MINUTES OF THE MEETING OF THE STATE BOARD OF TRUSTEES

IVY TECH COMMUNITY COLLEGE June 4, 2020

Chairman Terry Anker called the meeting of the State Board of Trustees to order at 1:30 pm via Zoom Webinar.

ROLL CALL

Chairman Terry Anker called the roll, and the presence of a quorum was announced.

The following State Trustees were present (via Zoom Webinar):

Mr. Terry Anker, Chairman

Ms. Stephanie Bibbs, Vice Chair

Mr. Andrew W. Wilson, Secretary

Mr. Jesse Brand

Mr. Bradley Clark

Mr. Michael R. Dora

Mr. Larry Garatoni

Ms. Kim Emmert O'Dell

Ms. Marianne Glick

Ms. Gretchen Gutman

Mr. Stewart McMillan

Mr. Steve Schreckengast

Mr. Kerry Stemler

The following Trustees were absent:

Mr. Harold Hunt

Ms. Paula Hughes-Schuh

A. NOTICES OF MEETING MAILED AND POSTED:

Trustee Andrew Wilson, Secretary, confirmed that notice of June 4, 2020, regular meeting were properly mailed and posted. This meeting is being held in compliance with IC 5-14-1.5 *et seq* and the Governor's Executive Orders 20-04 and 20-09. No members of the governing body attended in person and instead participated remotely. The public was invited to attend the meetings open to the public by remote access by which a link was shared in that public notice.

B. APPROVAL OF BOARD MINUTES:

Trustee Glick moved for approval of the minutes of the April 2, 2020 board meeting. Trustee Bibbs seconded the motion, and the motion carried unanimously.

Secretary Andrew Wilson called roll

Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" Andrew Wilson, Secretary "Aye" Jesse Brand "Aye" "Aye" **Bradley Clark** Michael Dora "Aye" "Aye" Kim Emmert O'Dell "Aye" Larry Garatoni "Aye" Marianne Glick Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present "Aye" Stewart McMillan "Aye" Steve Schreckengast Kerry Stemler "Aye"

C. COMMITTEE REPORTS:

Item 1

Chairman Anker called upon Trustee Michael Dora for a report from the **Academics & Student Experience Committee**. Trustee Dora reported there were no action items for approval. The Committee received an update from Kara Monroe, Provost, on the difference between Virtual and Online classes. Russ Baker, Vice President for Academic Affairs, provided a Transfer as a Junior enrollment/completion update. Carey Treager, Assistant Vice President for Student Advocacy & College Title IX Coordinator, gave a Title IX update.

Item 2

Chairman Anker called upon Trustee Brand for a report from the **Audit Committee.** Trustee Brand reported there were no action items for approval. Trustee Brand reported the committee discussed many items. A representative from the State Board of Accounts discussed the financial and federal compliance audits. Discussions around the reports regarding the confidential hotline, pending litigation, and cybersecurity. The committee reviewed and approved the Audit Committee Charter, the Internal Audit Department Charter, the Internal Audit Mission Statement, the Trustees Code of Conduct Policy, Trustees Conflict of Interest Policy, and the procedures for the confidential hotline submissions by employees. They

also reviewed and approved the estimated Internal Audit Department budget for the fiscal year 2020-21, the audit schedule for 2019-20, 2020-21, and the three-year audit plan. They also reviewed internal audit reports that had been issued since their last meeting.

Chairman Anker called upon Trustee Jesse Brand for a report from the **Budget & Finance committee**. Trustee Brand reported there were six action items for approval. The Trustees received an extensive report from CFO Matt Hawkins regarding revenue and expenses and the Cares Act distribution.

Trustee Brand moved for approval of

Resolution 2020-10, New Agreement for the College's Statewide Digital Advertising with Statwax

Trustee Garatoni seconded the motion

Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" Andrew Wilson, Secretary "Aye" "Aye" Jesse Brand Bradley Clark "Aye" Michael Dora "Aye" "Aye" Kim Emmert O'Dell "Aye" Larry Garatoni Marianne Glick "Aye" Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present "Aye" Stewart McMillan Steve Schreckengast "Aye" "Aye" Kerry Stemler

The motion carried unanimously.

Trustee Brand moved for approval of

Resolution 2020-11, Approval of the Call Fulfillment Services Contract with the Jackson Group

Trustee Garatoni seconded the motion

Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" Andrew Wilson, Secretary "Aye" Jesse Brand "Aye" **Bradley Clark** "Aye" Michael Dora "Aye" "Aye" Kim Emmert O'Dell "Aye" Larry Garatoni "Aye" Marianne Glick Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present Stewart McMillan "Aye" Steve Schreckengast "Aye" Kerry Stemler "Aye"

The motion carried unanimously.

Trustee Brand moved for approval of

Resolution 2020-12, Approval of Contract for Student Help/Success Center Call Center Support Services

Trustee Glick seconded the motion

Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" "Aye" Andrew Wilson, Secretary Jesse Brand "Aye" **Bradley Clark** "Aye" Michael Dora "Aye" "Aye" Kim Emmert O'Dell Larry Garatoni "Aye" Marianne Glick "Aye" Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present "Aye" Stewart McMillan "Aye" Steve Schreckengast Kerry Stemler "Aye"

The motion carried unanimously.

Trustee Brand moved for approval of

Resolution 2020-13, Approval of a One-Year Agreement with Oracle America, Inc. to Provide the College with the Database Required for Banner

Trustee Gutman seconded the motion

Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" "Aye" Andrew Wilson, Secretary Jesse Brand "Aye" "Aye" Bradley Clark Michael Dora "Aye" Kim Emmert O'Dell "Aye" Larry Garatoni "Aye" Marianne Glick "Aye" Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present Stewart McMillan "Aye" Steve Schreckengast "Aye" Kerry Stemler "Aye" The motion carried unanimously.

Trustee Brand moved for approval of

Resolution 2020-14, Resolutions of the State Board of Trustees of the Trustees of Ivy Tech Community College of Indiana Authorizing the Issuance and Sale of One or More Series of Ivy Tech Community College Student Fee Bonds, Series W

Trustee Garatoni seconded the motion

Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" "Aye" Andrew Wilson, Secretary Jesse Brand "Aye" **Bradley Clark** "Aye" Michael Dora "Aye" Kim Emmert O'Dell "Aye" Larry Garatoni "Aye" Marianne Glick "Aye" "Aye" Gretchen Gutman Paula Hughes-Schuh not present Harold Hunt not present "Aye" Stewart McMillan "Aye" Steve Schreckengast "Aye" Kerry Stemler

The motion carried unanimously.

Trustee Brand moved for approval of

Resolution 2020-15, Approval of the College 2020-2021 Fiscal Year Operating Budget

Trustee Garatoni seconded the motion

Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" Andrew Wilson, Secretary "Aye" Jesse Brand "Aye" **Bradley Clark** "Aye" Michael Dora "Aye" Kim Emmert O'Dell "Aye" Larry Garatoni "Aye" Marianne Glick "Aye" "Aye" Gretchen Gutman Paula Hughes-Schuh not present Harold Hunt not present Stewart McMillan "Aye" "Aye" Steve Schreckengast Kerry Stemler "Aye"

The motion carried unanimously.

Item 4 Chairman Anker called upon Trustee Steve Schreckengast for a report from the Building and Grounds Committee. Trustee Schreckengast reported there was one action item for consideration and approval. The committee received an update on the status of XBE contract spend and update on construction at Kokomo Campus.

Trustee Schreckengast moved for approval.

Resolution 2020-16, Approval of Lease Agreement for MADE@Plainfield, Indianapolis Campus

Trustee Emmert O'Dell seconded the motion

Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" Andrew Wilson, Secretary "Aye" "Aye" Jesse Brand **Bradley Clark** "Aye" Michael Dora "Aye" "Aye" Kim Emmert O'Dell "Aye" Larry Garatoni Marianne Glick "Aye" Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present Stewart McMillan "Aye" "Aye" Steve Schreckengast "Aye" Kerry Stemler

The motion carried unanimously.

Trustee Schreckengast moved for approval.

Resolution 2020-17, Request to Accept Gift of Three (3) Acres of Unimproved Land, Sellersburg Campus

Trustee Glick seconded the motion

Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" Andrew Wilson, Secretary "Aye" "Aye" Jesse Brand "Aye" **Bradley Clark** Michael Dora "Aye" "Ave" Kim Emmert O'Dell "Aye" Larry Garatoni Marianne Glick "Aye" Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present Stewart McMillan "Aye" Steve Schreckengast "Aye" Kerry Stemler "Aye"

The motion carried unanimously.

Trustee Schreckengast moved for approval.

Resolution 2020-18, Approval of Transfer of the Waldron Arts Center to the City of Bloomington

Trustee Gutman seconded the motion

Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" Andrew Wilson, Secretary "Aye" Jesse Brand "Aye" "Aye" **Bradley Clark** Michael Dora "Aye" "Aye" Kim Emmert O'Dell "Aye" Larry Garatoni Marianne Glick "Aye" Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present Stewart McMillan "Aye" Steve Schreckengast "Aye" "Aye" Kerry Stemler

The motion carried unanimously.

Trustee Schreckengast moved for approval.

Resolution 2020-19, Approval of a Contract Amendment for a Guaranteed Maximum Price to the Core Construction Contract, Elkhart Campus

Trustee Garatoni seconded the motion

Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" Andrew Wilson, Secretary "Aye" Jesse Brand "Aye" Bradley Clark "Aye" Michael Dora "Aye" "Aye" Kim Emmert O'Dell Larry Garatoni "Aye" Marianne Glick "Aye" Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present Stewart McMillan "Aye" "Aye" Steve Schreckengast "Aye" Kerry Stemler

The motion carried unanimously.

Trustee Schreckengast moved for approval.

Resolution 2020-20, Approval of a Contract Amendment for a Guaranteed Maximum Price to the Pepper Construction Contract, Indianapolis Campus

Trustee Brand seconded the motion

Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" Andrew Wilson, Secretary "Aye" Jesse Brand "Aye" **Bradley Clark** "Aye" Michael Dora "Aye" "Aye" Kim Emmert O'Dell "Aye" Larry Garatoni Marianne Glick "Aye" Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present Stewart McMillan "Aye" Steve Schreckengast "Aye" "Aye" Kerry Stemler

The motion carried unanimously.

Trustee Schreckengast moved for approval.

Resolution 2020-21, Approval of Lease with the Ivy Tech Foundation for the Automotive Technology Center Building Project, Indianapolis Campus

Trustee Dora seconded the motion Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" Andrew Wilson, Secretary "Aye" "Aye" Jesse Brand "Aye" **Bradley Clark** Michael Dora "Aye" Kim Emmert O'Dell "Aye" Larry Garatoni "Aye" Marianne Glick "Aye" Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present Stewart McMillan "Aye" Steve Schreckengast "Aye"

The motion carried unanimously.

Item 5 Chairman Anker calls upon Trustee Kerry Stemler for a report from the Human Resources & Operations Committee. Trustee Stemler reported Julie Lorton-Rowland Sr. Vice President for Human Resources provided an update on the impact of COVID-19 on Ivy Tech's workforce and steps the College has taken to assist faculty and staff. The College committed to keeping faculty and staff in pay status through May 16, which included an additional week's pay for full-time faculty as the spring term was extended and to our adjunct faculty a stipend for transitioning their face to face course to virtual delivery.

All employees (and students) were provided free access to LinkedIn Learning courses for professional development opportunities as the College invested in a one-year subscription on their behalf.

A few employees have met the requirements for legislative benefits under the CARES Act or FFCR Act related to emergency paid sick leave or retirement distribution/loan options. Through the College's plan with Anthem, the College chose to cover the member share cost of a telehealth visit for COVID-19, including testing and care visits with no out of pocket costs.

Post-May 16, the College has regrettably needed to lay off 180 part-time staff employees. It was decided to extend the Ivy Tech fee remission benefit to lay off employees through the Fall 2020 semester as a retention strategy and to support those pursuing course work. This would include spouses and dependents.

An employee return to campus survey was distributed to all full- and parttime employees to gauge their effectiveness in working remotely their readiness to return to campus, and concerns they may have with the College's readiness for our return. The survey closes June 5, and results will be available early next week.

Item 6 Chairman Anker provided an update from the Foundation. John Murphy, Foundation President, reported many highlights that included exceeding the year two statewide campaign target by \$21.5M, Marianne Glick and

Michael Woods \$500k match will result in \$1.2M raised to date – statewide, new market tax credit and Ivy Tech Foundation once again achieving status as #1 fundraiser for Community Colleges. He provided updates on board giving, and grants received.

With over 500,000 Hoosiers filing for unemployment, Ivy Tech strikes fast to give the competitive edge for employment, and Ivy Tech will offer 10,000 students one free training or course to help Hoosiers re-enter the job market. Priorities include around health sciences, advanced manufacturing, IT supply chain, and leading the strategy to approach additional funders/partners.

A COVID-19 Relief fund has more than \$1.2M committed statewide. The Foundation future state maintains enhanced balance sheet focus, revitalize core business, expand grant capabilities through technologies and partnerships, increase utilization of technology tools for staff and donor engagement and engage Community College Foundation President's Roundtable. They convened their first meeting on May 20 with Maricopa Community Colleges Foundation, Tulsa Community College Foundation, and Cuyahoga County Community College Foundation.

Item 7 Chairman Anker called upon Trustee Wilson for a report from the Workforce Alignment Committee. Trustee Wilson reported Caroline Dowd-Higgins, Vice President of Career Coaching and Employer Connections, provided updates as follows:

Alpha I Campus Cohort - Executive Directors have been hired at the six Alpha I campuses: Madison, Sellersburg, Indianapolis, Ft. Wayne, Kokomo, and South Bend/Elkhart. Full CCEC team staffing for the Career Coach, Employer Consultant, and Career Experiences Specialist roles on all six campuses are 80% complete. The Indianapolis campus CCEC team is the largest with 21 staff members. With Ben Carter at the helm as Executive Director of CCEC in Indianapolis, he is in the home stretch of hiring the final members of his team. With the increased and strategic reallocation of other positions for the important mission of CCEC, Indianapolis is poised to make an impact with students and employers with the work of their exceptional team. Extensive professional development and subject matter training for all CCEC staff runs through August 2020 for the Alpha I cohort. This is part of our intentional effort to professionalize the career

development and workforce experience for our students, staff, and employers.

Many key outcomes - Great strides have been made in developing exemplary tools for a Resource Tool Kit to serve students, employers, and faculty. A Virtual Internship Guide and strategy to help employers navigate the new virtual normal as a result of COVID-19 has been deployed statewide to help companies innovate in a time of crisis and still pursue work and learn opportunities with Ivy Tech students. The Career Development Portfolio (formerly Career Action Plan) has been redesigned to fit the needs of an associate degree student. This interactive student experience begins with target populations on the Alpha I campuses this August. The methodology has moved from transactional to transformational career coaching to empower the student to be engaged in their unique career development journey and also take ownership of their outcomes. The CCEC work has welcomed four new campuses into the Alpha II cohort: Lawrenceburg, Valparaiso, Richmond, and Evansville as of June 1, 2020. Onboarding and integration into the CCEC construct are underway. The remaining eight campuses will be brought into the fold over the next two years, as week seek funding to support the full statewide implementation.

Challenges and Triumphs - The CCEC team is using the *Design* Thinking methodology, which honors the prototype, test, and iterate technique. They are refining and innovating based on test-driving tools, resources, and protocols to determine best practices with a strong fail forward mindset and dedication to learning from what worked, as well as what didn't. They are taking calculated risks to honor the need to be innovative and on the cutting edge of the career development and workforce realm, which has been challenged by the realities of the global pandemic. Job titles and descriptions, as well as operating procedures and processes, have been refined to create better versions using this continuous improvement process. CCEC campuses have reallocated resources to invest in the success of the venture. Indianapolis, in particular, has embraced this with a 21-member team to serve our largest campus population in the state fully. Our high tech, high touch approach has been enhanced through the new normal of the COVID-19 pandemic. The CCEC campuses have embraced the virtual pivot and quickly transitioned to virtual job fairs, virtual etiquette dinners, and virtual employer engagement events to keep our students and employers connected. A recent virtual job fair in Indianapolis had 207 participants and 53 employers seeking talent with multiple interviews and job offers extended. This virtual format is highly

desirable by the students and employers and will part of our regular recruitment offerings.

Critical Needs Moving Forward - The critical funding needs include support for additional staff salaries (8 campuses remain in the legacy construct and will be transitioned into CCEC in 2021) as well as innovative technology and tools in the career development and workforce arena. Having the most innovative and cutting-edge career development tools for students and employers is essential for career research, self-assessment, Indiana labor market data, and an interactive career and internship opportunity portal. The CCEC team is working with Strada Education Network, the Department of Workforce Development, and the Commission for Higher Education to research and test-drive the best tools for Ivy Tech.

COVID-19 Pivot - COVID-19 caused a brief delay in the CCEC team hiring. The silver lining was that this "pivot by necessity" empowered us to flip to a virtual model for career coaching, internships, career fairs, etc. and become resilient in a time of critical need.

COVID-19 also catalyzed action related to the broader adult strategy targeting systems and culture change to better support the adult population and has provided opportunities to integrate with the state's Rapid Recovery initiatives to be announced by the Governor in early June, emphasizing training and education opportunities, career coaching, labor market demand data, and collaborative resource sharing.

Stacy Townsley, Assistant Vice President of Operations & Implementation, provided highlights of **Ivy Tech's Rapid Recovery** strategy and the 10,000 Free Classes Initiative to help fellow Hoosiers get back into the workforce with free training connected to high demand fields and career exploration. Rapid Recovery Reports with robust employment and workforce data and trends and on-ground insights provided by our campus teams. A new Employer Resource Page_to help employers get back on their feet with a myriad of resources and connections to free or low-cost training opportunities.

Intentional efforts to work with community-based and faith-based organizations have been held to listen and learn about the needs of fellow Hoosiers and be ready to serve. Examples include groups like Shepherd Communities, Nu Corinthian Baptist Church, Gleaners Food Bank, United Way of Central Indiana, and others.

Strides are being made toward developing foundational tools to support student success, including 1) an ROI Tool to help students, employers and communities assess the return on investment (ROI) of obtaining training and credentials; 2) robust standardized Prior Learning Assessment packages to honor and recognize adult learner life and work experiences with credits toward an Ivy Tech credential; 3) a knowledge assessment PivotPrep tool to help adults start on the right track with math and English preparation; and, 4) a campus program closure decision tool to help direct efficient use of resources in support of programs most aligned with community workforce needs.

TREASURER'S REPORT:

Chairman Anker called upon Matt Hawkins, Sr. Vice President/Chief Financial Officer, to provide the Treasurer's Report.

Matt Hawkins reported in the morning meeting the college is \$7.7M above the forecasted revenue budget for FY20. The college is also trending \$26.5M below the expense budget, including direct costs already incurred related to COVID-19.

The college has reserves for the unforeseen reflective of our investment grade bond rating.

The college will report back in August if not sooner on developments regarding our state funding.

Trustee Brand moved for approval of the Treasurer's Report. Trustee Gutman seconded the motion.

Secretary Andrew Wilson called roll "Aye" Terry Anker, Chair Stephanie Bibbs, Vice Chair "Aye" Andrew Wilson, Secretary "Aye" Jesse Brand "Aye" Bradley Clark "Aye" Michael Dora "Aye" "Aye" Kim Emmert O'Dell "Aye" Larry Garatoni Marianne Glick "Aye" Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present Stewart McMillan "Aye" "Aye" Steve Schreckengast Kerry Stemler "Aye"

The motion carried unanimously.

E. STATE OF THE COLLEGE

Chairman Anker called upon President Ellspermann to provide her State of the College report.

President Ellspermann thanked the student representatives, Jossie Helmerick and Nicholas Fullmer, for their service and voice of the Ivy Tech Community College student body.

With incidents of racial injustice against our black community, Ivy Tech cannot ignore these issues with the most diverse student body in the state and the commitment to ensure all students feel a sense of belonging is paramount to Ivy Tech's mission.

After witnessing protests across the nation and throughout the state of Indiana, President Ellspermann stated the college community that Ivy Tech is committed to being the change we wish to see in society. The college owes it to the communities, the institution, and humanity.

Doneisha Posey, Vice President of Diversity, Equity, and Belonging, has started a Diversity Series a weekly conversation on issues affecting the Ivy Tech community and dissecting equity and belonging in ways that create a better understanding for students, staff, faculty, and community. The college hosted a day of Solidarity – Friday, May 29 – to boost psychological safety for employees, as we stood together united, wearing black attire, and checking in on peers with a message of Hope.

President Ellspermann provided a COVID-19 Operational update.

President Ellspermann provided a Metrics update. Enrollment was projected to be stronger before COVID-19, which impacted enrollment across the state. The total credentials earned continue to increase, and final numbers will be reported at the October board meeting. The employee engagement score is the average of all surveys done in 2019-20. The Spring 2020 score was 76, which was a 5.1% increase over our Fall 2019 survey – a large jump. Purpose/Meaning drove the gains. Employees feel a shared experience and direction, even when it's hard during the COVID-19 season.

Student Government Association members – Jossie Helmerick, SGA President, Kokomo, and Rob Parab, SGA President, Bloomington presented their Legacy Project.

F. OLD BUSINESS

Chairman Anker called for old business, but there was none.

G. NEW BUSINESS

Chairman Anker called for new business.

Trustee Glick moved for approval amended by Terry Anker of

Resolution 2020-9, Appointment of Campus Board of Trustees

Trustee Brand seconded the motion, Secretary Andrew Wilson called roll Terry Anker, Chair "Aye" Stephanie Bibbs, Vice Chair "Aye" "Aye" Andrew Wilson, Secretary "Aye" Jesse Brand Bradley Clark "Aye" Michael Dora "Aye" "Aye" Kim Emmert O'Dell Larry Garatoni "Aye" Marianne Glick "Aye" Gretchen Gutman "Aye" Paula Hughes-Schuh not present Harold Hunt not present Stewart McMillan "Aye" Steve Schreckengast "Aye" Kerry Stemler "Aye"

The motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, Chairman Anker called for a motion to adjourn the meeting. Trustee Garatoni seconded the motion.

STATE TRUSTEES
IVY TECH COMMUNITY COLLEGE

Terry Anker 08/06/2020 15:45 EDT

Jerry le auper

Dated June 5, 2020, Prepared by Gretchen L. Keller, Recording Secretary