It is anticipated that Chancellor Malhotra will recommend the appointment of Dr. Edward Inch as President of Minnesota State University, Mankato.
BACKGROUND
Following the announcement of the retirement of Richard Davenport as president of Minnesota State University, Mankato, Chancellor Malhotra initiated a national search for the next president. The executive search firm Greenwood Asher was retained to assist with the recruitment of this position.

A search advisory committee was appointed in the Fall, 2020, consisting of the following members:

Henry Morris, VP of Diversity & Inclusion (Administrator)
Anne Dahlman, Interim Dean Global Education (Administrator)
Julie Dornack, Administrative Assistant to the Dean of Library & Learning (AFSCME)
Mike Hahn, Director of Small Business Development (MAPE)
Bryan Schneider, Assistant CIO & Director of Technical Services (MMA)
Mandy Weister, Assistant Director of Career Development Center (MSUAASF)
Andrew Trenne, Student Body President (Student)
Andi Lassiter, Professor in Psychology (IFO)
Sherrise Truesdale, Associate Professor in Sociology & Corrections (IFO)
Paul Hanson, Board Chair of Minnesota State University, Mankato Foundation (Community)
Jessica Beyer, President & CEO of Greater Mankato Growth (Community)

The following individuals provided support to the committee:

Robbyn Wacker, President, St. Cloud State University
Renee Hogoboom, Executive Search Manager, System Office
Steve Barrett, Human Resource Officer, Minnesota State University, Mankato
Sheri Sargent, Chief of Staff, Minnesota State University, Mankato

The position was advertised nationally in a variety of higher education and diversity publications. At the same time, the search consultant initiated an aggressive recruitment campaign. There were a total of 72 applicants. From this pool, the search advisory committee selected 13 individuals for initial interviews and forwarded its assessment of the candidates to the Chancellor. On the committee’s recommendation, Chancellor Malhotra selected five
finalists to participate in system office virtual interviews; one candidate withdrew her candidacy. The virtual interviews were conducted by Chancellor Malhotra, members of the chancellor’s cabinet, and Trustees Jay Cowles, Dawn Erlandson, Kathy Sheran, and Michael Vekich.

Reference and background checks were conducted.

After careful consideration and review, the chancellor selected one candidate to recommend to the Board of Trustees for approval.

At this time, Chancellor Malhotra recommends Dr. Edward Inch to be the next president of Minnesota State University, Mankato.

**RECOMMENDED COMMITTEE MOTION**

The Human Resources Committee recommends that the Board of Trustees adopt the following motion.

**RECOMMENDED BOARD MOTION**

The Board of Trustees, upon the recommendation of Chancellor Malhotra, appoint Dr. Edward Inch as President of Minnesota State University, Mankato effective July 1, 2021. The board authorizes the chancellor, in consultation with the chair of the board and the chair of the Human Resources Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Minnesota State Colleges and Universities Personnel Plan for Administrators.

*Date Presented to the Board of Trustees:* 03/17/21

*Date of Implementation:* 07/01/21
Edward S. Inch, PhD

EDUCATION

University of Washington, PhD, Speech Communication
Emphasis: International conflict and dispute resolution, advocacy, and persuasion
Dissertation: National Security Council Memorandum no. 68 and the Creation of Cold War World Visions

University of Oregon, MS, Rhetoric and Communication
Emphasis: Social movements, advocacy, conflict and dispute resolution

Western Washington University, BA, Speech Communication
Emphasis: Argumentation and advocacy

CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

Provost Academy, AASCU-Penson: Center for Professional Development, 2016 – 2017

Fellow, Executive Leadership Academy, University of California, Berkeley, 2015


Fundraising for Academic Leaders, California State University, 2014

Chief Academic Officer Institute, Council of Independent Colleges, 2009

Certificate, International Peacebuilder, Nansen Academy, Lillehammer, Norway, 2009

Accreditor, Northwest Commission on Colleges and Universities, 2006


ACE Fellow, American Council on Education, 2006 – 2007


Institute for Educational Assessment, Alverno College, 1996
SUMMARY OF ADMINISTRATIVE POSITIONS

- Provost and Vice President of Academic Affairs, California State University, East Bay, 2016 – present
- Dean, College of Arts & Letters, California State University, Sacramento, 2011 – 2016
- Provost and Vice President for Academic Affairs, Capital University, 2009 – 2010
- Dean, School of Arts and Communication, Pacific Lutheran University, 2006 – 2009
- Dean (Acting), School of the Arts, Pacific Lutheran University, 2003 – 2006
- Chair, Department of Communication and Theatre, Pacific Lutheran University, 1994 – 2006
- Director, Independent Liberal Arts Colleges Abroad, 1993
- Director of Forensics, Pacific Lutheran University, 1986 – 2006
- Director of National Tournament Debate Program, Western Washington University, 1984—1986

SUMMARY OF ACADEMIC POSITIONS

- Tenured Professor, Department of Communication, California State University, East Bay, 2016 – present
- Tenured Professor, Department of Communication Studies, California State University, Sacramento, 2011 – 2016
- Tenured Professor, Department of Communication, Capital University, 2009 – 2010
- Tenured Professor, Department of Communication and Theatre, Pacific Lutheran University, 2001 – 2011
- Tenured Associate Professor, Department of Communication and Theatre, Pacific Lutheran University, 1993 – 2001
- Assistant Professor, Department of Communication and Theatre, Pacific Lutheran University, 1986 – 1993
- Lecturer, Department of Speech Communication, Western Washington University, 1984 – 1986

ADMINISTRATIVE EXPERIENCE

CALIFORNIA STATE UNIVERSITY, EAST BAY, HAYWARD, CA, 2016 - present

Provost and Vice President for Academic Affairs

Position Description

Leading the Division of Academic Affairs in a four-year, public university as part of the 23 campus California State University system, Cal State East Bay is a highly diverse, student-centered, community-engaged university with a student body of more than 14,500 and a faculty of more than 850 in three locations (Hayward, Concord, Oakland). The University offers 49 baccalaureate degrees, 24 credentials and certificates, 34 master’s degrees and a doctorate in Educational Leadership in a rich blend of liberal arts and professional programs. Most staff and faculty members are represented by one of 11 unions. Academic Affairs has an annual operating budget over $75M. East Bay is a Hispanic, Asian American, Native American, and Pacific Islander serving institution and has been recognized as one of the most diverse and transformative institutions in the US.
The Provost oversees the direction and administration of four academic colleges (Science; Business and Economics; Education and Allied Studies; and Letters, Arts, and Social Sciences); the libraries; academic centers; extended and cooperative learning; international education; Concord Campus, Oakland Center, and the Online Campus.

**Major Accomplishments**

**Visioning and Strategic Planning**

- Led development of the university’s strategic enrollment management plan, “Strategic Plan for Equitable Student Success,” to implement a model that spans from recruitment through to alumni as life-long learners.
- Led the efforts to design and implement the university’s first Strategic Enrollment Management Plan in 2017 as a collaborative effort among the University’s divisions, faculty, and staff. This plan was revised and updated with the implementation of the “Strategic Plan for Equitable Student Success.”
- Expanded the Office of Sustainability. Added Climate Action Fellow and staff assistance, supported development of curriculum emphasizing sustainability and climate action strategies. Secured support for the campus Climate Action Plan.
- Created the Academic Affairs Office of Resources and Planning to manage resources and implement long-range, transparent budget strategies.
- Initiated campus conversations with the broad theme of “Lean Forward, East Bay's Next 60 Years” to start a “future-based” conversation about life-long learning, visioning, and strategic planning.

**Diversity, Equity, and Inclusion**

- Initiated tenure track equity hiring program focusing on recruiting and retaining culturally competent professors to focus on reduction of equity gaps, support access initiatives, and improve gateway course instruction.
- Sponsored cultural awareness program and speaker series with the University Diversity Officer (UDO).
- Partnered with UDO to redesign and strengthen faculty recruiting and hiring processes.
- Collaborated with UDO to enhance the Diversity and Inclusion Center with Diversity Fellows Program.
- Led redesign of Affinity Centers and staffing portfolios to focus on equity and retention.
- Directed development of analytic tools and oversaw faculty development program focused on identifying courses, especially gateway courses, with high equity gaps and worked on improvement strategies.
- Focused resources toward the inclusive redesign of courses and programs to promote equitable learning opportunities.
- Implemented proactive search processes to support the development of applicant pools reflective of the students and communities we serve.
- Designed and collaborated with Student Affairs to implement an emergency grant program to support students.
- Initiated technology program to provide every student with a tablet, laptop, or desktop.
- Developed and implemented the “First Job on Campus” program to provide incoming students with campus employment.
**Shared Governance and Consensus**

- Oversaw division’s COVID-19 response planning and implementation in transition to virtual learning and student support. Worked closely with Academic Senate leadership to ensure faculty were prepared, students had access, and focus on *Graduation Initiative 2025* goals was central.
- Collaborated with faculty leadership to implement system-wide *Graduation Initiative 2025* student success goals and improved in overall degree completion rates, reduced equity gaps, and increased retention rates.
- Initiated conversations with faculty leadership to develop strategies to reduce equity gaps.
- Developed with Academic Senate leadership a faculty workload program to provide for improved research opportunities.
- Developed and implemented a faculty workload plan to support student/faculty research and creative activities.
- Led discussions with the Academic Senate budget committee to refine budget priorities.

**Academic Excellence and Student Success**

- Initiated partnership with the Chabot/Las Positas Community College District to create scalable, comprehensive advising and student support services across campuses. The project, the “East Bay Agile Network,” standardizes student pathways, advising, and support services while providing access for students to each campus and will support more than 40K students.
- Led redesign of university-wide advising and student support services including the implementation of predictive analytics, strategic course scheduling, and development of case management and referral systems.
- Implemented a redesign of student service and support programs including implementation of the Faculty Fellows Master Advising Program, Student Success Collaborative advising platform, STEM Lab, and college advising centers.
- Established an internship center to coordinate opportunities, provide orientation and support, and ensure placements are appropriately vetted and assessed.
- Oversaw redesign of graduate programs to identify new programs, provide stronger student support, and create more research opportunities.
- Directed redesign of Institutional Research and worked with the Academic Senate to identify key performance indicators and align resources to strategy.
- Initiated and led the reorganization of Undergraduate Studies, Graduate Studies, Advising, Career Development, and accreditation/assessment.
- Initiated and supported community conversations around student success, equity and inclusion, and secure learning spaces.
- Oversaw successful reaccreditation the College of Business; College of Education and Allied Studies; School of Nursing, Department of Social Work; Department of Speech, Language, and Hearing Sciences. Providing assessment reports for university accreditor WASC Senior College and University Commission.
- Directed and oversaw the development of learning spaces equipped for both in-person and remote learning at all three university locations (Hayward Campus, Oakland Center, Concord Campus). Initiated conversations to convert elements of the curriculum toward hyflex, multi-modal delivery.
- Oversaw implementation strategy for 24/7 student support through chatbots, development of strategic course scheduling, and student support systems using predictive analytics.
- Implemented an Open Education Resource plan to support student access and reduce student costs.
Resource, Community Development, Brand Enhancement

- Led development of program plan and wrote case statement for new $100M learning commons project including innovation and entrepreneurship center.
- Developed case statement and oversaw program development for Applied Science Center. Worked successfully with University Advancement and President to secure a $15M lead gift.
- Collaborated with Advancement and the College of Education and Allied Studies to secure $30M in funding from the US Department of Education for the Hayward Promise Neighborhood (HPN) initiative. Continuing to work with College and community partners to secure matching contributions.
- Redesigned STEM Institute to focus on Pre-K through 12 math with partner schools and public/private support agencies.
- Awarded $4.2M in grants to redesign advising and student support services using predictive analytics and a common advising/referral platform.
- Author and principal investigator of $450K grant to study and identify barriers to student success and design potential interventions.
- Developed and was awarded a $350K grant to design a pilot program using predictive analytics, providing advisor development, and creating a regional student success collaborative with the Chabot/Las Positas Community College District.
- Directed successful effort to reintegrate University retirees with campus life and activities.
- Developed partnership with University Advancement to integrate development directors into the colleges and design advancement strategies for each area.
- Directed program design team and led fundraising efforts for new innovation and entrepreneurship program.

CALIFORNIA STATE UNIVERSITY, SACRAMENTO, CA, 2011 - 2016

Dean, College of Arts & Letters

Position Description

Led the largest academic unit within a comprehensive, public university that enrolled more than 29,000 students. The College was comprised of 10 departments ranging from the creative arts to the humanities to professional studies, four galleries, four performance stages, and seven centers. Dedicated to the life-altering potential of learning that balances liberal arts education with depth of knowledge in a discipline, the College of Arts & Letters had an annual operating budget of over $20M and offered more than 24 degree programs with more than 400 faculty members.

Major Accomplishments

Visioning and Strategic Planning

- Collaborated with faculty, staff, students, and community partners to design and write the university strategic plan. Consulted broadly across the University and with community constituents.
- Initiated department and College strategic planning efforts including new and revised degree designs.
- Chaired the Academic Affairs Budget Advisory Committee to create a transparent, balanced, multi-year budget design that aligned resources to strategic plan.
• Led task force to redesign the Academic Affairs' budget allocation model for division’s $95M annual operating budget to allow multi-year budget planning.
• Led task force to develop the strategic direction for University space and technology management.
• Transformed College budget allocation processes to provide greater transparency.
• Refocused College strategy toward developing, supporting, and enhancing community partnerships and connections.

Diversity, Equity, and Inclusion

• Implemented programs to support and develop women leaders.
• Developed processes to improve the diversity of staff and faculty applicant pools.
• Leveraged College resources to engage underserved and underrepresented communities through outreach programs as well as partnering with the Hispanic Chamber of Commerce.

Shared Governance and Consensus

• Collaborated with faculty leadership to improve College retention and graduation rates. Developed the “Four Year Promise,” created a college-based curriculum and degree completion program.
• Led development of a "master class" program for faculty and staff to advance leadership, curriculum, and advancement skills.
• Created the College Faculty Fellows Program to support leadership development.

Academic Excellence and Student Success

• Created a college-based curriculum focused on community engagement, degree completion, and student engagement.
• Initiated and funded programs to enhance student/faculty research and creative activity projects.
• Directed College efforts to streamline, modernize, and refocus curriculum to support University graduation initiatives.
• Initiated program to improve college-wide communication using digital platforms for feedback, comment, and idea development.
• Implemented curriculum focused on enhancing regional partnerships with creative and cultural organizations.

Resource, Community Development, Brand Enhancement

• Led efforts that secured $2M for the Peter H. Shattuck Endowed Chair in Colonial History--the first endowed chair in the College and the second for the University.
• Initiated strategic development plan for College. Successfully increased funding for programs and scholarships.
• Organized college-wide effort to strengthen and establish alumni chapters.
• Led cross-university development efforts by partnering with other colleges and University Advancement to establish the “Deans’ Deck” for donors and alumni.
• Increased donor and alumni participation in College performances and festivals.
• Created a college-wide branding and identity program to support outreach and messaging.
• Implemented community engagement programming with community-based events, increased regional engagement and strengthened regional partnerships.
• Developed community-oriented festivals including *U-Nite at the Crocker, U-Create! Street Faire*, and *Family Funday Sunday*.
• Earned Sacramento Arts & Business Council’s *Business/Arts Partnership Award*, 2014.
• Initiated development of Sacramento State’s Digital Arts Lab at Blue Line Arts to support youth summer programming.

**CAPITAL UNIVERSITY, COLUMBUS, OH, 2009-2010**

*Provost and Vice President for Academic Affairs*

Led the Division of Academic Affairs for a comprehensive, independent university that enrolled 3,800 students comprised of five schools on the main campus and law school in central Columbus. Dedicated to open inquiry and the transformation of lives through education and experience, Capital University offered more than 60 degree programs and employed more than 250 faculty members.

**Major Accomplishments**

• Developed strategies, in conjunction with University Advancement, to strengthen alumni relations.
• Redesigned and led the development of the center for experiential learning focusing on service learning, internships, and global education.
• Designed and led the transition plan from a blend of three- and four-unit courses to a four-unit standard. Designed a new day schedule with a proposal for a new academic calendar.
• Initiated discussions on General Education reform and curriculum alignment for liberal and professional degrees.
• Reorganized adult and graduate education and initiated process for program review and market analysis to develop synergies across school and disciplinary lines.

**PACIFIC LUTHERAN UNIVERSITY, TACOMA, WA, 1986 - 2009**

*Dean, School of Arts & Communication, 2006 – 2009*

*Dean (Acting), School of the Arts, 2003 – 2006*

*Chair, Department of Communication and Theatre, 1994 – 2006*

*Director of Forensics, 1986 – 2006*

Progressive promotions and increased responsibilities over a twenty-three-year period in private comprehensive university that enrolled 3,500 students and offered more than 60 degree programs. Let professional school dedicated to the fulfillment of the human spirit through creative expression and careful, rigorous scholarship, the School of Arts and Communication encouraged students to pursue artistic and scholarly work in an environment that challenges complacency, nurtures personal growth and maintains a strong culture of collegial integrity. Comprised of Art, Communication, Dance, Music and Theatre, the school was the University’s largest academic unit with 39 tenure-line
appointments and 40 visiting and affiliate faculty members offering six degree programs with an annual operating budget of approximately $6M.

**Major Accomplishments**

- Generated external support for programs and facilities. Worked with University Development to secure $10M for redesigned and revitalized performing arts center.
- Led international initiatives and programs focusing on dispute resolution in Norway, Serbia, Kosovo, and Macedonia.
- Developed cross-disciplinary conflict management bachelors and masters degree programs.
- Initiated identity and strategic communication campaign for School.
- Developed and implemented a strategic plan for the School.
- Organized and oversaw comprehensive program and accreditation reviews in Art, Theatre, Music, and Communication.
- Directed development and integration of global education into the School curriculum. Established programming, internships, and international partnerships.
- Led the successful redesign of the School curriculum that integrated high-impact practices.
- Generated goals and standards for retention and recruitment of faculty and administrative staff. Hired 23 full-time, new and replacement tenure-line positions.
- Implemented professional standards for ongoing faculty review and support.
- Initiated school-wide recognitions and celebrations for faculty and student achievement.
- Developed and taught undergraduate and graduate-level communication courses in conflict, mediation, argumentation, arts management, and public speaking.
- Facilitated workshops in the University’s leadership development program.
- Designed and implemented an assessment program that became the basis for the University assessment design.
- Directed and implemented global initiatives resulting in three international faculty fellowships, 12 international departmental programs, and faculty research grants for global study and practice.
- Collaborated with University constituents to design and implement a global education strategic plan.
- Developed professional outreach programs for each concentration area in the department.

**PUBLICATIONS, PRESENTATIONS, AND RESEARCH (Selected)**

**PUBLICATIONS AND RESEARCH**


PRESENTATIONS, LECTURES, AND PROFESSIONAL WORKSHOPS (Selected)


• Edward S. Inch, “Problem People & Hard Decisions,” Department of Public Policy and Administration, California State University, Sacramento, 2015.

Curriculum Vitae

Edward S. Inch, PhD


ACADEMIC AND PROFESSIONAL SERVICE (Selected)

CALIFORNIA STATE UNIVERSITY, EAST BAY, CA

• Mentor, American Council on Education, 2019 – present
• Mentor, Doctoral Program in Education Leadership, 2019 – 2020
• Provost Representative, Council of Library Deans, 2017 – present
• Vice-Chair, CSU East Bay Foundation, Inc., 2016 – present
• Chair, Vice President for Student Affairs Search Committee, 2018
• Chair, Associate Vice President and Chief Information Officer Search Committee, 2017

CALIFORNIA STATE UNIVERSITY, SACRAMENTO, CA

• Chair, Academic Affairs Budget Advisory Committee, 2015 – 2016
• Chair, Academic Affairs Budget Task Force, 2014 – 2015
• Chair, Space and Scheduling Task Force, 2014 – 2015
• Placer Ranch Development Committee, 2013 – 2015
• Member, Social Science and Interdisciplinary Studies Dean Search Committee, 2014
• Member, University Strategic Planning Task Force, 2013 – 2014
• Chair, University Pre-Strategic Planning Committee, 2013
• Member, Graduation Initiative Task Force, 2012 – 2015
• Member, X-Files Advisory Committee: Early Adopters and Testers, 2011 – 2014
• Member, Honors Program Scholarship Committee, 2011 – 2016
• Member, Administrative Computing Advisory Committee, 2011 – 2014
Curriculum Vitae

Edward S. Inch, PhD

• Facilitator, Designing a Strategic Plan Workshop, President’s Cabinet, 2007
• Facilitator, Planning and Communication Strategies, University Enterprises, Inc., 2007
• Facilitator, Conflict Management and Teambuilding, Administration and Business Affairs, 2007
• Member, Budget Advisory Committee, 2007
• Member, Strategic Planning Task Force, 2006 – 2007

PACIFIC LUTHERAN UNIVERSITY, TACOMA, WA

• Member, Eastvold Planning and Redevelopment Committee, 2003 – 2009
• Co-Chair, Global Education Strategic Planning Committee, 2003 – 2004
• Member, Teagle Grant International Programs Committee, 2003 – 2004
• Chair, International Education Committee, 1999 – 2002
• Member, University Assessment Commission, 1998 – 1999
• Director, Media Computer Lab, 1995 – 2002
• Co-Chair, First Year Core Committee, 1996 – 1998
• Director, Independent Liberal Arts Colleges Abroad (ILACA), 1993

COMMUNITY AND REGIONAL SERVICE (Selected)

EAST BAY AREA, CA

• CSU System Provost Representative, Council of Library Deans, 2018 – present
• Trustee, East Bay Education Foundation Board, California State University, East Bay, 2016 – present
• Chair, East Bay Foundation Board, California State University, East Bay, 2016 – present

SACRAMENTO AND REGION, CA

• Board Member, Developmental Disabilities Service Organization, Sacramento, CA 2016
• Board Member, Sacramento Philharmonic and Opera, Sacramento, CA 2015 – 2016
• Board Member, Blue Line Arts, Roseville, CA 2014 – 2016
• Member, Rotary International, Downtown Sacramento, CA 2012 – 2016
• Board Member, Two-in-Tune (Sacramento Philharmonic and Opera), Sacramento, CA 2013 – 2014
• Board Member, Arts & Business Council, Sacramento, CA 2011 – 2014
• Contributing Advisor, For Arts Sake, Sacramento, CA 2011 - 2012

TACOMA AND NORTHWEST REGION, WA

• Accréditeur, Northwest Commission on Colleges and Universities, 2006 – 2009
• Member, Executive Board of Directors, Foss Waterway Seaport, Tacoma, WA 2008 – 2010
• Member, St. John’s Bible Advisory Committee, Tacoma Art Museum, Tacoma, WA 2007 – 2008
DISCIPLINARY SERVICE (Selected)

NATIONAL PARLIAMENTARY DEBATE ASSOCIATION

- President, 2004 – 2006
- Vice President, 2001 – 2004
- National Committee Member, 1997 – 2006
- Member, National Council, 1996 – 2006

NATIONAL CROSS EXAMINATION DEBATE ASSOCIATION

- Northwest Regional Representative, 1994 – 1997
- Member, Developmental Conference Committee, 1992
- Chair, Mentoring Program, 1990 – 1992
- Chair, New Program Materials Committee, 1988 – 1990

PI KAPPA DELTA NATIONAL FORENSICS HONORARY

- National Tournament Director, 1994 – 1996
- Member, National Council, 1992 – 1996
- Chair, Public Relations Committee, 1990 – 1992
- Northwest Regional Governor, 1988 – 1992

AMERICAN FORENSICS ASSOCIATION

- National Host, National Individual Events Tournament, 1991
- Member, National Council, 1987 – 1991
- District II Chair, National Individual Events Tournament, 1986 – 1990

WESTERN FORENSICS ASSOCIATION

- Vice President, 1991-1993
- Secretary Treasurer, 1988-1991

NORTHWEST FORENSICS CONFERENCE

- Chair, By-Law Revision Committee, 1990-1992
- Tournament Director, 1990-2005

AWARDS, DISSERTATION, GRANTS

- *East Bay College Agile Network*, $350K, Koret Foundation, 2020
- *Pioneer Pathways*, $4M, Stupski Foundation, 2020
- *Proactive Advising and Predictive Analytics Planning*, $200K, Stupski Foundation, 2019
- *Pioneers for Hope Learning Framework*, $450K, Stupski Foundation
- Inducted into *Phi Kappa Phi* Honor Society, 2016
Curriculum Vitae

Edward S. Inch, PhD

- *Developing International Internships*, $5K, Teagle Foundation, 2002
- *Assessing the Role and Impact of the Committee on the Present Danger*, $2K, Pacific Lutheran University Regents Award, 1990

A complete *curriculum vitae* and references are available upon request