

MINUTES

of the

BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL
COLLEGES

for the

DECEMBER 2, 2011

Regular Board Meeting

MINUTES OF THE MEETING OF THE BOARD OF REGENTS FOR THE
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

December 2, 2011

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MINUTES OF THE MEETING OF THE BOARD OF REGENTS FOR THE OKLAHOMA
AGRICULTURAL AND MECHANICAL COLLEGES, DECEMBER 2, 2011

NOTICE OF THIS MEETING WAS FILED WITH THE SECRETARY OF STATE ON NOVEMBER 2, 2010.

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges met in the Scholars Inn Clubhouse on the campus of Langston University, Langston, Oklahoma, on December 2, 2011.

Those present: Mr. Jay L. Helm, Chairman; Mr. Andrew W. Lester, Vice Chairman; Mr. Calvin J. Anthony; Mr. Douglas E. Burns; Mr. Rick Davis, Mr. Joe D. Hall; Mr. Tucker Link; Mr. Jim Reese; and Mrs. Lou Watkins.

Absent: None.

Others present: Dr. W. Douglas Wilson, Executive Secretary; Mr. Charles E. Drake, General Counsel; Mr. Robert White, Health and Higher Education Policy Analyst; Mr. Jason Ramsey, Director, State Government Relations; Mr. Cecil F. Strande, Director of Internal Audits; Ms. Linda Novak, Administrative Associate; and Ms. Cherilyn Williams, Administrative Associate.

After the Executive Secretary announced a quorum was present and affirmed that all documents had been filed, the meeting was called to order at approximately 10:00 a.m.

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES
OF INTEREST TO ALL THE COLLEGES
MEETING OF DECEMBER 2, 2011

Order of Business

Regent Anthony moved and Regent Watkins seconded to approve the Order of Business as presented.

Those voting aye: Board Members Watkins, Anthony, Burns, Davis, Hall, Helm, Lester, Link, and Reese. No: None. Abstentions: None. Absent: None. The motion carried.

Approval of Minutes

Regent Lester moved and Regent Watkins seconded to approve the minutes of the October 28, 2011, Regular Meeting of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

Those voting aye: Board Members Anthony, Burns, Davis, Hall, Helm, Lester, Link, Reese, and Watkins. No: None. Abstentions: None. Absent: None. The motion passed.

Approval of Future Board Meetings

Chairman Helm announced that the next regular meeting of the Board of Regents is scheduled to convene on January 20, 2012, in Conference North, Third Floor, Student Center, on the campus of Oklahoma State University-Oklahoma City, Oklahoma City, Oklahoma. For consideration of approval is the meeting scheduled to convene on February 24, 2012, in the Student Union on the campus of Oklahoma State University, Stillwater, Oklahoma. He asked for a motion to confirm this meeting date.

Regent Anthony moved and Regent Watkins seconded to approve the Board meeting scheduled for February 24, 2012, in the Student Union on the campus of Oklahoma State University, Stillwater, Oklahoma.

Those voting aye: Board Members Burns, Davis, Hall, Helm, Lester, Link, Reese, Watkins, and Anthony. No: None. Abstentions: None. Absent: None. The motion was approved.

Reappointment of Regent Lou Watkins

Dr. Wilson reported that since the last regular meeting of the Board of Regents, Governor Mary Fallin reappointed Lou Watkins as a member of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. This appointment is subject to confirmation by the Oklahoma State Senate. Copies of the Oath of Office and Loyalty Oath signed by Regent Watkins will be obtained and placed in the official files of the Board of Regents. Dr. Wilson said it is customary, if the Board so chooses, to recognize the appointment of Board members and to acknowledge that these documents will be placed in the official files of the Board of Regents.

December 2, 2011

Regent Lester moved and Regent Davis seconded to recognize the appointment of Regent Lou Watkins as a member of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and to acknowledge that the Oath of Office and Loyalty Oath will be placed in the official files of the Board of Regents.

Those voting aye: Board Members Davis, Hall, Helm, Lester, Link, Reese, Watkins, Anthony, and Burns. No: None. Abstentions: None. Absent: None. The motion was approved.

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OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA

President Burns Hargis appeared before the Board of Regents to present the business of Oklahoma State University and review the Agenda for members of the Board. He expressed appreciation to Interim President Ponder for hosting the meeting and for the hospitality.

President Hargis said there is a lot going on at Oklahoma State University, including a big football game tomorrow evening. He said OSU is hoping for a victory and will then begin planning on bowl activities. Also, OSU is winding down the 2011 fall semester and is looking forward to hosting commencement ceremonies on the morning and afternoon of December 17, 2011. The commencement speaker is Donald D. Humphreys of Exxon Mobil, who is one of OSU's most distinguished graduates and a donor to the Study Abroad Program in the amount of \$6.5 million. President Hargis said he is hosting a dinner this evening at Willham House for Mr. Humphreys with all of the scholars who are benefitting from the scholarship program.

Adoption of Memorial Resolutions

President Hargis presented two Memorial Resolutions for Kurt Budke, Head Coach, Women's Basketball, Athletics; and Miranda R. Serna, Assistant Coach, Women's Basketball, Athletics. He said everyone is still mourning the untimely deaths of Coach Budke and Coach Serna. (The Memorial Resolutions for Kurt Budke and Miranda Serna are attached to OSU's portion of the minutes as ATTACHMENTS A and B and considered a part of these minutes.)

President Hargis noted that the Oklahoma State Regents for Higher Education approved a similar resolution honoring Kurt Budke, Miranda Serna, and former State Senator Olin Branstetter and his wife, Paula, at its meeting on December 1, 2011. He expressed appreciation for their heartfelt condolences, as well. President Hargis expressed thanks to everyone at the University who participated in the aftermath of this tragic incident, and, especially to Joe Weaver for his remarkable work in managing this situation. He said he was especially pleased at the women's game following the tragedy that the men's basketball team made it back from New York in time to honor the girls and that Shelley Budke and her children were at the game, as well.

Regent Lester moved and Regent Anthony seconded to adopt the Memorial Resolutions for Kurt Budke and Miranda Serna as presented.

Those voting aye: Board Members Hall, Helm, Lester, Link, Reese, Watkins, Anthony, Burns, and Davis. No: None. Abstentions: None. Absent: None.
The motion carried.

Approval of Honorary Degree

As mentioned previously, President Hargis said Don Humphreys will serve as the keynote speaker on December 17 at the undergraduate commencement programs. In honor of

Mr. Humphrey's significant accomplishments throughout his career since graduating from Oklahoma State University in 1971, President Hargis requested Board approval to award him an Honorary Doctor of Humane Letters degree during the commencement program. This nomination was the result of a faculty committee that considered it and recommends that action. Because of the timing, the State Regents approved this request at its meeting yesterday, subject to approval by the A&M Board of Regents.

Regent Davis moved and Regent Anthony seconded to award an Honorary Doctor of Humane Letters degree to Don Humphreys as presented.

Those voting aye: Board Members Helm, Lester, Link, Reese, Watkins, Anthony, Burns, Davis, and Hall. No: None. Abstentions: None. Absent: None. The motion was approved.

President Hargis requested Provost Sternberg to present information pertaining to Academic Affairs:

Personnel Actions

Dr. Sternberg presented three pages of personnel actions and recommended their approval with the exception of those requests pertaining to separation, retirement, and death, which are included as information items only. (These recommendations are listed on pages D-3.1 through D-3.3 of the OSU Agenda, which is on file in the Board of Regents' Office as Document No.1-12-2-11.) He said the actions include four new appointments and five changes in title and/or rates. For information, the listing includes three separations as listed on page D-3.3.

Regent Lester moved and Regent Davis seconded to approve the personnel actions as listed in the OSU Agenda.

Those voting aye: Board Members Lester, Link, Reese, Watkins, Anthony, Burns, Davis, Hall, and Helm. No: None. Abstentions: None. Absent: None. The motion was approved.

Approval of Degree Request and Program Modifications

Dr. Sternberg requested Board approval of a degree request and program modifications for the OSU-Stillwater and OSU-OKC campuses. (The requests are summarized beginning on page E-1 of the OSU Agenda, which is on file in the Board of Regents' Office as Document No. 1-12-2-11.) If approved, the requests will be submitted to the Oklahoma State Regents for Higher Education for their consideration and approval.

Regent Anthony moved and Regent Link seconded to approve the degree request and program modifications as presented in the OSU Agenda.

Those voting aye: Board Members Link, Reese, Watkins, Anthony, Burns, Davis, Hall, Helm, and Lester. No: None. Abstentions: None. Absent: None. The motion was carried.

Approval of Academic Program Reviews

Dr. Sternberg said an Executive Summary of Academic Program Reviews during the 2010-2011 academic year are presented beginning on page E-2 of the OSU Agenda (which is on file in the Board of Regents' Office as Document No. 1-12-2-11). This information was presented and discussed with members of the Academic Affairs, Policy and Personnel Committee at its meeting this morning. Reports generated by the academic departments have also been sent to the Oklahoma State Regents for Higher Education for their review. Board approval is requested of the Academic Program Reviews.

Regent Lester reported that the Academic Affairs, Policy and Personnel Committee met with the administration of Oklahoma State University regarding approval of Academic Program Reviews for OSU-Stillwater and for OSU-Oklahoma City. Provost Sternberg reported to the Committee that the University continually reviews all areas to ensure that the academic needs of the students are being met. Executive summaries of the reviews completed during the 2010-2011 academic year were provided to the Regents for programs in the College of Agricultural Sciences and Natural Resources; the College of Arts and Sciences; the College of Education; the College of Engineering, Architecture and Technology; the College of Human Sciences; and the Center for Veterinary Health Sciences, as well as programs for OSU-Oklahoma City. The Committee acted to recommend Board approval of the administrative recommendation as presented.

Regent Lester moved and Regent Burns seconded to approve the Academic Program Reviews for the 2010-2011 academic year as presented.

Those voting aye: Board Members Reese, Watkins, Anthony, Burns, Davis, Hall, Helm, Lester, and Link. No: None. Abstentions: None. Absent: None. The motion was approved.

President Hargis requested Vice President Weaver to present information pertaining to Administration and Finance:

G-1 Approval to Submit Potential Projects and the Appropriate Documents to the OSRHE for Submission to the Master Real Property Lease Program (MRPL) 2012 and to Purchase the Items

Mr. Weaver requested Board approval to authorize the University to submit a list of potential projects to the Oklahoma State Regents for Higher Education for inclusion in the MRPL program pursuant to O.S. 70-3206.6a. He further requested approval to submit the appropriate documents to the OSRHE to fund these projects through the MRPL program and to purchase the program items in accordance with purchasing policy and procedures, pending receipt of MRPL funding.

Regent Link reported that the Fiscal Affairs Committee met with the administration of Oklahoma State University regarding approval to submit a list of potential projects to the Oklahoma State Regents for Higher Education for inclusion in the Master Real Property Lease program; to submit the appropriate documents; and to purchase the program items in accordance with purchasing policy and procedures. The Committee acted to recommend Board approval of the administrative recommendation.

Regent Link moved and Regent Davis seconded to authorize Oklahoma State University to submit a list of potential projects to the Oklahoma State Regents for Higher Education for inclusion in the MRPL program; to submit the appropriate documents to the OSRHE to fund these projects through the MRPL program; and to purchase the MRPL program items in accordance with purchasing policy and procedures, pending receipt of MRPL funding.

Those voting aye: Board Members Watkins, Anthony, Burns, Davis, Hall, Helm, Lester, Link, and Reese. No: None. Abstentions: None. Absent: None. The motion was approved.

G-2 Approval for Cowboy Athletic Facilities, LLC, to Enter Board of Regents Property to Renovate a Suite in Boone Pickens Stadium and for a Gift-In-Kind Agreement

Mr. Weaver requested Board approval for Cowboy Athletic Facilities, LLC, to enter Board of Regents' property to renovate Room W565 in Boone Pickens Stadium on behalf of the Department of Intercollegiate Athletics and for the OSU President to enter into a Gift-In-Kind Agreement with Cowboy Athletics, Inc., for the receipt of the project upon completion.

He said this was requested by Cowboy Athletics in order to renovate Room W565 (Northwest Mega Suite).

Chairman Helm noted that this is a big suite and probably takes up that whole corner. Mr. Weaver said this is correct. Regent Burns asked the ultimate plan for this suite. Mr. Weaver said OSU Athletics has an agreement for a tenant to rent the suite and finish it out.

Regent Link moved and Regent Hall seconded to authorize Cowboy Athletic Facilities, LLC, to enter Board of Regents' property to renovate Room W565 (Northwest Mega Suite) in Boone Pickens Stadium on behalf of the Department of Intercollegiate Athletics and for the OSU President to enter into a Gift-In-Kind Agreement with Cowboy Athletics, Inc., for the receipt of the project upon completion.

Those voting aye: Board Members Anthony, Burns, Davis, Hall, Helm, Lester, Link, Reese, and Watkins. No: None. Abstentions: None. Absent: None. The motion was approved.

G-3 Approval for the Naming of the Living Room in Willard Hall to The Anderson Family Living Room

Mr. Weaver requested Board approval to name the Living Room in Willard Hall the Anderson Family Living Room, which honors Karen and Bill Anderson and their family. Karen and Bill Anderson are OSU alums who have been very active in the College of Education's advisory group, The Dream Team.

Regent Anthony moved and Regent Watkins seconded to approve the naming of the Living Room in Willard Hall the Anderson Family Living Room as presented.

Those voting aye: Board Members Burns, Davis, Hall, Helm, Lester, Link, Reese, Watkins, and Anthony. No: None. Abstentions: None. Absent: None. The motion was approved.

H-1 Approval of a Police Service Agreement with the Payne County Commissioners

Mr. Weaver requested Board approval for a police service agreement between the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, acting for and on behalf of Oklahoma State University, and the Payne County Commissioners for the purpose of providing police protection for property and persons within each of its own jurisdictional areas. He said this is the exact agreement the Board approved last month with the City of Stillwater. OSU now wants to enter the same agreement with the county.

Regent Anthony moved and Regent Burns seconded to approve a police service agreement between the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, acting for and on behalf of Oklahoma State University, and the Payne County Commissioners for the purpose of providing police protection for property and persons within each of its own jurisdictional areas.

With the upcoming bedlam game and all the traffic associated with it, Regent Burns asked if arrangements have been made with the City of Stillwater to try to help get people out of town. He noted that this has been a real problem in the past and will be a problem tomorrow evening, especially considering the time of the game. Mr. Weaver said OSU administrators have been meeting regularly with City of Stillwater and County officials for additional preparation with respect to the expectation of the big crowd. Chairman Helm noted that the Highway Patrol directed traffic one game, and it made everything flow smoothly; however, they have not done it since. Mr. Drake said for some reason he asked that same question and was told that the City prohibits their policemen from standing in intersections and directing traffic, but they do permit them to stand on the corner and operate the lights.

Regent Burns said as most are aware, he lives about three blocks from the OU stadium; therefore, he sees how the City of Norman cooperates with OU with respect to getting traffic in and out. He said the difference is like night and day. Norman will turn two-way streets into one-way streets, and they have traffic cops at intersections who are there with the Norman Police Department. The flow is at least twice as fast as a result of that kind of police involvement with respect to intersections. Regent Burns said he has always wondered why the City of Stillwater cannot do a better job in this regard and would ask that this be studied further.

Regent Hall said one thing that has contributed to that this year is three record crowds have been set, so it becomes a bigger issue to handle as more people come to the games. President Hargis said he might add that there are several ways to get into Norman whereas this is not the situation for Stillwater, at least from the west. There is just Western, Sixth Street, and Coyle Road. There are really only two ingress areas coming into Stillwater. Regent Burns said it seems to be more internally just getting out of the city environment itself. For example, going north there are several stop lights with no one waiting in the opposite traffic lanes. President Hargis said the Chairman is correct that the Highway Patrol helps a great deal. Chairman Helm asked the reason it was just a one-time deal, and President Hargis said he does not know. Regent Anthony said he has been sitting in on meetings regarding this very issue for about three months with respect to Athletic Department issues and the City of Stillwater with the Police Chief. Part of the problem has been traffic and part of it is tailgating and other issues. The good news is that work is being done, and he commended the Athletic Department and the City, which is trying to facilitate the problems and are operating the lights to help with the flow. Regent Anthony said after games he goes west, and the traffic has moved amazingly. He said the biggest problem he has experienced in Norman and Stillwater is getting out of the parking areas and getting onto the streets. Regent Anthony affirmed that officials are aware of the problem and have pushed to have one-way streets for some of the streets. At this point reasonable excuses have been provided to not do that. He said he believes that is really the best solution in addition to operating the lights or having Highway Patrol operate the intersections. Regent Anthony said he only mentioned it to say it has not gone without attention. It is a difficult problem.

Regent Burns said he would anticipate that the Regents will receive several phone calls after the game tomorrow evening because there will be a lot of people stuck in traffic after midnight without anything else to do other than call on their cell phones. Chairman Helm asked who paid

for the Highway Patrol for the one time they were there. Mr. Weaver said he does not believe OSU received any kind of request for payment from the Highway Patrol. The City pays its officers, and OSU pays its officers plus an advance that OSU puts on its force. Chairman Helm asked the reason Highway Patrol was directing traffic for the one game. Mr. Weaver said he did not know but would find out. Chairman Helm said it was perfect because everything moved and flowed very well.

Regent Anthony said he believes if OSU wins the game tomorrow evening that there will be very few calls. He said many will hang around and stay in the stadium and will be slow to leave. When games are close such as Kansas State, for example, everyone stayed until the game was over and that created a different problem than for other games when OSU was quite a bit ahead and people began streaming out.

Mr. Weaver said he will check into this matter further.

Those voting aye: Board Members Davis, Hall, Helm, Lester, Link, Reese, Watkins, Anthony, and Burns. No: None. Abstentions: None. Absent: None. The motion was approved.

H-2 Approval of an Agreement with City of Okmulgee to Provide Dispatch Services

Mr. Weaver requested Board approval for an agreement between the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, acting for and on behalf of the Oklahoma State University Institute of Technology, and the City of Okmulgee to provide dispatch services for the OSUIT campus. Chairman Helm said his understanding is that instead of OSUIT hiring a dispatcher, this service will be handled through the City of Okmulgee. Mr. Weaver said this is correct.

Regent Davis moved and Regent Watkins seconded to approve an agreement between the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, acting for and on behalf of the Oklahoma State University Institute of Technology, and the City of Okmulgee to provide dispatch services for the OSUIT campus as presented.

Those voting aye: Board Members Hall, Helm, Lester, Link, Reese, Watkins, Anthony, Burns, and Davis. No: None. Abstentions: None. Absent: None. The motion was approved.

H-3 Approval to Continue the Phased Retirement Program

Mr. Weaver requested Board approval to continue the Phased Retirement Program. He said eligible employees who meet OSU's retirement criteria would retire and agree to return to work

on a half-time basis for a maximum of two years. The program piloted last year did not permit sufficient time for employees to consider all the ramifications on their personal situations. OSU would like to extend that program. This is viewed as a budget-neutral action and will not result in additional costs.

Regent Burns asked if there were any problems with the pilot program. Mr. Weaver said OSU only had two faculty members who implemented the program. The concern that faculty had was that they did not have time to fully study what the impact would be on all aspects of their benefits. It is believed if this is approved today and the administration begins communicating to the faculty from January through March, OSU anticipates a better result. A survey was conducted of the faculty this fall to which they responded favorably. If a faculty member chooses to take advantage of the plan and only works half time, Regent Burns asked if OSU experienced or anticipates experiencing any problem because OSU cannot very well hire half-time replacement. Consequently, OSU could get itself into a real budget deficit as a result of needing someone to replace those half-time duties but only being able to replace them with full-time personnel. Mr. Weaver said part of the agreement requires the faculty member to work with the appropriate administrator, department head, and dean to make sure that a burden will not be placed on the department. The department head must approve the agreement. Mr. Weaver said if he was a department head, for example, he would make certain that he could accommodate the request. Regent Burns asked if that is a condition of eligibility, and Mr. Weaver responded affirmatively. A request will not move forward if the department head does not sign off on it.

Regent Watkins asked about health insurance. Mr. Weaver said full benefits would stay in place during that time.

Regent Anthony said his understanding is that this is basically an extension for another year to see if OSU receives a little more interest. Mr. Weaver said OSU would like to run it for an indefinite period of time – at least for a year if not two or three to see what the response is. As discussed in the Fiscal Affairs Committee, a report will be presented next fall on OSU's experience with the program.

Regent Anthony moved and Regent Watkins seconded to authorize Oklahoma State University to continue the Phased Retirement Program as presented in the OSU Agenda.

Those voting aye: Board Members Helm, Lester, Link, Reese, Watkins, Anthony, Burns, Davis, and Hall. No: None. Abstentions: None. Absent: None. The motion passed.

H-4 Approval to Grant Water and Sewer Easements to the City of Stillwater

Mr. Weaver requested Board approval to grant one potable water easement and two sanitary sewer easements to the City of Stillwater. He said the new easement will allow the City of Stillwater to access and maintain the potable water and sewer lines.

Regent Hall moved and Regent Davis seconded to authorize Oklahoma State University to grant one potable water easement and two sanitary sewer easements to the City of Stillwater as presented in the OSU Agenda.

Those voting aye: Board Members Lester, Link, Reese, Watkins, Anthony, Burns, Davis, Hall, and Helm. No: None. Abstentions: None. Absent: None. The motion carried.

I-1 Approval of Construction Managers At Risk for On-Call Construction Management and Construction Services

Mr. Weaver requested Board approval to select the Construction Managers At Risk listed in the OSU Agenda to provide on-call Construction Manager At Risk services. The firms are all qualified to perform as on-call Construction Managers At Risk.

Regent Link reported that the Fiscal Affairs Committee met with the administration of Oklahoma State University regarding approval to select Construction Manager At Risk firms to provide on-call construction management and construction services. The Committee acted to recommend Board approval of Lambert Construction Company, Stillwater, Oklahoma; Nabholz Construction Services, Tulsa, Oklahoma; and Centennial Contractors Enterprises, Inc., Stillwater, Oklahoma, with fees to be determined on a project-by-project basis.

Regent Link moved and Regent Reese seconded to select Lambert Construction Company, Nabholz Construction Services, and Centennial Contractors Enterprises, Inc., as the Construction Managers At Risk to provide on-call Construction Manager At Risk services with fees to be determined on a project-by-project basis.

Those voting aye: Board Members Link, Reese, Watkins, Anthony, Burns, Davis, Hall, Helm, and Lester. No: None. Abstentions: None. Absent: None. The motion passed.

J Approval of Purchase Request Items

Mr. Weaver presented the purchase request items and recommended their approval from the lowest and best bidder or through the competitive bidding process, subject to the availability of funds and/or the limitations of the budget. (The purchase requests are listed on pages 6 and 7 of the OSU Agenda, which is on file in the Board of Regents' Office as Document No. 1-12-2-11.)

Regent Anthony moved and Regent Reese seconded to approve the sole source and special request items as listed in the OSU Agenda (purchase requests Nos. 1 and 2, page 6, OSU Agenda).

Those voting aye: Board Members Reese, Watkins, Anthony, Burns, Davis, Hall, Helm, Lester, and Link. No: None. Abstentions: None. Absent: None. The motion was approved.

With respect to purchase request No. 3, Chairman Helm asked for an explanation regarding the request to purchase services for the development and implementation of an online video network. Mr. Weaver said OSU is going out for bid to find a firm to develop and implement an online video network. The amount is up to \$1 million, which is an estimate. The idea is to be able to put OSU activities, whether it is athletics or academics, online for the alumni and fans to be able to access. President Hargis said OSU employed a consultant several months ago who has been looking at a lot of formats and companies. A lot of progress has been made. It is believed to be in the best interest of Oklahoma State University to have an internet digital presence. As Mr. Weaver said, it is anticipated that it will cover much more than just sports and will include information regarding concerts, speakers, lecturers, etc. It will also greatly enhance the lecture capture software, which needs a lot of improvement. Mr. Gary Shutt, Director of Communications, said it will provide an opportunity for OSU's land-grant mission to really take place and will provide OSU's knowledge and expertise to a broader audience. He said it is believed that there will be opportunities for this to get into the K-12 classrooms. It is a great opportunity academically and athletically. President Hargis said OSU also has an initiative to review and enhance its online offerings, and this will be compatible with that, as well.

Regent Anthony asked if this is an internet based model, and President Hargis responded affirmatively. He said OSU has looked at the cable format and does not believe that is really viable in any large measure. OSU has arrangements for Cox Communications on athletics, and it is believed this can be broadened. It is believed OSU can partner with Cox on equipment. It is all being reviewed, and before a final decision is made, OSU will report back to the Board. Mr. Weaver said it has been reported that the electronics industry projects that by 2014 that 130 million internet televisions sets will have been shipped. Streaming will be the new delivery system. Regent Anthony asked the timing on this. Mr. Shutt said OSU would hope to have the platform in place over the first six months of next year and then begin the content in the summer and hit it heavy when school begins in the fall. President Hargis said OSU has one of the more recognized sports management and sports broadcasting programs in the country, and it would be OSU's intent to use students as much as possible—not just in sports but by using students to produce content to distribute as well. It is believed this will also be a great educational tool.

Regent Helm asked the source of funds. President Hargis said it would come from E&G appropriated funds. Regent Link asked if there will be any revenue from this. President Hargis said he believes there will be revenue involved.

Regent Davis moved and Regent Lester seconded to approve the purchases from revolving and state appropriated funds as presented in the OSU Agenda (purchase requests Nos. 3 and 4, page 6, OSU Agenda).

Those voting aye: Board Members Watkins, Anthony, Burns, Davis, Hall, Helm, Lester, Link, and Reese. No: None. Abstentions: None. Absent: None. The motion carried.

Chairman Helm referenced purchase request No. 8 regarding the request to authorize the Long Range Facilities Planning Department to purchase labor, materials, equipment, and services to reconstruct Monroe Street from University Avenue to Hall of Fame Avenue and to extend Wentz Lane from Parking Lot 41 to Monroe Street in the estimated amount of \$3,610,360. He asked for an explanation. Mr. Weaver said as the Board is aware, SAIC (formerly Benham Group) was approved to do the architectural work for this project. In discussions with the Fiscal Affairs Committee, it was determined that a Construction Manager At Risk was not the appropriate delivery system for this reconstruction project, so OSU wants to put this project out for bid.

Regent Burns asked if OSU already has plans for what is anticipated. Mr. Weaver responded affirmatively but reported that OSU does not have the plans in a format but can send them via e-mail. He said the plans are not completely developed, but the idea is to create a more pedestrian-friendly roadway that would remove the speed bumps and improve the sewer and water lines under the street. Drainage has been a problem historically on that street. The street will be narrowed but will still be wide enough for emergency vehicles. OSU plans to make it safer and improve the infrastructure. Chairman Helm asked if vehicles will be allowed on the street. Mr. Weaver responded affirmatively and said it will not affect the Whitehurst parking lot.

Regent Burns asked about the landscaping. Mr. Mike Buchert, Director of Long Range Facilities Planning, said trees will be planted. He said after the meeting he will be happy to go into more detail as to exactly what will be done. Mr. Weaver said he can send the designs, and Regent Burns said he would like to see the plans. Chairman Helm noted that Mr. Buchert has done many roads and streets, and the Regents have complete confidence in his ability.

Regent Burns moved and Regent Link seconded to authorize the Long Range Facilities Planning Department to purchase labor, materials, equipment, and services to reconstruct Monroe Street from University Avenue to Hall of Fame Avenue and to extend Wentz Lane from Parking Lot 41 to Monroe Street in the estimated amount of \$3,610,360 (purchase request No. 8, page 7, OSU Agenda).

Those voting aye: Board Members Anthony, Burns, Davis, Hall, Helm, Lester, Link, Reese, and Watkins. No: None. Abstentions: None. Absent: None. The motion carried.

Balance of Purchase Requests

Regent Anthony moved and Regent Burns seconded to approve the balance of the purchase requests as listed in the OSU Agenda, subject to the availability of funds and/or the limitations of the budget.

Those voting aye: Board Members Burns, Davis, Hall, Helm, Lester, Link, Reese, Watkins, and Anthony. No: None. Abstentions: None. Absent: None. The motion passed.

The business of Oklahoma State University being concluded, President Hargis and members of the OSU administration were then excused from the meeting.

MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Kurt Budke, Head Coach, Women's Basketball, Athletics, was claimed by death on November 17, 2011; and

WHEREAS, Coach Budke, by his loyalty, attention to duty, and faithful performance rendered service as a staff member of Oklahoma State University from March 28, 2005, to the date of his death, November 17, 2011, and as a citizen worthy of commemoration and respect; and

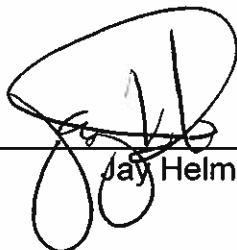
WHEREAS, his friends and Oklahoma State University have suffered irreparable loss in his passing:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR OKLAHOMA STATE UNIVERSITY AND THE AGRICULTURAL AND MECHANICAL COLLEGES:

THAT it takes this method to express its appreciation for the years of useful service rendered by Coach Budke to the State of Oklahoma and its citizens, to express respect to his memory, and to extend to the family its deep sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Oklahoma State University's staff members.

BE IT FURTHER RESOLVED, that a copy of this resolution be spread upon the minutes of the Board and a copy sent to the family of Coach Budke.

Adopted by the Board the 2nd day of December 2011.



Jay Helm, Chair

MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Miranda R. Serna, Assistant Coach, Women's Basketball, Athletics, was claimed by death on November 17, 2011; and

WHEREAS, Coach Serna, by her loyalty, attention to duty, and faithful performance rendered service as a staff member of Oklahoma State University from March 28, 2005, to the date of her death, November 17, 2011, and as a citizen worthy of commemoration and respect; and

WHEREAS, her friends and Oklahoma State University have suffered irreparable loss in her passing:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR OKLAHOMA STATE UNIVERSITY AND THE AGRICULTURAL AND MECHANICAL COLLEGES:

THAT it takes this method to express its appreciation for the years of useful service rendered by Coach Serna to the State of Oklahoma and its citizens, to express respect to her memory, and to extend to the family its deep sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Oklahoma State University's staff members.

BE IT FURTHER RESOLVED, that a copy of this resolution be spread upon the minutes of the Board and a copy sent to the family of Coach Serna.

Adopted by the Board the 2nd day of December 2011.



Jay Helm, Chair

December 2, 2011

OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA

Dr. David Bryant, President, appeared before the Board of Regents to present the business of Oklahoma Panhandle State University and review the Agenda for members of the Board.

Chairman Helm commended the OPSU men's basketball team for the way they played against the OSU team. He said the team fought hard. Dr. Bryant said the team really enjoyed that exhibition game at OSU.

Dr. Bryant said he would like to thank Dr. Ponder for the outstanding hospitality at Langston and expressed thanks to the staff for all that they have done. He said it is always a pleasure to visit the Langston University campus.

Dr. Bryant reported that OPSU was profiled on the cover of the Oklahoma Department of Transportation's biennial *Oklahoma's Memorial Highways & Bridges* publication.

Approval to Add Curricular Options

Dr. Bryant requested approval to add two options to OPSU's instructional programs. The first is to add an online option to the Bachelor of Business Administration degree program. He said more and more students are requesting an online option. He presented background information regarding the request including justification, demand, growth in online programs over the last six years, and faculty resources and cost. It is believed that with a little bit of promotion and additional advertisement, OPSU should be able to graduate five to seven students a year in Business Administration through the online program. There were 17 traditional BBA graduates in 2010-2011. It is not anticipated that additional faculty members will be needed since OPSU is essentially providing this option now with the exception of three required courses that could easily be offered in an online format.

Dr. Bryant said the cost will be somewhat minimal at \$4,500, which would amount to \$1,500 paid to three faculty members for new course development. This would be a one-time stipend.

Regent Anthony moved and Regent Watkins seconded to authorize Oklahoma Panhandle State University to add an online option to the Bachelor of Business Administration degree program as presented in the OPSU Agenda.

Chairman Helm asked how the online option would affect accreditation and how accrediting agencies view such programs. Dr. Bryant said the accrediting agencies require the institutions to report this. This would be OPSU's first full online degree. Assuming it is approved, the request would then be forwarded to the Oklahoma State Regents for Higher Education for review and approval and then to the Higher Learning Commission. Dr. Bryant said it would be a part of the overall University accreditation.

Those voting aye: Board Members Davis, Hall, Helm, Lester, Link, Reese, Watkins, Anthony, and Burns. No: None. Abstentions: None. Absent: None. The motion carried.

Dr. Bryant further requested Board approval to add an Emergency Medical Services (EMS) option to the Associate of Applied Science (AAS) in Technology degree program. He said there is a great demand for this program in the area. Currently, OPSU offers an AAS degree in Criminal Justice and a Fire Protection option in the AAS in Technology degree program. The addition of an EMS option to the AAS in Technology degree program will complete the crucial emergency services offerings at OPSU. Dr. Bryant presented information on the demand and projection on the number of students in the degree program through 2015-16, and faculty resources and cost. OPSU currently has five faculty members certified and qualified to teach an EMS program. The general education and supporting courses are taught for other degrees, and the EMT courses are taught at the OPSU Guymon Classroom. Dr. Bryant said no reallocation of funds or new funds are being requested.

Regent Watkins moved and Regent Davis seconded to authorize Oklahoma Panhandle State University to add an Emergency Medical Services (EMS) option to the Associate of Applied Science (AAS) in Technology degree program as presented in the OPSU Agenda.

Regent Anthony referenced the request for the EMS option and noted that it requires 64 semester credit hours for a two-year degree. Dr. Bryant said this is correct. Chairman Helm said this appears to fit in well with the Criminal Justice and Fire Protection programs.

Those voting aye: Board Members Hall, Helm, Lester, Link, Reese, Watkins, Anthony, Burns, and Davis. No: None. Abstentions: None. Absent: None. The motion carried.

Approval to Increase Non-Encumbered Contract

Dr. Bryant requested Board approval to increase a non-encumbered contract with Utility Staffing Resources for contract employees on the campus of OPSU. The original approval on June 17, 2011, was for \$275,000, and he requested approval for an increase of \$200,000. He said the increase is necessary to keep pace with the addition of more contract employees relating to the record fall enrollment.

Regent Watkins moved and Regent Davis seconded to authorize Oklahoma Panhandle State University to increase a non-encumbered contract with Utility Staffing Resources by \$200,000 as presented in the OPSU Agenda.

Those voting aye: Board Members Helm, Lester, Link, Reese, Watkins, Anthony, Burns, Davis, and Hall. No: None. Abstentions: None. Absent: None. The motion carried.

Balance of Agenda

Regent Watkins moved and Regent Lester seconded to approve the balance of the Agenda, subject to the availability of funds and/or the limitations of the budget. (The Agenda is attached.)

Those voting aye: Board Members Lester, Link, Reese, Watkins, Anthony, Burns, Davis, Hall, and Helm. No: None. Abstentions: None. Absent: None. The motion was approved.

The business of Oklahoma Panhandle State University being concluded, Dr. Bryant was then excused from the meeting.

OKLAHOMA PANHANDLE STATE UNIVERSITY
Goodwell, Oklahoma

November 23, 2011

Board of Regents for Oklahoma A & M Colleges

Dear Board Members,

Subject to the budgetary limitations and availability of funds, the following expenditures are submitted for Board Approval with purchases to be coordinated through the Board Purchasing Office.

Part A---General Information/Reports Requiring No Action By the Board

None

Part B---Resolutions

None

Part C---Policy and Operational Procedures

None

Part D---Personnel Actions

None

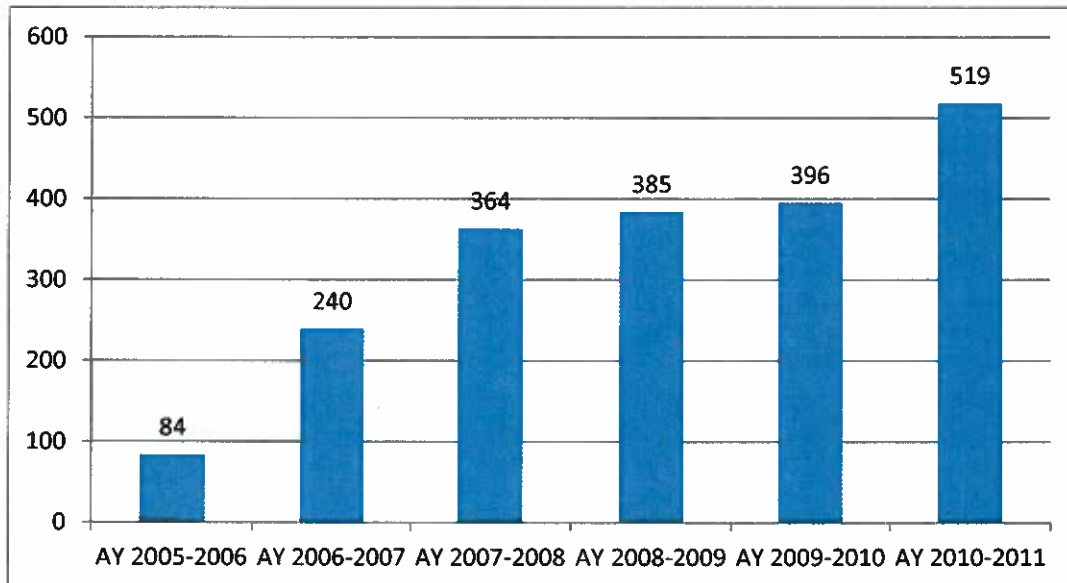
Part E---Instructional Programs

1. Board approval is requested to add an on-line option to the Bachelors of Business Administration degree program (BBA) at OPSU.

Justification: In today's economic climate, more and more students want to pursue a degree program and continue working. The on-line delivery option provides that opportunity to adult degree completers who cannot come to campus and complete a traditional degree.

Demand: At the present time, OPSU has many students taking on-line courses. The on-line delivery option has grown from 226 students in 2003-2004 to 2,473 in 2010-2011. Furthermore, faculty members have embraced on-line course development. Within the School of Business and Technology, on-line enrollment has gone from 84 in 2005-2006 to 519 in 2010-2011 (see following bar graph).

Total On-Line Enrollment for Business Administration



It is apparent that the demand for on-line classes will continue and the opportunity to offer a degree option totally on-line is now possible. With promotion and advertisement, a total of 5-7 BBA on-line graduates per year should be obtainable. There were 17 traditional BBA graduates in 2010-2011.

Faculty Resources and Cost: No additional faculty members are needed since all of the courses for this degree option are already taught on the OPSU campus. All but three of the required courses are already offered in an on-line format.

The development of the three additional on-line courses would cost \$4,500. This money would be recovered via the additional on-line course fee of \$100 per credit hour.

Attached are the courses for the proposed degree option.

2. Board approval is requested to add an Emergency Medical Services (EMS) option to the Associate of Applied Science (AAS) in Technology degree program.

Justification: The need for emergency medical service technicians (EMTs) is growing in the rural service area of OPSU. Currently OPSU offers an AAS degree in Criminal Justice and a Fire Protection option in the AAS in Technology degree program. The addition of an EMS option to the AAS in Technology degree program will complete the critical emergency services offerings at OPSU and allow for greater cohesion in the overall program.

Demand: In the five-state service area of OPSU, there is an increasing demand for emergency services personnel. The projected five-year student demand and degree production for OPSU's proposed EMS option is shown in the following table:

Academic Year	Majors (Headcount) – Fall Semester	Degrees Conferred
2011-2012	10	0
2012-2013	16	7
2013-2014	18	11
2014-2015	20	11
2015-2016	22	11

Faculty Resources and Cost: OPSU currently has five faculty members qualified and certified to teach in an EMS program. All of the general education and supporting courses are taught for other degrees, and the EMT courses are taught at the OPSU Guymon Classroom. The list of courses for the proposed degree option is attached.

No reallocation of funds or new funds are needed. Existing tuition and fees will cover any additional costs encountered for the proposed degree option.

Part F---Budgetary Actions

None

Part G---Other Business and Financial Matters

None

Part H---Contractual Agreements (other than construction and renovation)

None

Part I---New Construction or Renovation of Facilities

None

Part J---Purchase Requests

Board approval is requested to increase a non-encumbered contract with Utility Staffing Resources for contract employees on the campus of OPSU. The original approval on 6-17-11 was for \$275,000, and we request an increase of \$200,000. The increase is necessary to keep pace with the addition of more contract employees related to the record fall enrollment.

Part K---Student Services/Activities

None

Part L---New Business Unforeseen At Time Agenda Was Posted

None

Part M---Other Information Matters Not Requiring Action of the Board

1. OPSU is profiled on the cover of the Oklahoma Department of Transportation's biennial *Oklahoma's Memorial Highways & Bridges* publication.
2. The October President's Update is attached.
3. The October 2011 Summary of Out-of-State Travel is attached.

Respectfully submitted,



David A. Bryant
President

Faculty Contact: David Miller
 Head, Department of Business
 Assistant Professor of Business Administration
 Carter Hall 201A
 (580) 349-1452
 E-mail: dlmiller@opsu.edu

Business Administration (BBA)	124
General Business Option	Semester Hours
General Education Requirements	41
Common Business Core	36
Acct 2103-Financial Accounting	
Acct 2203-Manual Accounting	
Badm 2123-Microeconomics	
Badm 3123-Business Law I	
Badm 3173-Business Communications	
Badm 3613-Statistics	
Badm 4603-Business Ethics	
Cis 2013-Information Systems for Business	
Cis 2223-Micro Applications	
Fin 3773-Business Finance I	
Mgmt 3813-Principles of Management	
Mktg 3913-Principles of Marketing	
General Business Option	12
Fin 3783-Business Finance II	
Mktg 3373-Professional Selling OR	
Mktg 3873-Advertising	
Badm 3323-Business Law II	
Mgmt 4013-Organizational Behavior	
Business Capstone	3
Mgmt 4893-Small Business Management OR	
Mgmt 4983-Strategic Management Bus. Policy	
School of Business Electives	9
Other Electives	23
Sufficient courses to bring upper level hours to 40 credit hours and total to 124 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor.	

Faculty Contact: David Miller
 Head, Department of Business
 Assistant Professor of Business Administration
 Carter Hall 201A
 (580) 349-1452
 E-mail: dlmiller@opsu.edu

Business Administration (BBA)	124
Finance Option	Semester Hours

General Education Requirements	41
Common Business Core	36
Acct 2103-Financial Accounting	
Acct 2203-Managerial Accounting	
Badm 2123-Microeconomics	
Badm 3123-Business Law I	
Badm 3173-Business Communications	
Badm 3613-Statistics	
Badm 4603-Business Ethics	
Cis 2013-Information Systems for Business	
Cis 2223-Micro Applications	
Fin 3773-Business Finance I	
Mgmt 3813-Principles of Management	
Mktg 3913-Principles of Marketing	
Finance Concentration	12
Fin 4063-Commercial Bank Mgmt OR	
Fin 3573-Money and Banking	
Fin 3073-Principles of Insurance OR	
Fin 4083-Investments	
Fin 3783-Business Finance II	
Fin 4063-Financial Statement Analysis OR	
Fin 4000-Special Topics in Finance	
Business Capstone Courses	3
Mgmt 4893-Small Business Management OR	
Mgmt 4983-Strategic Management and Business Policy	
School of Business Electives	9
Other Electives	23
Sufficient courses to bring upper level hours to 40 credit hours and total to 124 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor.	

Faculty Contact: David Miller
 Head, Department of Business
 Assistant Professor of Business Administration
 Carter Hall 201A
 (580) 349-1452
 E-mail: dlmiller@opsu.edu

Business Administration (BBA)	124
Management Option	Semester Hours

General Education Requirements	41
Common Business Core	36
Acct 2103-Financial Acct	
Acct 2203-Managerial Acct	
Badm 2123-Microeconomics	
Badm 3123-Business Law I	
Badm 3173-Business Communications	
Badm 3613-Statistics	
Badm 4603-Business Ethics	
Cis 2013-Information Systems for Business	
Cis 2223-Micro Applications	
Fin 3773-Business Finance I	
Mgmt 3813-Principles of Management	
Mktg 3913-Principles of Marketing	
Management Concentration	12
Acct 3203-Cost Accounting OR	
Fin 3793-Business Finance II	
Mgmt 3703-Small Group Discussion OR	
Mgmt 4703-Organizational Communication OR	
Mgmt 3333-Industrial Psychology	
Mgmt 4873-Human Resource Management OR	
Mgmt 4133-Leadership	
Mgmt 4013-Organizational Behavior	
Business Capstone Courses	3
Mgmt 4893-Small Business Management OR	
Mgmt 4983-Strategic Management and Business Policy	
School of Business Electives	12
Other Electives	23
Sufficient courses to bring upper level hours to 40 credit hours and total to 124 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor.	

Faculty Contact: David Miller
 Assistant Professor of Business Administration
 Carter Hall 201C
 (580) 349-1452
 E-mail: dlmiller@opsu.edu

Business Administration (BBA)	124
Marketing Option	Semester Hours
General Education Requirements	41
Common Business Core	36
Acct 2103-Financial Accounting	
Acct 2203-Managerial Accounting	
Badm 2123-Microeconomics	
Badm 3123-Business Law I	
Badm 3173-Business Communications	
Badm 3613-Statistics	
Badm 4603-Business Ethics	
Cis 2013-Information Systems for Business	
Cis 2223-Micro Applications	
Fin 3773-Business Finance I	
Mgmt 3813-Principles of Management	
Mktg 3913-Principles of Marketing	
Marketing Concentration	12
Mktg 3443-Consumer Behavior	
Mktg 3873-Advertising	
Mktg 3923-Professional Selling	
Mktg 4023-Retailing	
Mktg 4113-E-Commerce	
Mktg 4893-Marketing Research	
Mktg 4973-Purchasing	
Business Capstone Courses	3
Mgmt 4893-Small Business Management OR	
Mgmt 4983-Strategic Management and Business Policy OR	
MKTG 4983-Strategic Marketing Management	
School of Business Electives	9
Other Electives	23

Sufficient courses to bring upper level hours to 40 credit hours and total to 124 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor.

Faculty Contact Larry Hough
 Head, Department of Industrial Technology
 Associate Professor, Industrial Technology
 Carter Hall 205 Metal Shop 103
 Phone: (580) 349-1448
 E-mail: lough@opsu.edu

Technology (AAS)	64
Technology-Option	Semester Hours

To be admitted to candidacy for the degree, the student must have completed a one-year technical program at an institution accredited by a regional accrediting agency. If the credit earned is from a non-accredited institute, the student transferring to OPSU must use the same procedure as regular college students from non-accredited institutions. Vocational technical transferred credit will be granted upon completion of graduation requirements.

Student Success Seminar	1
Ucss 1111-Student Success Seminar	
Communication	6
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
Comm 1113-Speech Communication	
American History and Government	6
Hist 1313-U.S. Hist. 1492-1877 OR	
Hist 1323-U.S. Hist. 1877-Present	
Pols 1013-American Government	
Guided Electives	7
Science, humanities, world religion, mathematics, communications, behavioral science, economics, marketing, or CIS	
Technical Specialty	29-32
Transferred from an approved technical program	
Support and Related Courses	12-15
Courses that are guided electives which enhance the degree curriculum. These courses are required to bring the total to 64 hours for graduation.	

Faculty Contact Dr. Justin Collins
 Dean, School of Science, Mathematics, and Nursing
 Professor, Biology
 Science and Agriculture Building 218
 Phone: (580) 349-1522
 E-mail: jkcollins@opsu.edu

Technology (AAS)	64 Semester Hours
**Emergency Medical Services-Option	

Student Success Seminar	1
Ucss 1111-Student Success Seminar	
Communications	6
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
Mathematics	3
Math 1513-College Algebra	
American History and Government	6
Hist 1323-American History 1877-Present	
Pols 1103-American Government and Politics	
Natural Sciences	9
Chem 1135-General Chemistry I	
Biol 1304-Principles of Biology	
Required Core	30
Emt 1141-Emergency Vehicle Operation	
Emt 1145-Emergency Medical Tech-Basic	
Emt 1245-Emergency Medical Tech-Interm.	
Emt 1345-Paramedic I	
Emt 2111-Incidence Management Systems	
Emt 2333-Rescue Awareness	
Emt 2545-Paramedic II	
Emt 2555-Paramedic III	
Support and Related Courses	9
Biol 2104-Human Anatomy	
Biol 2205-Human Physiology	

****This option is pending Oklahoma State University A&M and Oklahoma State Regents for Higher Education board approval.**

President's Update

A monthly newsletter from the Office of the President

October 2011

Events

- Nov. 2** **Men's Basketball** vs. OSU in Stillwater, 7 p.m.
- Nov. 3** **Volleyball** vs. U of A-Ft. Smith, 7 p.m.
- Nov. 5** **Volleyball** vs. Newman, 10 a.m.
5th Annual Chili Cook-off, 11 a.m.-1:30 p.m. in the parking lot behind Oscar Williams Fieldhouse. Find entry forms and more info on our website under the Downloads link.
Football vs. NWOSU, 2 p.m. Admission is free thanks to Urgent Care.
- Nov. 7** **Men's Basketball** vs. New Mexico All-Stars, Exhibition game, 8 p.m.
- Nov. 7-8** **Coffee Memorial Center Blood Drive**, Ballroom, 11 a.m.-6 p.m.
- Nov. 9** **Spring Enrollment** begins
- Nov. 10** **Panhandle State Foundation Banquet**, 6:30 p.m.
Student Union Ballroom
- Nov. 11** **Veterans' Day Ceremony**, 10:30 a.m., OPSU Veterans' Memorial outside McKee Library
The 39 Steps, an Alfred Hitchcock comedy, Centennial Theatre, 7 p.m.
Men's Basketball vs. Bethel, 7 p.m. kick-off 2 p.m.
- Nov. 12** **Little Dunkers Basketball Camp**, 9-11 a.m., Noble Center
Women's Basketball vs. Adams State, 5 p.m.
Men's Basketball vs. Cameron, 7 p.m.
The 39 Steps, Centennial Theatre, 7 p.m.
- Nov. 13** **The 39 Steps**, Centennial Theatre, 3 p.m.
- Nov. 20** **Alpha Chi Initiation**, Ballroom, 2 p.m.
- Nov. 22** **Women's Basketball** vs. New Mexico Highlands, 7 p.m.
- Nov. 23-25** **Thanksgiving Break**, no classes
University closed Nov. 24-25

Congratulations to OPSU alum **Kristie Ramon**! She received the National Rural Education Association's 2011 Rural Teacher of the Year. She teaches first grade, Reading Recovery, and reading intervention strategies in Spearman, Texas. She is married to Tindle Ramon, the son of Dr. Serafin and Valois Ramon of Goodwell.

OPSU welcomes **Flora Frete**, our exchange program student from Universidad Nacional de Villa Maria (UNVM) located in Córdoba Province, Argentina! The music composition major is spending this semester taking courses in orchestration, composition, and piano and percussion education classes as well as piano and vocal lessons.

An international student from Kenya, sophomore **Gideon Busienei** won first at the Heartland Conference Cross Country meet in Laredo, qualifying him to compete at the Regional meet in Wichita Falls. Congratulations!

Panhandle State Foundation announced the establishment of the David and Sharon Petty Scholarship. David Petty is a renowned lawyer and Sharon Petty is well known for her community involvement. Both Sharon and daughter, Lizbeth Lee, are OPSU graduates.

The beef bulls consigned to the **60th Annual OPSU Bull Performance Test** were weighed on test Oct. 8, 2011. The test runs for 112 days during which date will kept on a variety of characteristics. The test ends January 28, 2012 and the top 70 bulls will sell in the 60th Annual OPSU Bull Test Sale on February 20, 2012. Those interested in following the performance of the bulls during the test can contact Gwen Martin at (580) 349-1500 or e-mail gwen@opsu.edu.

John Townsend

Unlike some instructors, OPSU Professor of Agriculture Dr. John Townsend enjoys teaching the 1000 level ag econ course. He said, "For many students, it's the first formal experience they have with agricultural economics. They already know a lot, they just didn't know they knew it and I simply put a theory with what they already know." It's partly that attitude that makes the class a popular one with undergraduates who need an economics class for a general education requirement, even if they aren't pursuing an ag major.

Armed with a Ph.D. in ag econ from OSU, J. T. started his OPSU career in the fall of 1997. Other ag courses he teaches include marketing, statistics, and futures and options as well as a money and banking class. He said he enjoys teaching "because no two days are the same."

He also serves as the rodeo team advisor and said, "It's been fantastic! I was a part of a national championship team (in 2004) plus I've gotten to meet some of the world's finest athletes—it's been amazing!"

For the past 3 years, Townsend has presented ag-related topics to the Leadership Oklahoma class when they visit the Panhandle and OPSU. He said he enjoys talking about issues that are facing agriculture today that the group is probably not aware of, such as the controversy surrounding legislation to reduce dust related to agricultural activities like farming. He likes to discuss the direction of agriculture using technology and also admits he uses it as an opportunity to brag about the Panhandle as being the largest agricultural revenue producer in Oklahoma, saying "We're important!"

In his spare time, the self-proclaimed tinkerer enjoys computer programming, playing video games, discovering how things work, and reading forensic thrillers. He said he appreciates the environment of cooperation at OPSU, pointing out, "We are one big family in a collegial environment; we may not always agree, but I can approach someone and get it resolved."

Faculty Senate

OPSU's faculty senate represents OPSU's body of instructors to the administration in an advisory capacity. The group helps establish university policy, specifically anything relating to student education including curricula, admissions, academic standards, etc.; student affairs such as extracurricular activities, student conduct, health and welfare; and all matters relating to faculty employment such as tenure, promotion, and other items that affect faculty morale and welfare.

Brent Shoulders is currently serving his second term as president and other officers include Matthew Saunders, vice president, and Sara Hitch, secretary. Two faculty members from the schools of Agriculture; Business and Technology; Science, Math, and Nursing; and Education serve on the Senate as well as 3 Liberal Arts faculty and one from University College. They meet once per month and welcome all faculty attendance.

One current hot topic is widespread plagiarism on campus and instructors now have access to software, Turn It In, to help identify that. Senate members have also recently discussed semester scheduling and campus-wide accessibility issues.

The group has recognized individual student athletes and teams for academic achievement as well as the administration for achieving goals stated in OPSU's strategic plan. They also helped with changes in the faculty handbook and worked on HLC accreditation.

Brent stressed that anyone, any time should feel free to email any member of the group with ideas, concerns and praise. He said that on this small campus where instructors know students, faculty senate tries to keep them happy and addresses issues they have when appropriate.

Unlike similar groups on much larger campuses, Brent said OPSU's faculty senate acknowledges and appreciates the administration's open door policy and feels that approach benefits not only faculty, but also our students.



David A. Bryant, President

OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF

Oct-11
MONTH

FUND SOURCE	FY12		FY11		FY12		FY11	
	TRAVEL THIS MONTH		CORRESPONDING MONTH		TRAVEL THIS YEAR		CORRESPONDING YEAR	
	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED
REVOLVING								
ST APPRO	20	\$ 4,864.56	28	\$ 7,604.78	50	\$ 16,292.39	53	\$ 13,133.59
FEDERAL					2	\$ 988.67		
PRIVATE								
AUXILIARY			4	\$ 1,269.25	2	\$ 779.24	9	\$ 3,620.25
OTHER		\$ -		\$ -				\$ -
TOTAL	20	\$ 4,864.56	32	\$ 8,874.03	54	\$ 18,060.30	62	\$ 16,753.84

December 2, 2011

NORTHEASTERN OKLAHOMA A&M COLLEGE, MIAMI, OKLAHOMA

Dr. Jeff Hale, President, and Ms. Jessica Boles, Vice President for Fiscal Affairs, appeared before the Board of Regents to present the business of Northeastern Oklahoma A&M College and review the Agenda for members of the Board. Dr. Hale expressed appreciation to Dr. Ponder and his staff for the wonderful hospitality.

Dr. Hale referenced the NEO Update for December. He noted the cover story regarding the Top 10 Freshmen Awards Program that NEO hosted for the third consecutive year. He said he finds it interesting to see from where the students come who receive this award. An international student has been selected to receive this award each year, and a student from Illinois, Arizona, and several small towns around Miami received the award this year, as well. Also, Dr. Hale referenced the first annual Fine Arts Hall of Fame in which he had the great privilege of inducting Charles Banks Wilson, arguably the most iconic artist figure in the history of the State of Oklahoma. Mr. Wilson began the arts program at NEO and was a faculty member for approximately 20 years. In addition, NEO held its Second Annual Recruiting/Alumni Rodeo and had over 200 participants. High school students who are interested in rodeo from around the country came to the event and participated with NEO alumni. Dr. Hale further reported on the Development Foundation's Annual "Fundraising Festival," which raised about \$20,000 for student organizations. Also, Dr. Hale reported that for the first time he was able to get approximately 25 area superintendents together to talk about some of the key issues that are challenging to both higher education and public education.

Personnel Action

Dr. Hale requested Board approval to appoint Dale Patterson as the Head Football Coach for next year, as well as Athletic Director. He noted that Mr. Patterson served as Interim this year because he was hired in June. He noted that Mr. Patterson has done a remarkable job. In total, he has been with the College about 30 years, and spent the last 7 years at Oklahoma State University on Coach Mike Gundy's staff. Dr. Hale said NEO had a good football season under his leadership. NEO ended the season with a 4-5 record; however, that followed the worst two seasons in the 82-year history of the College.

Regent Lester moved and Regent Watkins seconded to extend the employment of Dale Patterson appointing him as Head Football Coach/Athletic Director for one year to December 31, 2012, at his present salary of \$72,450 as presented.

Those voting aye: Board Members Link, Reese, Watkins, Anthony, Burns, Davis, Hall, Helm, and Lester. No: None. Abstentions: None. Absent: None. The motion carried.

Budget Revision

Dr. Hale referenced the request for a budget revision. He noted that the request states E&G Budget, Part I, but it should state E&G Budget, Part II. The request will allow NEO to spend \$400,000 per year over the course of the next five years. In October, NEO was notified by the Department of Education that it was 1 of 13 schools in the United States to receive a Title III Grant, Part F, in the amount of \$2 million over a five-year period. In order for NEO to be able to expend those funds, it needs Board approval to adjust its budget.

Approval to Add Two Athletic Programs

Dr. Hale requested Board approval to add two new programs at the intercollegiate level, an equestrian program and men's wrestling. He said these requests were discussed with members of the Fiscal Affairs Committee at its meeting yesterday.

Regent Link reported that the Fiscal Affairs Committee met with the administration of Northeastern Oklahoma A&M College regarding approval to add equestrian and men's wrestling to the athletic programs offered at NEO. President Hale, along with Shannon Cunningham, John Smith, and Dale Patterson, discussed the benefits of these additions, including the positive effect on enrollment and expanded opportunities for Oklahoma and NEO. The Committee acted to recommend Board approval of the administration's recommendation.

Regent Link moved and Regent Lester seconded to authorize Northeastern Oklahoma A&M College to add an equestrian program, effective Fall 2012, and a men's wrestling program, effective Fall 2013, to the athletic programs offered at NEO.

Those voting aye: Board Members Reese, Watkins, Anthony, Burns, Davis, Hall, Helm, Lester, and Link. No: None. Abstentions: None. Absent: None. The motion carried.

Balance of Agenda

Regent Watkins moved and Regent Lester seconded to approve the balance of the Agenda, including the noted correction to Item F.1., subject to the availability of funds and/or the limitations of the budget. (The Agenda is attached.)

Those voting aye: Board Members Watkins, Anthony, Burns, Davis, Hall, Helm, Lester, Link, and Reese. No: None. Abstentions: None. Absent: None. The motion passed.

The business of Northeastern Oklahoma A&M College being concluded, Dr. Hale and Ms. Boles were then excused from the meeting.

NORTHEASTERN OKLAHOMA A&M COLLEGE
Miami, Oklahoma
December 2, 2011

Board of Regents for OSU and the A&M Colleges
Stillwater, Oklahoma

Dear Board Members:

Subject to budgetary limitations and availability of funds, the following expenditures are submitted for Board approval with purchases to be coordinated through the Board Purchasing Officer, Oklahoma State University. We recommend the following business for your consideration and approval.

PART A - GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD

1. President's Remarks

- 2nd Annual High School Rodeo
- Top 10 Freshmen Induction Ceremony
- Kah-Ne Hall Update
- Foundation Event for Student Organizations
- Area Superintendent's Luncheon
- November "NEO Update"

PART B - RESOLUTIONS

None

PART C - POLICY AND OPERATIONAL PROCEDURES

None

PART D - PERSONNEL ACTIONS

1. Extension of Employment

Board approval is requested to extend the employment of Head Football Coach/Athletic Director, Dale Patterson, for one year to December 31, 2012 and that his present salary of \$72,450.00 (twelve month appointment) be continued through June 30, 2012. At that time a change in his salary will be considered along with other members of the faculty and staff if funding is available. This is the same procedure that has been used in the past.

PART E - INSTRUCTIONAL PROGRAMS1. Request for Addition of New Certificate Programs

Authorization is requested to add the following certificate programs, to be effective fall semester 2012. The OSRHE approval process will be followed and submitted pending approval of the Board. A description of the modifications is attached for your information (Reference Document #1).

- a. One-Year Certificate in Natural Resources Ecology and Management
- b. Two-Year Certificate in Natural Resources Ecology and Management

2. Request for Program Modification

Authorization is requested for modification of the Music/Theatre Program. The program changes, effective fall semester 2012, are depicted on Reference Document #1. The OSRHE approval process will be followed and submitted pending approval of the Board.

- a. Speech and Theater, AA Degree – addition of Dance electives
- b. Music, AA Degree – addition of Dance electives
- c. Medical Laboratory Technician, AAS Degree

PART F - BUDGETARY ACTIONS1. Revision – E&G Budget Part I – FY12

Authorization is requested for the revision of the FY12 E&G Budget, Part I (Reference Document #2) which reflects the Title III Grant, Part F.

PART G - OTHER BUSINESS AND FINANCIAL MATTERS

None

PART H - CONTRACTUAL AGREEMENTS (other than construction and renovation)

None

PART I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

None

PART J - PURCHASE REQUESTS

None

PART K - STUDENT SERVICES/ACTIVITIES

1. Proposed Equestrian Program

We request approval to add an Equestrian program to the athletic programs offered at NEO, effective fall 2012. See Executive Summary, Reference Document #3.

2. Proposed Wrestling Program

We request approval to add a men's Wrestling program to the athletic programs offered at NEO, effective fall 2013. See Executive Summary, Reference Document #3.

PART L - NEW BUSINESS UNFORSEEN AT TIME AGENDA WAS POSTED

None

PART M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

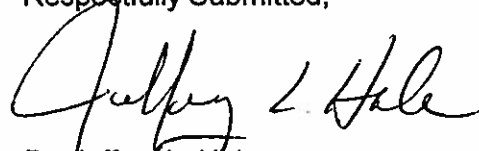
1. Out-of-State Travel Summary

The Summary of Out-of-State Travel for October 2011 is attached.

2. Academic Calendar 2012-2013

The Academic Calendar for 2012-2013 is attached for your information.

Respectfully Submitted,



Dr. Jeffrey L. Hale
President

Northeastern Oklahoma A&M College
 Summary of Out-of-State Travel as of October 2011

Column (1): Travel This Month
 Column (3): Amount Expended Current FY

Column (2): Corresponding Month Last FY
 Column (4): Amount Expended Prior FY

FUND SOURCE	No. Trips (1)	AMOUNT EXPENDED (1)	No. Trips (2)	AMOUNT EXPENDED (2)	No. Trips (3)	AMT. EXP. CURRENT FY (3)	No. Trips (4)	AMT. EXP. PRIOR FY (4)
Revolving								
State Approp.	6	2,008.69	10	2,993.46	14	3,822.34	16	6,043.06
Federal	0	0	0	0	1	53.48	0	0
Private								
Auxiliary	0	0	0	0	3	994.77	5	2,964.16
Other								
Total	6	2,008.69	10	2,993.46	18	4,870.59	21	9,007.22

Intercessions (classes that meet between regularly scheduled semesters or that meet between summer session and fall semester, between fall semester and spring semester, or between spring semester and summer session):

Intercession begins	<u>12/17/12</u>	<u>5/13/13</u>	<u> </u>
Intercession ends (including final exams)	<u>1/7/13</u>	<u>6/1/13</u>	<u> </u>

Summer (if applicable):

Final add/drop date 8 week/first 4 week classes:	<u>June 11, 2012/ June 5, 2012</u>
Final add/drop date 2 nd 4 week classes:	<u>July 3, 2012</u>

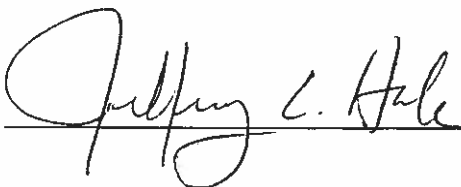
Fall (if applicable):

Final add/drop date 16 week/first 8 week classes:	<u>Aug 31, 2012/Aug 24, 2012</u>
Final add/drop date 2 nd 8 week classes:	<u>October 23, 2012</u>

Spring (if applicable):

Final add/drop date 16 week/first 8 week classes:	<u>Jan 25, 2013/Jan 18, 2013</u>
Final add/drop date 2 nd 8 week classes:	<u>March 15, 2013</u>

Alternative Schedules (please describe any alternative schedules)

Signature of President  Date 11-14-11

Note: Spring Break should be scheduled for the week that encompasses the third Wednesday in March



**OSU A&M Board
CURRICULUM REQUESTS
December 2, 2011**

Northeastern Oklahoma A&M College's School of Agriculture and Natural Sciences

Certificates in Natural Resources Ecology and Management

Certificate Addition: One-Year Certificate in Natural Resources Ecology and Management

Certificate Addition: Two-Year Certificate in Natural Resources Ecology and Management

Northeastern Oklahoma A&M College requests the addition of two new certificate programs in Natural Resources Ecology and Management. These certificate options nest into the existing Natural Resources Ecology and Management A.A. program. Many of the students in this program train to be firefighters for the United States Forest Service and other government agencies. Our contacts with the USFS and the Army Corps of Engineers have stated that students with these certificates will be eligible for summer jobs, internships, and other opportunities not available to other applicants. These certificates also serve as valuable intermediate steps for students who are uncertain about their ability to complete college – allowing them to earn a credential after a single year. Because these certificates nest into the existing programs, there are no additional costs associated with them over and above those of operating the current program.

Additional Resources Required: none

Northeastern Oklahoma A&M College's School of Liberal Arts

Speech and Theater, AA (015)

Program Modifications: Addition of Dance electives

New Courses

Northeastern Oklahoma A&M College requests addition of five new courses in dance. The primary focus of the courses is to provide students interested in Music Theatre with the necessary dance skills. Other students may take the classes as electives.

- DANC 1012 Dance I, DANC 1112 Dance II, DANC 1212 DANC III, DANC 2212 Dance IV, DANC 2312 Dance V

Additional Resources Required: Additional adjunct instructors and/or faculty overload pay will be required

Program Modification

Northeastern Oklahoma A&M College requests the addition of the above Dance courses as electives for Theater majors; maximum 4 credit hours of dance

Music, AA (035)

Program Modification

Northeastern Oklahoma A&M College requests the addition of the above Dance courses as electives for Music majors; maximum 4 credit hours of dance

Medical Laboratory Technician, AAS (058)

Program Modification

Northeastern Oklahoma A&M College requests two changes to the program requirements for the degree:

- Change technical course requirement to include BIOL 1604 Animal Biology as a substitute for BIOL 2114 Anatomy and Physiology
- Change technical course requirement to include BIOL 1414 as a substitute for CHEM 1215 Principles of Chemistry

Additional Resources Required: none

Oklahoma State Regents for Higher Education
 500 Education Building, State Capitol Complex
 Oklahoma City, OK 73105

**EDUCATIONAL AND GENERAL BUDGET
 FISCAL YEAR 2011-12**

Schedule A

Summary of Educational and General Sponsored Expenditures by Function

Institution Number: 480 Institution Name: Northeastern Oklahoma A&M College President: Dr. Jeffrey L. Hale Date Submitted: December 2, 2011

EXPENDITURES BY ACTIVITY/FUNCTION						
Activity Number	Activity/Function	Approved Budget	%	Revised Amount	%	Increase or (Decrease)
	Instructional & General Budget - Part II:					
	Instruction	\$ 52,846	4.7%	\$ 52,846	3.5%	\$
	Research		%		%	
	Public Service		%		%	
	Academic Support	1,003,216	88.5%	1,376,594	91.4%	\$ 373,378
	Student Services	66,435	5.9%	66,435	4.4%	
	Institutional Support	10,569	0.9%	10,569	0.7%	
	Operation and Maintenance of Plant		%		%	
	Scholarships and Fellowships					
21	Total E&G Part II:	\$ 1,133,066	100.0%	\$ 1,506,444	100.0%	\$ 373,378

FUNDING						
Fund Number	Fund Name	Approved Budget	%	Revised Amount	%	Increase or (Decrease)
430	Agency Relationship Fund	\$ 1,133,066	100%	\$ 1,506,444	100%	\$ 373,378
	Total Expenditures by Fund:	\$ 1,133,066	100%	\$ 1,506,444	100%	\$ 373,378

Oklahoma State Regents for Higher Education
 500 Education Building, State Capitol Complex
 Oklahoma City, OK 73105

**EDUCATIONAL AND GENERAL BUDGET
 FISCAL YEAR 2011-12**

Schedule B

Summary of Educational and General Sponsored Expenditures by Object

Institution Number: 480 Institution Name: Northeastern Oklahoma A&M College President: Dr. Jeffrey L. Hale Date Submitted: December 2, 2011

EXPENDITURES BY OBJECT						
Object Number	Object of Expenditure	Approved Budget	%	Revised Amount	%	Increase or (Decrease)
1	Personnel Services:		%		%	
1a	Teaching Salaries	\$	%	\$	%	\$
1b	Professional Salaries	232,565	20.5%	384,565	25.5%	152,000
1c	Other Salaries and Wages	199,539	17.6%	217,539	14.5%	18,000
1d	Fringe Benefits	108,414	9.6%	176,814	11.7%	68,400
1e	Professional Services		%		%	
2	Travel	14,038	1.2%	18,004	1.2%	3,966
3	Utilities		%		%	
4	Supplies and Other Operating Expenses	505,672	44.6%	562,850	37.4%	57,178
5	Property, Furniture and Equipment	47,288	4.2%	121,122	8.0%	73,834
6	Library Books and Periodicals		%		%	
7	Scholarships and Other Assistance	25,550	2.3%	25,550	1.7%	
8	Transfer and Other Disbursements		%		%	
	Total Expenditures by Object	\$ 1,133,066	100.0%	\$ 1,506,444	100.0%	\$ 373,378

SRA-5

Oklahoma State Regents for Higher Education
 500 Education Building, State Capitol Complex
 Oklahoma City, OK 73105

EDUCATIONAL AND GENERAL BUDGET - FY12
FISCAL YEAR 2011-12

Schedule C

REPORT OF EDUCATIONAL AND GENERAL INCOME, EXPENDITURES, AND UNOBLIGATED RESERVE

Institution Number: 480 Institution Name: Northeastern Oklahoma A&M College President: Dr. Jeffrey L. Hale, Date Submitted: December 2, 2011

Fund Number and Name: _____

Receipt Code	Receipt Description	Approved Budget	%	Revised Amount	%	Increase Or (Decrease)
1.	Beginning Balance	\$		\$		\$
2.	Expenditures for Prior Year Obligations	\$		\$		\$
3.	Carry-over from Prior Year (line 1 - line 2)	\$		\$		\$
4.	Receipts:					
	State Agencies	\$	%	\$	%	\$
	County and Local Governments		%		%	
	Department of Education	847,652	74.8%	1,221,030	81.1%	373,378
	National Science Foundation		%		%	
	Department of Defense		%		%	
	Other Federal Agencies	280,310	24.7%	280,310	18.6%	
	Private Foundations and Institutes		%		%	
	Private Business and Industries		%		%	
	Contributions in Kind		%		%	
	Other Sources					
	State of Oklahoma	5,104	0.5%	5,104	0.3%	
5.	Total Receipts	\$ 1,133,066	100.0%	\$ 1,506,444	100.0%	\$ 373,378
6.	Total Available (line 3 + line 5)	\$ 1,133,066		\$ 1,506,444		\$ 373,378
7.	Expenditures for Current Year Operations	\$ 1,133,066		\$ 1,506,444		\$ 373,378
8.	Ending Balance (line 6 - line 7)	\$		\$		\$

SRA-5

Oklahoma State Regents for Higher Education
 500 Education Building, State Capitol Complex
 Oklahoma City, OK 73105

**EDUCATIONAL AND GENERAL BUDGET
 FISCAL YEAR 2011-12**

**Schedule F
 SUMMARY OF EXPENDITURES BY FUNCTION AND OBJECT**

Institution Number: 480 Institution Name: Northeastern Oklahoma A&M College President: Dr. Jeffrey L. Hale Date Submitted: December 2, 2011

Object Code	10	20	31	30	40	42	50	60	TOTALS
Object	Personnel Services	Travel	Utilities	Supplies & Other Operating Expenses	Property, Furniture, & Equipment	Library Books and Periodicals	Scholarships & Other Assistance	Transfers & Other Disbursements	
Activity & Sub-Activity/Function:									
11 Instruction	-	-	-	-	-	-	-	-	-
0001 Instruction-Other	-	-	-	-	-	-	-	-	-
0002 Instruction-Information Technology	-	-	-	-	-	-	-	-	-
12 Research	-	-	-	-	-	-	-	-	-
0001 Research-Other	-	-	-	-	-	-	-	-	-
0002 Research-Information Technology	-	-	-	-	-	-	-	-	-
13 Public Service	-	-	-	-	-	-	-	-	-
0001 Public Service-Other	-	-	-	-	-	-	-	-	-
0002 Public Service-Information Technology	-	-	-	-	-	-	-	-	-
14 Academic Support	-	-	-	-	-	-	-	-	-
0001 Academic Support-Other	-	-	-	-	-	-	-	-	-
0002 Academic Support-Information Technology	-	-	-	-	-	-	-	-	-
15 Student Services	-	-	-	-	-	-	-	-	-
0001 Student Services-Other	-	-	-	-	-	-	-	-	-
0002 Student Services-Information Technology	-	-	-	-	-	-	-	-	-
16 Institutional Support	-	-	-	-	-	-	-	-	-
0001 Institutional Support-Other	-	-	-	-	-	-	-	-	-
0002 Institutional Support-Information Technology	-	-	-	-	-	-	-	-	-
17 Oper. & Maint. of Plant	-	-	-	-	-	-	-	-	-
0001 Oper & Maint of Plant-Other	-	-	-	-	-	-	-	-	-
0002 Oper & Maint of Plant-Information Technology	-	-	-	-	-	-	-	-	-
18 Scholarships	-	-	-	-	-	-	-	-	0
11 Total E&G Part I	-	-	-	-	-	-	-	-	-
21 Total E&G Part II	778,918	18,004	-	562,850	121,122	-	25,550	-	1,506,444
Total Allotment	778,918	18,004	-	562,850	121,122	-	25,550	-	1,506,444



EXECUTIVE SUMMARY

PROPOSED ADDITION OF TWO INTERCOLLEGIATE PROGRAMS:

1. Equestrian - Fall 2012
2. Wrestling - Fall 2013

BENEFITS:

1. Creates a competitive recruiting advantage for NEO A&M College.
2. Provides opportunity to stabilize/increase enrollment after three years of record growth.
3. Both programs are capable of competing at a very high level beginning year one which brings regional and national exposure to NEO.
4. Revenue vs. expense projections are better than break-even (increased FTE helps NEO with state funding formula).
5. Both programs fit the institution's commitment to provide quality co-curricular and intercollegiate program opportunities for residents of Oklahoma and the 4-state region.



Wrestling Program Proposal

National Junior College Wrestling Association (NJCAA) Structure:

- 6 Regions representing 65 junior colleges
- 2,500 plus participants
- 17,000 high school wrestlers in the states of Oklahoma, Kansas, Missouri and Arkansas
- The same four states have 7 junior college programs (none in Oklahoma) and 19 university-based wrestling programs
- Since 1999, 72 new collegiate wrestling programs added and 19 in the past two years

West Central Region

Colby Community College (KS)	Labette Community College (KS)
Neosho County Community College (KS)	Northwest Kansas Technical College (KS)
Pratt Community College (KS)	Arkansas Baptist College (AR)
Northwest College (WY)	Western Wyoming Comm. College (WY)

Source: National Wrestling Coaches Association Participation Report

BUDGET SUMMARY:

NEO WRESTLING (FALL 2013)

Projected Annual Operating Budget	\$30,500.00
Projected annual Coaching & G.A. Budget	\$65,000.00
Projected Annual Scholarship Budget	\$51,624.00
Total Projected Annual Expenses Related to NEO Wrestling:	\$147,124.00
Total Projected Annual Revenue Related to NEO Wrestling:	\$284,000.00
Projected Start-up Expenses	\$75,000.00 - \$80,000.00

Note: Projections Based on 30 participants and 8 scholarships

NEO A&M College Equestrian Team Proposal



Intercollegiate Horse Show Association (IHSA)

- 29 Regions making up 9 Zones
- 373 member colleges
- 8000+ riders

Regional finals→Zone finals→National Championship

Zone 7, Region 5

Black Hawk College

Missouri State University

Southeast Missouri State University

Southern Illinois University Edwardsville

Washington University in St. Louis

Illinois State University

Northern Illinois University

Southern Illinois University Carbondale

Truman State University

Western Illinois University

BUDGET SUMMARY:

NEO EQUESTRIAN (FALL 2012)

Projected Annual Operating Budget	\$28,450.00
Projected Annual Scholarship Budget	\$94,808.00
Total Projected Annual Expenses Related to NEO Equestrian:	\$123,258.00
Total Projected Annual Revenue Related to NEO Equestrian:	\$235,200.00
Projected Start-up Expenses	\$ 6,600.00

Note: Projections Based on 25 participants and 10 scholarships

December 2, 2011

CONNORS STATE COLLEGE, WARNER, OKLAHOMA

Dr. Tim Faltyn, President, and Ms. Shirley Twilley, Interim Vice President for Fiscal Services, appeared before the Board of Regents to present the business of Connors State College and review the Agenda for members of the Board. Dr. Faltyn expressed appreciation to Dr. Ponder. He said the dinner was a very elegant event, and he enjoyed the music very much.

Dr. Faltyn said he is proud to report that Kelly Faltyn is now an official resident of Warner. He said they moved into the President's home last week and are occupying a few rooms while renovation on the remainder of the home is being completed. He said they believe it will be a very beautiful home, and he and Kelly are thankful to the Board for the renovations. He said at the Board meeting in October, 2012, he will host a reception at the home at which time the house will be dedicated.

Dr. Faltyn said the Connors' administration is very excited about getting an unqualified audit for the first time in a while. He said he was heavily engaged in the process, and he believes for colleges the size of Connors it is important for the president to have his/her hand on the pulse of the finances.

Dr. Faltyn reported on the 49th Annual Bull Sale, in which Connors had the second highest gross with an average sale of \$2,680. The sale had 65 bulls for a gross amount of \$174,200. This is the second largest auxiliary enterprise on campus. The Board approved a test facility to be built, and that construction has begun. Also, Connors is completely renovating its sale facility, and he believes it has paid off in terms of getting people to come in.

Dr. Faltyn referenced a document regarding Spring 2012 Enrollment (a copy of which is attached to the Connors Agenda and made a part of these minutes). He said Regent Burns asked at the last Board meeting how enrollment is reported and tracked. The chart reflects the Spring 2011 and Spring 2012 enrollment at various campuses/sites, including Warner, Muskogee, Eddie Warrior Correctional Facility, Jess Dunn Correctional Facility, off-campus sites, and Indian Capital Technology Center. As far as enrollment goes, Dr. Faltyn said credit hours are what matters the most because that is how an institution pays its bills. The budget was constructed this year with a credit hour target number of 59,200, which is the number of credit hours it takes for Connors to pay its bills according to the budget. As the chart reflects, Connors is down in headcount enrollment by 6.5 percent and in credit hours by 13 percent. Dr. Faltyn said last week members of the Executive Team who were not working on the audit began making direct phone calls to students who have not enrolled for the spring semester. He said these are the kinds of activities that Connors is implementing that had not been formalized in the past. The third page reflects what enrollment management professionals refer to as the "funnel," which takes prospective students making inquiries about the College into the application phase until they are enrolled. It is very important to follow up with them afterwards in order to retain the students. Dr. Faltyn said it was important for him to let the Board know what the College is doing to address enrollment. Regent Burns expressed appreciation for the report. Enrollment is obviously one of the most important missions of the College.

Dr. Faltyn reported that at the last Board meeting Chairman Helm suggested that he discuss with the insurance agency the possibility of purchasing property insurance for the CDF Millers Crossing residential housing as a 90-day policy as opposed to a yearly policy. He said after four phone calls, he was able to convince them to let Connors pay for the portion that was needed. He said he certainly appreciated the advice.

Dr. Faltyn referenced the latest edition of Connors State Connection, which features articles regarding the honoring of 116 veterans at the opening basketball game, including cheerleader Candice Benson; the celebration of the 89th birthday of former President Carl Westbrook, who shares the same birthday as himself; former President Donnie Nero being recently inducted into the Oklahoma Higher Education Hall of Fame; the appointment of a new Executive Director of the Connors Development Foundation, who is building relationships for the College; and the alumni profile, which is now included as a part of the Connection, in order to help connect current students with former students.

Dr. Faltyn also presented the document entitled, "First 100 Days," which highlights some of the accomplishments that have occurred during his first 100 work days as President.

Approval of Position Description for Vice President for Fiscal Services

Dr. Faltyn requested Board approval of the proposed position description for the position of Vice President for Fiscal Services. He said Connors plans to move quickly to fill this position about mid-spring so that individual can be on staff for the budget preparation process.

Regent Lester said the Committee met with the administration of Connors State College regarding approval of the position description for the position of Vice President for Fiscal Services. He said President Faltyn provided a copy of the proposed position description including the job overview, duties and responsibilities, knowledge skills and abilities required, and education and experience required. The Committee acted to recommend Board approval of the administrative recommendation as presented.

Regent Lester moved and Regent Anthony seconded to approve the position description for the position of Vice President for Fiscal Services as presented.

Those voting aye: Board Members Anthony, Burns, Davis, Hall, Helm, Lester, Link, Reese, and Watkins. No: None. Abstentions: None. Absent: None. The motion carried.

Instructional Programs

Dr. Faltyn addressed the proposed program modifications and new programs. He said the Curriculum Committee has met several times and is proposing two program modifications and

new program requests. He said when he first met with the Curriculum Committee, he challenged that all degrees should connect with four-year programs at universities, and particularly, all Associate of Science and Associate of Arts degrees need to have a place for students to continue their education.

Dr. Faltyn said the Committee began looking at the strengths and weaknesses of the campus and noted that Connors has a little over 5,000 acres of great agriculture land and wildlife management land but does not offer a wildlife management program. This is the fifth largest degree program that students are requesting throughout the country. Students who graduate in Wildlife Ecology and Management could transfer to Oklahoma State University, and students who graduate in Fisheries and Wildlife could transfer to Northeastern State University.

Dr. Faltyn noted that Connors has the third largest nursing program in the State of Oklahoma with 84 positions; however, more than 300 people apply to that program every year. In order to offer other allied health programs, he requested permission to add AA degrees in Radiologic Technology and Occupational Therapy. Dr. Faltyn also requested permission to add a General Education Certificate, which is expected to be a motivation for students as an attainable accomplishment and recognition of a student's progress in degree attainment.

Balance of Agenda

Regent Watkins moved and Regent Lester seconded to approve the balance of the Agenda, subject to the availability of funds and/or the limitations of the budget. (The Agenda is attached.)

Those voting aye: Board Members Burns, Davis, Hall, Helm, Lester, Link, Reese, Watkins, and Anthony. No: None. Abstentions: None. Absent: None. The motion carried.

The business of Connors State College being concluded, Dr. Faltyn and Ms. Twilley were then excused from the meeting.

CONNORS STATE COLLEGE

Warner, Oklahoma

December 2, 2011

Board of Regents for OSU & A&M Colleges
Stillwater, OK 74074

Dear Board Member:

Subject to budgetary limitations and availability of funds, the following expenditures are submitted for Board approval with purchases to be coordinated through the Board Purchasing Officer, Oklahoma State University. We recommend the following business for your consideration and approval.

A. GENERAL INFORMATION REPORTS REQUIRING NO ACTION OF THE BOARD:

1. Personal Remarks – Dr. Tim Faltyn

- *Enrollment/Planning/Reporting*
- *CDF Housing Insurance Update*
- *Connors State Connection*

B. RESOLUTIONS:

None

C. POLICY AND OPERATIONAL PROCEDURES:

None

D. PERSONNEL ACTIONS:

1. Vice President for Fiscal Services Position

Approval is requested to post the attached position description for the Vice President for Fiscal Services announcing ~~an informal~~ a formal search to fill the position permanently.

E. INSTRUCTIONAL PROGRAMS:

1. Program Modifications

Approval is requested for the attached degree program modifications.

2. New Program Approval

Authorization is requested to begin the approval process for the attached proposed new degree programs and certificate.

F. BUDGETARY ACTIONS:

None

G. OTHER BUSINESS AND FINANCIAL MATTERS:

None

H. CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Clinical Rotation Agreement

Approval is requested to develop a Clinical Rotation Agreement with Green Country Behavioral Health Services.

I. NEW CONSTRUCTION OR RENOVATION OF FACILITIES:

None

J. PURCHASE REQUESTS:

1. Baseball and Softball Field Renovations

Authorization is requested to purchase labor, materials, equipment and services for new bleachers, safety rails, and backstop reconstruction for the softball and baseball fields for the amount of \$49,232. Funding will be provided by Section 13 Offset funds.

K. STUDENT SERVICES/ACTIVITIES:

None

L. NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED:

None

M. OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

- 1. Out-of-State Travel Report for October, 2011, attached.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'T. Faltyn', with a long horizontal stroke extending to the right.

Dr. Tim Faltyn
President



POSITION DESCRIPTION

JOB TITLE: Vice President for Fiscal Services

REPORTS TO: President

CLASSIFICATION:

STATUS: Full time, exempt

LENGTH OF EMPLOYMENT:

JOB OVERVIEW:

The Vice President serves as an advisor and executive team member to the President. The Vice President will be supervising the budget development, financial business and investment functions, as well as facility maintenance and construction program for the College.

DUTIES AND RESPONSIBILITIES:

- Direct the effective allocation and use of resources and assist President and OSU A&M Board in achieving organizational objectives.
- Direct systems for managing cost estimates and long-range financial plans to support academic, public service, and economic development for the College.
- Manage annual budget development process and financial audit process.
- Assist in implementing long range facilities master plan and related construction activity.
- Assist with Board meeting preparation.
- Write correspondence, reports, presentations, and policy proposals.
- Develop and implement procedures and programs according to the College's mission and goals within areas of responsibility.
- Develop, implement, and evaluate action plans related to objectives consistent with campus Strategic Plan and expectations set forth by supervisor.
- Maintain an understanding of current ideas, trends, and practices pertaining to the area of responsibility for this position.
- Serve as Lead Administrator for Connors State College Risk Management.
- Manage campus maintenance and custodial operations.
- Participate in local, regional, and state activities to promote Connors State College.
- Manage investment of funds for maximum yield commensurate with safety of principle.
- Conduct performance evaluations of assigned staff.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Superior written and oral communication skills.
- The successful individual will have a thorough understanding of and total commitment to the community college mission.
- Demonstrated management skills in budget development, business operations, and construction.
- Evidence of effective working relationships with local, state and federal agencies, other colleges and faculty and staff.
- A successful record of innovative education and management practices and a willingness to assume risk.
- Evidence of an understanding and use of technology in an administrative setting.
- A successful record of sensitivity to diversity issues.

EDUCATION/EXPERIENCE REQUIRED:

- Master's Degree from an accredited institution with an emphasis in business administration, community college administration or a related discipline; or, a Bachelor's Degree with at least five years of related administrative experience; CPA is highly desirable.
- Progressively responsible administrative work experience is highly desirable.
- Administrative work experience in a higher educational setting is highly desirable.

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ **DATE:** _____

**Requested Academic Course and Program Modifications
Connors State College
December 2011**

In our continual review of programs and curriculum, Connors State College has identified the following requests for curriculum changes:

I. Program Modifications

A. Agriculture Associate of Science: Wildlife Ecology and Management

Two new courses would be added to the existing Agriculture Program, thus making it a low cost addition. The courses are Introduction to Natural Resource Ecology and Management and Ecology of Natural Resources. This option would provide a pathway for students transferring to Oklahoma State University. This is a popular program for this area of Oklahoma, but the demand would not justify adding a new program.

B. Biology Associate of Science: Fisheries and Wildlife

Two new courses would be added to the existing Biology Program, thus making it a low cost addition. The courses are Investigative Laboratory and Evolution and Diversity. This option would provide a pathway for students transferring to Northeastern State University. This is a popular program for this area of Oklahoma, but the demand would not justify adding a new program.

II. New Programs

A. Associate of Applied Science: Radiologic Technology.

Radiologic Technology is currently in our Cooperative Alliance with Indian Capital Technology Center as one of the options in the AAS in Applied Technology; due to new national accreditation rules for the program it would be better to make it a separate program with the name clearly identifying the program. We would also add the Radiologic Technology courses to our course inventory since they were previously identified by general technology titles. One additional course added to the support courses offered by Connors State College is Introduction to Medical Terminology.

B. ~~Assistant~~ Associate of Applied Science: Occupational Therapy.

This program has both statewide and regional demand and has been specifically requested by local healthcare providers. We are participating in an Oklahoma Community College Consortium that has been awarded a Department of Labor grant,

that would provide funding for the first year of operation. We expect the enrollment to support costs after the first year.

C. General Education Certificate.

This certificate program is a component of the Complete College America (CCA) and National Governors Association's Complete To Compete (CTC) initiatives associated with the Oklahoma State Regents for Higher Education. The certificate is modeled upon other certificates offered at accredited community colleges in our Higher Learning Commission North Central Region and in other accreditation regions. Offering the certificate is expected to be a motivation for students as an attainable accomplishment and recognition of a student's progress in degree attainment.

*These changes have been recommended by the appropriate academic program faculty and approved by our internal Curriculum and Academic Council committees on October 27, 2011.



*OSU A&M Board
Curriculum Requests
December 2, 2011*

**ASSOCIATE IN SCIENCE
AGRICULTURE: WILDLIFE ECOLOGY AND MANAGEMENT**

PROPOSED BEGINNING FALL 2012

TOTAL MINIMUM DEGREE HOURS	63 HOURS
General Education Requirements	40 hours
<i>(*Check catalog course listings section for prerequisites)</i>	
ENGL 1113 English Comp I.....	3 hours
ENGL 1213 English Comp II.....	3 hours
SPCH 1113 Intro to Oral Communications.....	3 hours
HIST 1483 or HIST 1493, U.S. History.....	3 hours
POLS 1113 American Federal Government.....	3 hours
BIOL 1114 General Biology	4 hours
CHEM 1315 General Chemistry I.....	5 hours
Humanities.....	6 hours
MATH 1513 College Algebra	3 hours
AGEC 2114 Intro to Agricultural Economics.....	4 hours
AGRI 2113 Microcomputers Techniques in Agricultural	3 hours
Program Requirements	23 hours
Program Core	15-23 hours
AGRI 1111 Agricultural Orientation.....	1 hour
AGRO 1214 Introduction to Plant Science	4 hours
AGRO 2114 Fundamentals of Soil Science	4 hours
BIOL 1604 Zoology.....	4 hours
BIOL 1404 Botany	4 hours
NREM 1012 Natural Resources Ecology Management.....	2 hours
NREM 2012 Ecology of Natural Resources.....	2 hours
ENTO 2993 Introduction to Entomology.....	3 hours
HORT 2613 Woody Plant Materials	3 hours
AGRI 2303 Ag in the Environment	3 hours
Guided Electives¹	0-8 hours
MATH 1613 Plane Trigonometry or STAT 2103.....	3 hours
CHEM 1515 General Chemistry II	5 hours
AGLE 2303 Personal Leadership in Agriculture	3 hours
AGCM 2113 Communications in Agriculture	3 hours
PSYCH 1113 Introduction to Psychology.....	3 hours
AGRI 2300 or HORT 2300 Special Topics	0-3 hours
AGEN 1123 Agricultural Engineering	3 hours
HORT 1013 Principles of Horticulture	3 hours

¹ Consult Advisor for appropriate selections



*OSU A&M Board
Curriculum Requests
December 2, 2011*

**ASSOCIATE IN SCIENCE
BIOLOGY: FISHERIES AND WILDLIFE EMPHASIS**

PROPOSED BEGINNING FALL 2012

TOTAL MINIMUM DEGREE HOURS.....63 Hours
General Education Requirements.....30 Hours

*(*Check catalog course listings section for prerequisites)*

ENGL 1113 English Comp I.....3 hours
 ENGL 1213 English Comp II.....3 hours
 SPCH 1113 Intro to Oral Communications.....3 hours
 HIST 1483 or HIST 1493, U.S. History.....3 hours
 POLS 1113 American Federal Government.....3 hours
 Humanities.....6 hours
 MATH 1513 College Algebra.....3 hours
 Computer Literacy.....3 hours
 At least once course from the following areas: Psychology, Sociology, Foreign Language or Fine Arts.....3 hours
 (General Education Science Requirements are satisfied in program requirements)

Program Requirements..... 33 Hours
Program Core..... 29 Hours
 BIOL 1123 Evolution and Diversity.....3 hours
 BIOL 1131 Investigative Laboratory.....1 hours
 BIOL 1114 General Biology4 hours
 BIOL 1604 Zoology.....4 hours
 BIOL 1404 Botany4 hours
 BIOL 2403 General Entomology3 hours
 CHEM 1315 General Chemistry I5 hours
 CHEM 1515 General Chemistry II5 hours

Guided Electives.....1-8 hours
 STAT 2013 Elementary Statistics.....3 hours
 PSYCH 1113 Introduction to Psychology.....3 hours
 GEOL 1114 General Geology.....3 hours



*OSU A&M Board
Curriculum Requests
December 2, 2011*

ASSOCIATE IN APPLIED SCIENCE
Radiologic Technology

Cooperative Agreement with *Indian Capital Technology Center*

Total Minimum Degree Hours **61 Hours**

General Education Requirements **31 Hours**

ENGL 1113 English Comp I	3 hours
ENGL 1213 English Comp II	3 hours
SPCH 1113 Intro to Oral Communications	3 hours
HIST 1483 or HIST 1493	3 hours
POLS 1113 American Federal Government	3 hours
MATH 1513 College Algebra	3 hours
COMS 1133 Fundamentals of Computer Usage	3 hours
BIOL 1314 Anatomy & Physiology I or BIOL 1324 Anatomy & Physiology II	4-8 hours
PSYC 1113 General Psychology	3 hours
NURS Introduction to Medical Terminology	3 hours

Program Requirements (All from ICTC) **30 hours**

HLIC346-161 Introduction to Radiologic Technology	2 hours
HLIC197-198 Patient Care for Radiographers	2 hours
HLIC195 Film-Screen Image Acquisition and Processing	3 hours
HLIC141-456 Radiographic Positioning and Lab	3 hours
HLIC055-B Radiographic Clinical Application I	4 hours
HLIC453 Radiographic Clinical Application II	3 hours
HLIC111-196 Radiation Physics	3 hours
HLIC200-140 Radiation Protection and Biology	3 hours
HLIC384 Comprehensive Program Review for Radiography	5 hours
HLIC499 Advanced Imaging	2 hours



*OSU A&M Board
Curriculum Requests
December 2, 2011*

**ASSOCIATE IN APPLIED SCIENCE
OCCUPATIONAL THERAPY**

Total Hours	73
General Education Requirements	21
Course	Credits
ENGL 1113 English Composition I	3
ENGL 1213 English Composition II	3
HIST 1483 or 1493 U.S. History	3
PSYC 1113 Introduction to Psychology	3
PSYC 2313 Developmental Psychology	3
MATH 0123 Intermediate Algebra or Higher	3
POLS 1113 American Federal Government	3
Support Courses	11
BIOL 1314 Human Anatomy and Physiology I	4
BIOL 1324 Human Anatomy and Physiology II	4
NURS XXXX Introduction to Medical Terminology or NURS 1003 Medical Terminology	3
Major Courses	41
OTA 1112 Application of Leisure Occupation	2
OTA 1123 Historical and Contemporary Foundations in Occupational Therapy	3
OTA 1223 Human Conditions Impacting Occupational Therapy	3
OTA 1122 Performance in Activities of Daily Living	2
OTA 1213 Movement and Therapeutic Interventions	3
OTA 1233 Occupational Performance – Birth Through Adolescence	3
OTA 1252 Group Dynamics	2
OTA 1242 Occupational Therapy Service Skills	2
OTA 1263 Occupational Performance – Adult Lifespan	3
OTA 2141 Special Topics and Fieldwork	1
OTA 2153 Occupational Therapy for Psychosocial Conditions	3
OTA 2164 Occupational Therapy for Physical Conditions	4
OTA 2143 Professional Development and Support	3
OTA 2253 Fieldwork II A	3
OTA 2264 Fieldwork II B	4



*OSU A&M Board
Curriculum Requests
December 2, 2011*

**CERTIFICATE
GENERAL EDUCATION**

This certificate program provides an integrated option for students seeking an introduction to various academic disciplines. This program is designed for students who are uncertain of their academic goals but wish to take general education courses to prepare for future course work in a more specific degree program.

Program Location: Muskogee

Schedule Options: Day and Evening

Required Courses

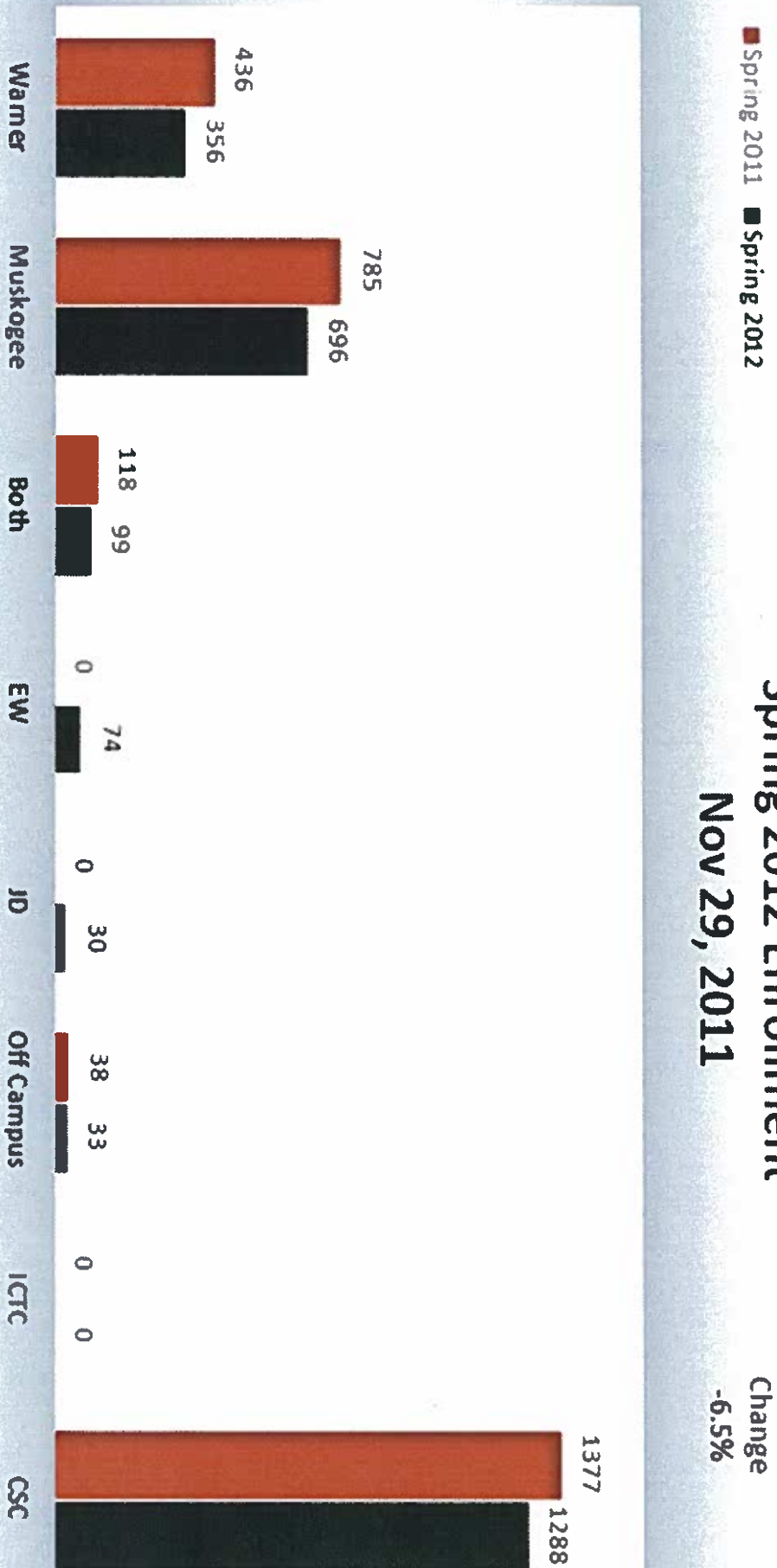
FIRST SEMESTER		Credit Hours
ENGL 1113	English Composition (Required)	3.0
COMS 1133	Fundamentals of Computer Usage	3.0
	Humanities/Fine Arts Requirement	3.0
	Social Science Requirement	3.0
	Transfer Math/Science Requirement	3.0
 SECOND SEMESTER		 Credit Hours
ENGL 1213	English Composition II (Required)	3.0
	Humanities/Fine Arts Requirement	3.0
	Humanities/Fine Arts/Speech Requirement	3.0
	Social Science Requirement	3.0
	Transfer Math/Science Requirement	3.0
		Total Credit Hours: 30.0

CONNORS STATE COLLEGE
SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF OCTOBER, 2011

FUND SOURCE	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST FISCAL YEAR		AMOUNT EXPENDED CURRENT		AMOUNT EXPENDED PRIOR	
	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	FISCAL YEAR	NO. OF TRIPS	FISCAL YEAR
ST. APPROP.	2	1,152.71	0	590.00	7	6,591.47	5	6,925.09
FEDERAL	1	2,357.83	0	0.00	2	2,886.63	0	0.00
PRIVATE	0	0.00	0	0.00	0	0.00	0	0.00
AUXILIARY	1	58.00	1	354.57	1	58.00	6	2,656.11
OTHER	0	0.00	0	0.00	0	0.00	0	0.00
TOTAL	4	3,568.54	1	944.57	10	9,536.10	11	9,581.20

Spring 2012 Enrollment
Nov 29, 2011

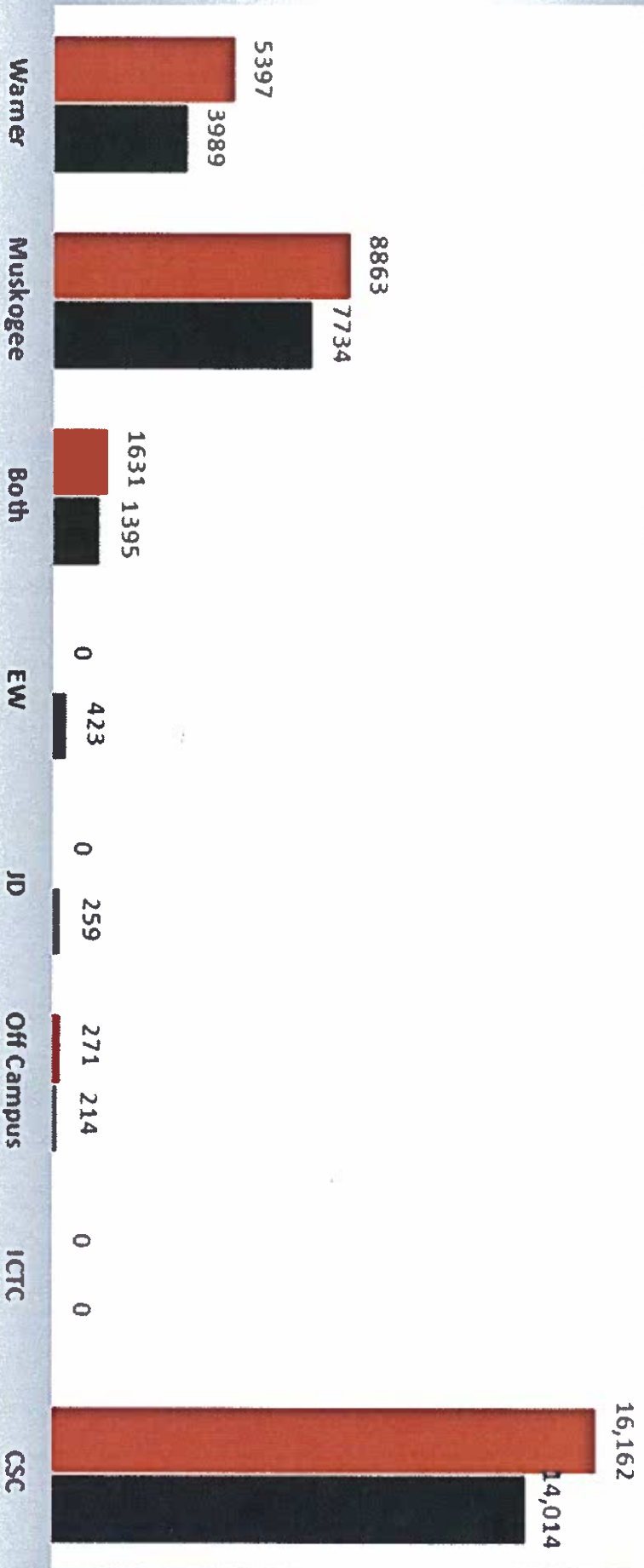
Change
-6.5%

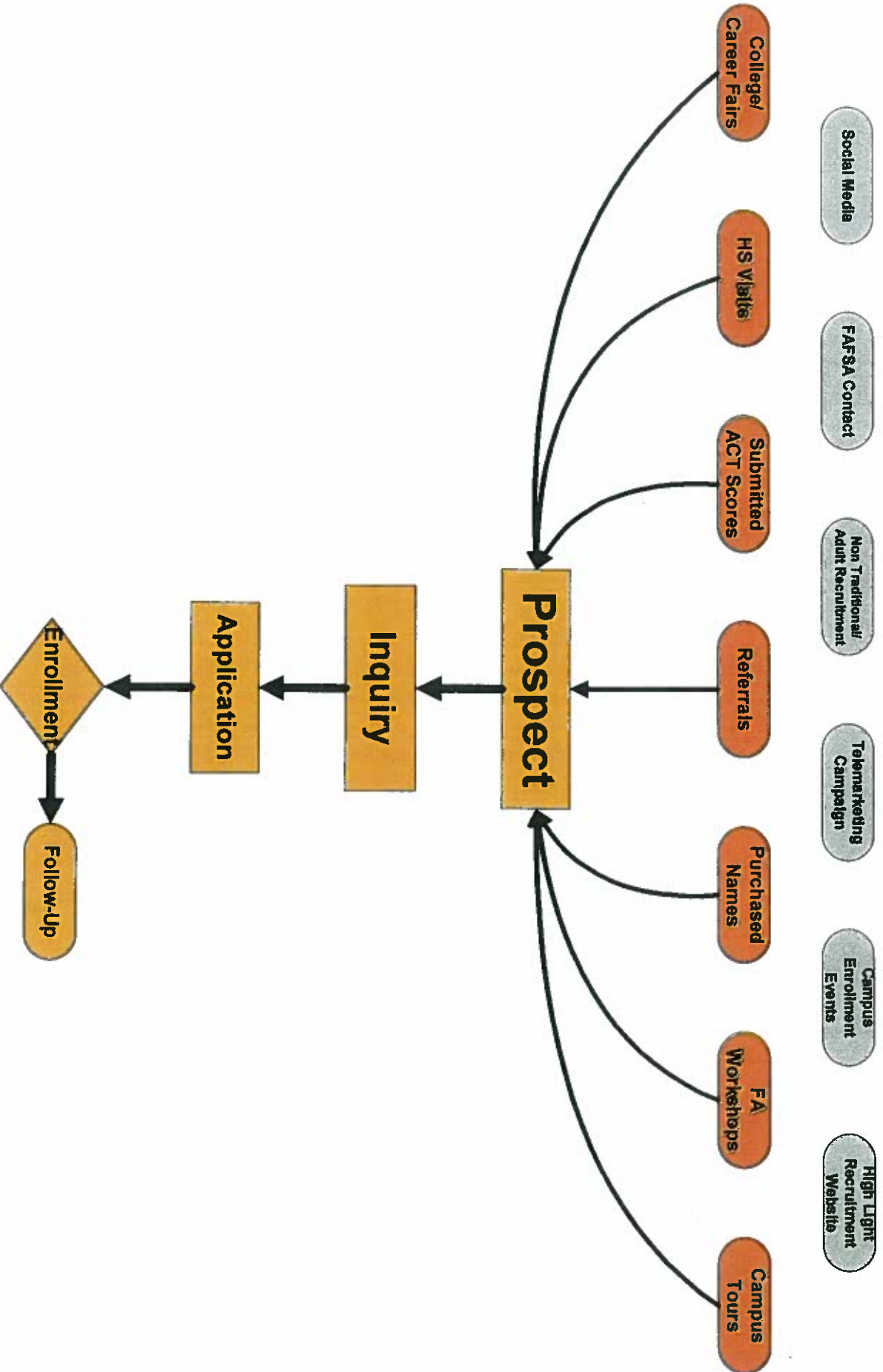


■ Spring 2011 ■ Spring 2012

Spring 2012 Credit Hours Nov 29, 2011

Change
-13.3%





Prospect

- High School Visits
- College/Career Fairs
- Community Events
- Senior Day
- Campus Tours
- Call Prospective Students before Christmas/Spring Break to encourage enrollment
- First Year Generation College Student Event
- Financial Aid workshops
- Prospective Student College Check List
- Scholarship letters- What scholarships Connors have available
- ACT letters and Student's Eligibility for the Regent Scholarships
- General Information about Connors State College (Start Here, Finish There)
- Misc. Post Cards-Aggie Day, Interscholastic, Brain Bowl, Summer Camps, Sporting events, Bull sale, etc.

Inquiry

- Application & Housing Packets
- Scholarship Packets
- College Admission Check Lists
- Happy Holidays and graduation Postcards
- Scholarship letters- Informing the Students about Connors Scholarships
- ACT letter and Student's Eligibility for the Regent Scholarship
- Thank You for Touring Postcard
- General Information about Connors State College (Start Here, Finish There)
- Misc. Post Cards-Aggie Day, Interscholastic, Brain Bowl, Summer Camps, Sporting events, Bull sale.

Application

- On-line Application Completion Letter/email
- Acceptance Letter/email
- Welcome Letter/email from President
- New Applicant Activities Dates to Remember Letter/email

Enrollment

- Enroll Now Post Cards
- Student Appreciation Event throughout the Semesters
- Welcome Week
- Parent Sessions
- New Student Orientation
- Financial Literacy Orientation

Follow-Up

- Phone Visits (Have recruiters, and advisors PLC students, call current students and new incoming students within the first four weeks of classes, to see if they need any assistance with finding classes or departments or having issues with anything)
- Follow-Up with Student by E-mail
- Recommend Smart Center
- Student Surveys
- Student Testimonials



CONNORS

— STATE COLLEGE —

Building Futures One At A Time Since 1908

FIRST 100 DAYS

Presidential Message

The past 100 work days have been a whirlwind of activity and learning. As President, there has been much to learn. A lot of truly grand history, with equal doses of a lot of new people and ways of doing things. The diversity of activities, people, functions and goals, as well as how every member of the Connors family defines success, is remarkable and I believe a major part of our success. Learning about and being a resource for our brand of success has made the last 100 days among the best in my life.

It has been important to me to not disrupt the activities that have made us successful in the past. I've spent my first weeks at Connors meeting and engaging people who have had experience with making things happen that were necessary to get the fall 2011 semester off to the kind of start our students deserve. As I had hoped, our principles began to emerge out of all the discussions, activities, and work. I began to notice that everything we were doing, on all four of our campuses, were lining up according to a list of principles. More than just priorities, these guiding principles were helping us put the most important things first. I'm someone who believes that your principles are what keep you from being overwhelmed in busy or unfamiliar situations. For many, excellence has been a way of life at Connors, and I began to see that if we can organize ourselves and work around our guiding principles, we can achieve an even greater level of success.

For the past 100 days I've asked the leadership of our college to do three things: first, give some thought to why or how we do things, and if what we do makes a positive impact on the student experience; second, start by organizing our work around our guiding principles. In my first State of the College Address, I called it "putting our house in order"; and third, pick up the pace. We have a lot of important and gratifying things to accomplish. By pulling groups together to develop priorities and solutions for things like campus safety, student activities, our facilities, our website, campus beautification and many more, we have been able to capitalize on the experience of our campus leaders and start the work that will allow us to be recognized as one of the best colleges in America.

A lot of people, from the OSU A&M Regents who have been supportive and excellent sources of guidance, to our students, faculty, staff and community members who have gone above and beyond to see to it that our ideas were put into action and shaped into accomplishments, deserve our thanks for their help with what we've done and what we're going to do.

A list of those guiding principles, featured in orange, and of our accomplishments follow this introduction. In my office we've taken to calling it the *hit list*. It's important to note that there are a lot of activities and accomplishments not on this list that are vital to the success of our college. We tried to confine the *hit list* to activities and accomplishments that were either new, or made more of a priority by focusing on our guiding principles. That's not to say that things like fall in-service, move-in day, the start of our semester, etc... are not important to the success of our college, just that our focus was on reporting the improvements separate from our established successes. I wanted to share the *hit list* with you because I hope you'll be impressed and proud of the many things we've accomplished and the quality of our work in a very short period of time.

Each item on the list is impressive enough that I wouldn't dare single one out as a highlight. And, I wouldn't rule out the possibility that we may have missed an accomplishment or two, but to me it's just as important to let you know that in the coming months we're going to continue to organize ourselves, set and accomplish our goals according to these guiding principles. Moving forward, we're also going to explore and consider adding more guiding principles to our list as we develop a comprehensive strategic and master plan for the people we serve and the people we lead, as well as our resources and facilities. We're going honor our past and be deliberate about planning for our future.

Thank you for all that you do to support and make Connors State College the best we can be.



Dr. Tim Faltyn
President

Safety and Security

- Created Campus Emergency Management Council.
- Campus Security Assessment conducted by OSU PD.
- Developed emergency management guidelines
- Implemented Campus Alert System.
- Developed and Implemented a Threat Assessment Plan.
- Replaced nonfunctioning doors and locks for high traffic buildings.
- Added 24/7 armed security for Warner Campus.
- Hired a Coordinator for Campus Security.
- All exterior and building lights have been repaired/replaced and are now working.
- Added golf cart to security for quicker mobility and response time on Warner Campus.
- Adjusted Residence Manager hours to later for more coverage.
- Created and implemented a parking database system for identifying vehicles on campus.
- Implementing a new failover-capable VoIP phone system with emergency notification capability.
- New locks ordered for classroom doors in EDB and CLB so they can be locked from the inside for security purposes.
- Trees and bushes have been trimmed to allow more visibility on Warner and Muskogee Campuses.
- Security doors for Equine Barn, Indoor Arena and Head House being repaired.
- Safety screen in front of baseball and softball dug outs, ADA compliant bleachers and expanded backstop nets to prevent foul balls from injuring fans.
- Developed proposal to implement campus surveillance system.

Student Experience

- Created a Student Activity Council.
- Developed and administered Campus Satisfaction Survey to help guide strategic priorities of campus improvement
- Increased student activity schedule by 300% to include all CSC campuses.
- Refurbished outdoor basketball court
- Constructed roping pit.
- Ramped up student activities: comedian, hypnotist, concerts, social activities, fairs, etc.
- Workflow software has been purchased and implemented to enable the Financial Aid office to scan the students' documents and integrate into the aid packaging software.
- Developed plan to automate the student refund process so the students will be able to access their financial aid in a more timely manner.

Student Experience continued.

- Open gym nights.
- Reinstated intramurals.
- Increased travel for SGA to Port and Downtown Campuses and ITV all SGA meetings to be available to every campus.
- Adding benches all around campus for campus beautification and student convenience.
- Put directional signs to our buildings the first three weeks of school to help students navigate.
- Attended Student Leadership Retreat and CSC had one of the largest representations of student leaders there.
- "Lights Out Cowboy" campaign to conserve electricity.
- Two fall festivals will be held on CSC campuses: one in Muskogee and one in Warner.
- A community haunted house on Warner Campus.
- Developed campus wellness interest survey.
- Purchased new equipment to improve Fitness Center.
- Extended wellness center hours according to Student Satisfaction Survey.
- Implemented comprehensive C-Key training and setup.

Learning Environment

- Academic Division Chairs developed a Learning Environment Survey.
- New faculty/staff computers were distributed prior to start of the semester.
- Developed computer lab replacement schedule.
- Developing and implementing a student success program called SMART Center which will coordinate retention activities such as: identification, outreach and intervention of "at-risk" students; facilitate tutoring opportunities; develop mentoring program; career and transfer advisement locations.
- Multimedia workstation assessment under way to upgrade/ standardize equipment residing in classroom multimedia
- Broken windows have been replaced in all buildings.
- Expanded current wireless footprint on campus to further maximize wireless availability.
- Window coverings were installed in some room of the EDB and CLB for control of light and heat.
- Purchased and installed air handlers to reduce noise and improve climate control in classrooms. Currently piloting the plan

Educational Programs

- CSC completed and submitted "Post Audit Reports" to the Oklahoma State Regents for Higher Education on two programs: Computer Information Science and Child Development.
- CSC completed and submitted "Low Productivity Reports" to OSRHE.
- Developing new programs in Environmental and Spatial Technology (EAST), Radiologic Tech program and Occupational Therapy Assistant.
- Division Chairs added classes for second eight week schedule to assist students and increase fall enrollment.
- Recently finalized Blackboard integration to complete our single-log-in initiative.
- Engaged in feasibility research to start multiple new Allied Health and Science degrees.

Facilities/ Campus Beautification

- Twenty-four dead trees on the Warner and Muskogee Three Rivers Port Campus were removed and other trees were trimmed to raise the canopies for their visual presentation and for safety (such as removing dead limbs).
- The Campus Beautification Committee had the north boundary of the Warner Campus surveyed to prepare for installing some privacy fencing along the boundary.
- Windows were installed in CLB, EDB and in Holloway to replace broken windows.
- Multiple repairs to faculty/staff housing.
- Pressure washing and painting Melvin Self Field House, CLB, EDB and Indoor Arena.
- A new base for the flagpole in the center of the Warner Campus was constructed with assistance from Veterans Upward Bound.
- The new building at Muskogee has been completed. We took occupancy September 15.
- McClarren Hall: Lounge renovation - new flooring, adding three flat screen TVs, adding new furniture, new wall coverings, replacing windows and doors. Shower renovation - new shower stalls and shower heads.
- We have broken ground on the new bull test station.
- Sand blasted and repainted pipe fence along College Road.
- Began remodeling of the bull sale facility.
- Replaced windows in the Equine barn.
- Placed new logo signs at the Indoor Arena.
- Softball: water tank moved; metal outfield fence completed; light poles delivered.
- Painted areas in Millers Crossing Clubhouse and replaced broken windows.

Facilities/ Campus Beautification cont.

- Assessing the current state of technology installations in class rooms and public areas and planning new installation of new wiring tracks and cable management devices to enhance the appearance of technology on campus.
- Benches repaired and painted.
- Pressure washing Millers Crossing to remove algae growth on north-facing walls, Gatlin Hall to remove hornets nests, and CLB to remove old paint on trim, which will be repainted.

Resource Development

- Hired Development Foundation Director.
- Connors State College will receive funding to begin a new Occupational Therapy Assistant Program from the Department of Labor Grant.
- Appointed "Connors in the First Century" advisory committee to begin design of CSC Legacy Hall and pictorial history of the College.

College and Community Relations

- Created and launched new CSC website and online content
- Director of College and Community Relations was hired.
- Developed new billboard design and campaign to enhance visibility and exposure of College to the public.
- A Campus Master Calendar was initiated and placed on the redesigned CSC website.
- Sponsored and participated in Warner Cow Chip Day (fireworks, band, booths, signage and student help).
- Hosted a Haunted House open to the public on the Warner Campus.
- Hosted a Fall Festival at Warner and Muskogee Campuses. Both will be open to the public.
- Hosted Connors Got Talent at the Roxy Theater on November 15.
- Had a hypnotist on Warner Campus that was open to the public.

College and Community Relations continued

- Provided a Pit Stop on Muskogee Lion's Club Poker Run to Rid Blindness.
- A faculty member and the College and Community Relations Director participating in Leadership Muskogee.
- CSC is now a sponsor of "Downtown Muskogee" and has purchased seasonal banners.
- Provided students to assist 4-H and FFA showmen at the Tulsa State Fair and Arkansas-Oklahoma State Fair in the swine, cattle, sheep, and goat arenas.
- Provided student livestock judging officials for contests at the State Fair of Oklahoma and Tulsa State Fair.
- Daily press releases are sent out.
- Began process for directional signs on high way near our new Muskogee Campus.

Faculty/Staff Development and Compensation

- Pay raises were approved for FT and continuing PT faculty and staff members for 2011-2012.
- Developing campus-wide emergency management training.
- An ad hoc Faculty/Staff Handbook Policy Review Committee was created to review the current document.
- The annual fall in-service for faculty/staff was held in August, with President Faltyn presenting his vision for CSC.
- Developing Employee Wellness Program
- Developing Faculty and Staff Compensation schedules to complete the process started by hiring processes approved last October, thus allows Connors to be more competitive in hiring practices.
- Hosted several C-Key in-class orientation/training sessions to assist faculty with student C-Key activations.
- The Director of the Muskogee Campuses and the Director of Assessment of Student Learning attended a Higher Learning Commission Regional Forum on the second draft of the new criteria and the new HLC Pathways Project.
- Current staff job positions have been classified according to federal labor guidelines.

Strategic/Master Planning

- Contracted OSU LRFP to develop Campus Master Plan.
- A new committee list was completed for 2011-2012, adding several committees, such as Campus Beautification, Web Design, and an Activities Council Committee.
- In process of implementing a new document imaging system with fully redundant and disaster recovery file storage capability.
- The Interim Vice President for Fiscal Services, the Director of Institutional Research, and the Executive Vice President reviewed and edited the campus property insurance list to make it current.
- Continue to update current and develop new policies, procedures and associated technology documents.

December 2, 2011

LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA

Dr. Henry Ponder, Interim President, and Mrs. Angela Watson, Vice President for Administrative and Fiscal Affairs, appeared before the Board of Regents to present the business of Langston University and review the Agenda for members of the Board. Dr. Ponder said it is his honor to welcome the Regents to Langston University. He said each year at this time there are a lot of activities on the campus.

Dr. Ponder introduced his wife of 59 years, Eunice Wilson Ponder. He said they celebrated their anniversary this past Saturday.

Adoption of Memorial Resolution

Dr. Ponder presented a Memorial Resolution for Dr. Karen Clark and recommended its adoption. (The Memorial Resolution is presented in the Langston Agenda, which is attached.)

Regent Hall moved and Regent Anthony seconded to adopt the Memorial Resolution for Dr. Karen Clark as presented.

Those voting aye: Board Members Davis, Hall, Helm, Lester, Link, Reese, Watkins, Anthony, and Burns. No: None. Abstentions: None. Absent: None. The motion carried.

Approval of Policy Revisions and New Policy

Dr. Ponder requested approval of policy revisions, new policy, and revised pay plan/salary scale. He said these requests were submitted to the Academic Affairs, Policy and Personnel Committee at its meeting this morning.

Regent Lester said the Committee met with the administration of Langston University regarding approval of the new policy and revisions to existing policies within the Langston University Staff Handbook. He said Beverly Smith provided details on the proposed new Compensatory Time Off Policy to be added to the University's Staff Handbook as well as a revised Overtime Pay Policy Section 302.0, a Time Sheets Policy Section 304.0, and a Holidays Policy Section 406.0 of the Staff Handbook. In addition, he said Ms. Smith reported on a revised Pay Plan/Salary Scale. She requested approval of all the changes. Regent Lester said the Committee acted to recommend Board approval of the administrative recommendation as presented, subject to approval by Legal Counsel.

Regent Lester moved and Regent Anthony seconded to approve the revised policies, new policy, and revised pay plan/salary scale as presented, subject to review and approval by Legal Counsel.

Those voting aye: Board Members Hall, Helm, Lester, Link, Reese, Watkins, Anthony, Burns, and Davis. No: None. Abstentions: None. Absent: None. The motion carried.

Modification of Doctor of Physical Therapy Degree

Dr. Ponder requested Board approval to modify the Doctor of Physical Therapy degree in the School of Physical Therapy by reducing the number of hours required for graduation from 115 to 112 hours. Chairman Helm noted that a few years ago Langston lost accreditation on its Physical Therapy Program and asked if it is permissible to reduce that requirement and still maintain accreditation. Dr. Ponder responded affirmatively because Langston has one too many research courses in this degree program, and reducing it by one course will not affect it at all.

Discussion Regarding Tulsa and Oklahoma City Campuses

Dr. Ponder reported that Langston University is currently in discussions with the President and staff members of OSU-Tulsa as it relates to expansion plans for both institutions. Once an agreement is reached, the plan will be presented to the OSU/A&M Board of Regents, the University Center at Tulsa Authority, and the Tulsa Development Authority.

In addition, Dr. Ponder said the administration discussed with the Fiscal Affairs Committee at its meeting yesterday the conceptual rendering of a proposed new campus in Oklahoma City as presented to the Oklahoma Capitol Improvement Authority. As the Board is aware, Langston has been leasing space for the Oklahoma City campus for many years, and for the past few years Langston has been in discussions, with the Board's knowledge, for a permanent campus.

Regent Link reported that the Fiscal Affairs Committee met with the administration of Langston University regarding an Oklahoma City campus for Langston University. Dr. Ponder reported that the administration met with the Oklahoma Capitol Improvement Authority to discuss a location on Lincoln Boulevard. Allen Brown of FSB provided a building concept to use in the presentation. This is the latest step in a long process to own an Oklahoma City facility for Langston University. Chairman Helm asked if the work provided by Allen Brown was provided gratis, and Dr. Ponder responded affirmatively. (Note: In a letter from Vice President Watson dated December 12, 2011, she informed the Office of the Board of Regents that after review of financial records for this project that Langston paid \$4,950.00 to Allen Brown for this work.)

Regent Anthony said he was aware of the conversations between LU-Tulsa and OSU-Tulsa, but he said he was curious to know the intentions of what is being proposed. Dr. Ponder said those two institutions are working together to see how they can come together with the current existing property to work out a deal where OSU-Tulsa will get some land and LU-Tulsa will get some land so that both programs will be enhanced. When this is accomplished, it will be brought back to the Board with some suggestions for future plans. Regent Anthony asked if it is being

proposed that the parcel of land be divided. Dr. Ponder said that is what is being proposed. Chairman Helm said at the time Dr. Ponder was unaware that there were plans for four more phases on the current land Langston has. However, Dr. Ponder had been made aware of the plans. This will involve further discussions.

Purchase of Copier Services

Regent Burns moved and Regent Hall seconded to authorize Langston University's Institutional Advancement & Development Department to process a purchase requisition to purchase copier services per the OSU Purchasing contract and per the State Contract from BMI in the estimated annual amount of \$410,355.

Those voting aye: Board Members Helm, Lester, Link, Reese, Watkins, Anthony, Burns, Davis, and Hall. No: None. Abstentions: None. Absent: None. The motion was approved.

Balance of Agenda

Regent Watkins moved and Regent Anthony seconded to approve the balance of the Agenda, subject to the availability of funds and/or the limitations of the budget. (The Agenda is attached.)

Those voting aye: Board Members Lester, Link, Reese, Watkins, Anthony, Burns, Davis, Hall, and Helm. No: None. Abstentions: None. Absent: None. The motion carried.

Chairman Helm said he regrets missing the concert last evening. He said he heard the performance was outstanding, and he said the hospitality has been wonderful.

The business of Langston University being concluded, Dr. Ponder and Mrs. Watson were then excused from the meeting.

**BOARD OF REGENTS FOR OKLAHOMA STATE UNIVERSITY
AND A&M COLLEGES
Stillwater, Oklahoma 74074**

Dear Board Members:

Please approve the following business items for Langston University.

Expenditures from Treasury Funds, contingent upon their availability, will be submitted for purchasing through Ms. Sharon Toy, Director of Purchasing.

A. GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD: NONE

B. RESOLUTIONS:

1. **WHEREAS**, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Dr. Karen Clark was claimed by death on October 26, 2011; and

WHEREAS, Dr. Clark rendered valuable and faithful service to Langston University for 16 years, serving as Speech Laboratory Coordinator; Instructor, Communication Department; Coordinator, Communication Department; and Assistant Professor and Chairman, Communication Department.

The world, in general, the Langston community, and Langston University, in particular, have lost a noble citizen. Dr. Clark's family and friends have suffered an irreparable loss in her passing.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR OKLAHOMA STATE UNIVERSITY AND THE AGRICULTURAL AND MECHANICAL COLLEGES:

THAT it takes this method to express its appreciation for the 16 years of useful service rendered by Dr. Karen Clark to Langston University, the State of Oklahoma, and the nation; and to extend to the family its deepest sympathy in the loss sustained; and to state the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges joins the family and friends of the deceased in mourning the passing of one of Langston University's beloved staff members.

BE IT FURTHER RESOLVED, that a copy of this Resolution be spread upon the minutes of the Board and a copy sent to the family of Dr. Clark.

Adopted this 2nd day of December, 2011.

C. POLICY AND OPERATIONAL PROCEDURES:

1. Approval is respectfully requested of Langston University's revised Overtime Policy Section 302.0, Time Sheet Policy Section 304.0, and Holiday Policy Section 406.0 of the University's Staff Handbook, pending approval of Legal Counsel. The request can be viewed in Attachment A.
2. Approval is respectfully requested of Langston University's new compensatory Time policy to add to the University's Staff Handbook, pending approval of Legal Counsel. The request can be viewed in Attachment B.
3. Approval is respectfully requested of Langston University's revised Pay Plan/Salary Scale, pending approval of Legal Counsel. The request can be viewed in Attachment C.

D. PERSONNEL ACTION:

1. **A. FOR INFORMATIONAL PURPOSES**
Langston University will accept the following notice of resignation:
Keith Krouser, Police Officer, effective October 31, 2011.

E. INSTRUCTIONAL PROGRAMS:

1. Approval is respectfully requested for Langston University to modify the Doctor of Physical Therapy degree in the School of Physical Therapy by reducing the number of hours required for graduation from 115 to 112 hours. Currently, the School of Physical Therapy requires three research courses as part of the degree requirements, but only two research courses are needed. The request can be viewed in Attachment D.

F. BUDGETARY ACTION: NONE

G. OTHER BUSINESS AND FINANCIAL MATTERS:

1. **A. FOR INFORMATIONAL PURPOSES**
Langston University is currently in discussions with the President and staff members of OSU-Tulsa as it relates to both institutions expansion plans for our Tulsa campuses. The plans will then be

presented to the University Center at Tulsa (UCAT) Authority and the Tulsa Development Authority (TDA) then ultimately to the A&M Board for the appropriate approach to proceed.

FOR INFORMATIONAL PURPOSES

- B. Langston University met with the Oklahoma Capitol Improvement Authority (OCIA) to discuss acreage on Lincoln Boulevard for our Oklahoma City Campus. We have been in discussion for a permanent campus, in Oklahoma City with Board knowledge for a few years. We made a presentation to Oklahoma Capitol Improvement Authority (OCIA) and are awaiting their response.

H. CONTRACTUAL AGREEMENTS (other than construction and renovation):

1. Approval is respectfully requested for Langston University's Police Department to enter into agreement with Logan County Sheriff's Office for the purpose of accessing the Oklahoma Law Enforcement Telecommunication System (OLETS) Network, and facilitate the exchange of criminal justice information between the Non-Terminal Agency, computer interfaces and other data bases that may be implemented in future applications of information available to authorized users.

I. NEW CONSTRUCTION OR RENOVATION OF FACILITIES: NONE

J. PURCHASE REQUESTS:

1. Approval is respectfully requested for Langston University's Institutional Advancement & Development Department to process a purchase requisition to purchase copier services per the OSU contract and document management services per the State Contract from BMI in the estimated annual amount of \$410,355.00 (OSU contract #OS970400 DLR/state contract #SW782). This is for a one year period with option to renew for four (4) additional one-year periods. Funds for this expenditure are available in account 1-70002.

K. STUDENT SERVICES/ACTIVITIES: NONE

L. NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED: NONE

M. OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD:

1. Summary of Out-of-State Travel as of October, 2011:

Column (1): Travel This Month

Column (2): Corresponding Month Last FY

Column (3): Amount Expended Current FY

Column (4): Amount Expended Prior FY

FUND SOURCE	TRIP NOS. (1)	AMOUNT EXPENDED (1)	TRIP NOS (2)	AMOUNT EXPENDED (2)	TRIP #S (3)	AMT. EXP. CURRENT FY (3)	TRIP #S (4)	AMT. EXP. PRIOR FY (4)
Revolving	14	\$27,488.44	2	\$12,084.55	55	\$116,616.19	19	\$37,987.44
St. Approp.								
Federal	11	\$14,551.44	14	\$25,332.06	64	\$101,948.73	97	\$161,887.66
Private								
Auxiliary	1	\$2,046.98	2	\$1,964.65	10	\$13,499.03	17	\$23,929.89
Other								
TOTAL	26	\$44,086.86	18	\$39,381.26	129	\$232,063.95	133	\$223,804.99

All items listed above are respectfully submitted for your approval.

Sincerely yours,
Langston University



HENRY PONDER
INTERIM PRESIDENT

CURRENT POLICY

302.0 OVERTIME PAY

Overtime is permitted only as authorized by your supervisor. If you are classified as a nonexempt employee "classified employees" (see employment policy section 301.00 for more information), you will received compensation for approved overtime work as follows:

1. You will be paid at straight time (i.e., your regular hourly rate of pay) for all hours worked between the first and fortieth hours in any given workweek.
2. You will be paid one and one-half times your regular hourly rate of pay for all hours worked beyond the fortieth hour in any given workweek.
3. You will be paid double your regular hourly rate of pay for all hours worked on a University-observed holiday. Holiday pay is double time. Official holidays are: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day (July 4th only), Labor Day, Thanksgiving (Thanksgiving Day only), Christmas (Christmas Day only).
4. Non-exempt job titles include: Cashier I, Cashier II, Cashier III, Clerk I, Clerk II, Clerk III, Secretary I, Secretary II, Secretary III, Administrative Assistant I, Administrative Assistant II, PBX Operator, Research Technician I, Heavy Equipment Operator, Animal Technician I, Animal Technician II, Farm Worker I, Farm Worker II, Farm Worker III, and Copy Center Employees.

Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

You will normally receive payment for overtime in the pay period following the period in which such overtime is worked, providing all required forms have been completed, approved and sent to the Human Resources Office in a timely manner.

RECOMMENDED POLICY CHANGES

302.0 OVERTIME PAY

The Fair Labor Standards Act (FLSA) requires the University to pay overtime compensation to non-exempt employees at the rate of time and one-half of the employee's regular hourly rate for each hour of overtime worked.

Staff employees who are covered by the Minimum Wage Law are paid at the rate of time and one-half for all hours worked in excess of forty hours per week. Non-exempt employees are instructed not to work overtime (over 40 hours weekly), unless authorized in advance by their supervisors.

Those whose conditions of employment and compensation are not subject to the provisions of the Fair Labor Standards Act (FLSA); exempt employees are not eligible for overtime pay. According to the Act, an exempt employee is "...any employee employed in a bona fide executive, administrative or professional capacity."

Employees who are properly classified as exempt are paid a base salary and are not eligible for overtime or compensatory time off. While all employees exempt and non-exempt alike are expected to maintain regular work hours, the hours of exempt employees are not predetermined. Sometimes, for instance, an exempt employee may need to work extra hours, or days, to complete a project or task or otherwise to perform his or her work in a professional and acceptable manner. No additional compensation is paid to an exempt employee when such an employee works extra or additional hours or days.

Overtime work applies only to non-exempt employees and is to be performed only when approved by the employee's department supervisor in advance. Non-exempt employees must be compensated for their overtime work with pay or with time off in lieu thereof.

Overtime pay will be calculated on the basis of actual hours worked over forty (40) hours in a work week; therefore, paid time off such as paid leave, extended sick leave and holidays do not count as hours worked for the purpose of determining overtime pay. Overtime pay is calculated at a rate of one and one-half times an employee's regular hourly pay for each hour worked in excess of forty in a work week. Paid holidays, paid leave, extended sick leave or other leave shall not be counted as hours worked. Equivalent time-off should be granted employees working on a holiday or other regularly scheduled day off. An employee's entitlement to earn overtime pay depends upon whether he or she is classified as an exempt or a nonexempt employee, and the type of work performed by the employee exceeding the forty hour work week.

If a non-exempt employee works two separate jobs for the same employer, overtime is owed if the employee works a combined total of more than 40 hours in a workweek.

Exempt, salaried employees will not be permitted to work additional assignments on an hourly basis.

Overtime should be requested only in cases of extreme emergencies and then only with the permission of the immediate supervisor with approval of the chief administrator (Vice President, Academic Affairs; Vice President, Administrative & Fiscal Affairs; Vice President, Student Affairs; Vice President, Institutional Advancement; Chief Information Officer; Dean, School of Agriculture & Applied Sciences [Research & Extension]) of the major areas.

In case of necessity for work beyond the regular work week, compensatory time off should be given first consideration.

An employee's failure to record his or her time in a prompt, accurate and regular manner and/or an employee's negligent or intentional falsification of time or leave records are serious offenses. An employee who engages in such conduct will be disciplined up to and including termination of employment.

CURRENT POLICY

304.0 TIME SHEETS

It is the policy of Langston University to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the hours you actually work (including overtime hours, overload hours, and summer employment, where applicable) and of the accrued leave time you have taken, and to ensure that you are paid in a timely manner, you will be required to record your time worked and your absences on Langston University's official time sheet. This form should be completed daily and signed and forwarded to your supervisor on a monthly basis. After reviewing the form and resolving any discrepancies, your supervisor will sign the form and forward it to the Office of Human Resources by the 10th of the following month (ex: January time sheets must be received in the Office of Human Resources no later than February 10th.) If paid hourly, your time sheet must be received in the Office of Human Resources/Wage Employment no later than 5:00 p.m., the first working day of each month. (Ex: January time sheets must be received in the Office of Human Resources/Wage Employment no later than 5:00 p.m., the first working day of February.)

Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsification of a time sheet is a breach of University policy and is grounds for disciplinary action, including the possibility of discharge.

The Office of Human Resources has implemented the following procedures for time sheet audits and submission.

1. Notify the employee who is missing the time sheet to submit that time sheet within a specified time frame. This notification would be copied to the individual's direct supervisor, Vice President, and the President.
2. If the missing time sheet is not received by the specific date, the employee's Vice President will notify the employee, his/her direct supervisor, that the employee is to be prohibited from returning to work until that time sheet is appropriately completed and submitted, including the authorized approvals.
3. The employee should not be compensated for the period of time they have been prohibited from returning to work. If the payroll for the current month has been submitted, the payroll reduction should be enforced for the next payroll period. Any employee who still has not submitted an appropriately completed and approved time sheet within a specified period of time should be considered for further employee disciplinary action, as appropriate and recommended by his/her Vice President.

RECOMMENDED POLICY CHANGES

Section 304.0 TIME SHEETS

First (1st) paragraph, where “time sheet(s)” appears, reflect as “time sheet(s)/time record”.

First (1st) paragraph, line seven, change to reflect, “...This form should be completed daily by the employee (non-exempt employees) or the designated departmental record keeper (for exempt employees) and forwarded to the department head on a monthly basis. All employees must sign their time sheet/time record...”

Insert the following between paragraph one and two. “...Non-exempt employees (wage and salaried) must maintain accurate time sheets. The form will capture all officially approved overtime hours for monetary payment and/or compensatory time. Non-exempt employees’ work must be documented and maintained in accordance with federal regulations and they must maintain detailed records reflecting the actual time worked. Working overtime must be approved in advance by the non-exempt employee’s immediate supervisor, department head, Dean (if applicable) and Vice President...”

Delete paragraph three (numbers 1., 2., and 3.)

CURRENT POLICY

406.0 HOLIDAYS

The following are holidays observed by all departments, schools and divisions of the University by closing all offices in which functions can be discontinued without adversely affecting their services to the public: New Year's Day; Martin Luther King's Birthday; Memorial Day; Independence Day; Labor Day; Thanksgiving (to be announced by the Office of the President); Christmas (to be announced by the Office of the President.)

When continuous operations of the university require some departments to be scheduled to work on days otherwise recognized as holidays, these employees will be granted an equal amount of time off with pay on a date mutually agreed to by the employee and all approving supervisors.

A schedule of holiday closings of University Offices and facilities will be developed by the Office of the President for each year depending upon the day on which the actual holiday occurs. Days prior to and after the holiday will also be considered by the Office of the President, consistent with the school year calendar approved by the Governing Board of Regents.

RECOMMENDED POLICY CHANGES

406.0 HOLIDAYS

The following are holidays observed by all departments, schools and divisions of the University by closing all offices in which functions can be discontinued without adversely affecting their services to the public: New Year's Day; Martin Luther King's Birthday; Memorial Day; Independence Day; Labor Day; Thanksgiving (to be announced by the Office of the President); Christmas (to be announced by the Office of the President.)

When continuous operations of the university require some departments to be scheduled to work on days otherwise recognized as holidays, these employees will be granted an equal amount of time off with pay on a date (within 90 days following the holiday) mutually agreed to by the employee and all approving supervisors.

Employees on an unpaid leave of absence are not entitled to holiday pay.

If exempt employees do work on these holidays, however, they will receive no additional compensation.

In order for non-exempt employees to be paid for a holiday, they must be in pay status for both the work day preceding and the work day following the holiday. When a holiday falls on a day that a non-exempt employee is normally scheduled to work, he/she will not be required to work that day and will be paid the regular number of hours he/she would otherwise have been scheduled to work on that day. When a holiday falls on a non-exempt employee's day off, the employee will be excused from a regularly scheduled work day within the next three consecutive pay periods and will receive his or her regular rate of pay for hours regularly worked on that day.

Normally, a holiday occurring at the beginning, at the end, or within an employee's paid leave period shall not be charged as a day of leave.

A schedule of holiday closings of University Offices and facilities will be developed by the Office of the President for each year and will depend upon the day on which the actual holiday occurs. Days prior to and after the holiday will also be considered by the Office of the President, consistent with the school year calendar approved by the Governing Board of Regents.

A non-exempt employee's failure to record his or her time in a prompt, accurate and regular manner and/or an employee's negligent or intentional falsification of time or leave records are serious offenses. A non-exempt employee who engages in such conduct will be disciplined up to and including termination of employment.

COMPENSATORY TIME OFF

The University will give compensatory time off in lieu of payment of overtime worked.

Compensatory time off for overtime work is to be given at the rate of time and one-half for all hours worked in excess of forty (40) hours per week during the week in which it occurs. If the overtime occurs, department heads must secure permission from the division's chief administrator to compensate the employee for overtime hours or to allow compensatory time off later. SEE OVERTIME POLICY.

Should a non-exempt employee work more than 40 hours during the established work week, he/she will be given compensatory time at the rate of one and one-half hours for each hour worked. For the purpose of computing compensatory time, holidays, paid leave, extended sick leave, and compensatory time off will not be treated as hours worked. Payment of overtime is at one and one-half times the hourly rate. For salaried, non-exempt employees, hourly rate = monthly salary divided by 173.33.

The determination as to whether an employee will receive pay or paid time off shall be made by the supervisor; with the appropriate administrator's approval. Compensatory time off will be earned and should be recorded on the basis of one and one-half hour off for each overtime hour worked. Overtime hours worked and compensated with compensatory time off at a time mutually agreeable between the employee and his/her supervisor must be approved in advance.

Employees who are properly classified as exempt are paid a base salary and are not eligible for overtime or compensatory time off. While all employees exempt and non-exempt alike are expected to maintain regular work hours, the hours of exempt employees are not predetermined. Sometimes, for instance, an exempt employee may need to work extra hours, or days, to complete a project or task or otherwise to perform his or her work in a professional and acceptable manner. No additional compensation is paid to an exempt employee when such an employee works extra or additional hours or days.

Overtime work applies only to non-exempt employees and is to be performed only when approved by the employee's department supervisor in advance.

Compensatory time off is to be taken before the end of the fiscal year during which it was accrued. The maximum compensatory time which may be accrued by an employee shall be 240 hours. Campus Police Officers may accrue a maximum of 480 hours. Banked compensatory time must be used before paid leave and/or extended sick leave is used. Monetary payment to an employee (at the time of resignation, retirement, termination, death of the employee, or any other method of separation from the university) for accrued/"banked" compensatory time will be permitted. Separating employees are to use their compensatory time hours prior to the effective date of their separation.

An employee transferring from one department to another is required to use accumulated compensatory time prior to transferring unless circumstances prevent using the overtime and provided the Vice President of the employees respective division approves.

It is the responsibility of the supervisor to maintain records on compensatory time. Each department will assume the responsibility for maintaining adequate compensatory time records for its employees. A record must be maintained of each employee's compensatory time balance and documented on the monthly time sheet and Request for Leave Forms and submitted to the Office of Human Resources.

An employee's failure to record his or her time in a prompt, accurate and regular manner and/or an employee's negligent or intentional falsification of time or leave records are serious offenses. An employee who engages in such conduct will be disciplined up to and including termination of employment.

Langston University Pay Grade Review

Preface

Langston University undertook a review of the current pay grade in the spring of 2011 to replace the current, outdated (2004) pay grades that are over 7 years old. The goal of this project was to produce a structured but flexible tool to assist managers in setting pay of new and current employees that is understood, fair, and equitable.

A committee was assembled that consisted of Human Resource staff, Institutional Research staff, and faculty and was charged with updating the University Pay grades.

Methodology

The committee utilized the recommended 2006 pay grades as a starting point for updating the current pay structure. The structure of the 2006 grades was more robust than the current 2004 structure and delineated the position in a more useful fashion. The basic process started with the 2006 positions, adjusted them for inflation (11.2%) based on the Social Security Administration increases for the time period, and then incorporate other peer university information when available. The other University information was based on College & University Professional Association for Human Resources (CUPA-HR), Tennessee State University, Prairie View A&M (Texas A&M System), Delaware State, and Lincoln University (MO). The other regional universities in Oklahoma were not available and the research institutions (OU & OSU) were available, but were significantly higher and not a valid comparison group.

The salary range for each position was determined by averaging the Minimum (Min) and Maximum (Max) salary scale ranges. For specific job titles such as Administrative Assistant, the individual salary ranges for that position were computed. In instances where several job titles make up a job group such as Director, the aggregate of those director positions were used to identify an average for each source. For instance, Director I's for CUPA was an average salary range of the job titles that Langston had identified as Director 1 positions. The position title averages were then grouped based on where they were determined to fit the best and aggregated into pay grades. To account for error and to increase the flexibility of the pay grades, the average Minimum for each grade was lowered by 5 % and the Maximum was increased by 5%. The mid-point was determined as midway between the Minimum and the Maximum. Lastly, the Minimum for Grade 1 was lowered to the federal minimum wage of \$15,080.

EXAMPLE ADMIN ASST.

	MIN	AVG	MAX
ADMIN ASST AVG	\$22,500	\$32,500	\$42,500
Langston	\$20,000	\$30,000	\$40,000
CUPA	\$25,000	\$35,000	\$45,000
etc	xxxx	xxxx	xxxx

EXAMPLE: DIRECTOR

	MIN	AVG	MAX
DIRECTOR OVERALL	\$42,500	\$52,500	\$62,500
Langston Director III	\$40,000	\$50,000	\$60,000
CUPA	\$45,000	\$55,000	\$65,000
<i>Dir of FA</i>	\$41,000	\$51,000	\$61,000
<i>Dir of IRP</i>	\$46,000	\$56,000	\$66,000
<i>Dir of Retention</i>	\$38,000	\$48,000	\$58,000
<i>Dir of PR</i>	\$45,000	\$55,000	\$65,000
etc	xxx	xxx	xxx
etc	xxx	xxx	xxx

EXAMPLE: GRADE

	MIN	AVG	MAX
3A GRADE	\$45,877	\$66,070	\$86,264
<i>Asst to the Dean</i>	\$44,517	\$67,485	\$90,454
<i>Asst to The VP</i>	\$44,039	\$62,330	\$80,620
<i>Business Manager</i>	\$47,486	\$69,425	\$91,364
<i>Director II</i>	\$45,702	\$64,730	\$83,759
<i>Head BBall Coach</i>	\$45,647	\$64,116	\$82,585
<i>Head Football Coach</i>	\$48,161	\$67,416	\$86,671
<i>Manager IV</i>	\$45,586	\$66,989	\$88,392

Results

The result of this effort is a 15 grade, overlapping pay grade for staff positions (Grades 1-15), a seven grade, overlapping pay grade for Administrative position (1A – 7A), and a four grade, overlapping pay grade for Faculty positions (I – IV). The high degree of overlap and spread within the bands allows for a great deal of flexibility in the pay grades, but also allows for a structure to be applied to employee compensation. During the review of the current employees, over 98% fell within the proposed grades, however some were identified that were out of grade and need to be addressed.

Observations

While over 98% of the current position fall within the proposed salary grades, the vast majority seemed to fall very near the Minimum, or between the Minimum and the Mid-point. While this provides plenty of room for growth within the grades, there appears to be an inverse relationship between salary and tenure. When these results are combined with the general salary dissatisfaction seen in each yearly staff survey, it indicates that there needs to be a comprehensive plan for how employees are compensated. The compensation plan should support the organizational goals and these proposed pay grades should be part of that plan.

STAFF PAY GRADES AND POSITIONS

Grades	Average of Min	Average of Mid	Average of Max
1	\$15,080	\$21,866	\$28,673
Cashier I Clerk I Copy Center Operator I PBX Operator Teaching Assistant			
2	\$18,609	\$23,296	\$29,984
Cashier II Clerk II Extension Assistant Farm Worker I Secretary I Technical Assistant			
3	\$18,618	\$26,280	\$33,947
Administrative Assistant I Animal Technician I Farm Worker II Outreach Assistant I Research Technician I Secretary II			
4	\$19,887	\$28,097	\$36,806
Clerk III Copy Center Operator II Secretary III			
5	\$21,581	\$30,780	\$39,978
Administrative Assistant II Cashier III Coordinator I Data Control Analyst I Manager I Outreach Assistant II Research Technician II			
6	\$23,932	\$34,521	\$45,109
Administrative Specialist I Animal Technician II Counselor I Farm Worker III Outreach Specialist I Police Officer			

Research Analyst I Yearbook Advisor			
7	\$24,250	\$35,621	\$46,993
Administrative Assistant III Animal Technician III Auto CAD Technician Benefits Analyst Data Control Analyst II Executive Secretary I Extension Specialist I Nurse I Research Technician III			
8	\$27,986	\$40,973	\$53,959
Administrative Specialist II Animal Technician IV Assistant Registrar Athletic Trainer I Executive Secretary II Farm Worker IV Outreach Specialist II Publications Specialist			
9	\$29,763	\$42,994	\$56,225
Coordinator II Counselor II Extension Specialist II Manager II Research Analyst II Research Technician IV			
10	\$33,204	\$47,813	\$62,422
Athletic Trainer II Bursar Counselor III (Admission Counselor) Executive Assistant I Executive Secretary III Nurse II Police Captain Research Associate I System Analyst I			
11	\$37,936	\$55,604	\$73,272
Coordinator III Executive Assistant II Extension Specialist III			

Manager III Outreach Specialist III Research Associate II System Analyst II			
12	\$41,545	\$62,926	\$84,308
Extension Specialist IV Outreach Specialist IV Research Scientist I			
13	\$48,031	\$65,206	\$87,381
Research Scientist II System Analyst III			
14	\$53,842	\$77,725	\$101,607
Research Scientist III			
15	\$58,821	\$80,800	\$105,779
Architect II Civil Engineer Electrical Engineer Research Scientist IV			

ADMINISTRATIVE PAY GRADES AND POSITIONS

1A	\$29,051	\$42,954	\$56,858
Basketball Coach (Assistant) Deputy Police Chief Director I Football Coach (Assistant)			
2A	\$35,067	\$52,986	\$69,904
Assistant Director Associate Director Police Chief			
3A	\$45,877	\$66,070	\$86,264
Assistant to the Dean Assistant to The Vice-President Business Manager Director II Head Basketball Coach Head Football Coach Manager IV			
4A	\$52,582	\$76,150	\$99,718
Assistant Vice President Director III Special Assistant to the President			
5A	\$63,253	\$89,969	\$116,685
Associate Administrator Assistant Dean Associate Vice President Athletic Director Chief of Staff Director IV			
6A	\$66,250	\$95,533	\$124,857
Assistant Affirmative Action officer Associate Dean Chief Information Officer Dean University Physician			
7A	\$78,107	\$111,527	\$144,947
Affirmative Action Officer Provost Vice-President			

FACULTY PAY GRADES

I	\$26,711	\$41,381	\$56,050
Instructor			
II	\$40,025	\$60,352	\$80,679
Assistant Professor			
III	\$44,123	\$66,355	\$88,587
Associate Professor			
IV	\$50,058	\$73,251	\$96,455
Professor			

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: Langston University
Contact person: Dr. Clyde Montgomery
Title: Vice President for Academic Affairs
Phone number: (405)466-3424

Current title of degree program (Level II): Doctor of Physical Therapy Degree (DPT)
Current title of degree program (Level III): _____
State Regent's three-digit program code: 058
Degree Granting Academic Unit: School of Physical Therapy
With options in: A. Doctor of Physical Therapy-entry level
B. _____
C. _____
D. _____
E. _____

TYPE OF REQUEST: Check those appropriate and complete appropriate pages ***ONLY!***

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name
and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- X (7) Program Requirement Change
- (8) Other Degree Program Modification

***Complete and return ONLY
this cover sheet AND the
appropriate page specifying
the requested modification!***

Signature of President: _____ Date: _____

Date of Governing Board Approval: _____

**(7) Program
Requirement Change**

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: Langston University

State Regents' three-digit program code and Program name of program to be modified:

058 Doctor of Physical Therapy

(7) PROGRAM REQUIREMENT CHANGES

Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)

—request is made to drop PT 6153 Scientific Inquiry (3 credits 45 contact hours) as a required course in the DPT curriculum. The course will be retained as an elective 3 credit course that can be taken in anytime in the DPT curriculum after the fall semester of Year II.

Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)

Total credit hours for the degree will *NOT* change.

Total credit hours for the degree will change from 115 to 112.

Summary of changes (attach no more than one page if space provided is inadequate):

Drop PT 6153 Scientific Inquiry (3 credits) as a requirement for completion of the entry-level DPT degree program of study

Will total number of credit hours required for the degree change No Yes

Explain: The total number of credits required for graduation will decrease from 115 to 112 credits.

Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). Indicate the changes clearly.

Will requested change require additional funds? No Yes

If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).

Reason for requested action (attach no more than one page if space provided is inadequate):

December 2, 2011

Public Comments

Chairman Helm said 15 minutes are provided for members of the public who would like to address the Board, and he asked if there were any members of the public who wished to address the Board at this time. There being none, the Board continued with its business.

December 2, 2011

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES
OF INTEREST TO ALL THE UNIVERSITIES/COLLEGES
MEETING OF DECEMBER 2, 2011

Chairman Helm called upon the Committee Chairs of the following Committees to give reports.

Fiscal Affairs Committee

(In addition to business discussed by the Fiscal Affairs Committee during the business of Oklahoma State University, Northeastern Oklahoma A&M College, and Langston University, the Committee acted on the following.)

Acceptance of FY-2011 Audit Reports

Regent Link reported that the Fiscal Affairs Committee met with representatives of Stanfield & O'Dell and with representatives of Connors, Langston, NEO, and OPSU regarding the FY-2011 audits. The Committee acted to recommend that the Board accept the FY-2011 audit reports for Connors State College, Langston University, Northeastern Oklahoma A&M College, and Oklahoma Panhandle State University. He said all of the audits were unqualified opinions, and the remarks from the auditors were very positive.

Regent Link moved and Regent Hall seconded to accept the FY-2011 audit reports for Connors State College, Langston University, Northeastern Oklahoma A&M College, and Oklahoma Panhandle State University as presented.

Those voting aye: Board Members Link, Reese, Watkins, Anthony, Burns, Hall, Helm, and Lester. No: None. Abstentions: None. Absent: Davis. The motion carried.

Regent Link reported that the Committee met with representatives of Cole & Reed and the OSU administration concerning FY-2011 audits of OSU and its constituent budget agencies. The Committee acted to recommend that the Board accept the FY-2011 audit reports for the Oklahoma State University System. This was also an unqualified opinion, and there were no management letter comments.

Regent Link moved and Regent Anthony seconded that the Board accept the FY-2011 audit reports for the Oklahoma State University System as presented.

December 2, 2011

Those voting aye: Board Members Reese, Watkins, Anthony, Burns, Hall, Helm, Lester, and Link. No: None. Abstentions: None. Absent: Davis. The motion passed.

Acceptance of FY-2011 Financial Statements of CIED

Ms. Kathy Elliott, Associate Vice President and Controller, said she missed the opportunity yesterday to request that the Board accept the financial statements for the Center for Innovation and Economic Development, Inc., contingent upon its board accepting the audit reports. She said if action is not taken at this time, it will have to be brought back to the Board after the CIED board acts on it.

Regent Link moved and Regent Hall seconded to accept the FY-2011 financial statements of the Oklahoma State University Center for Innovation and Economic Development, Inc., subject to the CIED Board approving and accepting the documents.

Those voting aye: Board Members Watkins, Anthony, Burns, Hall, Helm, Lester, Link, and Reese. No: None. Abstentions: None. Absent: Davis. The motion was approved.

Engagement of External Auditors

Regent Link reported that the Committee discussed the engagement of external auditors for the FY-2012 institutional audits. State law requires that external auditing firms be rotated every five years. With the completion of the FY-2011 engagements, Cole & Reed completed a five-year engagement as auditors for OSU, and Stanfield & O'Dell completed a five-year engagement as auditors for the A&M institutions. A Request For Proposals (RFP) for external auditing services was developed, which included consultation with the various institutions and review by Legal Counsel and OSU Purchasing. The RFP was submitted to a list of firms provided by OSU Purchasing Director Sharon Toy. The results of the RFP will be submitted to the Fiscal Affairs Committee at its meeting in January, 2012, for review and approval of a recommendation to the Board of Regents.

FY-2012 Audit Plan

Regent Link further reported that the Committee reviewed a report from Mr. Strande concerning an overview of the activities of the Department of Internal Audits as well as an update of the status of the FY-2012 Audit Plan. He said Mr. Strande and his staff have done an excellent job regarding internal auditing, and they helped coordinate the work of the external auditors and have been very helpful in the follow-up on the management letter comments and advisory letter

December 2, 2011

comments and kept those issues that were identified to a minimum and resolved in a reasonable amount of time.

Regents' Steering Committee Re: Langston University Presidential Selection Process

Regent Lester reported that the work of the Langston University Presidential Search Committee is going well. The Committee last met on the Langston campus on November 17, 2011, in order to identify candidates to be invited to interview with the Search Committee. Those invitations have been extended, and interviews will be conducted next week. Following that meeting, the Search Committee should be ready to recommend finalist candidates to the Board of Regents. He said Dr. George Ayers of Ayers & Associates, Inc., the search firm hired to consult with the Search Committee during this process, continues to be a valuable resource to the Committee.

Executive Secretary Search Committee

Regent Hall said the position of the Executive Secretary was advertised in the *Tulsa World* and *The Oklahoman*, which also included online job listings. The listing was also included in the OSU online job listing. The date by which to be assured of consideration is December 2, 2011. The Search Committee, composed of Regents Anthony, Burns, Helm, and himself, will be conducting a conference call during the next few days in order to review applications and to determine the course of action for the search activities.

Adjournment

At approximately 11:40 a.m., Regent Anthony moved and Regent Lester seconded that the meeting be adjourned.

Those voting aye: Board Members Anthony, Burns, Hall, Helm, Lester, Link, Reese, and Watkins. No: None. Abstentions: None. Absent: Davis. The motion was approved.

MEETING OF THE A & M BOARD OF REGENTS

December 2, 2011

Scholars Inn Clubhouse
Langston University
Langston, Oklahoma

ORDER OF BUSINESS

REGULAR MEETING OF THE BOARD OF REGENTS
FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

Secretary of State meeting notice was filed on November 2, 2010.

Approval of Order of Business

Approval of Minutes of Regular Board Meeting of October 28, 2011

DATES OF NEXT REGULAR MEETINGS

For **Information** Purposes Only:

January 20, 2012 -- Oklahoma City, Oklahoma – Conference North, 3rd Floor
Student Center, 900 North Portland, OSU-OKC

For **Consideration** of Approval:

February 24, 2012 -- Stillwater, Oklahoma – Student Union,
Oklahoma State University

BUSINESS WITH COLLEGES AND UNIVERSITIES

1. Oklahoma State University
2. Oklahoma Panhandle State University
3. Northeastern Oklahoma A&M College
4. Connors State College
5. Langston University

COMMITTEE REPORTS

Academic Affairs, Policy and Personnel Committee

Fiscal Affairs and Plant Facilities Committee

Planning and Budgets Committee

Regents Steering Committee, 2011-2012 Langston University Presidential Selection Process

Executive Secretary Search Committee

OTHER BUSINESS OF THE BOARD OF REGENTS

Reports or recommendations by the Executive Secretary

- a. General Business
- b. General Counsel
- c. Director of Internal Audits

Agenda for the Regular Meeting of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

DATE: December 2, 2011

TIME: Board will officially convene at 10:00 a.m.*

PLACE: Scholars Inn Clubhouse, Langston University, Langston, Oklahoma

NOTICE OF THIS MEETING WAS FILED WITH THE SECRETARY OF STATE ON NOVEMBER 2, 2010.

Business:

- Approval of Order of Business
- Approval of Minutes of Regular Board Meeting of October 28, 2011
- Approval of February 24, 2012, Board Meeting
- Recognition of appointment of Lou Watkins

OKLAHOMA STATE UNIVERSITY

- General Information/Reports Requiring No Action By the Board
Opening comments
- Resolutions
Adoption of Memorial Resolutions for Kurt Budke and Miranda R. Serna
- Policy and Operational Procedures
Approval of Honorary Doctor of Humane Letters to be presented to Donald D. Humphreys during the December 17, 2011, Undergraduate Commencement program

* The Board will have breakfast on Friday, December 2, 2011, at 7:30 a.m. in the lower level of the White House on the campus of Langston University, Langston, Oklahoma, with Langston University Interim President Henry Ponder and Oklahoma State University President V. Burns Hargis and possibly other OSU administrators for informal discussion. Various subjects may come up for discussion, but Presidents Ponder and Hargis have indicated particular interest in the following subjects: recent activities/developments pertaining to legislative/governmental issues, matters affecting State funding, administrative issues, systemization, future staffing, capital projects including new construction and renovation, educational programs, student matters, athletics, external relations, budget matters, fund raising, student recruitment and retention, and Board communications. The Board may also receive from the Executive Secretary announcements of general information and interest, information on Board administrative operations, and information about recent and upcoming meetings and discussions. A lunch is scheduled for approximately 12:00 p.m. in the C. F. Gayles Atrium on the Langston University campus.

- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
- Instructional Programs
 - Approval of proposed new degrees and program modifications
 - Approval of Academic Program Reviews for Academic Year 2010-2011
- Other Business and Financial Matters
 - Approval to submit potential projects and the appropriate documents to the OSRHE for submission to the Master Real Property Lease Program (MRPL) 2012 and to purchase the items
 - Approval for Cowboy Athletic Facilities, LLC, to enter Board of Regents property to renovate a suite in Boone Pickens Stadium and for a Gift-In-Kind agreement
 - Approval for the naming of the Living Room in Willard Hall to The Anderson Family Living Room
- Contractual Agreements (other than construction and renovation)
 - Approval of a police service agreement with the Payne County Commissioners
 - Approval of an agreement with City of Okmulgee to provide dispatch services
 - Approval to continue the Phased Retirement Program
 - Approval to grant water and sewer easements to the City of Stillwater
- New Construction or Renovation of Facilities
 - Approval of Construction Managers At Risk for on-call construction management and construction services
- Purchase Requests (purchases of equipment, supplies, materials, professional services, etc.)
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting

OKLAHOMA PANHANDLE STATE UNIVERSITY

- General Information/Reports Requiring No Action By the Board
- Instructional Programs
 - Approval to add options to the Bachelors of Business Administration and the Associate of Applied Science in Technology degree programs
- Purchase Requests (purchases of equipment, supplies, materials, professional services, etc.)
- New Business Unforeseen At Time Agenda Was Posted

- Other Informational Matters Not Requiring Action of the Board at this Meeting
 - OPSU profiled in the *Oklahoma's Memorial Highways & Bridges* publication
 - President's Update report
 - Out-of-state travel summary

NORTHEASTERN OKLAHOMA A&M COLLEGE

- General Information/Reports Requiring No Action By the Board
 - 2nd Annual High School Rodeo
 - Top 10 Freshmen Induction Ceremony
 - Kah-Ne Hall update
 - Foundation event for student organizations
 - Luncheon for area superintendents
 - November "NEO Update"

- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.

- Instructional Programs
 - Approval of certificate programs and program modifications

- Budgetary Actions: adoption of a new budget or revision of a budget, etc.
 - Approval of FY12 E&G, Part I, Budget revision

- Student Services/Activities
 - Approval to add Equestrian and Men's Wrestling to the athletic programs offered at NEO

- New Business Unforeseen At Time Agenda Was Posted

- Other Informational Matters Not Requiring Action of the Board at this Meeting
 - Out-of-state travel summary
 - Academic Calendar for 2012-2013

CONNORS STATE COLLEGE

- General Information/Reports Requiring No Action By the Board
 - Personal remarks by President Faltyn
 - CDF housing insurance update
 - Connors State Connection

- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
 - Approval of position description for the position of Vice President for Fiscal Services

- Instructional Programs
Approval of program modifications and new degree programs and certificate
- Contractual Agreements (other than construction and renovation)
Approval to develop a Clinical Rotation Agreement with Green Country Behavioral Health Services
- Purchase Requests (purchases of equipment, supplies, materials, professional services, etc.)
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting
Out-of-state travel summary

LANGSTON UNIVERSITY

- General Information/Reports Requiring No Action By the Board
- Resolutions
Adoption of Memorial Resolution for Dr. Karen Clark
- Policy and Operational Procedures
Approval of a new policy and revisions to existing policies within the Langston University Staff Handbook
- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
- Instructional Programs
Approval to modify the Doctor of Physical Therapy degree in the School of Physical Therapy
- Other Business and Financial Matters
Expansion plans for Langston University's Tulsa campus and possible permanent campus for the Oklahoma City campus
- Contractual Agreements (other than construction and renovation)
Approval to enter into agreement with Logan County Sheriff's Office to access the Oklahoma Law Enforcement Telecommunication System Network
- Purchase Requests (purchases of equipment, supplies, materials, professional services, etc.)
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting
Out-of-state travel summary

PUBLIC COMMENTS

--Fifteen minutes will be provided to receive comments if there are representatives of the general public interested in addressing the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

COMMITTEE REPORTS

--Consider other possible actions based upon reports or recommendations by various Committees of the Board of Regents.

Fiscal Affairs Committee

Receive information and a possible recommendation regarding FY-2011 audits for Langston University, Connors State College, Northeastern Oklahoma A&M College, and Oklahoma Panhandle State University.

Receive information and a possible recommendation regarding FY-2011 audits for Oklahoma State University and its constituent budget agencies, and receive information regarding applicable institutional-related foundation audits.

Receive information and a possible recommendation regarding the engagement of external auditors for the FY-2012 institutional audits.

Report concerning Department of Internal Audits and status of the Audit Plan for FY-2012.

Receive information and a possible recommendation from the administration of Langston University regarding an Oklahoma City campus for Langston University.

Academic Affairs, Policy and Personnel Committee

Regents Steering Committee, 2011-2012 Langston University Presidential Selection Process

Update report.

Executive Secretary Search Committee

Update report.

OTHER BOARD OF REGENTS' BUSINESS

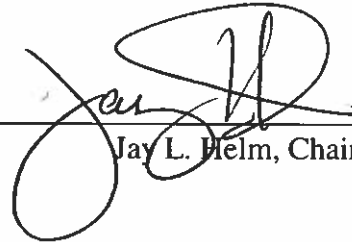
--Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, reclassification, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.

- Purchase Requests (purchases of equipment, supplies, materials, professional services, etc.)
- Other Business Matters Requiring Action of the Board
- Reports/comments/recommendations by Executive Secretary
- Reports/comments/recommendations by General Counsel
- Reports/comments/recommendations by Director of Internal Audits
- New Business Unforeseen At Time Agenda Was Posted

December 2, 2011

BOARD OF REGENTS FOR THE OKLAHOMA
AGRICULTURAL AND MECHANICAL COLLEGES

By: _____



Jay L. Helm, Chairman

ATTEST:



W. Douglas Wilson, Executive Secretary

Certified correct minutes subject to approval of the Board of Regents of the Oklahoma Agricultural and Mechanical Colleges on January 20, 2012.



Cheryl Williams, Secretary