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Name of supervisor contacted \_\_\_\_\_ Date supervisor contacted: \_\_\_\_\_

Name of manager contacted: \_\_\_\_\_ Date manager contacted: \_\_\_\_\_

Comments:

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Resolution:

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Please note: Committee meetings are the first Thursday of the month. In order for your concern to be addressed in a timely manner, forms must be submitted to committee chairs by the 25th day of the month prior to the committee meeting.