



**Regular Meeting**  
**Business & Industry Services Center, Room B114, 3300**  
**West Bois D'Arc, Duncan, Oklahoma 73533**  
**Monday, September 13, 2021 at 6:30 PM**

President - Dee Williams; Vice-President - Sam Porter; Deputy Clerk - Ricky Sanders; Member - Kristie Gaines; Member - Lance Strickland

1. Call to order and roll call of members.
2. Consent Agenda:

All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:

- a. Approval of Minutes of the August 9, 2021, Regular Board Meeting
  - b. Approval of Tami Wright as Minutes Clerk
  - c. Approval of Agenda as part of the minutes
  - d. Approval of August 2021 Treasurer's Report
  - e. Approval of September 2021 Activity Fund Reports - Regular & Credit Card Account
  - f. Approval of General Fund Change Orders, Warrants & Encumbrances for FY 21, in the amount of -\$231.96
  - g. Approval of General Fund Change Orders, Warrants & Encumbrances for FY 22, numbers 323-408, in the amount of \$141,649.70
  - h. Approval of General Fund Payroll Warrants and Encumbrances for FY 22, numbers 70213-70226, in the amount of \$40,633.83
  - i. Approval of the Resolution to Declare Surplus Property (Inventory).
3. Discussion and possible action regarding the attached employee contracts.
  4. Discussion and possible action regarding the transfer within the Activity Fund Regular Account: \$2,000.00 from account 501 and \$2,000.00 to account 212.
  5. Discussion and possible action regarding the transfer within the Activity Fund Credit Card Account: \$4,000.00 from account 331 and \$4,000.00 to account 213.
  6. Discussion and possible action regarding 2021-2022 Estimate of Needs and Financial Statement of the Fiscal Year 2020-2021.
  7. Discussion and possible action regarding the updated Board Policies and Administrative Regulations.
  8. Discussion and possible action regarding the agreement with Matrix Media for advertising.
  9. Discussion and possible action regarding the addition of Nicole Knight, Erica Stuck, and Sarah Ray to the previously approved A&CD, AEL, BIS & Substitute Instructor list.
  10. Discussion and possible action regarding the purchase of unused FY22 personal leave (maximum of 3 days for 10 month and 4 days for 12 month) for all full-time employees, except administrative staff, at a rate of \$75.00 per day. Anyone less than full-time would be proportionate.
  11. Discussion and possible action regarding the RRTC Distance Learning Plan for 2021-2022.
  12. Discussion and possible action regarding the on-going Section 403(b) Plan Administrative Service Agreement with American Fidelity Assurance Company.

13. Discussion and possible action regarding the clinical contract agreements (for Health Care Careers student training) with Dr. Che Miller, Dr. Gilbreth, Dr. McGouran, Duncan Bone and Joint, Duncan Family Eye Care, MedFirst Urgent Care, Urgent Med, Xpress Wellness.
14. Discussion and possible action regarding the vending contract with A.T.G. & Company.
15. Discussion and possible action regarding the Short Form Goods and / or Services Agreement with Halliburton Manufacturing and Leasing Company, LLC.
16. Discussion and possible action regarding the resignation of Steven B. Dobe, due to retirement, effective January 1, 2022.
17. Discussion and possible action regarding the employment of Cody Tanaka as Computer / Telecommunications Coordinator as of January 1, 2022.
18. Discussion and possible action regarding the out of state travel for Stacy Estes and Michael Evens to attend the Automotive Aftermarket Industry Week (AAIW) Conference in Las Vegas, NV. Travel dates will be November 1-6, 2021.
19. Discussion and possible action regarding the donation of a 2006 Toyota SUV, VIN # JTMBD33V665020688 from Ryan Anton Wieder.
20. New Business: In accordance with Oklahoma State Statute 25 Section 25 311(A)(9), this is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.
21. Informational Items:
  - a. Fire Drills - August 20,2021
  - b. Intruder Drills - August 20, 2021
  - c. Severe Weather Drills - September 3, 2021.
  - d. Lock down drills - September 10, 2021
  - e. Campus Safety and Security Report
  - f. State Department of Education-Program Approval
  - g. Career Information Specialist Report - August 2021
  - h. PTAC Report
  - i. Tentative Board Dates-2022
22. Motion to adjourn.

This agenda was posted on the window of the conference room and on the internet in accordance with the law.

Board Clerk

A handwritten signature in black ink, appearing to read "Jamie Wright". The signature is written in a cursive, flowing style.