

# **GRASSROOTS**

# LEGISLATIVE TOOLKIT

2009



February 3, 2009

Dear Tigers,

One question I hear from chapter leaders in Missouri every time we talk is "What can I do at the chapter level to help the legislative goals?" The simple answer is "Be Inclusive and Take Action." As we enter the new legislative year on the heels of the recent elections, I'd like to take a moment to present to you this toolkit for grassroots action and tell you about the Mizzou Legislative Network.

The Mizzou Legislative Network is a grassroots lobbying coalition of alumni, students and friends of Mizzou who share a dedication to higher education and to Mizzou. Members are called upon to contact their legislators about specific issues and to relay a positive, consistent and constant message about all that Mizzou offers.

Being inclusive is as simple as when you have an event, invite your legislators. If you send out a newsletter, mail it to your legislators as well as your alumni. When you have a watch party, invite your legislators. When legislators commit to attending, tell us. Some chapters host legislative roundtables/receptions and others invite the elected officials to address their board meetings. There are countless ways to build on your existing programming to be inclusive. What works for your chapter? We can help.

Taking action on a legislative issue for some seems like a daunting task. For others, it's second nature. That's where the toolkit comes in! Some folks love to write a letter to the editor when the trash collector is 5 minutes off their route. Others pick up the phone to call into their local radio show to offer support for the Tigers! Fantastic, this toolkit will let you harness those sorts of simple actions and play them out on a legislative arena.

The kit is the first step to being more involved at the chapter level. It addresses some common questions that our volunteers and friends ask about things such as how to write a letter to the editor, how to talk with legislators or how to host and event for legislators. It's not the answer to every question and if your chapter would like to host a larger event or be more involved, the staff and volunteer leadership are here to assist.

Go Tigers.

Jim Gwinner

MLN Committee Chairman

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## **TABLE OF CONTENTS**

2009 MIZZOU LEGISLATIVE NETWORK PLATFORM	
THE BASICS – COMMUNICATING WITH ELECTED LEADERS	6
TALKING TO LEGISLATORS	7
Making Calls to a Legislator	
Visits with your Legislator	7
Following up a Visit	
LETTERS AND E-MAIL	
Writing Public Officials	
Sending E-mails	
How to Address Elected Officials	
Letters to a US Senator/Representative/State Official	
WRITING A LETTER TO THE EDITOR	
Writing A Letter	
"HOW-TO" HOLD A LEGISLATIVE FORUM	
When to hold the forum?	
Where to hold the forum?	
How to publicize the Forum?	
How to register for the forum?	
What is the set-up for the forum?	
What do you charge?	
What questions do you ask?	
Post-forum follow-up	
Resources for planning the Forum	
INCLUDING LEGISLATORS AT YOUR CHAPTER EVENTS	
Choosing the Best Event to Invite Your Legislator(s):	
Choosing the appropriate legislators to invite:	
Making the initial invite call:	
When talking directly to your legislator:	
Pre-event Contact:	
During the Event:	
Post-event Contact and Follow-up:	
Questions or for Help on any Part of the Process:	
TIPS ON TALKING TO LEGISLATORS	
KEY CONTACT INFORMATION	
MLN Committee Members	
Statewide Elected Officials	
Missouri House Members	
Missouri Senate Members	
Curators of the University of Missouri	
CBHE	
KEY COMMITTEE AND LEADERSHIP INFORMATION	
House Leadership	
Senate Leadership	
House Committees Lists	
Senate Committee Lists	34

#### 2009 MIZZOU LEGISLATIVE NETWORK PLATFORM

(Approved by the Governing Board 11/7/08)

The University of Missouri serves a unique role as Missouri's largest public research, land grant University. Even in challenging economic times, we believe the state must provide predictable and stable funding for higher education and must continue to reinvest in Mizzou, a powerful economic engine that is critical to the future of our state and the well being of our 120,000 alumni in Missouri, as well as their fellow citizens. We believe the state must continue its work to improve accessibility and affordability for tomorrow's students and to attract further outside investment in research to improve lives and fuel the Missouri economy.

Top-notch faculty is integral to students' success and to the research enterprise and, thus, are the heart of our institution. The Mizzou Legislative Network supports the University's operating budget request for FY2010 to help ensure the global and national competitiveness of Missouri's only public AAU/Research University by providing the support necessary to ensure student success and further growth of problem-solving research through the recruitment and retention of the very best faculty.

The Mizzou Legislative Network, in support of the best interests and traditions of MU, recognizes the University of Missouri System's 2009 Legislative Priorities and shall partner with the UM System to advance those priorities beneficial to MU.

# The Mizzou Legislative Network supports the continued reinvestment in the operating budget for the University of Missouri.

- ✓ We support exempting higher education from any extraordinary withholdings in a difficult budget year.
- ✓ We support exempting higher education appropriations from the annual 3 percent governor's withholding as other state departments are not subject to the same withholding.
- ✓ We support providing the third year of a minimum 4.4 percent increase for the core budgets of higher education institutions to provide for the university's mission of teaching, research, service and economic development.
- ✓ We support providing a 4.2 percent increase for other University programs, including University Hospital, Missouri Rehabilitation Center, Telehealth and MOREnet.
- ✓ We support providing \$7.2 million in additional appropriations to match university funds as part of a three-year plan to bring ranked faculty compensation up to the median of peer institutions.

# The Mizzou Legislative Network supports development of a plan to provide consistent funding for capital improvement needs.

- ✓ The university has a \$3.2 billion backlog of construction, maintenance and repair projects due to a lack of state support for capital improvements in recent years. We support the state developing a plan that would provide a consistent flow of capital funds to support maintenance, repair, renovation and new construction of teaching and research facilities at public higher education institutions.
- ✓ This year's University capital improvements request includes \$47.8 million for the reconstruction and addition to the College of Engineering's Lafferre Hall.

### The Mizzou Legislative Network supports the \$39 million "Caring for Missourians" initiative.

✓ We support \$39 million in recurring funding for the Caring for Missourians initiative, enabling Missouri's higher education institutions to increase the number of health professional graduates and meet the needs of citizens. MU would receive \$9.3 million in funding to increase enrollments as follows: 16 medical students; 27 nursing students including bachelors, Masters and Ph.D's; 10 occupational therapy students; 10 physical therapy students; 9 health diagnostics students; and 3 students each in communication disorders, medical tech, and respiratory therapy.

## The Mizzou Legislative Network supports changes to financial aid policy.

- ✓ Adjust the Access Missouri Scholarship Program to give a higher award to the neediest students.
- ✓ Achieve an equitable balance of financial aid for students at public and private four-year institutions. Revise the required GPA for renewal to be consistent with graduation requirements at institutions.

#### The Mizzou Legislative Network will monitor the following tax policy issues.

- ✓ We oppose any taxpayer bill of rights because the Missouri constitution requires a balanced budget. Hancock I provides taxpayer reimbursement in the event excess revenues occur. Hancock II requires an election for any new tax.
- ✓ Tax credits should be monitored to consider the impact to funding available for other programs.

The Mizzou Legislative Network supports those issues which are in the best interests of the University of Missouri. As issues arise during a legislative year the MLN may make supplemental recommendations to the Governing Board as required to advance and secure the best interests of the University of Missouri.

## THE BASICS – COMMUNICATING WITH ELECTED LEADERS

Being an effective alumni advocate comes down to one word – action. Whether you do this on the phone, via letters, faxes or emails, as an individual or part of a group — it's essential to our legislative success. Make the most of your opportunity to express your views to elected leaders.

Throughout this toolkit, you can use these basic tips when you are communicating with any elected-leader or their staff at any level.

- Do your homework. Who can make a difference on our issues? In most cases these are the leaders of both parties in both chambers along with the appropriations and budget chairs. The chairs of both the House Higher Education Committee and Senate Education Committee are also very intertwined with our issues. Learn about the issue and the recipient of your communication before you act.
- Choose a way to communicate that is most comfortable for you and offers you the best opportunity to impact the elected leader. There are many ways to make your views known, but you have to act for that to happen.
- ✓ Have a clear purpose for your action. Don't address more than one issue at a time and stick to the facts. The MLN platform is a great resource and is well researched. Use this and be as prepared as you can be. The more prepared you are, the more persuasive you are. When possible, always discuss the benefits of the action with the legislator.
- ✓ Communicate as a constituent as this offers the best results with legislators. In the first few moments of your meeting or call, show the legislator or official how her or his constituency is specifically affected by the issue.
- ✓ Be honest. Don't promise what you can't deliver whether it is help or information. When you write a letter or send an email be sure to include your contact information. If you are asked to provide additional materials or offer further clarification, be sure to contact the Advocacy Director at the Mizzou Alumni Association (MAA) so she can follow up on that request and get you what is needed.
- When you go visit, bring others along with you for a show of support as there is power in numbers. A group of constituents is more influential than one person. When you write a letter, send an email or call, pass that request to act along to some of your friends who share the same interests and support for our goals. It will increase the number of contacts the legislator receives.

#### **TALKING TO LEGISLATORS**

#### Making Calls to a Legislator

Often the elected leader will be a legislator. Here are some tips for getting in touch with them. Almost every legislative office keeps track of constituent calls on various issues. They will report the number of calls they get to the legislators on a regular basis. When time is of the essence, there is no more effective way to impact the debate than with a personal call from a constituent.

- ✓ Give your name and address to the person answering the phone. <u>Make it well known</u> that you are a constituent.
- ✓ State clearly your position on the issue and keep to one issue per call. Be sure to ask for favorable action on our position ("I would like the senator to support the University of Missouri by..." or "I would like the representative to oppose a cut to the University of Missouri budget"). Don't leave your call open to interpretation, be clear, be brief and be confident!
- ✓ If you have questions or want additional information, ask to speak with the staff person who works on the issue you are concerned about (for example: "May I speak with the staff person who works on higher education issues?").
- ✓ Request a follow up from that office on any action. Ask the staff liaison to inform you of how the legislator voted on the issues.

#### Visits with your Legislator

Do you frequent the state capitol on business? Are your planning to attend our or another Advocacy Day? Do you want to stop by the legislator's district or campaign office? Meeting with a state legislator or a staff member is an effective way to convey a message about a specific issue or legislative matter. Calls are great but when you have the time a face-to-face meeting is a great way to build legislative relationships.

- ✓ Call ahead to the legislator's office to make an appointment. Ask to speak to the scheduler.
- ✓ Be prompt. If the legislator or official is late, be patient and flexible. Often a vote may come up and committee meetings frequently run late.
- ✓ If the meeting is with a staff person or if the meeting starts with the elected official and ends with staff, don't be discouraged, key staff people play a vital role in decision-making and the legislative process.
- ✓ Present your views precisely, politely and persuasively. Start by telling your legislator that you want the legislator's support for your issue then state your point and support it with relevant facts.

- ✓ Allow the legislator to ask questions and answer respectfully and thoughtfully with relevant facts and specific information.
- ✓ If you do not know the answer to a legislator's question, assure the legislator that you will look into the question and get back to the legislator.
- ✓ Always follow up on any questions that could not be answered.
- ✓ Bring the MLN platform or other concise and accurate written materials outlining your position. Leave them with the person you are visiting.
- ✓ Follow up on the meeting with a thank-you letter and outline what was discussed.
- ✓ Please feel free to contact the MAA Advocacy Director for assistance in gathering information.

#### Following up a Visit

**Feedback:** After your visit, make sure to write a quick note to the MLN about what took place. It should include:

- 1. Date, time and name of person with whom you met,
- 2. Any questions asked by the legislator or staff person,
- 3. Any follow-up material or information requested, and,
- 4. Your comments gathered concerning the legislator's positions.

**Thank-You Letter:** Don't forget to write a thank-you letter to the individuals you met. Not only is it a courtesy but it will serve as a written reminder of what took place at the meeting. This letter should include:

- 1. Date and time of the visit and a general "Thank you for your time",
- 2. Issues discussed and why they are important to you,
- Reminder of the action you are asking the legislator to take and if the person with whom you spoke made a commitment you should express your gratitude and remind her or him of this commitment,
- 4. Follow-up materials,
- 5. Signatures and contact information for everyone who made the visit, and,
- 6. This letter should be faxed or emailed to ensure a timely delivery.

### **LETTERS AND E-MAIL**

#### **Writing Public Officials**

Like phone calls, most legislative offices keep track of the emails and letters from their constituents on various issues. The staff will report these to the legislators on a regular basis. Sending an email to your legislator is another simple and effective way to advocate for the issues you care about.

Email is easy and efficient. From time to time, the MLN will activate our alert system to ask for action at a key time in the legislative process. All members of the association receive this email unless opted out.

Now, if you can, write a letter of your own before vital action is required. It's best to send it by email or fax. You may need to call the legislative office or look on their website to find the email address or fax number. When time is more of a luxury, letters can be sent through the post office but these will go through a security process, slowing delivery.

- ✓ Regardless of how you send the letter, clearly state your purpose at the beginning of your letter, including the bill name and number and what you would like the legislator to do.
- ✓ When possible, try to include personal examples of why you support or oppose the particular issue and how the University of Missouri has benefited your life.
- ✓ One issue per letter!
- ✓ Be short, be succinct and be positive.
- ✓ Unless you work for the MAA, your letters should be sent by you as an individual and not in the name of the organization.

### **Sending E-mails**

When you address an email to a public official, use the same format as for a printed letter. For the subject line of your email, identify your message by topic or bill number.

The body of your message should use this format:

Name

Address

City, State Zip Code

Dear [Title] [Last Name], Message Body

#### **How to Address Elected Officials**

#### **Letters to a US Senator**

The Honorable [Full Name] United States Senate Washington, DC 20510

Dear Senator [Last Name]:

## **Letters to a US Representative**

The Honorable [Full Name] House of Representatives Washington, DC 20515

Dear Congressman/woman [Last Name]:

#### **Letters to a State Official**

The Honorable [Full Name]
Missouri State [Senate/House of Representatives]
State Capitol Building Room \_\_\_\_\_
City, State, ZIP Code

Dear Senator/Representative [Last Name]:

#### WRITING A LETTER TO THE EDITOR

Letters to the Editor are one of the most highly read items in a newspaper, elected officials pay very close attention to both letters to the Editor and op-ed pieces. Both of these help officials gauge the interests of constituents.

Writing a letter-to-the-editor is one of the best ways to respond to articles, editorials or op-eds published in your local paper. The MAA is glad to offer assistance but remember these basics as a letter to the editor can amplify an editorial with which you agree, diminish any harm caused by an op-ed that is harmful to your cause, or highlight key information left out of an article. But remember to choose your battles wisely, even though a letter is a more personal message, stick to the facts, keep emotions in check, and *never* disparage other individuals or organizations.

- 1. Timeliness is key. After you identify a story or editorial that needs a response, draft and submit your letter as soon as possible.
- 2. Read letters to the editor published recently and mirror their format.
- 3. Look for guidelines about format, length, and other submission requirements on the paper's website or in the paper near the letters section. If you cannot find them, call the newspaper and ask.
- 4. Keep your letter short and to the point. Focus on making one key point in two or three paragraphs and use just a couple of key facts or statistics, or a very brief story, to support your argument. Aim for about 150 words, never more than 200.
- 5. **Include a copy of the MLN Platform.** You will enhance the credibility of your letter by including information about the great things happening at the University of Missouri.
- 6. Proofread carefully to eliminate typos and grammatical errors. And be sure to avoid jargon and acronyms.

**Go One Step Further.** Distribute copies of the letter, especially if it is printed, to any interested individuals, potential allies, supporters and coalition partners. Send a copy to your elected leaders, such as local, state or federal legislators, whether it is printed or not. They will be interested to know that you are contacting the media about this issue.

#### **Writing A Letter**

- ✓ All letters should be typed or neatly written. They should be signed and include your home address and your home and work phone numbers. The editors may want to contact you prior to printing.
- ✓ Letters should be between 150 and 200 words. If your letter is longer than that, it may be significantly cut or not printed at all.
- ✓ Be sure to have a clear message.
- ✓ Timing is important. If the issue you write about is in the news, your letter is more likely to be printed.
- ✓ Keep your tone reasonable, respectful and dynamic. Personal attacks, emotionally driven messages or bland messages are less likely to be printed.
- ✓ Take the time to find facts that support your position and cite all sources.
- ✓ Verify the facts and quotes you cite in your letter.
- ✓ Make sure to send your letter not only to the larger newspapers, but also to your neighborhood and community newspapers.

## "HOW-TO" HOLD A LEGISLATIVE FORUM

First, THANK YOU for considering this kind of event! Below are the basic steps and tools to organize a Legislative Forum. This will be a chance for alumni, interested in government and its impact on higher education and, especially Mizzou, to gather together with the legislators that represent them in Jefferson City. It is also a chance to introduce public officials to all that local MUAA chapters have to offer.

#### When to hold the forum?

- Begin by making sure there are no major events in your area that would compete with the forum. Check the Tiger sports schedule and the University calendar.
- ❖ It is usually best to hold a legislative forum after elections where discussion can focus more on the issues facing higher education and Mizzou and not focus on re-election.
- Legislators are easiest to get together early in the session. Late January, early February gives a chance to hear what the Governor and Assembly leadership have to say about their priorities for the coming session.

#### Where to hold the forum?

- Choose a neutral location such as a restaurant or a hotel facility, with a banquet room.
- Choose a location that is centrally located for your membership.
- ❖ A church or a local auditorium can also be used.

#### How to publicize the Forum?

- Utilize the local free channels such as calendar listings on web sites and in the newspaper, and even promoting the event on the local radio station.
- Send out an invitation postcard. Consider a save-the-date postcard with other upcoming events listed as well.
- Contact your staff representative to send an e-mail to the members/graduates in your area.

#### How to register for the forum?

- When setting up the mass e-mail promoting the event, on-line registration can also be created. The website can be placed on the invitations (both e-mail and post-cards.)
- Provide a phone number and e-mail for people to register as well.

## What is the set-up for the forum?

❖ It is always nice to have some kind of refreshments to help make it a comfortable and casual atmosphere. Having a cash bar is usually appreciated but not necessary.

- ❖ The legislators typically sit behind covered 8-foot tables, facing the audience.
- The audience sits in rows of chairs.

#### What do you charge?

- Consider your budget and the costs to hold the event.
- ❖ A typical fee is \$20 for members and \$25 for non-members.
- Non-members can join MAA and attend for free. It is a great way to encourage new members and make new comers feel at ease.
- ❖ A local volunteer serves as the emcee for the evening, utilizing a portable microphone, and directs the questions to the legislators.
- Give each legislator a chance to answer each question, rotating the beginning legislator.
- ❖ Have name tents at the head table with the legislator's name and position title.

*	Address each	legislator by	their title such a	as Representative	, Senate	or, oı
	Governor _					

#### What questions do you ask?

- ❖ In the invitations, ask alumni to submit questions to ask during the forum.
- Ask the local chapter board to each provide questions.
- ❖ MAA staff can also provide a list of the current issues before the Assembly.
- Who else do we invite? <u>Do remember to invite the local media newspaper, radio and television</u>. This kind of event often generates usable news for them and promotes your organization as one of substance. M. Dianne Drainer and Marty Oetting will be certain to let the MAA and University leadership know about your good efforts and some may attend.

#### Post-forum follow-up

- ❖ Take pictures of the event with a digital camera. The pictures can be put on the Chapter website or the MAA website.
- They can also be e-mailed to legislators with a thank you message.
- Send a thank-you to the legislators for taking time away from their families to attend your event. Remember that politics for many is a tremendous sacrifice. Take the opportunity to express the gratitude of the entire chapter and MAA for their time not only for the forum but for their continued dedication to Missouri.

\* Keep a list of those who attend the forum. They should be the first to contact for the next year's forum.

## **Resources for planning the Forum**

- M. Dianne Drainer, Advocacy Director of the Mizzou Alumni Association at 573-882-0078 or at <a href="mailto:drainermd@missouri.edu">drainermd@missouri.edu</a>
- ❖ Jim Gwinner, Chairman of the MLN Committee at 636-225-7595 or at Jim@GwinnerAssociates.com
- Marty Oetting, Director of UM System Government Relations at 573-882-2726 or at oettingm@umsystem.edu

Good Luck!

## INCLUDING LEGISLATORS AT YOUR CHAPTER EVENTS

Whether you host a specific legislative event for your chapter or begin to include your elected officials in your current programming, following these basic steps will help.

#### Choosing the Best Event to Invite Your Legislator(s):

- ✓ The event needs to be one that truly showcases Mizzou and your chapter or organization. Watch parties, scholarship barbecues or many of your current programs are the perfect ways to include your legislators.
- ✓ Choose an event that has a social time for the legislator(s) to meet with alumni and participants.
- ✓ There needs to be a good expected attendance for the event. What is "good" will vary from chapter to chapter.
- ✓ It needs to be at a location that is both easy and appropriate for the elected official to attend.
- ✓ Consider physical limitations the elected official might have.
- ✓ Choose a date that will not conflict with obvious legislative events. The legislature is in session Monday through Thursday from January to mid-May. Toward the end of session, legislators will often have committee meetings on Fridays as well.

#### Choosing the appropriate legislators to invite:

✓ As you contact your legislator(s), let your staff liaison. Your staff liaison with the Advocacy Director can help you determine the appropriate legislators to invite for your area.

#### Making the initial invite call:

- ✓ You will most likely work with a legislative staff person in the legislator's office on the details.
- ✓ Give the staff person your name and the chapter/organization you represent.
- ✓ Provide the basic details of the event including the date, time, location and purpose of the event.
- ✓ Ask to speak to the legislator directly. If the legislator is not available, often, the staff person can give you an idea about if the legislator is available during the time of the event and provide a call-back number for the legislator to reach you.

#### When talking directly to your legislator:

✓ Be organized and concise in your conversation.

- ✓ Give them your name, phone number and the basic details of the event including the date, time, location and purpose of the event.
- ✓ Extend the invitation. Let the legislator know that you will send all the details about the event to the legislator's office with all the specific information.
- ✓ Thank the legislators for their service.

#### **Pre-event Contact:**

- ✓ Send all the information in writing about the event to the legislator.
  - o Date, time and location
  - Specific directions
  - Expected attendance (including a number and basic information about those you expect to attend)
  - Schedule of events
  - Name and phone number of the contact that will serve as the host during the event
- ✓ The day before the event, contact your legislator to confirm the details and answer any last minute questions.

#### **During the Event:**

- ✓ Make sure someone is assigned to welcome the legislator(s) and serve as the official host for the duration of the event.
- ✓ This person will need to be a person with little or no other responsibilities for the event.
- ✓ Your staff liaison will provide the host with information about the legislator.

#### Post-event Contact and Follow-up:

- ✓ Send a thank you note to the legislators thanking them for their time.
- ✓ Let your staff liaison know how the event went and if there is any information to pass along.

#### Questions or for Help on any Part of the Process:

M. Dianne Drainer, MAA Advocacy Director at 573-882-0078 or at drainermd@missouri.edu. We are here to make this as easy as possible for you and can provide assistance at any point.

## TIPS ON TALKING TO LEGISLATORS

When you are at the event, or in public, follow these simple tips to make the most out of your opportunity to intercept the elected officials.

- ✓ Introduce yourself.
- ✓ Listen intently to what the legislator says. Be careful to avoid tuning out or becoming discouraged if you sense criticism or resistance to what you are discussing.
- ✓ Treat the legislator with respect but remember that the legislator is just like any other person at the event. Don't be afraid to share stories, ask questions and get to know the legislator beyond political views.
- ✓ End the meeting by thanking the senator/representative for the legislator's time, support and service to Missouri.
- ✓ Report to MAA the legislators' general reactions and comments that could be helpful in preparing for future meetings.

## **KEY CONTACT INFORMATION**

## **MLN Committee Members**

NAME	CITY	COMMITTEE TITLE	EMAIL ADDRESS
Mr. Jim Gwinner	Valley Park	Chair - Congressional District 2	jim@gwinnerassociates.com
Mr. Robert Bailey	Columbia	MU Staff Representative	baileyr@missouri.edu
Mrs. M. Dianne Drainer	Columbia	Ex Officio Member/MAA Advocacy Director	drainermd@missouri.edu
Mr. Richard P. Moore	Ballwin	At Large	sannyjm@aol.com
Mrs. Lesa Wessler McCartney	Kirksville	At Large	Imccartney@pfh.org
Mr. Milton McHenry	Jefferson City	At Large	milton.mchenry@sos.mo.gov
Mr. Doug Crews	Columbia	At Large	dcrews@socket.net
Mr. William D. Greenblatt	St. Louis	At Large	UPISTL@aol.com
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Mr. Jayson B. Lenox	St. Charles	Congressional District 02	jlenox@niednerlaw.com
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Mr. Gary A. Tatlow	Columbia	Congressional District 09	garytatlow@centurytel.net
Mr. David Minnick	St. Louis	At Large	dminnickmo@yahoo.com
Mr. David R. Griggs	Columbia	MUPAC Representative	dave.griggs@centurytel.net
Anne-Marie Foley, Ph.D.	Columbia	MU Faculty Representative	FoleyA@missouri.edu
Mr. Keith Dorsch	Lexington	MU Parents Association Representative	dorschk@well-nap.k12.mo.us
Mr. Austin Schowengerdt	Raytown	AASB Representative	amsqn9@mizzou.edu
Mrs. Christine Koukola	Columbia	Ex Officio Member/Asst to Chancellor-Univ. Affairs	KoukolaC@missouri.edu
Mr. A. James Snider	Jefferson City	Ex Officio Member/Asst. V.P. of Gov't Relations	snidera@umsystem.edu
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Mr. Craig M. Lalumandier	Weldon Spring	Ex Officio Member/MAA President	craig.lalumandier@chartercom.com
Mr. Stephen Knorr	Columbia	Ex Officio Member/V.P. of Gov't Relations	knorrs@umsystem.edu

#### **Statewide Elected Officials**

#### Office of Governor Jay Nixon

P.O. Box 720 Jefferson City, MO 65102 (573) 751-3222

#### Office of Lt. Governor Peter Kinder

State Capital Building, Room 224 Jefferson City, MO 65101 (573) 751-4727

#### Office of Secretary of State Robin Carnahan

State Capitol, Room 208 or State Information Center, 600 W Main Jefferson City, MO 65101 (573) 751-4936 [ SOS Information ] SOSmain@sos.mo.gov

#### Office of State Auditor Susan Montee

301 West High Street, Office 880 P. O. Box 869 Jefferson City, MO 65102 (573) 751-4213 moaudit@auditor.mo.gov

#### Office of State Treasurer Clint Zweifel

P.O. Box 210 Jefferson City, MO 65102

Phone:

Main Phone: (573) 751-8533 Main Fax: (573) 751-0343 Capitol Phone: (573) 751-2411

## Office of Attorney General Chris Koster

Supreme Court Building 207 W. High St. P.O. Box 899 Jefferson City, MO 65102 Phone: 573-751-3321

## Missouri House Members (http://www.house.mo.gov/member.aspx)

Representative	District Party	Capitol Phone	Capitol Room	Capitol Fax				
Α	A							
Sue Allen	092-R	573-751-9765	201D					
Bert Atkins	075-D	573-751-9760	116-5					
Joe Aull	026-D	573-751-2204	115B	573-522-5648				
В								
Kenny Biermann	017-D	573-751-4295	109E					
Walt Bivins	097-R	573-751-9766	200B	573-526-9772				
Ellen Brandom	160-R	573-751-5471	305B					
Rachel Bringer	006-D	573-751-9818	107	573-751-7928				
<u>Dan Brown</u>	149-R	573-751-5713	235BA					
Jason Brown	030-R	573-751-6593	200A	573-522-9278				
Michael Brown	050-D	573-751-7639	130DB	573-526-0938				
Steve Brown	073-D	573-751-0100	105J	573-526-9836				
Mark Bruns	113-R	573-751-0665	206C					
Eric Burlison	136-R	573-751-0136	233A					
John Burnett	040-D	573-751-3310	203C	573-526-1947				
С								
Don Calloway	071-D	573-751-4468	101F					
<u>Chris Carter</u>	061-D	573-751-7605	115H					
Ron Casey	103-D	573-751-4787	115C	573-522-2442				
Maria Chappelle-Nadal	072-D	573-751-4265	105B	573-526-4934				
Mike Colona	067-D	573-751-6736	109H					
Robert Cooper	155-R	573-751-1119	205	573-526-9803				
Michael Corcoran	077-D	573-751-0855	130DA	573-526-2067				
Stanley Cox	118-R	573-751-9774	415A					
Mike Cunningham	145-R	573-751-3819	302-1	573-526-1888				
Shalonn Curls	041-D	573-751-3158	101E					
D								
Cynthia Davis	019-R	573-751-9768	113	573-526-1423				
David Day	148-R	573-751-1446	234	573-526-0761				
Bill Deeken	114-R	573-751-2412	400	573-526-9774				
<u>Charlie Denison</u>	135-R	573-751-2210	403A					
Mike Dethrow	153-R	573-751-1066	316					
Scott Dieckhaus	109-R	573-751-0538	405B	573-526-9784				
John Diehl	087-R	573-751-1544	201C	573-526-0947				
Bob Dixon	140-R	573-751-9809	315	573-526-8965				
Curt Dougherty	053-D	573-751-6535	317A	573-751-9418				
Tony Dugger	144-R	573-751-2205	400CA					
Gary Dusenberg	054-R	573-751-1487	235	573-526-2619				

E						
Talibdin El-Amin	057-D	573-751-2198	135AC			
Ed Emery	126-R	573-751-2165	312	573-526-2577		
Vicki Englund	085-D					
Doug Ervin	035-R	573-751-2238		573-522-9320		
F						
Sally Faith	015-R	573-751-1452	207A	573-526-0907		
Joe Fallert	104-D	573-751-7735	1151	573-522-2466		
<u>Linda Fischer</u>	107-D	573-751-2317	115G			
Barney Fisher	125-R	573-751-5388	401A			
Tom Flanigan	127-R	573-751-5458	201A			
Tim Flook	034-R	573-751-1218	412B			
Michael Frame	105-D	573-751-4822	102BB	573-522-1582		
Ward Franz	151-R	573-751-1455	408A	573-526-0785		
Doug Funderburk	012-R	573-751-2176	236A			
G	11	1		1		
Chuck Gatschenberger	013-R	573-751-3572	415B			
Jason Grill	032-D	573-751-4066	105A	573-522-6073		
Jeff Grisamore	047-R	573-751-1456	134			
Casey Guernsey	003-R	573-751-4285	406B			
Jim Guest	005-R	573-751-0246	233B	573-526-7740		
Н						
Belinda Harris	110-D	573-751-2398	115E	573-526-1963		
Steve Hobbs	021-R	573-751-9458	206A	573-522-4964		
Steve Hodges	161-D	573-751-4085	103BA	573-522-6087		
<u>Jason Holsman</u>	045-D	573-751-6607	115F			
Denny Hoskins	121-R	573-751-4302	409A			
Theodore Hoskins	080-D	573-751-0169	317B	573-526-9867		
Jonas Hughes	042-D	573-751-1501		573-526-1248		
Jacob Hummel	108-D	573-751-0438	109D	573-526-2038		
1				,		
Allen Icet	084-R	573-751-1247	306			
J		· · · · · · · · · · · · · · · · · · ·		*		
Kenny Jones	117-R	573-751-2134	414	573-526-3994		
<u>Timothy Jones</u>	089-R	573-751-0562	114A	573-526-3007		
<u>Tishaura Jones</u>	063-D	573-751-6800	135AA	573-526-2578		
K						
Jason Kander	044-D	573-751-2437	1011			
Shelley Keeney	156-R	573-751-5912	409B	573-526-9804		
Chris Kelly	024-D	573-751-4189	106B			
Gayle Kingery	154-R	573-751-4039	303B	573-751-5271		
Jeanne Kirkton	091-D	573-751-1285	135BC	573-522-9394		

Androw Koonia	000 D	E72 7E1 EE/O	236B	
Andrew Koenig	088-R	573-751-5568		
Sam Komo	090-D	573-751-6625	102BA	F70 F00 (470
Michele Kratky	065-D	573-751-4220	109G	573-522-6170
Will Kraus	048-R	573-751-1459	304A	
J C Kuessner	152-D	573-751-2112	110B	573-526-6856
L				1
Mike Lair	007-R	573-751-2917	305A	
Sara Lampe	138-D	573-751-1460	101B	
Scott Largent	120-R	573-751-1484	201G	573-522-5598
Mike Leara	095-R	573-751-2150	201E	
Roman Lee LeBlanc	043-D	573-751-2124	116-2	573-522-9796
Paul LeVota	052-D	573-751-9759	204	573-526-7617
Albert Liese	079-D	573-751-1832	115D	573-526-2649
Scott Lipke	157-R	573-751-6662	404B	573-522-6191
Tom Loehner	112-R	573-751-1344	413A	573-526-7739
Beth Low	039-D	573-751-4485	203A	
M				
Rebecca McClanahan	002-D	573-751-4042	101A	573-522-6055
Tom McDonald	049-D	573-751-9851	135BA	
Mike McGhee	122-R	573-751-1462	401B	
Cole McNary	086-R	573-751-4183	400CB	
Margo McNeil	078-D	573-751-5365	116A1	
Tim Meadows	101-D	573-751-1311	116-4	573-751-5409
Kate Meiners	046-D	573-751-9469	101K	573-751-6688
Chris Molendorp	123-R	573-751-2175	400CC	
James Morris	058-D	573-751-2383	116A2	573-526-0568
Brian Munzlinger	001-R	573-751-7985	412C	573-522-3722
N				
Bob Nance	036-R	573-751-1468	207B	573-526-1110
Jamilah Nasheed	060-D	573-751-4415	115J	
Brian Nieves	098-R	573-751-0549	313-2	573-526-9846
Jerry Nolte	033-R	573-751-1470	206B	
Charlie Norr	137-D	573-751-4082	101G	
0		1		
Jeanette Oxford	059-D	573-751-4567	135BB	573-751-2769
P				
Sharon Pace	070-D	573-751-4726	105I	
Mark Parkinson	016-R	573-751-2949	201CA	
Mike Parson	133-R	573-751-1347	310	573-522-9179
Darrell Pollock	146-R	573-751-4451	408B	573-526-9781
Bryan Pratt	055-R	573-751-8636	301	573-520-7781
Q	000-K	373-731-0030	301	373-322-1170
<u> </u>				

Paul Quinn	009-D	573-751-4028	101J		
R					
Ron Richard	129-R	573-751-2173	308	573-526-5813	
Jeanie Riddle	020-R	573-751-5226	235BB	573-522-9221	
Jeff Roorda	102-D	573-751-2504	115A	573-522-2557	
Martin Rucker	029-D	573-751-9460	105C	573-522-5025	
Marilyn Ruestman	131-R	573-751-9801	302B	573-522-5505	
Don Ruzicka	132-R	573-751-4077	201F	573-522-6079	
S					
Ray Salva	051-D	573-751-5701	109C	573-526-7337	
Therese Sander	022-R	573-751-6566	404A	573-522-4988	
<u>David Sater</u>	068-R	573-751-1480	200BC	573-522-1466	
Luke Scavuzzo	124-D	573-751-4072	105G	573-522-6069	
Rob Schaaf	028-R	573-751-2183	303A	573-526-9851	
Rodney Schad	115-R	573-751-2077	410B	573-522-2441	
Dwight Scharnhorst	093-R	573-751-4392	410A	573-526-9782	
Ed Schieffer	011-D	573-751-9459	103BB	573-522-1459	
Charles Schlottach	111-R	573-751-6668	314	573-522-8036	
Shane Schoeller	139-R	573-751-2948	201BA		
Sue Schoemehl	100-D	573-751-9804	103BC	573-526-4767	
Jill Schupp	082-D	573-751-9762	116-3		
Tom Self	116-R	573-751-3971	302A	573-526-1889	
Tom Shively	008-D	573-751-4065	105F		
Ryan Silvey	038-R	573-751-5282	300		
Trent Skaggs	031-D	573-751-2199	203B	573-751-4559	
Jason Smith	150-R	573-751-1688	114C	573-526-1806	
Joe Smith	014-R	573-751-2250	402	573-522-2070	
Michael Spreng	076-D	573-751-9628	1091	573-526-8479	
Bryan Stevenson	128-R	573-751-7082		573-526-9847	
Mary Still	025-D	573-751-1169	101H	573-751-3112	
Rachel Storch	064-D	573-751-1400	135	573-522-5652	
Rick Stream	094-R	573-751-4069	201B		
Mike Sutherland	099-R	573-751-2689	112	573-526-0559	
Terry Swinger	162-D	573-751-2264	130DC	573-522-1067	
T					
Mike Talboy	037-D	573-751-1309	101C	573-751-2007	
Mike Thomson	004-R	573-751-9465	114B		
Steven Tilley	106-R	573-751-1488	309	573-526-0881	
Tom Todd	163-D	573-751-4095		573-522-6089	
Clint Tracy	158-R	573-751-1443			
V				- <del>-</del>	
James Viebrock	134-R	573-751-2381	407A	573-526-9882	
	11	=			

Michael Vogt	066-D	573-751-9472	109F	573-522-3369		
W						
Maynard Wallace	143-R	573-751-2042	411-2	573-526-0575		
Gina Walsh	069-D	573-751-6845	109A	573-526-1571		
Rochelle Walton Gray	081-D	573-751-5538	105H			
Jay Wasson	141-R	573-751-1503	311	573-522-6233		
Steve Webb	074-D	573-751-2135	135AB			
Stephen Webber	023-D	573-751-9753	106A			
<u>Don Wells</u>	147-R	573-751-1490	403B			
Ray Weter	142-R	573-751-2565	407B			
Ed Wildberger	027-D	573-751-9755	109B	573-526-1965		
Kevin Wilson	130-R	573-751-9781	413B	573-522-9287		
Larry Wilson	119-R	573-751-1167	411A	573-526-0821		
Terry Witte	010-D	573-751-9614	110A	573-526-0905		
<u>Dennis Wood</u>	062-R	573-751-2492	313-3	573-526-9794		
Billy Pat Wright	159-R	573-751-1494	304B	573-526-0784		
Υ						
Patricia Yaeger	096-D	573-751-0220	111	573-526-9843		
Brian Yates	056-R	573-751-0907	313	573-526-1776		
Z						
Anne Zerr	018-R	573-751-3717	406A			
Jake Zimmerman	083-D	573-751-4163	101D			

## Missouri Senate Members (<a href="http://www.senate.mo.gov/09info/senalpha.htm">http://www.senate.mo.gov/09info/senalpha.htm</a>)

Party/	Capitol		
Senator	District	Office	<b>Capitol Phone</b>
<u>Frank Barnitz</u>	D-16	427	(573) 751-2108
Matt Bartle	R-8	319	(573) 751-1464
Joan Bray	D-24	431	(573) 751-2514
Victor Callahan	D-11	333	(573) 751-3074
Norma Champion	R-30	320	(573) 751-2583
Dan Clemens	R-20	418	(573) 751-4008
Jason Crowell	R-27	323	(573) 751-2459
Jane Cunningham	R-7	225	(573) 751-1186
Rita Heard Days	D-14	220	(573) 751-4106
Tom Dempsey	R-23	433	(573) 751-1141
Kevin Engler	R-3	331	(573) 751-3455
Jack Goodman	R-29	331A	(573) 751-2234
Timothy P. Green	D-13	219	(573) 751-2420
John Griesheimer	R-26	227	(573) 751-3678
<u>Jolie Justus</u>	D-10	328	(573) 751-2788
Brad Lager	R-12	429	(573) 751-1415
<u>Jim Lembke</u>	R-1	428	(573) 751-2315
Rob Mayer	R-25	422	(573) 751-3859
Ryan McKenna	D-22	421	(573) 751-1492
Gary Nodler	R-32	423	(573) 751-2306
David Pearce	R-31	419	(573) 751-2272
Chuck Purgason	R-33	420	(573) 751-1882
Luann Ridgeway	R-17	221	(573) 751-2547
Scott Rupp	R-2	426	(573) 751-1282
Kurt Schaefer	R-19	226	(573) 751-3931
Eric Schmitt	R-15	334	(573) 751-2853
<u>Delbert Scott</u>	R-28	416	(573) 751-8793
Charlie Shields	R-34	326	(573) 751-9476
Wes Shoemyer	D-18	434	(573) 751-7852
Jeff Smith	D-4	329	(573) 751-3599
Bill Stouffer	R-21	332	(573) 751-1507
<u>Carl Vogel</u>	R-6	321	(573) 751-2076
Yvonne Wilson	D-9	330	(573) 751-9758
Robin Wright-Jones	D-5	425	(573) 751-2606

#### **Curators of the University of Missouri System**

The Board of Curators, the governing body of the University of Missouri System, consists of nine members, who are appointed by the governor, by and with the advice and consent of the senate; provided, that not more than one person shall be appointed from the same congressional district, and no person shall be appointed a curator who shall not be a citizen of the United States, and who shall not have been a resident of the state of Missouri two years next prior to his appointment. Not more than five curators shall belong to any one political party.

The term of service of the curators shall be six years, the terms of three expiring every two years. Curators, while attending the meetings of the board, shall receive their actual expenses, which shall be paid out of the ordinary revenues of the university.

#### **Members**

- Marion H. Cairns, Webster Groves
- John M. Carnahan III, Springfield
- Warren K. Erdman, Kansas City
- Bo Fraser, Columbia, Vice Chair
- Judith G. Haggard, Kennett
- <u>Doug Russell</u>, Lebanon
- Cheryl D. S. Walker, St. Louis, Chair
- Don Walsworth, Marceline
- <u>David G. Wasinger</u>, St. Louis

#### **Student Representative**

• <u>Tony Luetkemeyer</u>, University of Missouri-Columbia

#### To Contact the University of Missouri Board of Curators

316 University Hall

Columbia, Missouri 65211

Phone: (573) 882-2388 Facsimile: (573) 882-0010

E-mail: boardofcurators@umsystem.edu

http://www.umsystem.edu/ums/curators/

#### **CBHE**

The Coordinating Board for Higher Education (CBHE) was authorized by an amendment to the Missouri Constitution in 1972 and established by statute in the Omnibus State Reorganization Act of 1974. The nine board members, one from each congressional district, are appointed by the governor and confirmed by the Senate. The term of appointment is six years. No more than five of the nine members may be affiliated with the same political party, and members serve without compensation

#### Kathryn Swan, Chair

Governor Blunt reappointed Swan to serve a second term on the CBHE in February 2005. Swan earned an associate of arts and bachelor of science degrees in nursing from Southeast Missouri State University

#### **Gregory Upchurch, Vice Chair**

He was appointed by Governor Matt Blunt on January 20, 2005.

#### **Duane Schreimann, Secretary**

Appointed to the CBHE by Governor Matt Blunt on May 2, 2005; he was reappointed July 2, 2008 for a term ending on June 27, 2014

#### **Doris Carter**

Appointed to the Coordinating Board for Higher Education by Governor Matt Blunt on November 28, 2007.

#### **David Cole**

Appointed to the Coordinating Board for Higher Education by Governor Matt Blunt on July 25, 2006.

#### **Lowell Kruse**

Nominated to the CBHE by Governor Holden on January 3, 2003.

#### Jeanne Patterson

#### Helen Washburn

Dr. Washburn's term expires June 27, 2009.

#### Mary Beth Luna Wolf

Ms. Luna-Wolf's term expires June 27, 2012.

Missouri Department of Higher Education 3515 Amazonas Dr. Jefferson City, MO 65109-5717

Phone: 573-751-2361 Fax: 573-751-6635 Information Center: (800) 473-6757

http://www.dhe.mo.gov/cbheindex.shtml

## **KEY COMMITTEE AND LEADERSHIP INFORMATION**

## **House Leadership**

Speaker

Ron Richard (129)

Room: 308

Phone: (573) 751-2173 Staff: Judith Opel

**Speaker Pro Tem** 

Bryan Pratt (55)

Room: 301

Phone:(573) 751-8636 Staff: MaryAnn Reuter

#### Majority Party (Republican)

**Majority Floor Leader** 

Steven Tilley (106)

Room: 309

Phone: (573) 751-1488 Staff: Leann Hager

**Assistant Majority Floor Leader** 

Tom Self (116) Room: 302A

Phone: (573) 751-3971 Staff: Peggy Talken

**Majority Whip** 

Brian Nieves (98) Room: 313-2

Phone: (573) 751-0549 Staff: Rita Clarkson

**Majority Caucus Chair** 

Ward Franz (151)

Room: 408A

Phone: (573) 751-1455 Staff: Rachel Bauer

**Majority Caucus Secretary** 

Marilyn Ruestman (131)

Room: 302B

Phone: (573) 751-9801 Staff: Jonathan Russell

#### **Minority Party (Democrat)**

**Minority Floor Leader** 

Paul LeVota (52)

Room: 204

Phone: (573) 751-9759 Staff: Cathe Bauer

**Assistant Floor Leader** 

J.C. Kuessner (152)

Room: 110B

Phone: (573) 751-2112 Staff: Donna Gentzsch

**Minority Caucus Chair** 

Terry Swinger (162)

Room: 130DC

Phone: (573) 751-2264 Staff: Keri Wolters

**Minority Caucus Vice-Chair** 

Shalonn "Kiki" Curls (41)

Room: 101E

Phone: (573) 751-3158 Staff: Lenoria Christian

**Minority Whip** 

Jeff Roorda (102)

Room: 115A

Phone: (573) 751-2504 Staff: Jamie Ordway

**Minority Caucus Secretary** 

Sara Lampe (138)

Room: 101B

Phone: (573) 751-1460 Staff: Kelly Schultz

## **Senate Leadership**

#### **President Pro Tem**

Sen. Charlie Shields

Room: 326

Phone: (573) 751- 9476

Staff: Brendan Cossette, Anne Herschel, Carolyn Loethen, Chris Roepe & Emily Wright

#### **Majority Party (Republican)**

## **Majority Floor Leader**

Sen. Kevin Engler

Room: 331

Phone: (573) 751- 3455

Staff: Karen Jacquin, Mike Lodewegen, Jarad Falk

### **Assistant Majority Floor Leader**

Sen. Jack Goodman

Room: 331A

Phone: (573) 751- 2234

Staff: Patrick Morrow, Tucker Jobes

### **Majority Caucus Whip**

Sen. Tom Dempsey

Room: 433

Phone: (573) 751- 1141

Staff: Rose Rackers, Christa Montgomery

#### **Majority Caucus Chairman**

Sen. Bill Stouffer

Room: 332

Phone: (573) 751- 1507

Staff: Aaron Baker, Heidi Kolkmeyer, Mark Godfrey

#### **Majority Caucus Secretary**

Sen. Delbert Scott

Room: 416

Phone: (573) 751-8793

Staff: Debbie Poire, Charlie Ballard

## **Minority Party (Democrat)**

## **Minority Floor Leader**

Sen. Victor Callahan

Room: 333

Phone: (573) 751-3074

Staff: Tom Hoppe, Chris Schappe

## **Assistant Minority Floor Leader**

Sen. Rita Heard Days

Room: 220

Phone: (573) 751- 4106

Staff: Bernadine Klebba, Lillian A. Williams, Marilyn Williams

## **Minority Caucus Chairman**

Sen. Frank Barnitz

Room: 427

Phone: (573) 751- 2108

Staff: Shelly St. Clair, Tony Benz, Willma Rowden

## **Minority Caucus Secretary**

Sen. Yvonne Wilson

Room: 330

Phone: (573) 751-9758

Staff: Darsel Richmond, Ronald E. Finlery

## **House Committees Lists**

## **House Budget Committee Members**

Icet, Allen, Chair

Stream, Rick, Vice Chair

Bringer, Rachel L.

Bruns, Mark J.

Carter, Chris

Cunningham, Mike

Curls, Shalonn "KiKi"

Dethrow, Mike

Faith, Sally

Flanigan, Tom

Harris, Belinda

Hobbs, Steve

Hoskins, Denny

Hughes, Leonard S.

Kander, Jason

Kelly, Chris

Komo, Sam

Lampe, Sara

McClanahan, Rebecca Payne

Morris, James

Sater, David

Schaaf, Robert

Scharnhorst, Dwight

Schlottach, Charles

Silvey, Ryan

Storch, Rachel

Thomson, Mike

Wasson, Jay

Wildberger, Edward

## **House Appropriations- Education Committee Members**

Thomson, Mike, Chair

Molendorp, Chris, Vice Chair

Hodges, Steve

Hoskins, Theodore

Kingery, Gayle

Lair, Mike

Lampe, Sara

Rucker, Martin T.

Stream, Rick

Todd, Tom

Wallace, Maynard

Wilson, Kevin

## **House Higher Education Committee Members**

Kingery, Gayle, Chair

Thomson, Mike, Vice Chair

Bivins, Walt

Dixon, Bob

Gatschenberger, Chuck

Hoskins, Denny

McClanahan, Rebecca Payne

McNeil, Margo

Molendorp, Chris

Schoemehl, Sue

Schupp, Jill

Still, Mary

## **Senate Committee Lists**

## **2009 Senate Appropriations Committee**

- Gary Nodler, 32nd, Chairman
- Rob Mayer, 25th, Vice-Chairman
- Tom Dempsey, 23rd
- David Pearce, 31st
- Chuck Purgason, 33rd
- Scott Rupp, 2nd
- Kurt Schaefer, 19th
- Frank Barnitz, 16th
- Joan Bray, 24th
- Tim Green, 13th
- Yvonne Wilson, 9th

#### **2009 Senate Education Committee**

- Rob Mayer, 25th, Chairman
- David Pearce, 31st, Vice-Chairman
- Norma Champion, 30th
- Gary Nodler, 32nd
- Scott Rupp, 2nd
- Kurt Schaefer, 19th
- Frank Barnitz, 16th
- Rita Heard Days, 14th
- Yvonne Wilson, 9th