



MINUTES
BOARD OF REGENTS REGULAR SCHEDULED MEETING
AUGUST 21, 2020 10:30 A.M.

The Board of Regents for Eastern Oklahoma State College met for the regular scheduled meeting at 10:30 a.m., August 21, 2020, in the Ballroom located on the Second Floor of the E.E. Tourtellotte Student Center of the Wilburton Campus.

Members of the Board present:

Mr. Brian Lott, Vice Chair
Mrs. Cara Bland, Secretary
Mr. Bobby Mouser, Member
Mr. Latt Jeffrey, Member
Mr. Larry Spradley, Member
Mrs. Loise Washington, Member

Members absent:

Mrs. Teresa Jackson, Chair

Others present:

Dr. Janet Wansick, President
Dr. Patricia Ratliff, Vice President of Academic Affairs
Mrs. Trish McBeath, Vice President of Student and External Affairs
Mrs. Amy Armstrong, Vice President of Administrative Service/HR Director
Ms. Trisha White, Director of Finance
Mrs. Candace Raney, Executive Assistant to the President and to the Board of Regents
Mrs. Kellye Semeski, Faculty Council Chair
Mrs. Teresa Brady, Staff Council Chair
Miss Hadleigh Workman, President- Eastern Student Government Association

- A. Regent Lott called the meeting to order.
- B. Regent Lott declared a quorum present.
- C. Introduction of Guests:

Dr. Ratliff introduced Dr. Julie Collins and Logan Rea as new faculty and Division Deans Kristen Turner and Andrea Green. Kristen is the new Dean of Language, Humanities and Education Division and Andrea is the new Dean for Science and Mathematics Division. Dr. Wansick introduced Hadleigh Workman. Hadleigh is the current President for Eastern's Student Government Association.

D-1, 2, 3 **BOARD MINUTES**

1. Special Scheduled meeting on June 5th, 2020
2. Special Scheduled meeting on June 9th, 2020
3. Special Meeting held by Videoconference on June 15th, 2020.

Regent Bland moved and Regent Mouser seconded to approve items D, 1-3, minutes as presented.

Those voting aye: Regent Lott, Regent Bland, Regent Mouser, Regent Spradley, Regent Washington, Regent Jeffrey. No: None. Abstentions: None. Absent: Regent Jackson. The motion carried.

F-1 **POLICY AND OPERATIONAL PROCEDURES**

1. Approval of Procurement Policy

Regent Washington moved and Regent Bland seconded to approve item F, 1, as presented.

Those voting aye: Regent Lott, Regent Bland, Regent Mouser, Regent Spradley, Regent Washington, Regent Jeffrey. No: None. Abstentions: None. Absent: Regent Jackson. The motion carried.

H-1 **BUDGETARY ACTIONS**

1. Payroll & Claims
 - i. June 2020 in the amount of \$3,083,746.98.
 - ii. July 2020 in the amount of \$1,200,365.54.

Regent Jeffrey moved and Regent Spradley seconded to approve item H, 1, as presented.

Those voting aye: Regent Lott, Regent Bland, Regent Mouser, Regent Spradley, Regent Washington, Regent Jeffrey. No: None. Abstentions: None. Absent: Regent Jackson. The motion carried.

I-1 **OTHER BUSINESS AND FINANCIAL MATTERS**

1. Board Meeting Dates-2021

Regent Washington moved and Regent Mouser seconded to approve item I, 1, as presented.

Those voting aye: Regent Lott, Regent Bland, Regent Mouser, Regent Spradley, Regent Washington, Regent Jeffrey. No: None. Abstentions: None. Absent: Regent Jackson. The motion carried.

J-1,2

CONTRACTUAL AGREEMENTS

1. Nursing Agreements
2. Relation Insurance Services for Athletic Accident Insurance

Regent Spradley moved and Regent Bland seconded to approve items J, 1, 2 as presented.

Those voting aye: Regent Lott, Regent Bland, Regent Mouser, Regent Spradley, Regent Washington, Regent Jeffrey. No: None. Abstentions: None. Absent: Regent Jackson. The motion carried.

K-1

TRAVEL

1. Out of State Travel for Fall 2020

Regent Bland moved and Regent Spradley seconded to approve items K, 1 as presented.

Those voting aye: Regent Lott, Regent Bland, Regent Mouser, Regent Spradley, Regent Washington, Regent Jeffrey. No: None. Abstentions: None. Absent: Regent Jackson. The motion carried.

P-1

OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

Dr. Wansick noted the Great Western Dining contract was previously renewed and approved but wanted Board to be aware of all standard contractual agreements.

Q-1

GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD

1.

Personnel Report – Dr. Wansick reported that there were no unusual personnel

issues to report but wanted to note that Marci O'Donley will be retiring August 31, 2020 after thirty-six years of outstanding service.

2. McAlester Report - Dr. Patricia Ratliff reported that the McAlester Campus stayed available to students who had technology needs during the summer semester. Honorlock testing was the reason cited most often by students needing access to campus. We made the decision to cancel the 13th annual 8th grade Career and College Expo. EOOSC has hosted the annual 8th grade Expo since the event began. We hope to host the next Expo in 2021. There have been 32 security cameras installed on the campus. McAlester campus is hosting Choctaw Nation's Adult Education HISET (high school equivalency exam like the GED) class this Fall.

3. President's Report

- i. **Trisha White** gave the group a detailed Cash Flow Report. Trish reported that the Perkins Close-Out Audit has been completed with no issues being reported. The external audit will be presented to the Board at the November meeting. We received institutional funding in the amount of \$380,000 from the federal CARES Act. To date, we have \$53,000 remaining in institutional funds and \$60,000 in student funds.
- ii. **Dr. Patricia Ratliff** stated that our faculty continues to do an outstanding job during the pandemic. Faculty are adhering to the face covering mandate by wearing their mask or face shields.

Dr. Ratliff reported that our McCurtain Co. campus closed per Southeastern's policy due to COVID-19. We are asking students to schedule an appointment for any business services. Students can use the library and computer labs by appointment only. Extra WiFi nodes have been installed in the parking lot. Administrators meet every other Monday to look at the county community spread of COVID-19. Eastern's classes started Aug 11 by Zoom at the established day and time for the class periods, except for nursing program. Southeastern's classes started online on Aug 17. McAlester (Pittsburg Co.) and Wilburton (Latimer Co.) COVID-19 numbers are being watched closely, with faculty instructed to prepare themselves and students should we go online with these campuses. The Antlers campus is in Pushmataha County and belongs to Kiamichi Technology Center. The decision about keeping that site open will be made after the State Health Dept briefing on Fridays. We signed a Memorandum of Understanding with Antlers High School, to use Antlers High School buildings for our students if the KTC campus is closed completely.

Dr. Ratliff explained that due to the COVID-19 restrictions and ACT testing being unavailable, we were able to assist students with the admissions/enrollment process. Students who have not taken the ACT may take the Accuplacer tests for admission and Course placement. The ACCUPLACER Test is a placement test consisting of three areas: reading, writing and math.

Dr. Ratliff advised that the last day to drop was August 21st. Our preliminary enrollment numbers look to be down 10% from fall of 2019. Most of the decrease looks to be part-time students with a 16% decrease compared to full-time students and our freshmen students show a 19% decrease compared to sophomores.

Dr. Ratliff was happy to share that the Science Department recently purchased a very much needed autoclave. The old model was purchased in 2016 but repairs have become expensive and ineffective. The new model is a smaller countertop model and cost \$13,000. An autoclave is used to sterilize laboratory instruments, and other materials. It can sterilize solids, liquids, hollows, and instruments of various shapes and sizes. Autoclaves vary in size, shape, and functionality. A very basic autoclave is like a pressure cooker; both use the power of steam to kill bacteria, spores, and germs resistant to boiling water and powerful detergents.

Dr. Ratliff talked about the addition of a shooting sports team. The shooting sports team will be added to the several existing competitive teams in the Agriculture Division. Our program will consist of trap, skeet, sporting clays and super sporting clays. The individual and team scores are calculated based on how many targets are hit during the competition. Awards are given based on individual progress in each of the categories as well as the team's overall scores. We are excited for this new program and believe it will recruit a new group of students that we have not reached before.

Dr. Ratliff shared that we have been awarded a NSANTI grant, for Academic Excellence: Engaging Students to Persist and Complete, in the amount of \$1.5 million over five years. The grant proposal included revisions to 31 existing courses (focus on STEM) to increase active learning and cultural responsiveness; faculty will receive professional development training. The Library will be remodeled to create, 3 private study/tutoring rooms, 2 large collaborative learning spaces, a computer lab, a cultural engagement lab, and a proctored testing center along with new systems for tutoring and test proctoring via Zoom. Dr. Karen Harrison will be the Program Director. The grant will start on October 1, 2020.

- iii. **Trish McBeath** reported on guidelines made by the 15-member COVID-19 task force who helped develop guidelines and procedures for students and staff returning to campus this fall. A face covering mandate was put in place requiring all students, faculty, and staff to wear a face covering when other people are present. This includes all classrooms and inside buildings. Students are not required to wear their face coverings in their private residence hall rooms and employees are not required to wear a face covering while working alone in their offices. All students were enrolled in a COVID-19 training course in Blackboard. It was a brief, online course that students could complete in less than 10 minutes. The training information included a video from the

CDC and details on Eastern's health and safety measures, including the face covering policy, practicing social distancing, and ensuring good hygiene. We emphasized that our successful return to an on-campus experience is fully dependent on each member of the Eastern community following the requirements and guidance. At the end of the training, students agreed to a "Mountaineers Together" pledge to follow the guidance and participate in safe behaviors. We had a total of 1,041 out of 1,418 students complete the training and pledge. Students who are experiencing a list of symptoms are encouraged to isolate at home and not come to class. They can participate via Zoom. If they are a residential student, we move them to the isolation floor in Miller Hall and set up testing for them at the County Health Department. Meals are delivered and they must remain on the floor until test results are received. We have not had any positive test results for residential students yet. If test results are negative, students can return to normal activities when they are symptom free for 72 hours. If students refuse to test, they must quarantine for the full 14 days and be symptom free for 72 hours before returning to normal activities.

Trish advised that faculty have incorporated Zoom in their face-to-face classes so students who are not comfortable attending in person but prefer a live class can still participate. It also allows students who are sick or experiencing symptoms to stay home and reduce exposure. Social distancing and assigned seating are being used for contact tracing. Hand sanitizer and disinfectant wipes are available in each classroom. Students are encouraged to disinfect their area before class. Face-to-face classes and in-person exams will be completed by Thanksgiving Break so that students who travel home for the break, do not return to campus. Hopefully, this will help reduce the risk of spread. During pre-finals week, lectures and assignments will be completed online. All final exams will be offered online. Offices and on-campus services, including residence halls, will remain open during this time.

Trish reported that instead of our traditional orientation which brings hundreds of first-time freshmen together for a welcome and breakout sessions, we provided a virtual orientation program that covered the same topics. Topics included tutoring, campus safety, college life, financial aid and scholarships, the Library and how to access their email, WebAdvisor and Blackboard.

Trish reported that the move-in period for student housing was extended this year by 6 days and required students to schedule an appointment for their move-in time. This allowed us to reduce the amount of people moving in at the same time and spread out their arrival, so our staff were not overwhelmed. This typically happens in just 2 days. Students were allowed one move-in helper and everyone was required to complete a brief health screening and temperature check upon arrival. Access to residence halls is restricted all year - no visitors are permitted in the halls, rooms, or common areas. We have dedicated rooms for isolation on the east wing of Miller Hall, which is not typically used. We have an increase of about 6.5% in residential students this year.

Trish shared that a donation by the Charles Davidson Family Foundation, made it possible for us to purchase 8 additional AED units for the college. The defibrillators will be distributed to Athletics, Campus Police and other areas of the Wilburton and McAlester campuses. All our Building Monitors will be trained on using the AEDs and Campus Police will also provide training sessions to any faculty and staff that are interested in attending.

- iv. **Amy Armstrong** advised that we have COVID precautions in place for staff such as masks, plexiglass at workstations and social distancing. CDC guidelines will be followed for any positive tests for staff.

Amy reported that Title IX Sexual Harassment has had recent federal regulation changes that have been released and leadership is currently working on putting those regulations in place to ensure compliance.

Amy informed the Board that the leadership team is working on a staff salary schedule. We will be sharing more information with the Board at a later date.

- v. **Dr. Janet Wansick** advised that she was asked to serve as Vice-Chair on the Academic Affairs Sub-Committee with the Council of Presidents during the 2020-2021 term.

The Veterans Memorial has been completed and the dedication has been put on hold due to the COVID-19 pandemic.

Oklahoma State Regents for Higher Education (OSRHE) had a Fiscal Viability Studies conducted for each institution. At a recent meeting, a college comparison report was shared. OSRHE has added a new permanent committee, Systems Innovation Committee. The System Innovations Committee will analyze data and key performance indicators recently developed through the comprehensive institutional fiscal and long-term viability reviews conducted by Huron Consulting, as well as similar informational materials that will be considered and produced by the System Innovations Committee on an ongoing basis. The committee will research and review each institution's key performance indicators and evaluate the ways in which Oklahoma's colleges and universities are adapting to higher education's changing local and national environment. The committee will provide guidance for the State Regents and Chancellor regarding the development of innovative strategies to improve institutional and system viability and performance, including establishing key performance indicators (e.g. fiscal viability, retention rates, graduation rates, employment outcomes, etc.); utilizing predictive analytics to assess state system performance; identifying important trends and engaging

in data-driven decision making; identifying special programs or pilot projects to enhance institutional and state system student outcomes; and collaborating with outside stakeholders on leading-edge proposals.

Dr. Wansick shared her monthly activity log, her goals for the year and the 2020 State of the College Fall Conference PowerPoint with the Board.

The Oklahoma Dept of Agriculture announced there is grant opportunities through the state's CARES Act Coronavirus Relief Fund for the Meat Processing industry. The grant funding totals \$980,000 and would allow meat processors to build or expand the businesses by purchase and/or upgrading equipment. The grant specifies that the funding will need to be spent by December 31, 2020.

R-1 **ADJOURNMENT**

Regent Lott reported that the next Board Meeting will be on Friday, September 18, 2020 at 10:30 a.m. in the EE Tourtellotte Student Center Ballroom located on the Wilburton campus.

Regent Bland moved and Regent Jeffrey seconded to adjourn the meeting.

Those voting aye: Regent Lott, Regent Bland, Regent Mouser, Regent Spradley, Regent Washington, Regent Jeffrey. No: None. Abstentions: None. Absent: Regent Jackson. The motion carried.

CERTIFICATE

I, Cara Bland the duly appointed Secretary of the Board of Regents for Eastern Oklahoma State College, do hereby certify that the above and foregoing are true and correct copies of the minutes of this Board at their Regular Scheduled Meeting hereof, truly and lawfully held on the 21st day of August, 2020.



Cara Bland, Secretary



Brian Lott, Vice- Chair