Monday, May 22, 2006

8.30 - 9.15 am
Rembrandt Room

Committee of the Whole

Agenda

Call to order: David Nething, chair

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NEW COMMISSIONERS

Bonnie Jean Beesley is a member of the Utah State Board of Regents and is the regent representative on the Utah State Board of Education and the Dixie Applied Technology College Board. She served on Salt Lake Community College Board of Trustees for seven years, including five years as chairperson. Salt Lake Community College awarded her an honorary degree of humane letters in 2001. Beesley is an officer or director of several Utah businesses, including Heritage Bank of St. George. She is also active in community affairs and serves on the board of the Utah Symphony and Opera and other civic organizations.

Beverly Evans has served in the Utah Senate since 1998. Prior to that, she served in the House, where she was elected in 1986. In addition, she is the development director of Utah State University, Unitah Basin. She has been a member of numerous boards, including that of the Utah Humanities Council, as well as several on rural life and development. She received her B.S. and M.S. degrees from Utah State University.

Warren B. Hardy II served on the Nevada Senate from 2003 to 2005 and on the Nevada Assembly in 1991. He is the president of Associated Builders and Contractors. Previously, he was president of Warren Hardy and Associates and vice president of the Furman Group. He received his B.A. in political science from University of Nevada, Las Vegas.

Jeanne Kohl-Welles has served in the Washington State Senate since 1995, having been a member for three years of the House of Representatives, where she was majority whip. She is chair of the Senate Labor, Commerce, Research and Development Committee and a member of the Ways and Means, Rules, and Early Learning, K-12 and Higher Education committees. Previously, Kohl-Welles served as assistant dean/coordinatee of women’s programs at the University of California, Irvine, and educational equity specialist for the U. S. Department of Education. She taught sociology and women’s studies at California State University campuses at Long Beach and Fullerton and has been teaching courses at the University of Washington since 1985. She worked as a public school teacher for the Los Angeles Unified School District upon completion of her B.A. and served as a training and demonstration teacher for California State University, Northridge. Kohl-Welles earned her B.A and M.A. in education from California State University, Northridge, and M.A. and Ph.D. in the sociology of education from UCLA. She was a Fannie Mae Foundation Fellow at the Senior Executives in State and Local Government program at Harvard’s Kennedy School of Government.

Jenna D. Langer is the executive director of the Colorado Department of Higher Education, where she is responsible for the legal, legislative, and operational issues of the department. Prior to taking this post, she worked as an attorney in private practice. She received her B.A. in political science from Utah State University and her J.S. from the Washington College of Law at American University.
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PARTICIPANTS

Commissioners
* Executive Committee member 2005

A L A S K A
Diane M. Barrans, WICHE Chair 2005
Executive Director
Alaska Com. on Postsecondary Education
Juneau
Johnny Ellis
State Senator
Anchorage
*Marshall L. Lind
Former Chancellor of Higher Education
University of Alaska Fairbanks
Juneau

A R I Z O N A
David Lorenz
Retired Vice President of Administration and Finance
Northern Arizona University
Flagstaff
*Joel Sideman
Executive Director
Arizona Board of Regents
Phoenix

C A L I F O R N I A

C O L O R A D O
*William F. Byers
Consumer and Public Relations Manager
Grand Valley Power
Fruita
  Retha Byers
William J. Hybl
Chairman and CEO
El Pomar Foundation
Colorado Springs

H A W A I I
Doris Ching
Vice President for Student Affairs
University of Hawaii System
Honolulu
Roy T. Ogawa
Attorney at Law
Honolulu
  Lorine Ogawa
*Roberta M. Richards
State Officer
Hawaii Department of Education
Honolulu

I D A H O
*Dwight Johnson
Interim Executive Director
State Board of Education
Boise
Robert W. Kustra
President
Boise State University
Boise

M O N T A N A
Ed Jasmin
Immediate Past Chair
Montana Board of Regents
Big Fork
  Bobbi Jasmin
*Sheila Stearns
Commissioner of Higher Education
Montana University System
Helena
  Hal Stearns
Cindy Younkin
State Representative
Bozeman
Commissioners (continued)

NEVADA
Raymond D. Rawson
Former State Senator
Las Vegas
   Linda Rawson

*Carl Shaff
   Educational Consultant
   Nevada State Department of Education
   Reno

NEW MEXICO
Beverlee J. McClure
   Cabinet Secretary
   New Mexico Higher Education Department
   Santa Fe

*Patricia Sullivan
   Assistant Dean
   College of Engineering
   New Mexico State University
   Las Cruces

NORTH DAKOTA
*Richard Kunkel
   Member
   State Board of Higher Education
   Devils Lake

Dave Nething, WICHE Vice Chair
   State Senator
   Jamestown

Robert Potts
   Chancellor
   North Dakota University System
   Bismarck

OREGON
Camille Preus-Braly
   Commissioner
   Oregon Department of Community Colleges and Workforce Development
   Salem

James K. Sager
   Senior Education Policy Advisor
   Education & Workforce Policy Office
   Salem

SOUTH DAKOTA
Robert Burns
   Distinguished Professor
   Political Science Department
   South Dakota State University
   Brookings
   Donna Burns

James O. Hansen
   Regent
   South Dakota Board of Regents
   Pierre

Robert T. (Tad) Perry, WICHE Chair 2002
   Executive Director
   South Dakota Board of Regents
   Pierre
   Carolyn Perry

UTAH

WASHINGTON
*Don Carlson, WICHE Chair 2004
   State Senator
   Olympia

*James Sulton, Jr.
   Executive Director
   Higher Education Coordinating Board
   Olympia

WYOMING
Thomas Buchanan
   President
   University of Wyoming
   Laramie

*Klaus Hanson
   Professor of German and Chair
   Department of Modern and Classical Languages
   University of Wyoming
   Laramie
**Guests**

Elizabeth Conlin, Speaker  
Vice President of Higher Education Practice  
Marsh USA, Inc.  
Cleveland, Ohio

Bob Dickeson  
Senior Vice President for Higher Education Policy, Research and Evaluation  
Lumina Foundation for Education  
Estes Park, Colorado

Louis Fox, Speaker  
Vice Provost for Educational Partnerships  
University of Washington  
Seattle, Washington

Chuck Hayes  
Administrator, Wyoming Department of Health  
Cheyenne, Wyoming

Bill Hogan  
Director, Division of Behavior Health  
Alaska Department of Human & Social Services  
Juneau, Alaska

Robert O. Kelley  
Certifying Officer for Wyoming and Dean, College of Health Sciences  
University of Wyoming  
Laramie, Wyoming

Carl Krueger  
Policy Analyst, National Collaborative for Postsecondary Education Policy  
Education Commission of the States  
Denver, Colorado

Deb Kupfer  
Acting Director, Colo. Division of Mental Health  
Denver, Colorado

Charles Lenth  
Senior Associate at SHEEO  
Boulder, Colorado

John Mahalik  
Postdoctoral Fellow, University of Colorado Denver Health Sciences Center  
Denver, Colorado

Steve Mayberg, Speaker  
Director, California Department of Mental Health  
Sacramento, California

Frank McGuirk, Speaker  
Former Director of the Mental Health Program at WICHE  
Boulder, Colorado

Ray Millar  
Central Office Program Manager  
Adult Mental Health  
Idaho Department of Health & Welfare  
Boise, Idaho

James Mingle  
President, Mingle and Associates  
Denver, Colorado

William “Bill” Payton, Speaker  
Director  
Risk and Insurance Management  
University of Missouri System and Past Chair, MPP Oversight Committee  
Kansas City, Missouri

Terese Rainwater  
Project Manager  
National Collaborative for Postsecondary Education Policy  
Education Commission of the States  
Denver, Colorado

Scott M. Strong  
Postdoctoral Fellow  
Colorado Division of Mental Health  
Denver, Colorado

Carol Twigg, Speaker  
Executive Director  
Center for Academic Transformation  
Troy, New York

Paul Weeks, Speaker  
Assistant Vice President Educational Services  
ACT  
Iowa City, Iowa

Lee White  
Former WICHE Commissioner and Executive Vice President & Manager  
Higher Education and Nonprofit Group  
George K. Baum & Co.  
Denver, Colorado
**Staff**
- Frank Abbott
  WICHE Senior Policy Advisor
- Scott Adams
  Senior Research and Technical Assistance
  Mental Health Program
- Paul Albright
  WICHE Consultant
- Candy Allen
  Graphic Designer
  Programs & Services
- Erin Barber
  Administrative Assistant
  Policy Analysis & Research
- Cheryl Blanco
  Director
  Policy Analysis & Research
- Mimi Bradley
  Research Associate
  Mental Health Program
- Fran Dong
  Statistical Analyst
  Mental Health Program
- Anne Finnigan
  Communications Associate
  Programs & Services
- Kelly Israelson
  Senior Accounting Specialist
  Accounting Services
- David Longanecker
  Executive Director
- Michelle Medal
  Administrative Assistant
  Policy Analysis and Research and Programs and Services
- Demi Michelau
  Project Coordinator
  Policy Analysis and Research
- Craig Milburn
  Director of Accounting
  Accounting Services
- Jere Mock
  Director
  Programs and Services
- Dennis Mohatt
  Director
  Mental Health Program
- Karen Mohatt
- Marv Myers
  Director
  Administrative Services
- Russell Poulin
  Associate Director
  WCET
- Brian Prescott
  Research Associate
  Policy Analysis & Research
- Margo Schultz
  Coordinator
  Student Exchange Programs Coordinator
  Programs and Services
- Jenny Shaw
  Administrative Coordinator
  Mental Health Program
- Pat Shea
  Assistant Director
  WCET
- Ann Szeligowski
  Accounting Specialist
  Accounting Services
- Candice Tate
  Postdoctoral Fellow
  Mental Health Program
- Marla Williams
  Assistant to the Director and Executive
  Secretary to the WICHE Commission
COMMITTEE OF THE WHOLE (First Session)
Chair Barrans called the meeting to order and introduced four of the five newly appointed WICHE Commissioners: Tom Buchanan of Wyoming, Dwight Johnson of Idaho, David Lorenz of Arizona, and Beverlee McClure of New Mexico; Michael Gallagher of Idaho was unable to attend meeting. She reported two previously unannounced reappointments to the commission: Patricia Sullivan of New Mexico and Jane Nichols of Nevada.

Approval of the Minutes
COMMISSIONERS POTTS/SULLIVAN (M/S) APPROVAL OF THE MINUTES OF THE MAY 16-17, 2005 COMMISSION MEETING. The motion passed unanimously.

Report of the Chair
Diane Barrans, WICHE Chair
Chair Barrans said this is her final report as the chair of the commission. She thanked those who have supported her in this position and said it has been a wonderful opportunity to serve the organization in this capacity. As some may know, she has been involved in various capacities with WICHE since 1986 – a long association with this organization – and she’s come to enjoy and appreciate the benefits it provides to Alaskans and the Western region. Without exception, during her tenure the commissioners, when asked to serve in some capacity, have answered in the affirmative. Given the very busy schedules of the individuals in this group, this response is a sign of the commission’s collegiality, as well a recognition of the value of engagement through WICHE. In remarks a year ago, she commented that the culture of WICHE is one of collegiality and encouraged the commissioners, especially the new members, to join in, and she has appreciated the commission’s responsiveness during her year as chair. She expressed her appreciation to the leadership and staff of WICHE for their professionalism and their commitment to the organization, the member states, and to the Western region. She said it has been a year of enormous change as WICHE has taken occupancy of a new and greatly improved home office. It’s the start of WICHE’s second half century, and it is most appropriate for staff to start it in a space that provides a healthy work environment, one that has room for growth with WICHE’s two partner organizations: SHEEO and NCHEMS. She is very pleased to leave her post in the capable hands of David Nething and is sure he will rise to the occasion of his new role with WICHE.

Report of the Executive Director
David Longanecker, Executive Director
David Longanecker said this has been a quite good year for WICHE, and he expects that trend will continue. Financially, the organization is as strong as it has been in recent memory. In terms of staff’s ability to address and implement the workplan, we have been able to move forward in almost all the areas we identified, as well as with some new programs. We have a very robust workplan as we move forward, including new programs in both Mental Health and WCET and the new State Scholars Initiative. We have a new workplace, which commissioners will see this evening. It is a wonderful facility for us, and it is going to be a wonderful place to work. We also have the Learning Center, which we hope will some day be more technologically complete but which is already serving us extremely well as a place to convene groups in Boulder. (When you are in Boulder and you offer people invitations to use a facility, many of them take you up on that.)

For us to be where we are has taken some exceptional efforts on the part of some of the staff. There is always danger when you acknowledge a few staff that you are not acknowledging others. All of our staff have been working hard, but there are three who have done some really exceptional work during the past few months.

First is Marv Myers, who headed up the efforts to bring the building on line. We all owe Marv a great debt of gratitude for his exceptional work in that regard – all three of the partner organizations benefited from Marv’s excellent work.

Next is Jere Mock, who over the last month and a half has done an unbelievable amount of work in bringing the State Scholars Initiative (SSI) to WICHE. Just two months ago, staff learned that the SSI administration was having difficulties and that the U.S. Department of Education was going to seek a new program manager through an emergency RFP. Mock picked up the ball for WICHE, responding to the RFP with an exceptional proposal, and WICHE was awarded the grant. During a meeting with the Department of Education in Washington, D.C., it was clear that the staff were very impressed with Mock and her leadership abilities; as a result, they are very comfortable with having WICHE run the program. WICHE owes Jere Mock a great deal of appreciation.
The third staff member is Dennis Mohatt, who, as some of you may have heard in the Executive Committee meeting earlier today, has turned the Mental Health Program around – from a program in serious jeopardy, one that might not even have survived four years ago, to one that now has a substantial reserve and, more importantly, a great deal of energy and excitement around its work. You will see that reflected today during our lunch celebration of the program’s 50th anniversary.

Longanecker said that only three senior staff members were named, and obviously these individuals were only as good as the staff working with them. He should probably be thanking those staff, as well, but it had really been a remarkable year for those three staff members. He apologized to those he hadn’t acknowledged, but the efforts of these three people deserved a special acknowledgment.

Longanecker thanked Diane Barrans for her service as chair. He mentioned that Diane has been a friend for some time, but she has also been a wonderful chair – there whenever staff needed her. She has been a remarkably able chair, traveling for WICHE from Alaska, which is not easily accomplished. He also said goodbye to Don Carlson, who is attending his last meeting as a WICHE commissioner. Don has been a tremendous commissioner.

Report of the Nominating Committee
Tad Perry, Committee Chair

Chair Barrans called on Nominating Committee Chair Tad Perry of South Dakota. Serving with Tad on this committee were Patricia Sullivan of New Mexico and Joel Sideman of Arizona.

Commissioner Perry thanked Patricia and Joel for their work on this committee – a committee that struggled to find time to get together, more than anything else. Perry also thanked those commissioners who took time to send nominations to the committee; several were received. He appreciated the comments received from individual commissioners – an important part of the process – and encouraged all commissioners to engage in this process annually. There were several nominees, drawn from a commission of 45 individuals, all of whom possess leadership qualities.

COMMISSIONER PERRY OF SOUTH DAKOTA, COMMITTEE CHAIR, ON BEHALF OF THE NOMINATING COMMITTEE – PATRICIA SULLIVAN OF NEW MEXICO AND JOEL SIDEMAN OF ARIZONA – NOMINATED WICHE’S SLATE OF OFFICERS FOR 2006, AS FOLLOWS: DAVID NETHING OF NORTH DAKOTA AS CHAIR, CAM PREUS-BRALY OF OREGON AS VICE CHAIR, AND DIANE BARRANS AS IMMEDIATE PAST CHAIR. (Note: The election of the slate of officers occurs on the second day of the commission meeting, during second session of the Committee of the Whole.)

Commissioner Barrans thanked the Nominating Committee members and other commissioners who offered suggestions and ideas throughout the nominating process.

Chair Barrans said elections for this slate of officers will be held on Tuesday, during the Committee of the Whole session, beginning at 11:00 a.m.

The Committee of the Whole recessed until Tuesday, November 8, at 11:00 a.m.

COMMITTEE OF THE WHOLE (Second Session)
Chair Barrans reconvened the Committee of the Whole at 11:00 a.m. on Tuesday, November 8, 2005.

Report of the Audit Committee
Don Carlson, Committee Chair

Committee Chair Don Carlson thanked members of the Audit Committee for their work: Linda Blessing, former WICHE Commissioner from Arizona, Ed Jasmin of Montana, Jane Nichols of Nevada, and Roy Ogawa of Hawaii. Carlson also recognized Marv Myers, Craig Milburn, and David Longanecker for their work with the committee.
Committee Chair Don Carlson said the commission had been sent a consolidated financial statement audit report from Clifton and Gunderson, a C.P.A. firm located in Broomfield, CO. The Audit Committee carefully reviewed this report. He asked if there were questions and then moved on to say that part of the committee’s task was to consider possible modifications to the organization’s bylaws regarding the Audit Committee and its obligations.

A packet of material was distributed to those present, containing: 1) an excerpt from WICHE’s bylaws, describing the Audit Committee’s charge; 2) a draft charter for the Audit Committee, detailing the committee’s charge; 3) a draft ethics statement for the executive director; and 4) a draft ethics statement for WICHE commissioners.

Carlson reported that the Audit Committee met on Sunday, November 6, and reviewed the material in the packet, suggesting changes and additions to these draft documents. The charge to the Audit Committee contained in WICHE’s bylaws is simple and direct, but the committee believes it does not provide enough detail related to its composition, responsibilities, and authority. Because of this lack of detail, the committee will recommend that the commission adopt a charter for the Audit Committee.

David Longanecker said the Audit Committee’s proposal will require an amendment to the bylaws, and because of the required notice for any bylaws amendment, commission action on these items will take place at the May meeting. He said work on these draft documents will continue between now and the May meeting.

Longanecker said there are also plans to add a section to the Audit Committee’s charter to address whistleblower complaints. The Audit Committee will be recommending approval to briefly amend the bylaws pertaining to the description of the Audit Committee and to add a reference to the Audit Committee’s charter. The charter will contain a great deal more detail about the committee.

The Audit Committee plans to include a matrix or chart in its charter that will show the timelines for the committee’s various activities and responsibilities throughout the year.

Longanecker said there is currently a slight variance between the proposed charter and the bylaws regarding the selection of WICHE’s auditor. The American Institute of Certified Public Accountants (AICPA) recommends that the Audit Committee be charged with responsibility to select the auditor and improve the compensation for the auditor. Currently, WICHE’s bylaws state that this is a responsibility of the full commission. The Audit Committee will be recommending that the bylaws also be amended to make selection of the auditor a responsibility of the Audit Committee. Carlson said the Audit Committee would continue to report to the full commission during the Committee of the Whole meetings.

Carlson said during the Audit Committee’s discussion about the whistleblower section, the committee felt strongly that maintaining and assuring a high level of confidentiality would be a priority. To this end, the process for reporting alleged fraud or financial mismanagement concerns may involve the addition of an area on WICHE’s website where staff/vendors/others wishing to report such concerns could go to have direct contact with the chair of WICHE or the chair of the Audit Committee.

In reviewing the ethics documents, the committee suggested the inclusion of a statement saying that in addition to being ethical in one’s own behavior, there is also a responsibility to raise concerns about any ethical breaches you see in others. Longanecker said an effective way of stating this politely will be developed in the final material.

Carlson said the final documents considered by the Audit Committee were a code of ethics statement for commissioners and one for the executive director. He said the Audit Committee reviewed an extensive amount of material on this subject before deciding on the statements included in the packets.

Carlson said the committee will refine these documents, including an amendment to the bylaws, and present them to the Committee of the Whole for action at the May commission meeting.

Report of the Executive Committee  
David Nething, Vice Chair

Vice Chair Nething reported that the Executive Committee had 13 of the 15 members represented, with the states of California and Utah being unrepresented. He said the committee had no action items. The committee heard a report by Dennis Mohatt, director of the Mental Health Program at WICHE, about the activities of the program (which could be found under tab 1, p. 9, of the agenda book).

Nething reported that the Executive Committee, in executive session, visited with the executive director. The committee reviewed his travel schedule during the past year and expressed concern that such a heavy travel schedule could lead to burnout. The executive director indicated that he understood their concern.

(Please refer to the committee minutes located elsewhere in this agenda book for additional detail about the Executive Committee meeting.)

Report of the Programs and Services Committee  
Carl Shaff, Committee Chair

Note: The committee met in two sessions, with the majority of the meeting time taking place on Monday afternoon. On Tuesday morning, following brief, separate meetings, the Programs and Services and Issue Analysis and Research committees convened for a joint session about “The Master Property Program: An Avenue for Cost Savings and Institutional Contingency Planning.” (Please refer to the committee minutes located elsewhere in this agenda book, for additional detail about the meetings of these committees.)

**ACTION ITEM**  
**Reciprocal Acceptance of California Students in the Western Undergraduate Exchange (WUE) Program**

Committee Chair Carl Shaff said the committee had one action item related to increasing participation in WICHE’s Western Undergraduate Exchange (WUE) program. The committee approved and advanced for consideration by the Committee of the Whole an action item that will provide California students with equivalent reciprocity through WUE. Since 1997 only seven states (Alaska, Hawaii, New Mexico, North Dakota, South Dakota, Washington, and Wyoming) have allowed California students to participate through WUE. Nevada does allow their participation in one area, bringing the total to eight states. The other states have not allowed California residents to participate because only one California institution accepted students under the WUE program. Recently, three more California State University campuses began participating in WUE; it is anticipated that other California institutions will follow suit. The committee changed slightly the wording of the action-requested sentence that is printed in the agenda book. The revisions to the action-requested sentence are: to delete the word “full” and replace it with “equivalent” before the word “reciprocity” (to read “equivalent reciprocity”); and to delete the words “the same” and replace them with “similar” before the word “opportunity” (to read “similar opportunity”). The motion that follows is the complete committee-amended motion.

**COMMISSIONER CARLSON, ON BEHALF OF THE PROGRAMS AND SERVICES COMMITTEE (M/S) APPROVAL THAT ALL OF THE PARTICIPATING STATES IN WUE PROVIDE CALIFORNIA STUDENTS WITH EQUIVALENT RECIPROCITY, THUS PROVIDING THEM WITH SIMILAR OPPORTUNITIES TO ENROLL THROUGH THIS REGIONAL PROGRAM AS STUDENTS FROM OTHER PARTICIPATING STATES.** The motion passed unanimously.

Student Exchange Programs

Commissioner Shaff said the committee also heard an update by Margo Schultz about the Professional Student Exchange Program (PSEP), the Western Regional Graduate Program (WGRP), and the Western Undergraduate Program (WUE). In May, the commission will need to approve the PSEP support fees for the coming biennium. Currently, Jere Mock and Margo Schultz are soliciting program nominations for inclusion in WRGP. Shaff said it is important to note that nearly 22,000 students – an all-time high – currently benefit from one of the three WICHE Student Exchange Programs.
State Scholars Initiative
Shaff reported that WICHE has received a $6.1 million award from the Vocational/Adult Education Division of the U.S. Department of Education to administer the State Scholars Initiative. The purpose of this national program is to support 14 existing and up to 12 new state-level business/education partnerships. The partnerships encourage and motivate high school students to enroll and compete in rigorous courses of study that will benefit their postsecondary education and future careers. Jere Mock will inform the commission as she and her staff implement the RFP process to select in early 2006 new states to participate in this program. The state grants total $300,000 per state for a two-year period ($150,000 each year).

Master Property Program
Shaff reported that this morning the committee joined with the Issue Analysis and Research Committee in a joint session on the Master Property Program and heard presentations from Beth Conlin, who is the vice president of higher education practice at Marsh, Inc., in Cleveland, OH, and from Bill Payton, who is the director of risk and insurance management at the University of Missouri System in Kansas City, MO; Payton is also the past chair of the Master Property Oversight Committee. Shaff said all of WICHE’s higher education systems and institutions are encouraged to talk to Jere Mock about this program. He said it provides tremendous benefits and is an excellent property insurance program that will save its insured money.

New Disaster Planning Committee
Shaff reported that a brief meeting was held with David Longanecker about the possibility of what WICHE might do in the event of a disaster in our region, such as the recent devastating events faced by the universities in the Southern states. He reported that a committee has been appointed that will report back to the commission in May about ideas that may potentially benefit all of WICHE’s states, should the West face some catastrophic or major event. Members of the Disaster Planning Committee, who will work with the executive director, are: Ed Jasmin of Montana, Dwight Johnson of Idaho, Roy Ogawa of Hawaii, and WICHE’s chair (soon to be immediate past chair) Diane Barrans of Alaska.

Note: As reported briefly above, the committee met in two sessions, with the majority of the meeting time taking place on Monday afternoon. On Tuesday morning, following brief, separate meetings, the Programs and Services and Issue Analysis and Research committees convened for a joint session about “The Master Property Program: An Avenue for Cost Savings and Institutional Contingency Planning.” (Please refer to the committee minutes located elsewhere in this agenda book for additional detail about the meetings of these committees.)

Report of the Issue Analysis and Research Committee
Richard Kunkel, Acting Committee Chair
Commissioner Richard Kunkel of North Dakota served as chair of the Issue Analysis and Research Committee meeting in the absence of both its chair, Jane Nichols of Nevada, and its vice chair, Ryan Deckert of Oregon. Kunkel reported that the committee approved one action item and considered several other items during its session on Monday. During its brief session on Tuesday, the time was devoted to reports from WCET about its programs and activities.

ACTION ITEM
Residency Requirements for Higher Education State Policies and Issues

Kunkel reported that the committee unanimously approved this action item and encouraged staff to seek funding for a study of residency requirements. This project will consider the breadth and scope of residency policies and how state systems and institutional policies promote or hinder access to higher education. The committee suggested specific topics to include in the study.

COMMISSIONER KUNKEL, ON BEHALF OF THE ISSUE ANALYSIS AND RESEARCH COMMITTEE, MOVED APPROVAL TO SEEK, RECEIVE, AND EXPEND FUNDS TO SUPPORT A COMPREHENSIVE ANALYSIS OF RESIDENCY REQUIREMENTS IN THE 50 STATES AND THE KEY ISSUES RELATED TO RESIDENCY FOR PURPOSES OF PURSUING HIGHER EDUCATION. The motion passed unanimously.
Kunkel said this previously approved project, “The Benchmarks Report,” required no further action by the committee. This new document, recently distributed to all WICHE commissioners, will assist states in measuring progress in two major areas: finance and access, including participation, completion, equity, and affordability.

**DISCUSSION ITEM**

The Benchmarks Report

Kunkel said staff reported on several state- and institutional-level policy issues related to accelerated learning programs, such as: Advanced Placement, dual enrollment, International Baccalaureate, and Tech Prep. He said a final report about these programs will include policy implications and will be published in March.

**DISCUSSION ITEM**

Accelerated Learning Options:
A Study of State and Institutional Policies and Practices

Kunkel said staff reported on several state- and institutional-level policy issues related to accelerated learning programs, such as: Advanced Placement, dual enrollment, International Baccalaureate, and Tech Prep. He said a final report about these programs will include policy implications and will be published in March.

**INFORMATION ITEM**

Unit Updates

Staff provided the committee with updates on their activities. Cheryl Blanco reported on the activities of the Policy Analysis and Research unit. Russ Poulin and Pat Shea reported on the activities of WCET, including its recent annual meeting; Adjunct Match, an e-resource for institutions and online faculty; and a new initiative to assist Montana students in transitioning to higher education.

Note: As reported briefly above, the committees met in two sessions, with the majority of the meeting time taking place on Monday afternoon. On Tuesday morning, following brief, separate meetings, the Programs and Services and Issue Analysis and Research committees convened for a joint session about “The Master Property Program: An Avenue for Cost Savings and Institutional Contingency Planning.” (Please refer to the committee minutes located elsewhere in this agenda book for additional detail about the meetings of these committees.)

**DISCUSSION ITEM**

FY 2006 Budget Update

Marv Myers referred to the FY 2006 budget table located under tab 11 on p. 3 of the agenda book. This is a summary of the current status of the FY 2006 budget. During the May meetings the commission acts upon the organization’s budget for the coming fiscal year. In preparation for the commission’s formal action on the budget, much more comprehensive budget material is provided. At this time, the budget summary for the current fiscal year shows things are going very well, for a number of reasons. First, WICHE has continued to receive additional contract and grant funding beyond original projections and, in particular, was awarded the State Scholars Initiative grant and some additional funding in the Mental Health Programs. Second, interest income is higher because interest rates are higher and the base amount for earning interest is higher as a result of the new grant funding. In May, the general fund was projected to end the fiscal year with $2,900, and now that figure is estimated at $102,000. Myers also noted that instead of the projected $4.7 million in expenditures projected in May, the current estimate is $5.5 million, as a result of the new grant activity.

Commissioner Perry asked if the budget figures assume receipt of California’s dues payment. Myers said yes. Commissioner Carlson said that in an executive session, Commissioner Shaff had raised the same question, and it was decided that it would be better to discuss this later. In the Audit Committee report there was a reference to those dues as well. Carlson said David Longanecker continues to be optimistic that these funds will come through this year; he stated that he isn’t quite as optimistic. He added that the commission is still hopeful that California will see its legal and ethical responsibility and pay its dues.

Perry asked what the impact on the bottom line would be if California didn’t pay its dues. Myers said that to the end of the last fiscal year, the amount owed by California was $259,000; if this year’s dues of $108,000 are added to that, the total amount owed by California is $367,000. He said all of this is being considered an accounts receivable (technically, the current dues of $108,000 will not be considered an accounts receivable until the end of this fiscal year, if they remain unpaid). Longanecker said the budget table in the agenda book would have the $108,000 reported as revenue. The
Selection of 2006 Executive Committee Members
Executive Committee Members for 2006 were elected as follows:

David Nething (ND), chair  
Cam Preus-Braly (OR), vice chair  
Diane Barrans (AK), immediate past  
Marshall Lind (AK)  
Joel Sideman (AZ)  
Robert Moore (CA)  
Bill Byers (CO)  
Roberta Richards (HI)  
Dwight Johnson (ID)  
Cindy Younkin (MT)  
Carl Shaff (NV)  
Patricia Sullivan (NM)  
Richard Kunkel (ND)  
Jim Sager (OR)  
Tad Perry (SD)  
Richard Kendell (UT)  
James Sulton (WA)  
Klaus Hanson (WY)

Meeting Evaluation
Chair Nething emphasized the importance of completing the evaluation forms located under tab 11 of the agenda book.

Future Meetings
Chair Nething reported that the next meeting will be held on May 15-16, 2006, in Bismarck, ND (the date was subsequently changed to May 22-23, 2006). He assured everyone that it will be an enjoyable time, as well as an interesting work session. The weather in May in Bismarck can be variable: it can be 100 degrees or there can be six to eight inches of snow on the ground.

Other Business

Farewell to Carlson
Tad Perry said he didn’t want this moment to pass without a personal observation about Don Carlson (this was Don’s last meeting as a WICHE commissioner). He thanked him for being a wonderful commissioner and colleague over the years and wished him well.

Meeting Venue
Carl Shaff said he has spoken to David Longanecker about the option of meeting closer to the Denver Airport when the meetings are held near Denver, to avoid the hour to two-hour commute from the airport. Everyone’s travel time is important. He realizes the meeting had to be held in Boulder this time so everyone could see the new offices. The airport shuttle fees are quite high, and it could prove be more cost effective if the meetings were held closer to the airport, where free shuttles could be caught or something could be worked out with WICHE. This is just a point of information and something he would like the WICHE staff to consider.

David Longanecker said he heard Shaff’s message. He said when Bill Hybl was first appointed to the commission, he raised the possibility of meeting in Colorado Springs at some point instead of in the Denver area. Colorado Springs has an airport that is quite proximate to downtown, so it is a fairly easy commute to meeting venues. It’s a pretty nifty city, and Bill Hybl can make it even niftier. We might consider meeting in Colorado Springs in the future.
Bismarck Trivia
Commissioner Klaus Hanson said he just wanted to note that we will be meeting in Bismarck, a town that is named after the German “ironhanded chancellor” of the 19th century. Chair Nething has already mentioned that we will start on time and finish on time – and that goes right with the territory.

The meeting adjourned.

Special Events Held During This Meeting

- “What’s Up in the WICHE West? A Focus on Oregon, Idaho, Montana, and South Dakota.” Speakers: David Longanecker, executive director of WICHE; and Cheryl Blanco, director of the Policy Analysis and Research unit at WICHE, with individuals from the focus states in a panel format.

- Policy Discussion: “Taking Course Redesign to Scale.” Speaker: Carol Twigg, executive director of the Center for Academic Transformation in Troy, NY.

- “A Celebration of WICHE’s Mental Health Unit’s 50th Anniversary.” Speakers: Steve Mayberg, director of the California Department of Mental Health in Sacramento; Frank McGuirk, former director of WICHE’s Mental Health Program; and Dennis Mohatt, director of WICHE’s Mental Health Program.

- Policy Discussion: “Internet2 and Beyond – Will the West Be a Competitor or a Spectator?” Speaker: Louis Fox, vice provost for educational partnerships at the University of Washington in Seattle.

- A reception a WICHE’s new offices in the SHEPC* complex.

- Policy Discussion: “Linking Student Assessments: The ACT Portfolio.” Speaker: Paul Weeks, assistant vice president of educational services at ACT in Iowa City, IA.

- Presentation: “The Master Property Program (MPP): An Avenue for Cost Savings and Institutional Contingency Planning.” Speakers: Elizabeth Conlin, vice president of higher education practice at Marsh USA, Inc., in Cleveland, OH, and William Payton, director of risk and insurance management at the University of Missouri System in Kansas City and past chair of the MPP Oversight Committee.

*SHEPC is the State Higher Education Policy Center, a limited liability company composed of three owner/partner-organizations: the National Center for Higher Education Management Systems (NCHEMS), State Higher Education Executive Officers (SHEEO), and WICHE.
ACTION AND INFORMATION ITEMS

Report from the Audit Committee

Background
The Audit Committee is advancing six items to the Committee of the Whole. Four of these are action items recommended for approval, and two are informational items. All but one of the items (an action item to approve the auditor) includes a separate action or information item.

David Nething, WICHE’s chair, appointed the current members of the Audit Committee: Diane Barrans as chair, and Roy Ogawa, Ed Jasmin, Jane Nichols, and former WICHE Commissioner Linda Blessing as regular members.

The first action item contains the recommended amendments to the WICHE bylaws pertaining to the Audit Committee. The primary change to the bylaws would transfer from the WICHE Commission to the Audit Committee the authority to approve the selection, compensation, and discharge of the accounting firm to conduct WICHE’s financial audits each fiscal year.

The second action item (no attachment) recommended by the Audit Committee is to approve the continuation of the certified public accounting firm of Clifton Gunderson to conduct WICHE’s audits for fiscal years 2006, 2007, and 2008 at a cost of $23,000, $24,000, and $26,000, respectively. This firm has conducted WICHE’s audits since winning an open bid process for fiscal year 2003.

The next two items are informational only and are the Audit Committee’s charter and calendar of anticipated tasks or functions and timelines.

The last two action items are recommended code-of-ethics statements for both the WICHE Commission and the WICHE executive director. In light of many considerations, including the context of the Sarbanes-Oxley Act, the Audit Committee recommends the approval of these two new code of ethics statements. If approved, the executive director will develop a similar code of ethics statement for the WICHE staff.

Action Requested
Approval of the four action items recommended by the Audit Committee to the Committee of the Whole, which are:

1. Amendments to the Bylaws pertaining to the Audit Committee and specifically transferring from the WICHE Commission to the Audit Committee the authority to determine the auditing firm for WICHE.
3. Commission code of ethics.
4. Executive director code of ethics.
ACTION ITEM
Amendments to the WICHE Bylaws Pertaining to the Audit Committee and Its Authority to Approve WICHE’s Auditors

Note: Struck through text are proposed deletions and bold-faced italicized text are proposed additions to the document.

ARTICLE V
Committees

Section 5. Audit Committee Aeneum
The Audit Committee of the Commission shall be composed of at least three and not more than five members, shall be composed only of current or former Commissioners, each of whom shall otherwise be independent of any fiduciary advantage from either WICHE or from the public accounting firm employed to audit WICHE. Each member should be knowledgeable about nonprofit financial management principles and practices. The Chair of the Commission, notwithstanding Article IV, Section 3.a, shall not serve on the Audit Committee but shall appoint the members of the Audit Committee, with the Past Chair of the Commission serving as the Chair of the Audit Committee. In order to preserve continuity, members of the Audit Committee shall be appointed to three- or four-year, staggered terms. No member shall serve for more than five consecutive years. The Audit Committee shall:

• review the appointment and compensation approve the selection, compensation, and discharge of the registered public accounting firm employed to audit WICHE, and recommend to the Commission retaining or reselecting the auditor; and
• review and approve any amendments to the fees to be paid in the audit contract receive the annual audit of the organization from the auditor, engage in a review of the audit with the auditor, and recommend to the Commission whether to accept or reject the annual audit as submitted to the Commission; and,
• establish a charter of the function of the Audit Committee, which is annually reviewed.
INFORMATION ITEM
Audit Committee Charter

Purpose
The purpose of the Audit Committee is to assist the commission in fulfilling its oversight responsibilities for the financial reporting processes, the system of internal control over financial reporting, the external audit processes, WICHE’s method for monitoring compliance with laws and regulations, and the code of ethics.

Composition
The Audit Committee will consist of at least three and not more than five members and shall be composed only of current or former commissioners, each of whom shall otherwise be independent of any fiduciary advantage from either WICHE or from the public accounting firm employed to audit WICHE. Each member should be knowledgeable about nonprofit financial management principles and practices. The chair of the commission shall not serve on the Audit Committee, but shall appoint the members to the Audit Committee, with the past chair of the commission serving as chair of the Audit Committee. In order to preserve continuity, members of the Audit Committee shall be appointed to three- or four-year staggered terms. No member shall serve for more than five consecutive years.

Responsibility and Authority
The Audit Committee’s responsibilities and authority shall include the following:

1. Promote a coordinated, efficient, and effective audit function; be informed, diligent and probing in fulfilling its oversight responsibilities while avoiding unnecessary and inappropriate interaction with the prerogatives of WICHE leadership.

2. Provide an open avenue of communications among management, auditor, and the commission. The oversight should be effective and support a culture and tone which ensures proper and full disclosure.

3. Assure and confirm the independence of the auditor and the members of the Audit Committee.

4. Approve the selection, compensation, and discharge of the auditor.

5. Review the results of the audit with the auditor and management, including any findings and recommendations, together with management’s responses. Consider any changes required to the planned scope of future audits.

6. Inquire of the auditor and management about significant risks or exposures and assess the steps management takes to minimize such risks and to detect any material errors or irregularities in a timely manner.

7. At least annually, meet privately and separately with the external auditor and WICHE’s chief financial officer to discuss any matters that any party believes should be discussed privately.

8. Require immediate notification be made to the Audit Committee by the executive director relative to significant frauds, breaches of proper financial conduct, violation of laws or regulations, or findings by any other auditing agency.

9. Provide a confidential reporting mechanism for suspected financial wrongdoing, which is available for use by staff members, clients, and vendors of WICHE; such persons may contact the chair of WICHE’s Audit Committee or the chair of the WICHE Commission (contact information for these persons will appear on WICHE’s website). The WICHE Commission and Audit Committee assure the confidentiality of and lack of reprisals for any person reporting a financial wrongdoing.

10. Review the adherence to and, if appropriate, recommend changes to, the Audit Committee’s charter and the code of ethics.

11. Recommend to the commission whether to accept or reject the annual audit, as submitted to the commission.

12. At least annually, report to the commission on the Audit Committee’s activities.
# INFORMATION ITEM

## Audit Committee Calendar of Events

<table>
<thead>
<tr>
<th>Task or Function</th>
<th>Performed by</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Appointment of the members to the Audit Committee (AC) by the chair of the commission: Assuring and confirming the independence of the members.</td>
<td>Commission chair</td>
<td>Nov/Dec</td>
</tr>
<tr>
<td>2. Selection of the auditor for the current fiscal year (including compensation): Assuring and confirming the independence of the auditor.</td>
<td>AC</td>
<td>Dec/Feb</td>
</tr>
<tr>
<td>3. Review the Audit Committee’s charter and the code of ethics for WICHE commissioners and the executive director to confirm adherence and recommend changes deemed appropriate.</td>
<td>AC</td>
<td>Dec/Feb</td>
</tr>
<tr>
<td>4. Report to the commission the Audit Committee’s activities.</td>
<td>AC</td>
<td>May</td>
</tr>
<tr>
<td>5. Review the results of the audit with the auditor and management including:</td>
<td>AC</td>
<td>Sept/Oct</td>
</tr>
<tr>
<td>a. Findings and recommendations, together with management’s response.</td>
<td></td>
<td></td>
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<tr>
<td>b. Inquiries about significant risks or exposures and an assessment of the steps needed to minimize the risks and detect material errors or irregularities.</td>
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<td></td>
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<tr>
<td>6. Meet privately and separately with the external auditor and chief fiscal officer to discuss any matters that any party believes should be discussed privately.</td>
<td>AC</td>
<td>Sept/Oct</td>
</tr>
<tr>
<td>7. Recommend to the commission whether to accept or reject the annual audit as submitted by the auditor.</td>
<td>AC</td>
<td>Sept/Oct</td>
</tr>
<tr>
<td>8. Report to the commission the Audit Committee’s activities.</td>
<td>AC</td>
<td>Nov</td>
</tr>
<tr>
<td>9. The executive director (ED) reports to the Audit Committee any significant: frauds, breaches of proper financial conduct, violation of laws or regulations, or findings by any other auditing agency.</td>
<td>ED</td>
<td>At any time</td>
</tr>
<tr>
<td>10. Review and investigate any suspected financial wrongdoings shared with the Audit Committee.</td>
<td>AC</td>
<td>At any time</td>
</tr>
<tr>
<td>11. Review periodically the duties and responsibilities of the Audit Committee to ensure they remain effective and up to date.</td>
<td>AC</td>
<td>At any time</td>
</tr>
</tbody>
</table>
ACTION ITEM
Commission Code of Ethics

The Western Regional Education Compact calls upon commissioners appointed by each participating state to oversee the development of WICHE’s programs in order to strengthen higher education’s contribution to the social and economic life of the region. Ethical practices are essential to the creation, implementation, and continued operation of effective, equitable programs that benefit the citizens of the West.

It is essential that WICHE espouse its own standards of ethical conduct, since codes differ by state and do not apply to an interstate agency such as WICHE. In this regard, each WICHE commissioner agrees individually to:

• Fulfill his or her responsibilities in a professional manner, with honesty, integrity, dignity, fairness, and civility.

• Act in an informed, competent, and responsible manner, and adhere with due diligence to provisions of the Western Regional Education Compact, the WICHE bylaws, and the approved policies and procedures of the organization.

• Avoid possible conflicts of interest between his or her responsibilities as a state-appointed official and the policies, procedures, and operations of the multistate organization. Should a potential conflict arise, a commissioner has the responsibility to disclose this to the commission and to recuse herself or himself from any discussion or actions with regard to the potential conflict of interest.

• Foster high standards of professional and ethical conduct within WICHE and the commission.

• Support principles of due process and civil and human rights of all individuals, while being vigilant to resolve circumstances of discrimination, inequity, inappropriate behavior, harassment, or abuse within WICHE.

• Refrain from accepting duties, incurring obligations, accepting gifts or favors of monetary value, or engaging in private business or professional activities where there is, or would appear to be, a conflict between the commissioner’s personal interests and the interests of WICHE or its member or affiliated states.

• Avoid exploiting his or her position for personal gain through the use of political, social, religious, economic, or other influence.

• Obey local, state, and national laws and pursue any changes in those laws, policies, and regulations only through legal, ethical, and otherwise appropriate means.

• Support this WICHE Code of Ethics as a fundamental underpinning for the values, the decisions, and the actions of the commission and the organization.
The executive director is the chief executive officer of the commission, as stated in the bylaws for WICHE. The executive director’s ethical practices are essential to the creation, implementation, and continued operation of effective, equitable programs that benefit the citizens of the West.

It is essential that WICHE espouse its own standards of ethical conduct, since codes differ by state and may not apply to an interstate agency such as WICHE. In this regard, the executive director agrees to:

- Fulfill his or her responsibilities in a professional manner, with honesty, integrity, dignity, fairness, and civility.
- Act in an informed, competent, and responsible manner, and adhere with due diligence to provisions of the Western Regional Education Compact, the WICHE bylaws, and the approved policies and procedures of the organization.
- Avoid conflicts of interest between his or her responsibilities and the policies, procedures, and operations of the WICHE; and through policies, procedures, and actions ensure the appropriate ethical conduct of the WICHE staff.
- Disclose any potential conflict of interest, should one ever arise, to the officers of the commission.
- Foster high standards of professional and ethical conduct within WICHE and the commission.
- Support principles of due process and civil and human rights for all individuals, while being vigilant to resolve circumstances of discrimination, inequity, inappropriate behavior, harassment, or abuse within WICHE.
- Refrain from accepting duties, incurring obligations, accepting gifts or favors of monetary value, or engaging in private business or professional activities where there is, or would appear to be, a conflict between the executive director’s personal interests and the interests of WICHE or its member or affiliated states.
- Avoid exploiting his or her position for personal gain through the use of political, social, religious, economic, or other influence.
- Obey local, state, and national laws and pursue any changes in those laws, policies, and regulations only through legal, ethical, and otherwise appropriate means.
- Support this WICHE Code of Ethics as a fundamental underpinning for the values, the decisions, and the actions of the commission and the organization.
dues owed for previous years and accounted for as an accounts receivable are reflected in the reserves lines so the $259,000 owing from past dues would impact the reserves’ bottom line.

ACTION ITEM
Election of the Chair and Vice Chair

Chair Barrans reported that there is a motion on the floor to elect David Nething of North Dakota as chair, Cam Preus-Braly of Oregon as vice chair, and Diane Barrans of Alaska as immediate past chair of the WICHE Commission’s 2006 slate of officers. She asked if there were further nominations. With no other nominations from the floor, she called for the vote on the motion:


Remarks from the New Chair
Chair David Nething reported that he had mislaid the 15 pages of remarks that he had planned to make, so he would have to make his report brief.

Nething congratulated Cam Preus-Braly on being elected vice chair, stating that she will have a full year to learn more about the chair’s position before she takes over next November. He also thanked WICHE’s outgoing chair, Diane Barrans, for the fairness and expertise she has applied as she has conducted the commission’s meetings and other duties. He said he looks forward to working with Barrans as the immediate past chair over the next year.

Nething mentioned Tad Perry, describing him as someone who brings a perspective to the group that few commissioners can. Perry is a faculty member, a department head, and an executive director, which really makes Nething’s qualifications look rather minimal because the only experience he’s had in higher education is that of a legislator (and that of a student, a state everyone here endured so long ago that we probably don’t remember the negatives or the positives). As a legislator, he pledges that our meetings will be run as he likes to run legislative meetings – by starting on time, ending on time, keeping speakers on time, and hopefully doing it in a way that makes our workloads easier.

Nething said he looks forward to being WICHE’s chair for a year. One of the reasons is the quality of the staff: it is outstanding, from the executive director to the directors and support staff. Nething told Longanecker he doesn’t intend to be a meddler but he looks forward to working with him and with WICHE’s outstanding selection of commissioners from across the 15 Western states. By tapping their individual expertise, we can further strengthening the organization.

Tribute to the Outgoing Chair
David Longanecker said Nething had already given his accolades to Diane Barrans for her leadership on behalf of the commission. He would like to add some from the staff perspective. Diane is a friend and has also been his senior boss over the past year. She has been absolutely marvelous to work with. He and the staff love working with Diane; she’s there when you need her and is such a pleasant and knowledgeable person with whom to work. We have a very small token of appreciation – an engraved pen. Thank you very much, Diane.