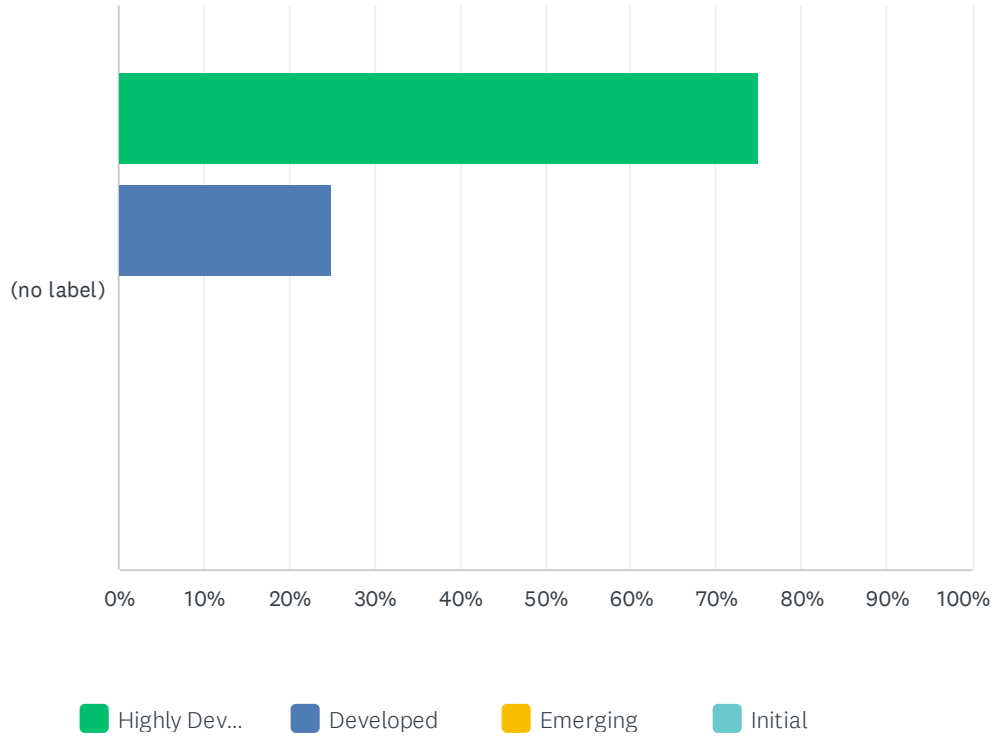
Q1 SUPPORT OF THE COLLEGE MISSIONHighly Developed: Exhibits ongoing and systematic evidence of mission achievement.Developed: Exhibits evidence that planning guides program and services selection that supports the college's mission.Emerging: Evidence that planning intermittently informs some selection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

Answered: 16 Skipped: 0



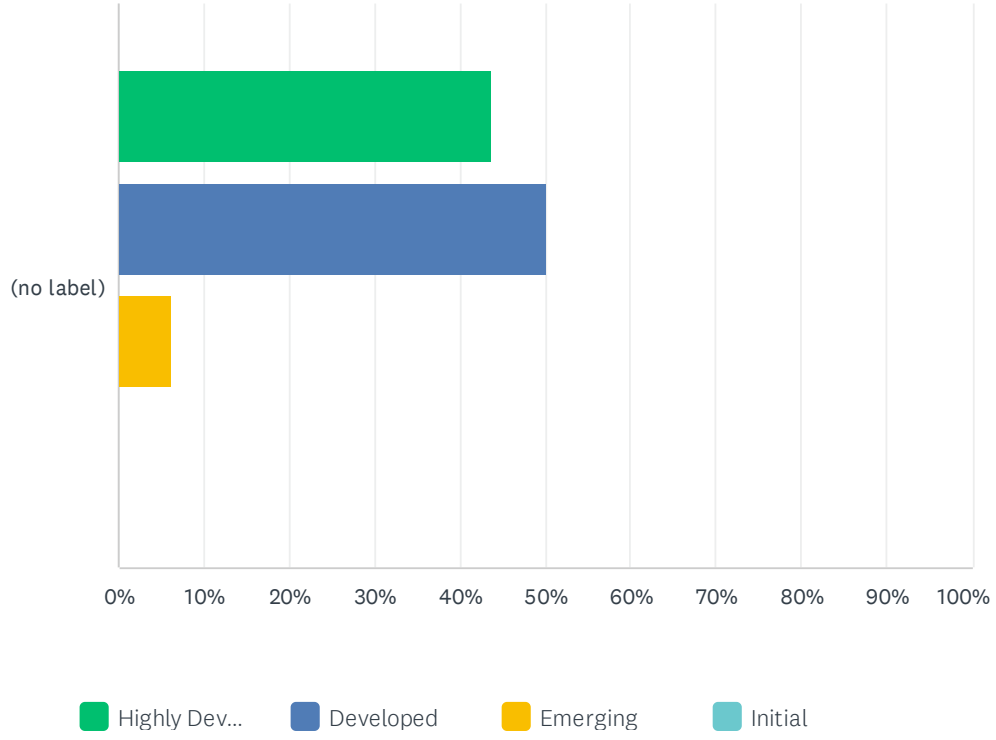
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	75.00% 12	25.00% 4	0.00% 0	0.00% 0	16	3.75

#	FEEDBACK:	DATE
1	KCET fits very well into the mission of KCC	12/10/2021 12:31 PM
2	Great program for our Community.	12/9/2021 3:09 PM
3	Stated divisional mission is closely aligned with institutional mission statement, while targeting/supporting potentially barriered populations	12/1/2021 12:53 PM
4	Exemplary power point provided that highlights essential programming services and target populations served.	11/23/2021 12:13 PM
5	KCET has become independent from Southern Oregon Goodwill and has re-built the program in line with the KCC mission.	11/19/2021 9:50 AM
6	Over-all well done with a clear, concise program review.	11/15/2021 10:35 AM

7	This program appears to be well laid and designed to help students reach their goals within the college.	11/15/2021 10:18 AM
8	KCET rebuilt the Basic Education Services provided through the previous partnership with Goodwill into a program that successfully prepares students for school, workforce, and life success. Great work is being done preparing KCET students in their GED, ESL and citizen preparation classes, providing them with opportunities to move on to workforce certifications, higher education, and sustaining employment.	11/15/2021 9:28 AM

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.

Answered: 16 Skipped: 0



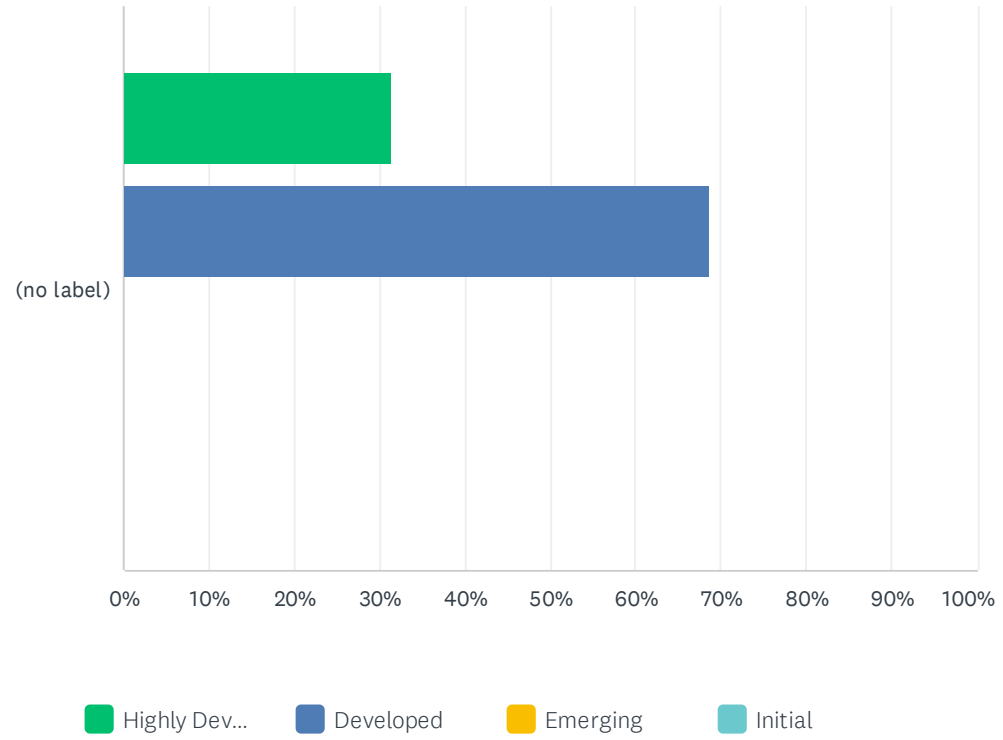
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	43.75% 7	50.00% 8	6.25% 1	0.00% 0	16	3.38

#	FEEDBACK:	DATE
1	The narrative to the goals describes very well were goals needed to be adjusted and the progress towards them.	12/10/2021 12:31 PM
2	With the changes that have happened in the last couple of years, it can be a challenge to meet	12/10/2021 11:00 AM

	all of the strategic goals.	
3	Due to the nature of the grant, goals tend to be specific numerical targets. However, from a strategizing standpoint, there are larger umbrella goals over the numerical targets that are not discussed in this document. I recommend including, at least in the new KCC strategic plan if not the grant language, the umbrella goal language. Such as - the goal inherited from Goodwill that was unattainable that 5 students would concurrently be successful in college classes while earning GED, was obscuring the umbrella goal of improving the success rate of GED students going on the enroll in an academic program. 5 students taking college classes was not really the end goal, it was merely one possible course of action. You found that was not a successful course of action, therefore it should be abandoned in favor of several other alternative courses of action to fulfill the umbrella goal.	12/10/2021 10:48 AM
4	Seems grant focusses.	12/9/2021 3:09 PM
5	Due to the pandemic, KCET was not able to work towards all their goals.	12/9/2021 7:50 AM
6	Program seems to meet or exceed stated strategic goals with minimal exception (and in that instance, the goal was updated to be more reflective of actual efforts and measurable outcomes).	12/1/2021 12:53 PM
7	Clearly stated goals and corresponding metrics provided.	11/23/2021 12:13 PM
8	Enrollment has increased 33%, because of strategic planning, like radio media adverts, opening classes at other sites, and marketing at community locations. A huge effort that has paid off. Retention has increased through strategies such as linking students to college wide supports, individual goal planning, and giving the students take home materials during pandemic times. Co-enrollment, number of students in the workforce, and transitioning ESL students into GED programs are also well met goals through their carful planning.	11/19/2021 9:50 AM
9	Goals are measurable and for the most part have been attained.	11/15/2021 10:35 AM
10	The goals set were clear and defined. Covid made their job more difficult, but they were still able to move students forward.	11/15/2021 10:18 AM
11	The department's goals are ambitious, and have been adapted when necessary to better serve students.	11/15/2021 9:28 AM

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.

Answered: 16 Skipped: 0



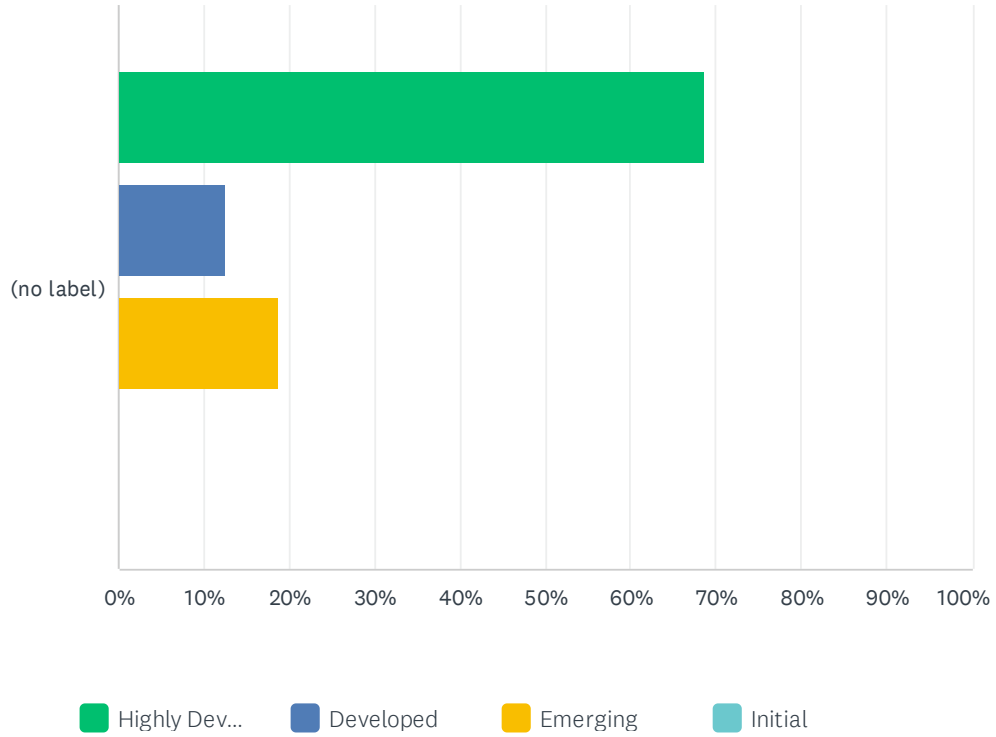
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	31.25% 5	68.75% 11	0.00% 0	0.00% 0	16	3.31

#	OTHER (PLEASE SPECIFY)	DATE
1	Well described	12/10/2021 12:31 PM
2	This narrative regarding staffing is excellent; however it does not encompass the successes currently being had with online instruction, even by instructors who are never present on campus. This is of significant importance for future program growth and success rates.	12/10/2021 10:48 AM
3	I'm aware of recent departmental transitions and challenges in recruiting/retaining some positions, but the overall negative impact for students seems to be minimal, and existing staff/instructors are dedicated to student/participant success and fulfill overall program needs	12/1/2021 12:53 PM
4	Staffing identified with roles and responsibilities specified. Program needs are being met.	11/23/2021 12:13 PM
5	Job descriptions are clear and well stated, and current staffing is said to be sufficient, even though there is a half time position open.	11/19/2021 9:50 AM
6	Working on cultivating a pool of qualified back up instructors.	11/15/2021 10:35 AM
7	There is one vacancy in the faculty at this time. The director mentioned time being used to transport data across spreadsheets for tracking. There need to be a better way to do this task.	11/15/2021 10:18 AM
8	K-CET is staffed with an impressive array of talented staff and instructors who are highly adaptable – working day and night, as well as instructing online to meet the needs of students. It should be a priority to have the vacant morning class instructor position filled to help relieve the burden on current instructors.	11/15/2021 9:28 AM

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.

Answered: 16 Skipped: 0



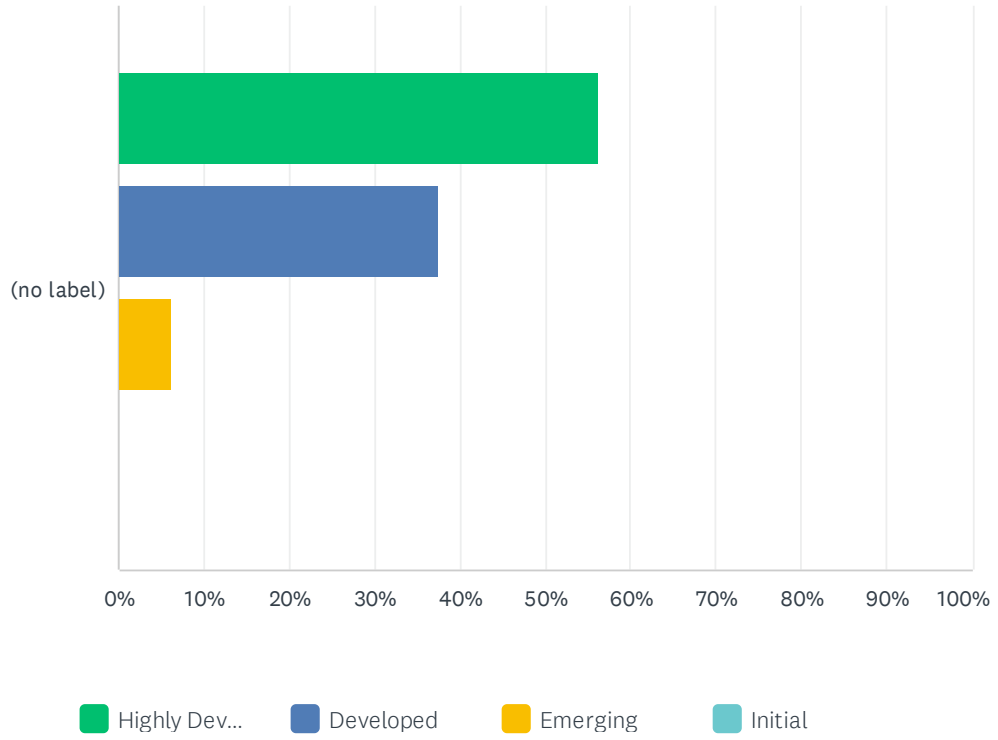
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	68.75% 11	12.50% 2	18.75% 3	0.00% 0	16	3.50

#	FEEDBACK:	DATE
1	A very comprehensive listing of training by position is very helpful to understand the depth and amount of training that goes on.	12/10/2021 12:31 PM
2	This is one of the most detailed staff development plans I have seen. It should serve as an example to the whole college.	12/10/2021 11:00 AM
3	Staff development is described as required by the grant	12/10/2021 10:48 AM
4	Would like to see more of a plan going forward.	12/9/2021 3:09 PM
5	A lot of professional development listed, but no information (date, who attended) to support that PD was fulfilled.	12/9/2021 7:50 AM
6	The amount of training and tracking is impressive.	12/6/2021 9:02 AM
7	Great job of lining out scope and frequency of ongoing professional development (both grant requirements and supplemental supports). This provides good indication that the activity is not static, and is kept current/reviewed regularly. This said, it was difficult to determine future "goal setting" work with staff beyond required training elements.	12/1/2021 12:53 PM
8	Staffing trainings well organized and details provided.	11/23/2021 12:13 PM
9	Many attended PD opportunities were presented in the report.	11/19/2021 9:50 AM

10	Excellent, thorough list of both mandatory and employee-requested professional development opportunities.	11/15/2021 12:14 PM
11	Nicely done. Compliant with requirements and then some.	11/15/2021 10:35 AM
12	The personal development area doesn't include any continued training for staff. There must be conferences to give them new ideas on how to improve their position.	11/15/2021 10:18 AM
13	K-CET staff are required to maintain a rigorous professional development schedule.	11/15/2021 9:28 AM

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.

Answered: 16 Skipped: 0



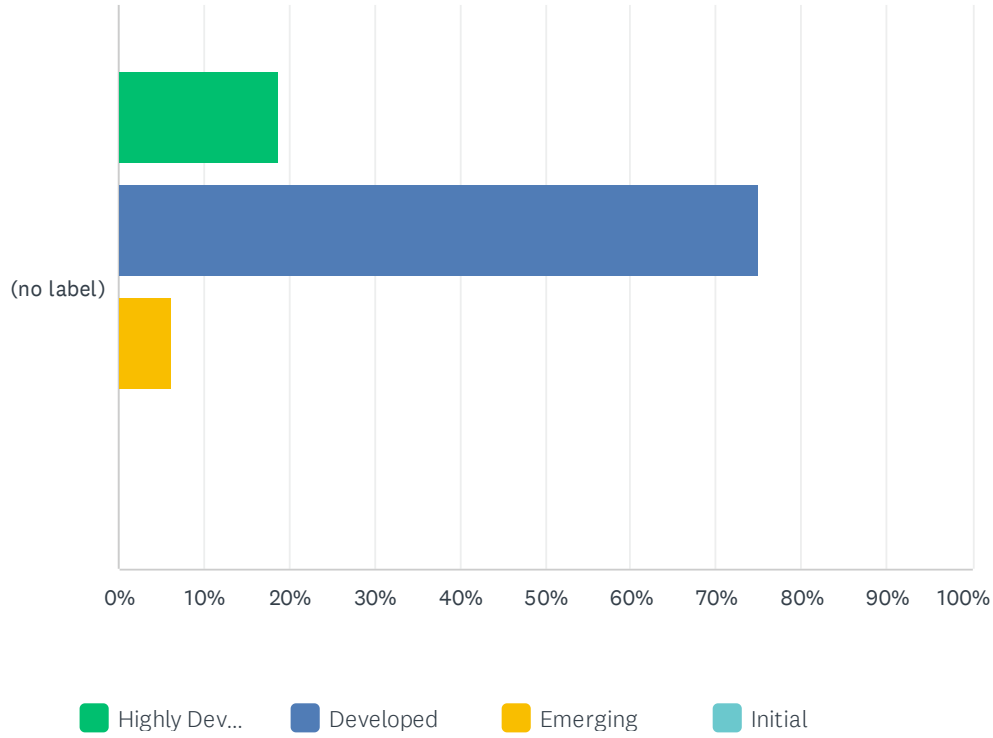
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	56.25% 9	37.50% 6	6.25% 1	0.00% 0	16	3.50

#	FEEDBACK:	DATE
1	Listed as adequate and backed up.	12/10/2021 12:31 PM
2	Planning ahead is largely responsible for KCET having what they need.	12/10/2021 11:00 AM
3	I do not find this section to be an adequate reflection of department needs. On the surface it is highly complimentary....but in fact it is saying "we are making do with what we have." I also do	12/10/2021 10:48 AM

	not find the statement "no planned changes" to be accurate. Verbal statements do not match this. KCET has a need for technology supports potentially from IS in the form of laptops. Based on an online instructor's success rates, and the increasing demand for access via mobile devices, KCET has need of supports potentially from CTL, and also in the form of increased staffing that are not located on campus. It appears from verbal conversation that KCET also is likely to require support in the form of increased marketing in areas that are beyond what is currently available on campus, and may require contracting outside services. Some of these supports may well be beyond the scope of the grant budget and therefore the budget section should also be reconsidered.	
4	Dedicated facilities spaces provided.	11/23/2021 12:13 PM
5	Enough space is provided for classes, Laptops are available for check out, Desktop computers in the KCET area are available for students.	11/19/2021 9:50 AM
6	They seemed to have what they need minus one faculty member.	11/15/2021 10:18 AM

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.

Answered: 16 Skipped: 0



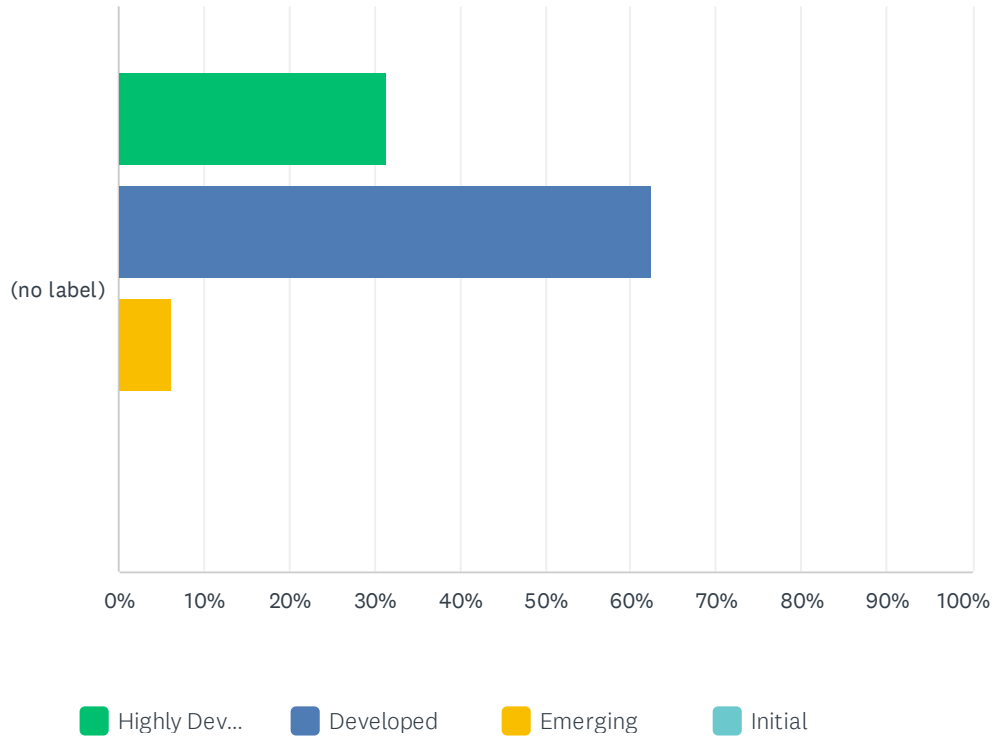
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	18.75% 3	75.00% 12	6.25% 1	0.00% 0	16	3.13

#	FEEDBACK:	DATE

1	The issue of high school credit recovery is concerning, but not necessarily harmful to operations. However, failing to identify growth potential and related costs, especially those that COVID revealed, leaves this report weak in the budget section.	12/10/2021 10:48 AM
2	The budget shows strong revenue streams in support of the program.	12/8/2021 1:47 PM
3	Including the CMA in this section would have been a useful tool for understanding the actual cost of this program.	12/6/2021 9:02 AM
4	Budget looks to be well managed (especially given the variability of grant funding). HS credit recovery component should be removed from departmental responsibility.	12/1/2021 12:53 PM
5	Budget numbers provided and analysis included.	11/23/2021 12:13 PM
6	It looks like they are spending far less than they are budgeted for. This could be because the pandemic limited activities. It is important to use all funds to give students the best opportunities.	11/19/2021 9:50 AM
7	The department manages its resources extremely well. However, if there could be a way to include funds for marketing, this would be beneficial for potential K-CET students. Also, a solution needs to be found for the GL regarding high school credit recovery being included in the K-CET budget, when that department does not have any responsibility in managing high school credit recovery.	11/15/2021 9:28 AM

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.

Answered: 16 Skipped: 0

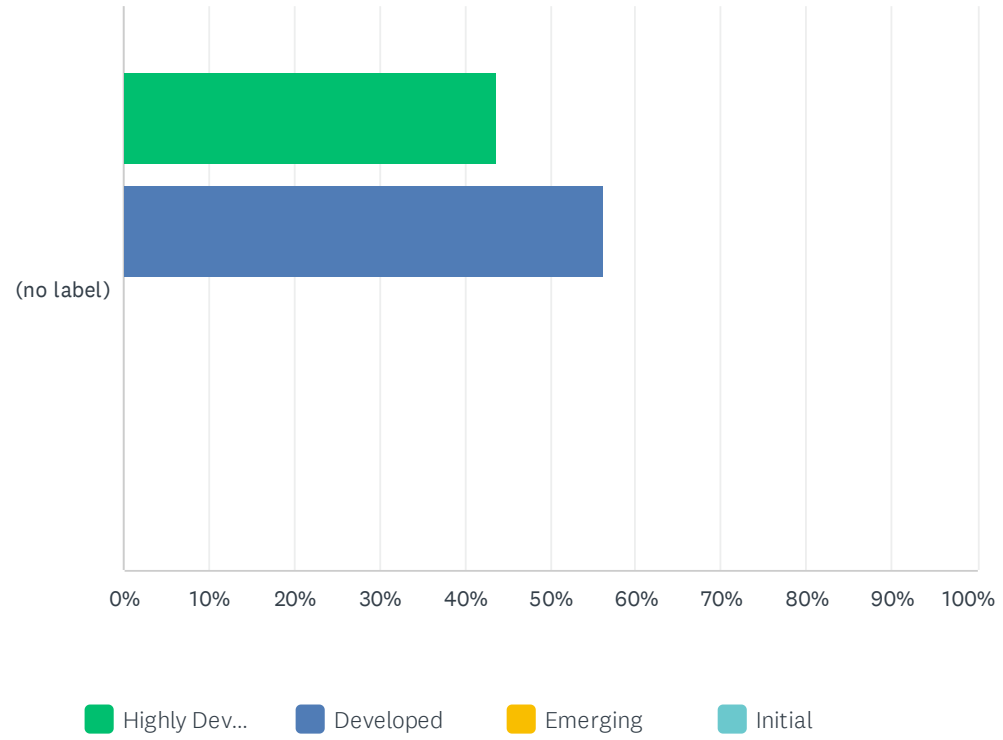


	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	31.25% 5	62.50% 10	6.25% 1	0.00% 0	16	3.25

#	FEEDBACK:	DATE
1	The strengths in KCET are in the personnel's commitment to the population they serve.	12/10/2021 11:00 AM
2	This section is highly complimentary and perhaps too optimistic. For example, "Fortunately, people have been gracious and are happy to step in to help" is not a sustainable mode of operation although other departments seem to rely on this as their standard operating procedure. In reality, the potential for growth on and off campus, demonstrates a need for budgetary planning, staffing planning, and resources planning based on this vision of growth. See New Goals and Plan below	12/10/2021 10:48 AM
3	well framed as "opportunities", challenges, et al. Director has mentioned episodic challenges with the "supported warm hand off" of participants to KCC Academics as well, and is working towards a variety of supported solutions.	12/1/2021 12:53 PM
4	Thoughtful and thorough program review presentation and needs analysis provided.	11/23/2021 12:13 PM
5	The way this group has focused on strategies and planning to meet strategic goals is wonderful! As well, the heartfelt dedication of the staff for student success. The weakness of finding qualified staff seems like it is not as pressing, as they say their current staff is sufficient.	11/19/2021 9:50 AM
6	These were stated clearly.	11/15/2021 10:18 AM
7	The department shows great adaptability and strategic thought in creating a pool for fill-in instructors. This is a thoughtful way to build a sustainable pool of talent, however, the department still needs all five instructor positions filled.	11/15/2021 9:28 AM

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.

Answered: 16 Skipped: 0



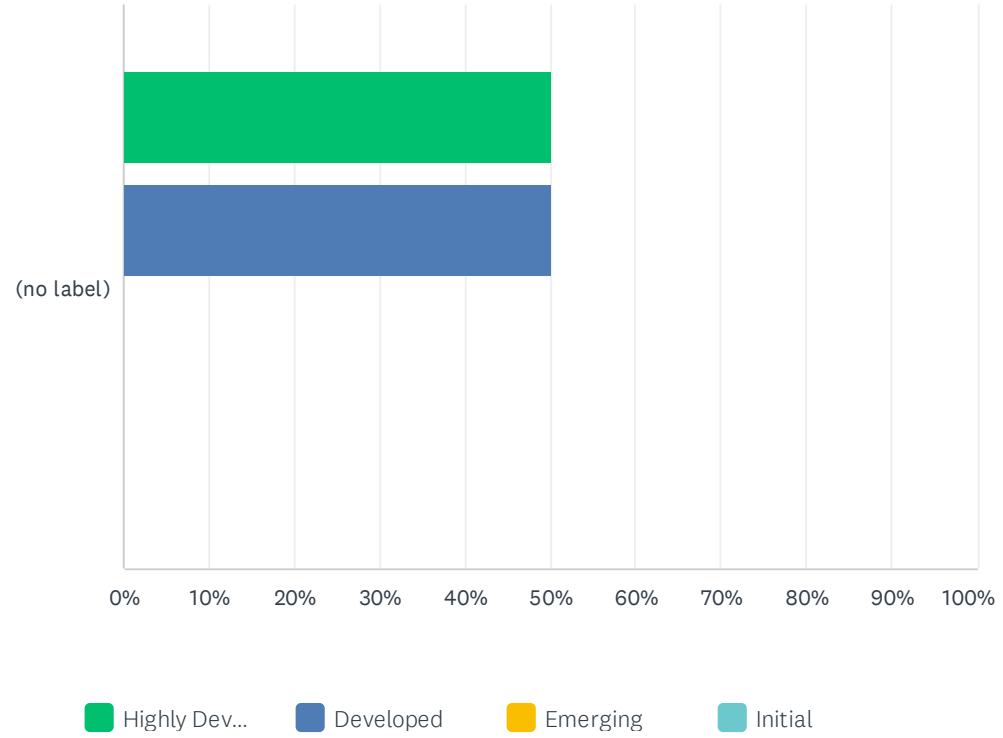
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	43.75% 7	56.25% 9	0.00% 0	0.00% 0	16	3.44

#	FEEDBACK:	DATE
1	The departments goals are centered around student success, and are well defined.	12/10/2021 11:00 AM
2	The section New Goals and Plan is very thoughtful and to be complimented.....with some caveats. There are significant components that rely on other parts of the college and funding needs are not identified. All of the Action items in #1 Increase Program Enrollment have a significant cost and staffing impact on other departments. Funding from KCET may need to be identified now, so that funding will be in place 2022-2023 and beyond. Similarly the section on New Goals and Plan emphasizes the in person aspect of operations despite the clear high success rate and increasing demand for mobile learning opportunities and services. I highly recommend that your Action Plan address these areas.	12/10/2021 10:48 AM
3	Work with IR department to identify key students and make sure resources transition with them for success.	12/9/2021 3:09 PM
4	These seem measurable/achievable and inline with program parameters. An additional thought around Goal 1, would be to provide a general feedback loop to students to inform on what changes their particular or combined suggestions informed in the current term/cycle (thus creating a sense of additional empowerment to the process). It may also be interesting, across the statewide community of practices to review KCC goals/measurables against other cc programs of similar size/scale	12/1/2021 12:53 PM
5	Longitudinal data provided.	11/23/2021 12:13 PM
6	Good strategies again for meeting the new goals	11/19/2021 9:50 AM
7	Consider providing a bit more clarification for action items. E.g., the first action item is to "increase social media posts. . . " How many posts are you currently averaging per week/month? How many posts are you wanting to send out?	11/15/2021 12:14 PM
8	Will need participation of other departments (academic/LRC/etc.) to assist with transitioning K-cet students to the academic/CTE degree pathways/programs. This is still a pretty big leap for	11/15/2021 10:35 AM

	a student, even when highly successful in K-cet.	
9	Great clear and ambitious goals!	11/15/2021 9:28 AM

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.

Answered: 16 Skipped: 0



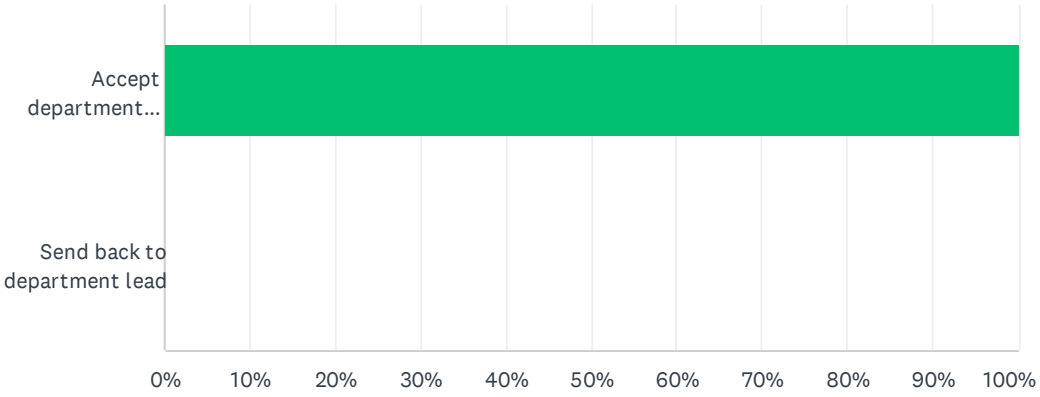
	HIGHLY DEVELOPED	DEVELOPED	EMERGING	INITIAL	TOTAL	WEIGHTED AVERAGE
(no label)	50.00% 8	50.00% 8	0.00% 0	0.00% 0	16	3.50

#	FEEDBACK:	DATE
1	It is very obvious that a lot of time went into preparing this evaluation. It included plenty of data to back up the conclusions.	12/10/2021 11:00 AM
2	This program review and the presentation were outstandingly well done. Although I recognize some overly optimistic sections, KCET has every reason for this optimism.	12/10/2021 10:48 AM
3	Well done presentation and associated information	12/1/2021 12:53 PM
4	This was an exemplary program review. The power point presentation highlighted key aspects of program. The program review report provided in-depth data and analysis of program	11/23/2021 12:13 PM

	performance.	
5	Really well done! It is clear that the K-cet services are thoughtfully and deliberately planned and executed.	11/15/2021 10:35 AM
6	There program is well done. They budget for their needs and put the students first in their decisions.	11/15/2021 10:18 AM
7	It's exciting to see the great work that K-CET accomplishes. Looking forward to see how this program grows and succeeds.	11/15/2021 9:28 AM

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

Answered: 16 Skipped: 0



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.

Answered: 16 Skipped: 0

#	RESPONSES	DATE
1	The staff and the structure of how the classes are set up appear to be a strength to the program.	12/10/2021 12:31 PM
2	Commitment to the students served by everyone in the department.	12/10/2021 11:00 AM
3	Like most of KCC, KCET has staff that are intensely dedicated to their service. Their passion communicates well to the students. This also includes the online instructor who has high success rates.	12/10/2021 10:48 AM
4	Great Program for community and school	12/9/2021 3:09 PM
5	Professional Staff, systematic planning	12/9/2021 3:03 PM
6	KCET is doing a wonderful job with all their stakeholders. They are a valuable asset to the	12/9/2021 7:50 AM

	college.	
7	The department is focused and gets good results by meeting the students where they are at.	12/8/2021 1:47 PM
8	The amount of data collected and organized by this department is impressive and ensures they are making informed decisions to continue serving students effectively.	12/6/2021 9:02 AM
9	Predominately in quality of program leadership and staff/instructor commitment to participant success. Pro-active adaptation to extenuating (Covid) circumstances.	12/1/2021 12:53 PM
10	Staffing and professional development.	12/1/2021 9:46 AM
11	Dedicated staff. Strong Leadership. Goal driven and mission driven. Student success metrics. Longitudinal data. Intentional professional development and great documentation of training efforts.	11/23/2021 12:13 PM
12	Planning creatively to meet strategic goals. Heartfelt commitment of staff to provide wrap-around support for students.	11/19/2021 9:50 AM
13	The K-CET employees' dedication and diverse backgrounds appear to be some of the greatest strengths of this program.	11/15/2021 12:14 PM
14	Organization and intentional services. Leadership and instruction (staff). Excellent partnering with other departments and services on campus (Career Services, etc.). Nice wrap around/case management type services for their clients (students).	11/15/2021 10:35 AM
15	They have a clear vision of what their program is and where they are going.	11/15/2021 10:18 AM
16	Ambitious goals, thoughtful planning, highly adaptable.	11/15/2021 9:28 AM

Q12 Please outline weaknesses of the department.

Answered: 16 Skipped: 0

#	RESPONSES	DATE
1	.	12/10/2021 12:31 PM
2	Finding high-quality staff and instructors.	12/10/2021 11:00 AM
3	KCET has every reason to be highly optimistic. The two weaknesses I see are (1) needing to recognize and plan for increased services from other parts of the college, and (2) to plan/budget for growth in high-demand online/remote/mobile instruction and services.	12/10/2021 10:48 AM
4	Work on transition points and structure needs for students coming into programs after yours	12/9/2021 3:09 PM
5	Ability to fill vacant positions	12/9/2021 3:03 PM
6	Budget: KCET was unable to spend all the funds allocated. Their training budget did not support the PD discussed in the packet. Being able to find personnel that are consistent to reduce turnover (not an unusual problem these days)	12/9/2021 7:50 AM
7	The department may need more staff to meet the need.	12/8/2021 1:47 PM
8	Recruiting instructors is a large challenge.	12/6/2021 9:02 AM
9	staff retention/rollover seems to have been a challenge over the prior 18 months.	12/1/2021 12:53 PM
10	None	12/1/2021 9:46 AM
11	None at this time	11/23/2021 12:13 PM
12	Not easy to find qualified instructors. Not using all of the budget (may be due to pandemic)	11/19/2021 9:50 AM
13	The hiring process and employee turnover appear to be major challenges for this department.	11/15/2021 12:14 PM
14	Hard to fill instructor vacancies. Although, kudos on being selective! Seems a bridge program (not necessarily K-cet responsibility) of some sort might benefit the students transitioning from	11/15/2021 10:35 AM

	K-cet (and HEP for that matter) to the general academic courses and pathways. Students go from a high-touch, structured, supportive environment to one (academics) that often does not provide the same level of structure and support.	
15	When the changing landscape of education with Covid, they will need to evolve and change to meet those students' needs. Also, letting the college know what they are doing. I was unaware of the depth of this department.	11/15/2021 10:18 AM
16	Funds for promoting the department's programs need to be added to the budget.	11/15/2021 9:28 AM

Q13 Please make recommendations for department improvement.

Answered: 16 Skipped: 0

#	RESPONSES	DATE
1	Continuing to educate our staff and the community on the courses offered, how to qualify, how to enroll, etc. I worry that many in our community do not fully realize the offerings available.	12/10/2021 12:31 PM
2	Working with HR to broaden the advertisement of the positions would be money well spent.	12/10/2021 11:00 AM
3	As discussed above, the Action Plan should include 1. plan/budget for growth in high-demand online/remote/mobile instruction and services. 2. recognize and plan for increased services from other parts of the college or be willing to contract them out 3. recognize and plan for an increase in staffing, especially for some who will never be present on campus.	12/10/2021 10:48 AM
4	Please see comments above	12/9/2021 3:09 PM
5	N/A	12/9/2021 3:03 PM
6	Please continuing what you are doing. KCET has proven very valuable to our campus and community.	12/9/2021 7:50 AM
7	Make your successes more visible at KCC and across the community.	12/8/2021 1:47 PM
8	Continue building relationships with rest of the college to create opportunities for students to get college degrees.	12/6/2021 9:02 AM
9	Continued focus on innovation, "silo busting" across divisions/departments and finding ways to navigate and solidify the "warm hand off" on student program completion.	12/1/2021 12:53 PM
10	Continue with plans and current practices.	12/1/2021 9:46 AM
11	This program is performing very well and has excellent documentation	11/23/2021 12:13 PM
12	Continue with your innovative, creative planning strategies to meet the new goals.	11/19/2021 9:50 AM
13	Continue to cross-train current employees and build more interdepartmental processes to support students. Keep up the great work!	11/15/2021 12:14 PM
14	None. Keep up the great work. Seems to be a model program at KCC. Well run with good outcomes and mindfulness of fiduciary responsibility.	11/15/2021 10:35 AM
15	I would like to see opportunities for staff and faculty to receive continued personal development.	11/15/2021 10:18 AM
16	Support for filling vacant positions is encouraged.	11/15/2021 9:28 AM

Q14 Please enter your name.

Answered: 16 Skipped: 0

#	RESPONSES	DATE

1	Bill Jennings	12/10/2021 12:31 PM
2	Paul Breedlove	12/10/2021 11:00 AM
3	Tom Nejely	12/10/2021 10:48 AM
4	Chris Stickles	12/9/2021 3:09 PM
5	Rick Ball	12/9/2021 3:03 PM
6	Edis	12/9/2021 7:50 AM
7	Jo Cochran	12/8/2021 1:47 PM
8	Jeanne LaHaie	12/6/2021 9:02 AM
9	Peter Lawson	12/1/2021 12:53 PM
10	Kelley Fritz	12/1/2021 9:46 AM
11	Jamie Jennings	11/23/2021 12:13 PM
12	Janice Silvestri	11/19/2021 9:50 AM
13	Rochelle Daniel	11/15/2021 12:14 PM
14	Allison Sansom	11/15/2021 10:35 AM
15	Joni Hansen	11/15/2021 10:18 AM
16	Holly Owens	11/15/2021 9:28 AM