



Admission & Records Program Review

2018-19



OFFICE of INSTITUTIONAL RESEARCH
Supporting Decision-Making

Objectives by Planning Unit and Status

Planning Year: 2018-2019,2019-2020

Planning Year: 2018-2019

Unit Code	Planning Unit	Unit Manager
32120	Admissions and Records	Carr, Vikki

Objective Status: In Progress

1043	<p>Increase Community Outreach Efforts for Admissions & Records</p> <p>In an effort to increase student enrollment and assist students with the admissions and registration process, we will attend various community events (College Career Day, High School Sites, Community Events).</p> <p>7/30/18 Learned that the \$6,000 was not approved. We were able to purchase some items (pens, folders, notepads) for community outreach. We will evaluate how that goes this year.</p>
1044	<p>Streamline the Admissions & Records Documents and Forms</p> <p>Currently, there are 26 forms on our website. Will work with IT and department staff to either make the forms PDF fillable for students and/or find electronic submission formats for students to utilize.</p> <p>7/31/18 - Received training on ADOBE, which is turning out to not be a product we can use for many forms. Will work with Adobe product and hope to come up with some useful form for students; otherwise, we will need to secure own software for our needs and complying with FERPA.</p>
1045	<p>Reduce transcript evaluations time</p> <p>2017-18 transcript evaluations were reduced from 161 days backlog to 90 days processing time. The catalog states we are to process transcripts within 90 days. The goal is to go from 90 days to 60 days. We can continue to work on the process of reducing evaluation time by leveraging the skills of a lead evaluator and continued training for existing and newer evaluators.</p>

Objective Status: Not Started

1075	<p>Increase CCAP (dual-enrollment) Efforts</p> <p>With the CCAP agreement efforts, the Admissions & Records Office has seen the need to dedicate staff time to this growing population. Given the limitations of Banner, this population of students currently has to be manually entered and dropped from our system, incurring additional staff time.</p>
------	---

Objective Status: Planning

1261	<p>Enhance A&R Capacity to Support New Programs</p> <p>The addition of dual enrollment programs, prison programs, and other special population groups have increased duties for the registration specialist. Additional time is needed to successfully monitor and comply with needs of those populations. This population generates additional FTES.</p> <p>Update - 050620</p> <p>This has worked out so far. In March, with the COVID issues, we have been helping these programs more and more as they need manual assistance. These two populations are not able to add or drop themselves.</p>
1262	<p>Receive Banner Training for 320 Report and Backend</p>

We are in need of Banner support in two ways, 1) to run the 320 Report which is how we receive our apportionment. In order to ensure that we are extracting all pertinent information and maximizing our FTES utilization, and eliminate the probability of human error, consultants will train staff 2) to facilitate scribing and attributes needed in the awarding of degrees and certificates to students, additional training is needed.

Planning Year: 2019-2020

Unit Code	Planning Unit	Unit Manager
32120	Admissions and Records	Carr, Vikki

Objective Status: In Progress

1350	A&R will provide Community outreach to Prospective Students Provide community outreach to High School Seniors or Adults and assist with CCCApply. A&R will target underrepresented students in an effort to increase FTES for the college.
------	--

Objective Status: Planning

1351	Improve efficiencies of Admissions & Records Office In order to keep up with the volume of students and evaluation process to achieve their degrees and certificates, new software is needed to streamline processes and improve efficiency of the office. The addition of these software applications would eventually reduce overtime cost.
1352	Comply with FERPA Regulations The A&R office is located in Building 10. The President's Office, Foundation, and Institutional Research reside in this area. During Board Meetings, the doors must be maintained opened leaving A&R vulnerable and violating FERPA requirements to safeguard student information.
1354	Support CCAP (dual enrollment) Efforts The continued success of dual enrollment programs, prison programs, and other special population groups have increased duties and additional time is needed to complete processes in a timely manner. These population groups generate additional FTES.
1355	Reduce Transcript Evaluation Time 2017-18 transcript evaluations were reduced from 161 days backlog to 90 days processing time. The catalog states we are to process transcripts within 90 days. The goal is to go to 45-60 days. We can reach this goal by leveraging the skills of our lead evaluator and bringing our newest evaluator (started in September 2018) up to speed. The amount requested this year is less than last year and if a new software is approved, this will not be needed the following year.

Task Details Report

Planning Year: 2019-2020

Planning Unit: Admissions and Records

Unit Manager: Carr, Vikki

Objective: 1350 - A&R will provide Community outreach to Prospective Students

Objective Description:

Provide community outreach to High School Seniors or Adults and assist with CCCApply. A&R will target underrepresented students in an effort to increase FTES for the college.

Start Date: 10/30/2018	Task Type: Quantitative	Priority Level: Medium	Task Order: 1
Due Date: 6/30/2019	Completion Date:	Task Status: Planning	Budget: \$3,000

Obtain promotional materials that will attract students to receive information and material to encourage and inform them about the possibilities IVC has to offer.

Budget Remarks:

Date:	Name:	Remarks:
10/24/2019	Student, IR	Update September 12, 2019 – This budget enhancement request was not approved. Over 240 requests, totaling \$19 million dollars were received. With very limited funds available for 2019-20, mostly legally mandated enhancements were funded. If this continues to be a priority for the upcoming year, please resubmit the request.

Budget Details:

GL Code	Account	Description	Requested	Approved
4460	Admissions & Registration Staff_Admissions and Records	Promotional Items for Community Outreach	\$3000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 10/30/2018	Task Type: Quantitative	Priority Level: High	Task Order: 2
Due Date: 6/30/2019	Completion Date:	Task Status: Planning	Budget: \$3,000

Staffing resources for community outreach such as mileage, meals, and overtime hours.

Budget Remarks:

Date:	Name:	Remarks:
10/24/2019	Student, IR	Update September 12, 2019 – This budget enhancement request was not approved. Over 240 requests, totaling \$19 million dollars were received. With very limited funds available for 2019-20, mostly legally mandated enhancements were funded. If this continues to be a priority for the upcoming year, please resubmit the request.

Budget Details:

GL Code	Account	Description	Requested	Approved
5210	Admissions & Registration Staff	Staff resources to attend community events	\$3000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Admissions and Records
Unit Manager: Carr, Vikki

Objective: 1351 - Improve efficiencies of Admissions & Records Office

Objective Description:

In order to keep up with the volume of students and evaluation process to achieve their degrees and certificates, new software is needed to streamline processes and improve efficiency of the office. The addition of these software applications would eventually reduce overtime cost.

Start Date: 10/30/2018	Task Type: Quantitative	Priority Level: High	Task Order: 1
Due Date: 6/30/2019	Completion Date:	Task Status: Planning	Budget: \$177,000

Purchase College Source - Transfer Evaluation System (TES) Software

This software is an interactive resource for course data from institutions of higher education. TES would help evaluators to quickly locate course descriptions; route and track the evaluation processes; store, manage, group, and publicize the resulting equivalencies; and employ algorithms to generate lists of equivalencies between institutions.

Budget Remarks:

Date:	Name:	Remarks:
10/24/2019	Student, IR	Update September 12, 2019 – This budget enhancement request was not approved. Over 240 requests, totaling \$19 million dollars were received. With very limited funds available for 2019-20, mostly legally mandated enhancements were funded. If this continues to be a priority for the upcoming year, please resubmit the request.

Budget Details:

GL Code	Account	Description	Requested	Approved
6500	Admissions & Registration Staff_Admissions and Records	Purchase College Source TES software	\$3000.00	\$0.00
6500	Admissions & Registration Staff_Admissions and Records	Purchase Intellegence Capture Software for Evaluations	\$174000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 10/30/2018	Task Type: Quantitative	Priority Level: High	Task Order: 2
Due Date: 6/30/2019	Completion Date:	Task Status: Planning	Budget: \$500

Presentation software is needed to build effective and meaningful presentation for staff, faculty and community.

Budget Remarks:

Date:	Name:	Remarks:
10/24/2019	Student, IR	Update September 12, 2019 – This budget enhancement request was not approved. Over 240 requests, totaling \$19 million dollars were received. With very limited funds available for 2019-20, mostly legally mandated enhancements were funded. If this continues to be a priority for the upcoming year, please resubmit the request.

Budget Details:

GL Code	Account	Description	Requested	Approved
6500	Admissions & Registration Staff_Admissions and Records	Presentation Software	\$500.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Admissions and Records
Unit Manager: Carr, Vikki

Objective: 1352 - Comply with FERPA Regulations

Objective Description:

The A&R office is located in Building 10. The President's Office, Foundation, and Institutional Research reside in this area. During Board Meetings, the doors must be maintained opened leaving A&R vulnerable and violating FERPA requirements to safeguard student information.

Start Date: 10/30/2018	Task Type: Qualitative	Priority Level: High	Task Order: 1
Due Date: 6/30/2019	Completion Date:	Task Status: Planning	Budget: \$110,000

Purchase a rollup gate or sliding track door to secure A&R.

Budget Remarks:

Date:	Name:	Remarks:
09/18/2019	Carrillo, Jose G	<p>Your request was partially funded for \$10,000.</p> <p>243 enhancement requests were submitted at a cost of \$19,835,023 for the 19-20 Fiscal Year. 69 enhancements were rated high at a cost of \$4,626,825. SEMPC reviewed high rated items and mediums to determine if anything needed to be rated higher. Budget Committee decided on funding available: \$250,000 and reviewed recommendations Deans, VPs and Chief Officers reviewed and provided final recommendations for the President's Cabinet</p> <p>31 enhancements were rated the highest at a cost of \$3,031,293</p> <p>PC approved the attached enhancements</p> <p>District: 9 enhancements approved at a cost of \$250,000 Restricted: 13 enhancements approved at a cost of \$992,945</p>

Budget Details:

GL Code	Account	Description	Requested	Approved
9173	Admissions & Registration Staff_Admissions and Records	Purchase of gate/door to secure documents in A&R	\$110000.00	\$10000.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Admissions and Records

Unit Manager: Carr, Vikki

Objective: 1354 - Support CCAP (dual enrollment) Efforts

Objective Description:

The continued success of dual enrollment programs, prison programs, and other special population groups have increased duties and additional time is needed to complete processes in a timely manner. These population groups generate additional FTES.

Start Date: 10/30/2018	Task Type: Quantitative	Priority Level: High	Task Order: 1
Due Date: 6/30/2019	Completion Date:	Task Status: Planning	Budget: \$3,000

A dedicated employee coordinates the efforts of these programs and has to manually touch each record which incurs additional staff time during peak times.

Budget Remarks:

Date:	Name:	Remarks:
10/24/2019	Student, IR	Update September 12, 2019 – This budget enhancement request was not approved. Over 240 requests, totaling \$19 million dollars were received. With very limited funds available for 2019-20, mostly legally mandated enhancements were funded. If this continues to be a priority for the upcoming year, please resubmit the request.

Budget Details:

GL Code	Account	Description	Requested	Approved
2399	Admissions & Registration Staff	Overtime pay to complete special program tasks	\$3000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Admissions and Records
Unit Manager: Carr, Vikki

Objective: 1355 - Reduce Transcript Evaluation Time

Objective Description:

2017-18 transcript evaluations were reduced from 161 days backlog to 90 days processing time. The catalog states we are to process transcripts within 90 days. The goal is to go to 45-60 days. We can reach this goal by leveraging the skills of our lead evaluator and bringing our newest evaluator (started in September 2018) up to speed. The amount requested this year is less than last year and if a new software is approved, this will not be needed the following year.

Start Date: 10/30/2018	Task Type: Quantitative	Priority Level: High	Task Order: 1
Due Date: 6/30/2019	Completion Date:	Task Status: Planning	Budget: \$5,000

Additional resources to reduce the processing time is needed. The lead evaluator is helping to train a new evaluator.

Budget Remarks:

Date:	Name:	Remarks:
10/24/2019	Student, IR	Update September 12, 2019 – This budget enhancement request was not approved. Over 240 requests, totaling \$19 million dollars were received. With very limited funds available for 2019-20, mostly legally mandated enhancements were funded. If this continues to be a priority for the upcoming year, please resubmit the request.

Budget Details:

GL Code	Account	Description	Requested	Approved
2399	Admissions & Registration Staff	Additional resources to meet transcript evaluations goals.	\$5000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Search Standards

Source: SAPR

Cycle: 2019-20 Service Area Program Review

Response Types: All Responses Types

32120 Admissions and Records

II.B.1.a. Present - Strengths

PRESENT – DATA ANALYSIS AND PROGRAM HEALTH – ACCREDITATION - STRENGTHS

1. Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey-evaluation results and other relevant data to assess program/department effectiveness. Evaluate the strengths, weaknesses, challenges and opportunities, providing thorough interpretation of data. Narrative only. Attach electronic excel file with graphs or trend data, do not include them in the narrative below.

a. Strengths

Discuss what you do well in your program/department.

Response Detail

No Response Information to Display

Narrative

A&R Staff is experienced with many years of service to the A&R department. Staff is dedicated and trained in A&R processes and willing to provide the best possible service to each student.

Last year, A&R Technicians started attending community outreach events around the valley which has been helpful in getting questions answered from current and potential students.

Staff participates in various committees around campus (Student Affairs, Curriculum, CARE Committee, BUG, Strategic Enrollment Management, Career Pathways) which helps with engagement throughout campus.

Suggested Follow Ups

Date	Suggested Follow Up
------	---------------------

No Suggested Follow Ups to Display

Associated Objectives

Planning Unit

Evaluators will provide transcript evaluation within 30 days

Admissions and Records

Associated Outcomes

Planning Unit

No Associated Outcomes to Display

Internet Links

Link

URL

No Internet Links to Display

Documents

File Name

File Type

File Size

File Date

No Documents to Display

Search Standards

Source: SAPR

Cycle: 2019-20 Service Area Program Review

Response Types: All Responses Types

32120 Admissions and Records

II.B.1.b Present - Weaknesses

PRESENT – DATA ANALYSIS AND PROGRAM HEALTH – ACCREDITATION - WEAKNESSES

1. Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey-evaluation results and other relevant data to assess program/department effectiveness. Evaluate the strengths, weaknesses, challenges and opportunities, providing thorough interpretation of data. Narrative only. Attach electronic excel file with graphs or trend data, do not include them in the narrative below.

b. Weaknesses

Discuss areas in your program/department that need improvement.

Response Detail

No Response Information to Display

Narrative

The main phone line for IVC and A&R (two different lines) are impacted during registration periods. Staff assist students in the office and the phones become secondary. This creates a frustration especially if the department intended does not pick up. The increase of graduation applications that are SOUGHT has increased over the last couple of years. In 2018-2019, over 40% of applications were SOUGHT.

Professional Development has been lacking over the years. This is needed for staff to stay current on trends, processes, and upcoming mandates. Keeping updated on current trends and networking with other colleagues from various colleges across California is important because we can learn from each other and ask questions as to processes without having to reinvent a process.

FERPA compliance is essential in our day-to-day work. Since Building 10 is used for evening meetings from IVC and other organizations, A&R is left with vulnerability in that people can walk into our area where we must be FERPA compliant.

Suggested Follow Ups

Date	Suggested Follow Up
------	---------------------

No Suggested Follow Ups to Display

Associated Objectives

Planning Unit

Main Telephone System Software	Admissions and Records
--------------------------------	------------------------

Professional Development for Staff	Admissions and Records
------------------------------------	------------------------

Associated Outcomes

Planning Unit

No Associated Outcomes to Display

Internet Links

Link	URL
------	-----

No Internet Links to Display

Documents

File Name	File Type	File Size	File Date
-----------	-----------	-----------	-----------

No Documents to Display

Search Standards

Source: SAPR

Cycle: 2019-20 Service Area Program Review

Response Types: All Responses Types

32120 Admissions and Records

II.B.1.c. Present - Opportunities

PRESENT – DATA ANALYSIS AND PROGRAM HEALTH – ACCREDITATION - OPPORTUNITIES

1. Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey-evaluation results and other relevant data to assess program/department effectiveness. Evaluate the strengths, weaknesses, challenges and opportunities, providing thorough interpretation of data. Narrative only. Attach electronic excel file with graphs or trend data, do not include them in the narrative below.

c. Opportunities

Discuss opportunities for program improvement.

Response Detail

No Response Information to Display

Narrative

Increase visibility. Outreach has taken place since 2018-2019. A&R needs to continue to provide outreach as this has helped our new and incoming students. This has been helpful especially when students are not sure what the questions on the application means or they need clarification before they answer a question.

?Increase Professional Development. Professional Development will assist staff in providing the best service to our students and staff. Professional Development includes attending conferences, workshops, and in-house training. Keeping updated on current trends and networking with other colleagues from various colleges across California is important because we can learn from each other and ask questions as to processes without having to reinvent a process.

??Leverage technology to monitor and track staff workload at the beginning of each academic year to be able to gauge workload and monitor resources and manage expectations. Previously, we have done manual counts but now that we are using Banner and Argos, we are able to request reports from IT that will help us track data and historical points in A&R.?

Suggested Follow Ups

Date	Suggested Follow Up
No Suggested Follow Ups to Display	

Associated Objectives

Planning Unit

A&R Student Employment Support is needed during Summer Months	Admissions and Records
Consultant to create a CSU GE Certification Form	Admissions and Records
Evaluators will provide transcript evaluation within 30 days	Admissions and Records
New Vault Door for A&R Safe	Admissions and Records
Professional Development for Staff	Admissions and Records
Purchase Clean Address software for student use	Admissions and Records
Team Dynamics Software for Student Forms	Admissions and Records

Associated Outcomes

Planning Unit

No Associated Outcomes to Display

Internet Links

Link	URL
No Internet Links to Display	

Search Standards

Source: SAPR

Cycle: 2019-20 Service Area Program Review

Response Types: All Responses Types

32120 Admissions and Records

Documents

File Name	File Type	File Size	File Date
-----------	-----------	-----------	-----------

No Documents to Display

Search Standards

Source: SAPR

Cycle: 2019-20 Service Area Program Review

Response Types: All Responses Types

32120 Admissions and Records

II.B.1.d. Present - Challenges

PRESENT – DATA ANALYSIS AND PROGRAM HEALTH – ACCREDITATION - CHALLENGES

1. Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey-evaluation results and other relevant data to assess program/department effectiveness. Evaluate the strengths, weaknesses, challenges and opportunities, providing thorough interpretation of data. Narrative only. Attach electronic excel file with graphs or trend data, do not include them in the narrative below.

d. Challenges

Discuss obstacles/barriers that may influence program improvement.

Response Detail

No Response Information to Display

Narrative

Varying schedules. The lack of scheduled business hours throughout IVC is a frustration point we hear about from students. Different departments are open at various hours and a more uniform approach should be considered.

Lost students. Directional signs for students that are new to the college should be clearly marked regardless of where the student parks. Although there are some maps at the entrance points, there should be clear directional signs such as those found in theme parks or vacation resorts.

AB705 confusion. While we are internally still having conversations and what has worked and what isn't working, students are having to figure this out with us. English has established a good supply of options for students wanting to take the class with support or without; however, the same cannot be said for math. Math is a bit confusing. The waivers for this class fall on A&R and this allows us to help the student; however, they are frustrated when they arrive here.

Computer Wait Times. During busy registration period, there are long waits in the A&R area. Although we plan for lab use or classroom when possible, we find that students are frustrated especially if there are more than 5 students waiting to register during their registration period.

Suggested Follow Ups

Date	Suggested Follow Up
------	---------------------

No Suggested Follow Ups to Display

Associated Objectives

Planning Unit

A&R Evaluators will provide accurate and timely evaluations for students

Admissions and Records

Associated Outcomes

Planning Unit

No Associated Outcomes to Display

Internet Links

Link	URL
------	-----

No Internet Links to Display

Documents

File Name	File Type	File Size	File Date
-----------	-----------	-----------	-----------

No Documents to Display

Search Standards

Source: SAPR

Cycle: 2019-20 Service Area Program Review

Response Types: All Responses Types

32120 Admissions and Records

II.B.1.e. Present - Program Changes

PRESENT – DATA ANALYSIS AND PROGRAM HEALTH – ACCREDITATION - PROGRAM CHANGES

1. Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey-evaluation results and other relevant data to assess program/department effectiveness. Evaluate the strengths, weaknesses, challenges and opportunities, providing thorough interpretation of data. Narrative only. Attach electronic excel file with graphs or trend data, do not include them in the narrative below.

e. Program Changes

What program changes, if any, do you expect to have a positive effect on students?

Response Detail

No Response Information to Display

Narrative

The use of technology and software to allow A&R to better serve our students through accurate and timely evaluations of their transcripts and graduation petitions will be a great opportunity as we streamline our career pathways.

Continuing to outreach in the community will make A&R more visible and more accessible to students that may not be aware of all the services offered in A&R.

Suggested Follow Ups

Date	Suggested Follow Up
------	---------------------

No Suggested Follow Ups to Display

Associated Objectives

Planning Unit

Professional Development for Staff	Admissions and Records
Student and Exchange Visitor Program (SEVP) Recertification	Admissions and Records
Update of Cabinets in David Poor's (Officer's) Office	Admissions and Records

Associated Outcomes

Planning Unit

No Associated Outcomes to Display

Internet Links

Link	URL
------	-----

No Internet Links to Display

Documents

File Name	File Type	File Size	File Date
-----------	-----------	-----------	-----------

No Documents to Display

Search Standards

Source: SAPR

Cycle: 2019-20 Service Area Program Review

Response Types: All Responses Types

32120 Admissions and Records

II.B.2. VFS Goals

Vision for Success Goals

Please provide a summary of how your program's objectives align to Imperial Valley College's Vision for Success Goals. Please provide a narrative on how your program activities contribute to fulfilling these goals.

Goal 1A: Imperial Valley College will increase among all students, the number who earned an associate degree or associate degree for transfer in the selected or subsequent year by 20%

Goal 2A: Imperial Valley College will increase among all students, the number who earned an associate degree for transfer in the selected or subsequent year by 20%

Goal 3A: Imperial Valley College will decrease among all students who earned an associate degree in the selected year and who were enrolled in the previous or selected year, the average number of units earned in the California community college system among students who had completed at least 60 units at any community college by 9% from 93 to 85 units.

Goal 4C: Imperial Valley College will increase among all students who responded to the CTE Outcomes Survey and did not transfer, the proportion who reported that they are working in a job very closely or closely related to their field of study by 9%

Goal 5: Imperial Valley College will work with the disproportionately (DI) student groups below to increase associate degrees earned and decrease number of accumulated units.

Disproportionately Impacted (DI) Student Groups

Ethnicity: Black or African American

First Generation: First Generation

Foster Youth: Foster Youth

Veteran: Veteran

Search Standards

Source: SAPR

Cycle: 2019-20 Service Area Program Review

Response Types: All Responses Types

32120 Admissions and Records

Response Detail

No Response Information to Display

Narrative

A&R Evaluators will provide accurate and timely evaluations for students within 30 days.

VFS Goals: Goal 1A. Goal 2A. Goal 3A. Goal 5.

A&R Student Employment Support for Summer Months.

VFS Goals:

Consultant to Create a CSU GE Certification Form.

VFS Goals: Goal 1A. Goal 2A. Goal 3A. Goal 5.

Main Telephone System Software

New Vault Door for A&R Safe

Professional Development for Staff

VFS Goals: Goal 1A. Goal 2A. Goal 3A. Goal 5

Purchase Clean Address software for student use.

Student and Exchange Visitor Program (SEVP) Recertification.

Team Dynamics Software for Student Forms.

VFS Goals: Goal 1A. Goal 2A. Goal 3A. Goal 5.

Update of Cabinets in David poor's (Officer's) Office.

Suggested Follow Ups

Date	Suggested Follow Up
------	---------------------

No Suggested Follow Ups to Display

Associated Objectives

Planning Unit

No Associated Objectives to Display

Associated Outcomes

Planning Unit

No Associated Outcomes to Display

Internet Links

Link	URL
------	-----

No Internet Links to Display

Documents

File Name	File Type	File Size	File Date
-----------	-----------	-----------	-----------

No Documents to Display