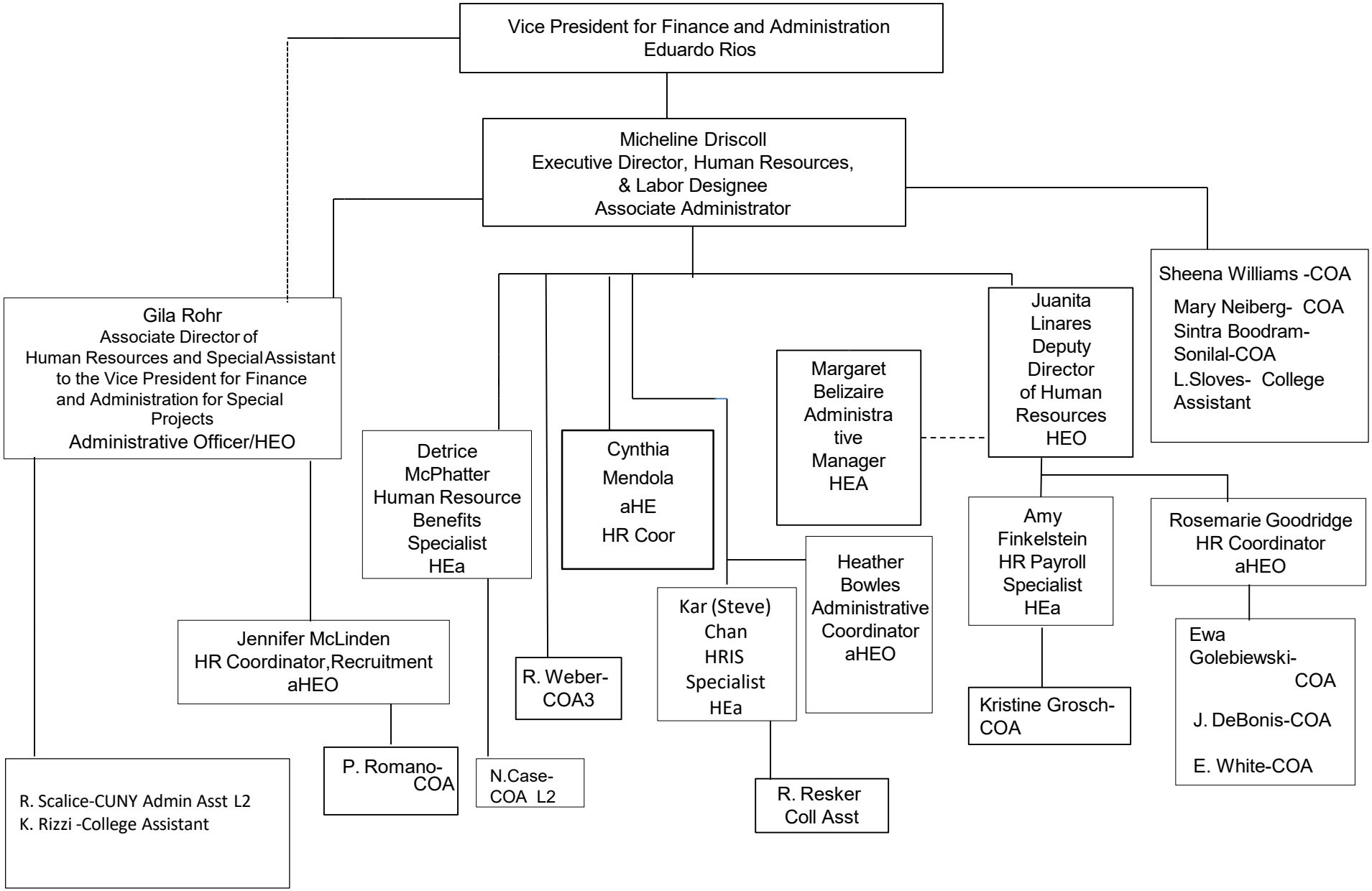VP FOR FINANCE & ADMINISTRATION/ OFFICE OF HUMAN RESOURCES