



PRESIDENT'S COUNCIL MEETING
Marcum Technology Center, Room 105A
March 3, 2009
2:30 p.m.

HOW WILL OUR DECISIONS PROMOTE AND ENHANCE STUDENT LEARNING AND SUCCESS?
AGENDA

- 1 Approval of minutes (attachment 1)
- 2 Updates (25 minutes)
 - Vice Presidents
 - Academic Affairs
 - Student Affairs
 - Business Affairs
 - Information Technology and Administrative Services
 - Council Presidents
 - Faculty
 - Support
 - Administrative
 - SGA President – Bobby Ray
 - Affirmative Action Officer – Laura Jent
 - Weekly Activities/Public Relations- Brenda Cannon
- 3 Discussion/News Items (45 minutes)
 - Late Fee Assessment- Mike Posey
 - Lab and Distillery Closing- Brenda Lewis
 - Procurement Card Update-Mike Posey
 - Copier Code Structure, Utilization, and Communication-Eddie Stone
 - Printer on Campus and Associated Fees
 - Christmas Potluck
 - Jack Daniel's Picnic
- 4 Good News/Accomplishments (5 minutes)
- 5 President's Comments (10 minutes)
- 6 Future President Council Meetings: April 21
7. Agenda Items for Next Meeting (5minutes)
 - Final Exam Schedule
 - Registration Week Schedule
 - Facility Policy Use

PRESIDENT'S COUNCIL MEETING MINUTES

Date: March 3, 2009

Time: 2:30 p.m.

Location: Marcum Technology Center, Room 105A

Attendees: X denotes attendance (See below chart)

NAME	9/23/08	11/4/08	12/2/08	2/3/09	3/3/09	4/21/09
Dr. MaryLou Apple, President	X	X	X	X	X	
Mrs. Christy Glenn, Secretary	X	X	X	X	X	
Dr. Eddie Stone, VP IT and Adm. Services	X	X	X	X	X	
Mrs. Marcia Everett, VP Student Services	X	X	X	X	X Ms. Greer Alsup Attended	
Mr. Mike Posey, VP Business Affairs	X	X	X	X	X	
Mrs. Brenda Lewis, VP Academic Affairs	X	X	X	X	X	
Dr. Judith Russell, Chair, Faculty Council	X	X	X	X	X	
Mrs. Laura Brown, Chair, Support Staff Council	X	X	X	X	X	
Mr. Jody Ferrell, Chair, Administrative Council	X	X Mrs. Lisa Lee Attended	X	X Ms. Rhonda Cotham Attended	X	
Mr. Bobby Ray, President, Student Government Associations	X	X	Absent	X Mr. Jeremy Mills Attended		
Ms. Laura Jent, Affirmative Action	X	X	X	X	X	
Ms. Brenda Cannon, Community Relations	X	X	X	X	X	

Approval of minutes (attachment 1)

Action: A motion was made by Mrs. Laura Brown and seconded by Mr. Mike Posey to approve the minutes of the President's Council Meeting held February 2, 2009.

Updates- Vice Presidents

Vice President of Academic Affairs- Mrs. Lewis (See attached full report)

Mrs. Lewis reviewed significant items accomplished in Academic Affairs. Progress on the STEM (Science, Technology, Engineering & Math) Camps is moving along very well. We received a grant to offer camps in these areas on our Fayetteville campus during June and July 2009. We will host approximately six to seven camps at the Fayetteville Center. Dr. Apple expressed her appreciation for all the work that went toward making this successful.

Vice President of Student Affairs- Ms. Greer Alsup(See attached full report)

In the absence of Mrs. Everett, Ms. Alsup reported Student Affairs is currently working on graduation items. Mr. Kevin Vann, a 1981 MSCC graduate, will be the guest speaker at both graduation ceremonies. Mr. Vann resides in California, works as a Cardiac RN, and travels throughout the world as a contract RN. Ms. Alsup announced the number of graduates attending the two ceremonies is distributed equally, with 561 intents to graduate filed, with 232 on the main campus, 233 off campus, including nursing. We will begin to recognize certificate students at graduation. Certificate students are required to file intent to graduate forms and pay a \$25 graduation fee. Men's and Women's basketball teams are currently in tournament play. MSCC is a test school for the BANNER electronic transcript submission process.

Vice President of Business Affairs- Mike Posey (No report)

Items addressed during agenda of the meeting.

Information Technology and Administrative Services (See attached full report)

Items addressed during agenda of the meeting

Council Presidents

Faculty Council- Dr. Judith Russell: Dr. Russell reported, in the absence of Dr. Harder, the following recommendations of Faculty Council:

- **Recommendation: Implementation of a Five-Year Limit on Course Substitution Waivers**
Students who have previously done this will be grandfathered in until the Academic Affairs Committee votes on this item and a date is set. The new form students will utilize to file a course substitution waiver will have a five year substitution limit and a date on the form and will be implemented after final approval of Academic Affairs. If approved, the information will be changed in the handbook and this information will need to be disseminated to Faculty.
- **Recommendation: Copier costs Assessed to Students**
Background: At the President's Council Meeting held February 3, 2009, the Ad Hoc Committee, established by Dr. Apple, recommended students receive a quota of 75 copies per semester at no charge, with a charge of .20 cents per copy after that.
Action: Faculty Council recommended students receive a quota of 75 copies per semester at no charge, with a charge of .10 cents per copy after that.

- **Recommendation: Parking Violation Fee Structure**

Background: Faculty Council reviewed parking fees charged by other institutions and recommended the parking fines be changed from \$5.00 to \$10 for the first offense, \$15 for the second offense, \$25 for third offense, and \$50 for fourth offense.

Action: Dr. Apple requested Ms. Russell to confirm the fee structure with Faculty Council and confirm the maximum amount for this incidental fee. Parking violators are also quite often in violation of not having a decal in their vehicle. Dr. Apple requested that Faculty Council review this situation and consider if this would be two tickets. Given this situation, if the proposed fee structure is approved, the fines could be quite hefty for students, faculty and staff very quickly, and the policy would affect all campuses. If approved, Faculty will be crucial in communicating this information to the students. This item will be reviewed again at the President's Council meeting scheduled April 21.

Support Staff Council- Mrs. Laura Brown

Items addressed during the agenda of the meeting.

Administrative Council- Mr. Jody Ferrell

The Administrative Council will host the Support Staff luncheon on May 13.

The Council President's reported on the following items:

Jack Daniel Picnic:

Faculty Council Response: With the new guidelines instituted by Jack Daniel because of budget constraints, Faculty Council recommended to graciously decline the picnic invitation offered to MSCC employees.

Support Staff Response: The Support Staff recommended declining the invitation to the employee picnic if their spouse or guest could not attend with them. In the past, the time of the picnic has also been a conflict for employees at off campus locations. The Support Staff suggested another time of the year for the event or having the food delivered to campus and possibly incorporating it as part of an evening Awards Ceremony and recognizing years of service at the event instead of Fall Convocation.

Administrative Council Response: The Administrative Council recommended declining the invitation to the employee picnic if their spouse or guest could not attend with them. A suggestion was made to close all campus locations on Friday afternoon to allow everyone to attend.

Action: Dr. Apple will decline the MSCC employee picnic invitation offered by Jack Daniel.

Christmas Pot Luck:

Faculty Council Response: The Christmas luncheon was not well attended, and Faculty Council suggested the Christmas luncheon be eliminated and allow employees within the individual units, departments, centers to schedule a time together without the use of Foundation funds. The funds designated by the Foundation for this event could be utilized in other areas.

Support Staff Response: The Support Staff appreciated having money available for the individual campuses to have a Christmas luncheon but also miss the camaraderie with all campuses. They enjoyed the potluck and would like to see it continue. The Support Staff suggested having a dinner instead of a luncheon to allow off campus site employees more time for travel.

Adm. Council Response: The Administrative Council wished to continue the Christmas luncheon. Although attendance may have been slightly lower, they enjoyed the time together and would like to have everyone together again at one campus and continue the Christmas Potluck.

Action: The majority of employees would like to continue the luncheon and would prefer to celebrate together but are willing to celebrate at individual locations, if necessary. The Council Presidents were asked to confer with their respective groups regarding the Christmas luncheon and report back with possible dates and times. This item will be reviewed again at the President's Council meeting scheduled April 21.

SGA President – Mr. Bobby Ray

Mr. Ray was not present at the meeting and a report was not forwarded to the council.

Affirmative Action Officer – Ms. Laura Jent

Ms. Jent reported the 2008-09 Affirmative Action Plan was submitted to TBR and is available in Human Resources for review. The Annual Occupational Safety Report was submitted for MSCC,. An EAP seminar will be held March 5. We are making efforts to advertise in new areas as another way to increase diversity of faculty at the institution. An updated Use of Facilities Policy will be reviewed at the President's Council meeting scheduled April 21.

Weekly Activities/Public Relations- Brenda Cannon

A campus email was sent regarding future activities and events at the campuses. Fayetteville Center will be hosting a career day. The weather continues to bring many changes in the baseball and softball games. An email will be sent out to communicate those changes as information becomes available.

Discussion/News Items

Change in Minutes of February 3 President's Council Meeting Regarding Late Fee Assessment

Mr. Posey proposed the minutes of the President's Council Meeting on February 3 be changed to reflect a late fee will be charged beginning on the first day of class. The group agreed with this change and the minutes will be amended.

Lab and Distillery Closing

Ms. Lewis responded to questions regarding the closing of the labs. The campus was notified of this not because it was reduction priority but because faculty working in the labs will be going back into the classroom full time, and we respectfully agreed to their request to have their names listed beside the courses they will be teaching in the course offerings. The traditional labs have served our students well but are a duplication of expense since MSCC subscribes to SMARTHINKING (approximate cost \$48,000 annually). The cost associated with the traditional labs is approximately \$70,000 annually. The initial idea behind subscribing to SMARTHINKING was to eventually phase out traditional labs. SMARTHINKING allows us to be in better compliance with SACS because it affords equal access to all students at all locations, including online students, and it offers tutorials in all major subject areas in addition to math and English. The group discussed ways that other schools are conducting supplemental labs, such as faculty utilizing office hours and honor students assisting with instruction in the labs for service learning credit.

Regarding the decision to discontinue *The Distillery*, Mrs. Lewis responded that although it has been a wonderful avenue for MSCC, it is not critical to our mission and ceasing publication will not negatively affect our students. The money appropriated to *The Distillery* is part of the Foundation Budget and will not be applied to other Foundation needs. It was noted that any of the budget reductions can be reviewed at a later date for reinstatement if the budget situation allows.

Procurement Card Update

Recommendation: Mr. Posey reviewed the information that he gathered from other community colleges regarding use of procurement cards. Audit findings associated with the use of procurement cards at other institutions were primarily due to lack of controls or institutions not following established policies and procedures in place.

Action: Staff is currently examining the policies of Volunteer State and Tennessee Technological University and will develop a policy and procedures for MSCC to be reviewed at the first President's Council meeting in fall 2009.

Copier Code Structure, Utilization, and Communication

Recommendation: Several administrative copiers located at all campuses that are completely open and unattended, and thus open to abuse. Staff attempted to impose some controls without creating a lot of burden by setting up a prototype in Ingram Administrative Building with a single code for all Motlow employees, a code for student workers, and a code for institutional staff such as Trevecca, etc. The trial period was successful, and staff would like to implement this system on all copiers at all locations to be effective immediately

Action: There were no objections; therefore, the code structure will be implemented immediately at all campus locations, and an email announcing the system will be sent to appropriate personnel. Council chairs were asked to share this information with their groups as well.

Printer on Campus and Associated Fees

Background: An Ad-Hoc committee, chaired by Hilda Tunstill, recently reviewed student use of printers and recommended the campus purchase software to control printing in labs and in classrooms by students. Staff has continued to review this item and presented the following two options to the council:

Recommendation Options:

- Option 1: A fee of \$10 would be charged to each student per semester to help recover some of the costs of operating the printers and copiers. In return, MSCC will make an effort to teach alternatives to printing and reinforce the "green approach" by utilizing the fee to purchase flash drives for each student. The flash drives would also provide marketing by placing the MSCC logo on the sides. One flash drive would be supplied to each student each semester. Only students registered in classes are eligible to receive the flash drive. This option provides the least impact on all groups but will also require approval at the Board level.
- Option 2: The committee recommended that software be purchased that would enable students to print a quota of free copies in the labs. After the quota is exceeded, students would be required to go to the Business Office to get their quota increased by paying a fee. This option would require installation of software and would also require personnel at night to handle payment of fees.

Action: After discussion, council members selected Option 1. The \$10 fee will be considered an incidental fee and will require Board approval.

2009-2010 Academic Calendar

Mrs. Lewis distributed the summer calendar for review and discussed changes that had been made. There will be no official registration day.

Action: Ms. Lewis announced the deadline for submission of additional changes is March 16. Academic Affairs will meet again March 23 to review approval of the proposed calendar. Mrs. Lewis will send the electronic copies to the council chairs for additional review by the councils.

Good News/Accomplishments

- BANNER training is continuing and many people are involved.
- The Motlow Gala will be held March 7.
- The Chair-a-tea will be held March 11. Dr. Apple explained the idea behind the fundraiser was to increase the number of women giving to the college.
- Many people worked extended hours for the Children's Play that was very successful.
- Over \$300,000 has been received for the equipment for Mechatronics.

Dr. Apple expressed her appreciation to all personnel involved in these projects and other activities at all campus locations.

President's Comments

The first talk of the stimulus plan has been announced. WIA will receive a bulk of the money. There may be additional money for students and possible money to supplement buy-out plans. As definite information becomes available, it will be announced to the campus. We plan to utilize any additional funds that become available to enhance our buy-out plan. A conference call concerning budget was held this morning, but there was no indication of when the Governor's Budget will be released.

There being no further business, the meeting adjourned at 4:13 p.m.

Respectfully submitted,

Christy Glenn

Academic Affairs Activities Date: 3-3-09

<u>Meetings</u>	<u>Impact on Institution/ Continuous Improvement</u>	<u>Dept. you Consulted/ Dept. it will impact</u>	<u>Related to Strategic Goal</u>	<u>Follow Up N=No Y= Yes DTR</u>
Feb 2 - Secured two Chinese Scholars and Exhibits for Motlow College. April 20-21 through the Midwest Institute - Jean Williams			I. Leadership II. Access	Y
Feb 4 - Career Fair Meeting			I. Leadership II. Access	
Feb 4 - STEM Camp Advisory Group Meeting			I. Leadership II. Access	
Feb 5 - Charles Curtiss visited McMinnville Center;				
Feb 5 - Dr. Lucy Craig hosted an organizational meeting for the new "Credit by Assessment" Program in Criminal Justice.	In attendance were high school Criminal Justice instructors from Rutherford and Coffee counties, along with Dr. Sherry Broyles, Perkins Grant administrator.		II. Access IV. Resourcefulness	
Feb 6 - Jean Williams submitted the three Phi Theta Kappa Hallmark Essays on Leadership, scholarship, and service to compete internationally and regionally with other chapters.			I. Leadership II. Access III. Quality III. Quality	
Feb 6 - Academic Affairs Committee Meeting				
Feb 9 - George Ortega represented Motlow at the Rutherford County "Literacy Matters" conference			I. Leadership	
Feb 9-13 - Jean Williams escorted Dr. Arun Gandhi around the mid-state for a lecture series at 4 campuses.			I. Leadership	
Feb 13 - Jean Williams participated in the Third Annual TrnCIS International Education Conference by presenting in a forum on the topic of "Involving Faculty and Students in International Events."			I. Leadership II. Access	
Feb 12 - Marian Stewart attended: Workforce Summit Planning Meeting	State Taskforce with Business, Hospitals, Education Round Table to identify needs for State of Tennessee in Nursing and Allied Health Discuss funding/ collaborative partnerships within the state and agencies to meet Healthcare needs for state Planning a Statewide Summit June 2009 - Nashville		I. Leadership II. Access	
Feb 17 - Jean Williams provided the keynote address during the ALL-TN Academic Team Luncheon at the Hermitage Hotel. Motlow College hosted the event and Dr. Apple serves as the Tennessee Region Presidential Ambassador.			I. Leadership	
Feb 18-19 - Marian Stewart attended: Tennessee Board of Nursing Meetings, Nashville	Reviewed Education Policies/Regulations Approval of Nursing programs within state Legislative Bills addressing Nursing/Healthcare in Tennessee Review TBON Position Statements Requests for Advisory Rulings and Practice		I. Leadership III. Quality	
Feb 18 - Library Committee Meeting			I. Leadership	

Meetings	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y=Yes DTR
Feb 18 - Chari-Tea Meeting			I. Leadership IV. Resourcefulness	
Feb 19 - Dr. Michael Mehman (history adjunct at Smyrna) spoke to the Murfreesboro Rotary Club to ask for support to take a group of his Smyrna history students to the Gettysburg Institute this summer.			I. Leadership II. Access IV. Resourcefulness	
Feb 20 - Credit by Assessment Meeting			II. Access	
Feb 20 - Academic Affairs hosted Perkins / Dual Credit / Credit-by-Assessment conference			IV. Resourcefulness	
Feb 23 - Dr. Jay Pilzer to appear on nationally broadcast PBS program "History Detectives."			I. Leadership III. Quality	Y
Feb 26 - Dr. Lucy Craig to attend "Summit on Social Justice and Incarceration" at Tennessee State University.			I. Leadership III. Quality	
Feb 27 - TBR's Mani Hull at MSCC to present Service Learning Initiative			I. Leadership II. Access	
Feb 28 - Nursing Information Sessions for Perspective Students : Smyrna			III. Quality IV. Resourcefulness	Y
Monthly meeting on TBR RODP AASN Curriculum Committee - Pat Hendrix			I. Leadership II. Access	
Monthly meeting on TBR RODP AASN Executive Directors Committee - Marian Stewart			I. Leadership	
Nursing Faculty have attended area high school career days in Lincoln County, Franklin Co. as Speakers			I. Leadership II. Access	
Nursing Faculty serving on High School Vocational Health Advisory Committees – Franklin County, Tullahoma High School, Coffee County High School attended meetings this semester.			I. Leadership II. Access	
Center on the Social and Emotional Foundation for Early Learning Training (CSEFEL) meeting			II. Access III. Quality	
TBR Early Childhood Education Coordinator's Meeting Attend Budget Forum;			III. Quality	
Institutional Effectiveness Open Meeting			I. Leadership	
Education department met with counselors, staff and/or principals at THS, Oakland HS and Smyrna HS			I. Leadership	
Credit by Assessment (formerly Dual Credit) Meetings			I. Leadership II. Access	
Coffee County Leadership Board Meeting			II. Access	
Community Activities			I. Leadership	

Meetings	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will impact	Related to Strategic Goal	Follow Up N=No Y=Yes DTR
Feb 5 - Cub Scouts toured Clayton Glass Library			I. Leadership II. Access	
Feb 12 - Coffee County Adult Leadership Class toured the Clayton Glass Library			I. Leadership	
Feb 4 - Coffee County Youth Leadership met in CG129 and toured the Clayton Glass Library			I. Leadership II. Access	
Heather Koller's classes are participating in the Teachers and Troops program in which classes will correspond with soldiers serving in Iraq.			I. Leadership	
Update				
Jean Williams is serving on the TnCIS Conference Planning Committee and the TnCIS Course Review Committee for 2009-10.				
National Players were a success with approximately 375 people attending.			I. Leadership	
STEM Camps planning underway			II. Access	N
Achievement/Accomplishment			I. Leadership II. Access	
Feb 2009 - New sound system installed in Eoff Powers Auditorium	The sound system was researched and installed under the direction of Mark Landrum. It will greatly improve all functions which are held in the auditorium.		III. Quality	N
Upcoming Events				
Mar 10 - Rotary Career Day for Lincoln County High and Riverside Christian Academy juniors at Fayetteville Campus			I. Leadership II. Access	N
THS DJE Orientation	Admissions/Records		II. Access	
FCHS DJE Meeting			II. Access	
Coffee County Day on the Hill			I. Leadership	
Support Staff Luncheon			I. Leadership	
TTU Adviserment Event			I. Leadership II. Access	
RALI Event			I. Leadership	
Special Olympics			II. Access	
Academic Audit Webinar			III. Quality	
Mar 4, 5, 6, 20 - Children' play <i>Pinocchio</i>	Open to the campus and community		II. Access	Y
Upcoming Art Shows: March-Danielle Burns / April-Carolyn Ford and Owen Cash	Open to the campus and community		II. Access	Y
Apr 23 - Spring MSCC Concert	Open to the campus and community		II. Access	Y
Development Activities				
Academic Audit Training (Chattanooga State)			III. Quality	
Arun Ghandi Presentation			I. Leadership	
Spoke to Coffee County Adult Leadership group			I. Leadership	

	<u>Impact on Institution/ Continuous Improvement</u>	<u>Dept. you Consulted/ Dept. it will Impact</u>	<u>Related to Strategic Goal</u>	Follow Up N=No Y= Yes DTR
<u>Meetings</u> HeadStart Board Meeting January Street Coalition ECED presentation (support network between January Street (housing project), MTSU, MSCC, schools and businesses in Rutherford Co.)			II. Access I. Leadership II. Access	
Partnership Update				
FBLA Competition Judge			I. Leadership	
Treveca Convocation			I. Leadership	
Ron Hayes is participating in the RALI Leadership Academy			I. Leadership	

President's Council Report for Student Affairs

Date: 3-3-09

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
Meeting Attended	Webinar-- <i>Reaching African American and Hispanic Males</i> (2.11); College Goal Sunday (2.22); Student Activity Fee Committee met and funded activities for spring 2009 and 1 activity for summer 2009	Webinar--Will share information with recruiters and access and diversity committee; CGS gave information to students and parents filing the FAFSA	II and III	Webinar-Y; CGS-N
Development Activities	Working with two SACS groups for mergers of GA institutions in March and April; Reading for a South Carolina university (Student Affairs section)	Will provide information for merging institutions	II	N
Partnership Update	Mr. Winton has already sent students to programs at MTSU since the meeting with Mr. Fitch and Mr. Kelley; Mr. Fitch will be on the Smyrna campus in the upcoming month;	Any group who has students who wishes to participate in programs through MTSU should speak to Mr. Winton or Ms Mason.	II	Y
Achievement/Accomplishment	institutional effectiveness updated; work has begun on the renovation;		II	Y
Upcoming Event	TCCAA basketball tournaments in Cleveland; Graduation information is being prepared; MAPP testing will begin soon; Graduation Finale will occur in MT on March 30 (day for cap and gown distribution); preregistration for summer and fall begin 4.6	Players will be in tournament play 3.3-3.8 as long as winning	II	N
Issues/Concerns	Historically, the week or so before a break (spring or fall) disciplinary situations occur; let me know if problems occur			
Recommendation/Suggestions	March is usually a month of windy weather. Read the information regarding tornados and other inclement weather that might ensue this time of year.			
Updates	A recommendation to increase the application fee from \$10 to \$25 has been sent forward (pending); Beginning July 1, students will be charged for the Computer Literacy test (pending)			

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	N=No Y= Yes	Follow Up Y= Yes DTR
Meeting Attended	Crouch Construction Meeting				
Development Activities					
Partnership Update					
Achievement/Accomplishment					
Upcoming Event					
Issues/Concerns					
Recommendation/Suggestions					
Updates	Crouch construction started; network upgrades in progress; nework worm eradication in progress; new campus anti-virus installed; internet upgrade completed; connection from Moore County to other campuses scheduled; faulty equipment in ITV room replaced				

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
Meeting Attended	TBR Personnel Budget / Banner conference calls (3) Institutional Effectiveness Planning meeting			
Development Activities				
Partnership Update	OSHA 300 Report submitted			
Achievement/Accomplishment	Affirmative Action Plan prepared and signed by the President Quarterly Compensation Review submitted to TBR TSEA on site from 3:00-5:00 P.M., Thursday, February 26			
Upcoming Event	EAP "Taking Charge of Your Life" seminar - Thursday, March 5 EAP Supervisor Training at UTISI - Friday, March 6			
Issues/Concerns				
Recommendation/Suggestions				
Updates	Employees who participate in the Medical Expense Flex Spending Account should receive their cards in late March and can begin using the card on April 1. HR will be distributing a new Performance Evaluation form to Supervisors by mid-March			