

## Meeting Minutes



### NEVADA STUDENT ALLIANCE (NSA)

**AGENDA**  
**June 6, 2023**  
**7:00 a.m.**

**University of Nevada, Reno**  
Joe Crowley Student Union  
Rita Laden Senate Chambers  
1664 N. Virginia Street, Reno, NV

#### **Zoom Option:**

<https://nshe-nevada-edu.zoom.us/j/95485854174?pwd=VU1DTElwek0zWHlOMlpaQko1dXNnZz09>

Meeting ID: 954 8585 4174  
Passcode: 012567

#### **Dial by Location:**

1 253 205 0468 US; 1 253 215 8782 US (Tacoma); 1 346 248 7799 US (Houston);  
1 669 444 9171 US; 1 669 900 9128 US (San Jose); 1 719 359 4580 US; 1 360 209 5623 US;  
1 386 347 5053 US; 1 507 473 4847 US; 1 564 217 2000 US; 1 646 558 8656 US (New York);  
1 646 931 3860 US; 1 689 278 1000 US; 1 301 715 8592 US (Washington DC); 1 305 224 1968 US;  
1 309 205 3325 US; and 1 312 626 6799 US (Chicago)

Meeting ID: 954 8585 4174  
Passcode: 012567

#### **MEMBERS:**

**P** Tania Akter, University of Nevada, Reno, GSA  
**P** Lisha Allison, Truckee Meadows Community College, SGA  
**P** Robby Boparai, University of Nevada, Reno, ASUNSOM  
**P** Dawson Deal, University of Nevada, Reno, ASUN  
**Proxy Sayla Daily** Allister Dias, University of Nevada, Las Vegas, CSUN  
**P** Teresa Marie, University of Nevada, Las Vegas, GPSA  
**P** Kevin Osorio Hernández, Nevada State College, NSSA  
**Proxy Denielle Kirkman** Allison VanHolder, Great Basin College, SGA  
**P** Catalina Wilson, Western Nevada College, ASWN  
Office Vacant, College of Southern Nevada, ASCSN

**Office Vacant, Desert Research Institute, GRAD**

**Guests:**

Dillon Moss, UNR  
Lahana Pearce, NSU  
Liesel Kemmelm  
Becca Franssen, WNC  
Heather Rikalo, WNC  
Giovanni Jones, CSN  
Carmen Muniz, CSN  
Suzanna Stankute, WNC  
Lahaina Estomin, WNC  
Benny Buchanan, WNC  
Alejandro Rodriguez, NSHE  
Terina Caserto, NSHE  
Carrie Parker, NSHE  
Andrew Cirincione – via Zoom  
Jesse Cruz – Via Zoom

**Meeting called to order at 7:03 a.m.**

**IMPORTANT INFORMATION ABOUT THE AGENDA AND PUBLIC MEETING**

NOTE: Below is an agenda of all items scheduled to be considered. Notification is hereby provided that items on the agenda may be taken out of the order presented, two or more agenda items may be combined for consideration, and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time.

The agenda and any supporting material, including materials submitted after the posting of this agenda but before the meeting, may be accessed on the Internet by visiting the NSA page of the NSHE website: <https://nshe.nevada.edu/system-administration/departments/asa/students/nevada-student-alliance/>, or by calling Terina Caserto in the NSHE Office of Academic and Student Affairs at (775) 784-3442, or emailing her at [tcaserto@nshe.nevada.edu](mailto:tcaserto@nshe.nevada.edu). Any supporting materials provided to members of the NSA at the meeting will be posted to the NSA website within 24 hours after the conclusion of the meeting.

Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please call the Academic & Student Affairs Office in advance at (775) 784-3442 so that arrangements may be made.

**1. ROLL CALL**

Roll call of members and any persons serving as a proxy for a member will be taken.

**Quorum is established with 9 members, including two officially assigned proxies.**

**2. PUBLIC COMMENT****INFORMATION ONLY**

Public comment will be taken during this agenda item. No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. Comments will be limited to two minutes per person. Persons making comment will be asked to begin by stating their name for the record and to spell their last name. The NSA Chair may elect to allow additional public comment on a specific agenda item when that agenda item is being considered. Members of the public may attend the meeting and provide public comment or testimony by calling any of the numbers on the first page of this agenda, including 1 253 205 0468 US, meeting ID: 954 8585 4174, passcode: 012567

In accordance with Attorney General Opinion No. 00-047 (April 27, 2001), as restated in the Attorney General's Open Meeting Law Manual, the NSA Chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of, the NSA, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

Andrew Cirincione – Good morning NSA, my name is Andrew Cirincione, I am here to express my support for Kevin Osorio-Hernández as Chair of the NSA. As a committed public servant and a natural leader he can offer a fresh perspective and guide the alliance to success. Additionally, serving as co-chairs as the Youth Voter Engagement Task Force for the Nevada Secretary of State, I have witnessed first hand Kevin's heart for youth all across the state of Nevada. I would also like to express my support for Dawson Deal as Vice Chair of NSA. As a student at the University of Nevada Reno I have already seen the hard work of President Deal impacting our students. He is dedicated to cultivating an inclusive and uplifting the University environment for our student. I believe these qualities make him an exemplary candidate to represent all student in Nevada. Thank you.

Jesse Cruz - Good morning Members of the Nevada Student Alliance, my name is Jesse Cruz. I am a current student at the College of Southern Nevada. Rarely in my time as a student in the 2-3 years I have been there and active in the Las Vegas community, rarely have I seen someone as my own age fervently committed to accessibility and representation as Kevin Osorio-Hernández which is why I believe he is a perfect candidate for president of the NSA. I have had the pleasure of knowing Kevin personally for a little over a year and in that year, I really cannot say I've met anyone who works harder as a NSHE student body government as him not just as someone active in the Las Vegas community but as a student at the university. In many of the events I have met him at and the one-on-ones with him just as somebody who is unfamiliar with NSHE institutions and what they do at the NSHE institutions I have not met someone as open and honest and as committed to educating and someone who is generally just looking out for the wellbeing of students not just at NSU but students all around the Las Vegas area and Nevada as a whole. I believe in him and uplifting the work he is currently doing at NSU and the work he is doing in general in Las Vegas. I appreciate the work he has done not just as a student at NSU but as a higher ed student in general especially as someone as young as he is. Which is why I hope that this body will take all that into consideration and why I believe he should be president of NSA. Thank you.

**3. WELCOME TO NEW MEMBERS****INFORMATION ONLY**

NSHE Senior Policy Analyst and NSA Liaison Terina Caserto will introduce herself, provide an overview of the NSA, and welcome the new members and any person participating as a proxy for a member of the NSA. Members and any proxy will briefly introduce themselves.

NSHE Senior Policy Analyst and NSA Liaison Terina Caserto introduces herself, provides an overview of NSA as a public body, welcomes all new and returning members and proxies. Each NSA member then introduces themselves. Terina calls upon student body representatives from the College of Southern Nevada to introduce themselves. Carmen Muniz and Giovanni Jones are both attending the NSA and Board meetings while CSN awaits the election of their student body president.

**4. 2024-25 NSA MEETING DATES AND PROXY PROCEDURES INFORMATION ONLY**

NSHE Senior Analyst and NSA Liaison Terina Caserto will provide an overview of the NSA meeting dates for 2024-25 and the procedure for a NSA member to appoint a proxy. (*Ref. NSA-4*)

NSHE Senior Policy Analyst and NSA Liaison Terina Caserto points to the attached meeting date document included in the agenda packet. She briefly talks about meeting dates and that a procedure for assigning a proxy is provided in the document.

**5. ELECTION OF NSA OFFICERS****FOR POSSIBLE ACTION**

NSHE Senior Analyst and NSA Liaison Terina Caserto will provide a summary of the process for electing NSA officers and the duties of each of the NSA officers. Members or any person serving as a proxy for a member may make nominations for the three 2024-25 NSA officers: Chair, Vice Chair, and Secretary. (*Ref. NSA-5*)

The 2023-24 NSA Officers were:

Chair: Suzanna Stankute, WNC, ASWN

Vice Chair: Kevin Osorio-Hernández, NSU, NSSA

Secretary: Boris Guerra, UNR, ASUN

NSHE Senior Policy Analyst and NSA Liaison Terina Caserto reviews the officer and election provisions in the NSA Constitution, reading the procedure and officer duties. She then opens the floor for nominations for the Chair position.

Member Robby Boparai nominates Member Kevin Osorio-Hernandez for Chair. Osorio Hernández accepts the nomination. No other nominations are made for Chair position. Osorio-Hernández provides a flyer and information on his background and possible goals for NSA. He then takes questions from the membership and answers them. The flyer will be attached to the meeting minutes. (*see attached*)

Roll call vote is taken for Chair position. Kevin Osorio-Hernández receives unanimous support for position of the NSA 2024-25 Chair.

Caserto then opens nominations for the Vice Chair position.

Member Tania Akter nominates Member Dawson Deal for Vice Chair. Deal accepts the nomination.

Salya Daily, proxy for Allister Dias, provides a statement from Dias to nominate himself. No other nominations are made.

Daily then reads a statement for Diaz that provides information on his background and reason for running for Vice Chair position.

Deal then provides a statement on his background and reasons for running for Vice Chair position. He then takes questions from NSA members and responds to each.

Dias calls in via the Zoom link and answers questions from NSA members as well. Roll call vote is taken, members signifying whom they cast their vote for – Dias or Deal. Two-thirds of the vote supports Deal as Vice Chair. Deal is named NSA Vice Chair for the 2024-25 year.

Chair Osorio-Hernández pulls the election for NSA Secretary due to time constraints of the meeting and states that the election will come forward to the July 2024 NSA Meeting.

**6. APPROVAL OF MINUTES**

**FOR POSSIBLE ACTION**

Request is made for the approval of the minutes for the NSA meetings held on February 29, and March, 1 2024.

Member Catalina Wilson motions to approve the minutes for the February 20 and March 1, 2024 meetings

Member Lisha Allison seconds the motion

Discussion – none

Unanimous approval

**7. MEMBER UPDATES**

**INFORMATION ONLY**

Members may provide information on the goals of their respective student governments and updates regarding their respective campuses’ planned activities and events.

Item is pulled due to time constraints of the meeting. Chair Osorio-Hernández requests that NSA members send him an email by 10:00 a.m. today with any campus or association updates that they would like to have considered for the NSA Chair Report later today at the Board meeting.

**8. NSA CHAIR REPORT**

**INFORMATION ONLY**

NSHE Senior Analyst and NSA Liaison Terina Caserto will provide an overview of what the NSA Chair Report generally consists of. The NSA Chair may ask for suggestions from the membership of what to include in the contents of the Chair’s Report that will be delivered to the Board of Regents on June 6, 2024.

NSHE Senior Analyst and NSA Liaison Terina provides an overview of what the NSA Chair Report to the Board of Regents generally consists of.

## 9. NEW BUSINESS

### INFORMATION ONLY

Items for consideration at future meetings may be suggested. Any discussion of an item under “New Business” is limited to description and clarification of the subject matter of the item, which may include the reasons for the request, and no substantive discussion may occur at this meeting on new business items in accordance with the Nevada Open Meeting Law (NRS 241.010 *et seq.*).

No new business.

## 10. PUBLIC COMMENT

### INFORMATION ONLY

Public comment will be taken during this agenda item. No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. Comments will be limited to two minutes per person. Persons making comment should begin by stating their name for the record and spelling their last name.

In accordance with Attorney General Opinion No. 00-047, as restated in the Attorney General’s Open Meeting Law Manual, the NSA Chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of, the NSA, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

No public comment.

### Meeting adjourned at 8:01 a.m.

Posted in accordance with Nevada Open Meeting Law (NRS Ch. 241), at the following locations:  
 CSN, Building D, 1<sup>st</sup> Floor, 6375 W. Charleston Blvd., Las Vegas, NV 89146-1124  
 DRI, Maxey Building, 2215 Raggio Parkway, Reno, NV 89512-1095  
 DRI, Southern Nevada Science Center, 755 E. Flamingo Road, Las Vegas, NV 89119-7363  
 GBC, Berg Hall, 1500 College Parkway, Elko, NV 89801  
 NSC, Great Hall, 1125 Nevada State Drive, Henderson, NV 89015  
 TMCC, Red Mountain Building (RDMT 200) 7000 Dandini Blvd. Reno, NV 89512  
 UNLV, Flora Dungan Humanities 9 (FDH), 1<sup>st</sup> and 7<sup>th</sup> Floors, 4505 Maryland Parkway, Las Vegas, NV 89154-1001  
 UNR, Clark Administration, University of Nevada, Reno, Reno, NV 89557  
 WNC, Bristlecone Building Lobby, 2201 W. College Parkway, Carson City, NV 89703  
 System Administration, 4300 S. Maryland Parkway, Las Vegas, NV 89119-7530  
 System Administration, 2601 Enterprise Road, Reno, NV 89512  
 Nevada Public Notice Website - <https://notice.nv.gov>  
 NSHE NSA Website - <https://nshe.nevada.edu/system-administration/departments/asa/students/nevada-student-alliance/>



# CONTRIBUTIONS AS VICE CHAIR



- Led the creation of a resolution calling for safety and gun violence prevention across NSHE.
- Worked closely with Regent Brown and organized community events for students.
- Uplifted student voices by organizing public comment.
- Fortify the diversity of our system.
- Invited a legislator to talk with the NSA.
- Presented to the Higher Education Funding Formula Committee

# OBJECTIVES

- Celebrating culture, belonging, and excellence in our system.
  - Virtual / In-person listening sessions.
  - Fortify student perspectives.
- Advancing student visibility and needs during the 2025 Legislative Session.
  - Inviting both NSHE Regents and Legislators to our meetings.
  - Presentation to the legislature on NSA.
  - Get behind bills to support.
- Co-create a civic engagement campaign across NSHE.



# QUALIFICATIONS

- Returning NSA member and previous Vice Chair.
- Close relationships with legislators and regents alike.
- Appointed by the Secretary of State to the Task Force on Democracy (civic engagement).
- Serve on the Chancellors Ad Hoc Safety Committee.
- Textbook Cost Reduction Bill.



# WHO IS KEVIN



## FUN FACTS

- First gen Guatemalan American
- Born and raised in Las Vegas
- 2 sisters
- Cat dad
- Lapel pin collector
- House / EDM / Rock / Indie music

## LIVED QUOTES

“Be the same person, privately, publicly, and personally” - Judah Smith

“Love liberates” - Maya Angelou



# KEVIN OSORIO HERNÁNDEZ



## FOR CHAIR





## **CONSTITUTION OF THE NEVADA STUDENT ALLIANCE**

*Effective 10-24-23*

### **ARTICLE 1 - The Association**

Section 100 This association shall be named the Nevada Student Alliance (NSA).

Section 110 The purpose of the Nevada Student Alliance shall be:

- 110.1 To promote, foster, advance, represent, and protect the interests and welfare of the students of the Nevada System of Higher Education;
- 110.2 To give the students of the Nevada System of Higher Education a unified voice before all systems and legislative bodies;
- 110.3 To aid in the enactment of legislation for the common good, as well as the good of students; and
- 110.4 To aid member schools' student governments in the attainment of their goals without undue interference in their internal affairs.

### **ARTICLE 2 - Membership**

Section 200 Each of the eleven student governments (undergraduate, graduate and professional) representing the eight institutions of the Nevada System of Higher Education (University of Nevada, Las Vegas; University of Nevada, Reno; Desert Research Institute; Nevada State University; College of Southern Nevada; Great Basin College; Truckee Meadows Community College; and Western Nevada College) shall be members of the Nevada Student Alliance. The eleven student governments represented in the Nevada Student Alliance membership are: Consolidated Students of UNLV (CSUN); Graduate and Professional Student Association (GPSA) at UNLV; Associated Students of the University of Nevada (ASUN); Graduate Student Association (GSA) at UNR; Associated Students of the University of Nevada School of Medicine (ASUNSOM); Graduate Research Assistants at Desert Research Institute (GRAD); Nevada State Student Alliance (NSSA); Associated Students of the College of Southern Nevada (ASCSN); Student Government Association (SGA) at GBC; Student Government Association (SGA) at TMCC; and

Associated Students of Western Nevada (ASWN).

Section 210 Each Student Government Organization shall have one voting representative on the Nevada Student Alliance.

210.1 Each president of the student governments shall act as or appoint a voting representative to serve on the Alliance.

210.2 Voting representatives shall be the only persons eligible for the positions of Chair, Vice-Chair and Secretary.

Section 220 Each president of the student governments may appoint an ex-officio representative to serve on the Alliance.

220.1 Officers from the member student governments shall be the only persons eligible to serve as ex-officio representatives.

Section 230 A representative serves one full year, to correspond with his or her respective institutional term of office, unless the representative resigns, is impeached and removed, or is removed by their respective student legislative body.

### **ARTICLE 3 –Meetings, Officers and Voting**

Section 300 Meetings of the Nevada Student Alliance may coincide with meetings of the Nevada System of Higher Education Board of Regents and shall be held in compliance with Chapter 241 of the Nevada Revised Statutes.

300.1 A quorum shall consist of a simple majority of the members of the Nevada Student Alliance.

In case of a member abstaining from voting, the necessary quorum and number of votes necessary to act shall be reduced as though the member abstaining were not a member of the body.

300.2 Any decision by the Alliance requires approval from at least a simple majority of voting members present, unless otherwise stipulated in this constitution.

300.3 The meetings will be facilitated by a chairperson. The chair shall be elected by at least two-thirds of the Alliance's voting representatives in attendance at the first meeting.

300.31 The chair will serve one term consisting of one year, to correspond with his or her respective institutional term of office.

300.32 No member organization shall hold consecutive terms as the chair.

300.33 The chair and vice-chair cannot be from the same member

institution.

300.4 The chairperson has the following rights and duties:

300.41 The right to vote;

300.42 The responsibility for preparing agendas and submitting minutes for the next meeting; and

300.43 The responsibility to run each meeting according to the latest edition of Robert's Rules of Order.

300.5 A vice-chairperson shall be elected by at least two thirds of the Alliance's voting representatives in attendance at the first meeting.

300.51 The vice-chair will serve one term consisting of one year, to correspond with his or her respective institutional term of office.

300.52 No member organization shall hold consecutive terms as the vice-chair.

300.53 The chair and vice-chair cannot be from the same member institution.

300.6 The vice-chair shall have the following rights and duties:

300.61 The right to vote;

300.62 The responsibility to fill the position and duties of the chair in the event of said chair's absence, resignation or impeachment; and

300.63 The responsibility to oversee outreach efforts of the Alliance, including social media, or delegate an Alliance member to do so.

300.7 A secretary shall be elected by at least two thirds of the Alliance's voting representatives in attendance at the first meeting.

300.71 The secretary will serve one term consisting of one year, to correspond with his or her respective institutional term of office.

300.72 No member organization shall hold consecutive terms as the secretary.

300.8 The secretary shall have the following rights and duties:



300.81 The right to vote;

300.82 The responsibility to take minutes at every meeting and to ensure that the minutes are in a format ready for distribution with the agenda for the subsequent meeting; and

300.83 If not able to attend a meeting, the responsibility to secure a substitute from the Alliance membership to take notes at that meeting and to obtain said notes and ensure that the minutes are in a format ready for distribution with the agenda for the subsequent meeting.

#### Section 310 Provisions for Proxy

310.1 Each representative shall have the right to send a proxy in his/her place if unable to attend. This person shall have the right to vote.

310.11 Any member of the Alliance wishing to exercise the right to a proxy shall, in advance of the meeting, notify the Alliance Chair in writing of the person designated to be his/her proxy and for which specific meeting. At commencement of the meeting the Chair shall, on the record, introduce the proxy by name and indicate for which member he/she is acting as proxy.

### **ARTICLE 4 - Amendment**

Section 400 Amendment of this constitution shall require the following procedures:

400.1 Any voting member may propose a revision to the Nevada Student Alliance Constitution.

400.11 A constitutional revision shall be introduced initially at a meeting of the Alliance as an information item.

- i. A final draft of the amended constitution shall be transmitted to each member of the Alliance.
- ii. Each member of the Alliance shall distribute a final draft of the amended constitution to his/her student legislative body.

400.2 Action on said revision may not be taken by the Alliance earlier than at the immediately subsequent meeting. A two-thirds vote of all voting members of the Alliance is necessary for approval of any amendment of this constitution.

400.3 Once approved by the Alliance, any amendment to this constitution shall not be effective until approved by the Chancellor of the Nevada System of Higher Education.

## ARTICLE 5 - Impeachment

Section 500 Impeachment and removal of any member shall require the following procedures:

500.1 Any voting member of the Alliance, including the chair and vice-chair, shall have the right to bring impeachment charges against a fellow voting member for violation of the NSHE Code of Conduct, gross negligence of duties, and/or malfeasance of any kind.

In order for impeachment proceedings to commence, each Alliance member must receive a brief report from the Chair explicitly stating the alleged wrongful actions on the part of the member in question. The member in question has the right to submit a rebuttal report. Both reports must be distributed to the full Alliance prior to impeaching proceedings

Impeachment proceedings shall take place during the next scheduled meeting. The member in question has the right to be present for all discussions and will be given an opportunity to address the Alliance.

500.2 A two-thirds vote of all voting members of the Alliance shall be required to impeach the representative.

500.3 In the event of an affirmative two-thirds vote for impeachment, the impeached member shall be immediately removed from office.



## Nevada Student Alliance Meeting Dates 2024-25

### **NSA Meetings**

The NSA meets from June through March each year on a monthly and a quarterly basis. See specific dates and locations below. In the event a meeting is cancelled or changed, updates are emailed to the Student Body Presidents and posted on the [NSA webpage](#).

- *Monthly* NSA meetings are conducted via videoconference and typically occur on the second Friday of each month from 9:00 a.m. to 11 a.m., unless otherwise provided.
- *Quarterly* NSA meetings are conducted in-person, without a videoconference option, and coincide with the published dates and location of the quarterly Board of Regents' meetings. The quarterly NSA meetings occur on the Thursday *and* Friday of the meeting cycle, typically at 7:00 a.m. and 7:15 a.m., respectively, unless otherwise provided. The Friday quarterly meeting is attended by NSA members, Officers of the Board of Regents, and the NSHE Chancellor.

Meeting Dates 2024-25	Meeting Time(s)	Meeting Location	Modality
June 6 and 7	7 a.m. and 7 a.m.	University of Nevada, Reno	In-person only
July 12	9 a.m.	Videoconference	Online only
August 9	9 a.m.	Videoconference	Online only
September 5 and 6	7 a.m. and 7:15 a.m.	Western Nevada College	In-person only
October 11	9 a.m.	Videoconference	Online only
November 8	9 a.m.	Videoconference	Online only
December 5 and 6	7 a.m. and 7:15 a.m.	University of Nevada, Las Vegas	In-person only
January 10	9 a.m.	Videoconference	Online only
February 14	9 a.m.	Videoconference	Online only
March 6 and 7	7 a.m.* and 7:15 a.m.	Nevada State University	In-person only

### **Attendance**

All NSA members are expected to attend each monthly videoconference meeting and each quarterly in-person meeting or appoint a proxy to attend on their behalf. See the procedure for proxy appointment below.

### **NSA and Nevada Open Meeting Law**

NSA is a public body and complies with the Nevada Open Meeting Law requirements (*Nevada Revised Statutes* 241; Board of Regents' *Handbook*, Title 4, Chapter 20; and *NSA Constitution*, Article 3, Section 300). Members of NSA are provided Open Meeting Law training in May prior to the beginning of the NSA year in June.

### **Procedures for Proxy**

Per the NSA Constitution, NSA members must notify the NSA Chair in writing in advance of the meeting if assigning a proxy attendee. Members are asked to email this information to the NSA Chair and NSHE Senior Analyst Terina Caserto (contact information below) using the following wording:

*I, [VOTING MEMBER'S NAME], [TITLE] of the Nevada Student Alliance, hereby designate as my proxy [NAME OF STUDENT TO WHOM YOU ARE GIVING YOUR PROXY], to cast my vote(s) at the Nevada Student Alliance meeting taking place on [DATE]. - [SIGNATURE & DATE]*