

Fall 2011



Saddleback College

Fall In-Service Professional Development Program

August 15 – 19, 2011

MONDAY, AUGUST 15, 2011

8:30 am 10:00 am	Saddleback College Welcome Back Breakfast and Social For all faculty, staff, and management. Hosted by Dr. Tod Burnett, President, Saddleback College	Cafeteria SSC 212
10:00 am 11:30 am	Geek Report: Going Mobile It's clear that the trend toward mobile technology is active and unstoppable. How will this impact your classroom? How will it change the way we provide services to our students? How can we use mobile apps in an effective way to improve our lives and be more efficient? Please join us as we discuss these questions and talk about the plans we have to serve our students in a mobile world. We'll also give you a brief update and take questions on other district-wide technology issues. Presented by Bob Bramucci, Vice Chancellor Technology & Learning Services, SOCCCD and Jim Gaston, Associate Director/Information Technology, SOCCCD	BGS 254 Auditorium
10:00 am 4:30 pm	Math Department Retreat Presented by Jeanne Smith, Ed.D., Professor, Mathematics, Science & Engineering	SM 303
11:00 am 12:30 pm	Tribal and Feudal Identity in the Early Middle Ages This presentation covers historical and literary aspects of the early medieval period. Includes color slides. Presented by Paul Polloczek, Ph.D., Associate Professor, Liberal Arts	BGS 200
11:30 am 12:30 pm	Let Us Help You Market Your Program The college's communications and marketing department is here to help faculty and staff market their programs and this session will highlight several tools that are at your disposal. You will find out how the updated Communications and Identity Guide can help you to create material that utilizes the power of the Saddleback College brand. The correct process for getting graphic design work completed in a timely manner will also be reviewed. The workshop will also detail the department's consulting services, including ways to improve your webpage, Search Engine Optimization (SEO), and how to take advantage of social media. Presented by the Office of Public Information & Marketing, and the Marketing and Graphics Department	BGS 252
noon 1:00 pm	Tech Review/Course Outline of Record This presentation will provide an overview of the Tech Review process, which is required for all new courses and already existing courses every 2 or 5 years depending on the program. Special attention will be given to the Course Outline of Record & include an extended discussion on the Methods of Evaluation section. Presented by Kris Leppien-Christensen, Ph.D., Professor of Psychology, Social & Behavioral Sciences, and Curriculum Co-Chair	BGS 250
12:30 pm 1:00 pm	Community Education And You! Have you visited the Community Education building? Do you ever wonder what types of programs Community Education offers and how you can get involved? Attend this informative presentation to find out what Community Ed. is, and how you, too, can become a Community Education Presenter. Also learn how working together we can spark the interest of the Community to draw more students into your classes. Presented by Estella Castillo-Garrison, Director of Community Education	BGS 253

1:00 pm 2:00 pm	Registrar Review	BGS 235
	This session is geared for first time faculty to learn the online processes regarding grades, rosters, APCs. It will also serve as a review for veteran teachers (full and part time). Presented by Joyce Semanik, Admissions & Records Registrar	
1:00 pm 2:30 pm	Department Chairs Meeting	BGS 232
	All department chairs will meet with Don Busché for announcements, information sharing, and Q&A. Claire Cesareo-Silva will discuss implementation of TracDat for SLO reporting. Presented by Don Busché, Ed.D., Acting Vice-President for Instruction, Saddleback College	
2:30 pm 3:30 pm	Distance Education Committee – Lessons from the Online Educator Program	CIDDE BGS 249
	Come join the DE Committee and recent recipients of the Online Educator Program Skills Award to hear about participants' experiences in the program and to discuss strategies for increasing innovation in our online offerings. Presented by Claire Cesareo-Silva, Distance & Online Education Committee Chair	
3:00 pm 5:00 pm	Sexual Harassment Prevention Training for Faculty and Staff	Cafeteria SSC 212
	Join us for this exciting and informative workshop where we will examine the different types and patterns of sexual harassment, how incidents should be investigated and best resolved, and legal liability issues. Participants will have an opportunity to discuss the issues on an interactive basis. Particular emphasis will be placed on learning to create a framework for effective detection and prevention of inappropriate behaviors, maintaining harassment-free educational and work environments, and learning about the District's Harassment policy and complaint procedures. By understanding our roles, we can all work together to reinforce the message that sexual harassment will not be tolerated within our District. We'll have some fun giveaways – you won't want to miss this! Presented by Ric Ottaiano, Attorney, Lynberg & Watkins; Ettie Graham, Assistant Director, Human Resources, SOCCCD	

TUESDAY, AUGUST 16, 2011

8:00 am 8:45 am	South Orange County Community College District Continental Breakfast and Networking	McKinney Theatre Courtyard
	Take the opportunity to meet old friends and make new ones over breakfast. Hosted by Gary L. Poertner, Chancellor	
8:45 am 10:45 am	Chancellor's Opening Session	McKinney Theatre
	Presented by Gary L. Poertner, Chancellor ~ South Orange County Community College District ~ Faculty, administrators, managers and classified staff are invited and encouraged to attend the Chancellor's Opening Session	
11:00 am 1:00 pm	SOCCCD Faculty Association Luncheon	Cafeteria SSC 212
	The Faculty Association Negotiating Team, led by Chief Negotiator Lee Haggerty, will present the new proposed faculty contract, which will be up for a ratification vote by Faculty Association Membership during the following week. The specific provisions of the proposed contract will be presented and explained. Hosted by Lewis Long, President, and Lee Haggerty, Chief Negotiator, SOCCCD Faculty Association	
1:30 pm 3:00 pm	CalSTRS Workshop "CalSTRS Fundamentals"	Cafeteria SSC 212
	Beginning your retirement planning in earnest? This 1½ hour workshop gives you the essentials of CalSTRS membership and helps you learn about your benefits as the foundation of a personal financial plan. Presented by Teddi Lorch, District Director Human Resources, SOCCCD, in coordination with Gail Rothman, Benefits Counselor, California Teachers' State Retirement System	
1:30 pm 3:00 pm	Getting the Most Out of Your College Experience	BGS 254 Auditorium
	Dr. Boyd has coached students on career strategy and resume writing for over 20 years. In this session, he will share his knowledge and will discuss techniques he has successfully used to energize students and get them motivated to develop a strategy of personal reinvention from the start of their education as well as getting them to take ownership of their career planning. Presented by Dr. Thomas Boyd, Dean, School of Bus. & Management, Kaplan University, FL Sponsored by Business Sci. & Economic and Workforce Development	
3:00 pm 4:00 pm	Grants 101	BGS 235
	Come learn about the grant process from start to finish. We will cover various grant funding sources including federal agencies, state agencies and private foundations; proposal development, acceptance, implementation and close-out; and roles and responsibilities of project directors and the grants office at every phase. Presented by Cathy Arreguin and Beth Rubins, Grants Analysts, Office of Planning, Research & Grants	

3:00 pm
4:00 pm

Academic Calendar Committee Meeting

BGS 252

The meeting is for current and potential 2011 - 2012 committee members to discuss current and ongoing calendar issues.

Presented by Jenny Langrell, Associate Professor/Librarian, Online Education and Learning Resources

WEDNESDAY, AUGUST 17, 2011

8:30 am
10:30 am

President's Faculty Breakfast

Cafeteria
SSC 212

Come and enjoy a hearty breakfast and meet all of our new full-time faculty members. President Burnett will provide a comprehensive update and discuss key issues impacting the college over the coming year. Hosted by Dr. Tod Burnett, President, Saddleback College
~ College parking permits will be sold during this session. ~

10:30 am
noon

Accreditation Progress; Draft Report

BGS 232

Please join us to hear a report regarding our progress on helping our Board of Trustees and District office members correct concerns the ACCJC reported to us last January, and to hear from the team who is writing this progress report. Presented by Bob Cosgrove, President-Elect, Academic Senate, and Professor, Liberal Arts, and Don Busché, Ed.D., Acting Vice President for Instruction

noon
1:00 pm

Rumors and Realities: Library Renovation

BGS 252

What is going on with the Library? I heard it would re-open in time for Spring 2012 (*Reality*, we hope!). We heard a helipad is going to be on the roof (*Rumor*)... I heard the library is only on the third floor, what is on the other floors? Join us and we will fill you in on all the Rumors and Realities of the Library Renovation. It is going to be a great building! Presented by Elizabeth Horan, Distance Learning Librarian; Ana Maria Cobos, Library Department Chair, Online Education and Learning Resources; and Dr. Kevin O'Connor, Dean, Liberal Arts

noon
1:00 pm

Come and Visit the Transfer Center!

CC1

Learn about our fall 2011 workshops, Transfer Day, College fairs, the TPP (Teacher Preparation Pipeline) program, PACT (Preparing for a Career In Teaching) activities, & participate in TRANSFER TALK! Refreshments will be provided. Presented by Miki Mikolajczak and TEAM Transfer

12:30 pm
2:30 pm

President's Classified Staff Luncheon

Cafeteria
SSC 212

Come and enjoy a hearty lunch and meet all of our new classified staff members. President Burnett will provide a comprehensive update and discuss key issues impacting the college over the coming year. Hosted by Dr. Tod Burnett, President, Saddleback College
~ College parking permits will be sold during this session. ~

1:00 pm
2:00 pm

The World of Research

BGS 232

This session will provide a general overview of research as a discipline, logistics regarding how the research office functions, how to effectively request information from the research office to best meet the needs of the requestor, examples of projects the office produces, and how to access resources related to research. There will be time for Q&A. Presented by Shouka Torabi, Research Specialist, and Nicole Ortega, Research & Planning Analyst; Office of Research & Planning,

1:00 pm
2:00 pm

Elder Care

BGS 253

Been there? Are there? Soon to be there? An interactive group discussion among the facilitators and attendees regarding the various services, experiences, and challenges of providing and arranging care for one's elders. This topic is a renewed discussion originally based on a 2007 sabbatical project. Resource materials will be provided. Presented by Doug Barr, Counselor/Professor, Counseling Services & Special Programs, Ana Maria Cobos, Professor/Librarian, Online Education and Learning Resources, Loma Hopkins, Counselor/Professor, Division of Counseling Services & Special Programs, and Carol Ziehm, Professor, Liberal Arts

2:00 pm
3:30 pm

Saddleback College Academic Senate Fall General Meeting

AGB Conf.
Room

Annual kickoff meeting. Welcome back & updates from the summer. Hosted by the Academic Senate, Saddleback College

2:00 pm 3:30 pm	<p>10 Retirement Planning Mistakes</p> <p>This presentation will identify, discuss, and provide solutions to the ten most common retirement planning mistakes made by school employees. With life expectancy ever increasing, chances are good that you and/or your spouse will live into your 90's, making a 30+ year retirement a real possibility. The number one risk facing today's and tomorrow's retiree is the possibility that they will outlive their retirement savings. This is why comprehensive planning for your retirement is now more important than ever before. Will you be prepared for a financially secure retirement?</p> <p>Presented by Gene Bowan, Financial Advisor, Zuk Financial Group</p>	BGS 235
3:30 pm 5:00 pm	<p>New Faculty Reception</p> <p>Come join us to welcome our new faculty colleagues. All faculty are invited to attend. Hosted by the Academic Senate, Saddleback College</p>	AGB Conf. Room

THURSDAY, AUGUST 18, 2011

8:00 am noon	<p>New Full-Time Faculty Orientation; Saddleback College Academic Senate</p> <p>Learn about the important offices and key personnel on campus that will help you have a successful first year at Saddleback College. All new faculty are encouraged to attend. Presented by Carmen Cortez Dominguez, DMA, Professor, Fine Arts and Media Technology; and Kim Stankovich, Assistant Professor, Fine Arts and Media Technology, and hosted by the Academic Senate</p>	AGB Conf. Room
8:30 am 9:30 am	<p>Blackboard - News, Updates, & New Users Group – CORONA</p> <p>Join us to discuss the latest updates, upgrades, patches, fixes, and enhancements that took place over the summer to improve performance on Blackboard. Share helpful information with your colleagues and discuss important topics. See the new Blackboard Faculty Users Group, CORONA, ONLINE – so you can share info any time!</p> <p>Presented by Valerie Senior, Vivian Nguyen & Thomas MacKenzie; Application Specialists, Center for Instructional Design and Distance Education, ciddeblock.blogspot.com</p>	BGS 232
9:30 am 10:30 am	<p>🎵 “Let’s go tubing now – everybody’s learning how, come on into the CIDDE with me”</p> <p>Discover many of the free sites available to easily create videos for your classes. Learn how to generate avatars to dynamically communicate with your students. Find out how to create your own free faculty YouTube channel so you can post your own videos or use it as a fun learning tool for your classes. Master setting permissions for your target audience, using advanced tube tools and embedding the final productions in Blackboard.</p> <p>Presented by Valerie Senior, Vivian Nguyen & Thomas MacKenzie; Application Specialists, Center for Instructional Design and Distance Education, ciddeblock.blogspot.com</p>	BGS 232
10:00 am 11:00 am	<p>Introduction to TracDat</p> <p>TracDat is our new software program for the maintenance of SLOs and assessment data. This session will provide an overview of the program, and outline our plan for complete implementation by the end of 2011-2012. Highly recommended for Department Chairs!</p> <p>Presented by Claire Cesareo-Silva, Educational Planning & Assessment Chair</p>	BGS 253
10:00 am 11:00 am	<p>Student-Centered Services; the Health Center and the Crisis Team</p> <p>Learn about the services offered by the Health Center and the Crisis Intervention team. What do you do when a student experiences a psychological crisis, or becomes disruptive in the classroom? Learn your role, and how the Health Center assists.</p> <p>Presented by Monica Nelson, Acting Director, Student Health Center and Maryam Azary Dehkordi, Counselor, Counseling Services & Special Programs</p>	BGS 250
10:30 am 11:30 am	<p>Information Security in the SOCCCD</p> <p>This presentation will present current information security projects within the District. Additionally, the role of faculty and staff in protecting online information of faculty, staff, and students will be discussed.</p> <p>Presented by Jeff Dorsz, Telecommunication and Network Security Manager, SOCCCD</p>	BGS 232
11:00 am noon	<p>Wright and Wong; Safety in the Classroom, in the Laboratory and on Field Trips</p> <p>Overview of how to maintain a safe environment in various instructional venues. The audience will become familiar with actual case histories dealing with safety issues, and learn about the outcomes of such events. Presented by Brian Wong, Keenan and Associates and Dr. James Wright, Dean, Math, Science and Engineering</p>	SM 309A

11:00 am 12:30 pm	<p align="center">Learning and Readjustment Needs of Veterans Returning from Iraq and Afghanistan</p> <p>Socioeducational backgrounds and learning needs of Veterans returning from Iraq and Afghanistan are different from other students. Learn about this growing population on our campus, their “hidden” learning needs and strengths, and critical but simple ways you can contribute to retention and success. There will also be an introduction to the Saddleback College VETS Program. www.saddleback.edu/vets/</p> <p>Presented by Loma Hopkins, Professor/Counselor; Terence Nelson, Assistant Dean, Counseling Services & Special Programs, and Veterans Education and Transition Services Director; Student Panel</p>	BGS 252
11:00 am 2:00 pm	<p align="center">Annual Employee Benefits Health Fair</p> <p>This is an opportunity to ask benefit-related questions, to speak to insurance representatives, and to learn what your coverage provides. There will be health screening tests as well as fun, prizes, and food. Hosted by SOCCCD Risk Management and Benefits</p>	Cafeteria SSC 212
noon 5:00 pm	<p align="center">Division and Department Meetings</p> <p>See schedule on next page for complete details</p>	TBA
4:30 pm 7:00 pm	<p align="center">President’s Part-Time Faculty Dinner</p> <p>Come and enjoy a reception, dinner, and program, and meet other part-time faculty. President Burnett will provide a comprehensive update and discuss key issues impacting the college over the coming year. Reception at 4:30 pm, dinner at 5, program 5:30-7 pm. Hosted by Dr. Tod Burnett, President, Saddleback College</p>	Cafeteria SSC 212

FRIDAY, AUGUST 19, 2011

9:00 am 4:00 pm	<p align="center">Counseling Services and Special Programs Division Planning Session</p> <p>The focus of the retreat is student success and strategic planning for the 2011-12 academic year. Lunch will be served from noon to 1 pm. Presented by Jerilyn Chuman, Dean, Counseling Services and Special Programs, Terence Nelson, Assistant Dean, Counseling Services & Special Programs, and Steve Handa, Counselor; Counseling Services & Special Programs</p>	TBA
10:00 am 11:00 am	<p align="center">Administrative Assistant Round Table and ASG Budget Training</p> <p>This workshop will serve as an opportunity for administrative assistant staff to discuss and share important information regarding both the ASG budget process and the District budget process. Presented by Audra DiPadova, Director, Student Development; Erin Long, Inter-Club Council Adviser & Student Development Senior Administrative Assistant; and Sheryl Mariano, District Accounting Specialist and Saddleback ASG Accountant</p>	SSC 211C
10:00 am 11:00 am	<p align="center">Seven Paths, Seven Projects Leading to Student Success</p> <p>This panel presentation highlights the outcomes of seven Basic Skills Initiative projects from 2010- 2011, each of which addressed a different pathway to student success. Project coordinators will briefly describe their work and its impact on improving student outcomes at Saddleback. Presented by Dr. Kevin O’Connor, Dean, Liberal Arts Co-Presenters: Marina Aminy, Catalina Durazo-Senkbeil, Maria Paniagua, Chin Lam, Penny Skaff, Katherine Sleep, Sarah Vogel, Jill Lagatta, Irene Renault; Members, Basic Skills Initiative Projects</p>	BGS 232
11:00 am noon	<p align="center">Club Adviser Orientation</p> <p>Are you interested in becoming an adviser or renewing your advisership? This workshop will outline adviser’s responsibilities with regards to budget, event planning and travel. All full and part-time faculty and full-time staff are welcome to attend this meeting. Presented by Erin Long, Inter-Club Council Adviser & Student Development Senior Administrative Assistant, and Audra DiPadova, Director, Student Development</p>	SSC 211C
1:00 pm 4:30 pm	<p align="center">New Full-Time Faculty Orientation, South Orange County Community College District</p> <p>Faculty members new to the South Orange County Community College District are encouraged to attend this valuable and informative gathering. Presenters will address: CTA Contract, Human Resources, the Academic Employee Master Agreement, academic calendar, salary schedules, and the District sexual harassment policy. Also spotlighted: payroll, pay dates, leave and retirement overview. Additionally: IT overview, risk management and worker’s compensation issues, safety/CalOSHA training, employee benefits overview, benefits of membership in Schools First Federal Credit Union. This information can be gold! Presented by David Bugay, Ph.D., Vice Chancellor, Human Resources; Teddi Lorch, District Director, Human Resources, SOCCCD</p>	Cafeteria SSC 212

DIVISION & DEPARTMENT MEETINGS

Advanced Technology & Applied Science

August 18	1:00 – 3:00 pm	Division Meeting	TAS 228
August 18	7:00 – 9:00 pm	Part-time Faculty Meeting	TAS 228

Business Science & Economic and Workforce Development

August 18	1:00 – 2:00 pm	CIM Dept. Meeting	BGS 234
August 18	2:00 – 3:00 pm	Division Meeting	BGS 232
August 18	3:00 – 6:00 pm	BUS Dept. Meeting	BGS 201
August 19	11:30 – 1:30 pm	ACCT Dept. Meeting	CIDDE

For RE department; contact Martin Welc for date, time, location.

Emeritus Institute

August 19	noon – 1:00 pm	Division Luncheon	Front of HS
August 19	1:00 – 3:00 pm	Division Meeting	HS 145
August 19	3:00 – 4:00 pm	Department Chairs Meeting	HS 246

Fine Arts & Media Technology

August 18	1:30 – 2:30 pm	Division Meeting	FA 101
August 18	2:30 – 3:30 pm	Department Meetings	TBA

Health Science & Human Services

August 18	10:00 – noon	Nursing Department Meeting	HS 145
August 18	12:15 – 1:30 pm	HSHS Department Chairs Meeting	HS 238
August 18	2:00 – 3:30 pm	HSHS Division Meeting	HS 145
August 18	3:45 – 5:00 pm	HSHS Division Reception	TBA Off Campus

Kinesiology & Athletics

August 18	noon – 1:00 pm	Division Luncheon	PE 501
August 18	1:00 – 3:00 pm	Division Meeting	PE 501
August 18	3:00 – 5:00 pm	Coaches Meeting	PE 501
August 18	5:00 – 7:00 pm	Division Social	TBA
August 19	10:00 – 11:00 am	Associate Faculty Meeting	PE 501

Liberal Arts

August 18	9:00 – noon	English Department Meeting	VIL 20-01
August 18	noon – 1:00 pm	Division Luncheon	VIL 8-05
August 18	1:00 – 3:00 pm	Division Meeting (Full-time & Part-Time)	VIL 8-05
August 18	3:00 – 4:30 pm	Department Meetings	VIL 8-05

Mathematics, Science & Engineering

August 18	12:30 – 2:30 pm	Division Meeting & “A Peel Luncheon” Award	SM 129
August 18	2:30 – 4:30 pm	Department Meetings	
		Astronomy/Physics	SM 101
		Chemistry	SM 206
		Computer Science	SM 348
		Geology/Marine Science	SM 130
		Mathematics	SM 129
August 18	3:30 – 4:30 pm	Part-time Biology Faculty Meeting	TBA
August 18	4:30 – 6:30 pm	Full-time Biology Faculty Meeting	TBA
August 18	7:00 – 8:00 pm	Division Meeting for Part-time Faculty	SM 309A
August 18	8:00 – 9:00 pm	Mathematics Meeting for Part-time Faculty	SM 309A

Online Education & Learning Resources

August 18	1:00 – 3:00 pm	Division Meeting & Luncheon	VIL 3
August 18	3:00 – 4:00 pm	Division Area Meetings	TBA

Social & Behavioral Sciences

August 18	noon – 1:00 pm	Division Luncheon (Full-time & Part-Time)	BGS 340
August 18	1:00 – 3:30 pm	Division Meeting (FT & PT)	BGS 340

DROP-IN SCHEDULE

You are encouraged to drop in and make a brief visit to these important offices on campus for 0.25 hour flex credit each. This is particularly valuable to newer faculty! For this activity, you visit the office, say hello and learn a thing or two– and then initial your name on the roster for credit. There is no formal presentation; you are just visiting these offices briefly.

You do not sign up for credit for these online; it is done in-person only. Be sure you initial the roster! You may visit as many offices as you wish, but it must be done during Flex Week (August 15-19), and at the days and times shown here. A campus map, showing the location of these offices is found at: www.saddleback.edu/maps/. AGB = Administration and Governance Building; CC= Classroom Cluster; CDC = Child Development Center; SSC = Student Services Center; VIL= Village Classrooms

Date	Time	Location	Contact Personnel
M, W, Th, F	8 – 11 am	Foundation Office Location: AGB 119	Dave Jenkin, Director; Nancy Cho, Program Specialist
M	9 – 11 am	Child Development Center Location: CDC	Lisa Cavallaro, Director; Wes Thomas, Senior Child Development Specialist
M	9 – 11 am & 3 – 4 pm	Extended Opportunity Programs & Services; Location: SSC 126	Maria Paniagua, EOPS Specialist; Teresa Camacho, Sr. Administrator Asst.; Lori Parra, EOPS Specialist
M	9 – 11 am & 3 – 4 pm	Student Financial Assistance & Scholarship Office; Location: SSC 106	Christian Alvarado, Director of Financial Aid; Javier Williams, Financial Aid Specialist; Dennis Stachelski, Financial Aid Specialist
M, W	10 – noon & 2 – 3 pm	Audiovisual/Periodical Desk Location: VIL 4	Laura Bellin, Library Technician; Lucila Soria, Library Asst. II; Kelly Knudsen, Library Asst. I
M, W, Th, F	10 – 11 am	Library Circulation – Reserves Location: VIL 4	Debbie Armstrong, Library Technician; Vannie Pham, Library Assistant II; Kian Farshidpour, Library Asst. I
M, W	10 – noon	Learning Assistance Program (LAP) Location: VIL 8-05	Patti Weekes, Director of Learning Assistance; Amy Worthington, Instructional Assistant; Clyde Gaier, Lab Technician, Computers
M, W	noon – 2 pm	Reading Lab Location: CC-6	Cheryl Altman, Reading Lab Coordinator; Janet Bagwell, Co-Chair, Reading Dept.; Irene Renault, Co-Chair, Reading Dept.
M, W, Th, F	1 – 2 pm	Student Health Center Location: SSC 177	Monica Nelson, Director Student Health Center; Lurdes Ricketts, Senior Health Office Assistant
W	1 – 3 pm	Admissions & Records Location: SSC 102	Jane Rosenkrans, Director; Joyce Semanik, Registrar; Lurdes Casillas, Office Manager
Th	10 – 11 am	Academic Senate /Flexible Calendar Office: Location: AGB 122	Jeanise Bartiromo, Administrative Assistant



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