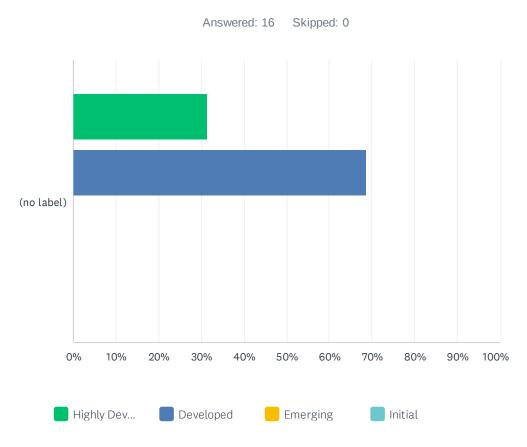
Q1 SUPPORT OF THE COLLEGE MISSIONHighly Developed: Exhibits ongoing and systematic evidence of mission achievement. Developed: Exhibits evidence that planning guides program and services selection that supports the college's mission. Emerging: Evidence that planning intermittently informs some selection of services to support the college's mission. Initial: Minimal evidence that plans inform selection the of services to support the college's mission.

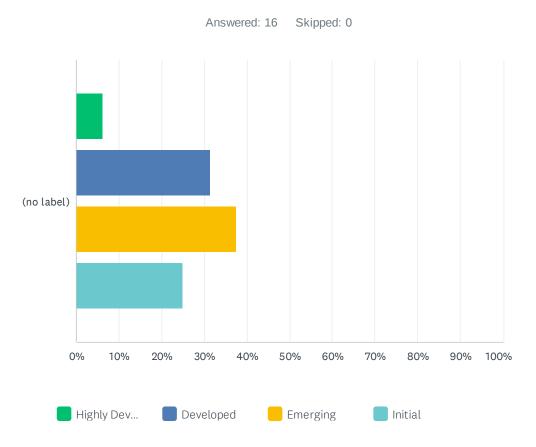


	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	31.25%	68.75%	0.00%	0.00%		
	5	11	0	0	16	3.31

#	FEEDBACK:	DATE
1	Helping our students find employment is key to our mission.	11/4/2022 8:45 AM
2	Providing access is a core part of our mission. CSC clearly demonstrates this through the services they provide, the space they have, and the personnel on the team. We are lucky to have this service available to our KCC community and the Klamath Community at large.	11/2/2022 5:08 PM
3	Career Center supports the mission. Clarity in what the Career Centers mission is?	10/31/2022 12:05 PM
4	They should keep defining there contribution to the college for it is vast.	10/27/2022 9:40 AM
5	It may have been helpful to include Title III grant goals.	10/27/2022 9:15 AM
6	This program clearly aligns its work with the college's mission and diverse programming.	10/21/2022 1:31 PM

7	The Career Services Center staff are intentional about maximizing their outreach by serving the diverse needs of students, the community, KCC programs, business and industry. CSC utilizes an array of tools and services to accomplish its mission and continues to look for more opportunities.	10/19/2022 5:10 PM
8	There are thorough descriptions provided to explain the ways CSC supports the college's mission.	10/18/2022 1:53 PM

Q2 ACCOMPLISHMENTS IN ACHIEVING STRATEGIC GOALSHighly Developed: Exhibits ongoing and systematic evidence of goal achievement. Developed: Exhibits evidence that planning guides services selection that supports goal achievement. Emerging: Evidence that planning intermittently informs some selection of services to support the goal achievement. Initial: Minimal evidence that plans inform selection of services to support goal achievement.

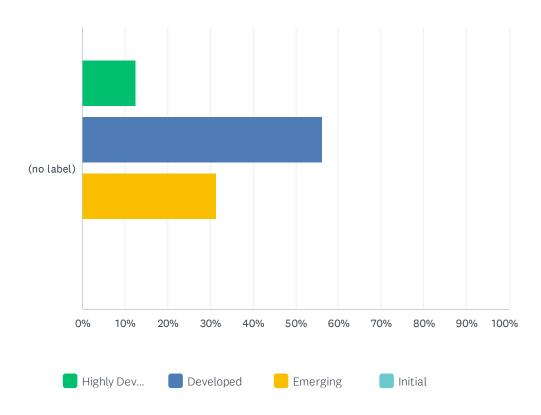


	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	6.25%	31.25%	37.50%	25.00%		
	1	5	6	4	16	2.19

#	FEEDBACK:	DATE
1	CSC is clearly making positive strides towards accomplishing the objectives established for the program. I think it will be extremely important in the future to roll out the FYE opportunity to students in order to stay compliant with the grant and provide this wonderful opportunity to the broader KCC community.	11/2/2022 5:08 PM

2	The staff have worked hard amidst apathy from the broader college community.	11/1/2022 11:42 AM
3	Goal setting and planning important to center's priority.	10/31/2022 12:05 PM
4	I believe the future of this program will have changing strategic goals that need to be clearly defined.	10/27/2022 9:40 AM
5	Goals were listed but no data was given on performance.	10/27/2022 7:19 AM
6	Needs to develop a formal strategic plan. This program tracks many metrics and aligns its work with the title III grant objectives.	10/21/2022 1:31 PM
7	As stated, this area doesn't have goals established by the Strategic Plan. That said, it feels like this could have been a space to provide information about progress towards prior department level SMART goals (i.e. for FY 20.21 et al) and/or background relative to goals of the Title III grant from which the program is funded (giving some clarity and distinction between the "mandatory" terminology referenced in the grant and the "as implemented" activities listed in the first section). In other words, there are a lot of stats, and lots of things that happen, but it's difficult to see direct correlation/progression based on what was provided. ALSO, while there were an abundant number of charts and correlating stats provided, a better understanding of student cultural, gender, and age demographics (in addition to course focus, etc.) would have been really helpful.	10/21/2022 1:07 PM
8	Working to achieve the Title III grant goals is one step in preparing current and future Career Service Center goals that merge with KCC strategic goals to continue past the life of the grant.	10/19/2022 5:10 PM
9	Strategic goals were not previously established. Goals related to the Title III grant were discussed; however, it is unclear to me how much progress has been made toward those specific goals.	10/18/2022 1:53 PM

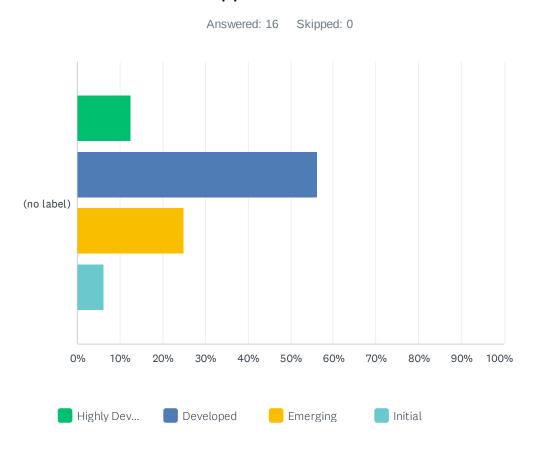
Q3 PERSONNEL SUMMARYHighly Developed: Employs a sufficient number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect duties, responsibilities and authority of the position. Developed: Employs an adequate number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect the majority of job duties, responsibilities and authority of the position. Emerging: Has a plan to employ an adequate number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect the majority of job duties, responsibilities and authority of the position. Initial: Staffing is insufficient to meet the needs of the program.



	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	12.50%	56.25%	31.25%	0.00%		
	2	9	5	0	16	2.81

#	OTHER (PLEASE SPECIFY)	DATE
1	I think the center is fully staffed.	11/4/2022 8:45 AM
2	Based on the standards set by the CSC for service threshold, I agree that they do need to add another FTE position to advise and support administrative tasks on the grant.	11/2/2022 5:08 PM
3	As duties become more refined I believe they will find staffing adequate,	11/1/2022 11:42 AM
4	Seems like the center has taken on responsibilities beyond its base purpose and that is driving staff expansion.	10/31/2022 12:05 PM
5	great team.	10/27/2022 9:40 AM
6	Trying to do too much. Focus on what is needed at KCC and make an effort to not duplicate services. Staffing is adequate if scope is narrowed.	10/27/2022 7:19 AM
7	The personnel job duties and describes were well defined. This program seems well staffed and supported. Turnover has been a problem until recently.	10/21/2022 1:31 PM
8	There is great strength here in the experience, dedication, and engagement of the CSC Director and incredible staff.	10/21/2022 1:07 PM
9	The center is relatively new and staff members have worked hard to overcome prolonged Covid-19 challenges. The staff keep very busy in providing services, however they need off-campus time for professional development. In looking at time management, and goals, should the Career Services Center "often" be providing assistance with scholarship applications? In connecting people with community services? These types of assistance are already provided by KCC Student Services, Financial Aid and the campus Benefits Navigator. Could the center's staff have more time for professional development if they did not offer these two services, but instead provide clients with an introduction to other staff members who could help them?	10/19/2022 5:10 PM
10	The CSC is requesting an additional full-time support staff.	10/18/2022 1:53 PM

Q4 STAFF DEVELOPMENTHighly Developed: Exhibits ongoing and systematic support of professional development opportunities. Developed: Exhibits support of regular professional development opportunities. Emerging: Evidence of intermittent professional development opportunities. Initial: Minimal evidence of professional development opportunities.

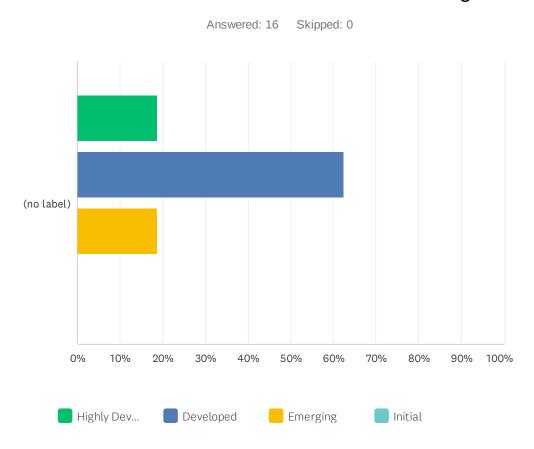


	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	12.50% 2	56.25% 9	25.00% 4	6.25% 1	16	2.75

#	FEEDBACK:	DATE
1	What a fantastic environment to work when PD is encouraged, appreciated, and executed. Well done.	11/2/2022 5:08 PM
2	PD was slow to start due to pandemic, but opportunities to participate in PD are now a regular part of the department activities.	11/1/2022 11:42 AM
3	Turnover makes this area an area of need.	10/31/2022 12:05 PM
4	good	10/27/2022 9:40 AM
5	Staff regularly attends trainings and professional development opportunities.	10/21/2022 1:31 PM
6	The trainings and conferences referenced are a good foundational start, but could be better supported by additional linkage to new goal setting, the overall benefit to the department, and timelines for completion (easy to presume items in 4B are targeted for FY22.23, but)	10/21/2022 1:07 PM

7	Can't provide an assessment of "regular" professional development. Needed to see in the report the year training and development were undertaken. But there is evidence in this new center of activities both undertaken and planned.	10/19/2022 5:10 PM
8	There is evidence of professional development opportunities; however, it is unclear how often they occur. Consider adding dates/time ranges to this section.	10/18/2022 1:53 PM

Q5 FACILITIES AND EQUIPMENTHighly Developed: Facilities and resources meet current and future needs of the college.Developed: Facilities and resources meet current needs of the collegeEmerging: Evidence of a plan to have facilities and resources meet current and future needs of the college.Initial: Minimal evidence that facilities and resources meet current and future needs of the college.

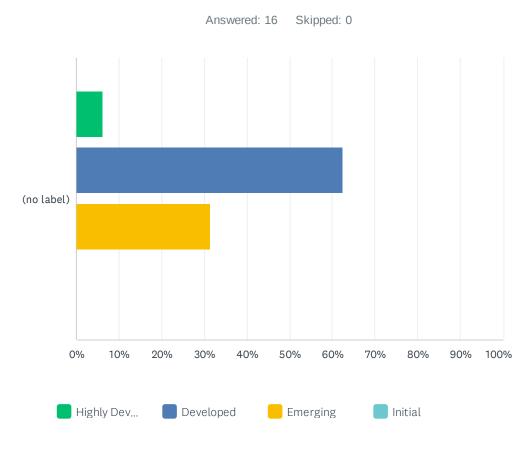


	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	18.75% 3	62.50% 10	18.75% 3	0.00%	16	3.00

#	FEEDBACK:	DATE
1	The dedicated space and location near the commons appears to make good sense.	11/4/2022 8:45 AM
2	It sounds like the space is excellent albeit the printing/copier issue.	11/2/2022 5:08 PM
3	Their current location is far removed from Student Services. It is time to find them a place in Building 9. The bookstore is needlessly taking up valuable real estate in Building 9. Move them to the bookstore location so they are more visible and available to students.	11/1/2022 11:42 AM
	Send facilities an email and we will work with IT to resolve connectivity issue.	10/31/2022 12:05 PM

5	good.	10/27/2022 9:40 AM
6	This program has an inviting center and work space.	10/21/2022 1:31 PM
7	I agree that there are more opportunities for better and additional "wayfinding" signage/visibility for all housed programs throughout building 4-CSC in particular, but it sounds like, beyond a singular piece of equipment, the space currently serves operational needs.	10/21/2022 1:07 PM
8	It would benefit the department to have separation between the lobby/reception and meeting areas (or an interview room). It is difficult to provide individual, confidential services to clients when a group meeting is being conducted in the same room. A solution for the printer issues would make the department more efficient, benefit clients, and boost their impression of the college.	10/19/2022 5:10 PM

Q6 BUDGETHighly Developed: Financial resources meet current needs and are projected to meet future needs. Developed: Financial resources meet current needs. Emerging: Evidence of a plan to acquire financial resources to meet current needs. Initial: Minimal evidence that financial resources meet current needs.



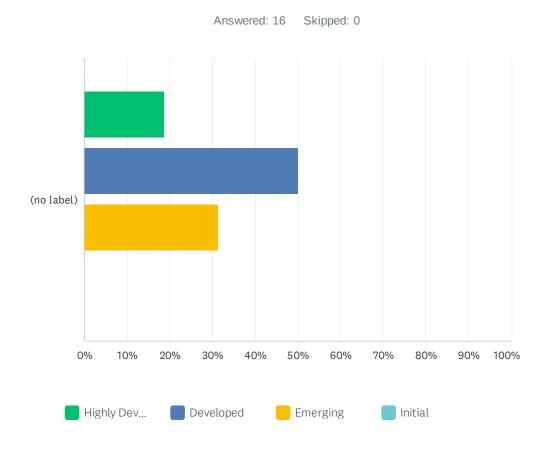
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	6.25% 1	62.50% 10	31.25% 5	0.00%	16	2.75

#	FEEDBACK:	DATE
1	I think it's an interesting conversation to be had whether KCC can provide any institutional funding to support unallowable costs such as marketing for the program. Additionally, if the	11/2/2022 5:08 PM

CSC could generate revenue through career fairs, I wonder if that could support the program's efforts as well.

2	Grant funding is ample and underspent.	11/1/2022 11:42 AM
3	Jugging grant requirements are critical to stay in compliance.	10/31/2022 12:05 PM
4	need a deeper look at their contribution to the overall college. Their services are greatly needed in a firm understanding of budget contributions need to be explored.	10/27/2022 9:40 AM
5	This program is grant funded. Before asking for additional money, make sure the goals of the grant are being fulfilled. The grant should provide the money necessary to achieve the goals. Asking for more money means the program is operating outside its scope.	10/27/2022 7:19 AM
6	Very robust budget. This is a well funded program that is working toward sustainability.	10/21/2022 1:31 PM
7	Recognizing the limitations of finite grant funding, the team and divisional leadership should begin to build out the budget with an eye towards sustainability and growth beyond the grant resource (which, in this instance, is NOT renewable).	10/21/2022 1:07 PM
8	Staffing and marketing challenges need solutions. Would there be an opportunity to expand marketing efforts through employer/industry sponsorship?	10/19/2022 5:10 PM
9	Is there a plan for funding the CSC after the Title III Grant ends?	10/18/2022 1:53 PM

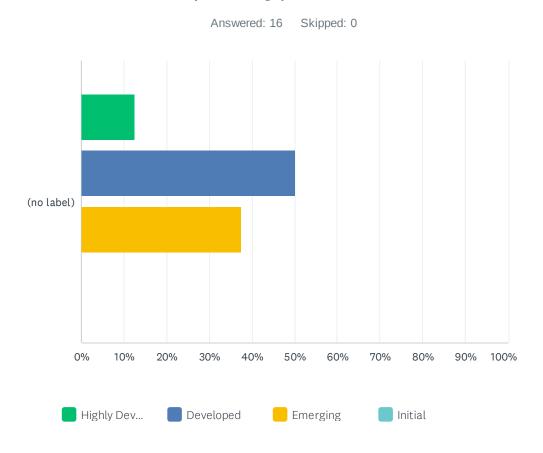
Q7 STRENGTHS AND WEAKNESSESHighly Developed: Strengths and weaknesses are described accurately and thoroughly. Developed: Most strengths and weaknesses are described accurately and thoroughly. Emerging: Some strengths and weaknesses are described accurately and thoroughly. Initial: Minimal evidence that strengths and weaknesses are described accurately and thoroughly.



	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	18.75%	50.00%	31.25%	0.00%		
	3	8	5	0	16	2.88

#	FEEDBACK:	DATE
1	I think the statements in the review are highly developed and create visioning for future program growth.	11/2/2022 5:08 PM
2	They were too kind to point out the lack of broader college support on the grant initiatives. Getting other departments on board to affect positive direction on the grant initiatives has been like pulling teeth. It is not a Career Services Center grant, but rather a strengthening INSTITUTIONs grant.	11/1/2022 11:42 AM
3	People are dedicated is strength. Spread too thin.	10/31/2022 12:05 PM
4	they have more strengths than listed in seven a	10/27/2022 9:40 AM
5	More focus is needed, not more staff.	10/27/2022 7:19 AM
6	Needs to develop a strategic plan that aligns with their mission and grant outcomes.	10/21/2022 1:31 PM

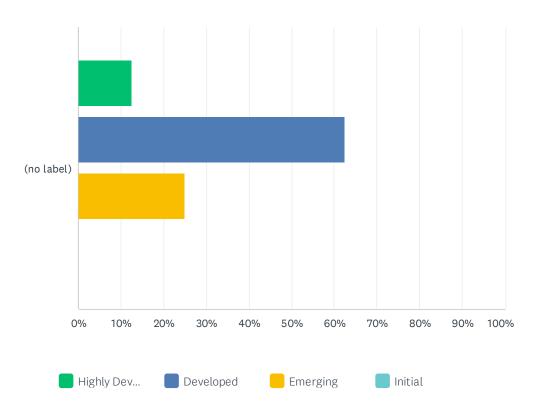
Q8 NEW GOALS AND PLANHighly Developed: Multiyear planning process with evidence of use of assessment data in planning. Developed: Multiyear planning process with some assessment data. Emerging: Short-term planning process recently implemented. Initial: Minimal evidence of planning process.



	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	12.50% 2	50.00% 8	37.50% 6	0.00%	16	2.75

#	FEEDBACK:	DATE
1	The goals appear to be more student services oriented than career service oriented. Does the Career Service Center have much control over what will allow these goals to be achieved? An employability or interview count would be a great goal. I do not see the new goals listed here as aligning with the text in section 1a of the program review. I love the goals, but I am not sure those goals are the cross to bear for the CSC.	11/4/2022 8:45 AM
2	Wonderful goals and planning. I'm very excited to support these efforts from the TRIO side as much as possible.	11/2/2022 5:08 PM
3	Assessment data drives the grant activities, but does not seem to alter the trajectory of many related departments participation, even when metrics are not moving in the right direction.	11/1/2022 11:42 AM
4	What is the core goal that aligns with the core purpose?	10/31/2022 12:05 PM
5	need to better define the future contribution of this department. They are so needed, a clear direction which informs all parties would help greatly.	10/27/2022 9:40 AM
6	Goals are laid out by the grant, but there is no plan on how to achieve the goals.	10/27/2022 7:19 AM
7	I am disappointed to see that the CSC team is asking for an additional employee. KCC has one of the largest staffed centers per FTE in the State.	10/21/2022 1:31 PM
8	What's provided here are the the goals of the associated grant. As indicated elsewhere, only a few of those are directly applicable to the "on the ground" work of the department, that in many cases, seems to be much broader than that scope, and already in progress! I believe there's significant opportunity and need, in the context of existence and sustainability beyond the grant funding, to frame goals informed by but distinct from (or at least supplemental to those grant indicators). One example might be a target around career potential (not just summer job) placement of certificate/degree completing students with specific area industry partners as a percentage of total numbers of student engagements. On a related note, there's no reason CSC couldn't or shouldn't roll its efforts in support of the DOL Grant (i.e. adding "sector partners" through letters of engagement) into its departmental level goal setting as well. Alternately, using the DOL letter of engagement as a metric, team could document the number of area employers who participate in career fairs, who indicate an interest and priority to hire KCC students.	10/21/2022 1:07 PM
9	Goals were all tied to grant initiatives. It would have been helpful to see some goals developed for KCC initiatives as well.	10/19/2022 5:10 PM
10	There are clear, established goals from 2019-2024. Is the CSC currently on track for meeting these goals? Are there any changes planned (aside from potentially hiring another staff member) to help meet these goals if the CSC is not currently on track?	10/18/2022 1:53 PM

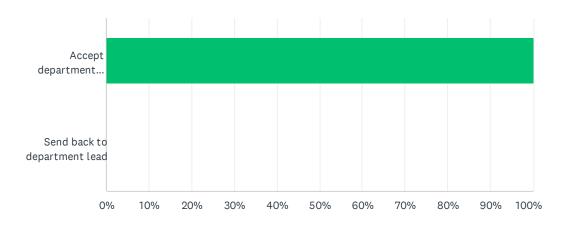
Q9 OVERALL PROGRAM EVALUATIONHighly Developed: Evidence of ongoing systematic use of planning in selection of programs and services. Developed: Program exhibits evidence that planning guides program and services selection that supports the college. Emerging: There is evidence that planning intermittently informs some selection of services to support the college. Initial: Minimal evidence that plans inform selection the of services to support the college's mission.



	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	12.50%	62.50%	25.00%	0.00%		
	2	10	4	0	16	2.88

#	FEEDBACK:	DATE
1	Great model for our campus community; I am very impressed with the wonderful progress the CSC is making in breaking cycles of poverty for our students.	11/2/2022 5:08 PM
2	Lots of hard work done by the Career Services Team.	11/1/2022 11:42 AM
3	It appears that this program is becoming a "catch all" for things outside its original scope of work.	10/31/2022 12:05 PM
4	There is a lot of data on events but no evidence of results.	10/27/2022 7:19 AM
5	The program review report was well organized and included many goals, objectives, and metrics. I appreciate the detail of their record keeping.	10/21/2022 1:31 PM
6	There's obviously a LOT of good that's happening, and great team involved in the volume of events and efforts listed, but it feels like the program still has some overall identity refinement to work through. CSC is evolving as a department in many positive ways, but not yet fully formed in terms of its own self determined outcomes and intentional impacts.	10/21/2022 1:07 PM
7	Good to see all of the great work the Career Services Center is doing for our students and the Klamath community.	10/19/2022 5:10 PM

Q10 Should this non-instructional department review be accepted by CIIC or sent back to the department lead for further work?



ANSWER CHOICES	RESPONSES	
Accept department review document	100.00%	16
Send back to department lead	0.00%	0
TOTAL		16

Q11 Please highlight the strengths of the department.

#	RESPONSES	DATE
1	The staff and program step in to support the greater mission of the college when and where needed.	11/4/2022 8:45 AM
2	dedicated and passionate staff	11/3/2022 3:22 PM
3	*Personnel *Mission, vision, and goals *Services provided *Data tracking metrics *Connection to KCC mission and strategic plan outcomes (while not in the strategic plan currently, I see the clear connection to what is there)	11/2/2022 5:08 PM
4	Staff	11/1/2022 11:42 AM
5	The Career Center is becoming a utilized program at KCC. The staff is engaging and works with other departments to ensure student retention, engagement, and success. The staff provided much needed services to KCC and the community.	11/1/2022 10:01 AM
6	Staff is tending to multiple campus needs.	10/31/2022 12:05 PM
7	Career Fair was a huge benefit for the students.	10/27/2022 3:03 PM
8	the center is a must for the future of Klamath community colleges strategic vision of employability skills.	10/27/2022 9:40 AM
9	The program has been able to collect and address student needs for success and employment in ways that were previously scattered and difficult to coordinate.	10/27/2022 9:15 AM
10	The department does very well at event planning.	10/27/2022 7:19 AM
11	Experienced qualified staff. Large budget aligned to Title III grant metrics	10/21/2022 1:31 PM
12	Importance of purpose and a high quality, dynamic team. Decent documentation of prior activities.	10/21/2022 1:07 PM
13	Service!	10/19/2022 5:10 PM

14	Caring Staff	10/19/2022 11:08 AM
15	The department is run efficiently and with the success of students as their main goal.	10/19/2022 10:32 AM
16	Excellent, dedicated staff. Wonderful events and community outreach efforts!	10/18/2022 1:53 PM

Q12 Please outline weaknesses of the department.

Answered: 16 Skipped: 0

#	RESPONSES	DATE
1	Alignment of goals to the mission of the program.	11/4/2022 8:45 AM
2	The greatest weakness is that it is grant funded. This VERY important role, is unsustainable in its current funding model 11/3/2022	
3	*Budget- need more resources to provide services need in order to achieve goals/objectives	11/2/2022 5:08 PM
4	Support and participation from other departments.	11/1/2022 11:42 AM
5	Personnel, same as other departments. Could maybe find ways to find funding.	11/1/2022 10:01 AM
6	Focus. What is the real mission of the career center? It seems to be pulled into some areas that don't fit its purpose. Too broad a scope of work and expectations. The result is that eventually nothing will be done well.	10/31/2022 12:05 PM
7	None	10/27/2022 3:03 PM
8	this department possibly has been stretched to thin, but must always recognize their service to the students and the college.	10/27/2022 9:40 AM
9	The department has had significant mission creep as they try to define exactly what they do. They are often trying to be all things to all parts of the college.	10/27/2022 9:15 AM
10	Lack of focus. Need to show how the department can become sustainable. Need more data on results, more than attendance figures. How is the department helping with completion and retention percentages.	10/27/2022 7:19 AM
11	Historical turnover. Need for cross training.	10/21/2022 1:31 PM
12	Clarity of past achievement against established and future goal (strategic/department level/grant) setting still needs work. While likely unintentional, the references to a variety of student support focused work seems duplicative given the number of resource and content specific navigator positions on campus (i.e. Campus and Community Resource Navigator or recently hired Career Connected Learning Navigator). While there seems to be peripheral topic connectivity, I wonder if it would reduce the stated time burden on staff to modify/eliminate the the instructional case load duties beyond CGS 112?	10/21/2022 1:07 PM
13	Some services provided (scholarship help, advising on community services), which are outside of the Title III grant work, and not entirely linked to careers and work, seem to be duplicated in other departments. Staff time is at a premium at the CSC, perhaps these services could be reprioritized. Printer issue also needs a solution.	10/19/2022 5:10 PM
14	Grant restrictions	10/19/2022 11:08 AM
15	It seems that they have the potential for growth and may need more staff in the very near future.	10/19/2022 10:32 AM
16	Limited staffing.	10/18/2022 1:53 PM

Q13 Please make recommendations for department improvement.

#	RESPONSES	DATE
1	A plan for sustainability after grant funding is over will be of help.	11/4/2022 8:45 AM
2	The department staff are being asked to perform duties beyond the scope of Title 3 Funding. If this is to continue, budget request needs to be made in February to deal with the situation. The department's funding model is unsustainable and requires KCC funding support, even if the Grant is renewed. If it is not, the College cannot afford to just wrap up this office and deny students these critical services.	
3	*Search for sustainable funding pathways to address unallowable costs on grant *Additional funding from the institution could also support accomplishing the hiring of FTE. Perhaps this individual could also hold an appointment with another department on-campus in a hybrid position role. I see this model happening more frequently in higher education as state funding lessens over time.	11/2/2022 5:08 PM
4	Move them into the Student Services area so they can collaborate in real time.	11/1/2022 11:42 AM
5	Continue moving forward.	11/1/2022 10:01 AM
6	Re-focus on the basic mission. It seems that has become outreach, advising, retention, teaching, part-time employment, and other non-core mission activities. Reassess expectations and areas of responsibility. TOO Broad and picking up areas that should be served by other campus departments.	10/31/2022 12:05 PM
7	Continue with what you are doing.	10/27/2022 3:03 PM
8	clearly defined and showcase the impacts that they have made and will make in the future.	10/27/2022 9:40 AM
9	Define goals and responsibilities so as not to duplicate efforts of other departments.	10/27/2022 9:15 AM
10	Work with other departments to help fill the needs of KCC. Develop a plan to fulfill the goals of the grant.	10/27/2022 7:19 AM
11	This program is on track to realize its mission, goals, and grant metrics.	10/21/2022 1:31 PM
12	Include cultural, gender, age and other relevant demographics in metrics reporting. Ensure activities have clear linkage to established goals and progress benchmarks beyond just the grant proposal documents.	10/21/2022 1:07 PM
13	The center's staff is doing great work in developing a new service. Continue the great work.	10/19/2022 5:10 PM
14	N/A	10/19/2022 11:08 AM
15	I would love for more students to know about all their programs and ways to help.	10/19/2022 10:32 AM
16	Consider revisiting the established goals to ensure the CSC is track. If possible, start exploring funding sources for the CSC for once the Title III Grant ends. Your department offers wonderful services that I would love to see continued long-term!	10/18/2022 1:53 PM

Q14 Please enter your name.

#	RESPONSES	DATE
1	Bill Jennings	11/4/2022 8:45 AM
2	Tom Nejely	11/3/2022 3:22 PM
3	Zach Jones	11/2/2022 5:08 PM
4	Allison Sansom	11/1/2022 11:42 AM
5	EW	11/1/2022 10:01 AM

6	Mike Homfeldt	10/31/2022 12:05 PM
7	Kelley Fritz	10/27/2022 3:03 PM
8	Chris Stickles	10/27/2022 9:40 AM
9	Jeanne LaHaie	10/27/2022 9:15 AM
10	Geoff LaHaie	10/27/2022 7:19 AM
11	Jamie Jennings	10/21/2022 1:31 PM
12	Peter Lawson	10/21/2022 1:07 PM
13	Holly Owens	10/19/2022 5:10 PM
14	Rick Ball	10/19/2022 11:08 AM
15	Joni Hansen	10/19/2022 10:32 AM
16	Rochelle Daniel	10/18/2022 1:53 PM