

THE UNIVERSITY OF TENNESSEE AT MARTIN ADVISORY BOARD

Minutes of the Winter Meeting

The winter meeting of The University of Tennessee at Martin Advisory Board was held at 1:00 p.m. (CDT) on Friday, January 21, 2022, in the Boling University Center, Room 206AB, on the campus of The University of Tennessee at Martin.

I. Call to Order and Roll Call

Chair Art Sparks welcomed the UT Martin Advisory Board members and guests to the regular winter meeting of the UT Martin Advisory Board. Chair Sparks requested a roll call to bring the meeting to order. The roll was called by Edie Gibson, Secretary to the Board, with the following members present:

Hal Bynum
Monice Hagler (via Zoom)
Kelsea Koonce
Philip Smartt
Art Sparks
Johnny Woolfolk

With five members of the Advisory Board in attendance onsite, a quorum was announced. In compliance with the Tennessee Open Meeting Act, Monice Hagler participated in the meeting via Zoom, was deemed present at the meeting for purposes of voting, and all votes must be taken by roll call. Not available to attend the meeting was Julia Wells. Others in attendance included UT Martin administrative and leadership staff. The meeting was streamed live for the convenience of the University community, the general public, and the media. A recording of the proceedings will be uploaded to the UT Martin Advisory Board website, following the meeting.

II. Opening Remarks

Chair Sparks welcomed Advisory Board members and campus guests to the winter 2022 meeting. Chair Sparks began the meeting with a reminder that the proceedings are open to the public and streaming via the campus website with a recording to be posted on the AB website following the meeting. Chair Sparks next called on Chancellor Carver to provide a welcome and offer an update to the Advisory Board.

Chancellor Carver kicked-off his comments by welcoming the Board members and expressing enthusiasm for Governor Bill Lee's support and reappointments of UTM Advisory Board members, Art Sparks and Julia Wells. Following House and Senate confirmations, these Board members will serve additional four-year terms.

Chancellor Carver noted with enthusiasm that UTM's Tennessee Valley Authority (TVA) Investment team earned a first-place national finish among 27 institutions. He acknowledged that UTM's Logan Alfano-Webb received the Kelly Murray Award for his contributions to the team and stated that Logan doubles as UTM's Captain Skyhawk. Accolades like these are made possible by the investment of time and support of UTM's outstanding faculty and staff.

Before moving into the agenda, Chair Sparks recognized Ann Joiner, UT Associate General Counsel, who was a guest in the audience. Housed on the UT Martin campus, Ms. Joiner began working with UT in January and no doubt, will serve as a great addition to the System and the UT Martin campus.

III. Approval of Minutes

Chair Sparks directed the members to consider a copy of the September 17, 2021, minutes from the regularly scheduled fall meeting of the Advisory Board for approval. With no corrections or modifications, the fall meeting minutes were approved.

Motion: Kelsea Koonce moved to adopt the UT Martin Advisory Board meeting minutes for the September 17, 2021, meeting, as presented in the meeting materials, and Philip Smartt seconded the motion. A Roll Call vote on the motion was taken, and the motion carried unanimously.

IV. Economic Forecast

Chair Sparks introduced the first agenda item, a presentation by UTK's Dr. Bill Fox, Chairholder of the Randy and Jenny Boyd Distinguished Professor for Business and Economic Research. Joining the meeting by Zoom, Dr. Fox thanked the Board, along with Chancellor Carver, for inviting him to address the state's economic forecast. He began his presentation, "UT in a Rapidly Changing World," by highlighting characteristics that depicted yesterday's university, suggesting that the former gold standard was to add buildings, hold classes two-three times a week, limit section size to ~40, offer courses during a 15-week period, have faculty chasing tenure and a professorship, and for institutions to set priorities for spending state government funding.

Four key disruptors – *public revenues, economic transitions, new and emerging technologies, and demographics*, challenge how higher education institutions (as well as other sectors) will meet the needs of current and future students/consumers. Dr. Fox stated that tomorrow's university needs to be more entrepreneurial and creative in response to diminishing resources, cognizant of student and/or parental expectations for more direct benefits/connection with education, focused on technology rather than facilities to address an influx of non-traditional (place bound) students (who are interested in hybrid/remote education), and responsive/flexible to the concept of unbundling course programming and non-traditional scheduling. (Amazon is already leading the way by developing unbundling curriculum and specialized instructional programming.)

Dr. Fox focused the first part of his presentation on Revenues, showcasing Tennessee's historical Tax Revenue trends beginning in 2003, following a tax rate increase (during Governor Sundquist's administration) intended to help the state through a recession. By contrast, Dr. Fox noted that throughout the COVID-19 timeframe, the state has shown extraordinary growth in sales tax, exceeding the 2003 revenue strategy. Underscoring the growth in sales tax, Tennessee Finance and Administration Commissioner Butch Eley recently reported a 24% increase in sales tax growth. To illustrate this growth, beginning at the onset of COVID-19 (between 2019 and 2021), Tennessee tax revenue increased in every category of taxable consumption with notable growth in building materials (up 50%) and automobile dealer tax revenue (until the shipping supply chain got in the way). During the pandemic, while consumers shifted away from non-elective surgery and other services, their spending patterns went flying to Tennessee sales tax goods. As consumers adjust from a pandemic to an endemic COVID environment, the question is, will consumers change the way they spend money on goods and services relative to incomes? If Tennesseans revert to previous purchasing patterns, then the state tax revenue would dramatically slow, negatively impacting higher education funding in a traditional economy with potential further impacts, if the General Assembly decides to cut tax rates or make massive, recurring changes to state funding priorities. He added that national government deficits are at historic levels (as funds are disbursed to citizens and our population ages).

For higher education, counting on government funding seems a less likely solution. Multiple economic transitions are underway, what we buy (smartphones and gaming tech), how we buy (brick and mortar,

transitioned to online computer purchases to ordering by smartphone for pick-up or delivery), the form of goods and services (digitizing services, even money), and how they are produced (replacing workforce with AI). Dr. Fox challenged, can we keep doing education the same way, when everything else is transitioning so rapidly? What will be the impact on higher education's market share as non-traditional higher education providers expand? Although we will need traditional four-year degrees, we cannot ignore that MOOCs (online courses) can reach hundreds of thousands of learners with distinguished professors from elite institutions. Alternatively, he questioned the opportunity to consider stacking specific skills sets in a liberal arts education so that our students walk away with their degrees as well as the ability to stack certificates for specific skills sets that employers want. Higher Education must find new ways to compete in this evolving market; after all, COVID only accelerated the trends that were already playing out. Consider the reduction in space usage in restaurants, retail, and offices as these companies reinvent themselves with AI and other technologies. The workforce changed during COVID most notably observed by a shortage of employees in the modest skilled workforces; COVID accelerated retirements and in taking some modest income workers out of the workforce, particularly among dual-income families with children. Dr. Fox predicted that many workers who left the labor force during COVID will not re-enter the market, leaving a shortage in the workforce. The subsequent worker shortage is being offset by a wage increase relative to college-educated workers.

How does this play out in higher education? During COVID, two-year schools saw a national decline in enrollment, which was not experienced in the 2009-10, nor in the 2001-2002, depressions. In Tennessee, the decline in community college enrollment represented a 23% enrollment drop, which will impact a seamless entrance market between high schools and the four-year college pipeline. Elite students will go to college, but increasingly, we anticipate an efflux of students leaving high school to pursue stackable certificates and generating higher wage jobs. As evidenced during the past decade, emerging technologies, like smartphones, are adopted more quickly (relatively vertical acceptance rate) into the economy than the previous acceptance rate of telephones, electricity, and automobiles, which were relatively slow to achieve widespread adoption into the economy.

In 2019, about 3% of Tennessee's workforce made automobiles with approximately one-third of that number assembling cars for three (soon to be four) manufacturers (one located near Chattanooga, two near Nashville and a new one coming to West Tennessee). The remaining two-thirds of that automotive workforce was employed in making parts and distribution. Change remains on the horizon, as our workforce prepares to transition from combustible engines to electrical cars, likely followed by autonomous cars. Occupations will change from a labor-intensive workforce needed to assemble gas engine parts to a smaller workforce manufacturing electrical engines with fewer parts. Dr. Fox forecast predicted that one in five individuals will be impacted by changes in the automotive industry. He further predicted that employment will be lost and job functions dramatically transitioned as the vehicle industry adapts with evolving technology during the next couple of decades. He encouraged higher education institutions to consider how it will adapt to industrial transitions and growth.

For the second consecutive decade, the U.S. population growth slowed, essentially aligning with the period following the Great Depression. (Population growth is defined as births minus deaths coupled with migration.) Although, Tennessee's population is growing slightly faster than the national average (based on immigration), that growth is centered around the Nashville area, while West Tennessee and most rural areas are seeing slower population growth. He noted that two-thirds of Tennessee's counties experienced a decline in the under-18 population (from 2010-2020); meanwhile, the implication for West Tennessee remain even more challenging when you note the declines in each of the western division counties.

Dr. Fox challenged the Board to consider the number of students entering the workforce, then think about the other end of the spectrum with retirements. By 2030, it is estimated that 20% of the U.S., including Tennessee, will be in the over-65 population, impacting Medicare and Social Security as well as higher education. Couple a decline in birth rates with an increase in the +65-population rate, which translates to

a shrinking workforce (age 20-64). Going forward the U.S. workforce needs to be skilled up with many workers holding a bachelor's degree or higher as the 65+ population retires, many of those without college degrees. Wages are expected to grow modestly for those workers with certificate credentials.

Nationally by 2030, an increasing heterogeneous population will replace the historically white majority as the population transitions and will be represented by half white and half people of color. The percentage of individuals with a bachelor's degree declined between birth-years cohorts of 1985-1994 and 1995-2001, with the most notable change representing the declining number of males earning a bachelor's degree. This slow erosion will ultimately impact our UT campuses. At the beginning of the cycle, larger campuses, like UTK, may be less sensitive to this projected demographic change resulting from fewer traditional students in the pipeline and the increased dependence on non-traditional students; however, the ripple will alter the higher education landscape and tighten already stretched operating budgets. Learning will occur at different times accommodating the learner's schedule and as needed, throughout a person's lifetime. To be successful, UT will need to: rethink instructional delivery models; instructional support models; remain flexible and agile with changing technology, processes, and services; focus on the customer/student/business needs; and think outside the box with a broader strategy for providing non-degree education/training (which is a step toward unbundling traditional educational degrees to offer certificates, nano-training courses, and stackable credentials).

Chair Sparks posed the question of what role should our campus offer in training up the workforce? He immediately went on to complimenting UTM and Chancellor Carver for bringing together a partnership (involving TCAT, community colleges, private industry, and researchers working with UT Martin) to address regional training needs in West Tennessee. Dr. Fox responded that challenges remain as we consider how to engage faculty in transforming the educational process focused on delivering to the world a strong product – individuals with marketable skills. If we don't, the private industry will do it, causing our market share to fall. Dr. Philip Smartt acknowledged that some faculty express concern that this new approach feels like a trade school. He went on to stress the importance of remembering that higher education serves society. Dr. Fox reiterated his point that under the new economic model, higher education cannot expect to be paid to educate what we think, we will be paid to educate what the economy and people want. Hal Bynum acknowledged that in the last 20 years, his company is spending more money to train educated employees at the time of their hiring. He added that he finds UTM students are adaptable to learning but do not receive all of the specific training that his business needs. Dr. Fox promoted internships as a means to offer a recruiting advantage to both students and businesses by providing exposure to real-world experiences and employee work training.

Chancellor Carver and Chair Sparks thanked Dr. Fox for his enthusiasm and for the content shared.

V. Government Relations and Advocacy Overview

Chair Sparks welcomed Ms. Carey Whitworth, UT Vice President of Government Relations and Advocacy, inviting her to bring forward information on UT's government relations initiatives and promotion of advocacy activities. VP Whitworth began her presentation with a virtual introduction of the UT GR&A team members before discussing highlights of the "State of Our State." Last year, Tennesseans saw an historic investment in higher education with an "outsized" portion benefitting UT, as well as full and unanimous support of UT policy agenda (including executive level search updates and 4-H programming). The current financial outlook is strong for Tennessee's state revenues (i.e.: ~\$1 billion more than budgeted estimates, ~\$4 billion in ARP (American Rescue Plan) stimulus funds, plus a record rainy day/TennCare reserves budgeted to utilize during the pandemic).

This year's legislative session kicked off in January. The Governor's State of the State is set for January 31; all eyes are focused on the release of his proposed budget when we will learn his initial proposed investments for UT and the status of UT projects. Our GR&A team will continue to work with the Governor and legislative body to highlight any projects that might not have been on the initial funding

list. The GR&A team anticipates a quick session (perhaps by mid-April) based on this year's election timing as well as the new redistricting changes.

UT will track a wide variety (~2,000) of bills filed during a session; approximately one-third of all filed bills will be of interest to UT as an employer, an educational institution, a state facility, and service provider. During 2022, UT's agenda will focus on three capital projects: 1) UTC Health Sciences building (~\$55 million), 2) UTM's TEST Hub facility (~\$18 million), and 3) UTK's College of Business building (~\$83 million) targeting one-time state funding assets. Clarifying the process, UT-ranked projects are presented to the UT Board of Trustees for approval before being submitted to THEC for a secondary ranking review. As an unusual example of the process, UTM's TEST Hub project was ranked for inclusion in last year's approved projects but then not funded. Ironically, this year's rankings did not include this project, which fit the state's priorities of advancing economics and rural development. She added that THEC's review was completed prior to Blue Oval City's announcement, which could have played a role in determining the THEC priorities.

Carey shared that UT's Policy agenda includes three major initiatives: 1) in-state tuition for military-affiliated students, 2) codifying UT Southern, and 3) Name, Image, and Likeness (NIL) 2.0 language guidance. If approved, the initiative would allow UT to offer in-state tuition for military-affiliated students, supporting veterans and current ROTC students. The second piece of technical legislation provides for the inclusion of UT Southern as an institution under the UT Section of Code. The third piece of legislation takes a closer look at NIL issues related to student-athletes as many other states try to best position themselves in a competitive student-athlete market.

UT will pursue other significant budgetary requests including: 1) funds for a UT-Oak Ridge Innovation Institute to grow the high tech, high-level (doctoral) workforce over the next decade (\$80 million), 2) support for an Enterprise Resource Planning (ERP) System, a system-wide investment in our IT infrastructure systems (\$50 million), and 3) funds for the demolition of UTM's decommissioned Grove Apartments.

VP Whitworth noted that the state's current administration made a significant investment in deferred maintenance with last year's, possibly being the largest in recent history. Funding for deferred maintenance projects represents a state priority with facility upkeep and maintenance support. UT hopes that the trend will continue because, as Chancellor Carver would agree, there is never enough maintenance funding to address all of our campuses needs. A long list of deferred maintenance requests remains as a real priority with several included in this year's proposed budget.

As she concluded her remarks, VP Whitworth reiterated that communicating community and business support for UTM's TEST Hub project will remain an important part of this year's focus and process. Working through Chancellor Carver and his team, AB support will be beneficial to our process down the road. Chancellor Carver expressed his gratitude for the work and advocacy of Carey Whitworth and her team (overtly and covertly); both are appreciated and beneficial to UTM. In a parting statement, Carey expressed her commitment to "all of her" UT campuses, laughing that only one of those campuses made her an honorary West Tennessean!

VI. Title IX Update

Chair Sparks recognized Dr. Ashley Blamey, UT Title IX Compliance Coordinator, inviting her to provide a 2022 Title IX Landscape Overview. With so much in the news surrounding Title IX, Dr. Blamey outlined her presentation highlights and offered to leave time for questions. Although the definition of Title IX continues to expand and retract, the primary focus remains that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be

subjected to discrimination under any education program or activity receiving federal financial assistance.”

Ironically, much of the impact and momentum of Title IX aligns with the lifetime of UT’s beloved Coach Pat Head Summit. Born in Clarksville, TN, Pat Head played for UTM’s Pacers/Skyhawks from 1970-74, corresponding to when President Richard Nixon signed Title IX into law in 1972. In 1974, Coach Summit became UTK’s head coach, and in 1976, she testified during the Cape v. TSSAA hearing that “Because of Title IX, in the years to come, women are going to get scholarships to college to play sports. They’re going to be student-athletes.”

Skipping forward to 2017, the NCAA issued a Campus Sexual Violence Policy with some aspects of the regulations deferred until May 2022. The impact of these regulations will be important at UTM, as well as the other UT campuses. UTM’s Assistant Athletics Director for Compliance, Ashley Bynum, serves as the lead for athletics compliance, which involves training components, reporting requirements, portal compliance, and oversight with the evolution of Name, Like, and Image (NLI) guidance.

In May 2020, the new federal Title IX regulations were issued and required implementation by August 14. During the past year, much of our UT campus work focused on the successful implementation of the new guidance. Dr. Blamey complimented the Martin campus for its level of teamwork and commitment to doing the right thing. She acknowledged the work of a small Clery team with a big heart, which includes Dr. Margaret Toston, former Vice Chancellor for Student Affairs, who returned to campus to assist while UTM conducted a search for its new Director of Equity and Diversity and Title IX Coordinator. By April 2022, we anticipate the next Notice of Proposed Rulemaking will be shared by the White House revealing the future direction and evolution of Title IX initiatives.

Title IX Commitment is outlined by policy, prevention and education, support measures, investigation and resolution, and patterns and trends to maintain focus on the areas for compliance and create an environment of safety. UT’s System-level policy provides for customization at the campus level, enabling cross-campus support of resources and guidance. With the new Title IX Coordinator hire, UTM’s team is prepared to continue its centralized approach to prevention and education and a more holistic effort offering supportive measures to keep a student enrolled during a process.

UTM’s campus policy addresses both Title IX and Non-Title IX prohibited conduct for students, faculty and staff. The policy includes key components of the regulations for the standard of evidence, right to an advisor, investigations, live hearings, cross examination, and appeal process. Clear expectations for the case flow are established covering all areas, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, retaliation, and sexual exploitation (not described in the federal regulations).

Achievements completed during 2021 include: UTM joined other UT campuses by transitioning to Maxient, a new case management and reporting software system, which created a central and systematic repository for case notes, files, and documentation (shareable with the appropriate campus offices); thereby reducing campus risk. UTM launched annual Title IX training (with completion data annually presented to the UT Board Audit and Compliance Committee), hired a new employee dedicated to this work and responsible for driving the process and the cross-functional Clery team; clarified protocols for students and updated materials, and trained Title IX Hearing Officers. UTM’s 10-member case review team includes a new UT Assistant General Counsel hire, Ms. Ann Joiner, and the to-be-named new Title IX coordinator, replacing Dr. Toston as she transitions back to retirement.

The future of Title IX work requires continued transparency. During the 50-year history of Title IX, the regulatory value remains vital, while the evolution of federal guidance has been and continues to be fascinating. Dr. Blamey and her staff are conducting a review of the 2017 UT System-wide Title IX evaluation findings, layered with the 2019 State Comptroller’s Audit report, to assess the progress of each

campus (since the audit timeframes). The result of the reviews will be shared with the UT Board Audit & Compliance Committee and will provide the basis for next steps under the new regulations and determine future goals. Faculty, staff, and students participate in campus-level training to define campus expectations and reduce risks. Managers are instructed to address “known secrets,” referring to anyone who does not manage their own behavior. Chancellor Carver continues to set a standard for the campus climate to be open and safe, while campus climate assessments identify areas for improvement. Compliance is the other side of any expectations; whereby federal grant and regulatory agencies (including NSF, Department of Education, USDA and even NCAA) are requiring that each institution comply with federal expectations and report violations.

Dr. Blamey responded to a question regarding the NCAA’s approach to transgender management issues, predicting that rulemaking will likely align with individual sport evaluations, like Olympic Committees, making the decisions. Although everyone will be watching these discussions, individual institutions will be mandated to comply with their athletic governing organizations/conferences.

On a separate note, Chair Sparks praised Pat Summit, (who played as a Pacer) during the time of UTM’s Bettye Giles (former Women’s AD) and Nadine Gearin (former Basketball Coach) as three pioneers of the Title IX movement for Tennessee.

Chancellor Carver applauded Dr. Blamey for her work in this arena and for her support of UTM’s Title IX team. He also concurred with her that UTM has a good team sitting around the Title IX table with the UT System staff. He closed the session by remarking that he would not ask her “who’s your favorite UT campus?” Dr. Blamey grinned and agreed that Chancellor Carver could be right about the location of her favorite campus.

VII. Comments by the Chancellor

Chancellor Carver thanked the Advisory Board members for their time. He acknowledged that three years ago, no one knew how these Boards would work, but he has been so pleased with the Governor’s appointments and the results of the faculty appointment and the student selection processes. The Advisory Board work is so important, as is the advice that the members provide us.

In updates, Chancellor Carver reported UTM reached a campus COVID-19 record yesterday (January 20, 2022) with students (123), faculty and staff (24) active cases. He paused to express gratitude to UTM employees for being back on-campus, providing face-to-face instruction and support. He also offered kudos to our Student Health staff, who were in the middle of the pandemic and took care of us. The spring semester is off to a good start, but each day is different and impossible to predict from day-to-day the number of students or employees, who will be impacted by the virus. UTM people are helping each other! Without a mask mandate, during these first weeks of school, we are highly recommending that the UTM community wear a mask when indoors, especially when socially distancing is not an option.

UTM enrollment decreased by ~350 FTE undergraduate and ~35 graduate students this spring; however, with a million fewer students nationally attending college, we expected to see a dip in enrollments. Summer and fall term enrollments will be exciting to watch. At this point, Housing application deposits are up ~50% over last year, which is a stronger predictor than just an application, and completed FAFSA submission (application for financial aid) have increased from 49% to 53%. “Welcome New Skyhawk” events in Jackson, Memphis, Nashville, and Dyersburg are going well and have been well-attended.

Our staff is spending a lot of time engaging with faculty, staff, students, and community members on the next Master Plan. Consultants are assisting us to focus on physical spaces and plans to make our campus more user-friendly, functional, and inviting to the community during the next decade. We will share the Master Plan with you at an upcoming meeting. Another big project that promotes our campus culture is

upcoming next month as we host the Civil Rights Conference. On February 7, Cyntoia Brown along with her trial lawyers (Houston Gordon UTM '68 and Charles Bone) will share her story of clemency granted by former Tennessee Governor Bill Haslam.

For the fourth consecutive semester, Skyhawk student-athletes (~500) have shattered the athletes' GPA records, earning a cumulative 3.30 GPA average. In 2021, UTM won the OVC Golf Championship, the regular season Soccer Championship, and the Football Championship. Currently, UTM is sitting in first place with the OVC All-Sports Commissioner's Cup.

In other news, UTM will on-board its first Retention Director in February. The timing is fortuitous, when thinking about Ford's Blue Oval City announcement and the influx of jobs in West Tennessee. UTM is joining every table it can to discuss what our institution can offer Ford in terms of education and training and to highlight the proximity from the main campus and regional centers. UTM alums are helping us stretch for the \$175 million Capital Campaign goal, having already closed on \$158 million toward the goal. With the Latimer Building currently on-time and on-budget for fall 2022, Chancellor Carver offered to host a tour of the Latimer Building on May 20th prior to the next Advisory Board meeting. Another exciting facility project is the completion of the system-upgrade plans for Clement Hall, which was underway when Chancellor Carver arrived in 2017. The system-upgrade improvements drove plans to create a new one stop-shop venue for student services and relocate the supporting offices (Admissions, Records, Financial Aid, Bursar's office) into a shared new home located closer to the students. Remaining administrative offices from the Hall-Moody Administration Building will be relocated to Clement Hall and other campus spaces during which time the Administration Building will undergo an 18-month mechanical systems upgrade. Chancellor Carver shared the University's recent celebration of the Walker family by dedicating the previously unnamed driveway leading to the Vet Tech buildings and circles the Equestrian practice arena as "Walker Family Lane."

VIII. Closing Remarks by Chair

In closing, Chair Sparks concluded the meeting by stating his appreciation for Governor Bill Lee's reappointment of himself and Julia Wells. Following confirmation by the General Assembly, their terms of service will be extended for four years. Chair Sparks thanked the Advisory Board members for the time and service dedicated to the University, the faculty and staff (including those seated in the room today) for their support in keeping the campus running, and Dr. Carver for his leadership. In a final comment, Chancellor Carver confirmed the demolition of the Grove Apartments (located north of University Street) will provide some new green space to accommodate football tailgating and other activities.

The next meeting of the Advisory Board will be the annual Summer Meeting scheduled for May 20, 2022, held in-person.

VIII. Adjournment

With no further business to come before the Board, a motion to adjourn was made by Johnny Woolfolk and seconded by Hal Bynum. The meeting adjourned at 2:43 p.m.

Respectfully Submitted,

Edie Gibson, Secretary