CFR Policies and Procedures  
2012/2013

ADP

Faculty must approve their timecard for the previous month by the 5th of each month (e.g., approve September timecard by October 5). All personal information (e.g., home address/phone number) must be updated in ADP. USG policy requires that all employees enroll in direct deposit; this can be accomplished via the ADP portal.

The computer on the students’ desk in COE 3125 has been designated as the ADP computer for student workers to clock in when reporting to work and clock out when leaving work.

Please visit the ADP webpage on the Human Resources website to report any issues with ADP (http://jobs.georgiasouthern.edu/facultystaff/adp).

Advising Students

Students may obtain their Registration Access Numbers (RANs) from WINGS. Department secretaries do not have access to student RANs.

Permission to register or override a student into your class must be in writing (e-mail) to the secretary. The request must include the student’s Eagle ID # and the CRN (5 digit course reference number).

Graduate advisors should be accessible to students during the semester, available for advisement, and responsive to students’ e-mails and phone calls in a timely manner.

COE Physical Address

The physical address for the College of Education is 237 Forest Drive, Statesboro, GA 30458. The address for 911 emergencies is 275 COE Drive. Packages sent to you via UPS or Fed Ex should include your name, name of the department, 237 Forest Drive, COE 3125, Statesboro, GA 30458. Packages sent to you via USPS should include your name, name of the department, P. O. Box 8144, Statesboro, GA 30460.

COGS Doctoral Forms/Digital Signatures

Current doctoral forms are on COGS website. Forms requiring digital signatures are to be sent directly to the department chair. Other doctoral forms and doctoral key assessments should be placed in basket on top of filing cabinets in CFR main office (3125) or submitted directly to Graduate Academic Services Center (3166).
Computer Service Requests

Faculty experiencing computer problems should contact Information Technology Services (478-5429) or web address: http://services.georgiasouthern.edu/its. Faculty are encouraged to report their computer problems directly to IT Services since they may need to answer the questions the technician may have concerning the specific technology issues. Mark Stewart, COE’s Computer Tech, can be reached at 912-690-2263; Pattie Beblowski, Information Systems Coordinator can be reached at 478-5429.

Conference Room

CFR’s conference room is located on the second floor, COE 2123. A calendar is posted on the door to reserve the room. When reserving the room, write small enough to allow others to sign up on the same day. Conference room door should remain closed and locked when not being used. The key to the conference room will not be given to students.

Contact Information

It is expected that faculty will give the department secretary their off-campus contact information. Contact information will be kept confidential and used only for emergencies or as deemed necessary by the department chair.

Copier

The copier in Room 3123A is for departmental use. Each faculty member is assigned a copy code to use when making copies. If a paper jam occurs, PLEASE do not attempt to clear the jam without having been instructed on the copier. One wrong turn to one of the clearing knobs can cause us to have to make a service call to reset the machine. Do let the secretary or a work study student know if the copier is jammed. Faculty members should not give their copy code to graduate assistants. Faculty computers are networked to the copier in COE 3123A.

Copying

All copying should be requested on the “copy request form” and attached to the item(s) to be copied. It is very important to fill in name, the number of copies, and the date/time needed. Items omitted from the form will be determined by the secretary or student making copies. Place the request form and original(s) in the copy basket on the work study students’ desk in COE 3125. Completed work will be placed in faculty member’s mailbox or office.

- Requests for copying require a 24 hour advance notice.
- Requests for copying during the first week of classes and finals week require a 48 hour advance notice.
- Exams or items to be copied by the secretary should be placed in an envelope in the top tray on the corner of her desk in 3125. Include the date and time
when copies are needed. Requests for copying exams require a 24 hour advance notice.

- In an effort to hold down copying costs for the department, please utilize class notes or web pages when possible. When working on publications, please investigate applying for research funds, etc. to offset the cost of copying and printing. We will certainly try to work with everyone on the copying issue and welcome any suggestions you may have.

**Copyright Policy**

Some key parts of the University System of Georgia Copyright Policy include the following:

- Instructors are responsible for evaluating, on a case-by-case basis, whether the use of a copyrighted work on electronic reserves or GeorgiaVIEW requires permission or qualifies as a fair use (http://www.usg.edu/copyright/site/the_fair_use_exception). If relying upon the fair use exception, instructors must complete a copy of the fair use checklist (http://www.usg.edu/copyright/site/fair_use_checklist) before submitting material for electronic reserves or making it available on GeorgiaVIEW/Folio.

- A copy of the completed checklist for each “fair use” of a copyrighted work must be retained by the faculty member in order to establish a “reasonable and good faith” attempt at applying fair use, should any dispute regarding such use arise.

- The instructor, library or other unit of the institution must possess a lawfully obtained copy of any material submitted for electronic reserves or GeorgiaVIEW/Folio.

**Course Syllabi**

During the first week of each semester, faculty are required to send the department secretary an electronic copy of course syllabi for all courses, including independent study courses, that they will teach in the current semester. File names must contain the following information: course prefix/number/section, instructor’s name, and semester. (i.e., READ3330 01F.Jones.F11).

Development of course syllabi allows for flexibility, however, faculty should use the COE Syllabus Guide as a guide to help provide documentation related to NCATE/PSC standards and address information requested by the Provost for inclusion on course syllabi. The COE syllabus guide is located near the bottom of the COE Curriculum Committee website. This website can be accessed from the Governance link located on COE Dean’s Office homepage. Faculty should also include the Policy links found on the Curriculum Committee page either on course syllabus or on course website. Faculty must communicate with students that they are responsible for reading, understanding, and following the policies and procedures links on the syllabus and/or course website.
Reminder: Travel forms will not be approved until course syllabi for the current semester have been submitted to the department secretary.

Departmental Equipment (Off Campus Use of Equipment Policy)

Board of Regents policy allows for removal of inventoried equipment off-campus on a temporary basis provided the removal is approved by the Department Head and the “Authorization for Off-Campus Equipment Use” form is submitted to Property Control. Department Heads may approve off-campus use of equipment temporarily only if the equipment is to be used by University faculty or staff to complete work related tasks. For all assets residing off campus, an “Authorization for Off Campus Use Form” should be on file in the department. The forms are valid for one fiscal year and should be renewed each fiscal year. This form can be accessed by going to Property Control under the Procurement website.

In order to maintain appropriate inventory control within the department, the following policy will apply regarding off-campus computer use:

- Approval for use of departmental computers off-campus is limited to one desktop computer and one laptop computer.
- An “Authorization for Off-Campus Use of Equipment” form must be completed and signed each year upon request by the department secretary. Individuals who fail to comply with this request will be required to bring all off-campus computers to campus for visual inspection.
- Faculty and staff who fail to comply with department, university, and BOR policies regarding off-campus equipment use will have their off-campus computer authorization revoked.
- Exceptions to this policy require department chair approval.
- Departmental policy does not address iPads as these devices are part of the dean’s office inventory.

Dissertations

Bound copies of dissertations will not be mailed from the department. It will be the responsibility of the student to arrange for delivery or pick-up of the dissertations. A new system is being implemented by COGS that allows student to work with Eagle Print Shop and University library regarding binding and delivery of dissertations (see ETD page on COGS website).

In addition, please encourage students to mail hard copies to committee members for documents that are greater than 50 pages in length. The department will not mail dissertations (or student papers) to the homes of faculty members.

Empty Office Policy (approved by department on April 3, 2008)

The following criteria will determine eligibility of faculty to move into a vacant CFR office:
1) Faculty rank
2) Years as a regular (non-temporary) faculty member at Georgia Southern within rank
3) Hiring date

Errands

It is permissible to ask work study students to run work related errands on campus, providing it is during their scheduled work hours and you have checked with the secretary. Please do not ask a work study student to run personal errands for you.

Expectations of Faculty

- Respond to departmental e-mails
- Submit final grades to the department secretary
- Submit course syllabi to the department secretary
- Attend faculty meetings
- Participate in graduation
- Adhere to deadlines (e.g., student evaluations, annual reviews, tenure and promotion, etc.)
- Verify attendance
- Attend committee and advisory board meetings

Faxes

The departmental fax machine is in COE 3125. The fax number is 912-478-5382. Faxes received in the department will be placed in faculty mailboxes. Faxes received in the department bearing no recipient name will be placed in the basket next to the fax machine until the end of the day at which time they will be discarded.

FYE Funds

Faculty must discuss plans to teach a First Year Experience (FYE) course(s) with department chair PRIOR to accepting this commitment. Faculty teaching FYE courses have the option of having their money paid directly to them or transferred to the department’s operating budget to be used for travel or instructional purchases. Faculty must discuss compensation options with the department chair prior to making this decision. FYE funds transferred to the department must be expended by the faculty member no later than May 15. Once FYE funds are transferred to the CFR department, the monies are governed by USG and departmental policies, and expenditures must be approved in advance by the department chair. No more than $500 of FYE funds can be spent on books. Any items purchased with FYE funds transferred to the department remain the property of the university.
Grades

At the end of each semester faculty are asked to send the department secretary an electronic copy of course grades for each course they have taught during the semester. It is suggested that faculty copy and paste final grade sheet into MSWord and save as .pdf file. This works best in Google Chrome. File names must contain the following information: course prefix/number/section, instructor’s name, and semester. (Example: READ3330A.Jones.F09).

If a faculty member assigns a student a grade of Incomplete (I), he/she must submit documentation to the department indicating rationale for I grade and description of what student must do to complete course. An I grade should only be assigned for non-academic reasons and should be used judiciously. A grade of IP (in progress) should only be used for courses that extend over more than one semester (e.g., dissertation hours).

Reminder: Travel forms will not be approved until grades from the previous semester have been submitted to the department secretary.

Graduate Assistants/GA Lab

The department hires graduate assistants to assist faculty with their research and instruction. GAs work 20 hours per week and their employment begins the first day of classes each semester and ends the last day of final exams. Faculty may request dedicated GA time by contacting the department chair. All GA duties should be performed during regular business hours; please contact department chair regarding needed exceptions to this policy.

The GA lab (COE 3122) is a space shared by Graduate Assistants in our department and the Department of Leadership, Technology, and Human Development. This is not an appropriate place for students to take tests. In addition, all computers in this lab are password protected and are intended for the use of GAs assigned to these work stations. It is not appropriate for other students or colleagues, friends, or family of CFR faculty to use these work stations. Computers are available for these individuals in the IRC.

Office Furniture

Standard furniture for faculty offices are a desk, a desk chair, two bookcases, a two-drawer lateral file cabinet, and two guest chairs. Office furniture is not to be surplussed, and is to remain in faculty offices. Do not place furniture in the hallway. Please contact department secretary if any furniture repairs or replacements are needed.

Office Hours

Office hours should be given to the department secretary, posted on syllabi and office doors each semester.
Office Security

COE 3125 should remain locked before and after office hours, and on weekends. Without permission from the faculty member, no one will be allowed access to his/her office. Exception to this policy is department chair, administrative secretary, and computer technicians. Due to security and fire code regulations, CFR’s mailroom should not be propped open.

Office Supplies

Supplies are housed in Room 3123A. It is extremely important that faculty notify the secretary when they open or take the last item of a kind. Faculty may place a note or empty carton on the secretary’s desk. Office supplies will not be mailed to faculty.

Out-of-Office E-mail Notification

Out-of-office e-mail notifications should be activated if an instructor will be away from the office for a substantial amount of time. Faculty may set their out-of-office response reply by logging into Google mail and clicking on options (far right side of page). Scroll down to vacation responder, enter begin date, end date, and brief message. The vacation responder will send an automated out of office notification in response to incoming messages. The message should direct inquiries to the appropriate individual(s).

Out-of-Office Voice Mail Notification

Out-of-office voice mail notifications should be activated if an instructor will be away from the office for a substantial amount of time. Faculty may set their out-of-office greeting by dialing 84637 to access their voice mail box. Press “U” to change user greetings; press 4 to record your out-of-office greeting. Record the begin date, end date, and a brief out-of-office message for your callers. The message should direct inquiries to the appropriate individual(s).

Postal Services

The departmental postage budget should only be used for department related mail. If faculty are working with an organization that requires mailings or overnight packages, please mail these items separately or reimburse the department’s postage account. We would encourage not using overnight mail whenever possible. If necessary to send something Express Mail, please make a copy of the label so we can make sure we are not being overcharged on those packages. All outgoing mail must have a return address. Personal flat mail (envelopes 9 x12 or larger) cannot be mailed through campus mail. Any UPS/FedEx charges at the GSU post office must be approved in advance.

NOTE: All departmental outgoing mail/UPS must be at University Postal Services by 3:30 p.m. in order to be processed the same business day. The United States Postal Services, UPS, and Coastal Mailing make their mail pickups from Georgia Southern at
approximately 4:00 p.m., Monday thru Friday. Postal service information may be found at http://services.georgiasouthern.edu/postoffice/

Recycling

Recycling boxes are available for faculty offices. Please note that Physical Plant does not empty these boxes for faculty. Recycling polycarts are available in the IRC and in the vending area of the COE classroom building. Do not leave boxes in the hallways; boxes should be broken down and taken to recycling area.

Room Requests

To request an academic classroom go to the Registrar’s website, click on Resources for Faculty and Staff, click on Academic Room Request, complete form and submit.

To request a room in College of Education for a special event (e.g., candidacy exam, doctoral defense, committee meeting, etc.), go to the COE website, Faculty and Staff Resources (http://coe.georgiasouthern.edu/faculty/resources), click on Room Request – Create an Event in 25Live, and complete form (Exception – CFR conference room 2123). In 25Live form, list Marie Hooks as scheduler and person needing room as the requestor. If a room confirmation is not received within two business days, please call Marie to confirm. Do not call or e-mail Marie Hooks in the dean’s office with initial room request; everyone must use the 25Live system. A COE/Georgia Southern faculty or staff member must be present at any function, meeting, etc. held in the COE Building.

The CFR department chair has keys to Rooms 3164, 3166J, and 3166M. Keys must be requested in advance and returned as soon as possible. Other room keys (e.g., 1126) must be obtained from Marie Hooks. Please return keys in a secure manner, i.e., do not leave key on CFR secretary’s desk with no envelope and no instructions about where to return key.

Shredder

A heavy duty shredder is in the IRC. Shredding tasks may be given to a work study student. Graduate assistants may assist with any confidential shredding.

Smart Classroom Access

To apply for initial access to a smart classroom (1121, 1122, 3158), faculty should complete the Key Request Authorization and Acceptance Form found on the Physical Plant website, get appropriate signatures, and take it to Physical Plant, attn: Jason Aultman. Faculty needing semester-to-semester access to smart classrooms should send an email to the department chair including faculty member’s name and Eagle ID #, and classroom number. The department chair will forward the e-mail to Physical Plant requesting continued access to the smart classroom(s).
Student Ratings of Instruction

Student Ratings of Instruction forms should be given two weeks before the last day of classes. Any situation that requires an exception to this timeline must be discussed in advance with department chair or secretary. All student ratings for fully and partially online courses are conducted online via CoursEval with face-to-face classes required to use the scantron form. Student ratings are completed each semester including summer. It is important that faculty teaching online courses encourage their students to complete this process.

Effective Spring 2001, all instruments must comply with the University standard set of 23 questions first, followed by additional questions that must be approved at the Dean level, and ending with the two required open-ended questions. Additional open-ended questions may be added if approved at the Dean level. However, the normal time to complete the entire survey should not exceed thirty minutes.

Another instructor or graduate student should distribute the forms and read the following: "I have been asked to conduct the teaching ratings for this class. These ratings are important to both the department and the instructor to improve teaching effectiveness. Please take your time and answer each question honestly and fairly. To ensure that your answers are confidential, do not put your name on the form. Use a number 2 pencil only to complete the form. After you complete them, I will collect the forms, put them in an envelope, and take them to the wooden box marked “Drop COE Course Evaluations Here” on first floor in front of the Dean’s Office. Your instructor will not see the results until the semester is over."

Team-taught, independent study, internship, practicum, labs, dissertation sections, and classes with only one student are exempt from assessment.

Faculty who fail to make Student Ratings of Instruction available to students will be required to submit a justification to the department chair. The justification will be submitted to the Provost Office.

Students’ Work

Faculty are responsible for collecting and returning students’ work, and should not involve the department secretary or student workers. Students’ work will not be mailed to faculty members.

Telephones

All phone numbers on campus begin with 478 (GSU). On-campus calls can be made by dialing 8 and 4 digit number (e.g., 8-5091). Dial 9 first for off-campus calls.

Our department has a very small long distance budget; therefore, please communicate via e-mail whenever possible, especially to those individuals requiring long distance calls.
Faculty are asked to place their office telephone number on course syllabi and correspondence as the primary number on campus. Please do not use the main office telephone number. When recording voicemail message, faculty can give caller the option of dialing “0” if they need immediate assistance and the call will be transferred to the main department number. An example of a recording is given below.

You have reached the voicemail of ____________. I am unavailable to take your call at this time, but if you will please leave your name, telephone number, and a brief message, I will return your call as soon as possible. If you need immediate assistance, please dial “0” and our department secretary will be glad to assist you. Thank you for calling.

**Telephone Repair Requests**

Faculty experiencing telephone problems should contact the Office of Networking and Telecommunications at extension 8-8411. Faculty are encouraged to report telephone problems directly to this office since most times they try to troubleshoot the problem over the phone and frequently ask questions that only the specific faculty member can answer.

**Thermostats**

Thermostats are located in only a few CFR offices – if you have control of the thermostat in your area, please be considerate and work with others in your area to maintain a reasonable temperature. Fans are permissible. Heaters must meet Physical Plant specifications. Contact Charles Wray at 478-5867 with questions about heaters and/or fans.

**Travel Forms**

Note: **All travel forms must be typed, complete, and accurate.** Forms that do not meet these criteria will be returned to faculty members. Please include employee ID, not Eagle ID, on form. This number can be found on ADP.

Travel forms can be found at [http://services.georgiasouthern.edu/accounting/acctpayforms.html](http://services.georgiasouthern.edu/accounting/acctpayforms.html)

Request for authorization to travel form should be submitted no later than 30 days prior to intended travel. This form should be submitted for both in-state and out-of-state travel. Note: Request to travel forms must be completed and approved before airfare is booked, before conference registration is paid, etc.

The purpose of the trip should be clearly stated on form. **In addition, please submit a more detailed description (no more than 1/2 page) of your proposed travel including how this travel will benefit you in the area(s) of teaching, scholarship, and/or service.** A detailed itinerary must also be attached to request if professional travel is not associated with an organized event (e.g., conference, workshop). If your proposed travel budget is greater than authorized travel amount, sign the partial payment box acknowledging that you are aware that all costs may not be covered.
NEW!! The original travel request form will be returned to the faculty member after all required signatures are obtained on the form. It will be the responsibility of the faculty member to keep his/her original travel request form for submission with travel expense statement.

Travel expense statements should be submitted to the department secretary within 15 days following professional travel. Attach original travel request form with approval signatures and original receipts (e.g., airplane, conference registration, parking, taxi/shuttle, etc.) to the travel expense statement when submitting it to the department secretary. Receipts should be submitted in an organized fashion and taped on a sheet of paper for ease of copying. It is the responsibility of the traveler to see that the form is correctly completed.

Memos should be attached to travel expense forms explaining any unusual expenses. (Examples: If driving to a conference, faculty should provide an explanation showing that driving was more cost-effective than flying. Provide an explanation if valet parking is used at hotel instead of self-parking).

Conference registration cannot be pre-paid using the departmental credit card. Faculty may pre-pay their conference registration and be reimbursed prior to travel by completing a travel expense statement form. Note: If a prepaid expense is listed in the prepayment section of the final travel expense statement, it should also be listed in the miscellaneous section.

Reminder: Travel forms will not be approved until grades from the previous semester and course syllabi from the current semester have been submitted to the department secretary. In addition, noncompliance with other departmental/college tasks will be taken into account when considering travel requests.

Travel regulations, including meal per diems for high cost areas, can be found on the Controller’s Office website. If you have questions regarding travel, contact Rebecca Smith at rebeccasmith@georgiasouthern.edu or Vickie Reid at vreid@georgiasouthern.edu.

Typing

Typing requests may be given to a work study student or graduate assistant. The faculty member and the student should work out all details, expectations, date and time for completion of the assignment. Students may need to be reminded to proofread the assignment for typographical errors. Editing of materials will not be provided by work study students.
<table>
<thead>
<tr>
<th>Department/Action</th>
<th>Contact Person</th>
<th>Telephone #</th>
<th>E-mail</th>
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<tr>
<td>Financial Accounting</td>
<td>Vickie Reid Accounts Payable</td>
<td>8-5009</td>
<td><a href="mailto:vreid@georgiasouthern.edu">vreid@georgiasouthern.edu</a></td>
</tr>
<tr>
<td>COE Computer Technician</td>
<td>Mark Stewart IT Service Help Desk</td>
<td>912-690-2603 ©</td>
<td><a href="mailto:mstewart@georgiasouthern.edu">mstewart@georgiasouthern.edu</a></td>
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<td></td>
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<td>8-1453</td>
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<tr>
<td>Human Resources</td>
<td>Karen Iler, Records Mgmt. or Jo Britt, Personnel Asst.</td>
<td>8-5468</td>
<td><a href="mailto:kiler@georgiasouthern.edu">kiler@georgiasouthern.edu</a> <a href="mailto:sjohnson@georgiasouthern.edu">sjohnson@georgiasouthern.edu</a></td>
</tr>
<tr>
<td>IT Services Help Desk</td>
<td>Pattie Beblowski IT Services Coordinator</td>
<td>8-5429</td>
<td><a href="mailto:pattieb@georgiasouthern.edu">pattieb@georgiasouthern.edu</a></td>
</tr>
<tr>
<td>Key Requests</td>
<td>Jason Aultman Physical Plant</td>
<td>8-5158</td>
<td><a href="mailto:jaultman@georgiasouthern.edu">jaultman@georgiasouthern.edu</a></td>
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<tr>
<td>Move Furniture</td>
<td>Joe Babcock Equipment Transport</td>
<td>8-5135</td>
<td><a href="mailto:jbabcock@georgiasouthern.edu">jbabcock@georgiasouthern.edu</a></td>
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<tr>
<td>Parking &amp; Transportation</td>
<td>Kristi Bryan Director Administrative</td>
<td>8-0769</td>
<td><a href="mailto:kbryant@georgiasouthern.edu">kbryant@georgiasouthern.edu</a></td>
</tr>
<tr>
<td>Physical Plant</td>
<td>Queen Eason Mikell Section Supervisor</td>
<td>8-5270</td>
<td><a href="mailto:qmikell@georgiasouthern.edu">qmikell@georgiasouthern.edu</a></td>
</tr>
<tr>
<td>Postal Services</td>
<td>Herman Lanier Postal Service Supervisor</td>
<td>8-0331</td>
<td><a href="mailto:hlanier@georgiasouthern.edu">hlanier@georgiasouthern.edu</a></td>
</tr>
<tr>
<td>Public Safety</td>
<td>Terry L. Briley Public Safety Captain</td>
<td>8-5234</td>
<td><a href="mailto:tblbriley@georgiasouthern.edu">tblbriley@georgiasouthern.edu</a></td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>Velma Burden Registrar</td>
<td>8-5754</td>
<td><a href="mailto:vburden@georgiasouthern.edu">vburden@georgiasouthern.edu</a></td>
</tr>
<tr>
<td>Registration</td>
<td>Teresa Smith Registrar’s Office</td>
<td>8-0717</td>
<td><a href="mailto:tfsmith@georgiasouthern.edu">tfsmith@georgiasouthern.edu</a></td>
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<tr>
<td>Surplus</td>
<td>Daniel Solano Central Receiving</td>
<td>8-5226</td>
<td><a href="mailto:dsolano@georgiasouthern.edu">dsolano@georgiasouthern.edu</a></td>
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<tr>
<td>Telecommunications</td>
<td>Ann Hill Director Administrative</td>
<td>8-8411</td>
<td><a href="mailto:annr@georgiasouthern.edu">annr@georgiasouthern.edu</a></td>
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<tr>
<td>Travel</td>
<td>Rebecca Smith Accounts Payable</td>
<td>8-7962</td>
<td><a href="mailto:rebeccasmith@georgiasouthern.edu">rebeccasmith@georgiasouthern.edu</a></td>
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<th>COE Physical Address (UPS, FED EX, etc.)</th>
<th>COE Physical Address (United States Postal Services)</th>
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<tbody>
<tr>
<td>Faculty’s Name CFR – COE 3125 237 Forest Drive Statesboro, GA 30458</td>
<td>Faculty’s Name CFR – COE 3125 P. O. Box 8144 Statesboro, GA 30460</td>
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</tbody>
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