



## National Environmental Health Science & Protection Accreditation Council

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

### EHAC Board Meeting Minutes – December 10, 2020 – 1:00pm Pac. Time

**Board Members Present:** Jason Finley, Tania Busch Isaksen, Don Williams, David Gilkey, Tim Murphy

**Board Members Absent:** Laura Suppes

**EHAC Staff:** Leslie Mitchell

**1.0 Meeting Called to order at:** 1:04pm PST by Chair Finley

#### 2.0 Standing Items

**2.1 Approval of Agenda:** Gilkey moved to approve the December 10, 2020 agenda with a second from Williams, followed by unanimous approval.

**2.2 Approval of November 19, 2020 Meeting Minutes:** Williams moved to approve the November 19, 2020 minutes. There was a second from Gilkey and the minutes were approved unanimously.

#### 3.0 Reports

**3.1 Treasurer's Report:** Murphy/Mitchell

- Current Balance Sheet - no questions
- Current Income and Expense - no questions
  - Murphy reported that spending and income is in line with the approved 2020-2021 budget. There are currently four outstanding dues payments that are being addressed as of December 10, 2020.
- **Treasurer Position changes**
  - Addition of Treasurer to EHAC bank accounts:
    - **Motion:** Busch Isaksen moved to add the EHAC Treasurer as a signer to EHAC checking and savings accounts as of December 10, 2020.
    - **Second:** Murphy
    - **Vote:** Motion passed unanimously.
  - Increase in Treasurer term limit:
    - **Motion:** Gilkey moved to accept a proposal for that EHAC Board recommend an increase in the EHAC's Treasurer term limit from one to two years.
    - **Second:** Murphy
    - **Discussion:**
      - Busch Isaksen enquired about how to handle a future situation that might arise where a Treasurer might be elected at the end of their term (to a 2 year term). Murphy suggested that the simple solution is to require anyone running for

Treasurer to have 2 more years left in their term. If problems arise with finding someone eligible to run – that bridge will be crossed when necessary.

- Busch Isaksen supported a Board recommendation to the Council for EHAC's Treasurer term to increase to 2 years with the caveat that candidates for Treasurer must have 2 years remaining in their Council term prior to the Annual Meeting of the Council.
- Murphy made a friendly amendment to Gilkey's motion to add Busch Isaksen's caveat.
- **Final Motion:** Gilkey moved that the EHAC Board will recommend to Council that the EHAC Treasurer's term be increased from one to two years with the requirement that candidates for Treasurer must have 2 years remaining in their Council term as of the end of Annual Meeting of the Council in which they are elected, in order to run for the position.
- **Second:** from Busch Isaksen
- **Vote:** Motion approved unanimously
- **Signature card resolution:** Finley opened discussion of a proposal for a change in the signature cards for the EHAC checking and savings accounts.
  - **Proposal:** The EHAC resolution and signature card will include the EHAC Treasurer (Timothy J. Murphy), and the EHAC Bookkeeper (Carla Brown) as of December 10, 2020.
    - Discussion:
      - Busch Isaksen asked a clarifying question involving the necessity and advisability of having the Bookkeeper position (contracted and not an employee) as a signer on the accounts. A reason to include this position as a signer is to avoid difficulties associated with sudden loss of the ED as banking would fall to the Board to handle. Busch Isaksen suggested that everything can be done online for the most part at this point and feels that the Bookkeeper position should be more of an oversight/audit related position and to create separation between who manage the bank accounts and those managing Quick Books.
    - **Motion:** Busch Isaksen moved to approve the Bank of America Resolution and Signature Card Changes for EHAC banking accounts ending in 4495 and 3314 to include the EHAC Treasurer as a signer with all privileges and to include the Bookkeeper as a signer with **viewing privileges only.**
    - **Second:** Gilkey
    - **Vote:** Unanimously approved

**[ACTION: Busch Isaksen suggested for future transition/election of new Treasurer to have paperwork to be signed prepared for signing at the Annual Meeting where a new Treasurer will be elected.]**

### 3.2 Chairperson's Report: Finley

- 2021 EHAC Dues Increase Letter:
  - Motion: Busch Isaksen moved to approve the final draft of the 2021 dues increase letter

- Second: Gilkey
  - Vote: Unanimously approved
  - Finley thank everyone for their work on this effort.
- Meeting with NEHA, AAS and AEHAP: Diversity, Equality and Inclusion (DEI) training opportunity
    - Partnership call – offer from Dave to find some funding for DEI training. Gilkey – feels that in person would be better...Tania – would depend on what kind of inclusivity training – level and what the focus is. How can we use what we’ve already learned and applying it to academic institution or is going to be more personal? I think we need to be specific about what we want and what Dave is thinking about around plans for the training. Tania – be very cognizant of colleagues of color that are on the Council and how burdensome that is. Tim – Tania brings up a very good point – Is this an opportunity for us to have this training and before hand see if a Council member of color wants to participate at the end of the training – bridge gap between training and what is actually felt. Tania – very burdensome on colleagues of color to ask them to be interpreter – so white colleagues need to come up to speed themselves without placing burden on colleagues. She has found in her experience – have to find people who want to bridge gap versus just asking.
    - **ACTION: Mitchell will follow up with David Dyjack about these concerns and more specifics regarding a plan for the training. Busch Isaksen submitted that she could come up with a reading list, as well.**
  - Approval of One time Vacation adjustment for ED due to COVID: Board discussed in closed session.
    - Approved with desire to act proactively to address future similar possible interferences with carry over vacation time.
  - P.O. Box location proposal – tabled for January Board meeting
  - ABIH partnership opportunity/recommendations – tabled for January Board meeting

### 3.3 Undergraduate Program Report (Gilkey)

- ETSU update: Gilkey reported that ETSU successfully met requirements.
  - **Motion:** Gilkey motioned to lift 2018 conditions on ETSU’s Undergraduate EH Degree Program and grant accreditation for the remainder of their term ( 2018-2024).
  - **Discussion:** Gilkey reported that they have addressed the conditions in their curriculum and this change is represented in their course curriculum catalog. solid and proof that they have made changes. Murphy emphasized the importance of the curriculum changes be present in the course catalog – not associated with the EH Department and was satisfied that the change is recorded and active.
  - **Second:** Tania Busch Isaksen
  - **Vote:** Motion carried unanimously.

### 3.4 Graduate Program Report – Vice Chair Busch Isaksen

- Fort Valley State’s Self-study has been submitted – no additional extension is necessary.

### 3.5 Committee Reports

- Annual Update Revision Committee (Racial and Gender questions): Gilkey explained how race and gender questions were revised including the basis for changes that were made to related categories.
  - Finley suggested aligning racial categories with what the Census Bureau uses to be representative and avoid questions of source and asked specifically what the Board thinks about the term “mixed race”/”multicultural”. Finley would like EHAC to align itself with other creditable references or draw back to a more general question and provide for “other,” as well. Finley suggested this same action for the gender question. Gilkey submitted that the current top six race categories in the revised survey are standard. Murphy suggested that in additions to looking at Census, EHAC should consider reviewing what potential funding partners might prefer – for instance, the Robert Wood Johnson Foundation. Busch Isaksen suggested aligning with a respected source, like CDC, as well and submitted that including a multiracial or mixed race is important. Finley asked which term is more clinically correct? Finley suggested that EHAC needs to be able to answer why we are using these categories – to align with consensus.
  - **Motion:** Finley motioned to approve the revised Graduate and Undergraduate Annual Update Surveys, including changes to race and gender questions, based on aligning the racial or gender questions with categories used by CDC.
  - **Second:** Murphy
  - **Vote:** Motion approved unanimously.
    - **ACTION: Gilkey will follow up on the gender and race questions to align with categories used by the CDC.**
  - Finley expressed his great appreciation for the committee’s work on the revisions.
- Nominations Committee:
  - **Policy wording update - re: special elections (Williams) – tabled for January 2021.**
  - Dr. Harvey’s Council position – Chair recommends leaving Dr. Harvey’s seat open until 2021 elections. Point of information - AAS is appointing someone to fill Dr. Harvey’s position. What are EHAC options?
  - **Motion:** Murphy moved to appoint the next Nominee in line from the 2020 EHAC Council Elections beginning immediately.
  - **Second:** Gilkey
  - **Vote:** Motion was unanimously approved

**ACTION – Finley will call next inline to seek interest in serving out Dr. Harvey’s term – 2 years. If Sean Banaee is not available, he will move to the next candidate with the most votes – Oreta Samples**

**3.6 Office Report:** no time

**4.0 Old Business:**

**5.0 New Business:**

**6.0 Schedule January 2021 Board Mtg. Doodle**

**7.0 Adjournment Mtg. adjourned at 2:37pm Pacific**