

**California State University, Chico**  
Academic Senate  
(530) 898-6201, Zip 020  
**MEMORANDUM**

**ACADEMIC SENATE MINUTES**  
Thursday, April 30, 2020, 2:30 p.m., ZOOM

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**PRESENT:** Adamian, Alfaro Ramirez, Allen, Altfeld, Bailey, Boyd, Boura, Buffardi, Connolly, Day, Ferrari (Chair), Ford , Gruber, Guthrie, Herman, Holbert (Guthrie), Hostetter-Lewis, Hidalgo, Horst, Hutchinson, Irish, Kaiser, Larson, Livingston, Medic, Millard (Paiva), Ormond, Paiva, Parsons-Ellis, Peterson, Schartmueller, Seipel, Shepherd, Sherman, Sistrunk, Sparks, Teague-Miller, Trailer, Underwood, Westbay, Zartman

**ABSENT:** Perez, Wyrick

Ferrari called the meeting to order at 2:32 p.m.

**1. Approve [Minutes of April 23, 2020](#)**

Minutes were approved.

**2. Approve [Agenda](#).**

Underwood moved to add Proposed Changes to FPPP 13.1.2.e as an Introduction Item number 11.

Amended Agenda was approved.

**3. University Report (Hutchinson, Cabinet)**

**Hutchinson [0:00-10:39]**

Hutchinson thanked everyone for their terrific effort as we navigate through uncertain and challenging times. and worked to keep everyone safe. She pointed out that we have three weeks of work ahead and hoped people would take time for nurturing self-care so we could maintain the stamina to get to the finish line. She gave an overview of how things are developing now:

- Chico State put an incredible team together to look at the federal eligibility criteria to determine who can receive Federal CARES Act funds among our students. They have worked long hours and are just about ready to release this information about how to apply

and the process to begin to award money. She said 6,999 of our students qualify and the University is exploring other funds for those who do not. There will be a student forum on Monday to answer questions, and she was grateful to Guthrie, Holbert and Alfaro Ramirez for their help planning it.

- Hutchinson extended the Emergency Operation Center to continue its work coordinating all the physical plant operations planning that has been ongoing and will need to be extended as we get ready for the Fall. The University put together ten teams that have reached out to important constituent groups for more people to engage in all the varied work required. Examples include our academic programs, academic support, student support, housing, dining, etc.

All these teams have been working on broad stroke, high level type of scenario-building. They have been trying to uncover the types of issues that we should be considering as we continue to move forward. There will be more and more opportunity for input about these plans in the future.

- We are also trying to work more frequently with Human Services and HR and our labor unions so that we can continue to keep on the forefront of concerns and ideas that people are having about their working conditions.
- We have been paying attention to the evolving information Governor Newsom has been releasing, and most recently he has been talking about a roadmap for the reopening businesses and public access to services. His roadmap envisions three stages that apply to our institution, and they promote public safety above everything. Beside public health and public safety, there are guidelines associated with exposure reduction that we will be paying close attention to as we try to work out how to build out potential scenarios for the fall.
- We cannot do this type of planning in isolation. We must do it with your County Office of Public Health, as well as with the City of Chico, and we will engage with Butte County in conversations promoting education. These communication venues will allow us to work together collaboratively with county, county public health and also the City of Chico to determine how we can safely phase in reopening our community and businesses.
- We will also need to look into ways that we might revise some of the needs that we have on campus and think about managing how people come to campus and who cannot. She hoped to have an update on this at the next meeting.
- She noted that Boura was not in attendance, but she wanted to foreground the webinar he is currently conducting called: Resilience and Grit: Employment planning and making yourself during crisis. The focus is for the class of 2020 - young graduates who are trying to navigate the job market and marketplace right now during this crisis.
  - There are over 220 people at this webinar, 119 of them are Chico State students and 102 are young alumni from Chico state.
  - Our very own lecturer from the College of Business, Dr. April Howell, is facilitating

- speakers include Michelle Landers: Student Outreach Program specialist with Google; Lauren Ruwell (class of 2009) Wallet, Payment, and Commerce partnerships with Apple; Molly Davis (class of 95), Vice President of Premium Marketing of E and J Gallo Winery; and Megan Odom (class of 2002) Director of the Career Center and the Student Employment Office.

### **Parsons-Ellis [12:16-15:22]**

Parsons-Ellis reported that a general description of the CARES fund distribution plans will be sent out by tomorrow. This will allow students to think about questions they might have for the 2:00 Monday informational forum. There will be many available to answer questions.

- Student Affairs is involved in the teams working on scenario planning to think about what happens in the Fall.
- Housing is almost ready to allow some 2,000 students to return to campus to pick up their personal belongings. They just need more input from the County Health. They will start next week with rolling access so that students can preserve social distancing. They are working with the Health Center.
- Orientation starts June 10, Sean Ryan, our new Orientation director, is super creative. All the students who have signed up for orientation, will get a pre-orientation packet and will be asked to walk through a self-paced virtual program. There will be a virtual information fair. There will be a webinar series and departments will present pre-recorded videos and introduce their progress and services. There will be lots of engagement along the way with students who have already attended orientation, just to keep them company.
- Student Life, and Leadership did a “call a grad” campaign to reach out to almost 4 thousand 2020 graduates in 17 programs. About 70 student assistants working in Student Affairs went through call sheets of graduates and call them just to say “congratulations” and listen to any feedback especially about commencement.
- The Career Center is still conducting a grad check campaign also and calling all the graduates twice to listen to concerns and remind students that they can use alumni placement services.
- Jerry Ross started last Monday at the new AVP for Enrollment Management Services position.

Zartman wanted to recommend Rebecca Justeson (Education) as an expert on projects related to resiliency. She did her post-doctoral work in Pennsylvania with positive psychology and has worked with educators, the military and other consultancies and she is a tremendous speaker.

### **Sherman [15:26-18:31]**

Sherman said her team has been working a lot on that CARES Act Information. Student Financial Services, it's going to be releasing checks and/or direct deposits in the next several days. This has been a little bit of an issue as they had to wade through the competing guidance that we're getting more information came out from a feds. on that subject.

We've also been looking at our Capitol building plans and review of those to see how they might be modified in light of some of the state funding challenges that we be foreseen.

She has been working with Jamie Clyde in the AS operations. Our Bookstore, as you may or may not know, has been closed or almost two months now, and it was time for them to renew their license agreement with us. So, we are trying to work with all that to understand when and how we might reopen and then what kind of a vendor partnership we might establish and for how long

We are looking at repopulating the campus. As Hutchinson already mentioned, we're working with the city and the county on ways in which we can start to reopen and bring people back to work. As we think about both personal protection, and distancing requirements, we're looking at the set-up for different buildings and how we might have paths of travel through them and then social distancing or modifications of work to allow people to flex as needed

Our University Police Chief search closes next week. Chief Read has agreed to extend his retirement date through almost the end of June, so about another month will give us more time. She is hopeful that we will be able to absolute zone conferences prior to the time that the semester ends, and faculty leave campus because we are really hoping to get a lot of engagement on that particular search.

We are continuing to help employees identify the appropriate resources for them to continue income continuity in case they are unable to work from home. And we are really looking at ways in which we can tap into both, energy savings, our summer hours and the repopulation of campus.

There is much infrastructure work going on. Hopefully, we'll be able to tap in a number of different cost avoidance measures at the same time that we're bringing people back to some semblance of normality.

Ferrari delayed item 4: Oversight of Complementary Units because Daniel Grassian was not at the meeting yet and she skipped to item 5: Policy for University Long and Short-Term Facilities....

#### **4. Policy for University Long and Short-Term Facilities Allocation and Utilization, Supersedes EM 97-020 and 13-078 - clean copy - FASP - Action item [9:58-39:07]**

Substitute Document -track changes   Substitute Document -clean copy

Underwood noted that Brooke Banks (Chief of Staff) and Stephen Cummins (Director University Public Engagement) were I attendance to answer and additional questions. She noted that this EM's purpose was meant to establish ways to make decisions about space utilization and allocation as well as outline goals for committees to handle space requests. She offered a substitute document for consideration that included feedback made to the original EM at the last Senate meeting. This was circulated via email before the meeting (the substitute was moved and seconded). She summarized those changes that were highlighted by her comments in the margins (Track Changes version):

- Page 2, section four: replaced "Academic Units" references with "appropriate Department heads/Chairs or their designees"
- Page 2, section four: clarify that decisions are based on "adopted University Scheduling provisions"

- Page 4, under CFU Committee Structure, under Two-year term members added “Two Faculty Representatives on alternating terms....”
- Page 5, under Division Level Space Allocation and Utilization Responsibilities added preamble to define responsibilities of all division space allocation committees
- Page 5, under Academic Affairs Space and Facilities Committee edited membership description (bullet 17): Executive Chair “of the Department Chairs” and added (bullet 18): “Two Faculty Members (appointed by the Academic Senate)”
- Page 6, under Academic Affairs Space and Facilities Committee added (bullet 19) “Associated Students Representative (appointed by the Associated Students):”

The substitute document was voted on and accepted as the action item.

Underwood brought up the clean copy and recognized that this policy will have to be put in the proper EM template moving forward and invited Brooke Banks and Steven Cummins to add comments or answer questions.

Ford moved to add language to page 2, section III: Committees under Campus Facilities Use Committee (CFU) sentence number three: “It will serve as the referral and review body for adjudicating disputes between divisions arising from facilities use, policies....”

He said according to the new interim EM that defines the Academic Affairs Scheduling Advisory Committee, it is supposed to adjudicate disputes within Academic Affairs. Each division is supposed to adjudicate disputes within its division. Sistrunk pointed out that it was CFUs original responsibility to review disputes in general wherever they arose and this limits CFU.

Motion passed.

Sistrunk moved to add a final sentence to page 4, to the Preface to Division Level Space Allocation and Utilization Responsibilities. Ford offered friendly amendments, so the sentence finally read: “The committee or Division management team should seek Division input and communicate policies and guidance as well as provide some mechanism to receive questions or ideas”

Sistrunk noted that CFU and the division committees are supposed to serve to publicize space policies for faculty, staff, and students and take comments and suggestions as well.

Motion passed.

Ford moved to alter page 2, the Cabinet responsibilities under Section III Committees, point 2 as : “Review and approve decide upon recommendations from CFU.”

Sherman thought that Cabinet was obligated to decide issues and might change what CFU proposed. If their decision was simply a rubber stamp, it is not really a responsibility.

Motion passed.

The Action item passed.

**5. Oversight of Complementary Units (including Campus Centers and Institutes) clean copy – FASP – Action Item [39:16-45:42]**

**Executive Summary of Main Changes**  
**Appendices**

Underwood observed that the Executive Summary of the Main Changes was provided last week and there were no changes in discussion. She invited questions or amendments and introduced Daniel Grassian, Vice Provost for Academic Programs to address these. Daniel Grassian had no additions to make to last week's summary and praised the committee members who were in Senate today. Zartman added that Stephanie Bianco was instrumental and wonderful in adding a lot of the wording found in the policy.

Ford asked for more clarification about the definition of what or what is not a complementary unit. He asked whether there was a definition in the document, or a list of complementary units. Daniel Grassian said that in the clean version, on page 4 under Complementary Unit Review Committee (CURC), includes language that covers who decides what these are:

“The charge of the CURC is to make recommendations about establishment, continuation, modification, merging, suspension or discontinuation of complementary units”.

As he noted at the last meeting, the CURC will make a determination of whether something is a complementary unit or not. He added that he is the one who is overseeing the list right now, but in the future that this might be overseen by others, like CSE. We did not want to put that in the policy because that might change, though the CURC is still involved with the establishment, suspension, and modification of complementary units and they would help determine this question. Ford said it is a start-problem and Daniel Grassian answered that it would work its way out in time. Kaiser thought a list at this time would be too confining.

Action Item passed.

**6. Proposed revisions to EM 19-021 – EPPC - Action Item [45:51-48:49]**

Ferrari asked Allen to share EM 19-21: General Education Program with the changes to its timeline. Allen reminded senators that the only proposed changes are in the last paragraph on page 7.

- Because the implementation of this EM will be pushed back we changed the dates defined “the revised program will be implemented in the fall 2022 2021” and the same dates in the next sentence
- On the same page, the heading ADDENDUM will be replaced by Implementation of Revisions.

Ferrari asked for any questions:

Action item passed.

Ferrari observed that that discussion of the GE Minors will begin in EPPC in the Fall. She wanted to thank CAB and Jason Nice, in particular, for their incredible work to move things this far.

## **7. Significant Change to BS in Sustainable Manufacturing – EPPC – Introduction Item**

[48:49-58:28]

Allen noted that the next three items are all related. This particular change attempts to address the needs of students to learn about the modern manufacturing workplace and updated technologies. The proposed revised program includes three pillars: robotics and automation, materials and manufacturing processes, and business communication and management. She introduced Greg Watkins, Department Chair, to help us with our discussion.

Greg Watkins added that in revising this program, in particular, modernizing the program and adding the robotics and automation elements to the program, they were able to leverage the Omron mechatronics lab that came on-line earlier in the semester that was externally funded by the Omron corporation. It is an integral part of our mechatronics engineering program, which is part of the department. So, we were able to take advantage of that infrastructure and make some nice revisions to this program without cost. He volunteered to summarize this, or just take questions.

Kaiser noted that freshmen were allowed in the program if they had taken pre-Calculus and another Upper division math class.in High School. As you know the requirements are undergoing change to Include an area G course. Have you looked at how many Freshman would have that exposure in high school. She was also concerned about the GE Area E courses that are supposed to promote lifelong learning which is typically met in some other area of study and is engaging for life.

Greg Watkins answered that the entry point for this program is preparation for Math 119. Both Math 119 and Math 105 are required. The verbiage on this prerequisite was borrowed from the Math Department and it is essentially someone who is ready for Math 119 (which is Pre-calculus). This is the entry point for students to progress through the 120 unit major on time.

Greg Watkins discussed Gen Ed area E and explained that in their major a two semester Capstone Design Program. Students work in teams on projects that are sponsored by external industry. These are design projects that are a big part of the accreditation of our engineering programs. In that second semester, students take a general education life-long learning course. Part of our accreditation as engineering programs requires lifelong learning. This is culminating class for seniors, on the way out the door and we teach ethics, professional responsibility, professional communication, and again, lifelong learning. We talk about the impact of their designs on society and we spend a lot of time on what we engineers call soft skills

Kaiser hoped some of this work would be enrichment about how to deal with people who don't have the same background as an engineer.

Introduction item passed.

## **8. Name Change from BS in Sustainable Manufacturing to BS in Advanced Manufacturing and Applied Robotics – EPPC – Introduction Item [58:31-1:07:36]**

Allen noted that this is a related curriculum proposal to update the name of the degree to better reflect the significant changes that are also being proposed. This went to the Chancellor's Office and she turned it over to Greg Watkins to provide some of that history.

Greg Watkins recounted that his department sent the name idea to the Chancellor's Office to get preliminary approval and there were concerns about using the word "Advanced" in the title. This word signifies that it is engineering using robotics, automation and machine learning technologies to make manufacturing more efficient and of higher quality. He used the example of Tesla automotive manufacturing where the factory is silent and clean and automated. Fortunately, we were able to justify the term and get preliminary approval from the CO.

The applied robotics piece is related to the Omocron lab and a wealth of robotic technologies that are integral to manufacturing. They have developed new courses in robotics and we have a tenure-track faculty member coming from industry with a lot of expertise in these areas.

Sistrunk asked about losing the word "sustainable" because it has a lot of resonance in the modern world. He was sure that advanced manufacturing accommodates many associations with the concept, like energy efficiency and solar power. He wondered if the new language embraces some of the qualities of the original title.

Greg Watkins said the original architect of Sustainable Manufacturing was trying to attract students and rework the curriculum toward sustainability. The program improved with the approach and sustainable elements were woven throughout the curriculum and they still are. He noted that some students were attracted to the program but discovered it was much a more hands-on and applied technical program. The current name reflects more about what the current program considers and what industry needs are about.

Kaiser pointed out that some of the research about student interest came from a survey of 2020 and thought that should be edited. Greg Watkins said that this process started in December 2018 and projects conclusions into 2021 and the next ten years.

Introduction item passed.

Ferrari noted that it may be that there is no data currently available to capture changes created by the pandemic. Greg Watkins conjectured that robotics in manufacturing will continue to grow as it allows distance manufacturing and other desirable outcomes.

Greg Watkins described how Advanced Manufacturing and Robotics has gained some positive notoriety lately by manufacturing face shields using 3-D plastic injection molding. They are manufacturing 10,000 shields to respond to the growing demand.

**9. Name Change from Department of Mechanical and Mechatronic Engineering and Sustainable Manufacturing to Department of Mechanical and Mechatronic Engineering and Advanced Manufacturing – EPPC – Introduction Item [1:13:22-1:19:24]**

Allen explained that this is the third part of the proposal to change the name to better reflect the significant changes and the three degrees delivered by the department.

Greg Watkins noted that they still had the longest department name on campus. They decided not to tag on Applied Robotics as that was just going too far.

Ferrari wondered if there were questions or comments.

Introduction item passed.

It was moved and seconded to consider the three items together and pass them as action items.

Allen did not support this as they are three complex items that depend on each other. There are too many pitfalls. Greg Watkins agreed that it was a complex curriculum and probably deserves another reading next week. Nichol Gray note that the names would change but the catalog would not. Greg Watkins said the CO will still need to weigh in.

Motion failed.

#### **10. Proposed changes to FPPP 8.0.2.a and 8.0.2.b Clean copy – FASP - Introduction Item**

[1:19:27-1:27:34] **Substitute document**

The substitute document was moved and seconded.

Underwood noted that the correct substitute documents were distributed via email based on the most recent changes made in action at FASP. They provide clarifying language that was added to address the date the timeline is calculated in order to avoid any confusion. FPPP 8.0.2.a, and 8.0.2. b, treat evaluation of faculty. The FASP action items add a final clause that is not found in the earlier version.

Evanne O'Donell was available to answer any questions.

The substitute document was accepted.

Ferrari reminded everyone that only faculty vote on the FPPP.

Introduction item passed.

Moved and seconded to suspend the rules and consider item 10 as an Action item. Passed

Action item passed

#### **11. Proposed changes to FPPP 13.1.2.e – FASP - Introduction Item [1:27:37- 1:32:30]**

Underwood said this item was sent by email. This item changes the date notification letters of sabbatical awards will be made from the last Friday in October to the second Friday in November.

Evanne O'Donnell was available for questions. Ferrari note that this change of due dates has come to EC in the last few years needing emergency permissions to change the dates ad hoc. This will end the necessity.

Introduction item passed.

Motion to suspend the rules and consider as an Action item. Seconded, passed.

Action item passed.

## **12. Student Conduct Rights and Responsibilities Grade Appeal Policy – FASP – Introduction**

**Item [1:32:41-1:47:24]**

Underwood explained that it is up to students to demonstrate a grade discrepancy.

- This policy will shorten the length of the appeals process by removing several layers of the older policies.
- Hearings will also be shortened as they will be scheduled in two hour blocks.
- This policy gives strength to the academic side by increasing the efficiency and effectiveness of complaints.
- It will provide grounds to dismiss frivolous complaints early on.
- There are few track changes on this document because it is a brand-new proposal.

Emily Peart, Interim Director of Student Conduct, Rights, and Responsibilities was available to address questions.

Underwood note the editorial changes that had been made.

Gruber asked about section III that lists three criteria to appeal a grade. She wondered at what level of review this was determined. How was this grounds for appeal justified to move on with review?

Emily Peart answered that when the student first brings their concern to her office, they will fill out a form in which they will have to delineate which of the three issues they are appealing. There is space on the form to provide a narrative to expand on which category their concern meets and why. It was part of the intent to eliminate what legally are called frivolous appeals to save everyone trouble.

Gruber asked how many grade appeals are made a year? Emily Peart said over the last Academic year there were well over 100 complaints. There has been a large uptick in complaints since we went online already. The last two categories are the most used:

- The final grade was based on arbitrary or capricious actions
- The final grade is not in alignment with established grading criteria in the course syllabus.

Usually clerical errors can be fixed at an informal level because the are easy to fix.

Larson noticed that the Provost is supposed to be the final position to receive appeals. Has this always been true? Emily Peart said this was always in the policy. Larson hoped that “or delegatee”

would be added to the policy after her office was named. Emily Peart said these appeals are sent about two, or three times last year, and it is not very common that appeals go all the way to a formal hearing.

Day said that the three criteria for grade appeal at the beginning of the policy are widely used across the CSU. Using these will make things a little more simple.

Section V The Formal Grade Appeal Process, section four, subsection c, second paragraph, 4<sup>th</sup> line reads “may must”. Emily Peart said that should be “must”.

Ferrari hoped the students would feel welcomed to speak to this policy because it directly impacts them directly. Guthrie said he had no questions as he had been in FASP. Alfaro Ramirez said he need more time to consider. Ferrari said there will be a chance to discuss it more next week.

Introduction item passed.

### **13. Student Conduct Rights and Responsibilities Student Complaint Policy – FASP – Introduction Item [1:47:25-1:53:11]**

Underwood pointed out that this policy was very similar to the one we just discussed because it had originally been combined with it.

- This document has only a new track changes because it is a new document.
- There are some minimal editorial changes
- There is an addition in regard to responsibilities

Emily Peart thought this specific policy will be little used. The vast majority of complaints are grade appeals. This [policy would treat questions like a student was removed from a program, or they believe they should have been admitted. This is based on best practices across the state and they bifurcate the complaint material from grade appeals and that is why we did it.

Gruber asked why both policies we have discussed placed the burden of proof on the student and at least in this document, they must show harm to themselves. She invited comment and wondered about the support systems for students who may not be familiar with the system like our first-generation students.

Emily Peart said in this policy that students need to meet with her office and have access to a support system or an advisor. Students have a right to an advisor of their choosing at any meeting with our office or the faculty or Deans, it just may not be an attorney. They are happy to connect students with an adviser or support person. Often times, students have someone in mind, they just do not know that it is okay, and we reassure them Gruber clarified that can be a faculty member or EOC or other staff. Emily Peart added that they cannot be a participant as a witness, or a party to the complaint.

Introduction item passed

### **14. Associated Students Report – Guthrie/Alfaro Ramirez [1:53:11-1:564:47]**

Ferrari asked if there were questions for Guthrie or Alfaro Ramirez. She asked if they wanted to report anything.

Alfaro Ramirez reiterated that Guthrie and Holbert were continuing conversations with Parsons-Ellis about expending the CARES Act funds. They are working to create a student forum next Monday at 2:00 to answer student's questions and concerns. He hoped if anyone met students with concerns that they would get him in contact with them. This will be advertised on the AS social media platforms as a well.

Official congratulations were extended to Bree Hobert for her election as President of the Associated Students.

**15. Staff Council Report – Peterson [1:54:47-1:55:13]**

Ferrari asked for the Staff Council report.

Peterson said the Council would be meeting in two weeks. We are cruising along and waiting to hear what happens in the summer and into the Fall.

**16. Statewide Academic Senate Report - Ford/Boyd [http://www.calstate.edu/AcadSen/ASCSU\\_Resolutions&Summaries](http://www.calstate.edu/AcadSen/ASCSU_Resolutions&Summaries) [1:55:13-1:55:55]**

Ferrari called on Ford and Boyd.

They reported that the ASCSDU plenary meets next week. They would be missing the senate meeting next week.

**17. Kathy Kaiser Academic Senate Service Award nominations close May 8, 2020 – Information Item [1:55:55-1:57:11]**

Ferrari pointed out that this award is open to nominations. It is a distinction designed to honor and recognize a long-time senator.

Kaiser added that she has been extremely impressed with those who have won the award. It is affirming to have the chance to recognize them for all their service.

Ferrari note that the nomination are due the 8<sup>th</sup>, the day after the last senate meeting.

**18. Announcements [1:57:12-1:59:26]**

Ferrari said she had a few announcements.

- There are two nominees for the open senate position to serve as a senator at-large for the next academic year. These nominations are for Ellie Ertle and Elena Harris. Voting will open on Monday until Friday. All faculty are eligible to vote.
- There is an open call for the Go Virtual Summer Institute which has been created to help faculty redesign their courses especially toward issued of equity, the course is a GE course and also challenging to move online (like labs, or performing arts). There is also a call for faculty mentors and participants are funded. The application closes at 5:00 pm Monday.

**19. Other** [1:59:26-1:59:33]

None.

**20. Adjourn.** [1:59:34]

Meeting adjourned at 4:44 p.m.

Respectfully submitted,

Tim Sistrunk, Secretary