

**OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS  
BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE MEETING  
VIRTUAL SPECIAL MEETING**

Oklahoma School of Science and Mathematics  
1141 N. Lincoln Blvd.  
Oklahoma City, Oklahoma 73104  
Sen. Bernice Shedrick Library Building, Small Conference Room  
Tuesday, July 14th, 2020, 11:00 a.m.

**AGENDA**

**The Special meeting will be available for viewing by the press and public online at**

<https://us02web.zoom.us/j/89386475607?pwd=TDJPYTJBMzVCMzBpVW1NWEN0YnZiZz09>

Meeting ID: 893 8647 5607

Password: 1Hutbj

**This Special meeting is being held consistent with the amendments to the Open Meeting Act, 25 O.S. 2011, § 301 *et seq.*, signed into law by Gov. J. Kevin Stitt on Wednesday, March 18, 2020. See Senate Bill No. 661, 2020 O.S.L 3, § 3.**

---

**Members of the Executive Committee of the Board of Trustees will appear as follows:**

Dan Little, Chairman	<b>Attending in Person</b>
Mr. Lance Benham, Trustee	<b>Attending via Videoconference</b>
Ms. Sara Brown, Trustee	<b>Attending via Videoconference</b>
Mr. Jack Coffman, Trustee	<b>Attending via Videoconference</b>
Dr. David Drennan, Trustee	<b>Attending via Videoconference</b>
Mr. Geoffrey Simpson, Trustee	<b>Attending via Videoconference</b>
Ms. Donna Windel, Trustee	<b>Attending via Videoconference</b>

---

Also appearing in person with Chairman Little will be President Dr. Frank Wang, and counsel to OSSM, Assistant Attorney General Thomas R. Schneider

**IN THE EVENT ELECTRONIC COMMUNICATIONS ARE LOST OR COMPROMISED OR LIVESTREAMING IS INTERRUPTED DURING THE MEETING, THE OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS WILL TEMPORARILY RECESS IN ORDER FOR TECHNICAL DIFFICULTIES TO BE RESOLVED.**

*To the extent not otherwise provided below, the Executive Committee of the OSSM Board of Trustees may, at its discretion, discuss, vote to table, change the sequence of any agenda item, or choose to take up any item set forth below.*

- I. Call to Order, Determination of Quorum, and Certification of Open Meeting Act Compliance.

- II. Roll Call.
- III. Review, discussion, and possible action on Minutes of Board of Trustees Meeting of June 20, 2020.
- IV. Report from Chief Academic Officer and Possible Discussion.
  - i. Curriculum and Instruction
  - ii. Special Events
- V. Report from the Director of Admissions and Possible Discussion.
  - i. General Admissions Update
- VI. Report from the Director of Development and Possible Discussion.
  - i. Giving and Donors
  - ii. Grants and Projects
  - iii. Outreach, Visitors and Tours
- VII. Report from HR Generalist/Executive Assistant and Possible Discussion.
- VIII. Report from Chief Fiscal Officer and Possible Discussion.
  - i. Financial Operations Update
  - ii. Possible Action concerning the FY 2021 and/or FY 2022 Budget Request, including requesting additional appropriations and/or bond capacity from the Legislature.
  - iii. Possible Action regarding contract renewal for FY 2021:
    - 1. Food Service
    - 2. Janitorial
    - 3. Landscaping
    - 4. Foreign Language
- IX. Discussion and possible action related to the budgeting and approval of maintenance projects:
  - i. Fire Alarm System in the residence hall, Library Building, and gymnasium;
  - ii. HVAC System in the residential hall, Math and Science Building, and Sampson Science Building.
- X. Report from the President and Possible Discussion.
  - a. External Matters (Outreach/Public and Governmental Relations)
  - b. Internal Matters (Personnel and Residential Life)
- XI. Discussion of and possible action and voting on the OSSM Board of Trustees Committees, specifically including the Finance, Academics, Facilities and Maintenance Committees and appointments of Committee Chairman and reorganization thereof.
- XII. Possible Executive Session pursuant to 25 O.S. § 307(B)(1) to discuss the hiring and possible employment of Candidates 1-12 for the position of Vice President of Academic

Services, including review of the applicants and update on the status and progress of the search process.

- a. Vote to Enter Executive Session.
- b. EXECUTIVE SESSION pursuant to 25 O.S. § 307(B)(1).
- c. Vote to Exit Executive Session.
- d. Vote on matters discussed in Executive Session.

XIII. 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**

**July 14th, 2020  
11:00 a.m.**

Present: Dan Little, David Drennan (via Zoom), Lance Benham (via Zoom), Geoff Simpson (via Zoom), and Donna Windel (via Zoom)

Absent: Jack Coffman

OSSM Staff: Amanda Bonnett, Pam Felactu (via Zoom), Shannon Gorbet, Bill Kuehl, Kari Kuykendall, Cynthia Parish (via Zoom), Frank Wang, and Linda Waters (via Zoom)

Guest: Thomas Schneider

The Executive Committee of the Board of Trustees of the Oklahoma School of Science and Mathematics held a meeting at 11:00 a.m., July 14th, 2020 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 11:15 a.m.

**Take Action on Minutes of Executive Committee Meeting June 23rd, 2020:** Little asked for additions or corrections to the minutes of the meeting of the June 23rd meeting. Windel moved approval of the minutes. Benham seconded. Vote as follows: Little, yes; Drennan (not yet present); Benham, yes; Simpson, yes; and Windel, yes.

**Report from the Chief Academic Officer.** Dr. Wang reported that six applicants were interviewed for the Vice President of Academic Services position. Classes for the Fall 2020 semester began remotely on July 29<sup>th</sup>. A faculty and staff meeting was held July 13<sup>th</sup> to discuss launch of classes and labs. Graduation for the class of 2020 will be held on July 24<sup>th</sup>. Questions were answered by Dr. Wang.

**Report from the Director of Admissions.** Mr. Kuehl reported that there are currently 77 seniors and 72 juniors registered for the 2020-2021 school year. There were no questions from the Board.

**Report from the Director of Development:** Ms. Felactu reported that the 2019 Foundation audit has been completed. The 2019-2020 annual report is currently being worked on. New potential corporate, foundation, and young professional donors for fall outreach are being identified. Quantum Experience will be held April 20th, 2021. There were no questions from the Board.

**Report from Chief Fiscal Officer:** Ms. Gorbet reported that spending for the FY2020 is down from the previous year by \$600,000. The FY2021 budget has been submitted for approval to OMES. There will be a 4% cut in appropriations for FY2021. Little asked for approval for FY2021 contract services budgeting approval for food service, landscaping, janitorial, and foreign language services. Benham moved for approval of the budget items. Windel seconded. Vote as follows: Little, yes; Drennan, yes; Benham, yes; Simpson, yes; and Windel, yes. There were no questions from the Board.

**Report from the President:** Dr. Wang reported we are working to arrange for rapid response COVID-19 testing with OU Medical Center for the testing of the OSSM community (students, faculty and staff) for when in person classes resume. We are still in the process of considering and evaluating various Learning Management Systems (LMS)/ Student Information Systems (SIS). Various projects are still underway: the creation of an Employee Handbook, the examination of job titles/descriptions/compensation, and the writing of policies and procedures regarding workplace rules during the COVID-19 situation. Linda Waters reported on the procedures that will be used during commencement on July 24<sup>th</sup>. Coronavirus updates are being provided to parents via the OSSM website and GovDelivery notifications. The alumni newsletter and legislative newsletter are both in development. There were no questions from the Board.

**Discussion of and Possible Action and Voting on the OSSM Board of Trustees Committees:** Little asked for approval of the Fiscal, Planning and Development Committee, Personnel Committee, and Educational Policies and Procedures Committee appointments as follows: Fiscal, Planning, and Development Committee-Benham and Coffman; Personnel Committee-Windel; Educational Policies and Procedures-Drennan and Simpon. Windel moved for approval of the appointments. Benham seconded. Vote as follows: Little, yes; Drennan, yes; Benham, yes; Simpson, yes; and Windel, yes. There were no questions from the Board.

**Executive Session and Possible Action:** The Board moved to enter executive session at 12:23 p.m. to discuss the hiring and possible employment of candidates for the position of Vice President of Academic Services, including review of the applicants and update on the status and progress of the search process. The Board returned from executive session at 1:20 p.m.

**New Business:** No new business was discussed.

**Adjournment:** The meeting was adjourned at 1:42 p.m.