



EHAC Board Meeting Minutes – November 15, 2018:

Board members present: Tania Bush Isaksen, Sharron LaFollette, Jason Finley, Mike Fletcher, Don Williams, Chyla Hunter

Board Members Absent:

EHAC Staff: Leslie Mitchell

Financial Admin. Contractor: Carla Brown

1.0 Meeting Called to order at: Chair Busch Isaksen called the meeting to order at 11:05am PT

2.0 Standing Items

2.1 Approval of Agenda:

- **Motion:** LaFollette motioned to approve the Nov. 15, 2018 EHAC BoD meeting.
- **Second:** Fletcher
- **Discussion:** none
- **Decision:** Unanimously approved

2.2 Approval of October 18, 2018 Meeting Minutes:

- **Motion:** LaFollette moved for approval
- **Second:** Fletcher
- **Discussion:** Sharron – comment on the extension comments – have a policy that program can opt to ask for a 1 month extension for their self-study submission. Submitted that this could be an option for WKU’s graduate program. Busch Isaksen not sure if that covers new programs.
- **Decision:** Approved unanimously

3.0 Reports

3.1 Chairperson’s Report (Busch Isaksen):

- Postponed to later in the meeting.

3.2 Treasurer’s Report (Mike Fletcher/Carla Brown)

- **Current Financials:**

- **EHAC annual dues:** Fletcher enquired as to how many programs have not paid their annual dues as of this date. Brown reported that most programs have been paid. Seven programs remain unpaid at this time; however, Mitchell has been in communication with all of these programs and they are working on payment.
- **Need for General/Professional Liability insurance discussion:** Busch Isaksen asked LaFollette why EHAC dropped or never acquired these coverages and LaFollette responded that it was due to the high cost of these insurances. LaFollette commented that recent changes in EHAC policy and requirements have made things potentially more litigious – e.g. requirements vs guidelines, etc. Busch Isaksen submitted that the Board can make a decision to acquire the coverages or not and if yes, take their decision(s) to the Council for approval during next year’s budget review. Busch Isaksen asked if the Board felt like they can make this decision (without Council approval). LaFollette asked if insurance items were approved by the Council in June 2018. No. Bush Isaksen submitted that Board can vote to add general and errors and omissions policies and will bring an explanation to Council for discussion over the budget for 2019-2020.
- **Motion:** Williams motion to acquire Errors and Omissions and General Liability Insurance.
- **Discussion:** LaFollette thought that the Council should vote for this addition. She did not support the motion. Williams withdrew his motion.
- **2nd Motion:** LaFollette motioned that Board recommend to Council to acquire Professional Errors and Omissions Policy and General Liability coverage and have an electronic vote.
- **Discussion:** Fletcher pointed out that D and O insurance is the only budget item that was approved in the 2018-2019 budget. Williams seconded this motion;
- **Decision:** unanimous approval of 2nd motion.
- **Action:** Mitchell will prepare a translation of these coverages in order to explain current coverage, needed coverage, cost, the source of funds for the premiums and how it will fit into the 2019-2020 budget.

3.3 Undergraduate Program:

- **Potential New Programs:**

- Western Kentucky University – update
 - LaFollette reported that the UG program is short in Chemistry right now. Otherwise, they are prepared but need to add the courses and graduate a cohort. Busch Isaksen asked if WKU requires a chemistry prerequisite for organic chemistry and suggested that they have flexibility to fix the lack of chemistry issue.
 - Bush Isaksen submitted that EHAC has a preaccreditation category that could apply to program. Preaccreditation means a program can meet accreditation requirements within 2 years with submission of new self-study. She noted that preaccreditation does not provide graduates with accredited status until the

program has been officially accredited. She asked if preaccreditation status necessary? Consensus was no.

- LaFollette submitted that Conditional accreditation status is for programs that can accomplish changes in 2 years. But they need to have already graduated a student from the program in question in order to achieve conditional status.

- **New Jersey City University** – Tim Murphy will mentor New Jersey City University – as they would like to create an EHAC accredited program focused graduating students prepared to be food safety inspectors.

3.4 Graduate Program Report (Sharron LaFollette):

- **Potential New Programs:**

- **Western Kentucky University**

- LaFollette submitted that WKU's graduate program is currently ready/prepared to apply for accreditation and that she gave them the option to move forward.

- Busch Isaksen asked how WKU responded? WKU has not replied to the option to move forward with graduate program only.

- Finley suggested that it would be better for UG and Grad program simply apply together in order to save money. Bush Isaksen added that if they apply now for the graduate program, they may be more interested in following through with their undergrad. Program.

- **California State University Dominguez Hills** – CSU DH has asked if EHAC would accredit a program that falls under continuing education at CSU DH – e.g. the program would only run if there were enough paying students to make it possible. (CSU DH would not fund the program).

- Bush Isaksen suggested tabling a self-supported conversation to the next Board meeting. LaFollette pointed out that EHAC requirements require sustained funding. LaFollette suggested EHAC might want to think outside of the box around this issue (eg. Online programs, etc.). What parameters are important? We don't dictate when the student needs to graduate.

- **Action: Mitchell will pull language from graduate guidelines to respond to CSU DH and let them know the Board/Council will be considering this issue.**

3.5 Office Report (Leslie Mitchell)

- **Staff Report**

- All reaccrediting and initial accrediting programs on track

- Unpaid annual dues/accred. fees report – 7 programs unpaid but working with them to fulfill invoices.

- Backup of files update – current on I DRIVE

- Office move update

- Cell phone upgrade – not discussed

- Insurance – Errors and Omission and General Liability – discussed earlier.
- 50th anniversary update

4.0 Old Business: Tania (next meeting)

- Standing and Ad-hoc Committee Structure and Charges Discussion - no discussion
- 50th Anniversary of 1st accreditation (ETSU), planning, Dave Dyjack ideas.

5.0 New Business (Chair Busch Isaksen):

- **LaFollette request to use EHAC letterhead:** LaFollette was requested by Swat Kethireddy at MVSU if she would use EHAC letterhead to provide a letter of support for his attempt to gain citizenship. She asked if there any risk to EHAC/Board/Council in doing this, especially in light of the fact EHAC does not have Errors and Omission Policy. Busch Isaksen asked if this was a person or EHAC related request and LaFollette explained that Swat knows her via EHAC, so she assumed it was a professional/EHAC related ask. Board agreed that EHAC is supposed to be impartial.
 - Busch Isaksen was not in favor of LaFollette using EHAC letter for this letter and Finley agreed, along with Williams. Finley suggested that EHAC writes this letter for one person, what does the future hold? Busch Isaksen agreed to go with Board decision but thinks at the organization level – this could be a conflict of interest. Others are able to do what they want on a personal level. Fletcher agrees with Finley – on an individual basis it would be a good thing to do, but not sure it’s a good thing for the Board to do. Williams had to step out of discussion. Busch Isaksen suggested that the Council could be polled to see if they would want to provide a letter of support. Fletcher suggested a letter would be best coming from those that have a personal relationship with requester.
 - **Action: LaFollette will ask Dr. Kethireddy about the deadline for the letter and if he intended for the letter to be on EHAC letterhead. If so, Board will consider sending the request to the Council for their decision on whether EHAC letterhead should be used or not for this sort of situation.**
- **Potential NEHA certification for EHAC graduates:** Fletcher reported that NEHA requested EHAC provide a proposal for NEHA providing a credential for EHAC graduates. Tim Murphy is working on this project. Fletcher and Murphy have stressed that this is necessary because recent graduate are unable to successfully sit for the REHS exams because it is much more experience based than the last exam. The ideas is that NEHA would be providing a credential/certificate for meeting a standard based upon graduation from an EHAC program. ABET does something similar to this for their accredited schools. Fletcher wants to know how Board would like to approach this.
 - Busch Isaksen asked why NEHA wants to make another track for the REHS rather than change an existing track (like Track C)? She suggested that EHAC could propose making another track rather than a credential. Fletcher pointed out that we would be asking them to change their system to do something like that. Busch Isaksen pointed out that

you can sit for the REHS if you have a BA in EH but need experience to pass – so Track A is difficult to attain for students. Tracks are not current with the content of the exam.

Action: Tania asked for ideas from the Board. Mitchell will add this item to the agenda for December. Jason will help with this effort

- ARMY Civil Support Teams – EHAC relationship (Finley) – not discussed
- Mentorship requirement – make it policy? – not discussed

6.0 Schedule Next Meeting – December 13 at 11am – would like to schedule out for the year and schedule 1.5 hours for the meetings.

7.0 Meeting adjourned by Bush Isaksen at 12:30pm PT