Ray called the meeting to order.

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AGENDA ITEMS

1. Approval of Minutes – Item B

On motion of Regent Blair, seconded by Regent Wilson and by a unanimous vote, the following minutes from the meeting(s) listed below were approved:

- February 9, 2010, Academic and Student Success Committee Meeting

2. Naming of the Hobby Center for Public Policy – University of Houston – Item C – A&SS – 1

Regent Ray stated she was extremely happy to introduce this item. She asked that the minutes reflect what a wonderful supporter and what a remarkable person Governor Hobby is and how much his family has meant to Houston; how much he has meant to all the State of Texas; and to the University of Houston. He was born to a family that has a huge history of public service. His paternal grandfather, Colonel Edwin Pettus Hobby, was a Texas state senator and district judge; his maternal grandfather, Isaac Culp was elected to the Texas House of Representatives in 1919. His father, William P. Hobby, was Lieutenant Governor and then Governor of Texas from 1915 to 1921; and his mother Oveta Culp Hobby, had an impressive list of “firsts” including first Secretary of Health, Education and Welfare, and serving as the first commanding officer of the Women’s Auxiliary Army Corps.

Governor Hobby was very active himself in public service, acting as Lieutenant Governor of Texas for 18 years; has presided over the State Senate’s and the Legislative Budget Board;

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and he has also had successful careers as a newspaperman, media executive and an academician.

After his legislative service, he was appointed to several very prestigious appointments. He was the Sid Richardson Professor of Public Affairs at the Lyndon B. Johnson School of Public Affairs at UH-Austin; he was the Radoslav Tsanoff Professor of Political Science at Rice University; he served as both Interim Chancellor and former Regent of the University of Houston System; was the winner of the first Presidential Medallion for his service to the University of Houston; and has been a long-time board member for the Center for Public Policy.

In recognition of Governor Hobby's many contributions and his long and creative service to the University of Houston and the State of Texas, we hereby introduce an item calling for approval that we recognize him by naming The Hobby Center for Public Policy at the University of Houston.

Dr. Antel gave brief remarks and stated that everyone knows Governor Hobby and everyone on the faculty enthusiastically supports this motion. Governor Hobby is still very active and works closely with the staff of Public Policy, and in particular, Dr. Jim Granato, who is its director. They are currently working on several projects together, one of which is a survey on energy consumption of households in Houston; and he still goes up to Michigan every summer to participate in the Center for Social Research. Dr. Antel concurred with the approval of this item.

On motion of Regent Wilson, seconded by Regent Blair and by a unanimous vote, the Naming of the Hobby Center for Public Policy at the University of Houston was approved by the committee. This item will be presented at the Board of Regents meeting on May 18, 2010 for final Board approval.

Regent Ray stated the next item would be taken out of order and introduced Dr. Antel, who presented the final item to be considered for committee approval.

3. Approval of Appointment of Dean, College of Liberal Arts & Social Sciences – University of Houston – Item E – A&SS – 3

Dr. Antel requested the approval and ratification of the appointment of John W. Roberts, as Dean, College of Liberal Arts and Social Sciences, effective July 1, 2010. Dr. Antel stated Dr. Roberts comes to us from The Ohio State University where he has served as Dean of Arts and Humanities and Professor of English. His specialty is African Studies and African-American Folklore. He has served on various Federal boards in Washington, D.C., has directed an African-American Studies Program, and is a respected scholar and administrator.

On motion of Regent Blair, seconded by Regent Wilson and by a unanimous vote, the approval of the appointment of Dr. John W. Roberts as Dean, College of Liberal Arts & Social Sciences – University of Houston was approved by the committee. This item will be presented at the Board of Regents meeting on May 18, 2010 for final Board approval.

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4. Brief address by Krystafer Redden regarding his role as a member, Undergraduate Advisory Committee, Texas Higher Education Coordinating Board – UH System – Item D – A&SS – 2  
Dr. Antel introduced Mr. Krystafer Redden to the committee. Mr. Redden has been appointed by Governor Perry for a two-year term as the Student Representative on the Undergraduate Education Committee of the Texas Higher Education Coordinating Board (THECB), serving as the sole student voice, and representing the University of Houston, as well as all public colleges and universities in the State of Texas. He is a Terry Foundation Scholar in The Honors College and is a Bachelors of Arts candidate in the Dual Degree Program: BA in Political Science, minor in English Literature; and BA in History, minor in Phronesis: Politics and Ethics.

Mr. Redden introduced himself to the chancellor and the committee and expressed how appreciative he was for welcoming him to the meeting. He is very excited about the position and as Dr. Antel had stated earlier, he was appointed as student representative on the Undergraduate Education Committee of the THECB. His job is to serve as the sole student voice for all public colleges and universities in the State of Texas when it comes to the issues of undergraduate education; the Coordinating Boards' role and leadership; advisory opinions to the State legislature; as well as approval of degree plans and other issues that the Coordinating Board handles. His appointment officially begins on June 1, 2010.

This item was for information only and requires no committee action.

5. Report on the impact of research strategies on Tier One goals – University of Houston – Item F – A&SS – 4  
Dr. Donald Birx, Vice Chancellor for Research, gave an update for UH Research with regard to funding overview, recent awards, stimulus funding, and research highlights relating to UH intellectual property commercialization efforts in recent months. Below is a brief summary of his remarks:

One of the things Chancellor Khator requested when she arrived was an increase in Federal awards and expenditures said Dr. Birx.

- Federal awards to date have increased 60% over last year and that's on top of an increase last year of 33%. Federal awards have increased a total of 93% at the university.
- NASA, DOD and DOE Federal expenditures were up more than any other category: NASA – 576%; DOD – 86%; and DOE – 64%.
- DOD and DOE Federal awards were up considerably from last year: DOD – 414% and DOE – 100%.
- Overall, Federal expenditures are up 26% for this year.
- Recent Awards:
  - (1) Rigoberto Advincula (Chemistry) \$400,000 from NSF (4 years);
  - (2) Joydip Das (Pharmacy) \$450,000 from Alcohol, Drug Abuse and Mental Health Association (ARRA) (3 years)
  - (3) Su Su Wang (Mechanical Engineering) \$2.4M from DOE;
  - (4) Ray Cline (Center for Technology Literacy) \$2.5M from DOE (ARRA) (3 years);
  - (5) Gino Lim (Industrial Engineering) \$404,700 from City of Houston – Transtar (4 years);

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- (6) Qian Lu (Psychology) \$729,000 from American Cancer Society (3 years);
  - (7) Nicolas Kanellos (Arte Publico Press) \$30,000 from National Endowment for the Arts; and
  - (8) Fritz Claydon (Electrical Engineering) \$330,000 from Texas Workforce Commission.
- ARRA and ARP Awards
    - (1) Federal ARRA Awards numbered 48 for a total of \$21.8M;
    - (2) State NHARP Awards numbered 13 for a total of \$1.74M;
  - UH System Research Highlights were addressed:

### UH-Clear Lake

- (1) Large awards from Department of Education, NSF and TCEQ, among others;
- (2) NSF S-STEM project to award scholarships to students pursuing computer science, computer information systems, computer systems engineering and mathematics;
- (3) Leading a joint proposal with UH for FAA Center of Excellence, which will form multi-disciplinary teams with other government organizations and industry affiliates to coordinate R&D for aviation technologies; and
- (4) Hired grant writers.

### UH-Downtown

- (1) FemProf: UH-D grant to advance female students in computing to move on to doctoral programs and then the professoriate;
- (2) Partner in \$3.5M NSF H-LSAMP grant;
- (3) Submitting \$5M NSF ADVANCE grant (Increasing the Participation and Advancement of Women in Academic Science and Engineering Careers) – the second such grant for UH-D.

### UH-Victoria

- (1) April 2010 YTD awards up 33% over 2009;
- (2) Increase in state funding due in part to School of Nursing funding from professional nurse shortage programs; and
- (3) 29 proposals submitted in FY2010 to date (57% increase projected for the year) faculty submitted an average of 21 proposals annually from 2006-2009.

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- (1) Record growth in proposals (138%); awards (57%); and expenditures (46%) 2006-2010;
- (2) New NSF center now on campus;
- (3) National Wind Energy Center funded by DOE (\$2.37M);
- (4) Proposals for ERC submitted;
- (5) Two \$25M and two \$5M DED Investing in Innovation (13) proposals in development;
- (6) ETF proposals being developed; and
- (7) Minority-Serving Institution partnerships.

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- The Original Approach vs. Current Approach for UH Research over the past four years was outlined. What has happened and why we pursued it?

UH is very diverse in its student population but it is also diverse in its capability and strengths. One of the goals was to try to find some way to collect and catalogue those research strengths in ways that would enable us, as a university, to make intelligent investments in areas in which we could grow. We moved from more of a basic Research area, research regional excellence departmental strategy, to more of a UH strategic research focus across the university. We focused on developing critical mass in key areas; national centers; focused on challenge driven; and applied research capability. Not to do away with basic research but to build around it. We came up with six basic clusters:

- (1) Arts & Human Enrichment;
  - (2) Bio-Med Sciences & Engineering;
  - (3) Community Advancement & Education;
  - (4) Complex Systems/Space Exploration;
  - (5) Energy & Natural Resources; and
  - (6) Nano-Materials.
- From 2007 to 2010, Industrial Partnerships' total revenues from royalties have risen from \$348K to \$2.6M.
    - (1) FY 2007 – For-Profit awards totaled \$9.6M; For-Profit expenditures totaled \$6.2M. Two licenses to commercialize intellectual property created by UH researchers and owned by UH (\$348K in total revenues from royalties (2002 data);
    - (2) FY 2008 – For-Profit awards totaled \$8.6M; For-Profit Expenditures totaled \$7.1M. One license to commercialize intellectual property created by UH researcher and owned by UH (\$1.1M in total revenues from royalties);
    - (3) FY 2009 – For-Profit awards totaled \$12.2M; For-Profit Expenditures totaled \$9.0M. Six licenses to commercialize intellectual property created by UH researchers and owned by UH (\$1.9M in total revenues from royalties); and
    - (4) FY 2010 - For-Profit awards totaled \$5.7M; For-Profit Expenditures totaled \$4.9M. Six licenses to commercialize intellectual property created by UH researchers and owned by UH (\$2.6M in total revenues from royalties).
  - An overview of Federal Funding Requests for Federal Relations was heard. It is now clustered-based, and one of the areas they started to go into has been DOE earmarks. This represents one of the biggest areas and is wonderful for applied research.
  - The Division of Research Organization was addressed. Dr. Birx stated that many changes have occurred over the past couple of years in this area. Dr. Elizabeth Anderson Fletcher, Associate Vice President for Research, was added to the department; and she has worked very effectively to improve and upgrade the organization.
  - How do we tie the Research endeavors across the UH System? This process has begun by examples of programs and areas they have been working on. An alliance between UH

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and TSU has been formed between our systems which brings together a Minority-Serving Institution in terms of Hispanic-Serving at UH-Downtown and Historically Black Colleges and Universities at TSU. In 2007, Federal agencies awarded over \$723M in R&D funds to minority-serving institutions for science and engineering. These programs are excellent in order to get started, not only at the other campuses, but to help the central campus as well.

- UH Research goal is to increase research expenditures to \$150 million through National Leadership in Energy and Health.

This item was for information only and required no committee action. A complete copy of Dr. Birx's presentation has been filed in the Board office.

6. Presentation Regarding On-Campus Housing – University of Houston – Item H – A&SS – 6  
Dr. Elwyn Lee, Vice Chancellor for Student Affairs, gave an overview of the current housing inventory, the current occupancy, and the progress of marketing efforts with a special emphasis on the new freshman facility, Cougar Village. Dr. Lee introduced three individuals to the committee, Javier Hildago, Mark Viteck and Abeer Mustafa, who are valuable members of his team, who work in various positions in the housing area. A powerpoint presentation was given by Dr. Lee and below is a brief summary of his remarks.

- The current list of campus housing was addressed:
  - (a) Quadrangle – 829 beds; opened in 1950;
  - (b) Moody Towers – 1,086 beds; opened in 1970;
  - (c) Cougar Place – 400 beds; opened in 1981;
  - (d) Cambridge Oaks – 634 beds; opened in 1990;
  - (e) Cullen Oaks – 525 beds; opened in 2001 and 354 beds; opened in 2005;
  - (f) Bayou Oaks – 490 beds; opened in 2003;
  - (g) Calhoun Lofts – 984 beds; opened in 2009; and
  - (h) Cougar Village – 1,132 beds; opens in 2010.Total number of existing beds – 6,434
- The occupancy rate of each facility was addressed:
  - (a) Calhoun Lofts – Fall 2009 Percentage – 72.2% / Spring 2010 Percentage 75.6%;
  - (b) Cougar Place – Fall 2009 Percentage – 95.9% / Spring 2010 Percentage 96.9%;
  - (c) Moody Towers – Fall 2009 Percentage – 95.5% / Spring 2010 Percentage 85.7%;
  - (d) Quadrangle – Fall 2009 Percentage – 98.9% / Spring 2010 Percentage 91.4%;
  - (e) Cambridge Oaks – Fall 2009 Percentage – 99.5% / Spring 2010 Percentage 99.5%;
  - (f) Cullen Oaks – Fall 2009 Percentage – 99.5% / Spring 2010 Percentage 99.5%;
  - (g) Bayou Oaks – Fall 2009 Percentage – 90.2% / Spring 2010 Percentage 90.2%;
  - (h) Cougar Village – N/A – opens in Fall 2010.
- The residents classifications was presented:
  - (a) Bayou Oaks – Fall 2009
    - Freshmen – 18%
    - Sophomore – 35%

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- Junior – 26%
- Senior – 17%
- Graduate – 2 %
- Other\* - 1%
- Female – 57% / Male 43%
- (b) Calhoun Lofts – Fall 2009
  - Freshmen – 14%
  - Sophomore – 14%
  - Junior – 13%
  - Senior – 11%
  - Graduate – 35 %
  - Other\* - 13%
  - Female – 45% / Male 55%
- (c) Cambridge Oaks – Fall 2009
  - Freshmen – 28%
  - Sophomore – 27%
  - Junior – 17%
  - Senior – 6%
  - Graduate – 15 %
  - Other\* - 6%
  - Female – 51% / Male 49%
- (d) Cullen Oaks – Fall 2009
  - Freshmen – 29%
  - Sophomore – 29%
  - Junior – 22%
  - Senior – 16%
  - Graduate – 2 %
  - Other\* - 2%
  - Female – 61% / Male 39%
- (e) Moody Towers – Fall 2009
  - Freshmen – 77%
  - Sophomore – 12%
  - Junior – 5%
  - Senior – 3%
  - Graduate – 1 %
  - Other\* - 1%
  - Female – 51% / Male 49%
- (f) Quadrangle – Fall 2009
  - Freshmen – 71%
  - Sophomore – 18%
  - Junior – 6%
  - Senior – 3%
  - Graduate – 0 %
  - Other\* - 1%
  - Female – 51% / Male 49%

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- (g) Cougar Place – Fall 2009
  - Freshmen – 16%
  - Sophomore – 13%
  - Junior – 24%
  - Senior – 19%
  - Graduate – 25 %
  - Other\* - 3%
  - Female – 42% / Male 58%

\*Other defined as visiting scholars, LCC students and non-UH affiliated.

- The Fall 2010 Marketing Status issue was outlined:  
Dr. Lee stated that the total available beds amounted to 6,434; rentable beds totaled 6,262; signed agreements totaled 3,076; which equated to 49%.
- The General Marketing Strategy is summarized below:
  - (a) Identify advantages of each housing complex;
  - (b) Establish living/learning programs for Cougar Village;
  - (c) Restrict freshmen to Cougar Village and Moody Towers;
  - (d) Work with Admissions and Academic colleges on the marketing of Cougar Village. Direct surplus applicants to Moody Towers;
  - (e) Focus on keeping current residents who are returning; and
  - (f) Market to commuters with emphasis on Calhoun Lofts, Quadrangle and Moody Towers.
  - (g) The Calhoun Lofts and Cougar Village marketing strategy was also addressed.
- Dr. Lee discussed “Cougar Life” on campus.
  - (a) Social – students meeting students, bonding!
  - (b) Campus Geography – familiarizing students with campus locations;
  - (c) Campus Culture – acclimating students to independent life, inclusive environment and UH culture;
  - (d) Academic Focus/Motivation – gearing up for college academic success;
  - (e) Cougar Spirit – generating school spirit for UH athletics and other activities; etc.

This item was for information only. A complete copy of Dr. Lee’s powerpoint presentation has been filed in the Board office.

7. Provost’s briefing on the faculty merit raise process and procedures – Item I – A&SS – 7

Dr. Antel discussed the relation of faculty merit raises to university priorities including student success, research and creativity. He addressed the process of faculty merit raises including review of productivity, research, creative activities and service; and the relation of faculty productivity and raises to the promotion and tenure process.

A handout was distributed and discussed with the committee. The strategy and goal process is to focus more and more on productivity, productivity measures and award the most productive faculty. Dr. Antel stated this was essential in moving forward our enrollment and research goals.



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The UH Faculty Merit Review and Salary Adjustment Process matrix was addressed. All faculty increases are done by merit only. Across-the-board raises are not given to faculty members. Below is a summary of Dr. Antel's remarks:

- The Faculty Productivity Evaluation process was outlined.
  - (a) Each faculty member submits a Faculty Activity Report to their department chair, or their department personnel committee, or their department executive committee which would outline what they have done over the past year by contributing to the goals and moving forward the mission of the university. These reports are completed annually and basically focus on three different areas: Scholarship-Creativity; Teaching; and Service.
    - Scholarship-Creativity: For individuals in the Science and Research areas, their reports might include journal articles and external funding; for individuals in the Arts, their reports might include awards and performances; for those in the History and English areas, their reports might include books published, etc. This is really what differentiates us from community colleges and other institutions of higher education when we say we are a research university, said Dr. Antel.
    - Teaching: This particular area is based partly on student evaluations of teaching; undergraduate courses; and in some cases, mentoring and supervising graduate students in Science and Engineering.
    - Service: This is at least two dimensional: (1) service to the university and (2) service to the community. Both of these are extremely important. The key element in service is the service to the academic community to the university. Faculty input on various committees is essential. The faculty participates in the promotion and tenure committees, the recruitment of administrators and other faculty members, particularly the promotion and tenure and the salary increases. The cornerstone of this university and what makes this a great university and the potential to be even a greater university is the entire issue of Peer Review. The faculty actively reviews their colleagues; and this is a key element in the process. We cannot underestimate the contribution of the faculty to the various committees. The Faculty Senate has numerous committees: undergraduate council, graduate council, graduates professional council, and research council, to name a few.
  - (b) Once the Faculty Activity Report is completed by each faculty member, it is submitted to their appropriate department executive committee for evaluation.
  - (c) The next step in the process is that the department chair would ~~opine~~ give their evaluation and then register to the college dean about the relative ranking of the various faculty members in his department. An audit is then completed by the deans of the various colleges. Grievances may be done by some faculty members at this time should they feel the process was unfair, and then hearings and discussions will be held.
  - (d) Finally, the colleges complete their recommendations and then send their findings to the Provost for his/her evaluation.

(d)

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- Total Faculty Merit Raise Pool – This is determined by the university budget, Board of Regents and the Chancellor in terms of what would be the total percentage of the raise pool.
- Faculty Merit Raise Guidelines – After the Productivity Evaluations are received from the deans and the departments, then the administration follows certain guidelines concerning how we the monitoring should actually be mapped ~~the monitoring~~ and how financial raises to the productivity measures is-will be completed. ~~Various steps are used in this process.~~
- Faculty Merit Adjustment – Depending on the measures attained by each faculty member and how they are evaluated will determine the percent of their raise, if any. The range may vary from 0% to 20% depending on the merit pool, their ranking, etc.

This item was for information only and required no committee action. Dr. Antel's matrix has been filed in the Board office.

8. Presentation on an Outline for Campus Master Plan – UH System – Item J – A&SS – 8

Dr. Antel discussed with the committee the importance of enrollment and how # enrollment plans drives what we do at the university all the decisions as to access to to support and use of funds throughout the system. He placed his remarks gave special emphasis on the budget-side, revenue-side, and enrollment; and how we the UH System are is compensated from the state – in short Enrollment Drives Resources<sup>4</sup>.

- Student credit hours is the first measure used for enrollment. We get The System gets revenue from the state for teaching student credit hours. Enrollment management is an important element in our revenue generation, but in order to teach these student credit hours, we need the System needs to hire faculty; allocate space; allocate staff; allocate maintenance in our operations; and build buildings. Enrollment is the key element in everything we do. It drives the need for new buildings we need; it drives the decision to hire new the faculty we hire; enrollment management determines how much of our enrollment is taught on campus and how much we teach distance education the percentage of distance enrollment developed by each university within the UH System. The composition of the enrollment was also addressed.
- ~~There are~~ three key elements or state support were discussed in the money we receive from the state:
  - (a) Texas Formula Funding Model
  - (b) Texas Space Model
  - (c) Higher Education Assistance Fund (HEAF )
- Texas Formula Funding is based on enrollment. This is managed by the Texas Higher Education Coordinating Board (THECB).
- FY 2011 Funding Formula was discussed.
  - (a) Instruction and Operations Formula (about 81% of total formula)
  - (b) Teaching Experience Supplement (about 3% of total formula)
  - (c) Education and General (E&G) Space Support (about 16% of total formula)
- Texas Space Model was addressed.
  - (a) Calculates Educational and General (E&G)
  - (b) Space Needs Based on:
    - Enrollment

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- Levels of Instruction
- Programs
- Research Activity
- Clinic Activity
- Public Service Activity
- Higher Education Assistance Fund (HEAF) was addressed.
  - (a) HEAF was created as a counterpart to the Permanent University Fund by an amendment to the Texas Constitution in 1984.
  - (b) HEAF provides funds for most public universities that were outside The University of Texas and The Texas A&M University Systems in 1984 to acquire land; construct, equip, repair or rehabilitate buildings; acquire capital equipment; and library books and materials.
  - (c) Expenditures involving HEAF are restricted to E&G space.
  - (d) The first appropriation of HEAF, for 1985 to 1995, allocated \$100 million annually to the eligible institutions.
  - (e) When the HEAF was reallocated for the fiscal years 1996 to 2005, the appropriation was increased to \$175 million.
  - (f) The \$175 million appropriation was increased to \$262.5 million starting in FY2008.
- The HEAF model is based on three elements: space deficit, condition of facilities, and institutional complexity.
  - (a) Space Deficit (22.6%) + Condition of Facilities (27.4%) + Institutional Complexity (50%) = Allocation – 100%.
  - (b) HEAF Appropriations from HB51, 81<sup>st</sup> Legislature:

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<u>Institution</u>	<u>FY 2009-FY 2010</u> <u>Appropriated</u>	<u>FY2011-FY2015</u> <u>Appropriated</u>
University of Houston	\$36,091,538	\$35,885,768
UH-Clear Lake	5,355,874	5,214,167
UH-Downtown	9,548,995	7,435,238
UH-Victoria	<u>2,335,692</u>	<u>2,393,921</u>
TOTAL	\$53,332,099	\$50,929,094

- Master Plan Development June – October 2010 was addressed.
  - (a) Mission Profile and Benchmarks
  - (b) Enrollment Projections
  - (c) Faculty and Staff Projections
  - (d) Research Projections
  - (e) Community Service Projections
  - (f) Non E&G Projections (Ex: Housing and Athletics)
- Master Facilities Plan October 2010 – May 2011 was discussed.
  - (a) Overall Campus Facility “Vision”
  - (b) Projected Academic, Research and Student Support Needs
  - (c) Projected Auxiliary Needs
  - (d) Campus IT and Infrastructure Needs
  - (e) Transportation and Parking Requirements
  - (f) Campus Design and Construction Standards.

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A complete copy of Dr. Antel's powerpoint presentation has been filed in the Board office.

This item was for information only and required no committee action.

There being no further business to come before the committee the meeting was adjourned at 12:43 p.m.

All documentation submitted to the Committee in support of the foregoing action items, including but not limited to "Passed" agenda items and supporting documentation presented to the Committee, is incorporated herein and made a part of these minutes for all purposes; however, this does not constitute a waiver of any privileges contained herein.

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Others Present:

Renu Khator	Javier Hildago	Abeer Mustafa
Carl Carlucci	Liz Fletcher	Wayne Beran
John Antel	Ed Hugetz	Jon Aldrich
Dona Cornell	Carl Stockton	Oscar Gutierrez
Donald Birx	Katherine Peek	Elaine Charlson
Grover Campbell	Don Guyton	Monica McHenry
Elwyn Lee	Krystafer Redden	Mark Clarke
Tim Hudson	Dave Irvin	Molly Woods
William Staples	Dan Wells	Mike Emery
Barbara Stanley	Dick Phillips	David Bell
Mark Viteck	Miranda Bennett	Jeannie Kever
Ed Jones	Marquette Hobbs	Gerry Mathisen