

V:02:08 FACULTY AND STAFF EDUCATIONAL EXPENSES

Support for Educational Assistance

Volunteer State Community College is committed to the need for the continued professional growth and development of employees. Support for educational assistance of personnel and their dependents is an important vehicle for addressing that need. The programs for Volunteer State Community College employees and dependents are available subject to funds being budgeted and available within Volunteer State Community College. The Office of Human Resources is responsible for the administration of the various programs with the exception of the program for dependents of veterans (Tennessee Board of Regents Guideline B-061) and two (2) programs offered to general state employees and the dependents of licensed teachers and State employees (Tennessee Board of Regents Guideline B-062). Exceptions to the provisions of the programs for Volunteer State Community College employees can be made upon recommendation of the President and approval by the Chancellor.

1. Types of Support for Educational Assistance

The Program in Tennessee Board of Regents Guideline P-131 provides benefits for dependents of Volunteer State Community College employees. The programs in Tennessee Board of Regents Guideline B-061 provide assistance to dependents of veterans and to state employees sixty-five (65) years of age and older. The programs in Tennessee Board of Regents Guideline B-062 provide assistance to state employees and dependents of public school teachers. The programs are:

A. P-130 – Educational Assistance for Tennessee Board of Regents Employees

- (1). Faculty or Professional/Administrative Staff Grant-in-Aid Program
- (2). Faculty or Professional/Administrative Staff Tuition or Maintenance Fee Reimbursement Program
- (3). Employee Audit/Non-credit Program
- (4). Clerical and Support Staff Tuition or Maintenance Fee Reimbursement Program
- (5). Fee Waiver for Tennessee Board of Regents /University of Tennessee System Employees Program form (PC 191)

B. P-131 – Educational Assistance for Spouse and Dependents of Tennessee Board of Regents Employees

- (1). Fee Discount for Spouse and/or Dependent Children Program
- (2). B-061 - Educational Assistance for State Employees and Dependents of State Employees or Public School Teachers
- (3). Public Higher Education Fee Waiver for State Employees Program
- (4). Fee Discount for Dependent Children of Licensed Public School Teachers or State Employees Program

C. B-062 – Other Educational Assistance Programs

- (1). Veterans' Dependents' Post-Secondary Education Program
- (2). Age sixty-five (65) or Above Program

D. Complete eligibility information is contained within each Guideline.

E. Taxation of Educational Assistance Programs

F. Undergraduate and graduate course tuition, up to \$5250 per year, paid by Volunteer State Community College and the University of Tennessee System for their employees is eligible for exclusion from the employees' gross annual income, in accordance with Internal Revenue code (IRC) Section 127.

G. Desegregation Development- Individuals who were active under the Geier Programs are grandfathered under Access and Diversity Initiatives until complete.

2. Faculty or Professional/Administrative Staff Grant-in-Aid (GIA) Program (PERTAINS ONLY TO CREDIT COURSES TAKEN AT ANY PUBLIC OR PRIVATE INSTITUTION OF HIGHER LEARNING)

The grant-in-aid is intended to serve as a means of career (job related) development as well as individual professional development. GIA shall be available to eligible employees whose proposed courses of study will, in the judgment of the President, enhance the value of the employee to Volunteer State Community College.

A. Eligibility

- (1). Any regular full-time faculty member or Professional/Administrative staff member at Volunteer State Community College who has been employed by Volunteer State Community College for two (2) or more years may, upon the approval of the President, be eligible for receipt of a grant-in-aid award. Employees with temporary service immediately preceding regular employment shall receive credit for such service if they qualify for leave accrual and longevity adjustments. Requests for grant-in-aid shall be submitted on a Recommendation Form.
- (2). The grant-in-aid shall be awarded on the basis of demonstrated need for further academic development which will ultimately benefit Volunteer State Community College; written justification must be submitted to the President of Volunteer State Community College.
- (3). Grant-in-aid normally will be limited to personnel working toward the doctorate, or other terminal degree. However, requests for aid to pursue degrees below the doctoral level in technical/professional disciplines, and for the training or retraining of Professional/Administrative staff will be considered. All grant-in-aid should be recommended on the basis of the following priorities:
 - a. Requests from minority and female personnel,
 - b. Requests from tenured faculty,
 - c. Requests from tenured/non-tenured personnel of departments in which Volunteer State Community College desires further development.
- (4). No grant-in-aid shall be awarded for a period longer than twelve (12) months. In general, a full-time grant-in-aid will be awarded on a one (1)-time basis. If the program objectives are not achieved by the end of the designated period, Volunteer State Community College may grant a leave of absence for a maximum of an additional twelve (12) month period. A second grant-in-aid may only be awarded after the recipient has fulfilled the return employment commitment of the first award.
- (5). Grant recipients must be placed on an approved leave of absence and enroll as full-time students in credit courses except where less than full-time is needed to complete the program.
- (6). The status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.

B. Fees Paid/Type Course Paid/Number of Hours

This program is designed to provide an individual with institutional funds for tuition or maintenance fees and/or living allowances in accordance with the following provisions:

- (1). Reimbursement of tuition-related fees may not exceed actual maintenance fees or tuition. Tuition-related fees may include maintenance fees, tuition, debt service fees, service charges and incidental fees payable at the time of registration, but shall not include room, board, and supplies.
- (2). Monthly living allowances may not exceed 50% of the grantee's monthly salary. Academic year salaries are to be divided by twelve (12) to derive an equated monthly salary rate.

C. Payback Provisions

A contract form shall be executed between Volunteer State Community College and the recipient of the grant-in-aid stating the conditions under which the grant-in-aid is awarded. The conditions of a grant-in-aid shall comply with the following minimum requirements:

- (1). The recipient shall be required to return and be employed by Volunteer State Community College for not less than three (3) months of full-time employment for each month of grant-in-aid awarded. Repayment of time shall commence immediately after completion of the period of study, or withdrawal from program. In exchange for reimbursement of allowable expenses, a participant will commit to work for Volunteer State Community College or if no appropriate employment is available, at one (1) of the other Tennessee Board of Regents institutions or within the University of Tennessee system.
- (2). Failure on the part of the recipient to remain employed for the period of time agreed upon in the contract shall result in a financial obligation to Volunteer State Community College based upon the terms of the contract. The contract, specifies that if employment is terminated prior to fulfillment of the employment obligation, the final paycheck and check representing the amount of accrued, but unused annual leave may be withheld as repayment of the financial obligation. If such amounts are insufficient to recoup the amount owed by the employee, Volunteer State Community College has the option of pursuing one (1) of two (2) methods to achieve repayment as stated below:
 - a. The amount or balance owed shall become an account receivable and Volunteer State Community College shall follow the procedure outlined in Guideline B-010, Accounts Receivable - Employee Receivables. If payment in full is not obtained, the debt shall be assigned to a collection agency; or
 - b. The employee will be required to execute a promissory note acknowledging receipt of the grant-in-aid and containing repayment terms and conditions consistent with the grant-in-aid contract prior to the employee leaving Volunteer State Community College should he/she fail to fully complete the employment requirements of the contract.
- (3). Summer or short-term employment shall be considered part-time employment in cases where the employee holds an academic year appointment. No part-time employment shall be creditable toward the fulfillment of the contract.

D. When the Participant May Attend

After approval, Volunteer State Community College may issue and execute the contract stating to the recipient the conditions under which the grant-in-aid is awarded.

E. Accounting/Budgeting Provisions

- (1). The number of grants-in-aid of Volunteer State Community College shall not exceed three percent (3%) of the number of full-time faculty and professional/administrative staff at Volunteer State Community College at the time the awards are requested. At Volunteer State Community College where the number of full-time faculty and Professional/Administrative staff totals less than one hundred (100), three (3) such grants may be awarded.
- (2). Requests for grants-in-aid shall be submitted to the President for approval prior to the beginning of the semester. After approval, Volunteer State Community College may issue and execute the contract.
- (3). Complete materials supporting each grant-in-aid request shall be maintained. Also, each grant recipient shall be required to provide the President with official grade reports during and upon completion of the grant period. Continual participation is dependent on the recipient's satisfactory progress toward completion of a course of study.

F. Where the Participant May Attend

Participants may attend public and private institutions of higher education. Requests for grant-in-aid for participants will be reimbursed at the current semester hour rate for that institution.

3. Faculty or Professional/Administrative Staff Tuition or Maintenance Fee Reimbursement Program (PERTAINS ONLY TO CREDIT COURSES TAKEN AT ANY PUBLIC OR PRIVATE INSTITUTION OF HIGHER LEARNING)

The fee reimbursement program is intended to serve as a means of career (job related) development as well as individual professional development. The program should enhance the value of the employee to Volunteer State Community College.

A. Eligibility

- (1). Any regular full-time or regular part-time faculty, professional/administrator staff who has been employed by Volunteer State Community for at least six (6) months, may, upon the approval of the President be eligible to participate. Employees with temporary service immediately preceding regular employment shall receive credit for such service if they qualify for leave accrual and longevity adjustments. Requests for tuition or maintenance fee reimbursement shall be submitted at least two (2) weeks prior to enrollment. Regular part-time employees may receive a pro rata portion of assistance based on percentage of contract for employment.
- (2). Reimbursements normally will be limited to personnel working toward the doctorate, or other terminal degree. However, requests for aid to pursue degrees below the doctoral level in technical/professional disciplines, and for the retraining of professional/administrative staff will be considered. All reimbursements should be recommended on the basis of the following priorities:
 - a. Requests from minority/female personnel,
 - b. Requests from tenured faculty.

- c. Requests from tenured/non-tenured personnel of departments in which Volunteer State Community College desires further development.
- (3). Employees who retire with at least ten (10) years of service maintain eligibility under this program.
- (4). The employment status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in employment status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.

B. Fees Paid/Type Course Paid/Number of Hours

- (1). This program is designed to provide maintenance or tuition-related fees for an employee who takes credit courses on a part-time basis while continuing work responsibilities at Volunteer State Community College.
- (2). Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six (6) credit hours per term, with a maximum of four (4) terms per year. An employee may enroll in more than one (1) course during the summer as long as the summer terms in which the courses are to be taken do not overlap. Tuition-related fees may include maintenance fees, tuition, debt service fees, service charges and incidental fees payable at the time of registration.
- (3). Employees enrolled in specialized graduate degree programs or similar concentrated programs at public or private institutions of higher learning for which fees are in excess of the prevailing graduate fee rates shall be reimbursed equivalent to the maximum fee waiver they would receive if they enrolled in any non-concentrated graduate courses for that semester (i.e., six (6) hours times the published graduate hourly fee at the institution attended).

C. Payback Provisions

- (1). The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by Volunteer State Community College for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty/Professional/Administrative Staff Tuition Reimbursement Program.
- (2). Participants must complete with passing grades all courses in which they enroll under this program in order to take subsequent courses in this program. A grade of Incomplete or withdrawal from a course after the drop/add deadline is not considered as achieving a passing grade. The employee must pay for and successfully complete the same number of semester hours before again being eligible for this program. Exceptions will be made only in cases (1) where a course is failed for valid health reasons or (2) where another substantial reason has been approved by the President or his/her designee.

D. When the Participant May Attend

Except for retirees, courses must be scheduled in counsel with supervisors to insure optimum job performance. Courses should be scheduled at times other than during normal work hours unless the use of annual leave or flextime, based on the needs of the institution, have been approved

E. Accounting/Budget Provisions

- (1). Requests/recommendations for the Faculty or Professional/Administrative Staff Tuition or Maintenance Fee Reimbursement Program shall be submitted to the President prior to each academic term, using the form which appears in. A separate contract is not necessary. Volunteer State Community College may provide reimbursement at the time fees are due; however, it is the obligation of the recipient to repay them if course work is not satisfactorily completed. If the employee is required to pay fees when due, fees may be paid in accordance with the provisions of Deferred Payment Plan Guideline B-070, provided a Deferred Payment Plan has been implemented at the institution the employee is attending.
- (2). Complete materials supporting each tuition or maintenance fee reimbursement request shall be maintained. Also, each recipient shall be required to provide the President with official grade reports for each course taken.

F. Where the Participant May Attend

Participants may attend accredited public and private institutions of higher education. Requests for participants attending public institutions will be reimbursed at the current semester hour rate for that institution. For individuals who wish to attend other than a Tennessee public institution under this program, reimbursement will not exceed the current semester hour rate for a Tennessee public institution. This program is subject to funds being budgeted and available within the institution.

4. Employee Audit/Non-Credit Program (PERTAINS ONLY TO NON-CREDIT COURSES TAKEN AT THE INSTITUTION EMPLOYING THE INDIVIDUAL OR ANOTHER TENNESSEE BOARD OF REGENTS OR PUBLIC INSTITUTION)

This program is designed to provide course or maintenance fees only for an employee who takes courses based on one (1) of the following: (1) audit; (2) job-related non-credit basis; (3) wellness-related courses that are clearly designed to positively affect one (1)'s physical well-being. Such courses may be taken at Volunteer State Community College or another Tennessee public institution while continuing work responsibilities at Volunteer State Community College.

A. Eligibility

- (1). Any regular full-time or regular part-time employee, including faculty, at Volunteer State Community College who has been employed by Volunteer State Community College for at least six (6) months is eligible - with the approval of the President. Employees with temporary service immediately preceding regular employment shall receive credit for such service if they qualify for leave accrual and longevity adjustments. Requests for approval to participate in the Employee Audit/Non-Credit Program shall be submitted on an Employee Audit/Non-Credit Program form). Regular part-time employees may receive a pro rata portion of assistance based on percentage of employment.
- (2). Employees who retire with at least ten (10) years of service immediately preceding retirement maintain eligibility under this program.

- (3). Regular full-time and regular part-time employees and temporary employees who are sixty (60) years of age or older during the academic quarter or semester in which they begin classes may audit courses without charge. (See Tennessee Board of Regents Guideline B-060, IIB, 4a.)
- (4). With the exception of employees mentioned in 4.A.2. above, the employment status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in employment status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.
- (5). Retired state employees with thirty (30) or more years of service are eligible to audit courses at state institutions of higher education without charge.

B. Fees Paid/Type Course Paid/Number of Hours

The Program is designated to pay maintenance or tuition-related fees for audit or job-related non-credit courses to a maximum of six (6) credit hours or two (2) job-related non-credit courses per semester. Tuition-related fees may include maintenance fees, tuition, debt service fees, technology access fees, service charges and incidental fees payable at the time of registration.

C. Payback Provisions

Payback provisions do not exist.

D. When the Participant May Attend

- (1). Employees, in counsel with their immediate supervisors, should limit the number of courses audited so as to maintain an optimum level of job performance.
- (2). Except for retirees, courses should be scheduled at times other than during regularly scheduled work hours unless the use of annual leave or flextime, based on the needs of the institution, has been approved.
- (3). Course enrollment will be permitted on a "space available" basis.
- (4). An employee may register only after the formal registration period as defined by the institution.

E. Accounting/Budgeting

- (1). Requests for Volunteer State Community employees shall be submitted on an Employee Audit/Non-Credit Program form at least two (2) weeks prior to enrollment in the course or courses. State retirees shall submit forms developed by the Tennessee Higher Education Commission.
- (2). The employee may request sponsorship from his or her department or administrative head for support for maintenance or tuition-related fees for courses taken.
- (3). Volunteer State Community College where the person is an employee shall account for the chargeback as an employee benefit to indicate Volunteer State Community College is paying the cost for the benefit of the employee. Volunteer State Community College shall remit the tuition fees to the institution providing instruction as maintenance income. Forms for state retirees shall be processed in the same manner as fee waivers for state employees.

F. Where the Participant May Attend

All such audit/non-credit courses must be accomplished at Volunteer State Community College where the person is/was employed or another Tennessee public institution. Employees requesting support must meet the requirements for admission and are subject to institutional regulations and academic procedures. This provision does not apply at medical schools, dental or pharmacy schools.

5. Clerical and Support Staff Tuition or Maintenance Fee Reimbursement Program (PERTAINS ONLY TO CREDIT COURSES TAKEN AT ANY PUBLIC OR PRIVATE INSTITUTION OF HIGHER LEARNING)

This program's general goal is to encourage staff members to develop their skills and knowledge through participation in educational programs. The program is designed to provide assistance for an employee who takes credit courses in a degree program while continuing work responsibilities at Volunteer State Community College. The program should enhance the value of the employee to Volunteer State Community College.

A. Eligibility

- (1). This program is available to all regular part-time and full-time clerical and support staff employees who have been employed by Volunteer State Community College for at least six (6) months. Regular part-time employees may receive a pro rata portion of assistance based on percentage of employment. Employees with prior temporary service immediately preceding regular employment shall receive credit for such service if they qualify for leave accrual and longevity adjustments.
- (2). In addition, employees who retire with at least ten (10) years of service maintain eligibility under this program.
- (3). The status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.

B. Fees Paid/Type Course Paid/Number of Hours

- (1). This program is designed to provide maintenance or tuition-related fees for a maximum of six (6) credit hours per term, with a maximum of four (4) terms per year. An employee may enroll in more than one (1) course during the summer as long as the summer terms in which the courses are to be taken do not overlap. Tuition-related fees may include maintenance fees, tuition, debt service fees, technology access fees, service charges and incidental fees payable at the time of registration. Volunteer State Community College may elect to pay RODP fees for the employee, subject to departmental budget constraints. The employee will be responsible for application fee and required deposits, laboratory fees, etc.
- (2). Employees must meet the requirements for admission and are subject to institutional regulations and academic procedures.
- (3). Employees enrolled in specialized graduate degree programs or similar concentrated programs at public or private institutions of higher learning for which fees are in excess of the prevailing

graduate fee rates shall be reimbursed equivalent to the maximum fee waiver they would receive if they enrolled in any non-concentrated graduate courses for that semester (i.e., six (6) hours times the published graduate hourly fee at the institution attended).

C. Payback Provisions

- (1). The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by Volunteer State Community College for not less than one (1) month of full-time employment for each month of the term of participation in the Clerical and Support Staff Tuition or Maintenance Fee Reimbursement Program.
- (2). Participants must complete with passing grades all courses in which they enroll under this program in order to take subsequent courses in this program. A grade of Incomplete or Withdrawal after the drop/add deadline is not considered as achieving a passing grade. The employee must pay for and successfully complete the same number of semester hours before again being eligible for this program. Exceptions will be made only in cases (1) where a course is failed for valid health reasons or (2) where another substantial reason has been approved by the President/Chancellor or his/her designee.
- (3). Complete materials supporting individuals' requests shall be maintained. Each recipient shall be required to provide the President/Chancellor with affirmed grade reports for the course(s) taken.

D. When the Participant May Attend

- (1). After the employee has made application to and received final acceptance from the institution, the employee must submit the request to his or her supervisor two weeks prior to registration. Employees, in counsel with their supervisors, must limit the number of credit hours in which they enroll so as to maintain an optimum level of job performance.
- (2). Except for retirees, courses should be scheduled at times other than during regularly scheduled work hours unless the use of annual leave or flextime, based on the needs of the institution, has been approved.

E. Accounting/Budgeting Provisions

- (1). Requests for approval to participate in the Classified Staff Tuition or Maintenance Fee Reimbursement Program shall be submitted on a Classified Staff Tuition or Maintenance Fee Reimbursement Program form which is available in the Office of Human Resources.
- (2). Volunteer State Community College may provide reimbursement at the time fees are due; however, it is the obligation of the recipient to repay them if course work is not satisfactorily completed. If the employee is required to pay fees when due, fees may be paid in accordance with the provisions of Deferred Payment Plan Guideline B-070, provided a Deferred Payment Plan has been implemented at the institution the employee is attending. Volunteer State Community College where the person is an employee shall account for the chargeback as an employee benefit to indicate Volunteer State Community College is paying the cost for the benefit of the employee. Volunteer State Community College shall remit the tuition fees to the institution providing instruction as maintenance income.

F. Where the Participant May Attend

Participants may attend accredited public and private institutions of higher education. Requests for participants attending public institutions will be reimbursed at the current semester hour rate for that institution. For individuals who wish to attend other than a Tennessee public institution under this program, reimbursement will not exceed the current semester hour rate for a Tennessee public institution. This program is subject to funds being budgeted and available within Volunteer State Community College.

6. Fee Waiver for Volunteer State Community College Employees Program (PC 191) (PERTAINS ONLY TO CREDIT COURSES TAKEN AT TENNESSEE BOARD OF REGENTS AND UNIVERSITY OF TENNESSEE INSTITUTIONS)

Pursuant to Chapter 191 of the Public Acts of 1985, regular full-time employees of the Tennessee Board of Regents and University of Tennessee systems are eligible to enroll in one (1) course per term at any state of Tennessee public postsecondary institution, with fees waived for the employee, on a space available basis. The following guidelines are proposed for the uniform administration of PC-191 by Tennessee Board of Regents institutions and Tennessee technology centers, effective July 1, 1985, and shall have no effect on the existing Faculty and Staff Development Programs at Volunteer State Community College.

A. Eligibility

- (1). All regular full-time employees (faculty, administrators, and support staff) of Volunteer State Community College are eligible to participate.
- (2). The employment status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in employment status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.

B. Fees Paid/Type Course Paid/Number of Hours

- (1). one (1) for credit graduate or undergraduate course which includes tuition, maintenance fees, debt service fee, student activity fees, technology access fees, and registration fees is paid per term. Term shall mean any period of time in which a student may receive a grade for the completion of a course. Employees are responsible for special course fees, books and supplies, application fees, applied music fees, lab fees, off-campus facility fees, parking fees, and traffic fines. It is the intent of this guideline that employees will normally be eligible for one (1) course per term, with a maximum of 4 terms per year. However, an employee may enroll in more than one (1) course during a summer term as long as the summer terms in which the courses are to be taken do not overlap. Employees are not eligible for fee waivers at more than one (1) institution per term.
- (2). Courses under this program must be for credit, and employees must meet the regular academic rules and regulations of the institution offering the course. **Exception: fee waivers may not be used for correspondence courses.** Auditing a course is allowed if the course is a credit course.

Fees will not be waived for programs for which part-time or course by course enrollment is prohibited as determined by the institutions or costs exceed regular courses. Examples include, but are not limited to, programs of law, medicine, dentistry, pharmacy, and veterinary medicine.

C. Payback Provisions

Payback provisions do not exist.

D. When the Participant May Attend

- (1). Supervisors/Department Heads who approve Fee Waiver applications should keep in mind that job performance is paramount and must receive priority.
- (2). Courses should be scheduled at times other than during regularly scheduled work hours unless the use of annual leave or flextime, based on the needs of the institution, has been approved.

E. Accounting/Budgeting Provisions

- (1). An employee must complete an Application for Fee Waiver (PC 191) form and receive approval from his/her supervisor prior to registering for a course.
- (2). If the employee is attending Volunteer State Community College, the expenditure is charged to employee benefits. If the employee is attending another institution, the institution attended charges the expenditure to scholarships and fellowships. Volunteer State Community College does not recognize expenditure when an employee attends another institution.
- (3). Employee enrollments will be monitored.
- (4). The University of Tennessee and the Tennessee Board of Regents do not exchange funds for employees taking courses between the systems.

F. Where the Participant May Attend

An employee is eligible to enroll in any Tennessee public post-secondary institution, and/or State Tennessee technology center.

G. Restrictions on Space Available

- (1). Course enrollment will be permitted on a "space available" first-come-first-served basis. No tuition paying student shall be denied enrollment in a course because of state employee enrollments pursuant to this section.
- (2). Employees may not be considered in the determination of whether or not a course has sufficient enrollment to be offered.

TBR Source: P-130: TBR Presidents Meetings: May 12, 1992; August 10, 1993; May 10, 1994; August 9, 1994, August 8, 1995; February 6, 1996; May 14, 1996; August 13, 1996; August 5, 1997; February 17, 1998; November 3, 1999; May 21, 2001; November 6, 2002; November 5, 2003; November 8, 2006; November 5, 2007. P-131: Presidents Meeting February 7, 2006; Presidents Meeting November 8, 2006; Presidents Meeting August 19, 2008; Presidents Meeting August 19, 2008. B-061: Presidents Meeting,

February 7, 2006; Presidents Meeting, November 6, 2006; President Meeting, May 15, 2007; Presidents Meeting November 6, 2007. B-062: Presidents Meeting February 7, 2006; Presidents Meeting November 8, 2006; Presidents meeting August 21, 2007; Presidents Meeting November 6, 2007; Presidents Meeting November 5, 2008.

VSCC Source: November 11, 1987, President; March 22, 1999, President; January 23, 2009, President's Cabinet