

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

Oklahoma School of Science and Mathematics
1141 N. Lincoln Blvd.
Oklahoma City, Oklahoma 73104
Sen. Bernice Shedrick Library Building, Small Conference Room
Tuesday, September 15th 2020, 11:00 a.m.

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

<https://us02web.zoom.us/j/81778501626?pwd=RG1Wek5uNINDaUZvAjAzCHQzV08wZz09>

Meeting ID: 817 7850 1626
Passcode: e7JY7e

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	Attending in Person
Mr. Lance Benham, Trustee	Attending via Videoconference
Ms. Sara Brown, Trustee	Attending via Videoconference
Mr. Jack Coffman, Trustee	Attending via Videoconference
Dr. David Drennan, Trustee	Attending via Videoconference
Mr. Geoffrey Simpson, Trustee	Attending via Videoconference
Mr. Ron Mashore, Trustee	Attending via Videoconference
Ms. Donna Windel, Trustee	Attending via Videoconference

Also appearing in person with Chairman Little will be counsel 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 July 14th, 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 and Possible Discussion.
- VIII. Report from Director of Public Information and Possible Discussion.
- IX. Report from Chief Fiscal Officer and Possible Discussion.
 - i. Financial Operations Update
- X. Report from the President and Possible Discussion.
 - a. External Matters (Outreach/Public and Governmental Relations)
 - b. Internal Matters (Personnel and Residential Life)
- XI. Maintenance Report from Greg Madden and Committee Report from Trustees Benham and Coffman and Possible Discussion.
- XII. Possible Executive Session pursuant to 25 O.S. § 307(B)(4) for the purpose of having confidential communications between OSSM's Board of Trustees and its counsel pertaining EEOC Charge No. 564-2019-00798, Dr. Angel Wilson v. OSSM. ***Advice of Counsel: Disclosure of confidential communications between OSSM and the Office of Attorney General will seriously impair the ability of OSSM to process the claim or conduct the litigation as necessary for the public interest.***
 - a. Vote to Enter Executive Session.
 - b. EXECUTIVE SESSION pursuant to 25 O.S. § 307(B)(4).
 - 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**

**September 15th, 2020
11:00 a.m.**

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

OSSM Staff: Amanda Bonnett, Pam Felactu, Shannon Gorbet, Valerie Hiatt (via Zoom), Bill Kuehl, Kari Kuykendall, Greg Madden (via Zoom), Brent Richards, Frank Wang, and Linda Waters

Absent: Jack Coffman

Guest: Sara Brown (via Zoom) and Thomas Schneider (via Zoom)

The Executive Committee of the Board of Trustees of the Oklahoma School of Science and Mathematics held a meeting at 11:00 a.m., September 15th, 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 11:04 a.m.

Take Action on Minutes of Executive Committee Meeting July 14th, 2020: Little asked for additions or corrections to the minutes of the meeting of the July 14th meeting. Windel moved approval of the minutes. Drennan seconded. Vote as follows: Little, yes; Drennan, yes; Benham, yes; Mashore, abstain; Simpson, yes; and Windel, yes.

Report from the Chief Academic Officer. Dr. Richards reported that classes began July 29th. Students are studying from home but following a regular OSSM course schedule. Faculty are either teaching from home or the OSSM campus. Most courses are a blend of synchronous and asynchronous lectures and labs. The OSSM team won the 2019-2020 CML Calculus Contest National Championship. Questions from the Board were answered by Dr. Richards.

Report from the Director of Admissions. Mr. Kuehl reported that the 6-week grades were distributed to students on September 9th. Recruitment for the class of 2023 is underway, with most of it being done virtually this fall. The application period for prospective students for the class of 2023 is now open. A new plan is in development to supplement and support the OSSM Strategic Plan's initiatives. Questions were answered by Mr. Kuehl.

Report from the Director of Development: Ms. Felactu reported that donations are down in comparison to last year. The annual appeal will be distributed November 1st, 2020. The 2019-2020 annual report is currently being drafted. New potential corporate, foundation, and young professional donors for fall outreach are being identified. There were no questions from the Board.

Report from Human Resources: Ms. Kuykendall reported that open enrollment for employee benefits will be held October 1st-October 31st for 2021. Ms. Kuykendall is the benefits coordinator and the grievance manager. The grievance policy is currently being developed. Questions from the Board were answered by Ms. Kuykendall.

Report from the Director of Public Information: Ms. Waters reported that the first issue of the student newsletter was distributed on Tuesday, August 11th and a subsequent issue on August 24th. The intention of the student newsletter is to be distributed every other week and to contain information and news related to the student experience at OSSM. The Legislative and Alumni newsletters are drafted and will be distributed no later than early September. Each contain profiles of current students and alumni. Questions were answered by Ms. Waters.

Report from Chief Fiscal Officer: Ms. Gorbet reported that last fiscal year is closing out and review of the current fiscal year is underway along with preparation for the upcoming fiscal year. October 1st, 2020 is the deadline for fiscal year 2022 budget requests. Questions were answered by Ms. Gorbet.

Maintenance Report: The maintenance report, which included completed projects, ongoing progress, and pending projects, was reviewed.

Report from the President: Dr. Wang reported that he has met with Dr. Goldie Thompson, Assistant Vice Chancellor of the Oklahoma State Regents for Higher Education, about the intricacies of OSSM students getting college credit from Oklahoma Colleges and Universities. Dr. Wang reviewed the plan for the fall semester which includes ending classes on Tuesday, November 24th. Dr. Wang has been in communication with both the State and County epidemiologists and population health people to make sure our plans and protocols meet with their approval. Dr. Wang is beginning the process of meeting with legislators and the members of the executive branch in preparation for the submission of the fiscal year 2022 budget request.

New Business: No new business was discussed.

Adjournment: The meeting was adjourned at 1:50 p.m.