

# MINUTES

of the

BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL  
COLLEGES

for the

APRIL 24, 2015

Regular Board Meeting

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

April 24, 2015

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MINUTES OF THE MEETING OF THE BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES, APRIL 24, 2015

NOTICE OF THIS MEETING WAS FILED WITH THE SECRETARY OF STATE ON SEPTEMBER 16, 2014.

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges met in the Ballroom of the Student Union on the campus of Oklahoma Panhandle State University, Goodwell, Oklahoma, on April 24, 2015.

Those present: Mr. Rick Davis, Chairman; Mr. Joe Hall, Vice Chairman; Mr. Calvin J. Anthony; Mr. Douglas E. Burns; Mr. Andy Lester; Mr. Tucker Link; Dr. Trudy J. Milner; and Mr. Jim Reese.

Absent: Ms. Lou Watkins.

Others present: Mr. Jason Ramsey, Chief Executive Officer; Mr. Robert White, Health and Higher Education Policy Analyst; Ms. Jessica Russell, Director, State Government Relations; Mr. Steve Stephens, General Counsel; Ms. Michelle Finley, Chief Audit Executive; Ms. Kyla Eldridge, Administrative Associate; and Ms. Cherilyn Williams, Executive Administrative Associate.

After the Chief Executive Officer announced a quorum was present and affirmed that all documents had been filed, the meeting was called to order at approximately 10:05 a.m.

Chairman Davis expressed appreciation to President Bryant and his staff at OPSU for the hospitality last evening and for hosting the meeting today. He said it was a wonderful evening.

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE  
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES  
OF INTEREST TO ALL THE COLLEGES  
MEETING OF APRIL 24, 2015

Order of Business

Regent Hall moved and Regent Lester seconded to approve the Order of Business as presented.

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

Approval of Minutes

Regent Lester moved and Regent Reese seconded to approve the minutes of the March 6, 2015, Regular Meeting of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

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

Approval of Future Board Meetings

Chairman Davis announced that the next regular meeting of the Board of Regents is scheduled to convene on June 19, 2015, in the Executive Board Room of the Administration Building, 700 N. Greenwood Ave., OSU-Tulsa, Tulsa, Oklahoma. In addition, a meeting is scheduled for September 4, 2015, in the Calcagno Family Ballroom in the Student Union on the campus of Northeastern Oklahoma A&M College, Miami, Oklahoma. Chairman Davis asked for a motion to confirm this meeting.

Regent Anthony moved and Regent Lester seconded to approve the meeting scheduled for September 4, 2015, in the Calcagno Family Ballroom in the Student Union on the campus of Northeastern Oklahoma A&M College, Miami, Oklahoma.

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

Recognition of Regent Tucker Link

Before beginning the regular business of the meeting, Chairman Davis said he would like to present a plaque to Regent Link as an expression of gratitude for the term of service that he just completed with the Board. He said the Board appreciates the leadership and dedication that he has shown to the Board. The plaque reads as follows, "In grateful appreciation for your leadership and dedication to the advancement of higher education in Oklahoma as a member of the Board of Regents for Oklahoma State University and the A&M Colleges, 2010-2015"

Regent Link said he appreciates working with the Board of Regents. He noted that the Board has a lot of fun, but it has a lot of work as well. To the administration, faculty, and staff of the A&M institutions, Regent Link expressed thanks for being patient and enjoying the Board's time, company, and input. Regent Link said it is a pleasure to be able to serve, and he is honored to be able to do it for a few more years.

April 24, 2015

OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA

President Burns Hargis and members of the OSU administration appeared before the Board of Regents to present the business of Oklahoma State University and review the Agenda for members of the Board.

President Hargis said he would like to add his thanks to Tucker Link for his service as a Regent all of these years and the prospective service OSU will continue to receive from him.

President Hargis said he apologizes for not being in attendance last evening, but he was at a ceremony where he inducted former U.S. Senator Tom Coburn into the School of Accounting Hall of Fame.

President Hargis said OSU is a little over two weeks away from the end of the spring semester and is geared up for its commencement ceremonies on May 8-9, 2015. He said he is very excited about the speakers for the undergraduate ceremonies on Saturday, May 9. The Honorable Joseph Westphal, U.S. Ambassador to the Kingdom of Saudi Arabia, will be the speaker for the first and last ceremonies, and newly elected U.S. Senator James Lankford will be the speaker for the middle ceremony.

Adoption of Memorial Resolutions

President Hargis presented information on behalf of Peter C. Rollins, Regents Professor, Retired, English, College of Arts and Sciences, and David R. Thompson, Associate Dean, Retired, College of Engineering, Architecture and Technology. President Hargis presented Memorial Resolutions for Dr. Rollins and Dr. Thompson and requested their adoption. (The Memorial Resolutions for Dr. Rollins and Dr. Thompson are attached to OSU's portion of the minutes as ATTACHMENTS A and B, respectively, and considered a part of these minutes.)

Regent Lester moved and Regent Link seconded to adopt the Memorial Resolutions for Peter C. Rollins and David R. Thompson as presented.

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

Approval of Revisions to OSU Policy #1-0134 *Employee Travel*

President Hargis said over the last several months OSU has been reviewing a number of its travel policies in order to update them and reinforce all measures of safety. Last fall the administration presented OSU Policy 1-0134 *Employee Travel*, which had been reviewed and revised extensively. Subsequently, while reviewing the policies pertaining to travel for student athletes

and student organizations, it was determined that additional language needed to be included in the Employee Travel policy. President Hargis requested approval to add the following language, “and shall not use alcohol eight (8) hours prior to or during operation of motor vehicles” in terms of the requirements for approved drivers. He requested Board approval of this revision.

Regent Anthony moved and Regent Milner seconded to approve the revision to OSU Policy #1-0134 *Employee Travel* as presented.

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

#### Authorization to Present Honorary Doctorate of Laws Degree

President Hargis requested ratification of interim approval to present an Honorary Doctorate of Laws to The Honorable Joseph Westphal during the May 9, 2015, undergraduate commencement ceremony. As mentioned earlier, Dr. Westphal will be the commencement speaker.

Regent Link moved and Regent Milner seconded to ratify interim approval granted by the Chief Executive Officer to present an Honorary Doctorate of Laws (LL.D) to The Honorable Joseph Westphal during the May 9, 2015, undergraduate commencement.

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

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

#### Approval of OSU Strategic Plan

Dr. Sandefur requested Board approval of the OSU Strategic Plan. (The Oklahoma State University Strategic Plan is included in the OSU Agenda beginning on page C-3, which is on file in the Board of Regents’ Office as Document No. 1-4-24-15.) The plan is an updated comprehensive plan that had previously been approved by the Board in 2004. It was shared widely with key governance groups during development including Faculty Council, Dean’s Council, and Provost Council, and is a required document for the Higher Learning Commission Accreditation Site visit that will occur later this fall. The proposed plan was discussed earlier today with members of the Planning and Budgets Committee. Dr. Sandefur requested Board approval.



Regent Burns reported that the Committee met with the administration of OSU to receive information and a possible recommendation regarding approval of the OSU Strategic Plan. The Committee recommended approval of the Plan as presented.

Regent Burns moved and Regent Link seconded to approve the OSU Strategic Plan as presented.

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

#### Approval to Present a Posthumous Degree

On behalf of Dean Bret Danilowicz and the faculty of the School of Media and Strategic Communications, Dr. Sandefur requested approval to grant a posthumous Bachelor of Science degree in Strategic Communications to Ms. Caroline Mariel Mason who unexpectedly passed away last fall. Ms. Mason was just two courses away from completing her degree. With the Board's approval, the request will be sent to the Oklahoma State Regents for Higher Education for consideration.

Regent Anthony moved and Regent Milner seconded to approve the request to award a Bachelor of Science degree in Strategic Communications posthumously to Caroline Mariel Mason.

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

#### Personnel Actions

Dr. Sandefur presented the personnel actions and recommended their approval with the exception of those items pertaining to separations and retirements, which are included as information items. The list includes 12 new appointments, 16 changes in title and/or rate, 2 leave of absence without pay requests, 13 sabbatical leave requests, and 1 correction. Dr. Sandefur requested Board approval of the personnel actions as presented. For information, seven retirements and seven separations are also included in the list of personnel actions. (These recommendations are listed under Section D-1 of the OSU Agenda, which is on file in the Board of Regents' Office as Document No. 1-4-24-15.)

Regent Milner moved and Regent Reese seconded to approve the personnel actions as presented.

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

Approval of Position Description and Announcement for OSU-OKC Vice President of Operations

On behalf of President Natalie Shirley and the administrative team of OSU-OKC, Dr. Sandefur requested ratification of interim approval granted by the Chief Executive Officer for the position announcement and description for OSU-OKC Vice President of Operations. (The position announcement and description for OSU-OKC Vice President of Operations is attached to OSU's portion of the minutes as ATTACHMENT C and considered a part of these minutes.)

Regent Anthony moved and Regent Hall seconded to ratify interim approval granted by the Chief Executive Officer of the position description and announcement for OSU-OKC Vice President of Operations.

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

Approval of Proposed New Degrees and Program Modifications

Dr. Sandefur presented two program modifications for the College of Arts and Sciences on the OSU-Stillwater campus and multiple new program requests and modifications to existing programs for the OSU Institute of Technology-Okmulgee campus. (These 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. 1-4-24-15.) He said these requests were discussed with the Academic Affairs, Policy and Personnel Committee at its meeting this morning. If approved, the requests will be submitted to the Oklahoma State Regents for Higher Education for consideration.

Regent Milner said the Committee met with the OSU administration and acted to approve the degree requests and program modifications as presented.

Regents Milner moved and Regent Reese seconded to approve the proposed degree requests and program modifications as presented.

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

Approval for OSU College of Education to Serve as State Sponsor for a Proposed Public Charter School in Tulsa

Dr. Sandefur reported that the OSU College of Education requests approval to enter into a contract with the San Miguel School of Tulsa to serve as a state sponsor for a proposed charter school for K-5 grades. This request includes authorization for President Hargis to sign the contract subsequent to review by Legal Counsel. The proposal was discussed earlier today with members of the Academic Affairs, Policy and Personnel Committee. Board approval is requested at this time.

Regent Milner reported that the Committee met with the administration of Oklahoma State University to receive information and a possible recommendation regarding approval to enter into a contract with the San Miguel School of Tulsa to serve as a state sponsor for the public charter "New School" that will serve grades K-5. The Committee recommended approval of the request.

Regent Milner moved and Regent Burns seconded to approve the request to enter into a contract with the San Miguel School of Tulsa to serve as a state sponsor for a public charter school in Tulsa as presented and to authorize the President to sign the contract, subject to review by Legal Counsel.

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

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

G-1 Approval of Peace Officers' Actions (OSU-Tulsa)

Vice President Weaver requested Board approval of the peace officers' actions as listed in the OSU Agenda.

Regent Lester moved and Regent Burns seconded to approve the following campus police appointments and to authorize the OSU administration to make the appropriate arrangements for expediting the appointments.

<u>OSU-Tulsa</u>	<u>Commission No.</u>
David Michael Jordan	712
Joshua Lindsey Marquette	713
Brittany Ellisa Campbell	714

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

**G-2 Approval of Draft Document for 2015 Submission to the Long-Range Capital Planning Commission**

Mr. Weaver requested Board approval for Oklahoma State University's 2015 submission to the Long-Range Capital Planning Commission. He said this item was discussed during the meeting of the Fiscal Affairs and Plant Facilities Committee. (The 2015 submission to the Long-Range Capital Planning Commission is on file in the Board of Regents' Office as Document No. 2-4-24-15.)

Regent Hall reported that the Committee met with the OSU administration to receive information and a possible recommendation regarding approval of the 2015 submission to the Long-Range Capital Planning Commission. The Committee recommended approval of the submission.

Regent Hall moved and Regent Anthony seconded to approve Oklahoma State University's 2015 submission to the Long-Range Capital Planning Commission as presented.

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

**G-3 Approval to Reject Bids on Oil and Gas Lease Sales**

Mr. Weaver requested Board approval to reject bids on oil and gas lease sales as presented in the OSU Agenda. He said the Commissioners of the Land Office noted a dramatic drop in lease activity across Payne County resulting in precipitous lowering in lease values. Rather than lease at the new lower values, CLO recommended that the bids received on the three tracts be rejected.

Regent Burns moved and Regent Hall seconded to reject bids on oil and gas lease sales as presented.

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

G-4 Approval to Accept a Lease for Land

Mr. Weaver requested Board approval to accept a ten-year lease with Central Rural Electric Cooperative (CREC) for forty acres, more or less, located on the northwest corner at the intersection of South Karsten Creek Road and 19<sup>th</sup> Street located west of Stillwater in Payne County. The consideration for this lease is that the lessee will provide facilities for, grant access to, and permit OSU scientists to conduct alternative energy research on the leased premises.

Regent Hall asked the location of this lease. Regent Anthony said it is near the big radio tower just west of Karsten Creek. Regent Anthony said his understanding is that research is involved and asked if the research will involve solar. Mr. Weaver said what OSU is trying to do is build an alternative energy research park at that location. This is on land that has been assigned to the College of Engineering, Architecture and Technology, and CREC and other partners want to put different mechanisms of alternative energy out there for OSU's faculty to test and experiment.

President Hargis said another potential is a desalinization plant. Regent Link asked if this is research only or will it be contributory to the power grid. Mr. Weaver said it will be contributory to the power grid. Regent Link asked if there are other places that could be used. Mr. Weaver said given the site it is not practical for OSU to hook it up to its distribution system. It will be in the overall grid. Regent Anthony said his understanding is that OSU is only providing the land lease and that CREC is making any improvements, and it was confirmed this is correct. Mr. Weaver said it is isolated research land, and the research will not affect the campus.

Regent Hall asked if OSU is getting paid for the lease, and Mr. Weaver responded negatively. Regent Hall asked how the land is currently being used, and Mr. Weaver said he believes it was land assigned to Fire Protection. He said Dean Paul Tikalsky, Dean of the College of Engineering, Architecture and Technology, recommended this site. The consideration would be allowing OSU faculty and students to have full access for research, whether it be solar panels or other alternative energy.

Regent Anthony said his understanding is that it is a research project, and he would approve the land lease.

Regent Anthony moved and Regent Reese seconded to accept a ten-year lease with Central Rural Electric Cooperative for forty acres, more or less, located on the northwest corner at the intersection of South Karsten Creek Road and 19<sup>th</sup> Street located west of Stillwater in Payne County.

With respect to the two additional ten-year options, Regent Hall asked if that is CREC's decision. Mr. Weaver said it is mutual.

Regent Burns said he has a little concern about that, also. He said he does not have any problem with the overall project just as long as OSU has a way to get out of the lease if CREC does not perform. Regent Burns said although he wants to see this go through, he also wants to see the

contract have adequate protection for OSU in the event that CREC is not doing what they said they would do. Mr. Weaver said Gary Clark, Senior Vice President and General Counsel, is coordinating this request with CREC and Doug Price, Deputy General Counsel of the Board of Regents. He said he will be certain those features are included in the contract.

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

G-5 Ratification of Interim Approval to Grant Naming Rights for the new CHS Academic and Medical Simulation Facility

Mr. Weaver requested ratification of interim approval granted by the Chief Executive Officer to grant naming rights for the new academic and medical simulation facility currently under construction on the CHS campus to the A.R. and Mary Louise Tandy Foundation. Regent Link noted that this was an \$8 million gift, and President Hargis said this is correct. For the record, Chairman Davis said the Board certainly wants to express its appreciation to the A.R. and Mary Louise Tandy Foundation for the donation.

Regent Anthony moved and Regent Hall seconded to ratify interim approval granted by the Chief Executive Officer to grant naming rights for the new academic and medical simulation facility to the A.R. and Mary Louise Tandy Foundation.

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

H-1 Approval to Grant Perpetual Right of Way and Easement

Mr. Weaver requested Board approval to grant a perpetual right of way (ROW) and easement to Central Rural Electric Cooperative (CREC). He said the 20-foot wide easement and ROW will be granted in Payne County to allow CREC to install an underground generation lead along the north side of 19<sup>th</sup> Street, west of South Karsten Creek Road to the state ROW along Highway 51.

Regent Burns asked if this involves hooking up with the experimental alternative energy. Mr. Weaver said this is correct. Regent Burns said he is supportive of that with the exception of it being perpetual. He would like the contract to contain some provisions to the extent that if CREC is not using the land as intended, the lease would come back to OSU.

Regent Hall asked if this is a mile long, and Mr. Weaver said it is about half a mile long.

President Hargis said CREC has been a great partner for OSU in a lot of the work OSU has been doing. CREC has put a lot of money into the National Energy Solutions Institute, which is really a quality organization, as well as other coops. President Hargis asked Mr. Stephens if he knows where OSU is on the negotiations on this contract. Mr. Stephens said he is aware that Gary Clark and Doug Price have been talking about this and that Mr. Clark has handled the day-to-day operations and was talking to Mr. Price about what the contract would look like. Mr. Stephens said this is all that he knows about it. President Hargis said CREC is going to put a lot of money into this project. If there is a problem, President Hargis said he will get back to the Board.

Regent Hall moved and Regent Anthony seconded to grant a perpetual right of way and easement to Central Rural Electric Cooperative as presented.

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

## H-2 Approval to Grant Perpetual Right of Way and Easement

Mr. Weaver requested Board approval to grant a perpetual right of way (ROW) and easement to Saddlehorn Pipeline Companies, LLC. This company will install and maintain a pipeline to transport crude oil, natural gas, petroleum products, natural gas liquids, water and other gaseous or liquid substances across lands owned by the Board of Regents in Payne County, Oklahoma. He said the consideration for this is \$39,445 or \$350.00 per rod for 112.7 rods.

Regent Burns moved and Regent Hall seconded to grant a perpetual right of way and easement to Saddlehorn Pipeline Companies, LLC, with the easement document to be reviewed by Board Legal Counsel prior to its execution.

Regent Burns said this is a good example of the value of these easements the Board provides. Several have come through recently for oil and gas pipelines that are privately owned. He said it amounts to a lot of money—sometimes a couple hundred thousand dollars or more for a single easement. He said he just wants everyone to be aware that these easements have this kind of value—not just for pipelines but also for electric transmission lines. Regent Burns said it has been the Board's practice, to the extent it is for a public purpose or a public entity like a rural electric cooperative or the City of Stillwater, to typically provide the easements to such entities. He advised the Board that many do not and that most people sell the easement. He said he believes it is important that this is remembered when OSU needs something in the future from those entities when they want to charge the University for things OSU is doing that is really for the public good. Regent Burns said he believes it is policy oriented to have those discussions.

Regent Hall said he agrees with Regent Burns' comments. He said he would also like to mention that this case involves a private company. Regardless of what the land is currently being used

for, the use of that property is compromised from now on. Mr. Weaver said OSU cannot build over the easement. Regent Hall said OSU is in the position that it does not have to compromise that property if it does not want to. This is a private deal different than a public entity, and it will restrict the use of the property for something that OSU may need it for in 50 years, for example.

Regent Burns said he has been having discussions with Ms. Suzanne Frits, Budget and Asset Management, and with Legal Counsel. There are some things that have not been included in the easement forms in the past that need to be included. The easement documents need to be more representative of the way a lot of private land owners deal with those issues. Mr. Weaver said he believes this particular easement is approximately \$100 more per rod than some of the previous deals. Regent Burns said he compliments Ms. Frits and said she is doing a good job in terms of negotiating the costs, but there still is some room for improvement with regard to language and easement forms. He said he also needs more time to spend with individuals to help them on some of that. The most difficult issue of all is that this is a perpetual right of way and the decision made today may dramatically impact what the governing Board can do 100, 200, or 300 years from now and may make it impossible to use that property for its intended purpose. Regent Burns said it involves more than just where the line is filled because there are setback requirements that are required by law for safety reasons regarding how close a building can be built and the size of the building. Often when a line goes down a public road, it may destroy the frontage value for a great distance back as far as any ability to develop the property. Regent Burns said he believes it is very important that when all easements are being considered that they are looked at not just in terms of the immediate impact but what the impact will be in 10, 20, 50, and 100 years. That is what this Board is about. It should be a long-term plan. Regent Burns said his sense right now is that the Board is a little myopic and is probably looking at things at the most five years down the line, but there probably should be someone looking further down the line. He said he does not believe the Board sitting here today is prepared to deal with those kinds of questions and believes the Board needs someone to look at those issues. He believes the Board needs to be thinking about who does it equip to try to begin analyzing that and making those kinds of decisions.

Regent Hall noted that OSU will receive a bonus, but OSU compromised that property for \$11,000, which is not much money.

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

### H-3 Approval to Vacate Existing Utility Easement and Grant New Utility Easement to the City of Tulsa

Mr. Weaver requested Board approval to vacate an existing utility easement and grant a new utility easement to the City of Tulsa. This is associated with the new construction for the Center for Health Sciences in Tulsa.



Regent Hall moved and Regent Anthony seconded to vacate an existing utility easement and grant a new utility easement to the City of Tulsa as presented.

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

I-1 Approval to Demolish Residence in Athletic Village Area

Mr. Weaver requested Board approval to demolish a residence at 703 Eskridge located in the Athletic Village Phase II area. The demolition of this residence will allow for the next phase of development in the Athletic Village for parking and for the new baseball stadium.

Regent Anthony moved and Regent Lester seconded to approve the demolition of a residence at 703 Eskridge in the Athletic Village Phase II area as presented.

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

I-2 Approval to Select an Architect to Assist the University with the Design and Construction of an Expansion to the Fire Protection Publications Office for the College of Engineering, Architecture and Technology

Mr. Weaver said the remainder items in Section I (I-2, I-3, I-4, I-5, I-6, and I-7) were discussed with members of the Fiscal Affairs and Plant Facilities Committee at its meeting this morning.

Regent Hall reported that the Committee met with the OSU administration to receive information regarding the selection of an architectural firm to assist the University with the design and construction of an expansion to the Fire Protection Publications Office. He said the Committee acted to recommend Kinslow Keith Todd, Tulsa, Oklahoma.

Regent Hall moved and Regent Anthony seconded to select Kinslow Keith Todd, Tulsa, Oklahoma, as the Architect to assist the University with the design and construction of an expansion to the Fire Protection Publications Office for the College of Engineering, Architecture and Technology.

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

Regent Link said he missed the discussion during the Committee meeting and asked if this is an office building or space for publications. Mr. Weaver said this is office space. The staff of Fire Protection Publications is expanding. Their business is growing and they have run out of space.

I-3 Approval to Select a Construction Manager At Risk to Assist the University with the Design and Construction of an Expansion to the Fire Protection Publications Office for the College of Engineering, Architecture and Technology

Regent Hall said the Committee met with the OSU administration to consider the selection of a Construction Manager At Risk to assist the University with the design and construction of an expansion to the Fire Protection Publications Office. He said the Committee recommended approval of Lippert Brothers, Oklahoma City, Oklahoma.

Regent Hall moved and Regent Anthony seconded to select Lippert Brothers, Oklahoma City, Oklahoma, as the Construction Manager At Risk to assist the University with the design and construction of an expansion to the Fire Protection Publications Office for the College of Engineering, Architecture and Technology.

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

I-4 Approval to Select an Architect to Assist the University with the Design and Construction of a Renovation of the Dairy Center

Regent Hall reported that the Committee met with the OSU administration regarding the selection of an Architect to assist the University with the design and construction of an expansion/renovation of the Dairy Center. The Committee recommended the selection of GH2 Architects, Tulsa, Oklahoma, for this project.

Regent Hall moved and Regent Reese seconded to select GH2 Architects, Tulsa, Oklahoma, as the Architect to assist the University with the design and construction of a renovation of the Dairy Center.

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

I-5 Approval to Select a Construction Manager At Risk to Assist the University with the Design and Construction of a Renovation of the Dairy Center

Regent Hall reported that the Committee met with the administration of OSU to receive information regarding the selection of a Construction Manager At Risk firm to assist the University with the design and construction of an expansion/renovation of the Dairy Center. The Committee recommended Board approval of Lippert Brothers, Oklahoma City, Oklahoma.

Regent Hall moved and Regent Anthony seconded to select Lippert Brothers, Oklahoma City, Oklahoma, as the Construction Manager At Risk to assist the University with the design and construction of an expansion/renovation of the Dairy Center.

Chairman Davis said as discussed during the Committee meeting, he asked the record to reflect the Board's appreciation to the Ferguson Family Foundation for providing most of the funds necessary for this project.

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

I-6 Approval to Extend the Scope of On-Call Architect McFarland Architects to Assist the University with the Design and Construction of a New Facility for the Oklahoma Foundation Seed Stocks, Division of Agricultural Sciences and Natural Resources

Regent Hall reported that the Committee met with the OSU administration regarding approval to extend the on-call limits and to extend the scope of the on-call architectural firm, McFarland Architects, to assist the University with the design and construction of a new facility for the Oklahoma Foundation Seed Stocks, Division of Agricultural Sciences and Natural Resources. He said the Committee recommended approval of this recommendation.

Regent Hall moved and Regent Milner seconded to extend the scope of the on-call architectural firm, McFarland Architects, to assist the University with the design and construction of a new facility for the Oklahoma Foundation Seed Stocks, Division of Agricultural Sciences and Natural Resources.

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

I-7 Approval to Select On-Call Construction Manager At Risk Nabholz Construction to Assist the University with the Design and Construction of a New Facility for the Oklahoma Foundation Seed Stocks, Division of Agricultural Sciences and Natural Resources

Regent Hall reported that the Committee met with the OSU administration to receive information regarding approval to extend the contract of the on-call Construction Manager At Risk, Nabholz Construction, to assist the University with the design and construction of a new facility for the Oklahoma Foundation Seed Stocks, Division of Agricultural Sciences and Natural Resources. He said the Committee recommended approval of this request.

Regent Hall moved and Regent Burns seconded to select the on-call Construction Manager At Risk, Nabholz Construction, to assist the University with the design and construction of a new facility for the Oklahoma Foundation Seed Stocks, Division of Agricultural Sciences and Natural Resources.

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

Regent Anthony said since the Board is talking about facilities and new construction, he noted that earlier this week he and President Hargis had the pleasure to attend the grand opening of the Bert Cooper Engineering Laboratory. He said it is a very impressive facility. There was a large number of donors present who contributed to this facility. President Hargis said there were 80 individuals and 30 companies that donated, and WW Steel provided all the steel for the facility.

J Approval of Purchase Request Items

Mr. Weaver presented the purchase requests and recommended their approval. (The purchase requests are listed on page 12 of the OSU Agenda, which is on file in the Board of Regents' Office as Document No. 1-4-24-15.) He requested approval to purchase the items as listed, subject to the availability of funds and/or the limitations of the budget. He noted that the list contains five purchase requests.

Regent Reese referenced purchase request No. 1 regarding the request for the University Marketing Department to purchase advertising in the estimated amount of \$750,000 from various newspapers, magazines, television/radio stations, etc. He asked the reason for the sole source request. Mr. Weaver said it became apparent that the previous amount the administration brought to the Board needed to be increased to \$750,000 to get it through this year. He said this is what he would call a blanket purchase order that allows the Marketing Department to buy these advertising services.

Regent Reese further referenced purchase request No. 3 regarding the request for Facilities Management to extend the current agreement with PepsiCo for beverage container recycling for five additional one-year periods upon mutual agreement. He asked about extending that contract without bidding. Mr. Weaver said this was bid the first time and PepsiCo was the only vendor that bid. OSU wants to renew the contract and maintain the relationship with PepsiCo. He said OSU does get additional benefits from this contract in that PepsiCo hauls away all the refuse at no cost to the University. He said it has been a popular program with the students. A lot of those blue boxes are in the residence halls and areas where students gather.

Regarding purchase request No. 2 pertaining to the purchase of media/advertising for general marketing and for job advertising purposes for OSU-OKC, Regent Hall asked the change in that amount from last year. Ms. Natalie Shirley, President of OSU-OKC, said she does not recall that there is a change and believes the amount is the same.

Regent Anthony moved and Regent Milner seconded to approve the sole source and special request purchase items as listed in the OSU Agenda (purchase requests Nos. 1-3, page 12, OSU Agenda).

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

Regent Burns moved and Regent Lester seconded to approve the purchase requests pertaining to auxiliary enterprise funds and plant funds (purchase requests Nos. 4 and 5, page 12, OSU Agenda).

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

#### Approval of Room and Board Rate Changes for 2015-16

Mr. Weaver requested Board approval of the rate changes for University Dining Services meal plans and Residential Life housing rates for 2015-16. He said these requests were discussed with the Planning and Budgets Committee at its meeting this morning. (Information regarding the rate changes for University Dining Services meal plans and for Residential Life housing rates are attached to OSU's portion of the minutes as ATTACHMENTS D and E, respectively.)

Regent Burns said the Committee met with the administration of Oklahoma State University to receive information and a possible recommendation regarding approval of room and board rates for OSU-Stillwater. This is a modest increase in cost for the students at OSU and one in which

they have been consulted and have expressed approval. The Committee acted to recommend Board approval.

Regent Burns moved and Regent Link seconded to approve the rate changes for University Dining Services meal plans and changes in Residential Life housing rates for 2015-16.

Chairman Davis said as discussed during the Committee meeting, the rate changes are about 2.7 percent for the meal plans and about 4 percent for the residential life housing rates. Mr. Weaver said this is correct. Chairman Davis said it was also discussed that even with these increases OSU still maintains a level of the lowest of OSU's peer group in the Big 12. Mr. Weaver said this is correct.

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

Regent Burns asked what is the high rise building going up next to the Center for Veterinary Health Sciences. President Hargis said it is the academic center for the clinical faculty of the Center for Veterinary Health Sciences.

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 Peter C. Rollins, Regents Professor, Retired, English, College of Arts and Sciences, was claimed by death on March 23, 2015; and

WHEREAS, Dr. Rollins, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from July 1, 1989, to the date of his retirement, May 31, 2007, 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 Dr. Rollins 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 faculty 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. Rollins.

Adopted by the Board the 24th day of April 2015.



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Rick Davis, 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 David R. Thompson, Associate Dean, Retired, College of Engineering, Architecture and Technology, was claimed by death on February 26, 2015; and

WHEREAS, Dr. Thompson, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from August 15, 1985, to the date of his retirement, July 8, 2013, 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 Dr. Thompson 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 faculty 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. Thompson.

Adopted by the Board the 24th day of April 2015.



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Rick Davis, Chair



## Oklahoma State University-Oklahoma City Job Description

**Position Title:** Vice President for Operations  
**Classification:** Exempt  
**Department:** Operations  
**Reports To:** President of OSU-Oklahoma City

### **Job Function:**

The Vice President for Operations serves as the chief operations officer for the university and is responsible for the leadership and administration of university facility management services, capital improvement projects, campus technology services and university grounds. Reporting to the President of OSU-Oklahoma City, the Vice President of Operations develops organizational strategies and procedures to ensure divisional activities support the university mission and strategic plan. The Division of Operations includes: Information Services; Construction/Maintenance; Housekeeping; Grounds; Campus Safety/Security.

### **Minimum Qualifications:**

#### ***Work Experience:***

- Demonstrated experience providing leadership, planning and budget oversight to multiple departments and areas.
- Proven skill in managing multiple projects, equipment, and other institutional resources.
- Comprehensive knowledge of enterprise-level technologies, software, project management, construction and facility infrastructure support services.

#### ***Knowledge, Skills, and Abilities:***

- Excellent interpersonal and communication skills.
- Demonstrated ability to integrate concepts from multiple areas or disciplines.
- Ability to understand, analyze and resolve complex issues across multiple departments.
- Evidences a history of demonstrating ethical and professional behavior.

#### ***Education:***

- Master's degree in education, administration, management or closely related field.

### **Preferred Qualifications:**

- PhD in education, administration, management or closely related field.
- Previous experience within higher education.

**Essential Job Functions:**

1. Provides leadership, guidance, oversight and evaluation of Information Services, Maintenance/Construction, Campus Safety/Security, Grounds, and Housekeeping departments.
2. Directs the ongoing operations, maintenance and support of university facilities, technology services and campus grounds.
3. Researches and analyzes trends related to facility operations and technology services to ensure best practices are implemented on the OSU-Oklahoma City campus.
4. Develops and implements policies and procedures to ensure efficient operations and compliance with applicable university, state, and federal regulations, guidelines, and standards.
5. Conducts campus facility and technology assessments to develop intuitional improvement strategies and resource allocation requests.
6. Interviews, evaluates and recommends appointments within the Division of Operations to the President.
7. Prepares, monitors, and supports budget activities and department specific maintenance plans.
8. Oversees campus facility planning and management including recommendations to the President on construction, participation in conferences with architects, engineers, and other supervisors.
9. Administers inventory and property control programs and assist in the administration of an effective space-utilization program.
10. Engages with all levels of administration, staff, faculty, students and other stakeholders to analyze and resolve complex issues and facilitate in the resolution of problems.
11. Proactively seeks and attends professional development opportunities offered both within and outside the university.
12. Actively participates in professional associations and related OSU A&M System meetings.
13. Performs other duties as assigned.

**Working Conditions:**

Normal office environment. Occasional evenings/weekends or travel may be required.

**Physical Requirements:**

The position may require lifting of up to 25 lbs, use of both hands in repetitive actions, simple grasping, and fine manipulation.

## Oklahoma State University-Oklahoma City Job Description

**Position Title:** Vice President for Operations  
**Classification:** Exempt  
**Department:** Operations  
**Reports To:** President, OSU-Oklahoma City

OSU-Oklahoma City is seeking permission to begin recruitment for the Vice President for Operations. This position serves as the chief operations officer for the university and is responsible for the leadership and administration of university facility management services, capital improvement projects, campus technology services and university grounds.

Reporting to the President of OSU-Oklahoma City, the Vice President of Operations develops organizational strategies and procedures to ensure divisional activities support the university mission and strategic plan.

The Division of Operations includes: Information Services; Construction/Maintenance; Housekeeping; Grounds; Campus Safety/Security.

**K-1 Approval of Rate Changes for University Dining Services Meal Plans****Summary**

University Dining Services proposes a modest 2.7% average meal plan rate increase for 2014-2015. OSU has the lowest semester meal plan rates among the Big 12 conference universities. The net impact will be approximately \$3 increase per semester week.

<b>2015-2016</b>					
<b>Contracted Meal Plan</b>	<b>2015-2016</b>	<b>2014-2015</b>	<b>2015-2014</b>	<b>Difference</b>	<b>Increase</b>
	<b>Cost per semester</b>	<b>Cost per semester</b>		<b>per semester</b>	<b>per week</b>
Platinum Contract	\$ 2,075	\$2,050	1.2%	\$ 25	\$ 1.56
Gold Contract	\$ 1,800	\$1,750	2.9%	\$ 50	\$ 3.13
Silver Contract	\$ 1,525	\$1,475	3.4%	\$ 50	\$ 3.13
Bronze Contract*	\$ 1,270	\$1,225	3.7%	\$ 45	\$ 2.81
Copper Contract	\$ 1,010	\$985	2.5%	\$ 25	\$ 1.56
*Minimum meal plan for freshmen living on campus		Average Increase	2.7%		

**Meal Plan Rate Considerations**

- **Food Prices**

The US Department of Agriculture predicts food prices are expected to outpace inflation this year for the second straight year. Food prices are expected to rise by almost 3%; beef and seafood prices expected to rise by 5%. Wholesale prices are rising. Weather conditions and in particular drought conditions throughout the United States are having a lasting impact on fruit, vegetable, dairy and egg prices.

- **Increased Debt Structure and Operating Expenses**

University Dining is building a new dining hall for students starting this fall by the new residential living complex. The dining services budget will need to support this new 500 seat dining facility. In addition to the supporting the new building costs, utilities, repairs, and operating expenses have increased.

- **Impact of Global Economy**

More worldwide demand due to population growth and the lack of an adequate food supply is increasing food costs everywhere. As costs increase and as the population continues to grow, there is a lack of supply to meet the demand. The rising cost dilemma is illustrated for example in the importing of coffee and chocolate. Imported coffee and cocoa crops prices are rising and will continue to rise this year due to severe droughts in Brazil and West Africa.

**K-2 Approval to Changes in Residential Life Housing Rates for 2015-2016****RATE CONSIDERATIONS**

Utility and personnel costs did not significantly increase in FY2015. Occupancy and revenue increased slightly this past year. Operating costs increases slightly as we invested more into facility maintenance and our wireless infrastructure. We accrued additional debt related costs on the University Commons project. Personnel costs are not expected to increase for FY2016. The last rate increase for the residence halls and apartments was 4% in FY2015 and 3.5% in FY2013. This year we are seeking to increase rates on all units to prepare for the complete loss of net operating profit from Kerr-Drummond and to pay down additional debt incurred on University Commons. In addition, we have planned capital improvements in Stout, Booker-Stinchcomb, Zinc-Allen and the University Laundry facility.

Wireless Internet: We continue to invest into our wireless internet infrastructure for the residence halls. As students continue to use tablet devices that require wireless internet, we must keep pace with the off-campus market. We are receiving \$175,000 from IT fees to help with this project, but our portion of the investment is \$425,000 next year.

Capital Improvements and Utilities: We will invest \$100,000 into repairs for the Stout Hall roof and an additional \$200,000 to make necessary repairs to concrete and steel on the exterior stairways at Zinc-Allen and Booker-Stinchcomb. We intend to also invest \$75,000 in the University Laundry that serves Family and Graduate Student Housing. We do not have the utility rates for FY2016, but we are anticipating an increase.

Debt Service: University Commons has required the department to take on an additional \$4.3 million in debt related costs during construction. This negatively impacts our overall fund balance and a rate increase will provide additional revenue and ensure our fund balance is sufficient to maintain all facilities.

**PROPOSED RATE INCREASE**

An overall rate increase of 4% is requested. This rate increase will generate approximately \$1.24 million in additional revenue in FY2016.

**OCCUPANCY INFORMATION**

Residence hall occupancy was up 200 students in fall 2014 and spring 2015. Based on current enrollment projections and contracts we anticipate we be at 100% occupancy for the residence halls in the fall and 94% occupancy in the family and graduate apartments.

**SUMMARY**

The information contained in this proposal has been shared with the student leadership of the Residence Halls Association and will be provided to the FGSH Residents Advisory Council. This rate increase of 4% will allow the department to maintain our fund balance, invest in the wireless network and move forward on needed capital projects. We have included a copy of the department's FY2016 Budget. The rate increase will help us achieve a projected net operating profit of \$1.9 million. Without it our net income is projected to be \$660,000.

April 24, 2015

NORTHEASTERN OKLAHOMA A&M COLLEGE, MIAMI, OKLAHOMA

Dr. Jeff Hale, President, 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 thanks to President Bryant for the dinner last evening and for the college rodeo event. He said he is aware Dr. Bryant is very proud of OPSU's rodeo program, as he should be, but he noted that there were two really good junior college teams in Guymon last evening competing, Connors State College and Northeastern Oklahoma A&M College. Dr. Hale said he and Dr. Faltyn were at the rodeo for a few hours and met a lot of people at the arena.

Dr. Hale also reported that the fourth annual KLR Field Day was held this past week, and it was a wonderful event. He said the last two or three years only two or three points separated the teams of Connors and NEO. Reality is that either one of those livestock judging teams can compete against any school anywhere in the country because both teams are that good. Both teams get incredible coaching and training and compete at a high level. Dr. Hale expressed thanks to Regent Link and his wife Vickie for hosting. He said he believes it was the largest crowd ever with about 100 in attendance at the KiamichiLink Ranch.

Regent Link said he would have to point out that Team Reese, Team Lester, and Team Davis had a bull selection and a goat selection, and Dr. Smith did himself proud and had an embryo lab selection. He said they had fun and performed very well. He said it was a good day and a lot of fun, and he thanked everyone for participating. He said he knows the students enjoyed the experience. Not only were students present from Connors and NEO, but there was also a team from Eastern Oklahoma State College, as well.

Dr. Hale said NEO's commencement is scheduled for Thursday, May 7, 2015, at 7:00 p.m. He said it is NEO's 94<sup>th</sup> commencement and his seventh as President of NEO. He looks forward to having Chairman Davis and Regent Lester attend the ceremony. The event will be in NEO's newly renovated stadium and the big video board will be used to see the graduates on the screen.

Dr. Hale referenced two publications that were presented to the Board, the *NEO Update* and the *Agriculture Update* prepared semi-annually by the NEO Agriculture Department. He encouraged the Board members to review these publications at their convenience.

Student Success Indicators

Dr. Hale presented a graph of two student success indicators regarding graduation rates of first-time, full-time freshmen and fall-to-fall retention. He said these are two of the six performance items on which the Oklahoma State Regents for Higher Education judge the institutions. He said NEO compares very favorably to the two-year colleges in the State in these categories. NEO is routinely above the state average for both graduation rates and fall retention rates. Dr. Hale said what he takes away from these data points is that none of the institutions is increasing in either of

those two areas. He said if he went back another decade or 15 years, it is flat. It is just not moving. He said this is the thing that is troubling to him about where NEO is with regard to these performance factors. There might be a good year once in a while, but there is no good consistent trend. NEO is not moving in the right direction.

Dr. Hale said NEO has initiated an effort called Project ASAP (Academic Services, Academic Performance) and is putting together a model that will help NEO improve retention rates, graduation rates, and address the issue of developmental education. When the Board comes to campus in September, this will be rolled out for the Board's review. He said this project will come with a cost, which is the one thing he does not believe people are willing to acknowledge. Helping students stay in school, be successful, graduate at a higher rate, and be placed in good jobs is a very labor intensive activity. Money has to be invested to make that happen. Dr. Hale said this is going to be part of NEO's proposal, and he is excited about it. He said he believes it is absolutely the right kind of commitment to make as an institution to increase retention and graduation rates.

#### Developmental Education and Graduation Rates

Dr. Hale presented a chart regarding developmental education and graduation rates. The chart includes community colleges, regional universities, and research universities and reflects the ten-year graduation rates of students who took remedial courses compared to those who did not within the same category. He said the one thing he wanted to point out is where the three types of institutions all meet is about at 41 percent, which means that students who do not require remediation at regional universities graduated at a 41 percent rate over a six-year period of time; students who graduated at OSU and OU who required remediation also graduated at that same rate; and students at community colleges who do not need remediation also graduated at that same rate. He said it is an interesting dynamic.

#### Retirement of Personnel

Dr. Hale reported that the eight retirements listed in the NEO Agenda are the result of the Early Retirement Program that the Board approved and NEO implemented in February to try to help reduce labor costs. These individuals represent about 175 combined years of service to NEO. This is not easily replaced, and there is no way NEO will be able to find that kind of expertise when these individuals leave campus in the next 30-45 days. There will be a negative impact on NEO's ability to perform at the staff level and in some cases the faculty level because of these departures, and it will take a long time to develop that kind of expertise that NEO is losing. These retirements will help NEO financially, however. He said the plan is to not fill five of the positions being vacated, which is about \$250,000 savings in staff and faculty positions.

Campus-Wide Budget Discussions

Dr. Hale said two weeks ago he met with faculty and staff in a campus-wide forum. At that time he told the approximately 160 people in attendance the State budget cuts are projected to be anywhere from 1 to 5 percent. The administration examined enrollment, fixed cost issues, and in a worst-case scenario projected an approximate \$1 million revenue shortfall for next fiscal year. If NEO loses 5 percent in State appropriations, that is \$600,000 for NEO. If NEO experiences a little dip in enrollment, that is another \$200,000, and then NEO would have to pay some fixed cost increases. Dr. Hale said in August, NEO could be facing a \$1 million shortfall on the revenue side for next fiscal year. He said he addressed what this would mean and why managing resources and trying to shrink operating expenses over the next two to three years is going to be critical. He said the other part of that news is that it may be even more challenging for the State of Oklahoma for 2016-17 and 2017-18 than what the institutions are getting ready to face in 2015-16. Dr. Hale said it was not a "feel good" meeting and no one left the meeting encouraged about what he had to say. He said he also tried to help them understand that if these massive shortfalls occur at smaller institutions that there really is only one or two ways to deal with it. He said he threw on the table for the first time reducing benefits, including health insurance benefits, having employees pay their own retirement benefits, and the reduction of programs. It was a real candid and hard conversation to have. Dr. Hale said for him it was a chance to portray in the most honest and candid way he could what he has projected as the major challenges of the employees.

Dr. Hale said since this meeting, the faculty held a meeting and he met with the Chairman and Vice Chairman of the Faculty Association yesterday. He said he believes they understand there are some challenges and they want to protect their turf as most faculty groups do in these kinds of environments. Dr. Hale said the thing they asked for immediately, which he thought was a fair request and one on which he has already acted, was the formation of a broad campus-wide budget reduction task force which included all of the officers of the Faculty Association, all department chairs, along with administrators. Dr. Hale said he has comprised a group of 16 who will be meeting shortly after commencement to really look at what all the recommendations might be for next fiscal year.

Chairman Davis said he appreciates the proactive approach to prepare for this kind of challenging budget time. It is not known what it means yet, but being ahead of it is important.

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



**NORTHEASTERN OKLAHOMA A&M COLLEGE**  
 Miami, Oklahoma  
 April 24, 2015

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
2. Commencement Exercises 2015

Northeastern Oklahoma A&M College's 94<sup>th</sup> Commencement is scheduled for Thursday, May 7<sup>th</sup> at 7:00 p.m. at Robertson Field. This year's speaker is Bennie Crossland, President of Crossland Construction Company. You are cordially invited to attend all events for the Commencement.

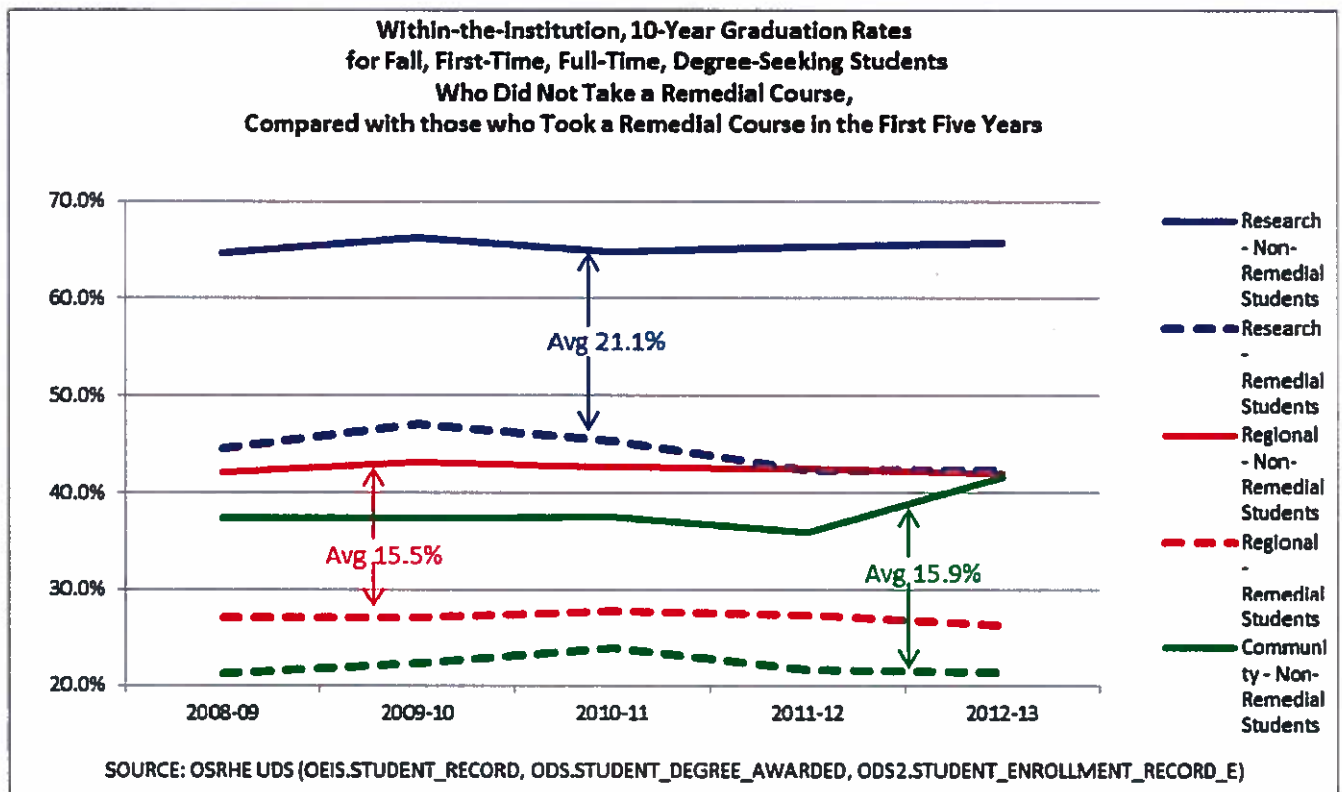
3. April 2015 "NEO Update"
4. Student Success Indicators

Graduation Rates of First-time, Full-Time Freshmen Cohort				Fall-to-Fall Retention			
Cohort Year	Graduation Rate	State Average		Year (Fall)	Full-Time	Part-Time	State Average Full-Time
2010	23%	18%		2013	53%	52%	
2009	20%	25%		2012	53%	47%	48%
2008	24%	22%		2011	54%	46%	48%
2007	24%	23%		2010	51%	45%	51%
2006	26%	20%		2009	53%	49%	50%
2005	20%	20%		2008	48%	45%	49%
2003	25%	20%		2006	49%	48%	49%
				2005	51%	37%	50%

\*Highlighted percentages indicate rates above state average.

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

5. Developmental Education and Graduation Rates



**PART B - RESOLUTIONS**

None

**PART C - POLICY AND OPERATIONAL PROCEDURES**

None

**PART D - PERSONNEL ACTIONS**

1. Information Requiring No Action by the Board – Retirements
  - a. Alan Batt, math instructor, retiring May 8, 2015 (15 years' employment)
  - b. Gerald Jones, MLT program instructor, retiring May 31, 2015 (9 years' employment)
  - c. Beverly Arnold, HR – Benefits Clerk, retiring (17 years' employment)
  - d. Sharon Grigsby, Purchasing Assistant, retiring (21 years' employment)
  - e. Kim Grimes, LRC Assistant, retiring (30 years' employment)
  - f. Peggy Rhine, Executive Assistant to the President, retiring (34 years' employment)
  - g. Tom Robertson, Chief of Campus Police (19 year's employment)
  - h. Jim Wiford, Lead Custodian (10 year's employment)

**PART E - INSTRUCTIONAL PROGRAMS**

None

**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**

None

**PART K - STUDENT SERVICES/ACTIVITIES**

None

**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 for Out-of-State Travel for February and March 2015 is attached.

2. OSRHE FTE Employee Report

The OSRHE FTE Employee Report for fiscal quarter ended March 31, 2015 is attached.

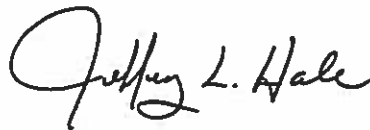
3. Boys State update

Northeastern Oklahoma A&M College has hosted the Boys State summer camp for the past 28 years and we will host this year's event May 23-30.

4. Summer Camps 2015

Attached for your information are calendars for the months of May, June and July 2015 which depict the camps and activities scheduled on our campus this summer.

Respectfully Submitted,



Dr. Jeffery L. Hale  
President

**Northeastern Oklahoma A&M College**  
**Summary of Out-of-State Travel as of February 2015**

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	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.	1	466.43	2	1,098.34	25	10,110.64	25	13,075.68
Federal	0	0	0	0	9	11,362.39	2	3,615.65
Private								
Auxiliary	0	0	0	0	5	4,079.37	4	2,950.67
Other								
<b>Total</b>	<b>1</b>	<b>466.43</b>	<b>2</b>	<b>1,098.34</b>	<b>39</b>	<b>25,552.40</b>	<b>31</b>	<b>19,642.00</b>

**Summary of Out-of-State Travel as of March 2015**

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	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	2,894.81	5	1,982.89	31	13,005.45	30	15,058.57
Federal	3	1,339.88	0	0	12	12,702.27	2	3,615.65
Private								
Auxiliary	0	0	1	712.33	5	4,079.37	5	3,663.00
Other								
<b>Total</b>	<b>9</b>	<b>4,234.69</b>	<b>6</b>	<b>2,695.22</b>	<b>48</b>	<b>29,787.09</b>	<b>37</b>	<b>22,337.22</b>

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION  
FTE EMPLOYEE REPORT

TO: THE GOVERNOR OF OKLAHOMA, THE PRESIDENT PRO TEMPORE OF THE OKLAHOMA SENATE,  
AND THE SPEAKER OF THE OKLAHOMA HOUSE OF REPRESENTATIVES

FROM: NORTHEASTERN OKLA A AND M

  
PRESIDENT

SUBJECT: FTE EMPLOYEE REPORT FOR FISCAL QUARTER ENDING 03/31/15

THE FOLLOWING INFORMATION IS PROVIDED PURSUANT TO 74 O.S. 1981, SECTION 3602

FTE EMPLOYEE CATEGORIES

	EDUC. AND GEN. BUDGET PART I				EDUC. AND GEN. BUDGET PART II				AGENCY ACCOUNTS OTHER				SUB-TOTAL			
	OTHER		OTHER		OTHER		OTHER		OTHER		OTHER		OTHER		OTHER	
	FACULTY	REGULAR	STUDENT	OTHER	FACULTY	REGULAR	STUDENT	OTHER	FACULTY	REGULAR	STUDENT	OTHER	FACULTY	REGULAR	STUDENT	OTHER
CURRENT QTR	71	92	0	1	5	11	1	41	0	73	138	11	222			
PRIOR QTR	71	97	1	1	6	14	1	45	0	73	148	15	236			
INC (DEC)	0	(5)	(1)	0	(1)	(3)	0	(4)	0	0	(10)	(4)	(14)			
PRIOR FY	105	99	0	1	6	8	1	45	0	107	150	8	265			

# May 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 <sup>r</sup>
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Boys State (Staff Arrives)	23 Boys State
24 Boys State	25 Boys State	26 Boys State	27 Boys State	28 Boys State	26 Boys State	30 Boys State
31 Upward Bound (Check In)						

# June 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	Upward Bound Football 8-Man Camp (dinner) Womens Basketball Camp (8am - noon)	Upward Bound Football 8-Man Camp (3 meals) Womens Basketball Camp (8am - noon) Operation Orange	Upward Bound Football 8-Man Camp (Blast) Womens Basketball Camp (8am - noon)	Upward Bound Football 11-Man Camp (lunch/dinner) Womens Basketball Camp (8am - noon)	Football 11-Man Camp (breakfast/lunch)	Youth Football Camp (9am-noon & 5pm-8pm)
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Upward Bound (Check In)	Upward Bound Livestock Judging Camp (lunch/dinner)	Upward Bound Livestock Judging Camp (3 meals) Wrestling Camp (Dinner)	Upward Bound Livestock Judging Camp (breakfast) Wrestling Camp (3 meals)	Upward Bound Livestock Judging Camp (breakfast) Wrestling Camp (Breakfast)		
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
Upward Bound (Check In)	Upward Bound	Upward Bound	Upward Bound	Upward Bound		Remnant Church
Oklahoma 8-Man Football	Oklahoma 8-Man Football	Oklahoma 8-Man Football	Oklahoma 8-Man Football	Oklahoma 8-Man Football	Oklahoma 8-Man Football (Banquet)	Oklahoma 8-Man Football (Game)
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
Upward Bound (Check In)	Upward Bound	Upward Bound	Upward Bound	Upward Bound		
Remnant Church	Remnant Church KESAM Process Technology (Day Camp)	Remnant Church KESAM Process Technology (Day Camp)	Remnant Church KESAM Process Technology (Day Camp)	Remnant Church KESAM Process Technology (Day Camp)	Process Technology (Day Camp)	
<b>28</b>	<b>29</b>	<b>30</b>				
Upward Bound (Check In)	Upward Bound	Upward Bound				
	KESAM	KESAM				



# July 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Upward Bound KESAM	2 Upward Bound (Move out) KESAM	3	4
5	6	7	8	9	10	11
12	13 Pottery Workshop (9 am - 11:30 am)	14 Pottery Workshop (9 am - 11:30 am)	15 Pottery Workshop (9 am - 11:30 am)	16 Pottery Workshop (9 am - 11:30 am)	17	18
19	20	21	22	23	24	25
26	27	28	29	20	31	

April 24, 2015

CONNORS STATE COLLEGE, WARNER, OKLAHOMA

Dr. Tim Faltyn, President, 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 said he will provide a report on the KLR Field Day at the next Board meeting. He said it was a wonderful day, and he expressed appreciation to Regent Link for the hospitality.

Dr. Faltyn presented the Connors *Connection*. He referenced the men's basketball team in which four of the five starters were selected as All Americans this year and Coach Bill Muse was selected as Coach of the Year. The team made history with a 33-win season. The team made it to the Great Eight in national championship play. He noted that Coach Muse has been with the College for 23 years and has the most wins as a basketball coach at the junior college level.

Other items of interest included in the *Connection* are the College participating in the Muskogee Azalea Festival and winning "Best Overall Float" out of nearly 100 entries; the success of Aggie Day, which was attended by more than 1,600 students; Connors hosting its second annual Employee Recognition luncheon in which employees were honored for their length of service to the College as well as for outstanding accomplishments; and six members of the Mu Chi chapter of Phi Theta Kappa being named to the Oklahoma All-State Academic Team and being honored at a ceremony hosted at the Oklahoma State Capitol.

Dr. Faltyn also reported on the success of the bull test and sale, which Connors has been hosting for 68 years. Included in the Connors Agenda is a newsletter of the bull test and sale which highlights the history of the sales, the local impact of the bull test sale, and the benefits to the cattlemen.

Dr. Faltyn reported that Connors State College's commencement is scheduled for Friday, May 8, 2015. He said he is very excited that Secretary of Agriculture Jim Reese will be the commencement speaker. Connors has held 106 commencement exercises and always goes out of the way to make it a big deal for the students.

With respect to anticipated budget reductions, Dr. Faltyn said Connors has had similar activities to what President Hale described at NEO. He said a 2 to 5 percent budget reduction at Connors is very difficult to overcome. The administration has done everything it can to be as transparent and forthcoming about that as possible. In terms of the revenue shortfall, Dr. Faltyn said it is not really the money that scares people as it is the uncertainty. He said he would compliment all of the presidents and believes they all are having similar discussions. Dr. Faltyn said it is important to him that the Regents understand that the presidents recognize they are talking about peoples' lives, their jobs, their vocations, and those sorts of things. That has been very difficult, particularly when one looks at the colleges and universities and how well they are doing. Because of the legislative appropriation situation, the schools have to cut back when they do not feel they made any mistakes. Dr. Faltyn said this is difficult to explain to some of the people. Making that make sense in ways where the employees feel assured and motivated about their

jobs as well as recognizing the reality has probably been the most difficult thing he has done this spring. Dr. Faltyn said he appreciates that the Regents recognize and appreciate the situation, but he said to him it bears repeating because it is something the schools are facing and is very difficult to manage.

#### Approval of Team Travel and Student Travel Policies

Dr. Faltyn presented revisions to the Team Travel Policy and the Student Travel Policy. These policies are based on OSU's policies with the exception that references to charter flights and commercial flights were stricken. He said he is aware that there has been a great desire on the part of the colleges and universities, as well as the Board, to bring as much continuity to these policies as possible. He said he believes with the expert help of Legal Counsel that this has been achieved.

Chairman Davis asked Legal Counsel to confirm that these policies have been reviewed and approved by Legal Counsel. Mr. Stephens said these policies do track OSU's policies. There was language that was stricken, but such was not applicable to Connors. He said he believes most of these formatting changes have been confirmed by Doug Price, Deputy General Counsel, while working with the staff of Connors State College.

Regent Lester moved and Regent Burns seconded to approve the revised Connors State College Team Travel Policy and the Connors State College Student Travel Policy as presented.

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

#### New Construction and Renovation of Facilities

Dr. Faltyn presented a request to expand the total project budget up to \$1.75 million for the previously approved project for a renovation of the first floor of Russell Hall. The design phase of this project revealed additional costs associated with the renovation of this project that will include a Connors State College Historical Museum, Native American Success Center, and renovated office space. This project will be funded through legally available funds from private donations, a Title III Federal grant, and savings from the Student Union and Nursing and Allied Health building projects. The project is to include all furniture, fixtures and equipment, site development, and utilities connections related to the project.

With the current budget environment, part of this renovation project was to create additional office space on campus. Connors will forego that portion of the project at this time and bid it as an alternate. As the budget gets better, which he does believe it will get better, Connors will

come back to the Board with a request to renovate the office space. The actual cost is approximately \$1.5 million if Connors does not do the office space renovation. It was believed this was the most prudent thing to do at this time.

Regent Hall moved and Regent Milner seconded to approve the request to expand the total project budget up to \$1.75 million for the previously approved project for a renovation of the first floor of Russell Hall on the Warner campus of Connors State College.

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

Dr. Faltyn expressed appreciation to Dr. Bryant and the OPSU family for an excellent dinner at Hunny's last night. He also expressed appreciation for the gift basket, which was very nice and an excellent touch.

The business of Connors State College being concluded, Dr. Faltyn was then excused from the meeting.

# CONNORS STATE COLLEGE

Warner, Oklahoma

April 24, 2015

Board of Regents for the Oklahoma A&M Colleges  
Stillwater, Oklahoma 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 BY THE BOARD:**

**1. Personal Remarks – Dr. Tim Faltyn**

- Connors Connection
- Bull Test & Sale

**2. Commencement Exercises**

Connors State College's Commencement is scheduled for Friday, May 8, at the Muskogee Civic Center. Oklahoma Secretary of Agriculture Jim Reese will be this year's Commencement speaker. You are cordially invited to attend a Faculty and Staff Reception at the Civic Center, Room C at 5:15 p.m., with Commencement beginning at 7:00 p.m. in the auditorium.

**B. RESOLUTIONS:**

*None*

**C. POLICY AND OPERATIONAL PROCEDURES:**

**1. Team Travel Policy Request**

Board approval is requested for the revised Connors State College Team Travel Policy. This policy has been reviewed by Legal Counsel (see attached).

**2. Student Travel Policy Request**

Board approval is requested for the revised Connors State College Student Travel Policy. This policy has been reviewed by Legal Counsel (see attached).

**D. PERSONNEL ACTIONS:**

**1. Information Requiring No Action by the Board**

John Maly, Business Instructor, retiring effective July 1, 2015.

**E. INSTRUCTIONAL PROGRAMS:**

*None*

**F. BUDGETARY ACTIONS:**

*None*

**G. OTHER BUSINESS AND FINANCIAL MATTERS:**

*None*

H. **CONTRACTUAL AGREEMENTS (other than construction and renovation)**  
*None*

I. **NEW CONSTRUCTION OR RENOVATION OF FACILITIES:**

1. **Request to Expand the Total Project Budget for the Previously Approved Project to Renovate the First Floor of Russell Hall**

Board approval is requested to expand the total project budget up to \$1.75M for the previously approved project for a renovation of the first floor of Russell Hall on the Warner campus of Connors State College.

The design phase of the project revealed additional costs associated with this renovation project that will include a Connors State College Historical Museum, Native American Success Center, and renovated office space. This project will be funded with legally available funds from private donations, a Title III Federal grant and savings from the Student Union and Nursing and Allied Health building projects. The project is to include all FF&E, site development, utilities connections, etc. related to the project.

J. **PURCHASE REQUESTS:**  
*None*

K. **STUDENT SERVICES/ACTIVITIES:**  
*None*

L. **NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED:**  
*None*

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

1. **February and March 2015 Out-of-State Travel Report** *(see attached)*
2. **Third Quarter Livestock Sales Report** *(see attached)*
3. **Third Quarter Veterinary Payments Report** *(see attached)*
4. **Third Quarter F.T.E. Report** *(see attached)*

*Respectfully submitted,*



*Dr. Tim Faltyn*



# BULL TEST & SALE

CONNORS STATE COLLEGE | ECONOMIC IMPACT



## HISTORY

In 1961-1962 Robert Hodges initiated the Bull Performance Project, a "livestock breeder-promoted situation." Area breeders and Hodges organized the first test with the intent of improving the quality of livestock in Eastern Oklahoma.

Livestock owners put their bulls into the test to find the most rapid weight-gaining animals in a controlled time period. The bulls are brought in to a consistent environment and fed for a 112-day test period. The bulls are weighed every 28 days to monitor gains. At the conclusion of the test, the top 75% of gainers are eligible for the sale, after passing a breeding soundness exam. Ultrasound data is

collected, and a rigorous inoculation protocol is carried out. At the end of each test period, a sale is conducted to draw in ranchers and farmers from across the region.

In 1964, an Agriculture Activities Building was built to house the bull sales and livestock shows, which included a sale ring, 500-seat bleachers, and a food service area. However, the first sale of bulls in 1962 was conducted in a rented circus tent.

Fifty years later, the Bull Test still provides area ranchers and farms with quality, performance-tested bulls and provides agriculture students with hands-on agriculture production and sales experience. Since the creation of the Bull Test in 1963, more than 6,000 bulls have been tested.

The original facility was in service for more

than 50 years. In 2010, a new Bull Test and Sale Facility was built, which included updated technology, improved facilities, a classroom area, and increased cattle holding capacity -- with upwards of 130 bulls allowed per test.

"With the new, updated facilities, not only were more top cattle breeders drawn to our program, but also the overall quality and development of the bulls were improved," said Blake Nelson, Director of the Bull Test. "These changes, in addition to a strong cattle market, have boosted sales to break records in recent years."

Recent sales have included an online, live bidding component, allowing buyers to bid from the comfort of their homes. This feature has expanded the marketable region, resulting in sales beyond the previous service area.

## LOCAL IMPACT

Cattle ranching is a significant activity to the economy of Muskogee County. According to the USDA National Agricultural Statistics Service, Muskogee County's total inventory of cattle in 2013 was 56,000 head. Of this amount, 35,500 were beef cattle. The value of the beef herd in 2013 was estimated to be \$40,400,000 by Dr. Derrell Peel, Oklahoma State University Extension Economist.

In addition to the value of the cattle themselves, cattle ranching helps stimulate economic activity in Muskogee County since ranchers purchase some of their inputs locally and ranch households spend some of the income earned from cattle sales on goods and services also. The level of purchased inputs from within Muskogee County, also known as the indirect impact, to raise cattle worth \$40.4 million was estimated to be \$10,707,278. This estimate includes all possible inputs like feed, veterinarian services, and capital depreciation

of pens, barns, and power equipment that are available and purchased within Muskogee County.

Since 2010, the CSC Bull Test Sale has contributed approximately \$1.8 Million in bull sales to the local area, with over 600 head of bulls.

Of the bulls fed and sold through the CSC Bull Test, 80% will stay in area cattle herds, while 15% will go to Arkansas, and the remaining 5% will be in surrounding states.

## BENEFITS TO CATTLEMEN

### SMALL SEEDSTOCK PRODUCER

- Excellent marketing venue for livestock exposure
- Cutting edge management and services provided through testation
- Convenience of custom bull development
- Direct comparison to other current genetics

### CSC BULL BUYER

- Increased amount of performance data available as a selection tool
- Diverse genetics from many top herds at one location
- Value-added marketing on future offspring at local sale barns
- Unbiased data collection and testing of bulls purchased

## Connors State College Policy and Procedures

<b>TEAM TRAVEL</b>	<b>April 2015</b>
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### 1.01 Purpose

- A. To provide a framework for safe and efficient athletic team travel for Connors State College.
- B. To assign responsibility and accountability for enforcement.

### 2.01 Applicability

For purposes of this policy, athletic teams are defined as:

- Baseball
- Basketball, Women and Men's
- Cheerleading
- Equine
- Livestock Judging
- Softball
- Rodeo
- Show Team
- Shooting Sports

### 3.1 Responsibility for Administration

- A. The CSC Vice President of Fiscal Services (VPFS) shall be responsible for overall administration of this policy and shall assign a member of the athletics staff to be responsible for compliance, oversight and necessary record keeping. The VPFS or his/her designee shall provide a copy of this policy to every coach; provide training to every coach; and maintain on file in the Fiscal Services Department a signed certificate by each coach stating the coach has read and understands this policy.



- B. The CSC Vice President of Fiscal Services or his/her designee shall review and recommend revision, as deemed appropriate to this policy annually, in accordance with institutional guidelines on policy revisions. The VPFS shall have the authority, to approve reasonable waivers, in writing, of the CSC Team Travel policy guidelines to allow travel in emergency situations. The VPFS shall place student-athlete welfare as the highest priority in any modification. All such waivers will be presented to the CSC President for review.

#### 4.01 Accountability

Violations to this policy may result in disciplinary action or termination.

#### 5.1 Travel by Motor Vehicle

From time to time Athletic Teams may travel by passenger vehicles on College sponsored functions with the following restrictions:

- A. Each driver must have a valid and approved driver's license for the type vehicle being operated and be rested.
- B. Each driver must be insurable.
- C. Driver Minimum Age Requirements –Drivers must be at least 18 years of age.
- D. Occupants of motor vehicles should use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
- E. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma and shall not use alcohol within eight (8) hours prior to or during operation of motor vehicles.
- F. The total number of passengers may not exceed the number of seatbelts available.
- G. The maximum number of hours a driver may drive is ten (10) hours (including fuel and rest stops) following at least eight (8) consecutive hours of sleep/rest.
- H. Physical damage to a privately-owned vehicle would be the responsibility of the owner or owner's insurance; but, if a vehicle owner is using his/her own vehicle for official College business, and is acting within the scope of his/her employment, the Oklahoma Governmental Tort Claims Act would provide primary coverage for liability purposes.

## 6.1 Travel by Commercial Motor Vehicle

From time to time team travel may occur in commercial motor vehicles, as defined in Federal Motor Carrier Safety Administration (FMCSA) Regulation Section 383.5 with the following restrictions:

- A. Each driver must hold a valid and approved commercial driver's license specific to the class of vehicle under operation.
- B. All applicable requirements of the FMCSA Regulations Parts 392 and 395 for passenger-carrying vehicles must be met.
- C. Each driver must be insurable.
- D. Occupants of commercial motor vehicles should use seat belts or other approved safety restraint devices to the extent required by law or regulation at all times when the vehicle is in operation.
- E. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma and shall not use alcohol eight (8) hours prior to or during operation of motor vehicle.
- F. VPFS or designee will be responsible for checking the U.S. Department of Transportation's SAFER, <http://www.safer.fmcsa.dot.gov/> website on a semi-annual basis to verify carriers have appropriate safety rating.

## 7.1 Air Transportation

Commercial air carriers, charter, College owned, time-share and other aircraft may be used for the purposes stated and are subject to the provisions below:

### A. Commercial Scheduled Carriers

Commercial carriers maintaining a 121 scheduled certificate are an acceptable means of travel for athletic teams and are not subject to 8.01 B. Tickets for commercial travel must be procured under the travel guidelines established by the State of Oklahoma.

7.01 Any employee who becomes aware of a violation of this policy shall report the violation directly to the Vice President of Fiscal Services or through EthicsPoint by completing the internet form or by calling the toll-free hotline number, 866-294-8692.

## Connors State College Policy and Procedures

<b>STUDENT TRAVEL</b>	<b>April 2015</b>
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### 1.1 Purpose

- A. To provide a framework for the safe travel of students participating in official functions of Connors State College (the College) where the College controls the method of travel.
- B. To assign responsibility and accountability.

### 2.1 Applicability

- A. This policy applies to official functions where the College has taken the responsibility for domestic student travel.
- B. These policy standards are minimum requirements. Departments, units, divisions, classes, and/or student organizations may mandate additional standards as deemed necessary to address unique requirements associated with particular types of student travel.

### 3.1 Responsibility

- A. It is the responsibility of the College authority - department head, advisor to the student organization, academic program, College employee, etc - (the "sponsor") endorsing the official function to assure compliance with this policy and associated procedures. B. The sponsor should remind students of rules and regulations regarding conduct during the function, including, but not limited to, responsibility for obligations, purchases, or damages incurred by the students/group. Students will be subject to the provisions covered in College policies and local, state, and federal laws at all times. The sponsor is expected to report disciplinary issues to the Student Conduct Office as soon as reasonably possible.
- C. The College has no responsibility to provide transportation for students traveling to College sponsored functions.
- D. Students are responsible for obtaining their own medical and travel insurance.

- E. Student/group international travel (such as Study Abroad programs) and athletic travel have separate requirements not covered by this policy (see International Travel and Team Travel policies).
- F. The Vice President of Fiscal Services or his/her designee shall review this policy annually and recommend revisions as deemed appropriate in accordance with institutional guidelines on policy revisions.

4.01 Accountability - Violations to this policy may result in disciplinary action or termination.

#### 5.1 Travel by Motor Vehicle

From time to time students may travel by passenger vehicles on College sponsored functions with the following restrictions:

- A. Each driver must have a valid and approved driver's license for the type vehicle being operated and be rested.
- B. Each driver must be insurable.
- C. Driver Minimum Age Requirements – drivers must be at least 18 years of age.
- D. Occupants of motor vehicles should use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
- E. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma and shall not use alcohol eight (8) hours prior to or during operation of motor vehicles.
- F. The total number of passengers may not exceed the number of seatbelts available.
- G. The maximum number of hours a driver may drive is ten (10) hours (including fuel and rest stops) following at least eight (8) consecutive hours of sleep/rest.
- H. Physical damage to a privately-owned vehicle would be the responsibility of the owner or owner's insurance; but, if an employee is using his/her own vehicle for official College business, and is acting within the scope of his/her employment, the Oklahoma Governmental Tort Claims Act would provide primary coverage for liability purposes.

#### 6.1 Travel by Commercial Motor Vehicle

From time to time students may be transported in commercial motor vehicles, as defined in Federal Motor Carrier Safety Administration (FMCSA) Regulation Section 383.5, on College sponsored events with the following restrictions:

A. Each driver must hold a valid and approved commercial driver's license specific to the class of vehicle under operation.

B. All applicable requirements of the FMCSA Regulations Parts 392 and 395 for passenger-carrying vehicles must be met.

C. Each driver must be insurable.

D. Occupants of commercial motor vehicles should use seat belts or other approved safety restraint devices to the extent required by law or regulation at all times when the vehicle is in operation.

E. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma and shall not use alcohol within eight (8) hours prior to or during operation of motor vehicles.

#### 7.1 Air or Train Travel

1. Commercial air or train carriers may be used. Tickets for commercial airlines must be purchased under the travel guidelines established by the State of Oklahoma.
2. Private aircraft use is not allowed under this policy.

#### 8.01 Other Equipment

Any group which requires special equipment, such as trailers, livestock cartage, or which fulfills other special needs as part of the group's routine travel should ensure the equipment used meets minimum safety standards.

9.01 Any employee who becomes aware of a violation of this policy shall report the violation directly to the VP of Academic Affairs or through EthicsPoint by completing the internet form or by calling the toll-free hotline number, 866-294-8692.



**SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF MARCH 2015**

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.	1	2,754.65	3	8,236.28	16	28,252.69	11	27,444.78
FEDERAL	0	0.00	0	0.00	1	1,206.42	3	5,961.64
PRIVATE	0	0.00	0	0.00	0	0.00	0	0.00
AUXILIARY	0	0.00	0	0.00	1	2,666.10	0	0.00
OTHER	0	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL</b>	<b>1</b>	<b>2,754.65</b>	<b>3</b>	<b>8,236.28</b>	<b>18</b>	<b>32,125.21</b>	<b>14</b>	<b>33,406.42</b>



**LIVESTOCK SALES REPORT FOR THE THIRD QUARTER FY15**

<u>DATE</u>	<u>WHERE</u>	<u>TYPE</u>	<u>WHAT</u>	<u>AMOUNT</u>
01/08/15	MUSCOGEE CREEK NATION	INDIVIDUAL	3 - BULLS	\$15,000.00
03/24/15	CROSS LIVESTOCK AUCTION	AUCTION	1 - RED BULL	\$2,781.59
			<b>TOTAL</b>	<b><u>\$17,781.59</u></b>



**VETERINARY PAYMENTS FOR THE THIRD QUARTER FY15**

<u>DATE</u>	<u>VENDOR</u>	<u>FUND</u>	<u>AMOUNT</u>
01/16/2015	COBA SELECT SIRES	38	\$120.00
01/21/2015	CHAMPION GENETICS	38	\$130.79
01/22/2015	HUBLER VETERINARY SERVICES	38	\$507.00
01/23/2015	OSU VETERINARY HOSPITAL	38	\$1,191.13
01/26/2015	ATWOOD DISTRIBUTORS	5	\$47.96
01/27/2015	MWI VETERINARY SUPPLY	38	\$156.85
02/02/2015	MWI VETERINARY SUPPLY	38	\$788.51
02/02/2015	MWI VETERINARY SUPPLY	38	\$319.64
02/15/2015	CATTLE STATS, LLC	38	\$51.75
03/11/2015	RSM FARM SUPPLY	5	\$26.00
03/11/2015	RSM FARM SUPPLY	38	\$39.00
03/30/2015	RSM FARM SUPPLY	5	\$17.80
03/30/2015	RSM FARM SUPPLY	38	\$26.70
<b>TOTAL</b>			<b><u>\$3,423.13</u></b>





**THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION**  
**FTE Employee Report <sup>1</sup>**

To: The Governor of Oklahoma, The President Pro Tempore of the Oklahoma Senate, and the Speaker of the Oklahoma House of Representatives

From: Connors State College Institution  
Dr. Timothy Faltyn President

Subject: FTE Employee Report for the Fiscal Quarter Ending: 03-31-15 Mo. Day Yr.

The following information is provided pursuant to 74 O.S. 1981, Section 3602.<sup>2</sup>

Educ. & Gen Budget Part I (290)			Educ. & Gen Budget Part II (430)			Agency Accounts Other (701)			Sub-Total			Total FTE
Faculty	Other		Faculty	Other		Faculty	Other		Faculty	Other		
	Regular	Student		Regular	Student		Regular	Student		Regular	Student	
63	77	21	0	4	1	0	11	29	63	92	51	217
97	79	24	0	6	1	1	12	37	98	97	62	257
-34	-2	-3	0	-2	0	-1	-1	-8	-35	-5	-11	-36
64	86	12	0	5	1	3	12	18	67	103	31	201

A. FTE Employees for Reported Fiscal Quarter <sup>1</sup>

B. FTE Employees for Fiscal Quarter Immediately Preceding Reported Quarter. <sup>1</sup>

C. Increase or Decrease in FTE Employees (Item A minus Item B)

D. Comparable Quarter Last Year

<sup>1</sup> File with State Regents' office by the tenth of the month following the end of the calendar quarter being reported.  
<sup>2</sup> The term employee shall mean "a full time employee or any number of part time employees whose combined weekly hours of employment equal those of a full time employee, but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing by 487.5 hours (162.5 hours per month multiplied by three months) the total payroll hours (excluding seasonal employees) for the quarter.  
<sup>3</sup> This figure reflects the total number of FTE Employees for the main campus, branch campus(es) and all constituent agencies.

April 24, 2015

LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA

Dr. Kent Smith, President, and other members of the Langston University administration appeared before the Board of Regents to present the business of Langston University and review the Agenda for members of the Board.

Dr. Smith said he would also like to thank President Bryant. Although he was not able to make it to the dinner, he said he understands the barbecue was wonderful. Thanks for the hospitality.

Dr. Smith said like all institutions, closing out the academic year means a lot of programs and a lot of things are happening. Several of these programs relate to State legislators in particular, which is important in a difficult fiscal climate. He said the men's football team and the women's basketball team were honored in front of both the Oklahoma House of Representatives and Senate. The women's basketball team was honored for its 28-3 basketball record this past year, and the men's football team was recognized for its conference championship and first playoff appearance in about six years. Also, the Head Football Coach was honored in one of the polls as National Coach of the Year. Dr. Smith said he certainly appreciates the support of the Board office and noted that Mr. Ramsey, Mr. White, and Ms. Russell were in attendance supporting Langston and the teams when they were recognized in front of the State Legislature.

Langston also held a Black Males Matter Summit a few weeks ago on the Langston campus for black males on campus. Faculty, staff, and supporters were in attendance to talk about the national epidemic of how black males are not only not making it beyond high school but also to college and the poor graduation rates of black males. He said UCO, OU, and some other universities have held similar events. He said the President of Lincoln University in Missouri was the keynote speaker. Dr. Smith said it was a very successful event.

Dr. Smith said Langston also hosted State Representative George Young on campus who served as the keynote speaker for Honors Day, which was held on April 14, 2015. Yesterday was Research Day during which time 40 undergraduate students presented their empirical research that they have been working on for the academic year. It is one of the most successful programs that Langston has throughout the year, and certainly this one was no different.

Commencement for Langston will be held on May 16, 2015. He noted that Chairman Davis and Regent Lester plan to attend. He looks forward to Langston's 115<sup>th</sup> commencement. The commencement speaker is State Representative Mike Shelton, who is very excited about the opportunity.

Dr. Smith commented on KLR Field Day, and he said as a city guy he learned a lot that day. He said he is hopeful to bring some of Langston's students next year as well as some of the researchers, in particular those in the goat research area, so they can see the facilities. Dr. Smith said he left feeling invigorated and expressed appreciation for the opportunity to participate.

### Crisis Management Plan and Crisis Response Guide

Dr. Smith presented the Crisis Management Plan and the Crisis Response Guide for Langston University (copies of which are on file in the Board of Regents' Office as Document No. 3-4-24-15 and 4-4-24-15, respectively). He said he would like to publicly recognize the team of professors, faculty, staff, and students who worked on this plan for well over a year. He said he would also like to thank Dr. Lee Bird, OSU's Vice President for Student Affairs, and the OSU Office of Risk Management who supported Langston in the development of the plan. Every new employee who goes through employee orientation will receive the Crisis Response Guide as well as every current employee. Dr. Smith said this is significant for Langston, and he recognized Langston's team and expressed thanks to OSU for the assistance.

Regent Burns asked if maps are published indicating the buildings that support tornado shelters, and Dr. Smith responded affirmatively. This information is on the website and conversations occur with each department head about the locations. Part of the orientation process as students move into the residence halls is to familiarize them with the shelter locations. Regent Burns asked if there is student education with respect to earthquakes and how to react. Dr. Smith said Langston has a significant number of students from California who are familiar with earthquakes but are not familiar with tornadoes. He said Langston does a lot of educating about weather-related issues because many of Langston's students are not familiar with Oklahoma weather.

Regent Lester said one other suggestion relates to the information provided regarding sexual assault. He said he does not see the Independent Advocate for Victims of Sexual Assault listed, and he thought it would be good to include her contact information. Dr. Smith said this suggestion is well taken.

### Personnel Actions

Dr. Smith presented the personnel actions and recommended their approval.

Regent Burns moved and Regent Reese seconded to approve personnel actions Nos. 2-4 as listed in the Langston Agenda.

Regent Reese said information was sent to the Regents regarding the appointment of Donnita Drain Rogers as Director of Athletics, and he asked from where she comes. Dr. Smith said she is from Oklahoma from a coaching family. She is coming directly to Langston from Louisiana. She coached basketball for Langston for 13 years and was the coach who got Langston's women's basketball program going in the right direction. She left to go to Grambling State University as the Head Women's Basketball Coach. For the past two years Coach Rogers has been the only female in the State of Louisiana who is coaching a boy's varsity basketball team.

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

Approval to Refund LDF Student Housing Bonds

Dr. Smith requested Board approval to refund the LDF Student Housing Bonds, Series 2005A and 2006A, in favor of the State of Oklahoma 2015 Real Property Master Lease. These are existing projects, and he believes it is important to note that Langston is not asking for any new monies. The administration consulted with Bank of Oklahoma representatives and also the State Bond Advisor. Over the course of the maturation of these bonds this will save the University over \$8 million.

Regent Hall moved and Regent Anthony seconded to approve the refunding of the LDF Student Housing Bonds, Series 2005A and 2006A, in favor of the State of Oklahoma 2015 Real Property Master Lease.

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

Approval to Sponsor the Langston Hughes Academy for Arts and Technology Corporation Charter School of Tulsa

Dr. Smith requested Board approval for Langston University to sponsor the Langston Hughes Academy for Arts and Technology Corporation Charter School of Tulsa for five years with a possible renewal based on performance during the period of operation. (The charter school contract is on file in the Board of Regents' Office as Document No. 5-4-24-15.) For the University, this will provide an opportunity for Langston to have a strong feeder school. This will be the only high school for which Langston will sponsor a charter. He said this has been reviewed by Legal Counsel, and there were a few minor items on which Legal Counsel offered advice and the administration concurs. Legal Counsel will continue to review; therefore, approval is based upon their review and ultimate approval. Dr. Smith said this item was considered during the meeting of the Academic Affairs, Policy and Personnel Committee this morning.

Regent Milner said the Committee met with the Langston administration regarding the request to sponsor the Langston Hughes Academy for Arts and Technology Corporation Charter School of Tulsa. This school will serve young men and women in grades 9-12. The Committee recommended Board approval.

Regent Milner moved and Regent Lester seconded to approve the request to sponsor the Langston Hughes Academy for Arts and Technology Corporation Charter School of Tulsa as presented, subject to final approval by Legal Counsel.

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

Balance of Agenda

Regent Link moved and Regent Reese 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 Anthony, Burns, Davis, Hall, Lester, Link, Milner, and Reese. No: None. Abstentions: None. Absent: Watkins. The motion carried.

Dr. Smith said Langston hit a major milestone last week by exceeding 10,000 applications for next fall's class, which is nothing short of phenomenal for the Langston team. He said he wants to thank the Board for its continued support. He believes very firmly that Langston will meet its goal of 650 students for the fall semester. Chairman Davis congratulated Dr. Smith and said he appreciates this being brought to the Board's attention. He asked Dr. Smith if he remembers the number of applications received during his first year as President, and Dr. Smith said the number of applications was at 2,600. Dr. Smith said he cannot take credit, and he commended his team.

The business of Langston University being concluded, Dr. Smith and members of the Langston administration were then excused from the meeting.

**BOARD OF REGENTS FOR THE OKLAHOMA 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 Mr. Scott Schlotthauer, Director of Purchasing.

**A. GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD:**

- 1. Langston University has developed a comprehensive Crisis Management Plan, which is included in Attachment A for your review. A committee of Langston University faculty, staff, students, and community members from the Town of Langston City worked together to develop the Crisis Management Plan.

**B. Langston University RESOLUTIONS:**

- 1. **WHEREAS**, it has been called to the attention of Langston University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Mr. Robert D. Thompson was claimed by death on February 12, 2015; and

**WHEREAS**, Mr. Thompson, by his loyalty, attention to duty, and faithful performance rendered service as a staff member of Langston University for 10 years, serving as a Teaching Assistant for the Performing Arts Program and Actor for the Pollard Theatre; and

**WHEREAS**, his friends and Langston University have suffered an irreparable loss in his passing; **NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES; THAT**, it takes this method to express its appreciation for the more than 10 years of exemplary service rendered by Mr. Thompson to Langston University, the State of Oklahoma and its citizens, to express respect to his memory, and to extend to the family its deepest 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 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 Mr. Robert D. Thompson.

Adopted by the Board this 24<sup>th</sup> day of April 2015.

2. **WHEREAS**, it has been called to the attention of Langston University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Mr. Larry L. Prock was claimed by death on January 31, 2015; and

**WHEREAS**, Mr. Prock, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Langston University for 23 years, serving as Instructor of Communications and English; and

**WHEREAS**, his friends and Langston University have suffered an irreparable loss in his passing; **NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES; THAT**, it takes this method to express its appreciation for the more than 23 years of exemplary service rendered by Mr. Prock to Langston University, the State of Oklahoma and its citizens, to express respect to his memory, and to extend to the family its deepest 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 Langston University's beloved faculty 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 Mr. Larry L. Prock.

Adopted by the Board this 24<sup>th</sup> day of April 2015.

3. **WHEREAS**, it has been called to the attention of Langston University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Dr. Larzette G. Hale-Wilson was claimed by death on February 5, 2015; and

**WHEREAS**, Dr. Hale-Wilson, by her loyalty, attention to duty, and faithful performance rendered service as a faculty member of Langston University for 12 years, serving as Teacher in the Division of Education and Department of Business Administration; Professor of Education and Director of Development and Public Relations; Professor and Director of Development; Professor and Acting Chairman, Department of Business Administration, Director of Development and Public Relations; Professor and Interim Dean of the School of Business; Professor and Dean of the School of Business; and

**WHEREAS**, her friends and Langston University have suffered an irreparable loss in his passing; **NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES; THAT**, it takes this method to express its appreciation for the more than 12 years of exemplary service rendered by Dr. Larzette G. Hale-Wilson to Langston University, the State of Oklahoma and its citizens, to express respect to his memory, and to extend to the family its deepest 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 Langston University's beloved faculty 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. Larzette G. Hale-Wilson.

Adopted by the Board this 24<sup>th</sup> day of April 2015.

**C. POLICY AND OPERATIONAL PROCEDURES: NONE**

**D. PERSONNEL ACTION:**

1. **FOR INFORMATIONAL PURPOSES**

Langston University will accept the following notice of resignation:

Mr. Michael Garrett, Director of Athletics, effective June 30, 2015

2. Approval is respectfully requested to employ and commission Sean Salama as a Campus Police Officer, on a 12-month basis, at an annual salary of \$27,500, effective March 30, 2015.
3. Approval is respectfully requested to employ Donnita Drain Rogers as Director of Athletics, on a 12-month basis, at an annual salary of \$90,000.00, effective April 23, 2015.
4. Approval is respectfully requested to employ Wesley Martin as Sports Information Director, on a 12-month basis, at an annual salary of \$30,000, effective April 23, 2015.

**E. INSTRUCTIONAL PROGRAMS: NONE**

**F. BUDGETARY ACTION: NONE**

**G. OTHER BUSINESS AND FINANCIAL MATTERS:**

1. Approval is respectfully requested to refund the LDF Student Housing Bonds, Series 2005A and 2006A, in favor of the State of Oklahoma 2015 Real Property Master Lease. The refunding for each bond will be executed separately due to the timing requirements associated with the respective call dates. Ownership will inure to Langston University for the housing covered by each respective bond series. LDF Student Housing, Langston University, and The Habitat Corporation have an existing property management agreement with respect to the housing units covered by these bond issues. Approval for the continuation of this contract between Langston University and The Habitat Corporation for the respective housing units following each bond refunding is also requested in order to avoid possible disruptions to our students during this process.



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

1. Approval is respectfully requested for Langston University to sponsor the Langston Hughes Academy for Arts and Technology Corporation Charter School of Tulsa for five years with a possible renewal based on performance during the period of operation. The school will serve young men and women in grades 9-12. The charter school contract for the Langston Hughes Academy for Arts and Technology Charter School of Tulsa is included in Attachment B for your review.

**I. NEW CONSTRUCTION OR RENOVATION OF FACILITIES: NONE****J. PURCHASE REQUESTS:**

1. Approval is respectfully requested for the Langston University School of Arts and Sciences, Biology Department, to process a purchase order to Agilent Technologies for a Gas Chromatograph – Mass Spectrometer (GC-MS). We are requesting this purchase as a sole source because the GC-MS is a component paired with existing equipment owned by Langston University and must be compatible. The GC-MS will be used for undergraduate student training on biological metabolites. This equipment will allow for the qualitative and quantitative analysis of minute changes in cellular metabolism at a cost of \$195,000.00. Funding for this expenditure is available in account 5-13555.
2. Approval is respectfully requested for Langston University to solicit public bids and process a purchase order to the selected vendor to replace silos for the Goat Farm. The request is to replace all four (4) twenty-ton metal bins used to store feed at the main research farm. The bins presently used are 27 years old and have surpassed the expected durability of commercial feed processing operation. The estimated cost for this expenditure is \$136,000.00 and funding is available in account 1-51999.

**K. STUDENT SERVICES/ACTIVITIES: NONE****L. NEW BUSINESS UNFORSEEN AT TIME AGENDA WAS POSTED: NONE**

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

1. Summary of Out-of-State Travel ending February 2015:

Column (1): Travel This Month

Column (2): Corresponding Month Last FY

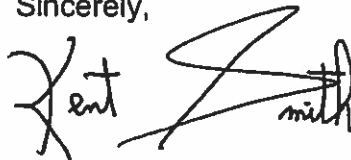
Column (3): Amount Expended Current FY

Column (4): Amount Expended Prior FY

FUND SOURCE	NO. of TRIPS (1)	AMOUNT EXPENDED (1)	NO. of TRIPS (2)	AMOUNT EXPENDED (2)	NO. of TRIPS (3)	AMT. EXP. CURRENT FY (3)	NO. of TRIPS (4)	AMT. EXP. PRIOR FY (4)
Revolving	1	\$2,865.67	4	\$3,994.31	58	\$104,630.76	56	\$111,952.77
St. Approp.	0	-	0	-	0	-	0	-
Federal	19	\$49,255.46	6	\$21,872.36	148	\$307,619.66	93	\$191,652.10
Private	0	-	0	-	0	-	0	-
Auxiliary	2	\$1,503.09	3	\$5,937.23	23	\$78,599.47	26	\$64,261.89
Other	0	-	0	-	0	-	0	-
<b>TOTAL</b>	<b>22</b>	<b>\$53,624.22</b>	<b>13</b>	<b>\$30,963.85</b>	<b>229</b>	<b>\$490,849.89</b>	<b>175</b>	<b>\$367,866.76</b>

All items listed above are respectfully submitted for your approval.

Sincerely,



KENT J. SMITH, JR.  
PRESIDENT  
LANGSTON UNIVERSITY

April 24, 2015

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 Davis again expressed appreciation for the hospitality extended to the Board and everyone at the meeting. It was appreciated very much.

Items of information presented by Dr. Bryant included the OPSU Crops Judging Team placing 3<sup>rd</sup> overall at the Kansas State University crops judging regional contest and second at the national crops judging contest in Moline, Illinois; the success of OPSU's Phi Beta Lambda at the Oklahoma State Leadership Conference and 11 students qualifying for the National Leadership Conference; and the Texas County Commissioners receiving the Business Partnership Excellence Award from the Oklahoma State Regents for Higher Education in recognition of their partnership with OPSU.

Personnel Actions

Dr. Bryant presented the personnel actions and recommended their approval. He noted the request to appoint Benny Dain as Vice President of Fiscal Affairs beginning April 27, 2015. He noted that Mr. Dain has been the Interim Vice President of Fiscal Affairs since September 2, 2014, and has served as the OPSU Comptroller for the past 25 years.

Regent Link moved and Regent Anthony seconded to approve the personnel actions as listed in the OPSU Agenda.

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

Approval of Certificate Programs

Dr. Bryant requested Board approval of embedded certificate programs to be added to the Associates of Applied Science in Technology degree program to include Emergency Medical Technician, Advanced Emergency Medical Technician, and Fire Protection.

Regent Milner moved and Regent Hall seconded to approve the addition of Emergency Medical Technician, Advanced Emergency Medical Technician, and Fire Protection as Associate of Applied Science in Technology embedded certificate programs as presented in the OPSU Agenda.

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

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

OKLAHOMA PANHANDLE STATE UNIVERSITY  
Goodwell, Oklahoma

April 24, 2015

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

1. Board approval is requested for the following personnel actions effective July 1, 2015. Promotions will include a \$1,000 increase in base salary.
  - A. The promotion of Dr. Brad Duren from Associate Professor to Professor of History and granting of tenure.
  - B. The promotion of Mr. Joe Breeden from Associate Professor to Professor of Computer Graphics and Computer Information Systems.
  - C. The promotion of Ms. Vicki Pasque from Instructor to Assistant Professor of Computer Information Systems.
2. Board approval is requested for the attached position description for the OPSU Director of Counseling, Career Services, Testing and Disabilities position. A national search to fill the position is planned for Spring 2015.
3. Board approval is requested for the attached position description for the OPSU Director of Housing position. A search to fill the position is planned for April and May 2015.
4. Board approval is requested for the attached position description for the OPSU Comptroller position. A search to fill the position is planned for May 2015.

5. Board approval is requested for the hiring of Mr. Benny Dain for the vice president of fiscal affairs position at an annual salary of \$119,600 beginning April 27, 2015. Mr. Dain has been the interim vice president of fiscal affairs since September 2, 2014. He has served as the OPSU comptroller for the past 25 years and is an excellent fit for the position.
6. Board approval is requested for the hiring of Ms. Pamela Sandvig as a 12-month instructor of nursing at an annual 12-month salary of \$50,000 beginning June 1, 2015. Ms. Sandvig has served as the on-site coordinator and instructor for the OSU-OKC nursing program at OPSU since 2012. She is highly qualified for the OPSU nursing position.

**Part E---Instructional Programs**

Board approval is requested for the following attached embedded certificates to be added to the Associates of Applied Science in Technology degree:

1. Emergency Medical Technician, Associate of Applied Science in Technology.
2. Advanced Emergency Medical Technician, Associate of Applied Science in Technology.
3. Fire Protection, Associate of Applied Science in Technology.

**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**

None

**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. Craig Bohl led the OPSU Crops Judging Team as they placed 3<sup>rd</sup> overall at the Kansas State University crops judging regional contest. Bohl finished fourth in the contest.
2. The OPSU Crops Judging team finished second at the national crops judging contest in Moline, Illinois on Friday, April 10<sup>th</sup>.
3. OPSU Phi Beta Lambda received 6 state championships , 6 second places and three third places in the Oklahoma State Leadership Conference. Eleven OPSU students qualified for the National Leadership Conference, which will take place in June in Chicago.
4. University of Tulsa College of Law representatives visited campus in March and discussed law school opportunities with OPSU students.
5. Monsanto Agriculturalist T. K. Baker was featured recently in a distinguished lecture series hosted by the OPSU School of Agriculture and the OPSU Alpha Zeta Chapter.
6. Timothy Hearne graduated from OPSU with a Bachelor of Business Administration in Computer Information Systems degree in May 2007 and is currently an Information Technology (IT) Analyst at the University of Oklahoma.
7. The Texas County Commissioners received the Business Partnership Excellence Award from the Oklahoma State Regents of Higher Education in recognition of their partnership with OPSU.
8. The March President's Update is attached.
9. The February/March 2015 Summary of Out-of-State Travel Report is attached.
10. The FTE report for the quarter ending 3-31-15 is attached.

Respectfully submitted,



David A. Bryant  
President

# Oklahoma Panhandle State University

May 2015

**Position Title:** Director Counseling, Career Services, Testing and Disabilities

**Salary:** Commensurate with qualification and experience

**Starting Date:** August 1, 2015

**Qualifications:** Master's Degree in Counseling or Psychology with a Counseling emphasis. Experience in educational instruction is preferred and should be literate in using the computer. Has a history of demonstrating ethical and professional behavior.

**Responsibilities:** **Administrative:** Oversees Counseling, Career Services, Testing and Disabilities Center. Oversees budget, Supervises secretary and student worker (s). **Counseling:** Provides counseling for a broad range of personal and academic issues such as relationships, family issues, depression, alcohol and drug awareness, test anxiety, and study skills; Provides referrals to appropriate off-campus agencies when necessary; Consults with administration, faculty, staff, and coaches about student concerns; Plans and coordinates campus-wide awareness and education programs about current social issues (i.e. alcohol and drug use, sexual assault, and mental health issues). **Career Services:** Assists students with Sigi 3 career exploration program; Oversees maintenance and advertising for online Aggie Job Board; Assists schools/businesses/organizations in recruiting potential employees from OPSU; Assists students with resume building, writing cover letters, and job search and interview strategies; Assists students with internship and graduate school searches; Oversees maintenance, distribution and advertising for student credential files. **Testing:** Supervises testing for course placement. (CPTs); Administers, schedules, recruits and trains staff, and oversees the process for giving CLEP, TEAS, MAT, and ACT tests; Responsible for maintaining the testing center as a Certified Pearson Vue Test Center which is able to administer tests for, Oklahoma Teacher Certification, GED, NREMT, COMPTIA, and CISCO. **Disability Services:** Chair person for the OPSU Reasonable Accommodations Committee; Contact person for student requests for accommodations in the classroom; Coordinates services including books in audio format, student note takers, extended time or separate room testing, readers, and etc. for students with disabilities; Acts as a mediator for students and teachers in regards to disability accommodations; Oversees the process for receiving and implementing disability accommodations. **Other Responsibilities:** Serves on University committees as assigned.

**APPLICANT MUST SUBMIT:** Letter of Application  
Resume  
Three References, current addresses and phone numbers  
All College Transcripts (unofficial)  
Completed Consent & Disclosure form for pre-employment background check  
(available at [www.opsu.edu](http://www.opsu.edu))

**CONTACT:** Oklahoma Panhandle State University, Human Resources Dept.  
P.O. Box 430  
Goodwell, OK 73939  
Fax: 580-349-2302  
Email: [opsu.jobs@opsu.edu](mailto:opsu.jobs@opsu.edu)

**OPSU is an AA/EE/E-Verify employer committed to diversity.** Oklahoma Panhandle State University does not discriminate on the basis of race, color, national origin, sex disability, age and veterans status in its programs and services. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Jessica Lofland, Title IX (sex), Office: SL 101, Telephone: 580.349.1362; Christi Hale, Section 504/ADA (disabilities), Office HMH 141, Telephone: 580.349.1494; Dana Collins (race, color, national origin, age and veterans status), Office: SL 125, Telephone: 580.349.1574.





## **JOB VACANCY ANNOUNCEMENT**

**April 10, 2015**

- POSITION:** Housing Director
- SALARY:** Commensurate with qualifications & experience
- STARTING DATE:** May 26, 2015
- APPLICATION DEADLINE:** Until Filled
- QUALIFICATIONS:** Associate or Bachelor's degree in a related field of study or significant experience is preferred. Applicants must have good public relations skills and experience with Microsoft Windows and Microsoft Office products. Has a history of demonstrating ethical and professional behavior.
- RESPONSIBILITIES:** Manages university housing; tracks occupancy in all campus housing; sets up and maintains all university housing files, reports and data, including meal plan reports; serves as office manager for Housing/Student Affairs Office; produces and supervises production of student ID cards; tracks parking permits and parking tickets; supervises student employees; coordinates with other university offices as needed; carries out other duties as assigned.
- APPLICANT MUST SUBMIT:** Letter of Application  
Resume  
Three References, current addresses and phone numbers  
All College Transcripts (unofficial)  
Completed Consent & Disclosure form for pre-employment background check (available at [www.opsu.edu](http://www.opsu.edu))
- CONTACT:** Oklahoma Panhandle State University  
Attention: Office of Human Resources  
P.O. Box 430  
Goodwell, OK 73939  
Phone: 580-349-2611  
Fax: 580-349-2302  
Email: [opsu.jobs@opsu.edu](mailto:opsu.jobs@opsu.edu)

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# Oklahoma Panhandle State University

May 2015

Position Title: Comptroller

Department: Business Office

Reports To: Vice President for Fiscal Affairs

Position Type: Exempt

## POSITION SUMMARY

The Comptroller provides leadership to the accounting and budget control functions for the university and serves as the key advisor to the Vice President for Fiscal Affairs on financial matters. Responsibilities of the position include, but are not limited to, development and support of business office staff, oversight of the accounting and budget support system, financial and managerial reporting, budget control and support of budget development activities, management of the relationship with external auditors, financial and account analysis, and the maintenance of sound accounting and related processes to foster a system of strong internal accounting controls. Must demonstrate a history of ethical and professional behavior.

## ESSENTIAL FUNCTIONS

1. Maintains oversight responsibility for general accounting data; including cash accountability, payroll, accounts receivable, accounts payable, and fixed assets.
2. Prepares or supervises the preparation of financial reports to external agencies (i.e. State Treasurer, office of State Finance, State Regents, A&M Regents, etc.)
3. Provides monthly budgetary status reports to deans and department heads.
4. Performs special financial analysis and prepares related reports for university president, vice presidents, and deans.
5. Evaluates financial accounting systems, policies, and procedures, assisting in development of revisions needed.
6. Provides internal/external training of business staff both orally and in writing on accounting systems, procedures and practices.
7. Responsible for administration of funding and accounting for federal, state and private grants.
8. Responsible for insuring all 1098T reporting requirements are met.
9. Coordinates annual audits of university and federal programs with external audit firm. Including scheduling and provision of necessary support requirements and arrangements.
10. Accomplishes internal audits of college activities as required by university president and vice presidents.
11. Reviews student accounts and authorizes refunds in instances of overpayments.
12. Prepares the budget request for the business office and monitors the approved budget.

## SUPERVISORY RESPONSIBILITIES

The following positions are under the supervisory authority of the comptroller:

- Human Resource officer (payroll matters only.)
- Cashier/ Accounts Receivable
- Purchasing Agent
- Accounts Payable

## OTHER RESPONSIBILITIES:

1. Performs other work-related duties as assigned.

## EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelors degree in accounting or closely related field. CPA or MBA desirable.
2. Four years progressively responsible experience in the accounting field.
3. Demonstrated knowledge of fund accounting. Experience in a public college desirable.
4. Strong oral and written communication skills in English.

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**Embedded Certificate - New Program Request Form**  
(created for abbreviated approval process for certificate  
coursework existing within an approved program)

*Oklahoma State Regents for Higher Education*

Oklahoma Panhandle State University  
Institution Submitting Proposal

Emergency Medical Technician  
Title of Proposed Embedded Certificate

050-Technology-AAS  
Title of Existing Program and State Regents' Program Code

Oklahoma Panhandle State University  
Location (where the program will be offered)

On-Site  
Method of Delivery (i.e., on-site & clinicals)

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CIP Code Program Code	<u>050</u>
Academic Unit (e.g. Department, Division, School) Name of Academic Unit Name of Program Director	<u>School of Business &amp; Technology</u> <u>Department of Emergency Services</u> <u>Dr. Justin K. Collins</u>
Intended Date of Implementation	<u>Fall 2016</u>
Anticipated Date for Granting First Embedded Certificates	<u>Fall 2016</u>
Specialty Accrediting Agency	_____
Name and Title of Contact Person	<u>Dr. Justin Collins – Dean of Science,</u> <u>Mathematics, Nursing, &amp; Emergency</u> <u>Services</u>
Date of Governing Board Approval	_____
Signature of President: _____	Date: _____

## Evaluation Criteria for Embedded Certificate Programs in Existing Approved Degree Programs

### Curriculum

For an embedded certificate, the curriculum should be components of the main approved degree program, and comply with any accreditation or certification standards; the proposal must describe how it is embedded and articulates with the related main approved degree program at the institution. A list of the proposed curriculum must be included with the proposal.

Describe :See Embedded Certificate NOTES.docx

All the courses required for the certificate will be courses offered in the AAS Technology Option-Emergency Medical Services and other program curriculums.

Proposed Certificate Courses: 6 Hrs.

EMS 1145 – Emergency Medical Technician

EMS 1141 – Emergency Vehicle Driver Technician

### Faculty

Faculty resources are assumed to be adequate and appropriate for the proposed embedded certificate based on the main approved degree program offering. If significant differences will exist in faculty resources, please specify.

No Differences

Differences: (Specify)

### Support Resources

Appropriate and adequate support resources are assumed for the proposed embedded certificate based on the main approved degree program offering. If significant differences will exist, please specify.

No Differences

Differences: (Specify)

### Demand for the Program

Proposed embedded certificate programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed embedded certificate.

1. Student Demand: Evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related program(s) at the institution, should be adequate to expect a reasonable level of productivity.  
See Embedded Certificate NOTES.docx
2. Employer Demand: Evidence of sufficient employer demand, normally in the form of anticipated openings in an appropriate service area in relation to existing production of completers for that area should be provided. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed embedded certificate over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed certificate.

See Embedded Certificate NOTES.docx

Describe :See Embedded Certificate NOTES.docx

1. Student Demand: OPSU is currently has 12-15 students every fall that would want this Certificate.
2. Employer Demand: Fire departments in which the personnel are paid, paid on call, or volunteer prefer to have their staff already be certified as Emergency Medical Technicians & EVDT trained prior to being hired because it allows the individual to begin working without having to send those personnel to training first. It would allow students to be more competitive in the job market.

#### Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed embedded certificate are assumed to be sufficient based on the main approved program offering. If significant funding issues exist for the proposed embedded certificate, please specify and identify sources of funding.

No Differences

Differences: (Specify)

#### Program Review and Assessment

Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the embedded certificate program objectives and consistent with the institutional mission, and will be submitted as a component of the routine five-year program review for the main approved degree program.

#### Electronically Delivered and Traditional Off-Campus Delivery Methodologies (if applicable)

If the proposed embedded certificate will be offered electronically and the main approved degree program has not been approved for offering through an electronic methodology, the embedded certificate must meet the policy requirements in 3.16.10 Electronic Media Program Approval Procedures.

Program will NOT be delivered online

If requesting online delivery:

Institution is already approved for Electronic and Online Delivery

Institution NOT approved for Electronic and Online Delivery

Program-specific request for online deliver attached

**Embedded Certificate - New Program Request Form**  
(created for abbreviated approval process for certificate  
coursework existing within an approved program)

*Oklahoma State Regents for Higher Education*

Oklahoma Panhandle State University  
Institution Submitting Proposal

Advanced Emergency Medical Technician  
Title of Proposed Embedded Certificate

050-Technology-AAS  
Title of Existing Program and State Regents' Program Code

Oklahoma Panhandle State University  
Location (where the program will be offered)

On-Site  
Method of Delivery (i.e., on-site & clinicals)

---

CIP Code  
Program Code

050

Academic Unit (e.g. Department, Division, School)  
Name of Academic Unit  
Name of Program Director

School of Business & Technology  
Department of Emergency Services  
Dr. Justin K. Collins

Intended Date of Implementation

Fall 2016

Anticipated Date for Granting First Embedded Certificates

Fall 2016

Specialty Accrediting Agency

Name and Title of Contact Person

Dr. Justin Collins – Dean of Science,  
Mathematics, Nursing, & Emergency  
Services

Date of Governing Board Approval

Signature of President: \_\_\_\_\_ Date: \_\_\_\_\_

## Evaluation Criteria for Embedded Certificate Programs in Existing Approved Degree Programs

### Curriculum

For an embedded certificate, the curriculum should be components of the main approved degree program, and comply with any accreditation or certification standards; the proposal must describe how it is embedded and articulates with the related main approved degree program at the institution. A list of the proposed curriculum must be included with the proposal.

Describe :See Embedded Certificate NOTES.docx

All the courses required for the certificate will be courses offered in the AAS Technology Option-Emergency Medical Services and other program curriculums.

Proposed Certificate Courses: \_\_\_\_\_ 11 Hrs.

EMS 1145 – Emergency Medical Technician

EMS 1141 – Emergency Vehicle Driver Technician

EMS 1245 – Advanced Emergency Medical Technician

### Faculty

Faculty resources are assumed to be adequate and appropriate for the proposed embedded certificate based on the main approved degree program offering. If significant differences will exist in faculty resources, please specify.

No Differences

\_\_\_\_\_ Differences: (Specify)

### Support Resources

Appropriate and adequate support resources are assumed for the proposed embedded certificate based on the main approved degree program offering. If significant differences will exist, please specify.

No Differences

\_\_\_\_\_ Differences: (Specify)

### Demand for the Program

Proposed embedded certificate programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed embedded certificate.

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See Embedded Certificate NOTES.docx
2. Employer Demand: Evidence of sufficient employer demand, normally in the form of anticipated openings in an appropriate service area in relation to existing production of completers for that area should be provided. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed embedded certificate over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed certificate.



See Embedded Certificate NOTES.docx

Describe :See Embedded Certificate NOTES.docx

1. Student Demand: OPSU is currently has 12-15 in the EMT students every fall that would want this would go for the AEMT Certificate.
2. Employer Demand: Fire departments in which the personnel are paid, paid on call, or volunteer prefer to have their staff already be certified. As an Advanced Emergency Medical Technicians the level of training is higher than an EMT thus upon being hired it allows the individual to begin working with more autonomy and the department not having to allocate additional funds for training those personnel. It would allow students to be more competitive in the job market.

#### Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed embedded certificate are assumed to be sufficient based on the main approved program offering. If significant funding issues exist for the proposed embedded certificate, please specify and identify sources of funding.

No Differences

Differences: (Specify)

#### Program Review and Assessment

Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the embedded certificate program objectives and consistent with the institutional mission, and will be submitted as a component of the routine five-year program review for the main approved degree program.

#### Electronically Delivered and Traditional Off-Campus Delivery Methodologies (if applicable)

If the proposed embedded certificate will be offered electronically and the main approved degree program has not been approved for offering through an electronic methodology, the embedded certificate must meet the policy requirements in 3.16.10 Electronic Media Program Approval Procedures.

Program will NOT be delivered online

If requesting online delivery:

Institution is already approved for Electronic and Online Delivery

Institution NOT approved for Electronic and Online Delivery

Program-specific request for online deliver attached

**Embedded Certificate - New Program Request Form**  
(created for abbreviated approval process for certificate  
coursework existing within an approved program)

*Oklahoma State Regents for Higher Education*

Oklahoma Panhandle State University  
Institution Submitting Proposal

Fire Protection  
Title of Proposed Embedded Certificate

050-Technology-AAS  
Title of Existing Program and State Regents' Program Code

Oklahoma Panhandle State University  
Location (where the program will be offered)

On-Site  
Method of Delivery (i.e., on-site & clinicals)

---

CIP Code	
Program Code	<u>050</u>
Academic Unit (e.g. Department, Division, School)	<u>School of Business &amp; Technology</u>
Name of Academic Unit	<u>Department of Emergency Services</u>
Name of Program Director	<u>Dr. Justin K. Collins</u>
Intended Date of Implementation	<u>Fall 2016</u>
Anticipated Date for Granting First Embedded Certificates	<u>Fall 2016</u>
Specialty Accrediting Agency	_____
Name and Title of Contact Person	<u>Dr. Justin Collins – Dean of Science, Mathematics, Nursing, &amp; Emergency Services</u>
Date of Governing Board Approval	_____
Signature of President: _____	Date: _____

## Evaluation Criteria for Embedded Certificate Programs in Existing Approved Degree Programs

### Curriculum

For an embedded certificate, the curriculum should be components of the main approved degree program, and comply with any accreditation or certification standards; the proposal must describe how it is embedded and articulates with the related main approved degree program at the institution. A list of the proposed curriculum must be included with the proposal.

Describe :See Embedded Certificate NOTES.docx

All the courses required for the certificate will be courses offered in the AAS Technology Option-Fire Protection and Safety Training and other program curriculums.

Proposed Certificate Courses: 5 Hrs.

FPST 1113 – Fire Fighter I

FPST 2111 – Incident Management Systems

FPST 1411 – Emergency Vehicle Driver Training

### Faculty

Faculty resources are assumed to be adequate and appropriate for the proposed embedded certificate based on the main approved degree program offering. If significant differences will exist in faculty resources, please specify.

No Differences

Differences: (Specify)

### Support Resources

Appropriate and adequate support resources are assumed for the proposed embedded certificate based on the main approved degree program offering. If significant differences will exist, please specify.

No Differences

Differences: (Specify)

### Demand for the Program

Proposed embedded certificate programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed embedded certificate.

1. Student Demand: Evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related program(s) at the institution, should be adequate to expect a reasonable level of productivity.

See Embedded Certificate NOTES.docx

2. Employer Demand: Evidence of sufficient employer demand, normally in the form of anticipated openings in an appropriate service area in relation to existing production of completers for that area should be provided. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed embedded certificate over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed certificate.

See Embedded Certificate NOTES.docx

Describe :See Embedded Certificate NOTES.docx

1. Student Demand: OPSU is currently has 12-15 in Fire Protection & Safety Training students every fall that would want this would go for the Fire Protection Certificate.
2. Employer Demand: Fire departments in which the personnel are paid, paid on call, or volunteer prefer to have their staff already be certified. Paid departments require personnel to be certified with 6 months of being hired so this would allow students the opportunity to begin working for a paid service all while finishing their degree in Fire Protection. Volunteer departments do not have the requirement for degree because there is not rank advancement in those departments, but they do like to have their firefighters certified and this would provide a means to do so without having to earn a degree.

#### Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed embedded certificate are assumed to be sufficient based on the main approved program offering. If significant funding issues exist for the proposed embedded certificate, please specify and identify sources of funding.

No Differences

Differences: (Specify)

#### Program Review and Assessment

Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the embedded certificate program objectives and consistent with the institutional mission, and will be submitted as a component of the routine five-year program review for the main approved degree program.

#### Electronically Delivered and Traditional Off-Campus Delivery Methodologies (if applicable)

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Program-specific request for online deliver attached

# President's Update

A monthly newsletter from the Office of the President

March 2015

## Campus Events

- Mar. 20**     **Baseball vs. St. Mary's University, 1 p.m. & 3 p.m.**
- Mar. 21**     **Baseball vs. St. Mary's University, Noon**
- Mar. 23**     **Distinguished Lecturer Series with T.K. Baker. "Biotechnology Pipeline from Monsanto". Science & Ag Building, 7 p.m.**
- Mar. 27**     **Softball vs. St. Mary's University, 1 p.m. & 3 p.m.**
- Mar. 27-28** **Rod O'Hara Basketball Tournament, Oscar Williams Field House**
- Mar. 28**     **46th Annual OMTA/ OPSU Piano Festival, Centennial Theatre, 8 a.m.- 1 p.m.,**
- Mar. 28**     **5-State Women in Ag Conference, Science & Ag Building, 8 a.m.- 5 p.m.**
- Mar. 28**     **Softball vs. St. Mary's, Noon.**
- Mar. 31**     **Baseball vs. Wayland Baptist University, 3 p.m.**
- Apr. 2**     **Baseball vs. Lubbock Christian University, 1 p.m. & 3 p.m.**
- Apr. 3**     **Baseball vs. Lubbock Christian University, 1 p.m.**
- Apr. 3**     **Easter Break, No Classes- Offices open.**

The 63rd Annual Oklahoma Panhandle State University Performance Tested Bull Sale was held Feb. 23, 2015. Fifty-six bulls brought \$187,600 for an average of \$3,350.

OPSU student **Dalia Estrada** traveled south to attend **Universidad Nacional de Villa Maria (UNVM)** located in Córdoba Province, Argentina this semester as part of an ongoing International Exchange Program between OPSU and UNVM.

The Heartland Conference released its 2014-2015 All-Conference Men's and Women's Basketball teams and **Sade Tutson** and **Antonio Manns, Jr.** each received **All-Heartland Conference Honorable Mention** recognition for their outstanding contributions this season.

The OPSU Crops Judging Team hit the road for Ames, Iowa and grabbed a fourth place finish overall at the **Iowa State University Regional Crops Contest** on Feb. 14. The team will attend the national contest in Moline, Ill. April 8-10.

The **Texas County Commissioners** received the **Regents Business Partnership Excellence Award** from the Oklahoma State Regents of Higher Education in recognition of their partnership with OPSU. The award was presented at the Oklahoma History Center in Oklahoma City on March 10, 2015.

The summary of the **2015 Faculty and Staff Satisfaction Survey** is presented below with a numerical score for each section. The numerical scoring consisted of 1 = strongly agree; 2 = agree; 3 = neutral; 4 = disagree; and 5 = strongly disagree. All sections were rated below 3 which placed them on the positive side of the rating spectrum. University services and department supervisors/directors in Section 6 received their individual scores.

### Spring 2015 Faculty and Staff Survey results

Averages of each section, 1 = strongly agree to 5 = strongly disagree

Section 1	Personal Satisfaction	2.057
Section 2	Satisfaction with University Support	2.324
Section 3	Satisfaction with Classroom (faculty only)	2.416
Section 4	Satisfaction with Facilities and Equipment	2.241
Section 5	Satisfaction with Administration	
	a. President & Vice Presidents	2.239
	b. Supervisors and/or Deans	2.193
Section 6	Satisfaction with University Services & Depts.	2.135

This survey information from all sections will be helpful in identifying areas that need improvements. Thanks for your participation in this important effort.

## OPSU Featured Faces

The OPSU School of Liberal Arts added three new faculty members this fall 2014 semester- Meet Matthew Carey, Benjamin Clark, and Samantha Ondyak!

**Matthew Carey** serves as the Vocal Music Instructor and Director of University Choirs.

He is currently teaching Introduction to Music Education, Vocal Pedagogy, Music History, German and French Diction, and private voice lessons in addition to directing the OPSU Concert Choir and OPSU Chamber Singers. Also, Carey is the adviser to OPSU's National Association for Music Education (NAfME) organization.

Originally from Seattle, Wash., Carey said OPSU was a good fit for him. "I love what I do here."

He enjoys being able to teach both voice and choir and he likes the emphasis on teaching at OPSU rather than researching.

He added, "The ratio of students to faculty is awesome."

Carey received his undergraduate degree from Western Washington University and taught high school vocal music for four years at Oak Harbor, Wash. before pursuing his master's degree from the University of Oregon and he is currently ABD (all but dissertation) from Texas Tech University.

Last year, he served as a Visiting Instructor of Choral Music at the University of Oregon and got to work with some of the university's top choir and graduate level students. Carey also taught studio voice and other music courses at Umpqua Community College in Oregon.

He and his wife, Gina, live in Guymon, Okla. When he isn't on campus, Carey enjoys hanging out with his wife and relaxing. He enjoys sailing and plans to return to Oregon for a month this summer to sing with a professional choir.

Visiting Instructor in Music and Artist in Residence **Benjamin Clark** teaches piano class, private piano lessons, and music theory lab. In addition, he accompanies the choir and private voice lessons as needed on the piano or organ.

This Longmont, Colo. native began piano lessons at the age of four and continued until he went to college at Michigan State. After a two-year break from piano lessons, Clark realized how much he enjoyed playing the piano and added piano performance as a second major in addition to chemistry. After graduating

from Michigan State with bachelor's degrees in both areas, he married his high-school sweetheart Erin and they moved to Greeley, Colo. where he got his master's degree in Collaborative Piano from the University of Northern Colorado in 2014.

Clark truly enjoys what he does and spends one to two hours each day practicing the piano and organ. In the future, Clark would like to pursue further education in organ and he is interested in the possibility of working in opera professionally.

When he isn't working, he likes to read, play video games, take walks, and sleep!

He is enjoying his time at OPSU and said, "The thing I like most about OPSU is that it seems to be a community."

Clark added, "The students really care and put effort into their education. I really like that OPSU has small class sizes and we can give the students personal attention. I feel the students can really benefit from that."

English Instructor **Samantha Ondyak** comes to OPSU from Auburn, Ala. where she graduated from the University of Auburn with a master's degree and is currently ABD (all but dissertation) in English specializing in British literature.

Ondyak knew she wanted to teach at a school that offered courses in British Literature and that is exactly how she found her way to the Oklahoma Panhandle. The fact that OPSU is a small regional university was an added bonus.

She said, "I like to be able to know my students. I like to know their names and recognize their faces." She is currently teaching four courses including Freshman English and British Literature and serving as an adviser in the English department.

When asked about her experience at OPSU Ondyak said, "I really like the sense of community and closeness it provides."

As for her family, she laughs and agrees there is quite a bit of pink at her house with 3 girls. Hannah is the oldest and a high school freshman and then there is Rachel, a seventh grader, and Sophia is the youngest having just been born this Valentine's Day! Ondyak's husband is employed by Cargill in Guymon, Okla. When she has time, she enjoys crocheting, sewing and crafting.

---

  
**David A. Bryant, President**

OKLAHOMA PANHANDLE STATE UNIVERSITY  
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF

15-Mar  
Feb-15  
MONTH

FUND SOURCE	FY15		FY14		FY15		FY14	
	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	14	\$ 3,978.99	21	\$ 4,252.44	105	\$ 30,192.34	122	\$ 33,014.36
FEDERAL							0	\$ -
PRIVATE								
AUXILIARY	6	\$ 2,756.18	6	\$ 2,350.92	14	\$ 5,345.31	22	\$ 6,664.92
OTHER				\$ -				
TOTAL	20	\$ 6,735.17	27	\$ 6,603.36	119	\$ 35,537.65	144	\$ 39,679.28

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION  
FTE EMPLOYEE REPORT

TO: THE GOVERNOR OF OKLAHOMA, THE PRESIDENT PRO TEMPORE OF THE OKLAHOMA SENATE,  
AND THE SPEAKER OF THE OKLAHOMA HOUSE OF REPRESENTATIVES  
FROM: OKLAHOMA PANHANDLE STATE UNIVERSITY  
SUBJECT: FTE EMPLOYEE REPORT FOR FISCAL QUARTER ENDING 03/31/15

*D. Bryant*  
PRESIDENT

THE FOLLOWING INFORMATION IS PROVIDED PURSUANT TO 74 O.S. 1981, SECTION 3602

FTE EMPLOYEE CATEGORIES

	EDUC. AND GEN. BUDGET PART I				EDUC. AND GEN. BUDGET PART II				AGENCY ACCOUNTS OTHER				SUB-TOTAL		TOTAL FTE
	FACULTY		STUDENT		FACULTY		STUDENT		FACULTY		STUDENT		REGULAR	STUDENT	
	REGULAR	OTHER	REGULAR	OTHER	REGULAR	OTHER	REGULAR	OTHER	REGULAR	OTHER	REGULAR	OTHER	REGULAR	STUDENT	
CURRENT QTR	42	44	14	0	0	1	0	0	4	4	9	42	49	23	114
PRIOR QTR	45	45	22	0	0	1	0	0	4	4	9	45	50	31	126
INC (DEC)	(3)	(1)	(8)	0	0	0	0	0	0	0	0	(3)	(1)	(6)	(12)
PRIOR FY	54	53	15	0	0	1	0	0	4	4	9	54	58	24	136



Public Comments

Chairman Davis 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.

Mr. Roger Fisher appeared before the Board of Regents. He said he grew up in Hooker, Oklahoma, attended and graduated from Oklahoma State University, spent some time with Chairman Davis in a fraternity, and met his wife Marilyn Fisher at OSU. He noted that she was in attendance at this meeting along with his oldest child, Sage. He said he and his wife are blessed with ten children and currently he has three children attending OPSU.

Mr. Fisher said he wants to address two things during his comments. The first is commending the Board members for what they have done with the success of OPSU, and the second is to seek the Board's consideration regarding the impact of a proposed casino located eight miles from the OPSU campus.

Mr. Fisher commended the success of Oklahoma Panhandle State University over the years. He said in his observation Dr. Bryant has done an excellent job growing enrollment and achieving many accomplishments. He highlighted the success of the Crops Judging Team, the Rodeo Team, and the computer graduates of OPSU's School of Business & Technology. Even though it is a small university compared with OSU or other universities, OPSU offers a lot to the community that is very useful and accessible to individuals. He also noted that the OPSU Farm has a lot of value to the producers in the area as they rely on the data that is provided at OPSU. Mr. Fisher said he is "patting you on your back" as far as things the Regents have done and have done well.

Mr. Fisher said he is also challenging the Board members to consider the impact of a casino in the community. He provided background information regarding the possibility of a casino and the land purchased for this purpose. Mr. Fisher gave examples of how a casino would not be an economic advantage to the community and expressed concerns that a casino would take money out of the community. He also provided examples of the negative impact casinos might have on the mentality that they provide "easy money." Mr. Fisher said statistics also reflect that casinos reduce voluntarism, civic participation, family stability, and other forms of social capital within 15 miles of the community where casinos are located.

Mr. Fisher said he appreciates the opportunity to express some of his concerns. He said he understands the Board is not able to take a position; however, if the Regents are concerned and believe these are monumental issues, he suggested the Regents contact individuals and express concern. He said his wife has a sheet that lists contact information of local officials, state representatives, federal representatives, as well as representatives of the Bureau of Indian Affairs.

Chairman Davis said the Board does not take action on items during this time, and he asked the Board if there were any questions or comments.

April 24, 2015

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE  
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES  
OF INTEREST TO ALL THE UNIVERSITIES/COLLEGES  
MEETING OF APRIL 24, 2015

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

Academic Affairs, Policy and Personnel Committee – Temporary Chair Trudy Milner

(All business discussed by the Academic Affairs, Policy and Personnel Committee was addressed during the business of Oklahoma State University and Langston University.)

Audit, Risk Management and Compliance Review Committee – Andy Lester

Approval to Change the Name of Department of Internal Audits

Regent Lester said the Committee received a recommendation to change the name of the Department of Internal Audits to the Office of Internal Audit of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and that any reference to the Department of Internal Audits in the Board of Regents' Policy Manual and Rules and other references be updated to reflect the name change, including staff titles. The name change will be consistent with the terminology for the Office of Legal Counsel as well as titles used at other institutions. The Committee recommended approval of this recommendation.

Regent Lester moved and Regent Burns seconded to approve the name change of the Department of Internal Audits to the Office of Internal Audit as presented.

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

Approval of Revised Charter for the Office of Internal Audit

Regent Lester said the Committee also received a recommendation regarding approval of a revised Charter for the Office of Internal Audit. He said this has been distributed and the Committee recommended Board approval. (The revised Charter for the Office of Internal Audit is attached to this portion of the minutes as ATTACHMENT A and considered a part of these minutes.)

April 24, 2015

Regent Lester moved and Regent Link seconded to approve the revised Audit Charter for the Office of Internal Audit as presented.

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

Approval of Revisions to the Charter for the Audit, Risk Management and Compliance Review Committee

Regent Lester said the Committee met to consider recommended revisions to the Charter for the Audit, Risk Management and Compliance Review Committee. The Committee recommended approval of the revisions. (The revised Charter for the Audit, Risk Management and Compliance Review Committee is attached to this portion of the minutes as ATTACHMENT B and considered a part of these minutes.)

Regent Lester moved and Regent Link seconded to approve the revised Charter for the Audit, Risk Management and Compliance Review Committee as presented.

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

Fiscal Affairs and Plant Facilities Committee – Joe Hall

(All business discussed by the Fiscal Affairs and Plant Facilities Committee was addressed during the business of Oklahoma State University.)

Planning and Budgets Committee – Doug Burns

(All business discussed by the Planning and Budgets Committee was addressed during the business of Oklahoma State University.)

Personnel Actions

Mr. Ramsey reported that there is one new appointment for the Office of Legal Counsel, three new appointments for the Office of Internal Audit, and one resignation for the Office of Internal Audit. He said everyone is excited about the staff additions. He requested Board approval of the personnel actions as presented. (The list of personnel actions for the Office of Legal Counsel

April 24, 2015

and the Office of Internal Audit is attached to this portion of the minutes as ATTACHMENT C and considered a part of these minutes.)

Regent Hall moved and Regent Lester seconded to approve the personnel actions as presented.

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

Chairman Davis asked Mr. Stephens if he has any comments. Mr. Stephens introduced Clint Pratt, the newest lawyer in the Office of Legal Counsel. He said Mr. Pratt is a great lawyer as well as a new father. Chairman Davis expressed congratulations on both.

#### Adjournment

At approximately 12:10 p.m., Regent Link moved and Regent Lester seconded that the meeting be adjourned.

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



## BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

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### Charter for the Office of Internal Audit

#### I. Introduction

*Title 70 Oklahoma Statutes § 3909 (D)* requires the Board of Regents of the Oklahoma Agricultural and Mechanical Colleges (Board) to employ a sufficient number of internal auditors to meet the Board's fiduciary responsibilities. The Office of Internal Audit (Office) for the Board is established by *Board Policy 1.03* and is the internal audit activity for the Board and the institutions governed by the Board (Institutions).

#### II. Purpose

The Institute of Internal Auditors (IIA) defines internal auditing as "an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes."

Assurance services, as defined by the IIA, "are an objective assessment of evidence for the purpose of providing an independent assessment on governance, risk management, and control processes for the organization. Examples may include financial, performance, compliance, system security, and due diligence engagements."

Consulting services, as defined by the IIA, "are advisory and related client service activities, the nature and scope of which are agreed with the client, are intended to add value and improve an organization's governance, risk management, and control processes without the internal auditor assuming management responsibility. Examples include counsel, advice, facilitation, and training."

#### III. Role

The Chief Audit Executive (CAE), who reports functionally to the Board and administratively to the Chief Executive Officer of the Board (CEO), will manage the Office. The Board is responsible for the hiring and removal of the CAE. On a periodic, and preferably annual basis, the Board in coordination with the CEO will review the performance of the CAE.

The CAE shall have a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the charter. The Office staff report directly to the CAE. Only personnel assigned to the Office shall be referred to as auditors, and their work will be referred to as audit activities.



## **BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES**

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### **IV. Independence and Authority**

All activities of the Office shall remain independent from the Institutions under the Board, including matters of audit selection, scope, procedures, frequency, timing, or report content, to permit maintenance of an independent and objective mental attitude necessary in rendering reports.

Internal auditors shall have no direct operational responsibility or authority over any of the activities they review. Accordingly, they shall not develop nor install systems or procedures, prepare records, approve transactions external to Internal Audit, or engage in any other activity which would normally be audited. Review and appraisal by Internal Audit do not in any way substitute for or relieve other persons in the Institutions of their management responsibilities.

Authority is granted to the internal auditors employed by the Office for full, free, and unrestricted access to any and all institutional records, physical properties, and personnel under the purview of the Board. Documents and information given to Internal Audit shall be handled in the same prudent and professional manner as by those employees normally accountable for them.

### **V. Responsibility**

The Office is authorized to provide risk-based audit services to the Board and Institutions in the following categories:

- Governance
- Financial Audits
- Compliance Audits
- Information Technology Audits
- Operational Audits
- Consulting Services
- Special Investigations or Reviews
- Projects or analyses required by the State of Oklahoma or directed by the Board, including coordination of annual, externally audited financial statements

The Office shall serve as facilitator and coordinator for all federal, state, and other external audit agencies. All external audit agencies shall contact the Office for entrance and exit audit conferences. Employees of the Institution receiving a final audit report from an external entity are responsible for immediately providing a copy to the Office.



## BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

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### VI. Audit Planning

Annually, the CAE shall develop and present the internal audit plan, as well as budget and resource requirements, for the upcoming fiscal year to the Audit, Risk Management and Compliance Review Committee (Audit Committee) for its recommendation for approval by the Board of Regents. The internal audit plan shall be developed based on a prioritization of the audit universe using a risk-based methodology.

The CAE will provide periodic updates to the Board as to the progress of the audit plan and the status of management's corrective actions in response to audit recommendations. Any other significant deviation from the formally approved audit plan shall be communicated to the Audit Committee.

### VII. Reporting

The CAE shall report at regular meetings of the Audit Committee of the Board on any condition that, in the judgment of the CAE, could adversely affect the Institutions within the Oklahoma Agricultural and Mechanical Colleges System. Suspected fraud, theft, and misuse of funds of a significant level shall be promptly reported by the CAE to the Chairman of the Board, Chairman of the Audit Committee, and the CEO.

A written report will be prepared and issued by the CAE following the conclusion of each audit. Completed audit reports shall be issued to members of the Audit Committee, the Board, the CEO, the president of the audited institution, senior management of the audited institution, and the Office of the State Auditor and Inspector.

The CAE may include in the final audit report the management responses and corrective action taken or to be taken regarding the specific recommendations. Management responses should be received within 10 business days from the date the draft report was issued. Each response should include the individual responsible for implementing the recommendation, the timetable for anticipated completion of action to be taken, and an explanation for any recommendations not addressed.

In cases where a response is not included within the audit report and where one is requested, management of the audited area should respond to the Office of Internal Audit, in writing, within 30 days of publication.

The Office shall be responsible for performing a post audit review on audit recommendations and will periodically report to the Board on the status of those actions. All recommendations and management action plans will remain open and monitored until cleared by the CAE.



## BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

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### VIII. Professional Standards

Staff members of the Office shall govern themselves by adherence to the IIA's Definition of Internal Auditing, Code of Ethics, and *International Standards for the Professional Practice of Internal Auditing* and the Board's policies and procedures.

### IX. Review and Approval of Charter

The CAE will periodically assess whether the purpose, authority, and responsibility as defined in this charter continue to be adequate to enable the internal auditing activity to accomplish its objectives and will communicate that assessment to the Board.

Approved this 24<sup>th</sup> day of April, 2015

Rick Davis  
Chair of the Board of Regents for the Oklahoma  
Agricultural and Mechanical Colleges

Andy Lester  
Chair of the Audit, Risk Management and  
Compliance Review Committee

Jason Ramsey  
Chief Executive Officer

Michelle Finley  
Chief Audit Executive

Resolution approved: October 9, 1987  
Charter approved: December 1, 2006  
Charter revised: April 24, 2015





## BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

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### Charter for the Audit, Risk Management and Compliance Review Committee

#### I. Background

*Title 70 Oklahoma Statutes § 3909* requires the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges (Board), the governing board for Oklahoma State University, Connors State College, Langston University, Northeastern Oklahoma Agricultural & Mechanical College, and Oklahoma Panhandle State University (Institutions), to establish and maintain an Audit Committee of the Board of not less than three members.

#### II. Purpose and Authority

The purpose of the Audit, Risk Management and Compliance Review Committee (Committee) is to assist the Board in overseeing:

- the quality and integrity of the accounting and financial reporting practices;
- the integrity of the financial statements of the Institutions governed by the Board, including the financial statements of related component unit entities;
- the adequacy of the internal control environment and its continuous improvement;
- the Institutions' compliance with legal, regulatory, and other external compliance requirements, including *OMB Circular A-133*;
- the internal auditing function;
- any independent auditor whom the Committee may employ;
- the adequacy of risk management processes; and
- compliance with Institutional and Board Policies.

The Committee's principal responsibility is one of oversight. Management is responsible for determining that the financial statements of the Institutions are complete, accurate, and prepared in accordance with generally accepted accounting principles (GAAP), and the independent auditor is responsible for auditing those financial statements and expressing an opinion.

The Committee will facilitate free and open communication between the Board, Chief Audit Executive (CAE), General Counsel, any independent auditor, and financial and senior management of the Institutions.



## BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

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The Committee will have authority to obtain resources in order to discharge its responsibilities as required by applicable statutes, this Charter, and Board Policies. This authority includes retaining independent legal, accounting, or other advisor services, as it deems necessary.

### III. Membership and Meetings

#### A. Membership

The Committee shall consist of three voting members selected by the Chairman of the Board and two non-voting, ex-officio members — the Chairman of the Board and the Chief Executive Officer of the Board (CEO), as provided by *Board Rule 30:1-1-7*.

The Committee members will be provided continuing education opportunities in financial reporting and other relevant areas, if needed. The CAE will serve as an advisor to the Committee.

All members of the Committee shall be independent of the Institutions' management, the independent auditor, and vendors. If overlapping financial interests or personal relationships exist, they must be fully disclosed, and the Committee member must be recused from discussions and voting on related matters.

#### B. Meetings

The Committee will generally meet quarterly but may meet more frequently as circumstances require. The CEO will assist the Chairman of the Committee in fulfilling the duties of the Committee. The Committee will report, on an as needed basis, to the Board.

### IV. Responsibilities

#### A. Independent Auditor

In overseeing the annual external audit of the Institutions' annual financial statements, the Committee is authorized to:

1. Appoint, retain, compensate, and oversee the work performed by the independent auditor for the purpose of preparing or issuing an audit report or related deliverable. Review the performance and independence of the independent auditor and remove the independent auditor if circumstances warrant. The independent auditor shall report to the Committee and the Board as necessary.
2. Oversee the resolution of disagreements between management and the independent auditor if they arise.



## BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

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3. Annually obtain and review from the independent auditor a written description of all relationships between the independent auditor or its affiliates and the Institutions or persons in financial reporting oversight roles at the Institutions, to ensure independence.
4. Annually obtain and review a report from the independent auditor regarding (a) the independent auditor's internal quality control procedures; (b) any material issues raised by the most recent internal quality control review, peer review, or Public Company Accounting Oversight Board review of the firm, or by any inquiry or investigation by governmental or professional authorities within the preceding five years concerning one or more independent audits carried out by the firm; and (c) any steps taken to deal with any such issues.
5. Annually review and evaluate the engagement of the independent auditor.
6. Ensure the rotation of the independent audit team as required by statute.
7. Pre-approve all auditing services and permitted non-audit services (including the fees and terms thereof) to be performed for the Institutions by the independent auditor. The Board, upon recommendation by the Committee, will retain the independent auditor by formal engagement letters.
8. Consider whether the independent auditor's provision of permissible non-audit services is compatible with their independence. Actively engage in dialogue with the independent auditor with respect to any disclosed non-audit services that may affect the independence and objectivity of the independent auditor and take appropriate actions.

### **B. Financial Reporting**

In carrying out its responsibilities to oversee the Institutions' financial reporting, the Committee is authorized to:

1. Meet with any independent auditor and financial management of the Institutions to review the scope and timing of each audit engagement.
2. Discuss with the independent auditor the matters required to be communicated to the Committee by applicable Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS) relating to the conduct of the audit and significant audit procedures.
3. Review and discuss with the independent auditor any difficulties encountered in the course of the audit work, including any restrictions on the scope of activities or access to requested information, and any significant disagreements with management.



## BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

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4. Review and discuss with management and the independent auditor (a) significant financial reporting issues and judgments made in connection with the preparation of the Institutions' financial statements, including the effects of alternative GAAP methods on the financial statements; (b) major issues regarding accounting principles and financial statement presentations, including any significant changes in the Institutions' selection or application of accounting principles; (c) material issues on which the audit team consulted the independent auditor's national office, if applicable; (d) accounting adjustments that were noted or proposed by the independent auditor but were "passed" (as immaterial or otherwise); and (e) any management or internal control letter issued, or proposed to be issued, by the independent auditor to the Institutions.
5. Obtain assurance from the independent auditor that, in the course of conducting the audit, no illegal acts were detected or otherwise came to the independent auditor's attention that require disclosure to the Committee. Advise the independent auditor of any violations or possible violations of laws or regulations and other matters relevant to the audit of which the Committee is aware.
6. Discuss with management and the independent auditor any major issues as to (a) the adequacy of the Institutions' internal controls (including information technology security and controls); (b) internal controls over financial reporting and any special audit steps adopted in light of any material control deficiencies; and (c) the adequacy of disclosures about changes in internal control over financial reporting.
7. Review and discuss with management, as deemed necessary, the quarterly financial information of the various reporting units comprising the Institutions' quarterly financial statements, including component units.
8. Discuss with management the Institutions' major financial risk exposures and the steps management has taken to monitor and control those exposures.
9. Discuss with management and the independent auditor the effect of regulatory and accounting initiatives on the Institutions' financial statements.

### **C. Internal Audit**

In carrying out its responsibilities to oversee the internal audit function, the Committee is authorized to do the following and make appropriate recommendations regarding the same to the Board:

1. Review the Internal Audit Charter for approval to the Board.



## BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

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2. Recommend the appointment, termination, and compensation of the Chief Audit Executive (CAE).
3. On a periodic, and preferably annual basis, participate with the full Board and the CEO to review the performance of the CAE.
4. Review and approve the annual audit plan, all significant changes to the plan, and the Office of Internal Audit's performance relative to the plan.
5. Review the effectiveness of the internal audit function, including staffing, budget, resources, training, activities, independence, and organizational structure.
6. Periodically review any significant difficulties or scope restrictions encountered by the Office of Internal Audit.
7. Review and monitor (a) the procedures for the receipt, retention, and treatment of complaints received by the Institutions regarding accounting, internal accounting controls, or auditing matters; (b) the results of such investigations referred to the CAE; (c) any confidential, anonymous submissions by employees of concerns regarding questionable accounting or auditing matters; and (d) any other complaints received by or referred to the CAE.
8. In connection with the required Quality Assurance Review, review the effectiveness of the internal audit function, including conformance with The Institute of Internal Auditors' Definition of Internal Auditing, Code of Ethics, and *International Standards for Professional Practice of Internal Auditing*.
9. Consult privately with the CAE when needed.

### **D. Risk Management**

As it pertains to risk management, the Committee's responsibilities are broadly defined. The Committee, with assistance of the Office of Legal Counsel (as provided by *Board Policy 1.02*) and/or the Office of Internal Audit, is authorized to:

1. Assist the Board in fulfilling its oversight responsibilities with regard to major risks of the Institutions.
2. Provide assurance to the Board that major risks are being identified, investigated, and managed at the Institutions through formal risk management programs.
3. Ensure that major risks are being aggregated at the Institutional level and review the



## BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

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steps management from the Institutions has taken with respect to these risks.

4. Evaluate Institutional risk exposure and risk tolerance.
5. In accordance with the annual system-wide risk assessment and the annual Internal Audit Plan, initiate audits and compliance activities as deemed necessary to ensure appropriate risk management and control processes within the Institutions.
6. Review reports pertaining to major risks and the effectiveness of the Institutions' risk management activities.
7. Inform the Board of major risks and other significant risk management issues.

### **E. Legal, Regulatory, and Other Compliance Matters**

In connection with its oversight of legal, regulatory, and other compliance matters affecting the Institutions, the Committee is authorized to:

1. Obtain reports from the Office of Legal Counsel, the Office of Internal Audit, management, and the independent auditor regarding compliance with applicable laws and regulations.
2. Discuss with the Office of Legal Counsel and the Office of Internal Audit any legal, compliance, or regulatory issues that could have a material effect on the Institutions' financial statements or compliance policies or pose significant risk to the Board or its Institutions.
3. Review with management and the Office of Legal Counsel the process for communicating the Institutional and Board Policies to Institutional personnel and the process for monitoring compliance.
4. Review with management, the Office of Legal Counsel, the Office of Internal Audit, and the independent auditor any published reports and correspondence with regulators or governmental agencies which raise material issues regarding the Institutions' financial statements or institutional or legal risk.
5. Review and monitor (a) procedures for the receipt, retention, and treatment of complaints received by the Institutions; (b) the results of investigations referred to or conducted by the Office of Legal Counsel pursuant to Board Policy 1.02; (c) any confidential, anonymous submissions by individuals of complaints or concerns to the Office of Legal Counsel; and (d) any other complaints received by or referred to the Office of Legal Counsel.



## BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES


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6. Oversee investigations into material matters brought to the Committee's attention within the scope of its duties.
7. Be informed by the Office of Legal Counsel of matters which may pose significant risk to the Board or its Institutions.

### V. Review of Charter


The Committee will periodically review, assess, and, if necessary, update this Charter.

Approved this 24th day of April, 2015.

  
\_\_\_\_\_  
Rick Davis  
Chair of the Board of Regents for the Oklahoma  
Agricultural and Mechanical Colleges

  
\_\_\_\_\_  
Jason Ramsey  
Chief Executive Officer

  
\_\_\_\_\_  
Andy Lester  
Chair of the Audit, Risk Management and  
Compliance Review Committee

  
\_\_\_\_\_  
Michelle Finley  
Chief Audit Executive

Approved: October 25, 2013  
Revised: April 24, 2015

April 24, 2015, Board Meeting

## PERSONNEL ACTIONS

### BOARD OF REGENTS (OFFICE OF LEGAL COUNSEL)

#### EMPLOYMENT

- **Mariani, Annamaria**, Administrative Associate (effective April 30, 2015) at a salary of \$30,000.

### BOARD OF REGENTS (OFFICE OF INTERNAL AUDIT)

#### EMPLOYMENT

- **Hannabass, Megan**, Senior Auditor/Consultant (effective April 6, 2015) at a salary of \$65,000.
- **McGill, Cindy**, Audit Manager/Consultant (effective May 1, 2015) at a salary of \$90,000.
- **Pukstas, Mindaugas (Mindi)**, Senior Auditor/Consultant (effective April 6, 2015) at a salary of \$65,000.

#### RESIGNATION (for information only)

- **Newby, Kristie**, Senior Auditor/Consultant (effective March 29, 2015).



MEETING OF THE A & M BOARD OF REGENTS

**April 24, 2015**

Ballroom  
Student Union  
Oklahoma Panhandle State University  
Goodwell, 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 September 16, 2014.

Approval of Order of Business  
Approval of Minutes of Regular Board Meeting of March 6, 2015

**DATES OF NEXT REGULAR MEETINGS**

For **Information** Purposes Only:

June 19, 2015 -- Tulsa, Oklahoma – Executive Board Room, Administration Building,  
700 N. Greenwood Ave., OSU-Tulsa

For **Consideration** of Approval:

September 4, 2015 -- Miami, Oklahoma – Calcagno Family Ballroom, Student Union,  
Northeastern Oklahoma A&M College

**BUSINESS WITH COLLEGES AND UNIVERSITIES**

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

**PUBLIC COMMENTS**

**COMMITTEE REPORTS**

Academic Affairs, Policy and Personnel Committee  
Audit, Risk Management and Compliance Review Committee  
Fiscal Affairs and Plant Facilities Committee  
Planning and Budgets Committee

**OTHER BUSINESS OF THE BOARD OF REGENTS**

**Reports or recommendations by the Chief Executive Officer**

- a. General Business
- b. General Counsel
- c. Chief Audit Executive

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

(At the time this agenda is posted, detailed institutional agendas are available in the Office of the Board of Regents for review.)

DATE: April 24, 2015

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

PLACE: Ballroom, Student Union, Oklahoma Panhandle State University, Goodwell, Oklahoma

NOTICE OF THIS MEETING WAS FILED WITH THE SECRETARY OF STATE ON SEPTEMBER 16, 2014.

**Business:**

- Approval of Order of Business
- Approval of Minutes of Regular Board Meeting of March 6, 2015
- Announcement of meeting on June 19, 2015, in the Executive Board Room, Administration Building, on the campus of OSU-Tulsa, 700 N. Greenwood Ave., Tulsa, Oklahoma
- Approval of meeting on September, 4, 2015, in the Calcagno Family Ballroom, Student Union, on the campus of Northeastern Oklahoma A&M College, Miami, Oklahoma
- Reports/comments/recommendations by Board Chairman
- Recognition of Regent Tucker Link

**OKLAHOMA STATE UNIVERSITY**

--General Information/Reports Requiring No Action By the Board  
Opening comments by President Hargis

--Resolutions

Adoption of Memorial Resolutions for Peter C. Rollins and David R. Thompson

\* The Board will have breakfast on Friday, April 24, 2015, at 7:30 a.m. in Room 202, Science and Agriculture Building, on the campus of Oklahoma Panhandle State University, Goodwell, Oklahoma, with OPSU President David Bryant and OSU President Burns Hargis and possibly other OSU administrators for informal discussion. Various subjects may come up for discussion including 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 Chief Executive Officer announcements of general information and interest, information on Board administrative operations, and information about recent and upcoming meetings and discussions. The Board will have lunch at approximately 12:00 p.m. in the Solarium of the Student Union on the campus of Oklahoma Panhandle State University.

--Policy and Operational Procedures

Approval of revisions to OSU Policy #1-0134 *Employee Travel*

Ratification of interim approval to present Honorary Doctor of Laws to The Honorable Joseph Westphal

Approval of OSU Strategic Plan

Approval to present posthumous degree

--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.

Ratification of interim approval of position description and announcement for OSU-OKC Vice President of Operations

--Instructional Programs

Approval of proposed new degrees and program modifications

Approval for OSU College of Education to serve as state sponsor for a proposed public charter school in Tulsa

--Other Business and Financial Matters

Approval of peace officers' actions

Approval of draft documents for 2015 submission to the Long-Range Capital Planning Commission

Approval to reject bids on oil and gas lease sales

Approval to accept a lease for land

Ratification of interim approval to grant naming rights for the new CHS academic and medical simulation facility

--Contractual Agreements (other than construction and renovation)

Approval to grant perpetual rights of way and easements

Approval to vacate existing utility easement and grant new utility easement to City of Tulsa

--New Construction or Renovation of Facilities

Approval to demolish residence in Athletic Village area

Approval to select an Architect to assist the University with the design and construction of an expansion to the Fire Protection Publications Office for the College of Engineering, Architecture and Technology

Approval to select a Construction Manager At Risk to assist the University with the design and construction of an expansion to the Fire Protection Publications Office for the College of Engineering, Architecture and Technology

Approval to select an Architect to assist the University with the design and construction of a renovation of the Dairy Center

Approval to select a Construction Manager At Risk to assist the University with the design and construction of a renovation of the Dairy Center

Approval to extend the scope of on-call Architect, McFarland Architects, to assist the University with the design and construction of a new facility for the Oklahoma Foundation Seed Stocks, Division of Agricultural Sciences and Natural Resources

Approval to select on-call Construction Manager At Risk, Nabholz Construction, to assist the University with the design and construction of a new facility for the Oklahoma Foundation Seed Stocks, Division of Agricultural Sciences and Natural Resources

- Purchase Requests (purchases of equipment, supplies, materials, professional services, etc.)
- Student Services/Activities
  - Approval of rate changes for University Dining Services meal plans
  - Approval of changes in Residential Life housing rates for 2015-2016
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting

**NORTHEASTERN OKLAHOMA A&M COLLEGE**

- General Information/Reports Requiring No Action By the Board
  - Remarks by President Hale
  - Commencement exercises 2015
  - April 2015 *NEO Update*
  - Student Success indicators
  - Developmental education and graduation rates
- 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.
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting
  - Out-of-state travel summaries
  - Quarterly FTE report
  - Boys State update
  - Summer camps 2015

**CONNORS STATE COLLEGE**

- General Information/Reports Requiring No Action By the Board
  - Remarks by President Faltyn
  - Commencement exercises
- Policy and Operational Procedures
  - Approval of revised Connors State College Team Travel Policy
  - Approval of revised Connors State College Student Travel Policy
- 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.

- New Construction or Renovation of Facilities
  - Approval to expand the total project budget for the previously approved project to renovate the first floor of Russell Hall
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting
  - Out-of-state travel summaries
  - Third quarter livestock sales report
  - Third quarter veterinary payments report
  - Quarterly FTE report

**LANGSTON UNIVERSITY**

- General Information/Reports Requiring No Action By the Board
  - Crisis Management Plan
- Resolutions
  - Adoption of Memorial Resolutions for Mr. Robert D. Thompson, Mr. Larry L. Prock, and Dr. Larzette G. Hale-Wilson
- 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.
- Other Business and Financial Matters
  - Approval to refund the LDF Student Housing Bonds, Series 2005A and 2006A
- Contractual Agreements (other than construction and renovation)
  - Approval to sponsor the Langston Hughes Academy for Arts and Technology Corporation Charter School of Tulsa
- 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

**OKLAHOMA PANHANDLE STATE UNIVERSITY**

- General Information/Reports Requiring No Action By the Board

--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 descriptions for the OPSU Director of Counseling Career Services, Testing and Disabilities; OPSU Director of Housing; and OPSU Comptroller

--Instructional Programs

Approval of embedded certificate programs to be added to the Associates of Applied Science in Technology degree

--New Business Unforeseen At Time Agenda Was Posted

--Other Informational Matters Not Requiring Action of the Board at this Meeting

Comments by President Bryant

President's Update

Out-of-state travel summaries

Quarterly FTE report

### **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.

#### **Academic Affairs, Policy and Personnel Committee**

#### **Audit, Risk Management and Compliance Review Committee**

Receive information and a possible recommendation regarding approval of a title change for the Department of Internal Audits of the Board of Regents to the Office of Internal Audit of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

Receive information and a possible recommendation regarding approval of a revised Audit Charter for the Department of Internal Audits of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

Receive information and a possible recommendation regarding approval of a revised Charter for the Audit, Risk Management and Compliance Review Committee of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

Fiscal Affairs and Plant Facilities Committee

Planning and Budgets Committee

**OTHER BOARD OF REGENTS' BUSINESS**

- General Information/Reports Requiring No Action By the Board
- 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 Chief Executive Officer
- Reports/comments/recommendations by General Counsel
- Reports/comments/recommendations by Chief Audit Executive
- New Business Unforeseen At Time Agenda Was Posted

April 24, 2015

BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES

By:                     Rick Davis                      
Rick Davis, Chairman

ATTEST:

                    Jason Ramsey                      
Jason Ramsey, Chief Executive Officer

Certified correct minutes subject to approval of the Board of Regents of the Oklahoma Agricultural and Mechanical Colleges on June 19, 2015.

                    Cherilyn Williams                      
Cherilyn Williams, Secretary