

## MINUTES OF THE UNIVERSITY SENATE

The May 4, 1976 meeting of the University Senate was called to order by Chairman James Gray at 3:25 p.m. in Pratt Auditorium.

As moved by Senator Goodrich, seconded by Senator Jones, the minutes of the April 29, 1976 meeting of the Senate will be published in the Faculty News on May 14, 1976 and approved by the Senate at its September, 1976 meeting.

A motion by Senator Goodrich, seconded by Senator Chellman, which called for publication of the minutes of this meeting, May 4, in the June 11, 1976 issue of the Faculty News was defeated by the Senate. A subsequent motion by Senator Chamberlin, seconded by Senator Lentz, and passed by the Senate calls for the May 4, 1976 Senate minutes to be published in the first issue of the Faculty News in September, 1976 and then to be approved by the Senate at its subsequent meeting.

The following Senators were excused from the meeting: Senators Lafranchi, Dock, Dakak, McGovern, Berthy, Spieker, Browning and Glott.

In addition, the following Senators were absent from the meeting: Senators Nold, Hadley, Bilicic, Seagren, Battaglini, Calderwood, Carone, Hulings, McBride, Montgomery, Buterbaugh, Woomer, Buriok, Fricke, Lanham, McFeely, McNamara, Scanlon, Schneider, Tucker, Walz, Woods, Stobie, Barnicle, Arbogast, Butz, Caldwell, Conglose, DeMastry, Ferrell, Feese, Filus, Giardina, Griffie, Hagerty, Hoover, Johnson, Lentz, Mielecki, Phenicie, Whyte, Windstein, Mimmie, Linner, Borst, Kotulka, Laurora, Nehrebecki, Wilkinson, and Yiengst.

The following information was presented by Committee J (Consultative) for the information of the Senate:

Committee J was charged with the responsibility of (1) defining the procedures by which the University community shall select administrative personnel and (2) defining the responsibilities and procedures for the evaluation of administrators.

In regard to the first part of the charge, on March 4, 1975, the Senate approved the following "Guidelines for Selecting Candidates for Administrative or Management Position":

a. Select a search and screen committee consisting of members having the expertise to define requirements for the position, to screen applicants and to make valid candidate recommendations. Committee members should be managers, administrators, faculty, students, trustees, alumni, and other members of the University community, as appropriate. Those selected should include individuals who will work closely with the new administrator/manager.

b. The administrator/manager who is the immediate supervisor for the position should either chair the committee or direct the committee concerning the selection of a chairperson. The immediate superior for the position should also direct the committee concerning: characteristics and qualities



required of candidates; time schedule; financial resources for the search-screen process; salary limitations for the position; and number (and/or ranking if requested) of final candidates.

c. The Committee must follow all Affirmative Action regulations and any other Commonwealth and/or University procedures in effect. The Committee chairperson should contact the Affirmative Action Officer for specific policy and direction before proceeding with any action. The latest Affirmative Action Recruitment Procedure should be studied by the Committee and followed concerning developing the job description, advertising the position, screening applicants, and interviewing. Plans and a time schedule should be developed and assignments should be made for expediting this procedure.

d. The work of the Committee should be confidential. No information concerning the applicants should be disclosed.

e. The guidelines should not in any way be interpreted as limiting the powers vested in the Board of Trustees or the President of the University in the selection of administrative/management personnel.

f. Recommended references for Search Committee: "Selecting Academic Administration: The Search Committee", American Council on Education; "Faculty Participation in the Selection and Retention of Administrators". AAUP Bulletin, June, 1972.

Committee J (Consultative) brought before the Senate the second section of its charge, the purpose of evaluation, the procedure for evaluating administrators and the evaluation instrument.

As moved by Senator Streifthau and seconded by Senator Chaszar, the Purpose of Evaluation, as stated below, was accepted by the Senate:

The purpose of administrative evaluation is twofold:

- (1) To set goals or objectives of achievement for each administrative or management position, and
- (2) To establish a means of evaluating the level of achievement. This serves to guide and motivate individuals to an improved level of performance and gives them standards for self evaluation. It enables segments of the University to assess achievements of individuals objectively. By this means a more effective educational milieu can be achieved because systematic evaluation is instrumental in the improvement of an individual's effectiveness and the resulting quality of an institution.

As moved by Senator Streifthau and seconded by Senator Jones, the following Procedure for Evaluating Administrators was approved by the Senate:

- (1) The supervisor will select a proposed committee for the evaluation of each member of the administrative staff who reports directly to him/her. The composition of the committee will be at the discretion

of the supervisor, except that it must include both peers and subordinates. This committee may vary in numerical composition, depending upon the size of the university complement supervised by the person being evaluated, but should reflect the balance noted above. The supervisor will chair the committee.

- (2) The person being evaluated will be informed of the composition of the proposed committee and will have the opportunity to express satisfaction or dissatisfaction with its composition. The supervisor may agree or disagree with the decision.
- (3) The committee will operate confidentially. The instrument developed by Committee J will be used as one of the inputs for evaluation. A descriptive type of evaluation based upon the goals and objectives of the specific job should also be used, to be developed by the evaluating committee. The supervisor may also use other information which comes to his/her attention and can be substantiated.
- (4) Each member of the evaluation committee must sign and date his/her completed evaluation instrument(s).
- (5) The supervisor will write the final evaluation, review it in conference with the person evaluated and give such person a copy of the written report. A copy will be placed in his/her personnel file and sent to the President of the University through the normal administrative channels. All evaluation inputs must be kept on file by the supervisor for at least six months from the date of the final report and subsequently destroyed.
- (6) The evaluated person has the right to react to the evaluation report in the written form. The person who has been evaluated must make said written response within ten (10) working days from the time which he received the supervisor's evaluation report. No information received through the evaluative process may be withheld from the evaluated person. Said information shall include all evaluation instruments used: i.e., the instrument developed by Committee J and/or all other evaluative responses and/or materials as ascertained by the supervisor of the person being evaluated. Any response by the person being evaluated shall be attached in writing to the evaluation report, and henceforth be part of said evaluation report.
- (7) In regard to the complete evaluation, the supervisor has full responsibility to maintain absolute confidence, except for the aforesaid administrative channeling process.
- (8) Evaluations should be made within a systematic time frame: specifically by the end of the first year, (i.e., after the adoption of the evaluation procedure) and on a rotating basis thereafter, but at least once every three years.\* More frequent evaluations may be made if deemed appropriate by the supervisor.
- (9) The above evaluation process in no way may restrict other forms of evaluation as deemed necessary by the supervisor.

\*This phrase was changed by the Senate, as moved by Senator Arlo Davis and seconded by Senator C. Johnson.



- (10) An administrator may request an evaluation of his/her immediate supervisor at any time.
- (11) Under the direction of the Senate, the procedures for evaluating administrators should be reviewed, with appropriate modifications made, at the end of three years.

On a motion by Senator Streifthau, seconded by Senator Jones, the following Evaluation Instrument for Administrative Personnel was approved, as amended in Item 25. A motion by Senator Johnson, seconded by Senator Chaszar, changed "academic standards" to "professional Standards".

The purpose of this instrument is to evaluate management abilities and skills of administrative personnel; specifically (1) the ability and skill to communicate effectively; (2) to make rational decisions; (3) to plan effectively; (4) put plans into action/operation; (5) to solve problems rationally; and (6) to initiate and maintain effective public relations.

This instrument is to be administered to all administrative personnel, Indiana University of Pennsylvania.

Assesses situations realistically;  
uses sound professional judgment:

Score: 5    4    3    2    1  
(superior)                      (inferior)

Importance of characteristic:

A    B    C    D  
(high)                      (low)

No basis for judgment: \_\_\_\_\_

The traits to be evaluated in the manner indicated above appear below.

#### I. Communications

1. Makes other feel at ease when dealing and talking with them.
2. Is responsive to others viewpoints (willing to listen to opposing opinions).
3. Communicates effectively (regardless of the medium employed).
4. Keeps others (at all levels) informed of policy formation and administrative decisions.
5. Prepares reports that are clear, concise and comprehensive.
6. Is accessible to faculty, staff, students, other administrators, and the public.

#### II. Decision-Making

7. Is open to and responds to new suggestions, techniques, and procedures.
8. Is himself/herself creative in suggesting new techniques and procedures.
9. Exhibits good judgment and consistency in decision-making.
10. Encourages shared decision-making, where shared responsibility exists.
11. Attempts to achieve reasonable consensus.
12. Behaves independently when faced with a situation that could involve differing views or decisions at any administrative level.
13. Is able to establish appropriate priorities when faced with many tasks and with too little time to complete them all.
14. Assesses situations realistically and uses sound professional judgment.

### III. Planning

15. Is competent in the area of long-range planning.
16. Makes time for planning by delegating routine tasks.
17. Encourages initiative and innovation.
18. Is receptive to constructive suggestions for change.

### IV. Operations/Action

19. Presents appropriate materials for group action.
20. Adheres to appropriate group decisions.
21. Is familiar with and adheres to Collective Bargaining Agreement.
22. Delegates authority when appropriate.
23. Works within administrative constraints and framework.
24. Keeps abreast of new curricular and related developments in his/her area of professional responsibilities.
25. Demands high professional standards and performance.
26. Accomplishes the routine tasks that are necessary for proper conduct of his/her office.
27. Encourages operational efficiency on the part of those under his/her jurisdiction.
28. Meets established deadlines consistently.
29. Contributes to the necessary committee work of the University.
30. Has the health and energy to carry out the duties of his/her office.
31. Is dedicated to the educational goals of the University.

### V. Problem Solving

32. Is sensitive to professional problems and concerns of faculty, staff and students.
33. Is able to cope with unanticipated events.
34. Approaches problem solving on a systematic basis.

### VI. Human/Public Relations

35. Exhibits a considerate attitude toward faculty, staff and students.
36. Shows fairness in dealing with faculty, staff, and students.
37. Is honest and reliable.
38. Is able to maintain morale in faculty, staff and students.
39. Is able to inspire faculty, staff, and students.
40. Commands respect of faculty, staff and students.
41. Has always exhibited ethical behavior.
42. Offers constructive criticism in an appropriate manner.
43. Promotes a positive image of the University.
44. Recognizes contributions of others.
45. Understands the University well enough to refer matters to the proper offices for effective action.

\* \* \*

Often there are qualities pertinent to a person's capabilities, efficiency, and responsibilities about which questions are not asked on an evaluation form such as this one. Please comment below on any such omissions.

\* \* \*

In the performance of his/her task(s), I would rate this person overall:

SCORE:	5	4	3	2	1
	(superior)			(inferior)	

On a motion by Senator Gibson, Chairman of Committee B2 (Curricula), the specialization "Office Management" was eliminated from the Business Management curriculum.

On a motion by Senator Gibson, seconded by Senator Sheeder, all electives in the Business Management Department, except those in the major curriculum, will be considered free electives.

On a motion by Senator Gibson, seconded by Senator Shildt, the following two courses were phased out of the Business Management curriculum and the following 12 new courses were approved:

Courses to be phased out:

- BM 342 Business Problem Application I
- BM 442 Business Problem Application II

New courses (3 s.h. each):

- BU 337 Consumer Law
- BM 200 Principles of Management
- BM 240 Computers in Business
- BM 300 Managerial Accounting
- BM 341 Finance II
- BM 354 Intermediate Accounting II
- BM 436 Social Issues in Marketing
- BM 437 Industrial Marketing
- BM 440 Advanced COBOL Application Programming
- BM 482 Seminar in Finance
- BM 486 Wage & Salary Administration
- BM 491 Special Topics in Business

On a motion by Senator Gibson, seconded by Senator Weber, the core program (required for all majors) of the Music Department was restructured, as follows:

MU 115, 116, 215, 216	Theory I through IV	12 cr.
MU 111, 112, 211, 212	Theory Skills I through IV	8 cr.
MU 301, 302, 303	Music History I through III	9 cr.

On a motion by Senator Gibson, seconded by Senator Fry, the specific course requirements for a B.A. in Music-Theory Concentration, was approved as follows:

MU 361, 362, 411, 412	Composition I thru IV	8 cr.
MU 306	Counterpoint I	2 cr.
MU 307 or 309	Counterpoint II or Orchestration I	2 cr.
MU 315	Theory V	3 cr.
MU 217, 218	Keyboard Harmony I & II	2 cr.
		<u>17 cr.</u>

NOTE: The addition of one credit in the new program could be accommodated by reducing the elective credits by one.

On a motion by Senator Gibson, seconded by Senator DeFurio, dual listing was approved for Music Workshop I and II (Graduate/Undergraduate). This adds MU 480 and MU 481, Music Workshop I and II, 1 to 3 credits each, for summers only.

On a motion by Senator Gibson, seconded by Senator Streifthau, the following three new music courses were approved:

- MU 110 Fundamentals of Theory - 3 cr.
- MU 335 Music for Exceptional Children - 3 cr.
- MU 482 Independent Study - 1-6 cr.

As moved by Senator Gibson, seconded by Senator Shirey, the Senate approved the increase in credits from 2 to 3 for MU 331, Elementary Methods and MU 333, Secondary Methods.

Senator Gibson moved approval of EN 327, Layout Design and Production, 3 cr., and the motion was seconded by Senator Johnson; this motion was passed by the Senate.

HP 322, Dance Production, 3 cr., was passed by the Senate, on a motion by Senator Gibson, seconded by Senator Aierstock.

On a motion by Senator Gibson, seconded by Senator Sheeder, LR 471 was changed from Advanced Photography in Education to Advanced Photography I, 3 s.h. The course content was changed to include a high degree in print-making skills that can produce solon-quality photographic prints; emphasis placed on camera and print control, as well as composition and negative and print manipulation.

LR 472, Advanced Photography II, 3 s.h. was approved as a new course, upon a motion by Senator Gibson, seconded by Senator DeFurio.

History 485 - Internship - 3-12 credits, was approved as a new course, following a motion by Senator Gibson, seconded by Senator Wayne Smith. This course is designed for upper-level history and history pre-law students.

Approval was given to a Bachelor of Science Degree in Environmental Health, to be offered by the Biology Department, as moved by Senator Gibson and seconded by Senator Gallati. This approval includes the following three new courses:

- BI 310 Applied Entomology and Zoonoses - 3 s.h.
- BI 321 Environmental Protection I - 3 s.h.
- BI 322 Environmental Protection II - 3 s.h.

Senator Gibson moved approval of the following:

Proposed new courses to be offered for credit within the School of Continuing Education shall be sent to the Curriculum Committee with the endorsement of the Dean of The School of Continuing Education and the Dean of the School containing the department(s) which assume responsibility for the academic content of the course, as well as the department(s) concerned. No proposal will be considered unless a department(s) assumes such responsibility. The proposal must include some mechanism through which the department(s) shall thereafter maintain responsibility for overseeing course content and instructor competence insofar as the faculty of departments oversee these matters for any course. Nothing in the foregoing restricts or extends the prerogatives of the Dean of the School of Continuing Education to perform the purely administrative duties involved in offering a course. Existing University rules and regulations are to be observed.

The motion for approval was seconded by Senator Anderson.

A subsequent motion by Senator Goodrich, seconded by Senator Chamberlin, to return this matter to the Committee was defeated by the Senate, and the motion for approval was then passed by the Senate.

★ On a motion by Senator Goodrich, seconded by Senator Streifthau, the Senate voted to permit Dr. George Spinelli and Dr. James Wilson, of the Counselor Education Department, to speak on the floor of the Senate regarding the proposed D.Ed. Program in Counselor Education. Senator Gallanar moved approval of the D.Ed. Program in Counselor Education; the motion was seconded by Senator Penta, and subsequently approved by the Senate.

Committee E, chaired by Senator Goodrich, presented the report of the Faculty Research Subcommittee for Senate information:

The Faculty Research Subcommittee has awarded the following grants not in excess of \$500.00 with the understanding that the funds are to be spent or encumbered by June 30, 1977:

1. Bachmann, Tibor, \$260.00  
The use of "Golden Section" in Bela Bartok's Music.  
The application of the Golden Section as a structural means is unknown in music history. To reveal the overwhelming use of it in Bela Bartok's compositions along with the Fibonacci numerical sequence is the aim of this research.
2. Dietrich, William E. \$250.00  
"Rate of photorespiration in shade tolerance of Deciduous Trees"  
Measurements of the photorespiratory rate of tree seedlings of different shade tolerance, grown at three light intensities, will be performed using infra-red gas analysis. Correlation between these measurements and enzyme levels will be sought. The hypothesis that light intensity adaptation of tree seedlings is, in part, due to modulation of photorespiration will be tested.
3. Forbes, William R. \$500.00  
"Studies on the Effects of Melatonin upon the Reproductive Behavior of Hamsters"  
Recently, the golden hamster was found to be included among the many animals affected sexually by the pineal hormone melatonin. Therefore, in order to quantitate as completely as possible the effects of melatonin upon the sexual behavior of the golden hamster, it is necessary to construct an apparatus that can follow various important aspects of animal behavior.
4. Grayburn, William F. \$100.00  
"Typing of manuscript for book, Rebecca Harding Davis"  
To defray costs of the final typing of my book manuscript, to be submitted to the Twayne Publishing Company in September, 1976.

5. Kulkarni, Gopal S. \$322.00  
 "Rural-Urban Migration and Socio-Economic Change in India"  
 This study seeks to study (1) the relationship between the economic and social conditions of an individual and his decision to migrate to a large city and (2) the nature of changes in his socio-economic situation after his migration.  
 The investigation is to be conducted in the city of Pune (population over a million) in western India. Data is to be collected by personal interviews of approximately 400 heads of households selected by a stratified random sampling method. Non-parametric methods will be used to analyze the data.
  
6. Lanham, Betty B. \$150.00  
 "Typing of two articles, (2) travel expenses, limited amount, for talking with scholars in Europe, and (3) a project titled: A Cross-Cultural Analysis of Freedom and Restraint in Interpersonal Relationships as is Evident in Guyana, Japan and the United States"  
 Funds requested for:  
 (1) The completion (largely typing) of two articles: one, a comparative analysis of stories prepared for the teaching of ethical themes in the schools of the U.S. and Japan both prior to and after World War II. Two, an analysis of parental responses in Guyana to the methods used in getting children to obey.  
 (2) Travel to consult and talk with persons in Europe in culture and personality who may be interested in the project presented in Item (3).  
 (3) Tabulations involved in a cross-cultural analysis of freedom and restraint in interpersonal relationships in Guyana, Japan, and the United States involving the subject headings: 1. Freedom of expression (includes a study involving mechanisms of control being undertaken with Bruce Cartwright); 2. Freedom from disturbance; 3. Culturally prescribed restraints. The request is for a small amount of money that hopefully will lead to a foundation grant sponsoring a year of research abroad.
  
7. Liscinsky, Renee \$400.00  
 "Publication of a book"  
 The purpose of this project is to prepare for publication my edition of the fifteenth century French manuscript, "Faits et conquesses du Noble Roy Alexandre". The Librarie Droz S.A. (Geneva, Switzerland,) has committed itself to this project.
  
8. Pickering, Jerry L. \$200.00  
 "The Aquatic Vascular Plants of Yellow Creek State Park"  
 This study would involve the collection, identification, mapping and abundance determination of the aquatic vascular plants at Yellow Creek State Park.
  
9. Stuart, Alvin J. \$415.00  
 "The problems of senior teachers in the pre-retirement years"  
 This study is an attempt to determine teachers' preceptions of personal and professional factors which might have affected them during the years immediately preceding their retirement. It involves a survey of three samples of recently retired teachers from all levels of education in Pennsylvania.

10. Thibadeau, Eugene F. \$400.00  
 "Preparation of Manuscript: Existentialism in the Classroom"  
 Compilation, acquisition, analysis, and editing of articles detailing direct, real-life implications of existentialism as a philosophy of education in the classroom. This project is without duplication in our literature to date, partly because of the innovative perspective of applying existentialism to educational theory, there are no texts dealing with a clear explication of existential principles for a philosophy of education--aims, status of the student, role of the teacher, value and perspective of the curriculum and relationship between the school and society.

TOTAL AMOUNT of these 10 grants under \$500 each: \$2997.00

As recommended by Committee E according to the regulations of March 16, 1976, Senator Goodrich moved that the following grants in excess of \$500.00 be approved, with the understanding that the funds are to be spent or encumbered by June 30, 1977:

1. Ballas, Donald J. \$1340.00  
 "Cultural Geographic Factors Related to Socio-Economic Development on the Blackfeet Indian Reservation, Montana"  
 Cultural geography (including such factors as population distribution, settlement patterns, land tenure patterns, historical geography, etc.) are related both directly and indirectly to many aspects of social and economic development on the American Indian Reservations. One of my several published articles (as well as both M.A. and Ph.D. theses) on American Indians is one entitled "Cultural Traits Related to Socio-Economic Development on the Rosebud Sioux Indian Reservation, South Dakota"; this proposed research project on the Blackfeet Reservation will continue my research on this general topic among the American Indians and permit comparative studies with the Rosebud Reservation (studied for my dissertation). Thus it will be both a continuation of my past and future research on the cultural geography of the American Indians and a specific research project studying the Blackfeet Indians. Field work is essential to gather data (little or none of which is published), carry out interviews, make maps, and take supporting photographs.
2. Eddy, Jerry K. \$1890.00  
 "Trace Element Studies of Environmental Water Supplies"  
 Money is requested for the rental of a high-resolution Intrinsic Germanium x-ray detector to allow the development of Charged Particle Induced X-ray Analysis at I.U.P.'s Van de Graaff Accelerator Laboratory. Environmental water samples are to be analysed for trace elements to the parts per billion range in cooperation with chemists from American University. Evidence is presented for the need of such measurements in the form of a statement from the United States Environmental Protection Agency.
3. Landon, Dale E. \$645.00  
 Researching the papal side of the Anglo-papal relations during the period 1365-1406 relative to the episcopal career of Henry Despenser



This will be a research project to investigate the papal documents of the period 1365-1406 which pertain to the episcopal career of Henry Despenser, Bishop of Norwich, 1370-1406; to explore the paper position on such specific topics as Despenser's crusade, English heresy, and more particularly papal provisions in the diocese of Norwich, their legal and financial implications and the bishop's and the English kings' requests for papal provisors; to examine the papal justification of papal taxation in this period and the various papal taxes levied in the diocese of Norwich.

4. McKelvey, Donald R. \$3360.00  
An investigation into the nature of surface absorption using Raman Spectroscopy  
Raman spectroscopy will be used to investigate the nature of surface absorption of various organic vapors on catalysts of importance to the petroleum industry.
5. Mease, Fiddler and Quirk \$1190.00  
"Effects of Compressed and Expanded Speech in Minimal Brain Dysfunction"  
The presence of minimal brain dysfunction has proven most handicapping to children and adults manifesting learning disabilities and reading problems. Research directed to the identification of such abnormal brain physiology as well as the acoustic processing rates of verbal material would be basic in our understanding of cortical perception and integration.  
Through the electronic process of compressed and expanded speech, we now have an important tool for both systematic and highly controlled research of the auditory perceptual system. This research proposal is presented as a means of exploring an area which, to this date, is virtually unknown.
6. Miller, Larry C. \$1785.00  
"The Social Thought of William James"  
Scholars have habitually slighted the social thought of William James. In order to study this neglected subject, one must consult the large James collection at Houghton Library, Harvard University. Other Boston area libraries also contain James manuscripts. This proposal is for money to permit me to use this material not available anywhere else.
7. Smith, W. Wayne \$850.00  
"Community Creation and Demographic Change in Mining Areas"  
I wish to undertake a reading program in the new areas of historical demography, family history and community building. I think this reading program can help prepare me for a larger understanding in local history in Indiana, Pennsylvania. I wish to begin a local history project which will actively involve students and myself in researching and writing local history. Indiana County, Pennsylvania, has been a scene of considerable change in the last century. It was predominantly an agricultural area but in the late nineteenth and early twentieth century it enjoyed a coal-mining boom. This boom period was followed by periods of stabilization and decline. I think, therefore, a study of our county would offer a useful comparative model to other local history projects that are being undertaken and written.



Committee G (Development and Finance) submitted the following for Senate information:

John Sutton Tentative Reuse Plan -- additional uses will be considered at a later time:

Basement

Library  
Off-Campus Student League  
Remote Job Entry Terminals

First Floor

Art Museum  
Security  
Admissions  
Scheduling

Second Floor

Theater  
Theater Storage & Work Room  
Vice Presidents Offices  
(except Student Affairs)  
President's Offices  
Conference Room

Third Floor

Board Room  
Personnel  
Affirmative Action  
Institutional Research  
Campus Planning  
Foundation  
Public Information  
University Relations  
Grants and Awards  
Alumni

Fourth Floor

Safety Sciences  
German-Russian  
AFSCME  
APSCUF  
Senate  
Psychological Counseling

The Senate meeting was adjourned at 5:50 p.m. due to the lack of a quorum.

Respectfully submitted,

Alice Louise Davis  
Secretary

