



National Environmental Health Science & Protection Accreditation Council

*Enhancing the education and training of students
in environmental health science and protection*

EHAC Board Meeting Minutes – October 20, 2020 – 1pm Pac. Time

Board Members Present: Jason Finley, Tim Murphy, Laura Suppes, Tania Busch Isaksen, Dave Gilkey joined late

Board Members Absent: Don Williams

EHAC Staff: Leslie Mitchell

1.0 Meeting Called to order at: 1:06pm PST by Chair Finley

2.0 Standing Items

2.1 Approval of Agenda: Murphy moved to approve the October 20, 2020 agenda with a second from Suppes, followed by unanimous approval.

2.2 Approval of September 24, 2020 Meeting Minutes: Suppes moved to approve the September 24, 2020 minutes. There was a second from Bush Isaksen and the minutes were approved unanimously.

3.0 Reports

3.1 Treasurer's Report: Murphy

- Current Balance Sheet Comparison - no questions
- Current Income and Expense Comparison Sheet – no questions
- Fiscal Year End Balance Comparison – no questions
- Fiscal Year End Income and Expenses Comp. – no questions
- 2019-20 Budget Comparison with Fiscal Year End - no questions
- 2020-21 Budget Review – no questions
- Board Structure/Succession Plan – specifically – increase Treasurer term to 2 years?
 - Mitchell explained that this decision was tabled at the September 24, 2020 Board meeting in order to provide more time to consider options related to this issue.
 - Finley submitted that it would be inconsistent to only change the term limit for the office of Treasurer without considering the Board structure as a whole. Murphy agreed but suggested it might be a good idea to increase the Chair's term to two years or to have one of the Vice Chairs ascend to Chair position. Busch Isaksen submitted that the Board worked all of last year and in previous years to develop a Board succession strategy. Busch Isaksen reminded all that the 2019-2020 Board determined that it was easier to rely on the previous experience of Council Members rather than trying to address succession with revising term limits. The limiting factor to a solution seemed to be the gap year prescribed after two consecutive 3 year terms. Murphy agreed with this assessment. Murphy suggested implementing a parachute clause to allow for officers voted in at the end of their terms.

- Finley emphasized that he would like to see a consistent methodical revision of the entire scheme (preferably done by a Committee). A separate group from the Board can develop a recommendation for the Board to consider that will address the need for more longevity for the Chair and Treasurer positions in particular and succession planning in general.
- Busch Isaksen pointed out that the position of Treasurer is an extremely important oversight position and a two year term would be beneficial.
- Finley asked what it would take to get to a place where the Board is prepared to vote on term limits/new Board structure.
 - **Action:** No vote today and need to consider other possibilities. Finley would like to have some resolution on this issue by this summer. **Finley would like two Board members to develop options and make suggestions for Board consideration and a consensus decision. Committee/group will include Council Member(s).** Murphy volunteered to help with this effort. Mitchell will provide the group with relevant past discussions and scenarios related to potential Board structures.
- Annual Meeting discussion:
 - Busch Isaksen suggested that it may be a good idea to hold another virtual annual meeting since only two programs are up for reaccreditation this year. Busch Isaksen asked what would be the point of having an onsite annual meeting? Murphy suggested that there could be an online and onsite meeting to accommodate those that might attend the NEHA AEC – if that indeed takes place.
 - Murphy asked if a virtual best practices for programs and site visitors document has been developed yet and suggested that that needs to happen by January 1, 2021. Murphy emphasized the importance of having video that adequately shows degree program related resources and facilities. It is very important to be able to see things clearly and be able to ask real time questions. Busch Isaksen submitted that UW has been using 360 Go Pro Hero 8's and said they are versatile and very easy to use and could help with the visual needs of a virtual site visit. Murphy added that Google glass provides a real time option in which the person onsite can interact with the "visitor". Murphy asked if the Go Pro Hero 8 has live streaming capabilities, but Busch Isaksen did not know. Busch Isaksen explained that Go Pros can be rented from camera stores or could be borrowed or bought as they are pretty inexpensive. Additionally, programs would be saving a ton of money by not having to host site visitors, so could potentially by one of the tools for current and future use.
 - **Action: Murphy suggested to include in the best practices document, the option to use these or other devices instead of cell phones, and to emphasize the virtual meeting related financial savings as a potential source of funding for these tools that would be beneficial now and into the future.**
 - **Action: Mitchell will ask when NEHA will be deciding about whether or not to hold the AEC in the summer.**

3.2 Chairperson's Report: Finley

- EHAC/AEHAP strategic planning meeting – MOU draft

- **Motion: Murphy motioned to approve a revised version of the MOU that shows EHAC leading the way on recruiting and marketing to programs and AEHAP leading the way on marketing and recruiting to students.**
- Busch Isaksen seconded
- Discussion:
 - Finley asked if and why the Board has decided that AEHAP should not be in charge of the marketing and recruiting. Busch Isaksen made that suggestion as AEHAP has not been successful in the recent past in recruiting and marking new programs. Suppes pointed out that gaining new programs is essential to EHAC sustainability and should be EHAC's focus and responsibility. Finley suggested that maybe AEHAP should be given another chance to move this effort forward and asked if it is appropriate for EHAC to market and recruit programs and/or students. Murphy and Suppes agreed that EHAC's recruiting for programs would not be a conflict of interest and Murphy cited ABET as doing its own recruiting as an example. Murphy is in favor of EHAC being in charge of program recruitment because it has been confusing to programs in the past when they were referred to AEHAP and then back to EHAC during the initial accreditation inquiry process. He suggested EHAC taking the lead for program recruitment would be less convoluted.
- Vote: Motion unanimously approved.
- **ACTION: Mitchell will revise MOU document to reflect EHAC leadership of program marketing and recruitment and AEHAP leadership of student marketing and recruitment.**

- 2021 EHAC Dues Increase Letter
 - Busch Isaksen submitted that the letter is very long. Murphy suggested there could be a shorter letter with an attachment. But either way, the desire is for Program Directors, etc. to read all of the information.
 - **ACTION: Mitchell has made recent revisions to the letter which the Board will review again and vote upon at the December Board meeting.**

- Self-study Review/Site Visitors for 2020-21 – SUNY ESF (UG), FVSU (Grad.)
 - Busch Isaksen suggested that the Board should vote to conduct site visits virtually for 2021 due to COVID. She submitted that this is a great opportunity to develop virtual site visit protocols and test the validity and value of virtual site visits for the future – when there might be other catastrophic events or there are simply too many reaccrediting programs for the Council to do a site visit to all programs. Murphy agreed with Busch Isaksen.
 - Murphy submitted that the Site Visit Best Practices Committee needs to have a Best Practices for Virtual Site Visits (for PDs and Site Visitors) document out by Dec. 1 so that PDs and visitors can prepare ahead of time
 - **Motion: Murphy motioned that 2020-2021 site visits for SUNY and FVSU will be performed as virtual site visits.**
 - Tania seconded
 - Discussions:
 - Suppes added that some campuses (including UW Eau Claire) are not allowing visitors to campus and Busch Isaksen cited UW's travel ban for faculty.

- Finley realized that onsite visits are not consistent with EHAC policy. Board will need to address this issue in the near future.
- Vote – unanimously approved.
- Training for early December? – not discussed
- Vice Chairs will review and make recommendations site visitor and self-study reviewer assignments. **Since site visits will be conducted virtually, there will be great opportunity for training new Council Members.**

3.3 Committee Reports

- Annual Update Revision Committee – Gilkey
 - Add questions related to job placement and timing, Pandemic challenges? – **move to November agenda**
 - Racial questions – defer to credible resource – U.S. Census for example: “people of two or more races” – **move to November agenda**
 - Gender questions – be inclusive by letting people file in the blank - **move to November agenda**
- Murphy commented that when he looks at surveys – his main question is “What does the data do for the group collecting the data”? What does it do for EHAC? Are we trying to show success – why do it if it does not help improve the organization? Suppes commented that Murphy’s question was exactly what the Committee members asked themselves about each question they reviewed. Gilkey submitted that the survey questions represent and support those that we serve – programs, students, administration, employers.
- Nominations Policy wording update – re: special elections (Williams) – not discussed
 - Dr. Harvey’s Council position and potential donation from EHAC?

3.4 Undergraduate Program Report (Gilkey)

3.5 Graduate Program Report – Vice Chair Busch Isaksen

- Guidelines Committee Update – not discussed
 - Baylor update

3.5 Office Report: not discussed

- Poll for Program Director’s regarding ideas for teaching online lab classes and 2019-2020 NEPHIP/internship experiences? – not discussed

4.0 Old Business - not discussed

5.0 New Business

6.0 Schedule December 2020 Board Mtg. – not scheduled

7.0 Adjournment Mtg. adjourned at 2:12pm Pacific