



Policy Title: Sexual Misconduct Policy

Last Updated: July 2019

Functional Area: GENERAL

Approved by: Ad Cabinet

Sexual Misconduct Policy and Procedures

1. Policy statement

AMBS intends to maintain a work and academic environment that exemplifies and supports Christian sexual values, maintains the dignity and worth of all individuals, and fosters relational trust between all people. AMBS does not discriminate in its educational policies, program, activities, or environment on the basis of sex.

Sexual misconduct undermines Christian values, personal dignity, and trusting relationships. Therefore, sexual discrimination, harassment, and violence are strictly forbidden among all AMBS employees, students, housing residents, campus visitors, board members, internship supervisors, and others who do business with AMBS. This learning community promotes safety and freedom for everyone involved at AMBS. All students and those providing services to AMBS will be apprised annually of this policy.

Sexual misconduct fosters a hostile environment that can impair AMBS employees' sense of well-being and job performance. It can deny or limit students' opportunities and abilities to benefit from the programs offered by AMBS and participation in its community life. Hostile working or educational environments demean and intimidate employees and/or students.

Sexual harassment is prohibited by law under federal and state statutes: Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; and the Indiana Civil Rights Act. Institutional policy and governmental law alone cannot address the larger and more pressing issue—namely, the cultivation of a community of safety, trust, and mutual regard between faculty, administration, staff, students, and other members of the AMBS community, and between women and men. The development and maintenance of a healthy and safe community life is AMBS's primary commitment.

AMBS is committed to a policy of nondiscrimination against persons who file complaints against a person accused of sexual misconduct or who activate the outlined Level 1 or Level 2 procedures. [Please see the separate AMBS Grievance Policy for handling issues not of a sexual misconduct nature.]

Sexual misconduct of any sort can become cause for temporary suspension from employment or student status at AMBS, or termination of employment or student status.

2. Definitions

Sexual misconduct: A broad category of verbal, nonverbal, or physical behaviors directed toward females or males on the basis of their sex that demean, bully, threaten, or injure them including sexual discrimination, sexual harassment, and sexual violence. Misconduct can occur among employees, between employees and students, between students, between employees and campus residents or guests, between students and campus residents or guests, or between internship supervisors and students. A consensual sexual relationship that may not include a differential of power, nor demeaning, bullying, threatening nor injury, but does represent a violation of a marriage covenant of any person involved in the relationship is also understood to be sexual misconduct.

Sexual discrimination: the limitation of opportunities for employment, promotions, benefits, education, entrance to programs, or other social or personal advancements on the basis of sex (gender).

Sexual harassment: unwanted sexual comments, advances or attention; sexual solicitations or propositions; bullying, intimidation, threats, coercion of a sexual nature; non-consensual sexual contact; innuendo or demand of sexual favors for future benefits (e.g., maintaining employment, securing advancement, favorable recommendations, participation in special projects or programs, etc.), indecent exposure; voyeurism; displaying or distributing sexually explicit images or text in any location for the purpose of intimidation; sex-based cyber-harassment through social media.

Sexual violence: non-consensual sexual intercourse of any type; sexual assault; date violence; sexually motivated stalking; rape; death resulting from physical violence of a sexual nature

Consent: informed and freely given agreement to participate in a form of sexual activity; clear communication in understandable words. Silence, passivity, or lack of active resistance does not constitute consent. Consent is not possible if someone is under the influence of drugs or alcohol. Lack of resistance in the face of threat of force, violence, or intimidation does not constitute consent. Consent is informed, voluntary, and revocable.

Complainant: the term used during an investigation by the Sexual Misconduct Response Team (SMRT) to identify the person who reports experiencing sexual violence or misconduct.

Alleged Offender/Respondent: the term used in reporting incidents of gender-based and sexual misconduct. *Alleged Offender* is used until a report goes to formal investigation by the Sexual Misconduct Response Team, at which time the term *Respondent* is used.

Preponderance of evidence: a legal term for the standard of evidence for civil cases. Each incident of misconduct or violence is “more likely than not” to have occurred. The emphasis is different from criminal cases where the standard is “beyond a reasonable doubt.” Investigations by the Sexual Misconduct Response Team (SMRT) make determinations based on the preponderance of evidence or “more likely than not” standard.

Coercion: refers to conduct or intimidation that would compel an individual to do something against their will by 1) the use of physical force; 2) threats of severely damaging consequences; or 3) pressure that cause a reasonable person to fear severely damaging consequences. Coercion is more than an effort to engage in sexual activity. Coercive behavior differs from seductive behavior based on the degree and type of pressure someone used to get consent from another.

3. **Some Examples of Sexual Misconduct:**

- Denial of opportunities for advancement, participation in an institutional program, or inequitable compensation as the direct result of a person's sex (gender);
- Behavior of a sexual nature that is insulting or degrading to a person of the opposite or the same sex (gender);
- Unwanted, inappropriate, and offensive sexual advances of a verbal or physical nature;
- Purveying unsolicited or undesired information, images, video, comments, etc., of a sexually demeaning nature through electronic or internet modes of communication;
- Solicitation of sexual favors in exchange for some kind of benefit or reward (e.g., good grades or job promotion);
- Sex-linked behavior that is coerced by threat or punishment;
- Forcible sex offense such as rape, sodomy, sexual assault with an object, forcible fondling, incest and statutory rape.

4. **Education of AMBS community**

In the interest of cultivating wholesome relationships between women and men, and in order to inform and remind people of AMBS's stance against sexual misconduct, AMBS employees and students are educated on the nature and consequences of sexual misconduct in the following ways:

- The Sexual Misconduct Policy is available on the AMBS website for student and employee access.
- The policy be printed in the Core Policies and Procedures folders online and reviewed with new employees and students during their orientation.
- AMBS employees and students are informed about this policy on an annual basis reviewing: definitions of sexual misconduct; clear prohibitions against sexual discrimination, harassment, and violence; recognizing discrimination and harassment; how to report sexual misconduct incidents; assessing AMBS' activities and climate of safety and freedom; the relationship between drug and alcohol abuse and sexual harassment or violence (see next section); and procedures to ensure that AMBS officials will act promptly and equitably to investigate any complaints.
- AMBS employees and students will be annually educated on the relationship between drug and alcohol abuse and sexual harassment or violence. This will include clarity about the following:
 - There is a correlation between drug and alcohol abuse and sexual misconduct or violence;
 - However, being under the influence of alcohol or drugs does not cause someone to commit acts of sexual misconduct or violence, nor does it excuse any offense;

- If a victim is under the influence, this does not cause or ever justify sexual misconduct or violence; AMBS will not participate in shaming victims for having used alcohol or drugs;
 - Consent is not possible when someone is incapacitated by alcohol or drug use.
- The Title IX Coordinator ensures that administrators have appropriate training to recognize sexual violence and sexual harassment, to determine whether local law enforcement should be contacted, and to begin the appropriate Level 1 or Level 2 procedures upon receipt of written complaint.
- AMBS administrators and faculty sponsor community forums, seminars, and continuing education events to educate and inform persons about the nature and consequences of sexual misconduct and issues related to it.
- Professors teaching courses on sexual or professional ethics, gender issues, pastoral leadership, and pastoral counseling are required to deal with issues related to sexual misconduct, discrimination, harassment and violence. This includes the maintenance of appropriate boundaries in professional relationships and the implications of imbalances in power between professionals and those with whom they work.
- The library will acquire on an ongoing basis the most pertinent material on this subject (e.g., electronic resources, books, and/or DVDs), including materials that approach the subject from a Christian theological perspective and deal with the issues in congregational and other ministry settings to which graduates will be serving.

5. Title IX Coordinator

The AMBS Academic Dean currently serves as the Title IX Coordinator.

6. People to contact in the event of sexual misconduct

Students (including students in AMBS distance programs) or visitors on the AMBS campus or engaged in any AMBS-related activities (including distance courses) who have experienced incidents that may be defined as sexual misconduct (i.e., discrimination, sexual harassment, or sexual violence) should report their experience to the Title IX Coordinator.

- **Beverly Lapp**, Vice President and Academic Dean and Title IX Coordinator, bklapp@ambs.edu, 574-296-6267 (office); 574-596-4025 (cell)

Employees (including those working at a distance) who have experienced incidents that may be defined as sexual misconduct should report their experience to the Director of Human Resources or to the VP and CFO who oversees Human Resources. In these situations, the Human Resources representative will proceed as outlined for the Title IX Coordinator throughout this document.

- **Barbara Gamble**, Assistant Director of Human Resources, bgamble@ambs.edu, 574-296-6255 (office); 574-266-6483 (cell)
- **Ron Ringenberg**, Vice President and Chief Financial Officer, rringb@ambs.edu, 574-296-6212 (office); 574-370-0345 (cell)

The Title IX Coordinator will outline the procedure for informing complainants of their options for notifying law enforcement authorities at the time when the complaint is reported. The Coordinator will assist complainants in making contact with local police if required.

If the Coordinator is not immediately available to help students, employees, or visitors who have experienced sexual violence, or if a sexual misconduct complaint is lodged against the Coordinator, they should contact the director of maintenance and security or the chief financial officer as noted. These individuals contact the Title IX Coordinator, if the Coordinator is not otherwise implicated in the incident. If the Coordinator has perpetrated the misconduct, then either the President (the Coordinator's supervisor) or the Vice President and CFO should be contacted.

- **Jeff Marshall**, Director of Maintenance and Security, jmarshall@ambs.edu, 574-298-2575 (cell)
- **Ron Ringenberg**, Vice President and Chief Financial Officer, rringb@ambs.edu, 574-296-6212 (office); 574-370-0345 (cell)

7. Responsible Employees and Confidential Resources

Unless designated as a *Confidential Resource*, AMBS employees are considered to be *Responsible Employees*, which means that if a survivor shares an incident of sexual conduct with them, it is their responsibility to notify the Title IX Coordinator of the incident immediately.

8. Confidential Resources

AMBS has a strong interest in having persons report complaints of sexual misconduct, but realizes that not everyone is prepared to make an official report. You can seek help from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety or the safety of others. If a person desires that details of the incident be kept confidential, they should speak with a counselor, clergy, or other professional provider who can maintain confidentiality. Such professionals generally are not required to report personally identifiable information given in confidence unless given permission. If the person chooses not to pursue a judicial process option (e.g., criminal charges), no further action will be taken unless the professional who receives the concern believes there is an imminent threat to the survivor or others. Persons who disclose incidents of sexual misconduct to their counselors, clergy, or other professional providers who can maintain confidentiality should discuss whether to have that person report the misconduct to AMBS and request interim measures required by Title IX, or request discretionary support measures from AMBS without reporting the nature of the conduct.

These AMBS employees are designated as confidential resources:

- **Andy Brubacher Kaethler**, Director of Campus Care, andybk@ambs.edu, 574-296-6284 (office), 574-389-0810 (cell)
- **Janeen Bertsche Johnson**, Director of Campus Ministries, jbjohnson@ambs.edu, 574-296-6216 (office), 574-536-9386 (cell)
- **AMBS Teaching Faculty**

9. Making a Report

If a person decides to make a formal report, a detailed (written, typed, emailed, or handwritten) statement of the alleged incident(s) should be submitted to the Title IX Coordinator. This formal statement should be signed and dated. The statement should be as specific as possible, including dates, times, locations, a description of the alleged misconduct and the name(s) of the accused person(s), and further provide a list of any person(s) who may have information that would be helpful to the investigation and review. The Title IX Coordinator will promptly investigate all formal reports.

10. Failure to Participate

Victims of sexual misconduct may choose not to submit a complaint to the Title IX Coordinator. However, should evidence of sexual misconduct come to the attention of the Administrative Cabinet, this governing body is required to investigate the allegation.

Any employee or student accused of sexual misconduct who refuses to participate in the Level 1 or Level 2 procedures will be placed on unpaid leave or will be withdrawn from courses and placed on leave of absence.

11. Prompt and Equitable Response

AMBS will address all sexual misconduct complaints with the following actions:

- Securing medical services in the event of violent sexual misconduct;
- Helping the complainant determine if the misconduct warrants criminal investigation, if requested;
- Advising the respondent of resources available at AMBS or in the community (e.g., health services, mental health resources, law enforcement authorities, pastoral or spiritual care resources);
- Ensuring the integrity and respect of the complainant and the respondent;
- Making reasonable changes in work, living, or academic program arrangements if needed;
- Carrying out a prompt and thorough investigation of a written complaint submitted to the Title IX Coordinator;
- Preserving confidentiality of the complainant and respondent as far as possible to carry out a thorough investigation of a complaint;
- Taking disciplinary or corrective action or imposing sanctions as appropriate and the investigation warrants;
- Advising the complainant and respondent of the outcomes of the investigation promptly and concurrently.

12. Procedure for Addressing Sexual Misconduct Complaints

The Title IX Coordinator will ensure that the procedures laid out below are followed and that the process is trauma-informed, prompt, thorough, and fair. The procedures set out in this policy apply to all employees, students, and third parties (e.g., volunteers, board members, internship supervisors, vendors, visitors, etc.).

If the complaint is of a criminal nature, law enforcement investigation will be carried out independently of investigations at AMBS.

The AMBS procedures include:

- An information-gathering process to determine the nature of the complaint;
- Level One Informal Resolution procedures OR
- Level Two Grievance and Investigation procedures

The information-gathering phase includes completion of a report by the complainant, with the help of the Title IX Coordinator if needed, which includes the following:

- names of the complainant and the alleged offender;
- type of sexual misconduct experienced (discrimination, harassment, violence);
- date(s) and location(s) when the alleged misconduct occurred;
- details of the alleged misconduct;
- other relevant details;
- the redress that is sought.

To the extent possible, AMBS seeks to protect the privacy of all parties involved in alleged acts of sexual discrimination, harassment, or violence. However, upon receipt of a complaint of sexual misconduct, AMBS is required by law to take action that ensures that the harassment and/or violence stops immediately, prevents its recurrence, and addresses its effects. These requirements will mean sharing limited and pertinent information with the accuser, accused, witnesses, investigators, and members of the Administrative Cabinet related to the specific complaint.

A Sexual Misconduct Response Team (SRMT) will be appointed by the Administrative Cabinet to work with the Title IX Coordinator within a week of the submitted complaint. This team will typically include a member of the Administrative Cabinet, a member of the teaching faculty, a member of the administrative faculty, and the Title IX Coordinator.

The Coordinator will determine a clear and prompt timeline for the major stages of the complaint process:

- Timeline for conducting the full investigation of the complaint;
- Timeline for the complainant and respondent to receive communication about the investigative process and the outcome;
- Timeline in which both parties may appeal the outcome of the investigative process.

13. Level 1 (Informal Resolution) Procedures

After receiving the report of the complainant, the Title IX Coordinator will ask the respondent to submit a written report within five days giving their perspective on the alleged misconduct.

The Coordinator will meet with the complainant (and an advocate for the complainant if requested) along with another AMBS administrator or faculty member who serves as a witness to the proceedings.

- If it is determined in that meeting the misconduct did not involve alleged sexual assault or interpersonal violence (including dating violence or domestic violence), the complainant may request that the Title IX Coordinator proceed with Level One/Informal Resolution. This request must be made in writing to the Title IX Coordinator who will determine if the allegations are eligible for this process.

- The Level 1/Information Resolution process does not require direct contact between the parties but is coordinated by the Title IX Coordinator, who facilitates and documents each step. The Level 1 process is intended to be flexible while enabling a full range of possible outcomes. The complainant will never be pressured to begin with this level. If the complainant has requested an investigation, the process moves to Level 2. A Level 1 process may be terminated at any time by either the complainant or the Title IX Coordinator, at which point the process will move to Level 2.
- In the Level 1 process the Coordinator will discuss the misconduct with the respondent to seek resolution and outline future expectations. The Coordinator will meet with the complainant along with another AMBS administrator or faculty member who serves as a witness to the proceedings. The respondent may bring an advocate if desired. Otherwise, the process moves to Level 2 procedures.

If a Level 1 process continues, the Title IX Coordinator will follow these procedures:

- An orderly, full, frank, and fair conversation about the sexual misconduct incident will allow the respondent to come to a fuller understanding of the situation.
- If the Title IX Coordinator and respondent can reach a satisfactory resolution to the complaint, including clear agreements for changes in behavior and understanding of consequences, then the Title IX Coordinator will close the conversation by verbally stating the understandings, outcomes, and commitments made through the procedure.
- A written report of the moderated process, including the stated understandings, outcomes, and commitments reached, will be submitted to the complainant and respondent for correction and signature.
- The following types of outcomes are possible in Level 1: facilitating an agreement between the parties, separating the parties, referring the parties to counseling programs, and conducting targeted educational and training programs.
- If an employee is the respondent, the outcome of the conversation will be reported to the supervisor. A written report will be filed in the Director of Human Resource's office.
- All other incident and investigation reports, including those in which a student is the accused, will be maintained in the Title IX Coordinator's files as required by federal law.
- Agreements reached via the informal resolution process shall be final and cannot be appealed absent the discovery of new and material information or other similar circumstances, in which case a new investigation may be initiated. AMBS anticipates that cases eligible for resolution via the information resolution process will be completed promptly.

14. Level 2 Procedures (Adjudication)

Any report can begin with the Level 2. All verbally threatening or any physically violent complaints must begin with the Level 2.

The Title IX Coordinator will work with the Administrative Cabinet to name a Sexual Misconduct Response Team (SMRT) to address the complaint within one week of receiving the complaint, or within one week of the complainant choosing to move a complaint to Level 2.

The Coordinator will also request that the respondent complete and sign a statement that addresses the following:

- names of the complainant and respondent;
- type of sexual misconduct alleged (discrimination, harassment, violence);
- date(s) and location(s) when the alleged misconduct occurred;
- details of the alleged misconduct including any information that explains the alleged behavior;
- other relevant details.

The SMRT will review the statements submitted by the complainant and respondent and determine next steps in the investigative process. Such investigation could include, but not be limited to: review of relevant evidence (e.g., email communications or other written or graphic communication; interviews with witnesses; legal implications of the alleged misconduct; review of any factors in AMBS community life that encouraged misconduct; etc.). Great care will be taken to ensure that the privacy rights of the complainant and respondent are reasonably protected given the nature of the investigation and/or possible threat to either party or the community.

The Title IX Coordinator will separately communicate the progress of the information gathering process (but not necessarily the findings) to the complainant and respondent in an ongoing and timely way.

Working with the SMRT, the Coordinator will develop a schedule for meetings to hear testimony from the complainant, respondent, witnesses, or others whose expertise may be relevant to the complaint. This schedule will take into careful consideration issues related to the physical and psychological safety of the complainant and respondent. The complainant and respondent may invite an advocate to attend meetings with the SMRT; the advocate will not contribute to the proceedings unless asked specifically to do so.

Meetings between the SMRT and the complainant, and between the SMRT and the respondent will follow this outline:

- The Title IX Coordinator, serving as convener of the meeting will state clearly the discussion procedure for the meeting.
- The complainant or respondent will have opportunity to be heard, understood, and actively involved in establishing the facts of the complaint.
- The Title IX Coordinator will make clear that the preponderance of evidence is the standard by which decisions related to the alleged misconduct will be made.
- An orderly, full, frank, and fair conversation about the sexual misconduct incident will allow the SMRT to come to a fuller understanding of the complaint, to determine whether sexual misconduct occurred and if so, to identify appropriate disciplinary actions or sanctions.
- The Title IX Coordinator will summarize verbally the findings, understandings, and/or decisions reached during the meetings.
- If future meetings are required, next meeting times will be set before the conclusion of the meeting OR agreements made for follow-up scheduling.
- A written summary of the meetings will be available to the SMRT, the complainant and respondent within five working days of the meeting.

At the conclusion of all scheduled meetings, the SMRT will determine whether sexual misconduct did occur and what disciplinary actions or sanctions will follow. The future safety of the complainant and respondent will be considered in these deliberations.

The Title IX Coordinator will meet with the Administrative Cabinet and distribute a written report of the SMRT's determination of the sexual misconduct complaint, including disciplinary actions or sanctions, within 24 hours of the final SMRT meeting. Any disciplinary actions required for the safety of the complainant and respondent will take effect immediately.

The Title IX Coordinator will communicate the action of the Administrative Cabinet to the complainant and the respondent in writing within 24 hours of the Administrative Cabinet meeting.

Within ten working days, the Title IX Coordinator will compile the meeting schedule, all meeting summaries, final determination related to sexual misconduct, and action of the Administrative Cabinet. This report will be filed in the office of the Coordinator.

15. Disciplinary Actions and Sanctions

If the Sexual Misconduct Response Team determines that the respondent did engage in sexual misconduct (discrimination, harassment, or violence), the following examples of possible disciplinary actions or sanctions may be imposed:

- Verbal reprimand with possible warnings
- Probationary period
- Written reprimand with warnings in personnel or student file
- Monitored, restricted, or denial of access to AMBS campus, programs, online resources, continuing education, employee or all-campus social gatherings, salary increases, research funds.
- No social or verbal interactions with respondent (including change of residence, work schedule or course schedule if necessary)
- Mandatory counseling/therapy or training at respondent's expense
- Suspension from work (unpaid) or courses for a period of time
- Dismissal from employment or academic program

In addition, when it has been ascertained that an employee who is licensed or ordained for ministry has engaged in sexual misconduct, the appropriate official from the credentialing body, including MC Canada or MC USA, will be notified.

16. Prompt and Equitable Requirements

The Level 1 or Level 2 procedures will seek to determine whether sexual discrimination, harassment or violence has occurred using the preponderance of evidence standard.

AMBS will maintain documentation of all proceedings related to the complaint independent of other criminal investigation.

The Title IX Coordinator will ensure that both parties are concurrently given written notification of the outcome of the mediation or grievance procedures. FERPA laws permit AMBS to disclose information to the accuser related to the sanction imposed upon a student, employee, or third

party who was found to have engaged in discrimination or harassment if the sanction directly relates to the complainant

17. Appeal of Sexual Misconduct Response Team’s Ruling

The complainant or the respondent may appeal the outcome of the Sexual Misconduct Response Team’s (SMRT) findings and ruling to the AMBS president within ten working days (Monday through Friday) of its receipt. The president will have 30 days to review the work of the SMRT, conduct other deliberative work, and determine whether to honor the appeal. The decision of the president will be final. If the president is the respondent, the appeal will go to the chair of the AMBS board of trustees, and possibly Mennonite Education Agency and Mennonite Church Canada Joint Council, for review and final decision.

18. Remedies and Enforcement

If the process determined that sexual discrimination, harassment, or violence has occurred, AMBS will take steps promptly to protect the complainant.

AMBS personnel will follow-up with the complainant and the respondent to offer support and assistance, which could include referrals to local agencies or ministries for ongoing counseling.

The Title IX Coordinator will have resources available for educating employees and students on the definition, nature, evidence, and consequences of sexual discrimination, sexual harassment, and sexual violence.

19. Elkhart Campus Community Resources

Emergency	911	
Elkhart General Hospital Emergency Room	600 East Blvd., Elkhart, IN	574-523-3315
Oaklawn Community Mental Health Center	2600 Oakland Ave., Elkhart, IN	574-533-1234
Samaritan Center	221 E. Crawford St., Elkhart, IN	574-262-3597
Elkhart City Police	175 E. Waterfall, Dr., Elkhart, IN	574-295-7070
S-O-S of the Family Justice Center	South Bend, IN	Hotline: 5742894357 Business: 5742346900 Website: http://ficsjc.org

Community Resources for employees or student participating in distance programs will be gathered by the Title IX Coordinator.

20. Retaliatory Behavior

AMBS will not tolerate retaliatory behavior toward the complainant, witnesses, advocates, or others involved in processing the complaint by any person, group, or organization. It will also not tolerate retaliatory behavior toward the respondent, witnesses, or advocates by any person, group, or organization. Retaliation by an AMBS employee may result in suspension or possibly termination of employment; retaliation by student(s) may result in suspension from courses and/or termination of student status.

21. Intentionally Dishonest Complaints of Sexual Misconduct

This Sexual Misconduct policy assumes “good faith” on the part of the person lodging the complaint and/or activating the grievance procedures. Anyone who has submitted a sexual misconduct complaint that is intentionally deceiving, dishonest, or malicious or has given false or misleading testimony in the pursuit of a complaint will be subject to disciplinary action. Persons who feel they have been falsely accused of sexual misconduct may utilize the AMBS grievance policy.

-Approved by AMBS Board, October 28–29, 1994

-Approved by Administrative Cabinet, August 22, 2002

-Updated policy approved by Administrative Cabinet, August 12, 2013

-Revised by Administrative Cabinet, December 17, 2013

-Revised and approved by Administrative Cabinet, January 5, 2016

-Revised and approved by AMBS Board, April 20, 2018

-Updated for role changes, June 14, 2019

-Revised and approved by Administrative Cabinet, July 23, 2019