

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS

BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING

Oklahoma City, Oklahoma

November 13, 2018

11:00 a.m.

- I. Call to Order
- II. Roll Call
- III. Discussion and Possible Action on Minutes of Board of Trustees Meeting of May 8, 2018
- IV. Report from Chief Academic Officer
 - i. Curriculum and Instruction
 - ii. Special Events
- V. Report from the Director of Admissions
 - i. General Admissions Update
- VI. Report from the Director of Development
 - i. Giving and Donors
 - ii. Grants and Projects
 - iii. Outreach, Visitors and Tours
- VII. Report from Chief Fiscal Officer
 - i. Financial Operations Update
- VIII. Report from the President
 - i. External Matters (Outreach/Public and Governmental Relations)
 - ii. Internal Matters (Personnel and Residential Life)
- IX. Executive Order 2015-46
- X. New Business: Any Matter Not Known About or Which Could Not Have Been Reasonably Foreseen Prior to the Time of Posting of the Agenda (as defined in Oklahoma Statutes Title 25, Section 311 (A)(9))
- XI. Adjournment

OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS

**BOARD OF TRUSTEES
Executive Committee**

**Oklahoma School of Science and Mathematics
1141 North Lincoln Boulevard
Oklahoma City, Oklahoma**

**November 13, 2018
11:00 a.m.**

Present: Dan Little, Lance Benham, and Jack Coffman.

OSSM Staff: Amanda Bonnett, Pam Felactu, Shannon Gorbet, Lynn Morgan, Jan Neufeld, and Frank Wang.

Absent: David Drennan, Geoff Simpson, and Donna Windel.

Guest: n/a

The Executive Committee of the Board of Trustees of the Oklahoma School of Science and Mathematics held a meeting at 11:00 a.m., November 13, 2018 at 1141 North Lincoln Boulevard, Oklahoma City, Oklahoma. The Board conducted the meeting in accordance with the agenda, a copy of which is attached.

Little called the meeting to order at 11:06 a.m.

Take Action on Minutes of Executive Committee Meeting May 8, 2018: Minutes from the Executive Committee meeting on May 8th were not approved because a quorum is needed.

Report from Chief Academic Officer: Neufeld reported that the semester is going well. The Academic Services Office has developed a timeline for the remainder of the semester. The end of the second grading period has occurred and grades are currently due. Academic committee meetings will take place next week to identify students who need support. Students are returning Spring 2019 semester course schedule requests and advisors are approving requests. The end of the semester is near and the last day of classes will be December 14th. December 1st is Preview Day for visiting potential students to OSSM. Dr. Neufeld attended meetings in Houston for the National Consortium of Specialized STEM Schools. Mid-year faculty evaluations are underway and will be concluded by the end of the semester. Final evaluations will be conducted in the spring. Questions from the Board were answered by Dr. Neufeld, Dr. Wang, and Mr. Morgan.

Report from the Director of Admissions. Wang reported on behalf of Kuehl that we anticipate a record turnout for Preview Day again this year. Attendance at the event and along with aggressive recruitment in Oklahoma should enable enrollment to include yet another academically strong and diverse group of students for the class of 2021. Recruitment of new students at recruitment fairs and strong interest in the Student Shadow Program will continue to strengthen this year's applicant pool. New partnerships with OU and OCU are being explored and should make OSSM more attractive to international students. There is an anticipated enrollment of 3-5 Korean students for the class of 2021. There were no questions from the Board.

Report from the Director of Development: Felactu reported that the budget goals will be met at the end of the year. In October, the Foundation received a \$5,000 donation from Marathon Oil for the OSSM Summer Academy Scholarships and \$20,000 from the Kirkpatrick Foundation for the 2018/2019 Fine Arts Program. Quantum Experience will be held March 26th. The sponsorship letters for the event were mailed out October 31st. The 2017-2018 OSSM Foundation Annual Report has been completed. It will be mailed out with the Annual Appeal in November. There were no questions from the Board.

Report from Chief Fiscal Officer: Morgan reported on the final numbers for the FY2018 budget. This past year, we have purchased wifi and Lightspeed which has given control throughout the school day for internet access. We have purchased new mattresses for the residence hall. The budget request for FY19 has been submitted to the Governor. Within the FY19 budget, we requested fund for 2 full-time and 1 half-time faculty instructors. Questions from the Board were answered by Ms. Gorbet, Mr. Morgan, and Dr. Wang.

Report from the President: Wang reported that he met with the Superintendent of Oklahoma City Public Schools (OKCPS) to discuss a proposal of how OSSM and OKCPS might work together which could possibly include OKCPS students utilizing OSSM's Virtual Regional Center Program. Dr. Wang and Ms. Felactu met with Michael Carolina and Taylor Shinn to discuss continued funding for the Baker Hughes/GE Summer Science Academy. The OSSM Foundation held two outreach events – one in Oklahoma City and one in Tulsa – in October. Both were well attended. Dr. Wang and Dr. Neufeld visited all of the Regional Centers and numerous schools while on drives to the Regional Centers. We are actively looking to also build our Virtual Regional Center Program. Wang answered questions from the Board.

New Business: No new business was discussed.

Adjournment: The meeting was adjourned at 1:08 p.m.