

S.V.

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue – 2nd Floor

Training Room #4

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

AGENDA

DATE: May 12, 2004

TIME: 4:30 p.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of April 14, 2004
- IV. APPROVAL OF MINUTES: Teleconference Meeting of April 28, 2004 – No Meeting Held.
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1. Corrections Intake Technician – Promotional
 - 2. Corrections Intake Technician – Open
 - 3. Graphic Arts Clerk – Promotional
 - 4. Graphic Arts Clerk – Open
 - 5. Legal Technician I – Promotional
 - 6. Legal Technician I – Open
 - 7. Legal Technician II – Promotional
 - 8. Municipal Court Marshal – Promotional
 - 9. Municipal Court Marshal – Open
 - 10. Plant Operator II – Promotional
 - 11. Plant Operator II – Open
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Code Enforcement Officer – Promotional
 - 2. Code Enforcement Officer – Open
 - 3. Fire Investigator – Promotional
 - 4. Parking Enforcement Officer – Promotional
 - 5. Parking Enforcement Officer – Open
 - 6. Planning Technician – Promotional
 - 7. Planning Technician – Open
 - 8. Traffic Barricade Inspector I – Promotional
 - 9. Traffic Barricade Inspector I – Open
- VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:
- VII. CITIZEN PARTICIPATION

ITEMS RAISED UNDER THIS PORTION OF THE AGENDA CANNOT BE DELIBERATED OR ACTED UPON UNTIL THE NOTICE PROVISION OF THE OPEN MEETING LAW HAVE BEEN MET. PLEASE LIMIT YOUR REMARKS TO THOSE MATTERS UNDER THE DIRECT JURISDICTION OF THE CIVIL SERVICE BOARD IN CONSIDERATION OF OTHERS, AVOID REPETITION, AND LIMIT YOUR COMMENTS TO NO MORE THAN THREE (3) MINUTES. TO ENSURE ALL PERSONS EQUAL OPPORTUNITY TO SPEAK, EACH SUBJECT MATTER WILL BE LIMITED TO TEN (10) MINUTES.

37✓

Facilities are provided throughout City Hall for the convenience of disabled persons. Special equipment for the hearing impaired is available for use at meetings. If you need an accommodation to attend and participate in this meeting, please call the **DEPARTMENT DESIGNEE at 229-6315** and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

State of Nevada, 555 E. Washington
Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 South Grand Central Parkway
Court Clerk's Office Bulletin Board, City Hall Plaza
City Hall Plaza, Special Outside Posting Bulletin Board
City Hall 2nd Floor, Human Resources Posting Bulletin Board

**SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING**

DATE: 5-12-04

~~XXXXXXXXXX~~

PLEASE PRINT

NAME

ORGANIZATION

KATHY GENTILE	CLV HR
BENET VEGA	CLV D+E
Glenna WORTHINGTON	CLV HR
RUTH CARROLL	CLV HR
TINA RAMSEY	CLV HR
PATTI MILLER	CLV HR
* PHIL OVIATT	CLV HR

THE May 12, 2004 MEETING OF THE CIVIL SERVICE
BOARD IS CALLED TO ORDER. THIS MEETING HAS BEEN PROPERLY
NOTICED AND POSTED IN COMPLIANCE WITH THE OPEN MEETING LAW.

A:LANGUAGE

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION

May 12, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: April 14, 2004, at 4:30 p.m. in the Human Resources Department.

ROLL CALL: E. Lavonne Lewis – Present
 Johan Aliseo – Present
 Ed Miramontes – Present
 Priscilla Rocha – Present
 Barbara Loupe – Absent

Trustee Lavonne Lewis served as acting Chairperson at this meeting.

STAFF PRESENT

Judy Tuttle
Kathy Gentile
Ann Rubertino-Beck
Tina Ramsey
Sandy Gandy
Sandy Santamaria

OTHERS PRESENT

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:

III. APPROVAL OF MINUTES of Regular Meeting of March 10, 2004: A motion was made by Trustee Johan Aliseo that the minutes of the Regular Meeting of March 10, 2004 be approved. Trustee Ed Miramontes seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of March 24, 2004: A motion was made by Trustee Priscilla Rocha that the minutes of the Teleconference Meeting of March 24, 2004 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
April 14, 2004
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V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. License Officer I – Promotional
2. License Officer I – Open
3. License Officer II – Promotional
4. License Officer II – Open
5. Recreation Leader I (Aquatics) – Promotional
6. Recreation Leader I (Aquatics) – Open
7. Senior Personnel Technician – Promotional
8. Theater Technician I – Promotional
9. Theater Technician I – Open
10. Workers' Compensation Claims Assistant – Open

A motion was made by Trustee Ed Miramontes that items 1 through 10 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Communications Specialist – Promotional
2. Communications Specialist – Open
3. Deputy Fire Marshal – Promotional
4. Fire Prevention Inspection Supervisor – Promotional
5. Fire Prevention Inspector I – Promotional
6. Fire Prevention Inspector I – Open
7. Inspector (Electrical) – Promotional
8. Inspector (Electrical) – Open
9. Painter I – Promotional
10. Painter I – Open
11. Pre-Trial Services Officer – Promotional
12. Pre-Trial Services Officer – Open
13. Public Safety Technician – Open
14. Senior Engineering Technician (Traffic Eng.) – Promotional
15. Senior Engineering Technician (Traffic Eng.) – Open
16. Senior Traffic Signal Electrician – Promotional
17. Skilled Trades Helper – Promotional
18. Skilled Trades Helper – Open
19. Supervisor of Fire Investigations – Promotional

A motion was made by Trustee Ed Miramontes that items 1 through 19 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Johan Aliseo. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES**

April 14, 2004

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C. CLASSIFICATION SPECIFICATIONS:

1. Aquatic Facilities Supervisor – Revised
2. Cultural Division Supervisor – Revised
3. Cultural Facilities Supervisor – Revised
4. Cultural Section Supervisor – Revised
5. Leisure Division Supervisor – Revised
6. Leisure Section Supervisor – Revised
7. Recreation Facilities Supervisor – Revised
8. Senior Citizens Facilities Supervisor – Revised

Staff requested that items 1 through 8 of the Classification Specifications list be pulled prior to a motion. It was determined by staff that there were remaining issues, which needed to be resolved prior to putting these items for approval. No motion was needed and the items were pulled.

D. REQUEST TO BE PLACED ON RE-HIRE LIST:

1. Robert Galante

A motion was made by Trustee Johan Aliseo that item 1 of the Request To Be Placed on Re-hire List be approved. The motion was seconded by Trustee Priscilla Rocha. Motion carried.

E. ELECTION OF NEW CHAIRPERSON

Trustee Ed Miramontes nominated Trustee Lavonne Lewis for Chairperson of the Civil Service Board. Trustee Johan Aliseo seconded the nomination. The motion/nomination was put forth for approval. Motion passed. Trustee Lavonne Lewis is the new Chairperson for the Civil Service Board of Trustees.

F. ELECTION OF NEW VICE-CHAIRPERSON

Trustee Ed Miramontes nominated Trustee Johan Aliseo for Vice-Chairperson of the Civil Service Board. Trustee Lavonne Lewis seconded the nomination. The motion/nomination was put forth for approval. Motion passed. Trustee Johan Aliseo is the new Vice-Chairperson for the Civil Service Board of Trustees.

VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
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VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:41 p.m.



F. Claudette Enus
Secretary to the Board



**ELIGIBILITY
LISTS FOR THIS
MEETING ARE
DEEMED
CONFIDENTIAL
PER NRS 603A**

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: April 28, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

**BOARD ACTION: Vote to Certify or Not Certify
(May be taken as a group)**

TOTAL ELIGIBLE LISTS PRESENTED: 11

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Corrections Intake Technician – Promotional	16	10	9
2. Corrections Intake Technician – Open	197	125	114
3. Graphic Arts Clerk – Promotional	4	1	1
4. Graphic Arts Clerk – Open	51	24	21
5. Legal Technician I – Promotional	1	1	1
6. Legal Technician I – Open	42	35	35
7. Legal Technician II – Promotional	8	5	4
8. Municipal Court Marshal – Promotional	7	4	3
9. Municipal Court Marshal – Open	158	87	32
10. Plant Operator II – Promotional	1	1	1
11. Plant Operator II – Open	16	8	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Intake Technician
Examination

April 7, 2004
Date of Test

04333902P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	15	GROUP 1	5
REJECTED	1	GROUP 2	1
<i>TOTAL RECEIVED</i>	16	GROUP 3	3
		<i>TOTAL ON LIST</i>	9

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	9			
FAILED	1			
<i>TOTAL TESTED</i>	10			
<i>DID NOT APPEAR</i>	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Corrections Intake Technician
Examination

April 7, 2004
Date of Test

043339020
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	154	GROUP 1	20
REJECTED	43	GROUP 2	61
TOTAL RECEIVED	197	GROUP 3	33
		TOTAL ON LIST	114

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	114			
FAILED	11			
TOTAL TESTED	125			
DID NOT APPEAR	29			

CITY OF LAS VEGAS

ELIGIBLE LIST

Graphic Arts Clerk
Examination

April 16, 2004
Date of Test

04369003P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	1	GROUP 1	0
REJECTED	3	GROUP 2	0
TOTAL RECEIVED	4	GROUP 3	1
		TOTAL ON LIST	1

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	1			
FAILED	0			
TOTAL TESTED	1			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Graphic Arts Clerk
Examination

April 16, 2004
Date of Test

04369003O
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	28	GROUP 1	4
REJECTED	23	GROUP 2	9
<i>TOTAL RECEIVED</i>	51	GROUP 3	8
		<i>TOTAL ON LIST</i>	21

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	21			
FAILED	3			
<i>TOTAL TESTED</i>	24			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Technician I
Examination

April 23, 2004
Date of Test

047951704P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	1	GROUP 1	0
REJECTED	0	GROUP 2	1
<i>TOTAL RECEIVED</i>	1	GROUP 3	0
		<i>TOTAL ON LIST</i>	1

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	1			
FAILED	0			
<i>TOTAL TESTED</i>	1			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Technician I
Examination

April 23, 2004
Date of Test

0479517040
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	37	GROUP 1	23
REJECTED	5	GROUP 2	12
TOTAL RECEIVED	42	GROUP 3	0
TOTAL ON LIST			35

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	35			
FAILED	0			
TOTAL TESTED	35			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Legal Technician II
Examination

April 15, 2004
Date of Test

047951803P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	7	GROUP 1	3
REJECTED	1	GROUP 2	1
TOTAL RECEIVED	8	GROUP 3	0
TOTAL ON LIST			4

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	4			
FAILED	1			
TOTAL TESTED	5			
DID NOT APPEAR	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Municipal Court Marshal
Examination

04520203P
Exam Code

April 19, 2004 (Written)
April 21, 2004 (Physical Agility)
April 22 & 23, 2004 (Oral)
Date of Test

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	6	GROUP 1	0
REJECTED	1	GROUP 2	2
<i>TOTAL RECEIVED</i>	7	GROUP 3	1
		<i>TOTAL ON LIST</i>	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		P/F Physical Agility
PASSED	4	3		3
FAILED	0	0		0
<i>TOTAL TESTED</i>	4	3		3
<i>DID NOT APPEAR</i>	2	0		1

CITY OF LAS VEGAS

ELIGIBLE LIST

Municipal Court Marshal
Examination

04520203O
Exam Code

April 19, 2004 (Written)
April 21, 2004 (Physical Agility)
April 22 & 23, 2004 (Oral)
Date of Test

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	132	GROUP 1	2
REJECTED	26	GROUP 2	18
<i>TOTAL RECEIVED</i>	158	GROUP 3	12
		<i>TOTAL ON LIST</i>	32

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		P/F Physical Agility
PASSED	60	32		33
FAILED	27	1		12
<i>TOTAL TESTED</i>	87	33		45
<i>DID NOT APPEAR</i>	45	0		15

CITY OF LAS VEGAS

ELIGIBLE LIST

Plant Operator II
Examination

April 15, 2004
Date of Test

04291802P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	1	GROUP 1	0
REJECTED	0	GROUP 2	1
TOTAL RECEIVED	1	GROUP 3	0
		TOTAL ON LIST	1

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	1			
FAILED	0			
TOTAL TESTED	1			
DID NOT APPEAR	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Plant Operator II
Examination

April 15, 2004
Date of Test

042918020
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	14	GROUP 1	2
REJECTED	2	GROUP 2	3
<i>TOTAL RECEIVED</i>	16	GROUP 3	0
		<i>TOTAL ON LIST</i>	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	5			
FAILED	3			
<i>TOTAL TESTED</i>	8			
<i>DID NOT APPEAR</i>	6			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date May 12, 2004

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

**BOARD ACTION: Vote to Extend or Not Extend
(May be taken as a group)**

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 9

	REMAINING CANDIDATES ON LIST	LIST EXPIRES	EXT. TO	NUMBER OF THIS EXT.
1. Code Enforcement Officer - Promotional	32	5/12/04	11/12/04	1
2. Code Enforcement Officer – Open	64	5/12/04	11/12/04	1
3. Fire Investigator – Promotional	7	5/12/04	11/12/04	1
4. Parking Enforcement Officer – Promotional	7	5/28/04	11/28/04	2
5. Parking Enforcement Officer – Open	242	5/28/04	11/28/04	2
6. Planning Technician – Promotional	1	5/12/04	11/12/04	1
7. Planning Technician – Open	13	5/12/04	11/12/04	1
8. Traffic Barricade Inspector I – Promotional	6	5/14/04	11/14/04	2
9. Traffic Barricade Inspector I – Open	20	5/14/04	11/14/04	2

**CIVIL SERVICE BOARD
2004 SCHEDULE
MEETINGS AND AGENDA PREPARATION DATES**

MEETING DATES & TIMES REGULAR 4:30 P.M. TELECONF 11:30 A.M.	DOCUMENTATION DUE	AGENDA POSTED PACKETS MAILED
✓ <u>REGULAR</u> - JANUARY 14	JANUARY 5	JANUARY 8
<u>TELECONF</u> - JANUARY 28	JANUARY 20*	JANUARY 22
✓ <u>REGULAR</u> - FEBRUARY 11	FEBRUARY 2	FEBRUARY 5
✓ <u>TELECONF</u> - FEBRUARY 25	FEBRUARY 17*	FEBRUARY 19
✓ <u>REGULAR</u> - MARCH 10	MARCH 1	MARCH 4
✓ <u>TELECONF</u> - MARCH 24	MARCH 15	MARCH 18
✓ <u>REGULAR</u> - APRIL 14	APRIL 5	APRIL 8
<u>TELECONF</u> - APRIL 28	APRIL 19	APRIL 22
✓ <u>REGULAR</u> - MAY 12	MAY 3	MAY 6
✓ <u>TELECONF</u> - MAY 26	MAY 17	MAY 20
✓ <u>REGULAR</u> - JUNE 9	JUNE 1*	JUNE 3
✓ <u>TELECONF</u> - JUNE 23	JUNE 14	JUNE 17
✓ <u>REGULAR</u> - JULY 14	JULY 6*	JULY 8
✓ <u>TELECONF</u> - JULY 28	JULY 19	JULY 22
✓ <u>REGULAR</u> - AUGUST 11	AUGUST 2	AUGUST 5
✓ <u>TELECONF</u> - AUGUST 25	AUGUST 16	AUGUST 19

2004 Civil Service Board Schedule
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MEETING DATES & TIMES REGULAR 4:30 P.M. TELECONF 11:30 A.M.	DOCUMENTATION DUE	AGENDA POSTED PACKETS MAILED
✓ <u>REGULAR</u> - SEPTEMBER 8	AUGUST 30	SEPTEMBER 2
✓ <u>TELECONF</u> - SEPTEMBER 22	SEPTEMBER 13	SEPTEMBER 16
✓ <u>REGULAR</u> - OCTOBER 13	OCTOBER 4	OCTOBER 7
✓ <u>TELECONF</u> - OCTOBER 27	OCTOBER 18	OCTOBER 21
✓ <u>REGULAR</u> - NOVEMBER 10	NOVEMBER 1	NOVEMBER 4
✓ <u>TELECONF</u> - NOVEMBER 24	NOVEMBER 15	NOVEMBER 18
✓ <u>REGULAR</u> - DECEMBER 8	NOVEMBER 29	DECEMBER 2
✓ <u>TELECONF</u> - DECEMBER 22	DECEMBER 13	DECEMBER 16

*DUE TO HOLIDAY