

## COLLEGE READING AND LEARNING ASSOCIATION

### CONFERENCE CALL DECEMBER 9, 1998 Summary of Minutes

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**Members on line:** Michael O'Hear, *President*; Lorraine Dreiblatt, *Secretary*; Pat Jonason, *President-elect*; Gretchen Starks-Martin, *Treasurer*; Vince Orlando, *Executive Assistant*; Roz Bethke, *Newsletter*; Kathy Carpenter, *Past-President*; Sylvia Mioduski, *Past-Treasurer*.  
**Member Absent:** Rosalind Lee; *Membership Chair*.

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1. The meeting was called to order by Mike at 3:00 EST.
2. The agenda was approved as amended.
3. The minutes for the Board meetings held November 2,3,6,7, 1998 and the annual business meeting of November 6, 1998 were approved.

#### 4. Canadian registration

It was decided that because of the differential in dollar value some adjustment is need for conference fees. It was decided that Canadian members will be charged 80 percent of conference costs for the New Orleans conference excluding hotel and membership dues.

#### 5. Credit card use

It was decided to investigate the costs of allowing members to use credit cards for conference registration. Gretchen is forwarding the information to the Board for discussion at the January conference call.

#### 6. Martha Maxwell's proposal

Martha Maxwell requested feedback from Board members regarding her proposal honoring members by electing them "Fellows in Learning Assistance and Developmental Education." Members were requested to send feedback to Martha, who will then move forward as she desires.

#### 7. Mentor certification

Gladys Shaw reported by e-mail that as yet no results have been received regarding the survey of people involved with ITCP to get their views on the appropriate relationship between the tutoring and mentor certification programs. This matter was tabled for further discussion to the January meeting.

#### 8. New brochure

The membership chair is requested to revise the brochure. The Board also suggested that the tutor mentor program be part of the brochure instead of an insert.

**9. Vacant offices**

Appointments will be made at the spring Board meeting where applications exist.

**a. Membership chair**

Two applications have been received, both of highly competent members.

**b. Journal editor**

No applications have been received. It was decided that the editor will receive a \$500 stipend toward conference expenses.

**c. Newsletter editor**

No applications have been received thus far; an ad will be published in the next newsletter. The Board approved a \$500 stipend for the Newsletter editor to be used toward conference expenses.

**d. Webmaster**

Vince reported no applicants for this position either. He is working with students to design and complete the home page presently.

**10. It was decided that the spring board meeting will be held February 21 and 22.**

**11. Request for representation at National Math Conference.**

A representative from CRLA has been requested to present information concerning Tutor and Mentor Certifications at the National Math Conference in St. Louis, June 1-5, 1999. Gladys Shaw was suggested as the appropriate person. The Board approved to support this request by allocating payment of registration and \$300 toward expenses.

**12. Regional request**

Iowa and Missouri have requested permission to expand by including Nebraska and Kansas in the region. The Board approved the request.

**13. Washington's request**

Washington requested permission to move ahead with plans to include Idaho, Montana, and members from northwestern Canada to merge to form a northwest region. The Board encouraged plans.

**14. Symposium**

Mike reported that plans are progressing.

**15. The next conference call is scheduled for January 27, 1999 at 3:00 EST.**

**16. Letter from CAS**

A letter has been received from CAS apologizing for errors in the CAS book with the promise that all will be corrected.

### **17. Budget**

The Board reviewed the Operating Budget for 1999. Sylvia suggested that the savings of between \$100,000 - \$150,000 be placed in CD's of six to nine month maturity and the rest in longer term CD's. All funds will be transferred to Gretchen, the new treasurer before spring Board meeting.

Two new SIGS - "Paired Courses" and "Distance Learning" have been formed whose approved allotments will be added to budget. Travel expenses which have been approved by the Board for SIG leaders to attend conferences will also be added to the budget. General Board travel will also be increased to cover attendance at other conferences. The Board extended a temporary approval based on submitted budget with final approval delayed until January.

**The Board held an executive session from 4:55 - 5:05 pm.**

### **18. Election slate**

The following slate was accepted by the Board for elections:

President-elect: Tom Dayton, Kamal Maheshwari

Secretary - Valerie Smith Stephens, Dorothy Bronser

**The meeting was adjourned at 5:09 pm EST.**

The minutes were approved January 27, 1999.

## COLLEGE READING AND LEARNING ASSOCIATION

### CONFERENCE CALL DECEMBER 9, 1998 Minutes

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**Members on line:** Michael O'Hear, *President*; Lorraine Dreiblatt, *Secretary*; Pat Jonsaon, *President-elect*; Gretchen Starks-Martin, *Treasurer*; Vince Orlando, *Executive Assistant*; Roz Bethke, *Newsletter*; Kathy Carpenter, *Past-President*; Sylvia Mioduski, *Past-Treasurer*.  
**Member Absent:** Rosalind Lee; *Membership Chair*.

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1. The meeting was called to order by Mike at 3:00 EST

2. *Agenda*

Kathy moved to accept the agenda (*Attachment A*). Pat seconded. PASSED.

3. *Minutes*

Kathy moved to approve minutes for the Board meetings held November 2, 3, 6, and 7, 1998 and annual business meeting of November 6, 1998. Gretchen seconded. PASSED.

4. *Canadian registration*

It was decided that because of the differential in dollar value some adjustment is needed for conference fees.

Lorraine moved that Canadian members be charged 80 percent of conference costs for the New Orleans conference excluding hotel and membership dues. Kathy seconded. PASSED.

5. *Credit card use*

Gretchen reported that to allow members to use credit cards for conference registration would require the following:

- a. Rental of a machine at \$29 per month,
- b. Percentage of 2.39 of each transaction
- c. Application fee for service
- d. Monthly statement fee

Gretchen agreed to fax information to all Board members so that a decision can be made about credit card use.

(*Attachment B*)

Kathy moved to table further discussion on credit cards to January meeting. Lorraine seconded. PASSED.

6. *Martha Maxwell's proposal*

Martha requested feedback on her proposal for Fellows in Learning Assistance and Developmental Education (*Attachment C*).

Mike asked that Board members send their feedback to Martha who will then move forward as desired.

7. *Mentor certification*

Mike received an e-mail from Gladys stating that as yet no results have been received regarding the survey of people involved with ITCP to get their views on the appropriate relationship between the tutoring and mentor certification programs.

**Kathy moved to table further discussion on this matter to the January meeting. Pat seconded. PASSED.**

8. *New brochure*

It was decided that a new brochure is needed. The membership chair is requested to revise the brochure, then send it to each Board member for review and input. Pat offered to help with the revision. The Board also suggested that the tutor mentor program be part of the brochure instead of an insert.

9. *Vacant offices*

Appointments will be made at the spring Board meeting where applications exist. Copies of all applicants will be faxed to Board members.

a. Membership Chair

Two applications have been received for membership chair; Zanette Douglas, Molly Widdicombe. (*Attachment D*)

b. Journal Editor

Thus far there have been no interested applicants for the Journal editor. It was suggested that Vince contact Russ Hodges. It was decided that the \$500 stipend toward conference expenses be published in the newsletter along with the job description.

c. Newsletter Editor

An ad for newsletter editor also will be published in the next newsletter as no interested person has applied. No applications have been received thus far. The ad for this position will also appear in the next newsletter adding the benefits.

**Kathy moved that CRLA award a \$500 stipend to the Newsletter editor to be used toward conference expenses. Lorraine seconded. PASSED.**

d. Webmaster

Vince reported that he has contacted those people interested in serving as webmasters. Before he contacts them again, Vince will have the students who are presently working on the home page complete the design and get it running.

*10. Spring board meeting*

After much discussion, it was decided that the Board meeting will be held on February 21 and 22. Pat urged all members to contact her when their travel plans are finalized.

*11. Request for representative to National Math Conference*

A representative from CRLA has been requested to present information concerning Tutor and Mentor Certifications. Gladys Shaw was suggested as the appropriate person.

**Kathy moved that CRLA pay registration and \$300 toward expenses to support a representative to present at the National Math Conference in St. Louis, June 1-5, 1999. Pat seconded. PASSED.**

*12. Regional request*

The Nebraska and Kansas chapter, at the request of members of the Iowa/Missouri regional, Have petitioned to combine the two regions into one; Thereby expanding the regional chapter. The Board granted permission to expand.

**Pat moved that permission be granted. Gretchen seconded. PASSED.**

*13. Washington's request*

Washington requested permission to move ahead with plans to include Idaho, Montana, and members from northwestern Canada to merge to form a northwest region. The Board encouraged Washington to pursue this plan.

*14. Symposium*

Mike reported that plans are moving ahead. Gretchen suggested that an agreement should be developed and signed between CRLA and NADE to delineate specifics such as committee members, expenses costs, and profits.

*15. Schedule of next conference call*

It was decided that the next call will be January 27, 1999 at 3:00 pm EST.

*16. Letter from CAS*

A letter has been received from CAS apologizing for errors in the CAS book with the promise that all will be corrected. (*Attachment E*)

*17. Budget*

The Board then reviewed the Operating Budget for 1999 which Sylvia sent to each member. (*Attachment F*) This budget represents a proposed total of \$60,000 - \$80,000, with a savings distribution of between \$100,000 - \$150,000. Sylvia suggested that some of these savings be placed in CD's of six to nine month maturity and the rest in longer term CD's. Some funds have been turned over to Gretchen, the remainder will be transferred before spring Board meeting.

Two new SIGS - "Paired Courses" and "Distance Learning" have been formed whose approved allotments will be added to budget. Travel expenses which have been approved by the Board for SIG leaders to attend conferences will also be added to the budget. General Board travel (lines 106, 107) will also be increased to cover attendance at other conferences. The Board extended a temporary approval based on the submitted budget. Sylvia will sent an update to all Board members for final approval in January.

**The Board held an executive session from 4:55 - 5:05 pm.**

*18. Election slate*

The following slate was accepted by the Board for elections:

President - elect: Tom Dayton, Kamal Maheshwari

Secretary - Valerie Smith Stephens, Dorothy Bronser.

**The meeting was adjourned at 5:09 pm. EST.**

The minutes were approved January 27, 199.

**COLLEGE OF READING AND LEARNING ASSOCIATION**

**CONFERENCE CALL**

**December 9, 1998**

**List of Attachments to the Minutes**

- A. Agenda
- B. Credit card information
- C. Martha Maxwell's proposal
- D. Applications for membership chair position
- E. Letter from Council for the Advancement of Standards (CAS)
- F. Operating budget comparison 1996/97, 1997/98, 1999

Subj: Conference Call  
Date: 98-11-30 15:27:51 EST  
From: Ohear@ipfw.edu

To: carpenterk@unk.edu, oh@smtp.ipfw.edu, pjonason@johnco.cc.ks.us, orlandov@mscd.edu, ldreiblatt@aol.com, gstarks@stcloudstate.edu, miodusks@u.arizona.edu, rosaling@kwantlen.bc.ca, rbethke@johnco.cc.ks.us

I hope everyone had a good Thanksgiving and is ready to get on to the end of the semester.

The conference call is set for Wednesday, December 9, at 3:00 EST, 2:00 CST; 1:00 MST; 12:00 PST (All times are pm.). The number to dial to participate in the call is 303-633-1836. If there is a problem getting connected, the number for resolving the problem is 1-800-263-3863. The number of our reservation is 10973843.

The agenda for the meeting is as follows:

1. Acceptance of agenda
2. Approval of minutes. Please get changes to Lorraine as soon as possible, so that she can get an updated set of minutes for the call.
3. Canadian registration for the New Orleans conference. Because of the excessive value differential between the Canadian and US dollars, we discussed at Salt Lake the possibility of either accepting Canadian dollars as equal to US dollars until the differential becomes more manageable. We also discussed accepting Canadian dollars at a fixed rate until the dollar regains sufficient strength against the US dollar.
4. Credit cards for conference registration. NADE now allows credit card payments for both conference fees and membership. Both Hunter (with his research conference) and NADE feel this measure has increased registrations. The Board asked Gretchen (although she was not present at the time) to look into the cost of allowing credit registration.
5. Martha Maxwell's proposal for fellows in developmental education. I sent copies of the proposal to everyone. If you didn't get your copy, let me know. The proposal outlines in detail recognition of people who have high levels of achievement in the profession in a way recognizable to our peers in more traditional disciplines. She is asking for Board feedback on the proposal prior to revision.  
  
Incidentally, Martha and her husband were in a car hit by a diplomat's wife driving a loaned car. They are both okay, but had to spend several hours in a hospital emergency room.
6. Mentor certification. Gladys Shaw was to survey people involved with ITCP to get their views on the appropriate relationship between the tutoring and mentor certification programs. No results have been received so far by me. This may need to wait until January.
7. New brochure. The present CRLA glossy brochure is in need

of replacement. We need to decide whether we want a committee to tackle the revision job or whether some other means for redoing it needs to be found.

8. Vacant offices (now or in the near future). We need brief updates on whether progress has been made in filling any of these offices:

a. membership coordinator. I have an application from Molly Widdicombe from the U. of Idaho. Although I have received one other inquiry, this is the only application.

b. Journal editor. As of the latest report, we had no candidates for this job.

c. Executive assistant. I have no information on candidates for this job.

d. Newsletter editor. Again, I have no information on candidates for this job.

e. Webmaster. Richard Holdridge (who indicated possible interest in the job) and Linda St. Clair have been contacted. While I am hoping that one of these two accepts the job, I will ask my computer guy to start working on setting up the site, if we have no positive responses soon.

9. Travel plans for New Orleans. As you know, there is a mix up on potential dates for the meeting. I had thought that we had agreed on February 21-22 as an acceptable meeting time. However, I have been told that the dates discussed in Salt Lake were Feb. 22-23. We need to go over available dates again to see whether we can get this meeting set up.

10. Budget items. Sylvia will be sending out budget materials this week. We will need to look these materials over and be ready with input into determining the figures for the 1999 budget.

Also, we need to pass on any requests from states and regions who have asked for 1999 funds.

11. Communication. Do you like having the agenda presented in a detailed format? Would you be interested in establishing a forum so that we could discuss various issues between meetings?

12. Other. IO/MO consolidation  
Math Conference  
Symposium  
Apology from CAS  
Jan. 1999

~~Mike~~

Headers

Return-Path: <Ohear@ipfw.edu>

Received: from rly-zb01.mx.aol.com (rly-zb01.mail.aol.com [172.31.41.1]) by air-zb02.mail.aol.com (v51.29) with SMTP; Mon, 30 Nov 1998 15:27:51 -0500

Received: from smtpink.ipfw.edu (smtpink.ipfw.edu [149.164.187.109])

SUBJECT:VISA card payment  
for Conference

121

Gretchen's notes:

2. 39% VISA or MASTERCARD  
1. 85% if swipe the card } plus 32¢  
on item

15<sup>00</sup> if do not refund dissatisfied  
customer & they come to the card  
for reimbursement.

75¢ per item if don't have the  
machine & have to do a voice  
validation on the phone

29<sup>00</sup> month machine rental \$1 590 purchase

30<sup>00</sup> application fee for service

\$ 7.50 a month statement fee  
- in 48 hrs \$ deposited into an  
account minus the 2.39% + 32¢

## T7P INTEGRATED TERMINAL

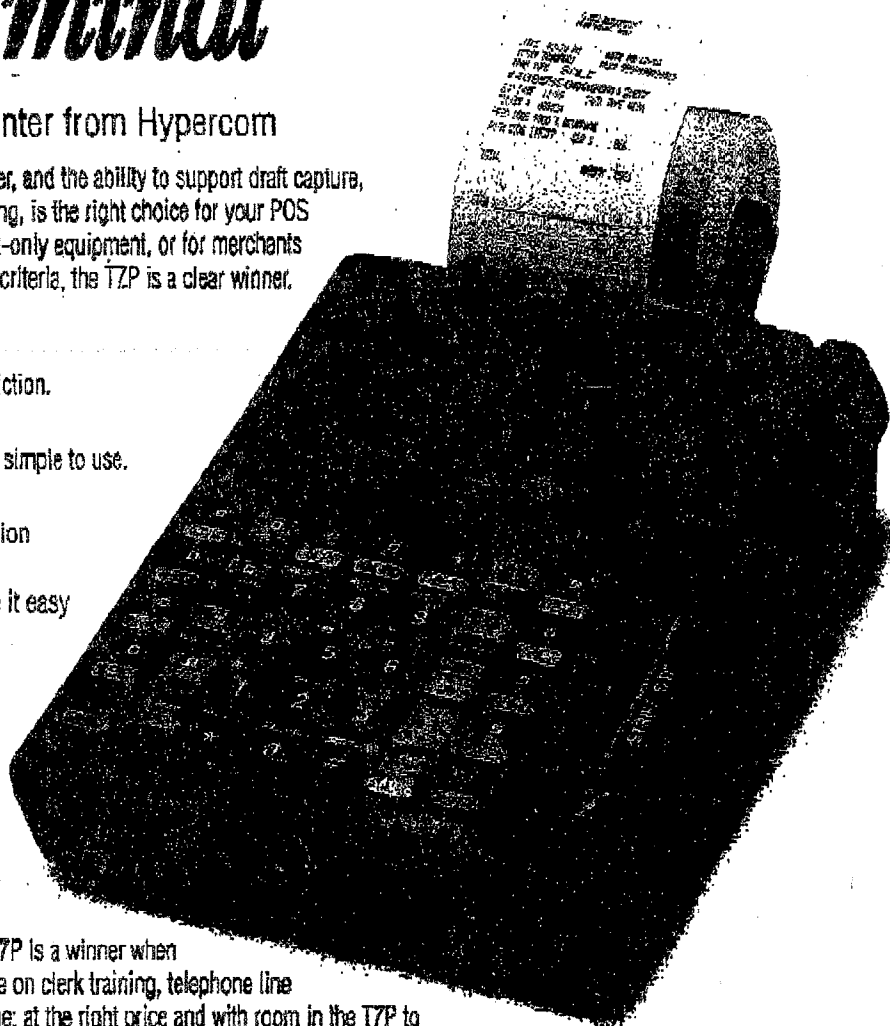
# T7P Terminal

## Integrated Terminal and Printer from Hypercom

The T7P, with its integrated, modular printer, and the ability to support draft capture, debit, check and proprietary card processing, is the right choice for your POS product needs, for upgrading existing auth-only equipment, or for merchants moving to debit. Whatever your selection criteria, the T7P is a clear winner.

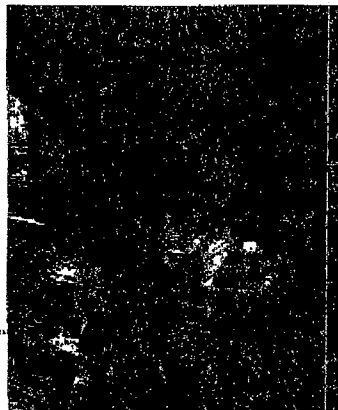
### Product Highlights:

- ✓ Printer available in Thermal or Friction.
- ✓ Small footprint.
- ✓ 35 Key keyboard is easy to learn; simple to use.
- ✓ 256K memory.
- ✓ Under 10 second dial transaction response times.
- ✓ Clerk-friendly operations make it easy to change paper and ribbons.
- ✓ Cashier replaceable printer module.
- ✓ High visibility 2x20 back-lit LCD display.
- ✓ Full track 1 and 2 card reader is standard.
- ✓ IC card reader option.



Regardless of your POS application, the T7P is a winner when it comes to price-performance. You'll save on clerk training, telephone line costs, processing time, and settlement time; at the right price and with room in the T7P to accommodate new software functionality as it is demanded by the marketplace.

The unique replaceable printer module of the T7P eliminates the reliability problem that afflicts our competitors' integrated terminals.



T7P shown in retail situation

1-800 Number

**HYPERCOM**

The Future of Transaction Technologies

Purchase \$590.00

Lease \$30/48mo.

Rent - \$29 per month

**MERCHANT QUESTIONNAIRE/ON-SITE INSPECTION**

✓ DEA name of business: \_\_\_\_\_

Projected MC/Visa Volume: \$ \_\_\_\_\_

✓ Total Business Sales Volume: \$ \_\_\_\_\_

Estimated Average Ticket Size: \$ \_\_\_\_\_

✓ Please describe the business and product/service: \_\_\_\_\_

✓ How long has this business operated under current ownership? \_\_\_\_\_

\_\_\_\_\_ Years

\_\_\_\_\_ Months

✓ Length of time in this or a directly related industry? \_\_\_\_\_

\_\_\_\_\_ Years

\_\_\_\_\_ Months

Is the complete product/service received at the time of billing? \_\_\_\_\_

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If no, reason for the time lag: \_\_\_\_\_

Are any orders accepted by telephone or mail? \_\_\_\_\_

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, what % of MC/Visa Sales? \_\_\_\_\_ %

(if more than 10%, please complete the MOTO questionnaire).

Are any Solicitations made by telephone? \_\_\_\_\_

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Refund policy for credit card sales? \_\_\_\_\_

Is the business currently accepting MC/Visa \_\_\_\_\_

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, what is the name of the processor and the reason for switching? \_\_\_\_\_

Former processing statement copies submitted? \_\_\_\_\_

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**US BANK USE ONLY/ON-SITE INSPECTION INFORMATION**

On-site inspection has been performed: \_\_\_\_\_

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Verification, attach one of the following: \_\_\_\_\_

\_\_\_\_\_ Photograph

\_\_\_\_\_ Yellow Pages

Business is located in: \_\_\_\_\_

\_\_\_\_\_ Separate Building

\_\_\_\_\_ Private Residence

\_\_\_\_\_ Shopping Cntr/Mall

\_\_\_\_\_ Office Building

\_\_\_\_\_ Other(describe): \_\_\_\_\_

Does the inventory appear sufficient based on the type of business: \_\_\_\_\_

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If no, why? \_\_\_\_\_

Does it appear that any telephone solicitations are made by this merchant? \_\_\_\_\_

\_\_\_\_\_ Yes

\_\_\_\_\_ No

I hereby certify, that to the best of my knowledge information, and belief, the merchant named above is legitimately engaged in a bona fide business and is not engaged in any operation with the intent to defraud. To the best of my knowledge, all information on the merchant's application is correct.

Name: (print of type) \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## EQUIPMENT RENTAL AGREEMENT

RENTAL NUMBER:

REP CODE:

CONTROL NO.:

LEGAL NAME OF RENTER (If corporation, list full corporate name):

- ☐ Corporation  
☐ Proprietorship  
☐ Partnership

VENDOR:

Billing Address:

ADDRESS:

City:

State:

Zip:

CITY:

Renter's Phone No.:

PHONE NO.:

Country:

BIC Code:

MERCHANT NUMBER:

Equipment Manufacturer:

Model:

Serial Number:

Hypercom

T7P

Location of Equipment: (Address (no. &amp; street, city, state, zip) if different from above):

## SCHEDULE OF PAYMENTS

## PAYABLE AT SIGNING OF THE AGREEMENT

## BASE MONTHLY RENT PAYMENT OF

Base Monthly Payment:

\$ 29.00

Other:

\$

TOTAL:

\$ 29.00

Commencement Date:

(Plus taxes and insurance, as applicable):

SECURITY DEPOSIT

First Monthly Payment

Other:

TOTAL:

(Plus applicable taxes to be billed with first monthly invoice)

## TERMS AND CONDITIONS

## 1. AGREEMENT TO RENT

The undersigned Renter certifies that the Equipment shall be used for business purposes and hereby agrees to all of the terms and conditions contained in this Equipment Rental Agreement.

Accepted by Equipment Owner

Accepted by Renter:

By: X

By: X

Title:

Title:

COMMENCEMENT DATE:

## 2. AUTHORIZATION AGREEMENT FOR AUTOMATIC WITHDRAWAL OF RENTAL PAYMENTS:

I the undersigned Renter, in the capacity set forth below, hereby authorize Owner, or its designee, successor or assignee (hereinafter "Owner") to automatically withdraw my monthly rental payment and any amounts, including without limitation, any and all taxes or other charges now due or hereinafter imposed, owed in conjunction with the above referenced Equipment Rental Agreement (hereinafter "Rent Agreement") by initiating debit entries to my account at the financial institution (hereinafter "Bank") evidenced on the check copy provided, or such other Bank that may be used by me from time to time. In the event of default of my obligations hereunder, I authorize debit of my account for the full amount due under this Rent Agreement. A rental payment (whether paid by debit or other means) that is not honored by my Bank for any reason will be subject to a \$15.00 service fee imposed by Owner, the amount of which may be debited from my account. Should it be necessary to attach to statement billing due to insufficient funds in my checking account, Owner is authorized to add a \$12.00 per month service charge to my monthly payment account as reimbursement for the added services and processing expenses. Further, I authorize my Bank to accept and to charge any debit entries initiated by Owner to my account. This authorization is to remain in full force and effect until such time and in each instance as to allow Owner a reasonable opportunity to act.

BANK:

ROUTING NO.:

ACCOUNT NO.:

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS WHICH ARE PART OF THIS RENTAL AGREEMENT.

## 3. CERTIFICATE OF ACKNOWLEDGMENT AND ACCEPTANCE OF RENTED EQUIPMENT:

Renter hereby acknowledges receipt of the equipment described in this Rent Agreement with Owner (the "Equipment") and accepts the Equipment after full inspection thereof as satisfactory for all purposes of the Agreement. Renter acknowledges that Owner has fully and satisfactorily performed all covenants and conditions to be performed by Owner. Renter hereby acknowledges receipt of the equipment described in this Agreement (the "Equipment") and acknowledges that the Equipment is in good condition and Renter accepts the Equipment after full inspection thereof as satisfactory for all purposes of the Agreement. Renter acknowledges that Owner has fully and satisfactorily performed all covenants and conditions to be performed by Owner.

Date:

X

Renter's Signature



# Agreement Acceptance/Options Page — Version 4/98

✓ Merchant Name \_\_\_\_\_  
 ✓ Merchant DBA name (if different from above) \_\_\_\_\_  
 ✓ Business Form: ☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Other (specify) \_\_\_\_\_

## ADDRESS FOR NOTICES

✓ Merchant \_\_\_\_\_

U.S. Bank National Association  
 Merchant Payment Services  
 FBTT0410  
 1010 South 7th Street  
 Minneapolis, MN 55415

## MERCHANT INFORMATION

✓ Telephone Number \_\_\_\_\_  
 ✓ State Tax ID Number \_\_\_\_\_  
 ✓ Federal Tax ID Number \_\_\_\_\_  
 ✓ Designated Account Number \_\_\_\_\_  
 ✓ Depository Bank's Name ("Depository") \_\_\_\_\_  
 ✓ Transit/ABA Number \_\_\_\_\_

A. Card Acceptance Information  
 Annual Sales Volume \_\_\_\_\_ Initial Average Ticket Amount \_\_\_\_\_  
 Visa/MasterCard \_\_\_\_\_  
 JCB \_\_\_\_\_

B. Anticipated Qualification Level  
☐ Level 1 ☒ Level 2 ☐ Level 3 ☐ Level 4

## C. Processing Method

☐ Electronic Draft Capture ☐ Touch-Tone

## D. Network Vendor

VISANET

## E. Fee Options (Based on Anticipated Qualification Level identified above. Fees will vary for transactions not qualifying at the level indicated.)

### 1. Merchant Discount Fees

(a) Discount Rate (%)

(b) Per Item Fee (\$)

Visa 2.39% MasterCard 2.39% JCB \_\_\_\_\_  
.32% .32%

*Snipped the card*  
1.85% .004

### 2. Authorization Fees (per transaction)

Voice Authorization \$ .75

### Debit Fees

Electronic Authorization	Visa	MasterCard	JCB	Discover	American Express	Interlink	Interlink	Maestro	Other
(1) Local Transaction	\$ —	\$ —	\$ —	\$ .10	\$ .10	\$ —	\$ —	\$ —	\$ —
(2) 800 Transaction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
(3) WATS Transaction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

### 3. Other Fees

Merchant Application Fee \$ 20.00 Statement Fee \$ N/A Chargeback Fee (per item) \$ 15.00 ACH Fee \$ 17.50/140  
 Monthly Minimum Processing Fee \$ 15.00 Training Fee \$ N/A Equipment Reprogramming Fee \$ 1.15/140  
 Other Fee \$ \_\_\_\_\_ per \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

F. Mail Order, Telephone Order or Preauthorized Transactions: Merchant certifies that the total percentage of its transactions which are mail order, telephone order or preauthorized will be: ☐ 0% ☐ Less than 10% ☒ Over 10% (indicate approximate percentage): \_\_\_\_\_ %

G. Automated Clearing House Settlement: Merchant agrees to the terms of Section 9.A of the Agreement. Signature: \_\_\_\_\_ (attach voided check)

H. Point of Sale Debit Card Services: Merchant agrees to the terms of Section 10.D of the Agreement. Signature: \_\_\_\_\_

MERCHANT CERTIFIES, by signing below, that it has read and, if accepted into the Merchant Program by U.S. Bank National Association, agrees to abide by, the terms and conditions set forth in the U.S. Bank National Association Merchant Member Agreement Version 4/98 (the "Agreement"), and this Agreement Acceptance/Options Page, as they may be amended from time to time, receipt of which are hereby acknowledged and which are hereby incorporated herein by this reference. (Indicate name and title of Merchant's authorized representative. If Merchant is a partnership, one general partner must sign.)

Signature \_\_\_\_\_ Signature \_\_\_\_\_ Signature \_\_\_\_\_  
 Name & Title \_\_\_\_\_ Name & Title \_\_\_\_\_ Name & Title \_\_\_\_\_  
 SSN# \_\_\_\_\_ Date \_\_\_\_\_ SSN# \_\_\_\_\_ Date \_\_\_\_\_ SSN# \_\_\_\_\_ Date \_\_\_\_\_

PERSONAL GUARANTEE: To induce and in consideration of U.S. Bank's acceptance of Merchant into the Merchant Program, the undersigned unconditionally guarantees performance of Merchant's obligations under the Merchant Member Agreement Version 4/98 of all amounts due from Merchant thereunder, and in the event of Merchant's default, hereby waives notice of default and agrees to indemnify U.S. Bank against any losses incurred thereby.

Individual Guarantor's Signature \_\_\_\_\_  
 Name \_\_\_\_\_ Date \_\_\_\_\_

ACCEPTED: U.S. BANK NATIONAL ASSOCIATION

Signature \_\_\_\_\_ Date \_\_\_\_\_ Name & Title \_\_\_\_\_

# Martha Maxwell Fellows in Learning Assistance and Developmental Education: A Proposal

*Professional associations in academic fields such as science, medicine, and psychology honor their outstanding members by electing them 'Fellows.' This paper proposes guidelines for associations to elect honorary Fellows in Learning Assistance and Developmental Education. It includes criteria for education, experience, and specific contributions through publishing, research and practice in evidence of the recognition of the nominee as an authority in the field. Readers are invited to comment.*

In recent years, there has been a groundswell of interest and commitment to the concept of program evaluation guided by the development of professional standards in the field of Learning Assistance and Developmental Education (Council for the Advancement of Standards, 1997; National Association of Developmental Education, 1994). Following the publication of the latest revision of the Council for the Advancement of Standards' guidelines for Learning Assistance programs, the leaders of professional tions like the College Reading and Learning Association (CRL) the National Association of Developmental Education have esta

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*Since retiring in 1979 from the University of California-Berkeley where she the Student Learning Center, Martha Maxwell has published numerous b papers, and consulted with and mentored younger Learning Assistance prai through MM Associates, Box 2857, Kensington, MD, 20891. In 1972, Mai elected a Fellow of the APA, Counseling Division. I wish to thank James Maureen G. Hewlett and two anonymous reviewers for their assistance in c this proposal.*

committees to determine how individual members can be credentialed and how programs can attain certification.

In addition to individual member credentialing and program certification, another hallmark of a profession is that it formally recognizes, endorses, and rewards those leaders who have made outstanding contributions to the field. The most meritorious members of a profession are awarded the title of "Fellow" in fields such as medicine, science, psychology and education. The American Psychological Association and the National Academy of Educational Research, for example, designate "Fellows." Professions assure the public that members are qualified to provide promised service, and the public should know what outstanding practice—not just credentialed, competent practice—looks like. Similarly, new members of the professions are readily able to identify suitable models and mentors. In addition, other professions may take notice of the high standards maintained by the profession.

Given the benefits of formally recognizing excellence in a profession, I propose that the fields of Learning Assistance and Developmental Education establish criteria and procedures for selecting Fellows. Below I detail the requirements and procedures for selecting Fellows by offering an operational definition of Fellow, general and specific requirements for becoming a Fellow, and the nomination and review procedures for selecting Fellows. The ideas presented in these sections were developed using as guidelines the standards of the American Psychological Association. Finally, a plan for moving the proposal forward is offered.

## Definition of a Fellow

A Fellow represents the upper echelon of the practitioners, researchers, teachers, and administrators in the Learning Assistance and Developmental Education fields. He or she has made outstanding contributions, introducing innovative ideas and practices. A Fellow's contributions have been highly visible and shared with colleagues (e.g., through lecturing at national or regional conferences), and the person represents the highest level of performance as compared with recognized leaders in the field. A Fellow is a person to whom colleagues turn for ideas and advice in respect to teaching, program development, evaluation, research, or theory. Although the term "Fellow" has a masculine connotation, it is regarded in most professions as applying to both men and women. I will continue to use it in that sense until a more gender-neutral word is suggested.

## General Requirements

To be considered for the title of Fellow, candidates must meet the following five general requirements:

### Ten Ten Year Minimum

Candidates must have a minimum of ~~five~~ <sup>ten</sup> years' experience in the Learning Assistance and Developmental Education field. (Nominees should describe the positions they have held in the field.)

### Doctorate or Equivalent

Candidates must have an earned doctorate with a dissertation on a topic related to Learning Assistance or Developmental Education, or at least 10 years of professional experience plus certificates, relevant graduate courses, research and publications, and so forth. (The nominee with a doctorate should submit an abstract or synopsis of his or her dissertation; other nominees should submit certificates and other relevant documentation.)

### Qualification Statement

Each candidate must provide a statement explaining how he or she is qualified for fellowship status.

### Professional Sponsorship

Candidates must be sponsored by two professionals who are Fellows or recognized leaders in the Learning Assistance or Developmental Education field. (Once an initial corps of Fellows has been elected, Fellows may be expected to assume the major role in selecting other Fellows.)

### Professional Endorsement

Three letters of endorsement from professionals in the Learning Assistance or Developmental Education fields are required.

## Specific Requirements

In addition to the five general qualifications listed above, a candidate for Fellow must provide suitable documentation in at least three of the six areas described below:

1. The candidate has shown outstanding leadership, scholarship, or service to the field. Such achievement could include the following:
  - (a) outstanding teacher (documented by letters from students or student and peer ratings),

- (b) author of a textbook or textbooks (including letters from a minimum of two professionals in other institutions who have adopted the textbook),
- (c) author of book or books for professionals (including two book reviews attesting to the value of the work for the profession),
- (d) president or dean of a college or university,
- (e) editor or founder of a quality journal,
- (f) chairperson of a credentialing body,
- (g) administrative officer or influential person in national or regional organization in the field, or
- (h) recipient of an award or awards from national or regional associations (including a clear statement of the criteria for the award).

The following position descriptions are insufficient even if considered together: Learning Center Director; Department Chairperson; Director of Tutor Training or other training programs; Consultant; Associate Journal Editor; President of a Division or Special Interest Group; Member of a Board or Committee; President of State, Regional or Local Association; and Editor of a national, state or local association newsletter.

- 2. The candidate has received public recognition as an authority by presenting evidence in one or more of the following areas:
  - (a) election to a scholarly society,
  - (b) selection as a reviewer for a scholarly journal,
  - (c) selection as a reviewer for grant applications,
  - (d) assumption of a leadership role (e.g., chair of a scientific or educational group),
  - (e) selection as a reviewer for manuscripts from publisher(s) of books in Learning Assistance or Developmental Education,
  - (f) the development of innovative material for instruction or research as evidenced by written reports in journals or presentations at conferences,
  - (g) statements by colleagues of frequent and high quality service (as in letters of reference regarding teaching or other contributions),
  - (h) invitation(s) to be a visiting professor, or
  - (i) invitation(s) to be a presenter or mentor at Learning Assistance or Developmental Education institutes.
- 3. The candidate has had a significant impact on state, national or international programs and policy. Creative and innovative application of principles to programs or problems reflects the candidate's depth of knowledge and leadership. Such leadership might result

in statements of support such as "The nominee chaired a committee that developed and published national professional standards, guidelines, and ethical standards for the profession."

- 4. The candidate has promoted the field on the social and political scenes and has made special efforts to improve the image of the field.
- 5. The candidate has developed a program that provides effective education and training as evidenced by:
  - (a) recognition of the merits of the program by peers, outside agencies, or other colleges (statements concerning recognition should be stated explicitly and in detail rather than in sweeping generalities),
  - (b) evaluation involving follow-up of students (e.g., grade point average, retention, graduation rates, attendance in graduate school, and so forth),
  - (c) evidence of the individual's impact on a community, organization, or institution, through research or application of principles relevant to Learning Assistance and Developmental Education.
- 6. The candidate has an outstanding research and publication record for the field. This will be determined by examining aspects of research and publishing such as the following:
  - (a) publication in academic journals (publications to be rated on content, single versus multiple authorship, and quality of the journal),
  - (b) frequent selection as chair of paper reading sessions,
  - (c) organization of, and participation in, symposia at professional meetings,
  - (d) presentation of significant papers at professional meetings,
  - (e) citations of nominee's publications in professional publications by others,
  - (f) presentation of invited addresses,
  - (g) author or editor of a major textbook or textbooks in the field (including two published reviews of each book),
  - (h) author of a whole chapter or major section of a book in the field (including copies of two published reviews of book),
  - (i) author or editor of a major work or works for professionals in the field (including copies of two published book reviews),
  - (j) principal investigator on a grant funded by federal, state/provincial, or private foundation,
  - (k) reviewer on a journal for a minimum of three years,
  - (l) editor of a journal, or

(m) creator of a film or video series involving the theories, principles, instructional strategies in Learning Assistance and Developmental Education.

The following kinds of publications are not considered in evaluating the nominee's publications: abstracts; articles in association newsletters; books or papers in preparation; a chapter or article in one's own book; repeated articles based on the same data or program; and book reviews.

### Nomination and Review Procedures

Reviewers will judge endorsers by their standing in the field, and their willingness to give additional information if requested. Reviewers will watch for missing letters and notify the nominee if letters are not received. It is important to emphasize to the nominee that at least one letter of support must be from someone who is not personally associated with the nominee, that is, someone who is not or has not been the nominee's major professor, supervisor, or close colleague. This requirement is aimed at preventing the conflict of interest or parochialism that might occur if the endorsers were colleagues or administrators from the nominee's institution, department, or research project. Thus one letter attesting to the nominee's contributions to the field must come from outside the nominee's institution or agency. The letters of endorsement must document outstanding performance and contributions to the field. In other words, saying that the nominee is respected in the field is not enough: such statements must be substantiated. Letters of endorsement differ from job recommendations. Job recommendations stress the applicant's ability and potential. Letters of endorsement must describe and document professional accomplishments.

### Implementation

As mentioned above, this is a preliminary draft of criteria for establishing the award of the title Fellow to outstanding members of the Learning Assistance and Developmental Education professions. Following the publication of this paper, additional steps are planned to gain the support of professional associations and encourage them to implement this proposal.

First, this draft has been circulated to the present and pending officers of CRLA, National Association for Developmental Education, and Mid-west College Learning Centers Association, and other persons interested in the credentialing process. Second, I will present these criteria at a session at the next CRLA Conference and at other association

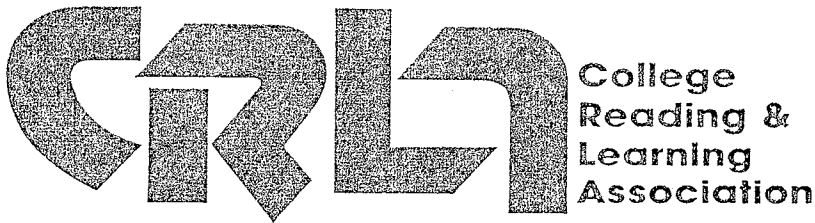
conferences to get further suggestions from members. After reviewing further revisions, the association officers will be asked to establish committees to work together to review and draft the final proposal for action.

When implemented, it will be necessary for officers or governing boards of the relevant professional associations to nominate the first group of Fellows. Once an initial pool of Fellows has been selected, it will review and certify subsequent nominees.

Readers are invited to e-mail their suggestions to me at 76265.2466@compuserve.com.

### References

- Council for the Advancement of Standards. (1997). *CAS: The book of professional standards for higher education*. Washington, DC: Council for the Advancement of Standards in Higher Education.
- National Association of Developmental Education. (1994). *NADE Self-Assessment Guides for Tutoring Programs, Adjunct Skills Programs, Teaching and Learning Programs, and Developmental Courses*. Clearwater, FL: H&H.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Molly Widdicombe  
416 West C St.  
Moscow, ID 83843  
(208) 882-3617

Michael O'Hear  
Indiana University-Purdue University  
2101 Coliseum Blvd.  
Ft. Wayne, IN 46805-1449

November 12, 1998

Dr. O'Hear:

I am writing to express enthusiastic interest in the Membership Coordinator position that the CRLA Executive Board recently announced is available. I met with the elections committee in Salt Lake to discuss the requirements for this position. The combination of my professional experience as Tutor Advisor and Learning Skills Coordinator and my current position as the Washington State Chapter President qualifies me to be an excellent candidate. I have confidence that my abilities and interests are suited to those of a successful Membership Coordinator.

I have been an active member of National CRLA and the Washington State Chapter for three years. I have served as concurrent sessions chair, President-Elect, and now President at the regional level. I have worked very hard with the regional board to recruit new members and seek out past members who have become inactive. I have also actively recruited within the state of Idaho to gain more members for the organization. In fact, the Washington State Chapter will vote at our April meeting to become the Northwest Regional Chapter which may include educators from Idaho, Montana, Wyoming, and British Columbia.

I have also served at the national conference as a session chair. I have an interest in helping CRLA maintain an active current membership while also seeking out new members. I think any organization can be enhanced when it has the wisdom of long-time members and the enthusiasm of new members. I feel I have both those qualities and look forward to putting my energy towards improving CRLA.

I have enclosed my resume appreciate your serious consideration for appointing me to this position. The University of Idaho's Vice President for Student Affairs/Vice Provost for Recruitment will be sending a letter of institutional support. Thank you for taking the time to consider me as a candidate for the CRLA Membership Coordinator.

Sincerely,

Molly Widdicombe  
Enclosures

## Education:

### **Master of Education**, University of Idaho, Moscow, ID 1997

Emphasis in Higher Education Administration including the following course work: student services, ethics and law, human resources management, history and philosophy, governance, supervision, research methods, and an internship in technology and new student orientation.

### **Bachelor of Arts**, Pacific University, Forest Grove, OR 1992

Double major in Literature and Philosophy, minor in Creative Writing.

### **Overseas Study**, Gonzaga-in-Florence, Florence, Italy, 1990

### **Additional Training**, on-going

Conflict Resolution, Mediation, Multicultural Sensitivity, Total Quality Management, Customer Service, Greek Leadership, *Computer Skills*: Word Perfect, Microsoft Word, Excel, Page Maker, Powerpoint, Hyperstudio, Claris Works, World Wide Web, Banner, Pegasus Mail

## Professionally Relevant Experience:

### **Tutor Advisor and Learning Skills Coordinator**, University of Idaho, 1996-present

- Select, train, and supervise twenty CRLA certified tutors and three paraprofessional Master Tutors
- Teach upper division Tutor Training Seminar for new tutors
- Provide educational support for tutors in various academic disciplines
- Monitor an extensive budget for the Tutor Program
- Teach multiple sections of Freshman Transition Seminar, paired with core course
- Collaborate with core course instructor to provide supplemental instruction
- Advise first-year students on registration, major selection, and class information
- Assess individual learning strategies for academic success
- Present study skills seminars to living groups and campus organizations
- Provide additional information regarding academic success to various campus departments
- Meet with new students and their parents to discuss issues of academic importance

### **Resident Director**, University of Idaho, 1992-1996

- Interviewed, hired, trained, supervised and evaluated Resident Assistant staff
- Presented educational training programs for students and staff
- Managed four special interest halls; academic, men's and women's cooperatives, non-traditional student
- Directly supervised eight to ten Resident Assistants annually
- Worked closely with Dean of Students on Student Code of Conduct violations
- Coordinated large-scale all campus events with various departments
- Created marketing materials sent to all incoming students
- Organized Residence Hall Freshman Orientation
- Recruited, trained, and supervised twenty volunteer orientation counselors
- Incorporated academic, social, and first year transition aspects into residence hall environment

### **Summer Start Coordinator**, University of Idaho, 1995-1997

- Proposed and implemented programmatic changes that tripled enrollment in one year
- Worked independently throughout the year to plan the summer academic bridge program
- Coordinated marketing efforts to recruit high school graduates
- Traveled to eight cities in Washington and Idaho to speak to parents and high school students about the program
- Organized orientation activities, weekend outdoor adventure trips, and academic support services
- Hired, trained, and supervised two live-in staff members
- Advised students on academic and transition issues
- Created survey instrument to assess the program's effectiveness
- Conducted research based on academic trends throughout the students' first year
- Cooperated with other university officials to ensure a positive experience for the students
- Taught Freshman Transition Seminar to enrollees

## Associations and Conferences:

### **President, Washington/Idaho College Reading and Learning Association**

- Current President of regional CRLA chapter
- Served one year as President Elect
- Responsible for coordinating all aspects of 1998 conference
- Liaison for keynote speaker
- Served as co-chair of program selection committee April 1997
- Presented two programs; Ethics, E-mail, and the Internet; and Hyperstudio

### **Member, College Reading and Learning Association (CRLA)**

- Attended the national conference in Albuquerque, NM October 1996
- Attended the national conference in Sacramento, CA October 1997
- Attended the national conference in Salt Lake City, UT November 1998
- Participated in leadership workshop for state/regional directors, 1997, 1998
- Served as Session Chair during CRLA conference, 1998
- Earned certification for UI Tutor Program through 2000

### **Advisor, Kappa Delta Sorority**

- Initiated as a founding member of Zeta Chi chapter
- Serve as House Corporation Board Secretary
- Advise Standards Board and Scholarship Chairs
- Work with local attorneys and banks to ensure the proper functioning of the house and sorority assets

### **Freshman Year Experience Conference (FYE)**

- Participated in the national conference in Columbia, South Carolina February 1995, 1996

### **Northwest College Personnel Association Conference (NWCPA)**

- Attended conference at Lake Chelan, Washington October 1993
- Attended conference at Newport, Oregon October 1994
- Presented program on residence hall orientation programs in Spokane, WA October 1996

### **Idaho National Association of Student Personnel Administrators Conference (NASPA)**

- Attended conference at Rick's College May 1994
- Involved in national teleconference on community service and service learning November 1993
- Presented program on community service at the conference at University of Idaho May 1993

### **Northwest Association of College and University Housing Officers Conference (NWACUHO)**

- Presented *Faculty in Residence* program April 1994
- Participated in case study competition

### **North West Residence Life Leadership Conference (NWRLLC)**

- Attended conference at Pacific Lutheran University January 1992
- Presented programs at the WSU conference on issues surrounding community service and diversity January 1993

### **Rappin' Conference**

- Advisor for UI delegation
- Presented program on personality traits and communication October 1995

### **Residence Hall Leadership Team Mini-Conference (RHLT)**

- Organized the first mini-conference for Resident Assistants and Residence Hall Association officials August 1993
- Presented program on community service and service learning August 1993

## Special Projects:

### Resident Assistant Academic Rehabilitation, 1998

- Collaborated with Resident Director Staff to develop a series of workshops
- Taught eight different workshops on academic recovery
- Provided participants with guidance pertinent to their particular academic needs
- Created a resource guide for the workshop series

### Faculty in Residence, 1993-1995

- Organized faculty committee to discuss academic issues in the Residence Halls at the University of Idaho
- Worked closely with Faculty Council representatives to encourage faculty participation
- Coordinated social and educational programs in the Residence Halls involving faculty
- Encouraged faculty-student contact out of the classroom

### Vandal Friday, 1995-1998

- Represented Residence Life at initial planning sessions
- Organized guest housing and check-in procedures for 175 participants
- Coordinated tours of Residence Halls for 500 prospective students and families
- Recruited and trained 20 student volunteers to host prospective students
- Hosted an information booth about the Tutoring & Academic Assistance Center
- Advised general studies students during the event
- Coordinated with the Office of New Student Services to disseminate academic information to all participants

### New Student Services Information Receptions, 1995-1997

- Promoted Residence Hall living by traveling to eight cities in Idaho and Washington
- Presented living options to large groups of prospective students and their families
- Represented all UI academic departments at presentations
- Provided registration and class information

### New Student Orientation Trip, 1997

- Traveled throughout the region representing UI to incoming students and families
- Presented information on choosing a major, how to register, and other academic information
- Answered student questions about various academic majors

### Team Idaho, 1997, 1998

- Prepared intensively for ten hours for retreat weekend
- Led small group activities for ten student leaders
- Taught students different decision making and leadership styles
- Organized large group activities for 100 student leaders

### Web Site Creation, 1997

- Researched national databases for information regarding web sites for New Student Orientation
- Investigated various web-building programs
- Learned Hyperstudio program in order to better understand hyperlinks
- Created web site dedicated to disseminating information to incoming students about UI Orientation events

### Palousafest, 1994-1998

- Responsible for making original contact with local businesses
- Coordinated booth space with business owners
- Recruited student volunteers to assist at door prize booth
- Distributed information about the Tutoring & Academic Assistance Center



December 5, 1998

College Reading and Learning Association  
P.O. Box 6251  
Auburn, CA 95604

Dear Sir or Madam:

I am very much interested in applying for the position of *Membership Coordinator* of the Association. I feel it would be an honor and a privilege to hold this office.

I would gladly take on the responsibilities as listed in the job announcement.

I have strong organizational skills and would be willing to do my very best in this position. Attached is my resumé as you requested.

If I need to provide further information to you in any way, please do not hesitate to call me. I certainly appreciate your time and effort in considering me for this position.

Thank you so much.

Sincerely,

Zanette Douglas  
Instructor  
Westark College

njm  
Enclosures

**ZANETTE DOUGLAS**  
**6900 Free Ferry Road**  
**Fort Smith, AR 72901**  
**(501) 452-2665**

**EDUCATION**

**University of Arkansas, Fayetteville, Arkansas**

B.S.E. in Elementary Education, 1978

M.Ed., Learning Disabilities, 1983

Reading Specialist Degree, 1986

Presently completing an Ed.D. in Adult Education (with focus on Reading and Learning Disabilities)

**EXPERIENCE**

**Westark College, Fort Smith, Arkansas**

Instructor, August 1987 - Present

Instructor of Reading, Spelling, and Study Skills. Involved in program creation and development.

**A. Reading/Writing Course**

Created and currently teach a connected course for students who need to take both reading and writing. (See copy of presentation delivered at ArkADE Conference.)

**B. Learning Disability Study Skills Class**

Created a one-hour course for learning disabled students that focuses on their study needs. (See copy of presentation delivered at ArkADE Conference.)

**C. Reading for Technical Programs**

Created and will put into place this fall a reading class for students enrolled in the technology programs. This class will be held in conjunction with their technology courses, and curriculum will be drawn from their fields. (See copy of presentation for pilot.)

**D. Computer-based Reading Program**

Created a program that allows students to complete requirements for reading using the Plato computer program. Students arrange their own times for doing the work and testing.

**E. Study Skills for Athletes**

Created a structured study class for athletes. Noel Levitz recently created a program addressing this need, and I incorporated it this semester. It uses films and materials that rely on what athletes know to teach good academic study habits.

**Fort Smith Public Schools**

Teacher of Learning Disabled students 1978-1987

**Health, Education, and Welfare**

Coordinator for Health, Education, and Welfare for Vietnamese refugees in resettlement program at Fort Chaffee, Arkansas, 1975-76. Counseled refugees for placement, assisted in locating families, assisted in placement in communities.

**HONORS**

Awarded the National Institute for Staff and Organizational Development (NISOD) Excellence in Teaching Award, 1998.

Awarded the Westark College Lucille Speakman Excellence in Teaching Award, 1996-1997.

Awarded the Outstanding Faculty Award from the Arkansas Association of Two-Year Colleges, 1997.

Awarded the Phi Delta Kappa Outstanding Educator Award, 1993.

Awarded the Phi Delta Kappa Distinguished Service in Higher Education Award, 1992.

**ACCOMPLISHMENTS**

Served as Newsletter Editor of the Arkansas Association of Two-Year Colleges.

Served as President of Arkansas Association of Two-Year Colleges.

Served as Learning Disabilities Chairman for the National College Reading and Learning Association.

Presented workshops on Reading and Learning Disabilities at both state and national organizations.

Been published in both the College Reading and Learning Association and Southwest Regional Conference on English.

Compiled and wrote the first handbook on Services for Students with Disabilities for the Westark College campus on accommodating learning disabled students.

Served as Chair of Faculty Association.

Served as Chair of Faculty Senate.

Served as a member of Academic Standards Committee.

Served as a member of Assessment/Advisement Committee.

Served as advisor for the Disabled Students Association.

**AFFILIATIONS**

Served with SCAN, suspected child abuse organization, as lay therapist and board member.

Served as committee chair for Junior Civic League.

Arkansas Association of Two-Year Colleges, served as President and in various other positions.

Association of Higher Education and Disabilities

Delta Kappa Gamma Educational Society

Phi Delta Kappa Professional Fraternity

College Learning and Reading Association

Arkansas Association of Developmental Education



**COUNCIL for the ADVANCEMENT of STANDARDS  
in higher education**

November 30, 1998

**COUNCIL OFFICERS**

President: Phyllis Mable  
Vice President Student Affairs  
Longwood College  
Farmville, VA 23909  
Secretary: Douglas K. Lange  
Dean of Students  
South Dakota School of  
Mines & Technology  
Rapid City, SD 57701-3995

Treasurer: Carmen G. Neuberger  
Executive Director  
American College Personnel Association  
One Dupont Circle, NW - Suite 300  
Washington, DC 20036-1110  
Past President: Theodore K. Miller  
Professor Emeritus, 402 Aderhold Hall  
University of Georgia  
Athens, GA 30602

Ms. Kathy Carpenter  
Director of Learning Center  
University of Nebraska-Kearney  
Kearney, Nebraska 68849-0001

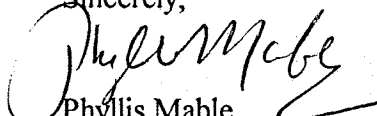
Dear Kathy:

CAS continues to express regret for the errors that were made in the CAS Book. In no way were the errors intended. We have made efforts to correct them, and we appreciate the interests and efforts expressed by both the College Reading and Learning Association and the National Association for Developmental Education.

The involvement of CRLA and NADE in the Council for the Advancement of Standards in Higher Education has been purposeful and productive. The collaborations of the Associations are making a difference in quality assurance: quality programs and services for students. We will continue to work together.

Once again, we regret the errors, and we will work hard to move to the future with current and accurate material and information. Thank you for continuing to work with us.

Sincerely,

  
Phyllis Mable  
CAS President

PM/dot

cc: Doug Lange  
Ted Miller  
Carmen Neuberger  
Bud Thomas

**MEMBER ASSOCIATIONS**

American Association for Employment  
in Education (AAEE)  
American College Counseling Association  
(ACCA)  
American Counseling Association  
(ACA)  
American Association of  
Collegiate Registrars and  
Admission Officers (AACRAO)  
American College Health Association (ACHA)  
American College Personnel  
Association (ACPA)  
Association of College and University  
Housing Officers - International (ACUHO-I)  
Association of College Unions  
International (ACUI)  
Association for Counselor Education  
and Supervision (ACES)  
Association of Fraternity Advisors (AFA)  
Association for Student Judicial Affairs  
(ASJA)  
Association on Higher Education  
and Disability (AHEAD)  
Canadian Association of College and  
University Student Services (CACUSS)  
College Reading and Learning Association  
(CRLA)  
Collegiate Information and Visitor Services  
Association  
National Academic Advising Association  
(NACADA)  
National Association for  
Campus Activities (NACA)  
National Association of College Admission  
Counseling (NACAC)  
National Association of College Auxiliary Services  
(NADE)  
National Association of Colleges and Employers  
(NACE)  
NAFSA: Association of  
International Educators  
National Association of Student Financial  
Aid Administrators (NASFAA)  
National Association of Student  
Personnel Administrators (NASPA)  
National Association for Women  
in Education (NAWE)  
National Clearinghouse for  
Commuter Programs (NCCP)  
National Council of Educational Opportunity  
Associations (NCEO)  
National Council on Student Development  
(NCSD: A Council of AACJC)  
National Intramural Recreational  
Sports Association (NIRSA)  
National Orientation  
Directors Association (NODA)  
Southern Association for  
College Student Affairs (SACSA)  
Associate Member

# Operating Budget: Comparison -- 1996/97, 1997/98, 1998/99

Conference Call  
December  
Attachment  
5 Page(s)

1998

	B	D	E	G	H	I	J
1	ASSETS/INCOME	BUDGETED	Actuals	BUDGETED	Actuals	PROJECTED	Adustments
2		1997-98	1997-98	1998-99	Jul 98-Oct98	FY 99	FY 99
3	<b>1000 ASSETS</b>						
4	1100 Opening Operating Balance (July 1)	65,895.74	65,895.74	23,631.86		68,000.00	
5	1101 Opening Conference Balance		10,000.00	59,901.66		10,000.00	
6	1200 Certificates of Deposit						
7	1201 2 year CD	55,000.00	58,879.14	60,000.00		65,000.00	
8	1202 6 month CD	20,000.00	35,259.85	36,000.00		40,000.00	
9	<b>TOTAL ASSETS</b>	<b>140895.74</b>	<b>170034.73</b>	<b>179533.52</b>		<b>183000.00</b>	
10							
11	<b>2000 GENERAL INCOME</b>						
12	2001 Conference Income Transfer	17,150.00	49,901.66	20,000.00		20,000.00	
13	2002 Awards/Scholarships	1,050.00	1,339.00	1,000.00		1,000.00	
14	2003 Dues	30,000.00	31,745.00	30,000.00		30,000.00	
15	2004 Interest Income	500.00	3,933.23	1,200.00		4,000.00	
16	2005 International Tutor Certification	3,000.00	6,525.00	5,000.00		5,000.00	
17	2006 Mailing Labels	375.00	100.00	500.00		500.00	
18	2007 Misc. Income	0.00	204.59	0.00		100.00	
19	<b>TOTAL GENERAL INCOME</b>	<b>52,075.00</b>	<b>93,748.48</b>	<b>37,700.00</b>		<b>60,600.00</b>	
20							
21	<b>2010 PUBLICATIONS INCOME</b>						
22	2011 Glossary	50.00	50.00	50.00		50.00	
23	2012 JCRL (journal)	500.00	985.00	750.00		750.00	
24	2013 Tutor Handbook	2,000.00	2,050.00	3,000.00		3,000.00	
25	<b>TOTAL PUBLICATIONS INCOME</b>	<b>2,550.00</b>	<b>3,085.00</b>	<b>3,800.00</b>		<b>3,800.00</b>	
26							
27							
28							
29	<b>3000 SIG INCOME</b>						
30	3001 SIG 1 Cognitive Psych		55.00			50.00	
31	3002 SIG 2 College Reading		425.00			400.00	
32	3003 SIG 3 Computer Technology		160.00			160.00	
33	3004 SIG 4 Counseling/Helping		25.00			50.00	
34	3005 SIG 5 Critical Thinking		170.00			170.00	
35	3006 SIG 6 Dev/Basic Writing		140.00			140.00	
36	3007 SIG 7 Emot/Motiv Aspects		130.00			130.00	
37	3008 SIG 8 ESL/EFL		105.00			105.00	
38	3009 SIG 9 Research/Evaluation		130.00			130.00	
39	3010 SIG 10 Learning Center Managment		390.00			390.00	
40	3011 SIG 11 Learning Disabilities		215.00			215.00	
41	3012 SIG 12 Liberal Arts Colleges/Universities		40.00			40.00	
42	3013 SIG 13 Math Tutorial Programs		60.00			60.00	
43	3014 SIG 14 Multicultural		100.00			100.00	
44	3015 SIG 15 Peer Tutoring		365.00			365.00	
45	3016 SIG 16 Workplace Literacy		40.00			40.00	
46	3017 SIG 17 Teaching Excellence		95.00			95.00	
47	3018 Unidentified SIGS		1,205.00			1,205.00	
48	<b>TOTAL SIG INCOME</b>	<b>2500.00</b>	<b>3850.00</b>	<b>3000.00</b>		<b>3845.00</b>	
49							
50	<b>TOTAL INCOME</b>	<b>59675.00</b>	<b>100683.48</b>	<b>44500.00</b>		<b>68245.00</b>	
51							
52	<b>TOTAL ASSETS</b>	<b>140895.74</b>	<b>170034.73</b>	<b>179533.52</b>		<b>251245.00</b>	
53							
54							
55							
56							

# Operating Budget: Comparison -- 1996/97, 1997/98, FY 1999

	B	D	E	G	H	I	J
57	EXPENSES	Budgeted	Actuals	Budgeted	Actuals	Budgeted	Adustments
58		1997-98	1997-98	1998-99	Jul 98-Dec98	FY 99	FY 99
59	<b>5000 BOARD EXPENSES</b>						
60	<b>5100 PRESIDENT</b>						
61	5101 P Travel	1,000.00	2,481.29	1,000.00		1,000.00	
62	5102 P Hotels & Food	1,000.00	1,245.98	1,000.00		1,000.00	
63	5103 P Telephone Expense	500.00	104.98	500.00		500.00	
64	5104 P Postage	200.00	93.37	200.00	770.30	200.00	
65	5105 P Printing & Publishing	200.00	181.17	200.00	343.25	200.00	
66	5106 P Clerical Assistance	300.00	0.00	300.00		300.00	
67	5107 P Supplies	200.00	0.00	200.00		200.00	
68	<b>TOTAL PRESIDENT</b>	<b>3,400.00</b>	<b>4,106.79</b>	<b>3,400.00</b>	<b>1113.55</b>	<b>3,400.00</b>	
69							
70	<b>PRESIDENT-ELECT (in conference account)</b>						
71							
72	<b>5120 SECRETARY</b>						
73	5121 S Travel	500.00	326.31	500.00	15.00	500.00	
74	5122 S Hotels & Food	500.00	0.00	500.00	42.68	500.00	
75	5123 S Telephone /E-mail Expense	750.00	231.06	750.00	12.19	<del>500 750.00</del>	
76	5124 S Postage	250.00	0.00	500.00	46.76	<del>500.00</del>	
77	5125 S Printing & Publishing	250.00	105.72	250.00	159.99	250.00	
78	5126 S Supplies	100.00	115.42	200.00		200.00	
79	5128 S Clerical	50.00	0.00	50.00		50.00	
80	5129 S Baggage & Shipping	100.00	268.34	200.00		200.00	
81	<b>TOTAL SECRETARY</b>	<b>2,500.00</b>	<b>1,046.85</b>	<b>2,950.00</b>	<b>276.62</b>	<b>2,950.00</b>	
82							
83	<b>5130 TREASURER</b>						
84	5131 T Travel	50.00	0.00	50.00		50.00	
85	5132 T Hotel & Food	500.00	500.00	500.00		500.00	
86	5133 T Telephone Expense	100.00	25.89	100.00	38.00	200.00	
87	5134 T Postage	100.00	34.98	200.00		200.00	
88	5135 T Printing & Publishing	50.00	100.00	50.00		100.00	
89	5136 T Clerical Assistance	700.00	100.00	1,000.00		1,000.00	
90	5137 T Supplies	250.00	315.14	250.00		250.00	
91	5138 T Other (Auditor)	2,000.00	1,075.00	1,200.00		<del>1,500.00</del>	<b>2,000</b>
92	<b>TOTAL TREASURER</b>	<b>3,750.00</b>	<b>2,151.01</b>	<b>3,350.00</b>	<b>38.00</b>	<b>3,800.00</b>	
93							
94	<b>5140 EXECUTIVE ASSISTANT -- (New 1998-99)</b>						
95	5141 EA Clerical Assistance	NA	NA	100.00		100.00	
96	5142 EA Phone	NA	NA	300.00		300.00	
97	5143 EA Postage	NA	NA	200.00		200.00	
98	5144 EA Printing	NA	NA	200.00		200.00	
99	5145 EA Supplies	NA	NA	100.00		100.00	
100	5146 EA Miscellaneous	NA	NA	50.00		50.00	
101	<b>TOTAL EXECUTIVE ASSISTANT</b>	<b>NA</b>	<b>NA</b>	<b>950.00</b>		<b>950.00</b>	

# Operating Budget: Comparison -- 1996/97, 1997/98, FY 1999

	B	D	E	G	H	I	J
102	EXPENSES (cont)	Budgeted	Actuals	Budgeted	Actuals	Budgeted	Adustments
103		1997-98	1997-98	1998-99	Jul 98-Oct 98	FY 1999	FY 99
104	<b>5150 GENERAL BOARD EXPENSES</b>						
105	5151 GB Transfer out to set up Conferenc	10,000.00	10,047.42	10,000.00	10000.00	10,000.00	
106	5152 GB Travel	6,000.00	6,834.72	6,000.00		7,000.00	
107	5152a GB Other Conferences Reg Fees					500.00	
108	5153 GB Hotel & Food	6,000.00	10,075.47	6,000.00		8,000.00	
109	5154GB CRLA Website Maintenance	300.00	200.00	300.00		1,000.00	
110	5155 GB Insurance	1,800.00	1,761.88	1,600.00		1,800.00	
111	5156 GB Conference Calls	1,500.00	870.16	1,500.00		1,000.00	
112	5157 GB New Initiatives	NA	NA	1,000.00		1,000.00	
113	5158 GB Misc	400.00	1,073.28	200.00		500.00	
114	5159 GB Computer					0.00	
115	5159a GB Hardware/Software Purchase						
116	5159b GB Computer Repair	0.00	200.00	0.00			
117	<b>TOTAL GENERAL BOARD EXPENSES</b>	<b>26,000.00</b>	<b>31,062.93</b>	<b>26,600.00</b>	<b>10000.00</b>	<b>29,900.00</b>	
118							
119	<b>TOTAL BOARD EXPENSES</b>	<b>35,650.00</b>	<b>38,367.58</b>	<b>34,050.00</b>		<b>41,000.00</b>	
120							
121	<b>5160 GENERAL ORGANIZATION EXPENSES</b>						
122	5161 G Postage	50.00	417.83	50.00		100.00	
123	5162 G Supplies	50.00	411.63	50.00		100.00	
124	5163 G CAS Dues	200.00	200.00	200.00	200.00	200.00	
125	5164 G Bonding	450.00	264.00	450.00		450.00	
126	5165 G Banking/Check Exp	200.00	359.92	200.00		300.00	
127	5166 G Miscellaneous (incl refunds)	150.00	551.15	150.00		300.00	
128	5167 G Computer Hardware/Software	0.00	2,953.04	0.00		3,000.00	
129	5168 G Ann'l New Mexico Corp Comm					20.00	
130	<b>TOTAL GENERAL ORGANIZATION EXPEN</b>	<b>1,100.00</b>	<b>5,157.57</b>	<b>1,100.00</b>	<b>200.00</b>	<b>4,470.00</b>	
131							
132	<b>5200 PUBLICATIONS</b>						
133	<b>5210 NEWSLETTER</b>						
134	5211 NL Telephone & FAX	50.00	13.00	50.00		50.00	
135	5212 NL Publishing (printing/postage/supplies)	3,400.00	1,550.59	3,400.00	424.54	3,400.00	
136	5213 NL Layout/Graphics	2,000.00	1,946.00	2,000.00	366.00	2,000.00	
137	5214 NL Editor's Postage: US & UPS	100.00	0.00	100.00		100.00	
138	5215 NL Supplies	40.00	0.00	40.00		40.00	
139	5216 NL Miscellaneous	200.00	0.00	200.00		200.00	
140	<b>TOTAL NEWSLETTER</b>	<b>5,790.00</b>	<b>3,509.59</b>	<b>5,790.00</b>	<b>790.54</b>	<b>5,790.00</b>	
141							
142	<b>5220 JOURNAL OF COLLEGE READING &amp; LEARNING (JCRL)</b>						
143	5221 J Telephone	100.00	0.00	100.00		100.00	
144	5222 J Postage	1,500.00	5,186.95	1,500.00	438.75	1,500.00	
145	5223 J Printing & Publishing	8,200.00	4,201.52	12,000.00	5606.00	12,000.00	
146	5224 J Clerical	1,000.00	1,063.00	1,000.00	132.00	1,000.00	
147	5225 J Supplies	200.00	200.00	200.00		200.00	
148	5226 J Advertising (addl. \$2000 for '97-98 onl)	3,000.00	1,200.00	1,000.00	847.00	1,000.00	
149	5227 J Travel to annual CRLA Conference			NA	NA	500.00	
150	5228 J Hotel & Food at annual CRLA Conf			NA	NA	500.00	
151	5227 J Miscellaneous	1,000.00	1,442.34	1,100.00	500.00	1,100.00	
152	<b>TOTAL JCRL (Journal)</b>	<b>15,000.00</b>	<b>13,293.81</b>	<b>16,900.00</b>	<b>7523.75</b>	<b>17,900.00</b>	
153							
154	<b>5230 TUTOR HANDBOOK</b>						
155	5231 TH Postage	250.00	297.28	500.00		500.00	
156	5232 TH Printing & Publishing	500.00	2,083.47	500.00	399.10	1,500.00	
157	<b>TOTAL TUTOR HANDBOOK</b>	<b>750.00</b>	<b>2,380.75</b>	<b>1,000.00</b>		<b>2,000.00</b>	
158					399.10		
159	<b>TOTAL PUBLICATIONS</b>	<b>21,540.00</b>	<b>19,184.15</b>	<b>23,690.00</b>		<b>25,690.00</b>	

# Operating Budget: Comparison -- 1996/97, 1997/98, FY 1999

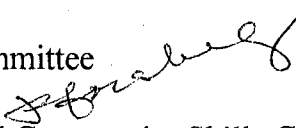
	B	D	E	G	H	I	J
160	EXPENSES (cont)	Budgeted	Actuals	Budgeted	Actuals	Budgeted	Adustments
161		1997-98	1997-98	1998-99	Jul 98-Dec 98	FY 1999	FY 99
162	<b>5400 COMMITTEES</b>						
163	<b>5410 AWARDS &amp; FUND RAISING</b>						
164	5411 AF Plaques	600.00	362.00	600.00	261.20	400.00	
165	5412 AF Postage	50.00	38.95	50.00		50.00	
166	5413 AF Printing & Publishing	100.00	0.00	100.00		100.00	
167	5414 AF CRLA Scholarship	1,000.00	1,000.00	1,000.00		1,000.00	
168	5415 AF CRLA Research Awards	500.00	600.00	500.00		1,000.00	
169	5416 AF Outstanding Tutor Award (Tom Past	250.00	250.00	250.00		250.00	
170	5417 AF Outstanding Tutor Plaque	30.00	73.12	75.00		75.00	
171	5418 AF Phone					100.00	
172	<b>TOTAL AWARDS &amp; FUND RAISING</b>	<b>2,530.00</b>	<b>2,324.07</b>	<b>2,575.00</b>	<b>261.20</b>	<b>2,975.00</b>	
173							
174	<b>5420 ARCHIVES</b>						
175	5421 AR Postage/Shipping	75.00	101.48	75.00		75.00	
176	5422 AR Supplies	60.00	84.16	60.00		60.00	
177	5423 AR Conversion	500.00	0.00	2,000.00		2,000.00	
178	<b>TOTAL ARCHIVES</b>	<b>635.00</b>	<b>185.64</b>	<b>2,135.00</b>		<b>2,135.00</b>	
179							
180	<b>5430 NOMINATIONS &amp; ELECTIONS</b>						
181	5431 NE Telephone	50.00	189.94	50.00		50.00	
182	5432 NE Postage	350.00	543.92	350.00		350.00	
183	5433 NE Printing & Publishing	300.00	878.60	300.00		300.00	
184	5434 NE Clerical	50.00	100.00	100.00		100.00	
185	<b>TOTAL NOMINATIONS &amp; ELECTIONS</b>	<b>750.00</b>	<b>1,712.46</b>	<b>800.00</b>		<b>800.00</b>	
186							
187	<b>5440 TUTOR CERTIFICATION</b>						
188	5441 TC Clerical	900.00	925.00	900.00	425.00	<del>900.00</del>	1100
189	5442 TC Postage	500.00	296.30	500.00	362.09	500.00	
190	5443 TC Printing & Publishing	100.00	372.75	600.00	1236.43	<del>600.00</del>	700
191	5445 TC Supplies	50.00	276.92	350.00	31.60	350.00	
192	5446 TC Telephone	50.00	33.57	50.00		50.00	
193	<b>TOTAL TUTOR CERTIFICATION</b>	<b>1,600.00</b>	<b>1,904.54</b>	<b>1,500.00</b>	<b>2055.12</b>	<del>1,500.00</del>	2700
194							
195	<b>5450 OTHER COMMITTEES/REPRESENTATION</b>						
196	5451 OCR Political Action Coordinator	50.00	0.00	50.00		50.00	
197	5452 OCR Professional Association Liaison C	100.00	85.08	100.00		100.00	
198	5453 OCR CAS Representative (Ad Hoc)		0.00				
199	5453a CAS Travel	100.00	0.00	100.00	205.50	100.00	
200	5453b CAS Hotel & Food	300.00	0.00	300.00	312.07	300.00	
201	5453c CAS Registration	125.00	0.00	125.00		125.00	
202	5453d CAS Representative's Misc	75.00	0.00	75.00		75.00	
203	5454 OCR Missions & Goals (Ad Hoc)	500.00	0.00	0.00		0.00	
204	5455 OCR Strategic Planning Task Force (Ad	500.00	314.30	250.00	139.25	250.00	
205	5456 OCR Curriculum Standards Ad-hoc Com	500.00	0.00	0.00		0.00	
206	5457 OCR Communications Task Force Ad-h	250.00	0.00	0.00		0.00	
207	Past Officers Group	NA	NA	500.00		500.00	
208	<b>TOTAL OTHER COMMITTEES/REPRESENTATI</b>	<b>2,500.00</b>	<b>399.38</b>	<b>1,500.00</b>	<b>656.82</b>	<b>1,500.00</b>	
209	<b>TOTAL COMMITTEES</b>	<b>8,015.00</b>	<b>6,526.09</b>	<b>8,510.00</b>		<del>8,940.00</del>	10,110
210							
211							
212							

# Operating Budget: Comparison -- 1996/97, 1997/98, FY 1999

	B	D	E	G	H	I	J
213	EXPENSES (cont)	Budgeted	Actuals	Budgeted	Actuals	Budgeted	Adjustment
214		1997-98	1997-98	1998-99	Jul 98-Dec 98	FY 1999	FY 1999
215	5500 MEMBERSHIP/STATES & REGIONS						
216	5510 MEMBERSHIP COORDINATOR	200					
217	5511 MC Clerical Assistance	2,000.00	202.00	300.00		300.00	200
218	5512 MC Computer Supplies	100.00	0.00	200.00		200.00	100
219	5513 MC Membership Service	0.00	0.00	5,000.00	1536.54	5,000.00	
220	5513a MC Monthly Service Fee					<del>2,400.00</del>	
221	5513b MC					3500.00	
222	5513c MC					1300.00	
223	5513c MC					<del>1100.00</del>	500.00
224	5514 MC Postage - <i>Labels</i>	500.00	103.09	500.00	948.00	300.00	
225	5515 MC Printing & Publishing	600.00	63.10	600.00	1385.60	200.00	
226	5516 MC Supplies	500.00	16.15	500.00	770.40	500.00	
227	5517 MC Telephone & FAX	1,000.00	25.00	500.00		200.00	
228	5518 MC Miscellaneous	0.00	280.40	0.00		100.00	
229	TOTAL MEMBERSHIP COORDINATOR	4,800.00	689.74	7,600.00	4640.54	<del>11,000.00</del>	10,020
230							
231	5520 STATES & REGIONS COORDINATOR						
232	5521 SR Travel	650.00	0.00	650.00	160.00	810.00	650
233	5522 SR Hotel & Food	200.00	0.00	200.00	244.29	444.29	200
234	5523 SR Telephone	200.00	281.25	200.00		200.00	
235	5524 SR Postage	200.00	171.00	200.00		200.00	
236	5525 SR Supplies	325.00	373.31	400.00	310.39	740.39	400
237	TOTAL STATES & REGIONS COORDINAT	1,575.00	825.56	1,650.00	714.68	2,364.68	1650
238							
239	5530 DIRECTORS						
240	5531 DI Special Requests	2,500.00	1,233.53	3,500.00		<del>3,500.00</del>	5000
241	5532 DI Supplies/printing	500.00	9.98	NA			
242	5533 DI Board Travel to States & Regions	1,500.00	0.00	1,500.00		1,500.00	
243	5434 DI Misc	50.00	0.00	50.00		50.00	
244	TOTAL DIRECTORS	4,550.00	1,243.51	5,050.00		5,050.00	
245							
246	5540 SIG COORDINATOR						
247	5541 SC Postage	125.00	0.00	125.00		125.00	
248	5542 SC Supplies	125.00	292.93	300.00		300.00	
249	5543 SC Telephone	25.00	0.00	25.00		25.00	
250	TOTAL SIG COORDINATOR	275.00	292.93	450.00		450.00	
251							
252	5550 SIG LEADERS						
253	5551 SL Postage	600.00	41.82	600.00	165.05	600.00	
254	5552 SL Printing & Publishing	700.00	0.00	700.00		700.00	
255	5553 SL Supplies	100.00	13.37	100.00	20.69	100.00	
256	5554 SL Miscellaneous	100.00	0.00	NA		NA	
257	TOTAL SIG LEADERS	1,500.00	55.19	1,400.00	185.74	1,400.00	
258							
259							
260	TOTAL MEMBERSHIP/STATE & REGIONS	12,700.00	3,106.93	16,150.00		20,284.68	
261							
262	TOTAL BOARD EXPENSES	35,650.00	38,367.58	34,050.00		41,000.00	
263	TOTAL GENL ORGANIZATIONAL EXPEN	1,100.00	5,157.57	1,100.00		4,470.00	
264	TOTAL PUBLICATIONS	21,540.00	19,184.15	23,690.00		25,690.00	
265	TOTAL COMMITTEES	8,015.00	6,526.09	8,510.00		8,910.00	
266	TOTAL MEMBERSHIP/STATE & REGIONS	12,700.00	3,106.93	16,150.00		20,284.68	
267	TOTAL EXPENSES	79,005.00	72,342.32	83,500.00		100,354.68	162,104
268	TOTAL INCOME	59,675.00	100,683.48	44,500.00		68,245.00	28,645
269	Difference	-19,330.00	28,341.16	-44,000.00		-32,109.00	23,000



November 16, 1998

TO: CRLA Nominating Committee  
FROM: Peggy Forsberg, Dean   
College Preparatory and Community Skills Center

The purpose of this memo is to give my enthusiastic and unqualified support for Zanette Douglas as a nominee for the position of CRLA Membership Coordinator. Zanette has been an active member of the organization, and has encouraged others from our developmental faculty to participate in and benefit from the innovative instructional ideas presented at conferences and through organizational literature.

I believe that Zanette would be a tremendous asset to CRLA in the position of Membership Coordinator, and will approve any resulting absences or travel expenses that may result from her election.

Thank you for your consideration.