

# **MINUTES**

of the

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

for the

October 25, 2019

Regular Board Meeting

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OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

October 25, 2019

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**MINUTES OF THE MEETING OF THE BOARD OF REGENTS**  
**FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES**  
**October 25, 2019**

*Notice of this meeting was filed with the Oklahoma Secretary of State on September 13, 2018.*

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges met in the A.R. and Marylouise Tandy Building, OSU Center for Health Sciences, 1111 W. 17<sup>th</sup> Street, Tulsa, Oklahoma, on October 25, 2019.

Board members present: Mr. Tucker Link, Chairman; Mr. Rick Davis, Vice Chairman; Mr. Calvin Anthony; Mrs. Blayne Arthur; Mr. Douglas Burns; Mr. Jarold Callahan; Mr. Joe Hall; Dr. Trudy Milner; and Mrs. Lou Watkins.

Absent: None.

Others present: Mr. Jason Ramsey, Chief Executive Officer; Ms. Jessica Russell, Director of Public Policy; Mr. Steve Stephens, General Counsel; Ms. Michelle Finley, Chief Audit Executive; Ms. Kyla Eldridge, Executive Administrative Associate; and Ms. Nicole Nixon, Administrative Assistant.

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 10:03 a.m.

**I. BOARD OF REGENTS' BUSINESS**

**A. Approval of Order of Business**

(The Order of Business and Agenda are collectively identified as Attachment A and attached to this portion of the minutes.)

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

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

**B. Approval of Regular Minutes**

Regent Milner moved and Regent Hall seconded to approve the minutes of the September 13, 2019, Regular Meeting of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

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

D. Announcement of Next Board Meeting

Chairman Link announced that the next Board meeting will be held on December 6, 2019, in the Multipurpose Room, 142 School of Physical Therapy, Langston University, Langston, Oklahoma.

D. Approval of Future Board Meeting

Regent Watkins moved and Regent Davis seconded to approve the meeting scheduled for January 24, 2020, in the State Room, Hospitality Services Building, OSU Institute of Technology-Okmulgee, Okmulgee, Oklahoma.

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

At approximately 10:05 a.m., Mr. Jason Ramsey left the meeting.

MEETING OF THE A & M BOARD OF REGENTS

**October 25, 2019**

A.R. and Marylouise Tandy Building  
OSU Center for Health Sciences  
1111 W. 17<sup>th</sup> Street  
Tulsa, 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 13, 2018.

Approval of Order of Business

Approval of Minutes of Regular Board Meeting of September 13, 2019

**DATES OF NEXT REGULAR MEETINGS**

For **Information** Purposes Only:

December 6, 2019 -- Multipurpose Room, 142 School of Physical Therapy,  
Langston University, Langston, Oklahoma

For **Consideration** of Approval:

January 24, 2020 -- State Room, Hospitality Services Building,  
OSU Institute of Technology-Okmulgee, Okmulgee, Oklahoma

**BUSINESS WITH COLLEGES AND UNIVERSITIES**

- |  |                              |
|--|------------------------------|
| 1. Langston University                 | 4. Connors State College     |
| 2. Oklahoma Panhandle State University | 5. Oklahoma State University |
| 3. Northeastern Oklahoma A&M 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  
Regents' Steering Committee Re: NEO Presidential Search 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**  
**OSU/A&M Board of Regents**  
**Regular Board Meeting**

**October 25, 2019 -- 10:00 a.m.**

**Tandy Conference Center (4<sup>th</sup> Floor)**  
**A.R. and Marylouise Tandy Building**  
**OSU Center for Health Sciences**  
**1111 W. 17<sup>th</sup> Street**  
**Tulsa, Oklahoma**

*Notice of this meeting was filed with the Secretary of State on September 13, 2018. At the time this agenda is posted, detailed institutional agendas are available in the Office of the Board of Regents for review.*

**I. BOARD OF REGENTS' BUSINESS**

- A. Approval of Order of Business
- B. Approval of minutes of Regular Board Meeting held September 13, 2019
- C. Announcement of next Regular Board Meeting to be held on December 6, 2019, in the Multipurpose Room, 142 School of Physical Therapy, Langston University, Langston, Oklahoma
- D. Approval of Regular Board Meeting to be held on January 24, 2020, in the State Room, Hospitality Services Building, OSU Institute of Technology-Okmulgee, Okmulgee, Oklahoma

**II. LANGSTON UNIVERSITY**

- A. General Information/Reports Requiring No Action by the Board
  - 1. Remarks by President Smith
  - 2. Highlights of Homecoming 2019
- B. Resolutions
  - 1. Memorial Resolutions for:
    - a. Anthony Hill
    - b. Carolyn Bee
- C. Policy and Operational Procedures

*None*

D. Personnel Actions

RE: appointments, reappointments, changes in salary, change 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. (Reference Document D-1 in the LU agenda.)

1. Personnel actions for approval and personnel items for informational purposes only

E. Instructional Programs

*None*

F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)

1. Request to accept grant from USDA and to expend grant funds, including any payment of administrative allowances at year-end, according to grant guidelines
2. Request to increase the FY 2020 Budget to facilitate grant refund to USDA
3. Request to process USDA expenditure reclassifications and associated transfers from federal funds to state funds
4. Request to process a refund of USDA NIFA grant funds

G. Other Business and Financial Matters

1. Peace officer actions
  - a. Commission Henry Solomon
  - b. Decommission Joshua Rafferty and Alissa Kimmel

H. Contractual Agreements (other than construction and renovation)

1. Ratification of interim approval for the original State of Work provided by Deloitte & Touche in preparation for FY 2019 external audit
2. Ratification of interim approval to extend consulting engagement with Mr. Bob Lovitt to serve as Interim Vice President for Fiscal and Administrative Affairs

I. New Construction or Renovation of Facilities

*None*

J. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)

Board approval is requested for the following purchasing items. All purchases will comply with Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policies and Procedures, as well as applicable state statutes. (Detail for all purchase requests are attached and collectively identified as Reference Document J-1)

1. Sole source & special request
2. Auxiliary enterprise funds

K. Student Services/Activities

*None*

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. OSRHE FTE Employee Report for fiscal quarter July 1, 2019 - September 30, 2019

### III. OKLAHOMA PANHANDLE STATE UNIVERSITY

A. General Information/Reports Requiring No Action by the Board

1. Remarks by President Faltyn
2. Panhandle Magazine
3. Department of Justice Office of Violence Against Women A&M System Grant

B. Resolutions

*None*

C. Policy and Operational Procedures

*None*

D. Personnel Actions

RE: appointments, reappointments, changes in salary, change 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. (Items listed under D-1. and D-2. in the OPSU agenda.)

1. Personnel actions for approval
2. Personnel items for informational purposes only

E. Instructional Programs

*None*

F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)

1. Request to accept a grant from the United States Department of Commerce Economic Development Administration and to expend funds according to grant guidelines

G. Other Business and Financial Matters

1. Request to purchase property to construct an OPSU Technical Education Center
2. Request to name newly constructed drive at the OPSU Shooting Sports Facility

H. Contractual Agreements (other than construction and renovation)

1. Request to enter lease agreement with Promatic for the installation, maintenance, and replacement of equipment for the OPSU Shooting Sports Facility

I. New Construction or Renovation of Facilities

1. Request to begin the selection process for a construction manager at risk to provide general construction management oversight for the OPSU Technical Education Center

- J. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)

*None*

- K. Student Services/Activities

*None*

- L. New Business Unforeseen at Time Agenda was Posted

- M. Other Informational Matters Not Requiring Action of the Board

1. On-call architect GH2 has been selected to master plan and design the OPSU Technical Education Center
2. 1st Quarter FTE Report
3. September 2019 Travel
4. Institutional Academic Calendar for the 2020-2021 Academic Year

#### **IV. NORTHEASTERN OKLAHOMA A&M COLLEGE**

- A. General Information/Reports Requiring No Action by the Board

1. Remarks by Interim President Dr. Mark Rasor
  - a. Highlights of NEO Update newsletter
  - b. Ruffalo Noel Levitz Assessment
  - c. HLC Update
  - d. Social Media Report

- B. Resolutions

*None*

- C. Policy and Operational Procedures

*None*

- D. Personnel Actions

RE: appointments, reappointments, changes in salary, change 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.

*None*

- E. Instructional Programs

*None*

- F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)

*None*

G. Other Business and Financial Matters

*None*

H. Contractual Agreements (other than construction and renovation)

*None*

I. New Construction or Renovation of Facilities

*None*

J. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)

*None*

K. Student Services/Activities

*None*

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. Out-of-state travel summaries for the months of August and September 2019

**V. CONNORS STATE COLLEGE**

A. General Information/Reports Requiring No Action by the Board

1. Remarks by President Ramming
2. CSC Connection Publication
3. Presentation on retention initiatives by Dr. Janet Wansick

B. Resolutions

*None*

C. Policy and Operational Procedures

1. Request to bestow an honorary degree upon Steven J. Salmon, D.D.S.

D. Personnel Actions

RE: appointments, reappointments, changes in salary, change 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. (Reference Document D-1 in the CSC agenda.)

1. Personnel actions for approval

E. Instructional Programs

1. Request to add new courses to the Course Inventory

F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)

*None*



G. Other Business and Financial Matters

*None*

H. Contractual Agreements (other than construction and renovation)

*None*

I. New Construction or Renovation of Facilities

*None*

J. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)

*None*

K. Student Services/Activities

*None*

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. Out-of-state travel summaries for August and September 2019
2. Fiscal year 2020 First Quarter F.T.E. Report
3. 2020-21 Draft Academic Calendar

**VI. OKLAHOMA STATE UNIVERSITY**

A. General Information/Reports Requiring No Action by the Board

1. Remarks by President V. Burns Hargis

B. Resolutions

1. Memorial Resolutions for:
  - a. Noma J. Campbell
  - b. James M. Seals
  - c. John Shearer
  - d. John B. Solie

C. Policy and Operational Procedures

1. Request to award posthumous degree
2. Request to award honorary degrees

D. Personnel Actions

RE: appointments, reappointments, changes in salary, change 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. (Reference Document D-1 in the OSU agenda.)

1. Personnel actions and personnel items for informational purposes

E. Instructional Programs

1. Request for curricular changes including new degrees, program modifications, etc.

F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)

*None*

G. Other Business and Financial Matters

1. Actions required to finance potential capital projects
2. Request to enter into and execute a lease agreement between OSU-Center for Health Sciences and South Mingo Plaza, LLC, and approval for OSU-CHS President, or their designee, to execute the lease subject to Legal Counsel review.

H. Contractual Agreements (other than construction and renovation)

*None*

I. New Construction or Renovation of Facilities

1. Selection of a construction management firm to assist the University with the design and construction of a new research and teaching facility for the Division of Agricultural Sciences and Natural Resources
2. Request to continue with the architecture firm Dewberry to assist the University with the programming and design of academic facilities for OSU-CHS

J. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)

1. Revolving & appropriated funds
2. Auxiliary enterprises
3. Plant funds

K. Student Services/Activities

*None*

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. Naming agreements for interior spaces

**VII. PUBLIC COMMENTS**

In accordance with Board Policy 1.17, time will be provided for individuals to appear before the Board in order to provide comments on issues directly affecting institutions governed by the Board.

*None*

### **VIII. COMMITTEE REPORTS**

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

- A. Fiscal Affairs and Plant Facilities Committee  
*(All business discussed by this Committee was presented during the business of Oklahoma Panhandle State University and Oklahoma State University.)*
- B. Regents' Steering Committee re: NEO A&M College Presidential Selection Process
- C. Academic Affairs, Policy and Personnel Committee
- D. Audit, Risk Management and Compliance Review Committee
- E. Planning and Budgets Committee

### **IX. OTHER BOARD OF REGENTS' BUSINESS**

- A. General Information/Reports Requiring No Action by the Board  
*None*
- B. Resolutions  
*None*
- C. Policy and Operational Procedures  
*None*
- D. Personnel Actions  
RE: appointments, reappointments, changes in salary, change 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.
  - 1. Personnel action for approval and personnel item for informational purposes
- E. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)  
*None*
- F. Other Business Matters Requiring Action of the Board
  - 1. Request to establish a car allowance for OSU First Lady Ann Hargis
- G. Reports/Comments/Recommendations by Chief Executive Officer
- H. Reports/Comments/Recommendations by General Counsel
- I. Reports/Comments/Recommendations by Chief Audit Executive
- J. New Business Unforeseen at Time Agenda was Posted
- K. Other Informational Matters Not Requiring Action of the Board  
*None*
- L. Meeting adjournment

## **II. LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA**

President Kent Smith appeared before the Board of Regents to present the business of Langston University (LU) and review the Agenda for members of the Board. (The LU Agenda is attached to this portion of the minutes.)

### **B-1 Adoption of Memorial Resolutions**

Regent Davis moved and Regent Callahan seconded to approve Item B-1, as presented in the LU Agenda.

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

### **D-1 Personnel actions**

Regent Anthony moved and Regent Milner seconded to approve Item D-1, as presented in the LU Agenda.

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

### **F-1 Request to accept a grant from the USDA and to expend grant funds, including any payment of administrative allowances at year-end, according to grant guidelines**

Regent Burns moved and Regent Anthony seconded to approve Item F-1 as presented in the LU Agenda.

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

### **F-2 Request to increase the FY2020 Budget to facilitate grant refund to USDA**

### **F-3 Request to process USDA expenditure reclassifications and associated transfers from federal funds to state funds**

### **F-4 Request to process a refund of USDA NIFA grant funds**

President Smith noted that Items F-2 through F-4 are to take necessary actions related to the repayment to the United States Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA) grant in accordance with the final report issued by NIFA on September 16, 2019. The request includes an increase to LU's annual budget from drawdown funds, a

reclassification of the USDA expenditures and associated transfers from federal to state funds, and the processing of the refund to NIFA from legally available funds.

Regent Link asked if Items F-2 through F-4 will resolve LU's outstanding issue with grant funds from the USDA. President Smith said yes, in full. Regent Link asked the status of the reclassification under Item F-3; he said it is his understanding that if those reclassifications occur there will be no further requirement. President Smith said yes, and asked Ms. Michelle Finley, Chief Audit Executive for the Board of Regents, to provide further detail for Regent Link. Ms. Finley said in addition to the reclassifications, there will be some current year repayment to the program that is in flux until the grant is closed as of December 31, 2019. That could be as much as approximately \$1.8 million but will be dependent on the amount of federal funds spent on these awards.

Regent Link asked if that is in addition to the \$3.47 million. Ms. Finley said that is correct. Regent Link clarified that one action item is \$3.4 million, and another is based on the reclassification of expenses of approximately \$3.2 million. Regent Link asked if there are offsets for that amount to reduce it. Ms. Finley said the offset was to reduce the original amount down to \$3.47 million.

Regent Anthony moved and Regent Callahan seconded to approve Section F, Items 2-4 as presented in the LU Agenda.

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

Regent Burns asked President Smith if he is pleased with this resolution. President Smith said repayment of this amount has never felt so good, because the situation could have been much worse. The plan is to pay this in full within the next 30 days. Regent Link asked if the account can be settled after the final payment so LU can be in good standing with the USDA. President Smith affirmed this. Regent Burns asked President Smith if it is his belief that LU is currently in excellent standing with the USDA. President Smith said there is no reason to believe LU will be looked upon negatively by the USDA going forward. This resulted from an audit of all 1890 grants, and LU is not the only institution that had repayments. Regent Link said he would like to thank President Smith and his staff, Ms. Finley and her staff, and anybody else who helped solve this problem. President Smith said Ms. Finley and Mr. Brewster with Internal Audit deserve all the credit. They did all of the behind the scenes work as well as attended meetings with him at the USDA. He thanked Ms. Finley and Mr. Brewster for all of their hard work. Regent Link said he knows this is a historic issue that has been a problem for some time, and integrated services are being worked on with regard to grant activities and he asked the status of that change in process moving forward to avoid anything like this happening again. President Smith said LU began integrated services on grants in January 2019, so they have almost met the year mark. He said he recently spoke with Bob Dixon, Director of Grants & Contracts Financial Administration at OSU, and Mr. Dixon believes for the current year (FY 2020) LU is on the right track and is moving forward in a positive way. There are some additional policy pieces that will be put in place, but out of all of the integrated services offered, it is his belief the grants piece is the furthest along in

implementation because it was the first one to begin for LU. Regent Link said he appreciates the efforts of President Smith and Joe Weaver, but he wants to see the integrated services implemented properly. President Smith assured Regent Link that this is getting his full attention.

G-1 Peace Officer Actions

Commission:

<u>Langston University Campus</u>	<u>Commission No.</u>
Henry Solomon	784

Deommission:

<u>Langston University Campus</u>	<u>Commission No.</u>
Joshua Rafferty	771
Allissa Kimmel	773

Regent Davis moved and Regent Watkins seconded to approve Item G-1 of the LU Agenda.

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

H-1 Ratification of interim approval for the original Statement of Work provided by Deloitte & Touche in preparation for the FY 2019 external audit

H-2 Ratification of interim approval to extend consulting engagement with Mr. Bob Lovitt to serve as Interim Vice President for Fiscal and Administrative Affairs

Regent Anthony moved and Regent Callahan seconded to approve Section H, Items 1 and 2 of the LU Agenda.

Regent Anthony said he recognizes that these actions are part of a continuing effort to shore up and finish the audit challenges faced by LU.

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

J-1 Sole source & special request

J-2 Auxiliary enterprise funds

Regent Milner moved and Regent Anthony seconded to approve the purchase requests listed in Section J, Items 1 and 2 of the LU Agenda.

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

President Smith said he is excited to introduce Dr. Dytisha Davis as the new Executive Director overseeing the Langston University-Tulsa campus. Dr. Davis stood to be recognized. He said she has been a faculty member in rehabilitation counseling for seven years. A lot of energy and excitement has resulted from her leadership.

The business of Langston University being concluded, President Smith was excused from the meeting.



# LANGSTON UNIVERSITY

Langston, Oklahoma

Agenda for the Regular Meeting of the Board of Regents for the Oklahoma A&M Colleges

October 25, 2019

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 Chief Procurement 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. Remarks by President Smith
2. Highlights of Homecoming 2019

## **B - RESOLUTIONS**

*(Resolutions listed in this section are attached collectively as Reference Document B-1)*

1. Memorial Resolutions for:
  - a. Anthony Hill
  - b. Carolyn Bee

## **C - POLICY AND OPERATIONAL PROCEDURES**

*None*

## **D - PERSONNEL ACTIONS**

1. Board approval is requested for personnel actions including appointments, reappointments, changes in salary, changes in title or rate, personnel leaves, etc. Personnel items not requiring action by the Board including resignations, terminations, suspensions, retirements, etc. are provided for informational purposes only *(Reference Document D-1)*

## **E - INSTRUCTIONAL PROGRAMS**

*None*



**F - BUDGETARY ACTIONS**

1. *"Improving Economic Opportunities for Oklahoma's Small and Veteran Farmers and Ranchers through Outreach and Technical Assistance Programs"*, USDA (Office of Partnerships and Public Engagement)  
Approval is requested to accept a grant from USDA in the amount of \$547,446.00 for the period of 09/30/2019 through 09/29/2022. Board authorization is requested to expend grant funds, including any payment of administrative allowances at year-end, according to grant guidelines.
2. Approval is respectfully requested for Langston University to increase the FY 2020 Budget in the amount of \$3,185,050.43 to facilitate the refund identified in the USDA's final report from their site visit issued by the Office of Grants and Financial Management, National Institute of Food and Agriculture (NIFA) on September 16, 2019.
3. Approval is respectfully requested for Langston University to process USDA expenditure reclassifications and associated transfers from federal funds to state funds. (*Reference Document F-3*)
4. Approval is respectfully requested for Langston University to process a refund of USDA NIFA grant funds in the amount of \$3,471,497.74 according to the terms of the September 16, 2019 final report. Funding will come from legally available funds.

**G - OTHER BUSINESS AND FINANCIAL MATTERS**

1. Peace officer actions (*Reference Document G-1*)
  - a. Commission Henry Solomon
  - b. Decommission Joshua Rafferty and Alissa Kimmel

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

1. Ratification of interim approval received from the Board CEO, September 27, 2019.  
Approval is respectfully requested for the original Statement of Work (SOW) provided by Deloitte & Touche to conduct a risk assessment/analysis in preparation for the Fiscal Year 2019 external audit. Funding for this expenditure is available in account 1-16011. (*Reference Document H-1*)
2. Ratification of interim approval received from the Board CEO, September 27, 2019.  
Approval is respectfully requested to extend consulting engagement with Mr. Bob Lovitt to serve as Interim Vice President for Fiscal and Administrative Affairs at Langston University, effective September 1, 2019 through December 31, 2019, at an additional cost of \$40,000.00 total (\$10,000.00 per month). This extension will provide continuity for the University through the duration of our annual audit. Funding for this expenditure is available through account 1-16003.

**I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES**

None

**J - PURCHASE REQUESTS**

Board approval is requested for the following purchasing items. All purchases will comply with Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policies and Procedures, as well as applicable state statutes. Detail for all purchase requests are attached and collectively identified as Reference Document J-1.

1. Sole source & special request
2. Auxiliary enterprises funds

**K - STUDENT SERVICES/ACTIVITIES**

*None*

**L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED**

*None*

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

1. OSRHE FTE Employee Report for fiscal quarter July 1, 2019 – September 30, 2019.  
(*Reference Document M-1*)

All items listed above are respectfully submitted for your approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Kent J. Smith, Jr.", with a stylized flourish at the end.

KENT J. SMITH, JR.  
PRESIDENT

BOARD OF REGENTS  
FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

RESOLUTION

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. Anthony Hill was claimed by death on Tuesday, September 17, 2019; and

WHEREAS, Mr. Hill, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Langston University for 18 years, serving as Instructor of Mathematics, School of Arts and Sciences; 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 18 years of exemplary service rendered by Mr. Anthony Hill 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. Anthony Hill.

Adopted by the Board the 25<sup>th</sup> day of October 2019.

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Regent Tucker Link, Chairman

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Jason Ramsey, Chief Executive Officer

BOARD OF REGENTS  
FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

RESOLUTION

WHEREAS, it has been called to the attention of Langston University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Ms. Carolyn Bee was claimed by death on Tuesday, September 3, 2019; and

WHEREAS, Ms. Bee, by her loyalty, attention to duty, and faithful performance rendered service as a faculty member of Langston University for 8 years, serving as Instructor, School of Nursing and Health Professions; and

WHEREAS, her friends and Langston University have suffered an irreparable loss in her 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 8 years of exemplary service rendered by Ms. Carolyn Bee to Langston University, the State of Oklahoma and its citizens, to express respect to her 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 retired faculty members.

BE IT FURTHER RESOLVED, that a copy of this resolution be reflected in the minutes of the Board and a copy sent to the family of Ms. Carolyn Bee.

Adopted by the Board the 25<sup>th</sup> day of October 2019.

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Regent Tucker Link, Chairman

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Jason Ramsey, Chief Executive Officer

### Personnel Actions

Personnel actions pertaining to appointments, reappointments, changes in salary, changes in title or rate, personnel leaves, etc.




Name	Action	Effective Date	Salary/Rate
Dantren Anderson	Change status <b>from</b> Acting Head Strength and Conditioning Coach <b>to</b> Head Strength and Conditioning Coach/Assistant Football Coach	08/01/2019	\$35,500.00 annually (12-month basis)
Dr. Emily Patterson Harris	Change status <b>from</b> Associate Professor/Director of Education, School of Education and Behavioral Sciences (tenured) <b>to</b> Acting Dean for the School of Education and Behavioral Sciences, Associate Professor/Director of Education (tenured)	08/05/2019	\$99,370.20 annually (12-month basis)
Lewis Robinson	Employ as Instructor, School of Nursing and Health Professions (non-tenure track)	08/12/2019	\$50,000.00 annually (9-month basis)
John Veal	Employ as Instructor/Practitioner-in-Residence	08/12/19	\$15,000 annually (9-month basis)
Anna Holloway	Employ as Visiting Assistant Professor of English (non-tenure	08/19/2019	\$20,000.00 annually (4-month basis)

	track), School of Arts and Sciences		
Brandon Brooks	Employ as Assistant Vice President, Institutional Advancement and External Affairs	09/16/2019	\$90,000.00 annually (12-month basis)

Personnel actions not requiring action by the Board including resignations, terminations, suspensions, retirements, etc.

<b>Name</b>	<b>Title</b>	<b>Type</b>	<b>Effective Date</b>	<b>Service Time</b>
Ricky Jenkins	Acting Director of Housing Facilities, Residential Life and Housing Services	Resignation	08/31/2019	2 years
Marla Mayberry	Assistant Vice President for Institutional Advancement and External Affairs	Resignation	09/30/2019	1 year

Combined Evans Allen and Extension Awards  
 For the Federal Fiscal Years 2015, 2016, 2017, and 2018  
 Summary Calculation of Amounts to Repay (after Reclassified Expenditures)

	2015	2016	2017	2018	Total	Reclass/ transfer
Adjusted Federal Expenditures after Subtracting Questioned Costs	\$ 3,947,310.16	\$ 4,328,185.72	\$ 3,899,340.98	\$ 3,634,689.39	\$ 15,809,526.24	
<b>Reclass Selected Federal Expenditures to State Match</b>	<b>\$ (1,053,212.13)</b>	<b>\$ (1,163,211.96)</b>	<b>\$ (268,422.01)</b>	<b>\$ (700,204.33)</b>	<b>\$ (3,185,050.43)</b>	
Net Allowable Federal Expenditures	\$ 2,894,098.03	\$ 3,164,973.76	\$ 3,630,918.97	\$ 2,934,485.06	\$ 12,624,475.82	
Adjusted State Match Expenditures after Subtracting Questioned Costs	\$ 562,765.34	\$ 628,182.43	\$ 1,376,836.47	\$ 926,711.36	\$ 3,494,495.60	
<b>Reclass Selected Federal Expenditures to State Match</b>	<b>\$ 1,053,212.13</b>	<b>\$ 1,163,211.96</b>	<b>\$ 268,422.01</b>	<b>\$ 700,204.33</b>	<b>\$ 3,185,050.43</b>	
New State Match after Reclassified Expenditures are Transferred	\$ 1,615,977.47	\$ 1,791,394.39	\$ 1,645,258.48	\$ 1,626,915.69	\$ 6,679,546.03	
Total Allowable Program Expenditures	\$ 4,510,075.50	\$ 4,956,368.15	\$ 5,276,177.45	\$ 4,561,400.75	\$ 19,304,021.84	
State Match Commitment Required	\$ 1,615,977.47	\$ 1,791,394.39	\$ 1,645,258.48	\$ 1,467,242.54	\$ 6,519,872.87	
Federal Funds Drawn	\$ 4,176,319.15	\$ 4,495,297.01	\$ 4,489,285.00	\$ 2,131,488.12	\$ 15,292,389.28	
Allowable Federal Expenditures	\$ 2,894,098.03	\$ 3,164,973.75	\$ 3,630,918.97	\$ 2,934,485.06	\$ 12,624,475.81	
Funds Drawn in Excess of Allowable Expenditures	\$ 1,282,221.12	\$ 1,330,323.26	\$ 858,366.03	\$ *	\$ *	
<b>Total Due to NIFA for Years 2015-2018</b>	<b>\$ 1,282,221.12</b>	<b>\$ 1,330,323.26</b>	<b>\$ 858,366.03</b>	<b>\$ *</b>	<b>\$ 3,470,910.41</b>	
					\$ 587.32	RREA Grant
					\$ 3,471,497.73	

\* This amount could fluctuate prior to grant close-out and final accounting

**Langston University Peace Officer Actions**

## 1. Peace officer commissions:

<b>NAME</b>	<b>CAMPUS</b>
Henry Solomon	LU

## 2. Revocation of peace officer commissions:

<b>NAME</b>	<b>CAMPUS</b>	<b>COMM. NO.</b>
Joshua Rafferty	LU	N/A
Alissa Kimmel	LU	N/A



**STATEMENT OF WORK**

<b>Project Name:</b>	Langston University risk assessment/analysis in preparation for Fiscal Year 2019 external audit
<b>SOW Number:</b>	SOW # 4
<b>Estimated Project Start Date:</b>	May 15, 2019

This statement of work (SOW) incorporates the terms and conditions of the engagement letter (including the General Business Terms attached thereto) between Deloitte Risk and Financial Advisory<sup>1</sup> ("Advisor" or "Deloitte & Touche "we" or "our") and Oklahoma Agriculture and Mechanical Colleges System ("OSU/A&M", or "Client" or "you"), dated July 12, 2018 (the "Agreement"), and applies to the performance of cosourced consulting Services for OSU/A&M's Langston University (LU) component as described below (the "Services"). Capitalized terms used but not defined herein shall have the meanings ascribed to such terms in the Agreement.

**SERVICES**

The engagement includes the following prioritized activities:

- Analyze, monitor and provide suggested corrective Banner detail codes and general ledger correcting entries for LU's Accounts Receivable mapping in Banner Accounts Receivable and Student Financial Aid for Fiscal Year 2019.
- Analyze and determine the adequacy of the Grants and Contracts General Ledger Revenue and Accounts Receivable postings for Fiscal Year 2019.
- Perform Accounts Receivable reconciliations from LU's Accounts Receivable Subledger compared to the LU's General Ledger for Fiscal Year 2019.
- Analyze and recommend the assignment of Program Activity Codes to assign default functional expenses in the Banner Finance Module.
- Conduct additional mock audit procedures, as may be needed, for riskier accounts (as determined by LU across the institution to simulate testing that could potentially be performed by an external auditor).
- Analyze LU's Fiscal Operations structure and staff and perform a high-level needs/skills assessment, propose an organizational structure and draft respective proposed job descriptions.
- Develop and document draft accounting procedures for general ledger activities, accounts payable, purchasing, payroll, human resources, bursar, accounts receivable and grants and contracts based on the OSU/A&M Office of Internal Audit Report recommendations and/or leading practices.
- Provide other consulting services as requested by the LU President or designee.

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<sup>1</sup> As used in this Statement of Work, "Deloitte Risk and Financial Advisory" means Deloitte & Touche LLP.

## **APPROACH AND ACTIVITIES**

### **Phase 1: Project Planning and Data Collection**

The purpose of this phase is to establish an engagement plan and collect information related to LU's accounting environment. Activities during this phase will include:

- Understand the LU accounting organizational structure and relevant roles and responsibilities.
- Conduct a kickoff meeting with the identified stakeholders and project sponsors to explain the purpose and outcome of the project.
- Working with OSU/A&M and LU, provide a draft project plan for the LU President and the Project Steering Committee with a timeline for review and approval prior to beginning the project.
- Schedule onsite visit to LU campus.
- Create and distribute document request list to stakeholders including policies, standards, procedures, and other relevant documents.
- Draft the deliverable templates and format that will be utilized to capture the results of mock audit procedures, reconciliations and recommended correcting entries, skills/needs assessment, proposed organizational structure, and formalization of accounting procedures (i.e., the deliverables).

### **Phase 2: Performing Outlined Activities in the Scope of Services**

The purpose of this phase is to identify the risks to LU as it relates to their accounting processes. Activities will include:

- Analyze, monitor and provide suggested corrective Banner detail codes and general ledger correcting entries for Langston University (LU) Accounts Receivable mapping in the Banner Accounts Receivable and Student Financial Aid for Fiscal Year 2019.
- Analyze and determine the adequacy of the Grants and Contracts General Ledger Revenue and Accounts Receivable postings for Fiscal Year 2019.
- Perform Accounts Receivable reconciliations from LU's Accounts Receivable Subledger compared to the LU's General Ledger for Fiscal Year 2019.
- Analyze and recommend the assignment of Program Activity Codes to assign default functional expenses in the Banner Finance Module.
- Conduct additional mock audit procedures, as may be needed, for any riskier accounts (as determined by LU across the institution to simulate testing that could potentially to be performed by an external auditor).
- Analyze LU's Fiscal Operations Structure and Staff and perform a needs/skills assessment, propose an organizational structure and draft respective proposed job descriptions.
- Develop and document draft accounting procedures for general ledger activities, accounts payable, purchasing, payroll, human resources, bursar, accounts receivable and grants and contracts based on the OSU/A&M Office of Internal Audit Report recommendations and/or leading practices.

- Provide other consulting services as requested by the LU President or designee.

### Phase 3: Reporting and Deliverables

The purpose of this phase is to develop a detailed report and an executive summary report to detail the findings from the assessment. Activities include:

- Provide documented observations of student and grants and contracts accounts receivable
- Provide Banner mapping corrections and suggested correcting journal entries.
- Provide documentation of accounts receivable and general ledger reconciliation results
- Provide recommended entries for the assignment of Program Activity Codes to assign default functional expenses in the Banner Finance Module
- Provide written results of additional mock audit procedures, as may be needed, for any riskier accounts (as determined by LU across the institution to simulate testing that could potentially to be performed by an external auditor)
- Provide verbal observations of LU's Fiscal Operations Structure and Staff and perform a needs/skills assessment, written proposal of an organizational structure and written respective proposed job descriptions
- Provide written draft accounting procedures for general ledger activities, accounts payable, purchasing, payroll, bursar, human resources, accounts receivable and grants and contracts based on the OSU/A&M Office of Internal Audit Report recommendations and/or leading practices
- Assist in remediating observations at the request of LU's management.

The anticipated duration for this engagement is estimated to be from May 17, 2019 through October 31, 2019.

### ENGAGEMENT STAFFING

Shawn Kilchrist, Managing Director, Deloitte & Touche LLP, will act as the overall engagement leader and Blake Rogers, Partner, Deloitte & Touche LLP, will be the Day to Day Engagement Leader on this project with overall responsibility for the quality of services provided.

### FEES AND TIMING

Our professional services will be invoiced on an hourly basis in accordance with the rate schedule below:

<b>IA Resource Rates</b>	Hourly Rates	Hourly Rates
<b>Level (Approximate Years of Experience)</b>	<b>Through - 5/31/2019</b>	<b>6/1/2019 - 5/31/2020</b>
Principal, Partner, Managing Director (12+)	\$273	\$281
Senior Manager (7+)	\$244	\$251
Manager (5+)	\$224	\$231

Senior Consultant (2+)	\$185	\$191
Consultant	\$152	\$157
Senior Associate	\$110	\$113
Associate	\$90	\$93

<b>Subject Matter Advisor Rates</b>		
<b>Level (Approximate Years of Experience)</b>	<b>Through - 5/31/2019</b>	<b>6/1/2019 - 5/31/2020</b>
Principal, Partner, Managing Director (12+)	\$300	\$309
Senior Manager (7+)	\$268	\$276
Manager (5+)	\$246	\$253
Senior Consultant (2+)	\$209	\$215

The number of hours for the project are estimated not to exceed 1,500 hours at a blended rate not to exceed \$165 per hour based on the rate schedule above. The total professional fee cost (excluding reasonable travel) is estimated to not exceed \$247,500. The blended rate or total project cost will not fluctuate unless approved in advance and with prior written consent by the LU President or his designee. Any additional hours are to be approved in advance and with prior written consent by the President of LU. Reasonable travel and other expenses will be billed at actual cost, are not expected to exceed 12% of total professional fees for this engagement. Each invoice will be accompanied with copies of itemized receipts for all actual expenses incurred unless Federal US per diems are used. Alcohol will not be reimbursed. All invoices will be due and payable pursuant to this SOW.

The proposed hourly rates are based upon our current understanding of the requirements, our roles and responsibilities, any assumptions set forth in the Agreement, and active participation of LU's management and other personnel, as described in this SOW. Based on our experience, issues sometimes arise that require procedures beyond what was initially anticipated. If this should occur, we will discuss it with you prior to performing any additional work.

## **ACKNOWLEDGMENTS AND AGREEMENTS**

In addition to those acknowledgments and agreements in the Agreement, LU acknowledges and agrees to the following:

- Deloitte & Touche will analyze documents including policies, procedures, and guidelines throughout the course of the engagement.
- LU will accept or provide final feedback and comments to formal deliverables submitted for approval within ten (10) business days after the receipt of the report.
- LU will provide a work area (e.g., desks, chairs, meeting rooms), office supplies (e.g., pens, paper, and writing tablets), normal office equipment (e.g., phone, fax, and photocopiers) and connectivity to computing resources.
- LU will provide timely resolution of project issues that affect the project plan and schedule once raised to the management team. If a timely resolution cannot be reached or an issue not resolved, it will be documented on an issues log and be reported in the status reports. Unresolved issues could result in the project team's inability to meet the proposed schedule and result in increased costs and missed deadlines.
- LU will make technical and business area subject matter resources (SMRs) readily available throughout the engagement.

- LU will be responsive and reasonable in supporting the readiness assessment process (e.g., providing documentation on a timely basis, providing feedback on work products etc.).
- LU will make available relevant assessment reports and other documentation relevant to the assessment being performed.
- In connection with performing the services described in this SOW, Deloitte & Touche shall be entitled to rely on decisions and approvals of LU. LU shall be solely responsible for, among other things: (i) making management decisions and performing management functions; (ii) designating a competent management member to oversee Deloitte & Touche's services hereunder; (iii) evaluating the adequacy and results of such services; (iv) accepting responsibility for the results of such services; and (v) establishing and maintaining internal controls, including, without limitation, monitoring ongoing activities.
- The services will be performed in accordance with the *Statement on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants ("AICPA"). Deloitte & Touche provide its observations, advice, and recommendations. However, Deloitte & Touche's services will not constitute an engagement to provide audit, compilation, review, or attestation services as described in the pronouncements on professional standards issued by the AICPA, and, therefore, Deloitte & Touche will not express an opinion or other form of assurance with respect to LU's system of internal control over financial reporting or its compliance with laws, regulations, or other matters.
- The assignment of a ranking and resultant prioritization of recommendations is subjective; others, utilizing the same information, may arrive at different results. LU management is responsible for the final determination of the appropriate scale to be utilized, the definitions for each risk ranking on the scale, and the assignment of prioritization. LU agrees to adopt prioritization, categorization or risk rating results included in any deliverable as its own. Deliverables that include prioritization, categorization or risk rating will not be considered an opinion expressed by Deloitte & Touche.
- We will not provide any legal advice regarding our Services nor will we provide any assurance regarding the outcome of any future audit or regulatory examination or other regulatory action; the responsibility for all legal issues with respect to these matters, such as reviewing all deliverables and work product for any legal implications to LU, will be LU's.
- Deliverables provided to LU under this SOW by Advisor may be disclosed by LU to the Board only for their informational purposes and solely in their capacity as a member of such Board.
- Deliverables provided to LU under this SOW by Advisor may be disclosed by the LU to the LU's independent accountants to the extent required solely in connection with their audit of the OSU's financial statements.
- Deliverables provided to LU under this SOW by Advisor may be disclosed by LU to regulators in the exercise of their statutory authority over the business or financial affairs of LU.
- Advisor will not provide any legal advice regarding our Services nor will Advisor provide any assurance regarding the outcome of any future audit or regulatory examination or other regulatory action; the responsibility for all legal issues with respect to these matters, such as reviewing all deliverables and work product for any legal implications to LU, will be LU's.
- Although Advisor may provide advice and recommendations concerning the specific procedures we might perform, Advisor is not responsible for the sufficiency of the procedures or for responding to LU's obligations to shareholders, lenders, regulators, and other stakeholders. In addition, LU remains responsible for its reporting and similar obligations.

- We call your attention to the possibility that other professionals may perform procedures concerning the same information or data, and perhaps the same accounts and records, and reach different findings than Advisor for a variety of reasons, including the possibilities that additional or different information or data might be provided to them that was not provided to Advisor, that they might perform different procedures than did Advisor, or that professional judgments concerning complex, unusual, or poorly documented transactions may differ.
- If, as part of the services to be provided by Advisor hereunder, LU should request Advisor to assist them in their evaluation of the appropriate application of accounting principles generally accepted in the United States of America ("generally accepted accounting principles") to certain of LU's transactions, Counsel and LU each understands and agrees that (1) the ultimate responsibility for the decision on the appropriate application of generally accepted accounting principles for an actual transaction rests with the preparers of financial statements, who should consult with their continuing accountants, and (2) any judgment by Advisor on the appropriate application of generally accepted accounting principles to certain of the LU's transactions will be based solely on the facts, circumstances, and assumptions provided to us, and our conclusions might change if different facts, circumstances, or assumptions were provided to us.
- In connection with Services related to this SOW, if it is reasonably believed by either Advisor or the Client that litigation may occur regarding the subject matter of this engagement, the parties agree that Advisor or the Client may terminate such Services and, upon mutual agreement of Advisor and the Client, Advisor may be separately engaged by the Client to perform litigation support services for the Client.

**Deloitte & Touche LLP**

**Langston University (component institution of Oklahoma State University and Agriculture and Mechanical Colleges System)**

By: Shawn Kilchrist

By: Kent Smith

Printed Name:

Printed Name:

Shawn Kilchrist

Kent Smith

Title:

Title:

Managing Director

President

Date:

Date:

May 17, 2019

May 17, 2019

### Langston University Purchase Requests

1. Sole source & special request
  - a. Approval is respectfully requested for the Langston University School of Physical Therapy to purchase one (1) Anatomage Digital Anatomy Table Convertible x1 with a two-year warranty, software upgrade, and technical support at a total cost of \$90,610.00 through legally available funds. The School of Physical Therapy was granted approval to purchase two of the same tables in December 2018. The Anatomage Table is unique in that it is the only fully segmented, human 3D anatomy system. Students using the table are able to visualize and interact with human anatomy exactly as they would on a fresh cadaver through a life-sized, touchscreen experience. (sole source)
  
2. Auxiliary enterprises funds
  - a. Approval is respectfully requested for Langston University Residential Life and Housing Services (RLHS) to utilize a state contract and process a purchase order in the amount of \$229,743.00 to procure additional furniture for installation in on-campus housing. The original purchase order allowed for procurement of furniture to prepare freshmen housing units, and the additional costs will allow the institution to outfit the remaining upperclassmen rooms with new and uniform bedroom furniture. The total cost of this expenditure includes freight and installation and is available through legally available funds in account 3-26100. (state contract)

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: Langston University Institution Dr. Kent Smith Jr. President

Subject: FTE Employee Report for Fiscal Quarter Ending 9 / 30 / 2019  
Mo. Day Yr.

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

Educational & General Budget Part I			Educational & General Budget Part II			Agency Accounts: Other			Sub-Total			Total FTE
Faculty	Other		Faculty	Other		Faculty	Other		Faculty	Other		Total FTE
	Regular	Student		Regular	Student		Regular	Student		Regular	Student	
83.18	155.94	9.25	23.66	31.95	1.98	0	16.96	9.29	106.84	204.85	20.52	332.21
88.58	176.79	10.06	23.29	26.79	3.31	0	19.49	35.08	111.87	223.07	48.45	383.39
-5.40	-20.85	-.81	.37	5.16	-1.33	0	-2.53	-25.79	-5.03	-18.22	-27.93	-51.18
84.69	173.82	17.14	19.23	26.51	.84	0	18.54	5.39	103.92	218.87	23.37	346.16

A. FTE Employees for Reported Fiscal Quarter

B. FTE Employees for Fiscal Quarter Immediately Preceding Reported Quarter<sup>3</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 519 hours (173 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.



### **III. OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA**

President Faltyn and members of the Oklahoma Panhandle State University (OPSU) administration appeared before the Board of Regents to present the business of OPSU and review the Agenda for members of the Board. (The OPSU Agenda is attached to this portion of the minutes).

President Faltyn said he is proud of Dr. Kayse Shrum and all the many great things she has done.

President Faltyn highlighted various information contained in the *Panhandle Magazine*.

#### **A-3 Department of Justice Office of Violence Against Women A&M System Grant**

He referenced Item A-3, noting that this is an example of how OSU, OSUIT, LU, and OPSU all worked together to gain a Domestic Violence Grant. The award was \$550,000, of which approximately one-third was allocated to OPSU. He complimented Brandee Hancock in the Board's Office of Legal Counsel, noting that she brought everyone together to make this happen. President Faltyn said Devon Hill is the Grant Writer for the A&M System, and Ms. Hill is who put this grant application together working with the institutions. He was told it is one of the largest grants the Department of Justice has ever given because they appreciated how the A&M institutions were working together. He asked Dr. Julie Dinger, Vice President of Academic and Student Affairs, to come before the Board and present more information on how this grant came about.

Dr. Dinger said this grant is a big opportunity for OPSU to improve its security infrastructure. The funds will allow for the purchase of security cameras on campus, which is critical for the administration in scaling up the ability to support all students. To better serve their Hispanic students, this grant will allow for the implementation of special Spanish-speaking resources. It also allows for more prevention activities, and training for not just the coordinator on campus but to provide training for all faculty and staff at OPSU. She expressed gratitude for this opportunity on behalf of the administration.

#### **D-1 Approval of personnel actions**

Regent Anthony moved and Regent Milner seconded to approve Item D-1 as presented in the OPSU Agenda.

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

#### **F-1 Request to accept a grant from the United States Department of Commerce Economic Development Administration and to expend funds according to grant guidelines**

President Faltyn said this is something that began two years ago in partnership with High Plains Technology Center (HPTC) with a wind technology program. He highlighted OPSU Reference Document F-1 of the Agenda, noting that the partnership with HPTC will allow students to gain

college credit toward their degree at OPSU. He said the University is the only university that is chartered to do two-year degrees as well as technical education because there is no CareerTech facility in the three Oklahoma panhandle counties. He said the challenge for the administration was getting the expertise and putting all of that together. President Faltyn said Mr. Dwight Hughes, Superintendent/CEO of HPTC, helped him with this partnership. The way this will work is the Federal Government will build a building that will be managed by OPSU, all of the programs will be accredited and supervised by OPSU, and HPTC will find faculty and pay for the faculty as well as half of the operating costs. Guymon Public Schools has agreed to use their busses to bus students in from 16 different school districts in the Oklahoma panhandle to participate in the high school portion of this program. President Faltyn expressed appreciation to Cornell Wesley, the Economic Development Representative for Oklahoma with the U.S. Department of Commerce, for his help in making this partnership happen. President Faltyn asked Dr. Ryan Blanton, Vice President of Outreach, to come before the Board and offer further details on this project and the related Items F-1 and G-1 of the Agenda.

Dr. Blanton drew attention to pages 2-3 of Reference Document F-1. He noted that page two is a copy of the grant award letter from the U.S. Department of Commerce's Economic Development Administration (EDA). Page three is a copy of the Financial Assistance Award, which outlines the cost share for OPSU of \$389,504. He said he is excited that there are already private businesses who are interested in helping with these costs. He also believes industry partners will be interested in supporting this effort as well. He said this grant would not have been possible without Mr. Wesley, who has been a great advocate on behalf of OPSU and is very excited to have this project in the Oklahoma panhandle. A lot of people, particularly local industry partners, have been very supportive of this grant, some by writing letters of recommendation with documentation of how many jobs can be created with trained and certified welders in the community. The biggest obstacle for economic growth in the panhandle region is lack of skilled workers. It is hoped that this program will not only help OPSU, but its industry partners as well. The facility will be located in the Guymon Industrial Park. This is a great area to locate the facility, because all of the local industry is right there. He thanked Ms. Brandee Hancock for her assistance; there was a long due diligence process and she had to engage with EDA lawyers on numerous items.

Regent Link asked if the grant being received is indeed \$1.56 million, and whether OPSU's match is in addition to that or whether the match is included in that figure. Dr. Blanton said OPSU's match is in addition to that number, so the total grant is \$1.95 million. He said OPSU is very fortunate because the winter storms that came through the panhandle several years ago caused the declaration of a Federal Disaster Area, and Mr. Wesley was able to take some of that federal disaster money and increase OPSU's match beyond what the University would normally be eligible for, resulting in an addition of approximately 10 percent.

Regent Hall said he would like to compliment President Faltyn and all who were involved in this process. It takes real leadership and conversation initiations that build a harmony around a project like this. The City of Guymon Industrial Park, Guymon Public Schools, Guymon Leadership, the entire panhandle, and Mr. Hughes in Woodward, Oklahoma, are all engaged in this effort. It is his opinion that if Oklahoma is going to enhance all of its education and qualities of life, these are the kinds of partnerships and cooperatives that have to come about to truly make a difference. There

could not be a better example of great leadership, communication, and cooperation than this opportunity.

Regent Hall moved and Regent Anthony seconded to approve Item F-1 as presented in the OPSU Agenda.

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

#### G-1 Request to purchase property to construct an OPSU Technical Education Center

Dr. Blanton said the property is located at the southwest intersection of Road T and Tumbleweed Drive in Guymon, Oklahoma. This is about 13 acres of property located in the Guymon Industrial Park. The property originally appraised for \$71,300, and he was able to negotiate that down to a purchase price of \$29,236; however, when he announced to the Guymon Industrial Foundation that OPSU received the aforementioned grant, it was communicated that there is further room for negotiation on price. He intends to request a further reduction in price and believes that effort will be successful. This land has been through a very extensive environmental and historic review as a part of the EDA grant process. He complimented Ms. Hancock again as well as Mr. Jason Ramsey for their work with the EDA to assist OPSU in gaining ownership of this property.

Regent Davis moved and Regent Milner seconded to approve Item G-1 as presented in the OPSU Agenda.

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

#### G-2 Request to name newly constructed drive at the OPSU Shooting Sports Facility

President Faltyn said approval is requested to name the newly constructed drive after Texas County Commissioner Jack Strain. President Faltyn said Mr. Strain has done so much for the OPSU campus and he has been such a great advocate for the University.

Regent Hall moved and Regent Anthony seconded to approve Item G-2 as presented in the OPSU Agenda.

Regent Burns commented that it is his belief Mr. Strain is the best friend OPSU has ever had. It is difficult to state the amount of impact he has had on the University. He has no doubt Mr. Strain has raised in excess of \$1 million to help OPSU. He is proud to name this drive after such a great partner.

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

H-1 Request to enter lease agreement with Promatic for the installation, maintenance, and replacement of equipment for the OPSU Shooting Sports Facility

President Faltyn said it is anticipated if this agreement is entered, everything will be installed by November 15, 2019, which is the final step before a grand opening of the ranges. The lease agreement is Reference Document H-1 of the Agenda.

Regent Burns moved and Regent Milner seconded to approve Item H-1 as presented in the OPSU Agenda.

Regent Anthony said he reviewed the equipment list and asked whether this lease agreement is a payout over a period time for OPSU to then own the equipment, or whether Promatic would still own the equipment. President Faltyn said Promatic will come in and replace the equipment every three years, and replacements would occur sooner if an issue arose to warrant an early replacement. This is a continuing agreement. Regent Anthony asked whether OPSU would ever acquire the equipment. President Faltyn said they will not.

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

I-1 Request to begin the selection process for a construction manager at risk to provide general construction management oversight for the OPSU Technical Education Center

President Faltyn said this item was heard by members of the Fiscal Affairs and Plant Facilities Committee during its meeting earlier today.

Regent Milner said the Committee met with the OPSU administration regarding this item and acted to recommend Board approval of the administration's request.

Regent Milner moved and Regent Hall seconded to approve Item I-1 as presented in the OPSU Agenda.

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

Regent Link complimented President Faltyn and his team for their work on the EDA grant and said they did a good job. He knows it was not easy and was no short-term task; it took approximately 16-18 months, but it's been done and that's good. He also said the partnership with HPTC needs to be marketed in the media because that is exactly a topic of conversation the Regents have had with the Governor of Oklahoma regarding the expansion and delivery of good education. This is a significant step towards that goal. President Faltyn said he will get in touch with media relations consultant Brent Gooden and ensure that gets done.

Regent Burns asked if President Faltyn sees any opportunity for OPSU to do something similar again. President Faltyn said yes. Seaboard Foods is across from the location of the new building, and they have just completed a \$100 million expansion of their operation. Seaboard Foods has told the University that what they need more than anything is diesel mechanics. President Faltyn said it turns out that HPTC has the reputation of being the best diesel mechanic program in the Oklahoma CareerTech System. Grants to help accomplish that are going to be sought by the administration. Diesel mechanic programs are costly due to the trucks, tools, and equipment needed to support them. That is being explored as a next step once the new facility is under way.

The business of Oklahoma Panhandle State University being concluded, President Faltyn and members of the OPSU administration were excused from the meeting.



OKLAHOMA PANHANDLE STATE UNIVERSITY

Goodwell, Oklahoma

Agenda for the Regular Meeting of the Board of Regents for OSU and the A&M Colleges

October 25, 2019

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 Chief Procurement 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. Remarks by President Faltyn
2. Panhandle Magazine
3. Department of Justice Office of Violence Against Women A&M System Grant  
*(Reference Document A-1)*

**B – RESOLUTIONS**

None

**C - POLICY AND OPERATIONAL PROCEDURES**

None

**D - PERSONNEL ACTIONS**

1. Board approval is requested for the personnel actions in reference document D-1.  
*(Reference Document D-1)*
2. The personnel items in reference document D-2 are listed for informational purposes only.  
*(Reference Document D-2)*

**E - INSTRUCTIONAL PROGRAMS**

None

**F - BUDGETARY ACTIONS**

1. Board approval is requested for Oklahoma Panhandle State University to accept a grant from the United States Department of Commerce Economic Development Administration in the amount of \$1,558,000, and to expend the funds according to grant guidelines. *(Reference Document F-1)*

**G - OTHER BUSINESS AND FINANCIAL MATTERS**

1. Board approval is requested to purchase property at the southwest intersection of Road T and Tumbleweed Drive, Guymon, Oklahoma. The property is legally described as:

A tract of land located in the East Half (E/2) of the Northwest Quarter (NW/4) of the Northwest Quarter (NW/4) of Section 21, T3N, R15E, Texas County, State of Oklahoma.

The property appraised for \$71,305. An offer of \$29,236, was made by seller and accepted by OPSU, contingent upon awarding of U.S. Economic Development Administration Economic Adjustment Assistance Program Grant. Seller has agreed to further negotiate the final price. The property, located in the Guymon Industrial Foundation Park, is being purchased to construct a 10,700 sq. /ft. Oklahoma Panhandle State University Technical Education Center. Board Legal Counsel will prepare the real estate contract and deed documents.

The purchase will be made from legally available funds.

Dr. Ryan Blanton, Vice President of Outreach, is coordinating this item. (*Reference Document G-1*)

2. Board approval is requested to name the newly constructed drive at the OPSU Shooting Sports Facility after Texas County Commissioner Jack Strain. (*Reference Document G-2*)

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

1. Board approval is requested to enter a lease agreement with Promatic for the installation, maintenance, and replacement of trap, skeet, five-stand, and sporting clay target throwing equipment for the OPSU Shooting Sports Facility. This agreement has been reviewed by legal counsel. (*Reference Document H-1*)

**I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES**

1. Board approval is requested to begin the process of selecting a Construction Manager At Risk to provide general construction management oversight for the Oklahoma Panhandle State University Technical Education Center. Reference Document I-1 is the preliminary engineering report by GH2 Architects that was developed for the Economic Development Administration grant application. (*Reference Document I-1*)

**J - PURCHASE REQUESTS**

None

**K - STUDENT SERVICES/ACTIVITIES**

None

**L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED**

None

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

1. On-Call Architect GH2 has been selected to master plan and design the OPSU Technical Education Center.
2. 1<sup>st</sup> Quarter FTE Report (*Reference Document M-2*)
3. September 2019 Travel (*Reference Document M-3*)
4. Institutional Academic Calendar for the 2020-2021 Academic Year (*Reference Document M-4*)



## Internal Memoranda of Understanding

### **SUMMARY OF MEMORANDUM OF UNDERSTANDING BETWEEN INTERNAL DEPARTMENTS AT OKLAHOMA STATE UNIVERSITY, LANGSTON UNIVERSITY, AND OKLAHOMA PANHANDLE STATE UNIVERSITY**

#### ***The Problem***

Sexual assault and domestic violence continues to be an issue on college campuses especially among students from underrepresented backgrounds such as racial/ethnic minorities or those identifying as LGBTQ. Many institutions of higher education lack the programs and services to support these individuals who experience sexual assault or domestic violence. This results in low reporting rates among these populations.

#### ***The Solution***

Oklahoma State University, Langston University, and Oklahoma Panhandle State University desire to establish a consortium to address the above described issue on their campuses. The Universities and the following internal departments and offices will collaborate to implement the program.

- Oklahoma State University
  - Police Department
  - Office of the President
  - Division of Student Affairs, Student Conduct, and Title IX
  - Counseling and Health Services
  - Residential Life and Housing
  - Academic Affairs
- Oklahoma State University Branch Campus (OSU IT)
  - Police Department
  - Counseling Services
  - Office of Dean of Students
- Langston University
  - Division of Student Affairs and Title IX
  - Office of the President
  - Police Department
  - Counseling and Health Services
  - Academic Affairs
  - Fiscal and Administrative Affairs
  - Institutional Advancement and External Affairs
- Oklahoma Panhandle State University
  - Academic Resource Center
  - Office of Outreach
  - Office of the President
  - Student Disability Services
  - Counseling and Testing
  - Victim Advocate
  - Fiscal Affairs

<b>Name</b>	<b>Action</b>	<b>Effective Date</b>	<b>Salary/Rate</b>
Natasha Eidson	Director of Campus Communications	9-10-2019	\$47,000
Laura Franks	Instructor of Math	8-14-2019	\$40,000
Audrey D. Brooks	Head Cheer Coach	7-15-2019	\$36,000

<b>Name</b>	<b>Title</b>	<b>Type</b>	<b>Effective Date</b>	<b>Service Time</b>
Natasha Eidson	Director Alumni Relations	Resigned	9-10-2019	1 Year

# PATHWAY TO SUCCESS

**CERTIFIED WELDER,  
WIND ENERGY TECHNICIAN,  
CONSTRUCTION MANAGER**



Education and training at the *speed* of business.



OKLAHOMA  
PANHANDLE STATE  
UNIVERSITY

## HIGH SCHOOL DIPLOMA

Earn your High School Diploma or equivalent!

## CAREER TECH CERTIFICATE

Complete your one-year Plan of Study at HPTC!

**\*Estimated time  
to completion is  
one year!**

## ASSOCIATES DEGREE

Transfer up to 30 hours into Panhandle State's 60 hour AAS in Technology Program and earn your 2 year degree!

**\*Estimated time  
to completion  
is one year  
beyond your  
career tech.**

## BACHELORS DEGREE

Transition directly from your AAS degree into Panhandle State's 120 hour BTEC degree in Technology and earn your Bachelor's degree!

**\*Estimated time  
to completion is  
two years  
beyond your  
associates  
degree.**

**\*NATIONAL STATISTICS SHOW THAT A STUDENT WITH A BACHELOR DEGREE, ON AVERAGE, EARNS \$1 MILLION MORE OVER THE COURSE OF THEIR LIFETIME.**



**U.S. DEPARTMENT OF COMMERCE**  
**Economic Development Administration**  
**Austin Regional Office**  
**903 San Jacinto, Suite 206**  
**Austin, TX 78701**

In Reply to  
Investment No.: 08-01-05327

**Dr. Ryan Blanton**  
Vice President of Outreach  
Oklahoma Panhandle State University  
P.O. Box 430  
Goodwell, OK 73939-0430

Mr. Dwight Hughes  
Superintendent, CEO  
High Plains Technology Center  
3921 34<sup>th</sup> Street  
Woodward, OK 73801-7033

Dear Dr. Blanton & Mr. Hughes,

I am pleased to inform you that the Department of Commerce's Economic Development Administration (EDA) has approved your application for a \$1,558,000 Public Works grant award. This EDA investment will support the Workforce Building Construction and Equipment project to facilitate job creation based on industry demand for a skilled workforce in the region.

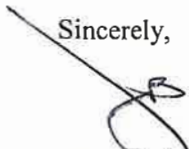
Enclosed are three signed copies of the Financial Assistance Award. Your agreement to the terms and conditions of the award should be indicated by the signature of your principal official on each of the signed copies of the Financial Assistance Award. Two of the executed copies should be returned to Jason Wilson, Economic Development Administration at 903 San Jacinto, Suite 206, Austin, TX 78701. If not signed and returned within 30 days from the date the Grants Officer signs the agreement, EDA may declare the Award null and void.

Please do not make any commitments in reliance on this award until you have carefully reviewed and accepted the terms and conditions. Any commitments entered into prior to obtaining the approval of EDA in accordance with its regulations and requirements will be at your own risk.

EDA's mission is to lead the Federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. EDA implements this mission by making strategic investments in the nation's most economically distressed regions that encourage private sector collaboration and the creation of jobs. EDA investments are results driven, embracing the principles of technological innovation, entrepreneurship and regional development.

I share your expectations regarding the impact of this investment and look forward to working with you to meet the economic development needs of your community.

Sincerely,



Jorge D. Ayala  
Regional Director

Enclosures Form CD-450 (three copies)  
Cc: Jonathan Cross, Cecil Michael, Lacey DeWindt, Vicki Eggers

FORM CD-450 (REV. 10/18)	U.S. DEPARTMENT OF COMMERCE
FINANCIAL ASSISTANCE AWARD	
RECIPIENT NAME <b>Oklahoma Panhandle State University</b>	<input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT  FEDERAL AWARD ID NUMBER <b>08-01-05327 - URI: 113342</b>
STREET ADDRESS <b>P.O. Box 430</b>	PERIOD OF PERFORMANCE <b>60 months from date of award</b>
CITY, STATE, ZIP CODE <b>Goodwell, OK 73939-0430</b>	FEDERAL SHARE OF COST \$ <span style="float: right;">1,558,000</span>
AUTHORITY <b>PWEDA of 1965, as amended (42 U.S.C. § 3121 et. seq.)</b>	RECIPIENT SHARE OF COST \$ <span style="float: right;">389,504</span>
CFDA NO. AND NAME <b>11.3 - Public Works</b>	TOTAL ESTIMATED COST \$ <span style="float: right;">1,947,504</span>
PROJECT TITLE <b>Workforce Building Construction and Equipment</b>	
<p><b>This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.</b></p> <p> <input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS  <input type="checkbox"/> R &amp; D AWARD  <input type="checkbox"/> FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE  <input checked="" type="checkbox"/> SPECIFIC AWARD CONDITIONS  <input checked="" type="checkbox"/> LINE ITEM BUDGET  <input checked="" type="checkbox"/> 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101  <input type="checkbox"/> 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES  <input type="checkbox"/> MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.  <input checked="" type="checkbox"/> OTHER(S): <u>Standard Terms and Conditions for Construction Projects</u> </p> <p><u>Line Item Budget included in Specific Award Conditions</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER  <b>Jorge D. Ayala, Regional Director</b>	DATE <b>9-30-19</b>
PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  <b>Dr. Ryan Blanton, Vice President of Outreach</b>	DATE <b>10-2-19</b>

**Option to buy Land Agreement Form**

THIS AGREEMENT IS MADE the 14th day of December year 2018.

BETWEEN:

- (1) Oklahoma Panhandle State University of Goodwell Oklahoma (OPSU); and
- (2) Guymon Industrial Foundation of Guymon Oklahoma.

WHEREAS:

The Seller now owns the following land and/or property consisting of tracks 41,42,43 & 44 with in the Industrial Park of Guymon Oklahoma with future opportunity of a possible partial of track 40:

[Enter Address of Property]

NOW IT IS HEREBY AGREED as follows:

1. In consideration of the sum of \$2742.62 per acre with estimated of 18% discount due to unusable land (\$493.67 possible deduction per acre upon engineering findings) , receipt of which is hereby acknowledged by the Seller, the Seller grants to the Buyer an exclusive option to buy the Property for the following price and on the following terms Pending Grant Approval.

OPSU is applying for an assistance grant for the purpose of building and operating of a technical training facility with emphasis on certification, associate degree and bachelor degree. The purchase of this property is directly dependent upon grant approval.

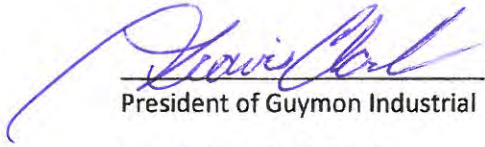
Prior to purchase, the terms of the sale must be approved by the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

2. The option period will be from the date of this Agreement until 12-31-2019 at which time the Option will expire unless exercised.


3. During this period, the Buyer has the option and exclusive right to buy the Property on the terms set out herein. The Buyer must notify the Seller in writing of the decision to exercise the Option.

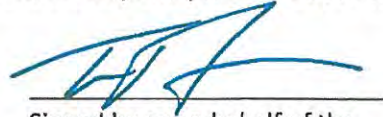
4. No modification of this agreement will be effective unless it is in writing and is signed by both the Buyer and Seller. This agreement binds and benefits both the Buyer and Seller and any successors. Time is of the essence of this agreement. This document, including any attachments, is the entire agreement between the Buyer and Seller.

IN WITNESS OF WHICH the parties have signed this agreement the day and year first above written


  
\_\_\_\_\_  
President of Guymon Industrial

Foundation Travis Clark

  
\_\_\_\_\_  
in the presence of (witness)

  
\_\_\_\_\_  
Signed by or on behalf of the

University -

  
\_\_\_\_\_  
in the presence of (witness)

Name Travis Clark

Address PO Box 795

Guymon, OK

73942

Occupation Plant Manager

Name PTCI

Name Tim Faltyn

Address 70 Box 430

Goodwell, OK

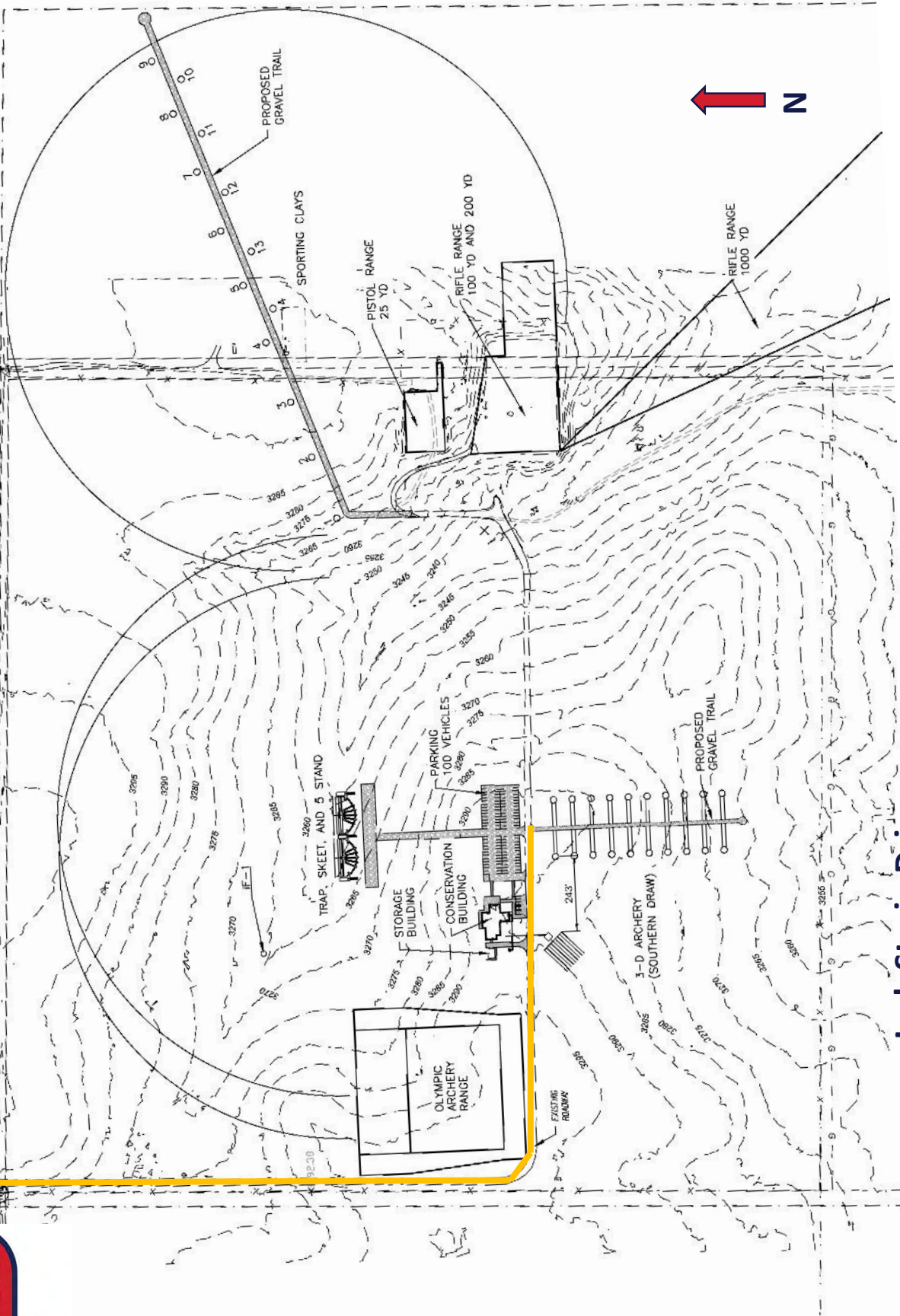
73939

Occupation President

Name OPSV



# SHOOTING SPORTS FACILITY



Jack Strain Drive



## EQUIPMENT LEASE # 19009

This Equipment Lease # 19009 (this "Lease") is made effective as of October 20, 2019 between Promatic Inc. (the "Lessor"), with a location at 801 Mid America Dr. Plattsburg, Missouri 64477, and Oklahoma Panhandle State University (the "Lessee"), with a location at 325 W. Eagle Blvd., Goodwell, Oklahoma 73939, and states the agreement of the parties as follows:

**EQUIPMENT SUBJECT TO LEASE.** The Lessor shall lease the equipment listed on the attached Exhibit "A" and Promatic Equipment Proposal 11817.

**LEASE TERM.** The lease start date will be November 15, 2019 and will terminate on November 14, 2022 unless otherwise terminated in a manner consistent with the terms of this Lease.

**PAYMENT TERMS.** The Lessee shall make a down payment of \$ 5,760.32 which will cover the first and last month's lease payments and 34 subsequent lease payments of \$ 2,880.16 each, excluding any applicable taxes or fees as stipulated under Taxes and Fees. The down payment shall be due November 1, 2019. Monthly lease payments shall be due the 1<sup>st</sup> of each month with the first payment due December 1, 2019 and the last payment due November 1, 2022. Lease payments shall be due whether notification or invoice has been sent.

**TAXES AND FEES.** During the lease term, Lessor will collect from Lessee all applicable **Sales and Personal Property taxes** on the lease equipment. All such fees will be subject to change with Oklahoma tax code updates.

- A. **Sales Tax** will be waived if Lessee presents Lessor valid Oklahoma Sales Tax Exemption paperwork prior to the Lease start date and said Oklahoma Sales Tax Exemption is maintained throughout the Lease period.
- B. **Personal Property Tax** to be paid by Lessee will be invoiced annually to coincide with Oklahoma Personal Property Tax due dates.

**SERVICE CHARGE.** If any Lease installment is not paid within 30 day(s) after the due date, the Lessee shall pay to the Lessor a service charge of \$200 or the maximum allowed by Oklahoma law, whichever is less.

**NON-SUFFICIENT FUNDS.** The Lessee shall be charged \$100.00 for each check that is returned to the Lessor for lack of sufficient funds plus the service charge if payment is not received within 30 days of due date.

**LOCATION OF EQUIPMENT.** The equipment shall be located at 325 W. Eagle Blvd, Goodwell, Oklahoma 73939 during the lease term and shall not be removed from that location without the Lessor's prior written consent.

**CARE AND OPERATION OF EQUIPMENT.** The equipment may only be used and operated in a careful and proper manner and use must comply with all laws, ordinances, and regulations relating to the possession, use, or maintenance of the equipment, including registration and/or licensing requirements, if any.

**MAINTENANCE AND REPAIR.** Lessee shall notify Lessor of all needed equipment repairs. Repairs due to neglect, abuse or weather conditions such as flooding or lightning strikes shall be billed to and paid by Lessee. All other repairs will be provided at Lessor's cost.

**LESSOR'S RIGHT OF INSPECTION.** The Lessor shall have the right to inspect the equipment during Lessee's normal business hours.

**RETURN OF EQUIPMENT.** At the end of the Lease term, the Lessee shall be obligated to return the equipment to the Lessor at the Lessee's expense, enter into a new lease agreement with Lessor or purchase the equipment for the residual value shown.

**OPTION TO RENEW.** If the Lessee is not in default upon the expiration of this lease, the Lessee shall have the option to enter into a new Lease for a similar term on like equipment with consideration to inflation and interest rates and such terms as the parties may agree at the time of renewal.

**ACCEPTANCE OF EQUIPMENT.** The Lessee shall inspect each item of equipment delivered pursuant to this Lease. The Lessee shall immediately notify the Lessor of any discrepancies between such item of equipment and the description of the equipment on Exhibit A of this agreement and Promatic Equipment Proposal # 11817. If the Lessee fails to provide such notice before accepting delivery of the equipment, the Lessee will be conclusively presumed to have accepted the equipment as specified on Exhibit A of this agreement and Promatic Equipment Proposal # 11817.

**OWNERSHIP AND STATUS OF EQUIPMENT.** The equipment will be deemed personal property, regardless of the manner in which it may be attached to any other property. The Lessor shall retain title to the equipment at all times, unless the Lessor transfers the title by sale. The Lessee shall immediately advise the Lessor regarding any notice of any claim, levy, lien, or legal process issued against the equipment. At the end of the Lease period, the Lessee shall have the right to purchase the equipment on this lease for the residual value of \$ 77,100.00 plus any applicable Sales tax.

**RISK OF LOSS OR DAMAGE.** The Lessee assumes all risks of loss or damage to the equipment, except in the case of machine failure and agrees to return it to the Lessor in the condition received from the Lessor, with the exception of normal wear and tear, unless otherwise provided in this Lease.

**INDEMNITY OF LESSOR FOR LOSS OR DAMAGES.** Unless otherwise provided in this Lease, if the equipment is damaged or lost, the Lessor shall have the option of requiring the Lessee to pay for repair to bring the equipment to a state of good working order, or pay to replace the equipment with same equipment in good repair, which equipment shall become the property of the Lessor and subject to this Lease.

**LIABILITY AND INDEMNITY.** Liability for injury, disability, and death of workers and other persons caused by operating, handling, or transporting the equipment during the term of this Lease is the obligation of the Lessee.

**DEFAULT.** The occurrence of any of the following shall constitute a default under this Lease:

- A. The failure to make a required payment under this Lease when due.
- B. The insolvency or bankruptcy of the Lessee.
- C. The violation of any other provision or requirement that is not corrected within thirty day(s) after written notice of the violation is given.

**RIGHTS ON DEFAULT.** In addition to any other rights afforded the Lessor by law, if the Lessee is in default under this Lease, without notice to or demand on the Lessee, the Lessor may take possession of the equipment as provided by law, deduct the costs of recovery (including attorney fees and legal costs), repair, and related costs, and hold the Lessee responsible for any deficiency. The rights and remedies of the Lessor provided by law and this Agreement shall be cumulative in nature. The Lessor shall be obligated to re-lease the equipment, or otherwise mitigate the damages from the default, only as required by law.

**NOTICE.** All notices required or permitted under this Lease shall be deemed delivered when delivered in person or by mail, postage prepaid, addressed to the appropriate party at the address shown for that party at the beginning of this Lease.

**ASSIGNMENT.** The Lessee shall not assign or sublet any interest in this Lease or the equipment or permit the equipment to be used by anyone other than the Lessee or Lessee's employees, without Lessor's prior written consent.

**ENTIRE AGREEMENT AND MODIFICATION.** This Lease constitutes the entire agreement between the parties. No modification or amendment of this Lease shall be effective unless in writing and signed by both parties.

**GOVERNING LAW.** This Lease shall be construed in accordance with the laws of the State of Oklahoma.

**SEVERABILITY.** If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**WAIVER.** The failure of either party to enforce any provision of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

CERTIFICATION. Lessee certifies that the application, statements, trade references, and financial reports submitted to Lessor are true and correct and any material misrepresentation will constitute a default under this Lease.

SIGNATORIES. This Lease shall be signed on behalf of Promatic Inc, the "Lessor", by Heyward Cunningham, Vice President, and on behalf of the "Lessee", by officers as indicated below.

**LESSEE: Oklahoma Panhandle State University**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Dr. Timothy Faltyn, President

**LESSOR: Promatic Inc.**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Heyward Cunningham, Promatic Vice President



**EQUIPMENT LEASE # 19009  
EXHIBIT "A"**

**Equipment Schedule**

- ( 2) Promatic Matrix 8 Skeet Sets,
- ( 2) Promatic Signature Series Double ATA Sets,
- (23) Promatic Matrix 8 NT Standards,
- ( 5) Promatic Matrix 8 NT L/Hand Standards,
- ( 2) Promatic Matrix 8 NT Midis,
- ( 1) Promatic Matrix 8 NT L/Hand Midi,
- ( 1) Promatic Matrix 8 NT Battue,
- ( 4) Promatic Ranger Chondel 8 Std/Rabbits,
- (36) Promatic machine carts,
- ( 2) Promatic Claymate Wi-Card Skeet/Trap Overlay Wired Kits,
- ( 1) Promatic Claymate Wi-Card Multitrap Controller 6 Trap Wireless Kit,
- ( 1) Promatic Claymate Wi-Card 15 Station 2-Trap Sporting Wireless

The residual value of the equipment at the end of the lease will be \$ 77,100.00 plus any applicable Sales tax



**Equipment Proposal 11817**

**Date: 10-09-19**  
**Good Until: 11-09-19**

**Oklahoma Panhandle State University**  
 Ryan Blanton  
 PO BOX 430  
 Goodwell OK 73939  
 USA

Acct Cd: OKLAHOMAPANHAND  
 Cust. Ref: Equipment Lease

Item No	Description	Qty	Wh	Wgt	Price	Total
Skeet/ Trap Overlay						
SET/CSE8/XLOOM	TRAP SET NEW - MATRIX 8 SKEET (Wireless/WiCard)	2	01	820	5,495.00	\$ 10,990.00
SET/IDA16	TRAP SET NEW - SIGNATURE SERIES DOUBLE ATA	2	01	1,550	8,695.00	\$ 17,390.00
SET-CM-WI-CARD/SYS	CLAYMATE WI-CARD SKEET/TRAP OVERLAY - WIRED	2	01		1,195.00	\$ 2,390.00
	Subtotal					\$ 30,770.00
5-stand (6 traps)						
T-KS81TB/US19	Trap New - Matrix 8 NT Std (D2)	4	01	1,000	2,495.00	\$ 9,980.00
T-KS82TB/19	Trap New - Matrix 8 NT Midi (D3)	1	01	250	2,495.00	\$ 2,495.00
T-RCH81/US18	Trap New - Ranger Chondel 8 Std / Rabbit (D2)	1	01	295	3,895.00	\$ 3,895.00
SET-CARTSTND	2 WHEEL CART - All Stationary Sporting - Elite thru S/SP 10	6	01	330	195.00	\$ 1,170.00
SET/WISMR6	CLAYMATE WI-CARD MULTITRAP CONTROLLER KIT - 6 TRAP WIRELESS	1	01		2,495.00	\$ 2,495.00
	Subtotal					\$ 20,035.00
15 Station Sporting Course						
T-KS81TB/US19	Trap New - Matrix 8 NT Std (D2)	19	01	4,750	2,495.00	\$ 47,405.00
T-KS81TBL/US19	Trap New - Matrix 8 NT L/Hand Std (D2)	5	01	1,250	2,495.00	\$ 12,475.00
T-KS82TB/19	Trap New - Matrix 8 NT Midi (D3)	1	01	250	2,495.00	\$ 2,495.00
T-KS82TBL/19	Trap New - Matrix 8 NT L/Hand Midi (D3)	1	01	250	2,495.00	\$ 2,495.00
T-KS84TB/19	Trap New - Matrix 8 NT Battue (D7)	1	01	250	2,495.00	\$ 2,495.00
T-RCH81/US18	Trap New - Ranger Chondel 8 Std / Rabbit (D2)	3	01	885	3,895.00	\$ 11,685.00
SET-CARTSTND	2 WHEEL CART - All Stationary Sporting - Elite thru S/SP 10	30	01	1,650	195.00	\$ 5,850.00
SET/WI15SPR	CLAYMATE WI-CARD 15 STATION 2-TRAP SPORTING - WIRELESS	1	01	125	18,495.00	\$ 18,495.00
	Subtotal					\$ 103,395.00

Total Weight: 13,655

**Total USD 154,200.00**

NOTE: SALES TAX IS NOT INCLUDED AND WILL BE ADDED TO ALL SALES MADE TO THE FOLLOWING STATES UNLESS A VALID SALES TAX EXEMPTION CERTIFICATE IS ON FILE WITH PROMATIC: AR, CT, FL, IL, LA, MD, MI, MO, NV, RI, WI, UT and TX.

Phone: 888-767-2529  
 Fax: 816-539-0257

E-mail: sales@promatic.biz  
 Web Site: www.promatic.biz



December 20, 2018

Dr. Ryan Blanton  
Vice President of Outreach  
Oklahoma Panhandle State University  
Sewell-Loofbourrow Hall, SL 101  
Goodwell, Oklahoma 73939

RE: ED-900C, Preliminary Engineering Report

Dear Dr. Blanton,

Please accept this report and our certification that the information and documents provided herein are consistent with the requirements for the subject facility type. Below, please find information as requested in Section C., Preliminary Engineering Report, of ED-900C – EDA Application Supplement for Construction Programs.

C.1 Description of project components.

- New 10,400 square foot free-standing career tech facility to house vocational training in welding. The building is comprised of a pre-engineered metal building structure system, slab-on-grade foundation; lobby, general classroom, clean classroom, welding stations, dirty classroom, and required building auxiliary components such as toilets, janitor closet, storage, etc. New parking lot, trailer entry, and service drive are included. Reference the attached preliminary budget estimate and drawings for additional information.

C.2 A statement verifying that the project components described in the engineering report are consistent with the EDA investment project description that is provided in Section B.2 of Form ED-900.

- The project components described are consistent with the requirements for the subject facility type as described in Section B.2.

C.3 Drawings showing the general layout and location of the existing site conditions and of the project components as well as location of any project beneficiary identified in Section B.9 of Form ED-900 that provide economic justification for the project, if any.

- Reference attached A101: Site Plan

C.4 A feasibility analysis for the constructability of the project.

- The proposed project is a new build on an undeveloped site without bekknown utility or hazardous environmental conditions. Pre-engineered metal building construction is a common construction type in the region for cost effective durable facilities—materials and labor are anticipated to be readily available for timely completion.

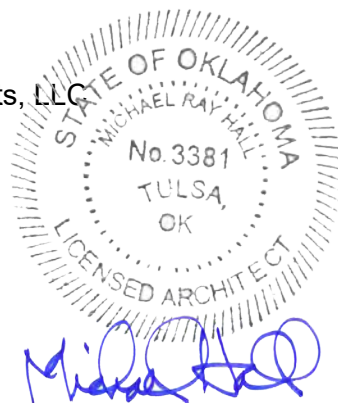




Dr. Blanton  
 December 20, 2018  
 Page 2 of 3

- C.5 The proposed method of construction.
  - Construction Manager at Risk is the proposed delivery method for construction. Oklahoma Panhandle State University is well versed in this delivery type having completed several projects utilizing this method.
- C.6 The number of construction contracts anticipated.
  - The Owner anticipates a single construction contract with the Construction Manager at Risk. The Construction Manager may hold multiple contracts for the various work packages required.
- C.7 A current detailed construction cost estimate for each of the project components.
  - Reference attached Preliminary Budget Estimate.
- C.8 Real property acquisition.
  - Not applicable.
- C.9 A list of all permits required for the proposed project and their current status
  - As the title to the land will be held by the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges on behalf of Oklahoma Panhandles State University, under Oklahoma law, the Oklahoma State University Fire Marshal shall have jurisdiction. Building permit, code inspection, and certificate of occupancy will be issued through that office.
- C.10 An overall estimated project schedule.
  - Reference attached Preliminary Project Schedule.
- C.11 Overall project budget breakdown.
  - Reference Form SF-424C and the attached Preliminary Budget Estimate.

Sincerely,  
 GH2 Architects, LLC



Michael R. Hall, AIA  
 Architect/ Principal 12.20.18



Dr. Blanton  
December 20, 2018  
Page 3 of 3

Attachments:

- Preliminary Project Schedule
- Preliminary Budget Estimate
- A101: Site Plan, Floor Plan, and Perspective View

cc: File



**Estimate of Construction Cost**  
Preliminary Budget Estimate

Date: August 1, 2019

GH2 Project #: 20180191

Project: Oklahoma Panhandle State University: New Career Tech Facility

Item	Description	Unit	Quantity	Unit Cost	Total
<b>A. SUBSTRUCTURE</b>					
	A10 Foundations				
	a. Standard foundations	SF	7,500	\$ 3.35	\$ 25,125.00
	b. Slab on grade	SF	7,500	\$ 7.13	\$ 53,475.00
<b>B. SHELL</b>					
	B10 Superstructure (Re: F10)				
	B20 Exterior Enclosure (Re: F10)				
	a. Windows	EA	2	\$ 900.00	\$ 1,800.00
	b. Hollow metal doors	EA	6	\$ 2,000.00	\$ 12,000.00
	c. Overhead doors	EA	2	\$ 4,000.00	\$ 8,000.00
	B30 Roofing (Re: F10)				
<b>C. INTERIORS</b>					
	C10 Interior Construction				
	a. Partitions	SF	4,000	\$ 12.00	\$ 48,000.00
	b. Interior storefront	SF	350	\$ 35.00	\$ 12,250.00
	c. Interior doors	EA	8	\$ 1,200.00	\$ 9,600.00
	d. Casework, base	LF	12	\$ 350.00	\$ 4,200.00
	e. Casework, wall	LF	15	\$ 300.00	\$ 4,500.00
	f. Toilet partitions	EA	8	\$ 1,200.00	\$ 9,600.00
	C30 Interior Finishes				
	a. Wall finish				
	i. Paint	SF	15,500	\$ 1.50	\$ 23,250.00
	b. Floor finish				
	i. Polished concrete	SF	7,500	\$ 1.75	\$ 13,125.00
	c. Ceiling finish				
	i. Acoustical tile	SF	1,450	\$ 6.00	\$ 8,700.00
	ii. Paint open structure	SF	6,050	\$ 2.50	\$ 15,125.00
<b>D. SERVICES</b>					
	D20 Plumbing	SF	7,500	\$ 7.56	\$ 56,700.00
	D30 HVAC	SF	7,500	\$ 26.12	\$ 195,900.00
	D40 Fire Protection	SF	7,500	\$ 4.65	\$ 34,875.00
	D50 Electrical	SF	7,500	\$ 16.42	\$ 123,150.00
<b>E. EQUIPMENT &amp; FURNISHINGS (not included)</b>					
<b>F. SPECIAL CONSTRUCTION &amp; DEMOLITION</b>					
	F10 Special Construction				
	a. Metal building package	SF	7,500	\$ 28.00	\$ 210,000.00
<b>G. SITEWORK</b>					
	G10 Site Preparation & Earthwork	ALLOW	1	\$ 50,000.00	\$ 50,000.00
	G20 Site Improvements				
	a. Driveways/ parking lots	SF	11,300	\$ 7.50	\$ 84,750.00
	b. Sidewalk	SF	734	\$ 5.00	\$ 3,670.00
	c. Sod	SF	20,000	\$ 0.40	\$ 8,000.00
	d. Landscape	ALLOW	1	\$ 25,000.00	\$ 25,000.00
	G30 Site Mechanical Utilities	ALLOW	1	\$ 15,000.00	\$ 15,000.00
	G40 Site Electrical Utilities	ALLOW	1	\$ 25,000.00	\$ 25,000.00

Date: August 1, 2019

GH2 Project #: 20180191

Project: Oklahoma Panhandle State University: New Career Tech Facility

Item	Description	Unit	Quantity	Unit Cost	Total
<b>SUBTOTAL</b>		<b>SF</b>	<b>7,500</b>	<b>\$144</b>	<b>\$ 1,080,795.00</b>
CONTRACTOR'S GENERAL REQUIREMENTS				10%	\$ 108,079.50
CONTRACTOR'S OVERHEAD				8%	\$ 95,109.96
CONTRACTOR'S PROFIT				7%	\$ 89,878.91
<b>TOTAL</b>		<b>SF</b>	<b>7,500</b>	<b>\$183</b>	<b>\$ 1,373,863.37</b>

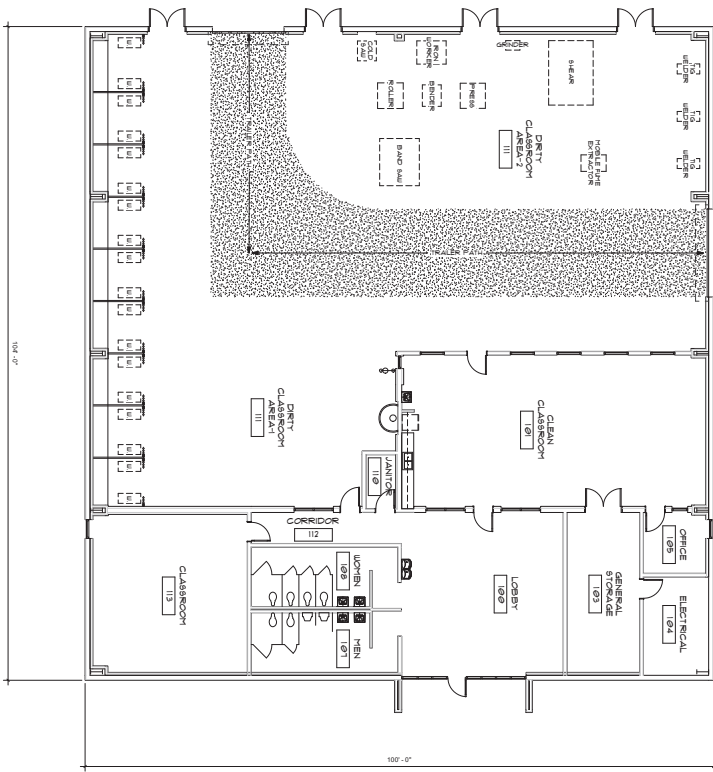
DESIGN & CONSTRUCTION CONTINGENCY				5%	\$ 69,136.63
<b>TOTAL, INCLUDING CONTINGENCY</b>		<b>SF</b>	<b>7,500</b>	<b>\$192</b>	<b>\$ 1,443,000.00</b>

ARCHITECT/ ENGINEERING FEE				8%	\$ 115,000.00
<b>TOTAL, INCLUDING ARCHITECT/ ENGINEERING FEE</b>				<b>\$208</b>	<b>\$ 1,558,000.00</b>

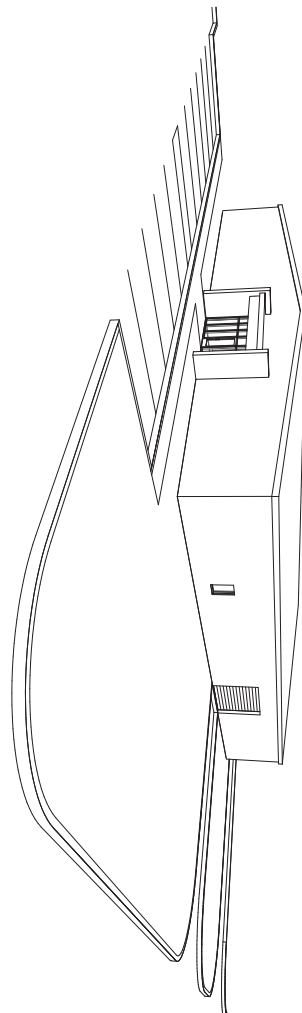
General Notes:

- \* Estimate based on cost precedent using 2018 CostLink data and historical records.
- \* Contact GH2 for cost escalation factors.
- \* Hazardous materials remediation not included.

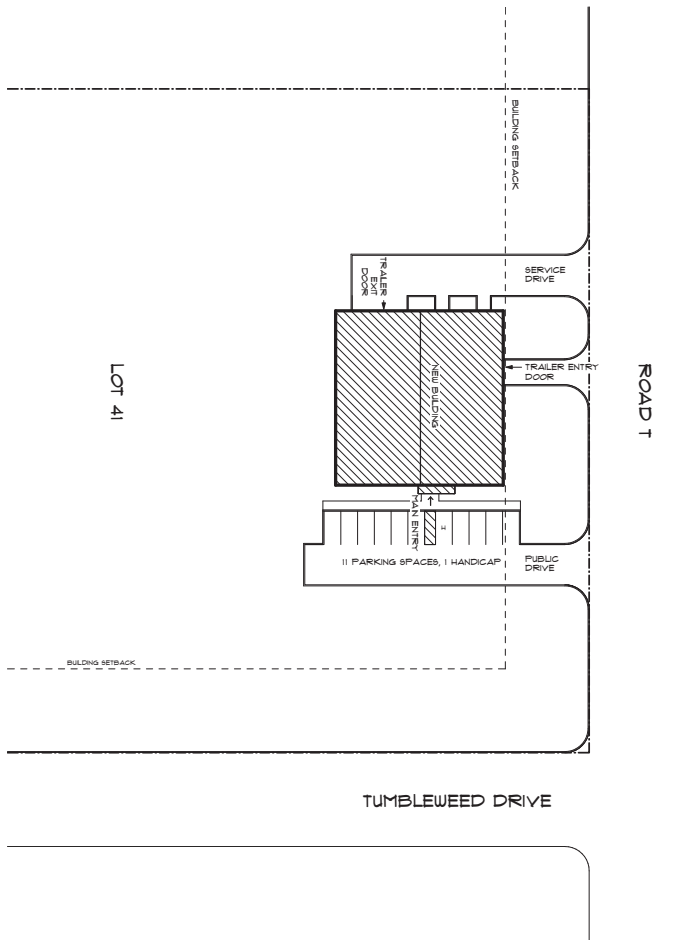
This cost estimate of the Cost of Work represents the Architect's judgment as a design professional familiar with the construction industry using techniques appropriate to the phase of the design documents and the Architect's scope of services. It is recognized that the Owner or the Architect has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions; accordingly, it is agreed that the Architect cannot and does not warrant or represent that the bids or the Cost of Work will not vary from this estimate or the Owner's budget.



**B FLOOR PLAN**



**C PERSPECTIVE VIEW**



**A SITE PLAN**



**OPSU CAREER TECH**  
**GUYMON, OK**

62  
 SITE PLAN, FLOOR PLAN, AND PERSPECTIVE VIEW



**GH2 ARCHITECTS**  
 Design: Service: Solutions

320 S. Boston Ave., Suite 100  
 Tulsa, Oklahoma 74103  
 918.222.1158  
 918.222.1159

**INTERIM REVIEW ONLY**

NOT VALID FOR PERMITS  
 NOT VALID FOR CONTRACT  
 BEYOND OR CONSTRUCTION

**NOT FOR CONSTRUCTION**

PROJECT #:	000000000	
ISSUE DATES:	1/12/2018	
CONTRACT DRAWING #:	1/12/2018	
No.	Description	Date

SHEET NUMBER  
**A101**

# 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 State Senate, and the Speaker of the Oklahoma House of Representatives

From: Oklahoma Panhandle State University Dr. Timothy Faltyn President  
Institution

Subject: FTE Employee Report for Fiscal Quarter Ending 9/30/2019  
Month Day Year

The following information is provided pursuant to 74 O.S. 12981, Section 3602 (2)

	Educational & General Budget Part I			Educational & General Budget Part II			Agency Accounts			Sub-Total			Total FTE
	Faculty	Other		Faculty	Other		Faculty	Other		Faculty	Other		
		Regular	Student		Regular	Student		Regular	Student		Regular	Student	
A. FTE Employees for Reported Fiscal Quarter	26	75	10	0	2	0	0	8	7	26	85	17	128
B. FTE Employees for Fiscal Quarter Immediately Preceding Reported Quarter <sup>(3)</sup>	44	77	15	3	2	1	0	8	8	47	87	24	158
C. Increase or Decrease in FTE Employees (Item A minus Item B)*	-18	-2	-5	-3	0	-1	0	0	-1	-21	36	-7	8
D. Comparable Quarter Last Year	29	77	9	1	1	0	0	7	11	30	85	20	135

1. File with the State Regents' office by the tenth of the month following the end of the calendar quarter being reported.
  2. 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 519 hours (173 hours per month multiplied by three months) the total pay-roll house (excluding seasonal employees) for the quarter.
  3. This figure reflects the total number of FTE employees for the main campus, branch campus(es), and all constituent agencies.
- \*Decrease reflected in Line C is due to adjunct faculty personnel changes by employment agreement for the Spring 2019 semester. The 2nd Quarterly Report will reflect the rehiring of adjunct personnel for the Fall 2019 semester.

OKLAHOMA PANHANDLE STATE UNIVERSITY  
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF Sep-19  
MONTH

FUND SOURCE	FY20		FY19		FY20		FY19	
	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	2	178.85	4	\$ 532.26	20	\$ 6,280.68	12	\$ 4,549.83
FEDERAL							1	\$ 475.00
PRIVATE								
AUXILIARY	2	330.53	1	\$ 120.32	10	3,944.58	10	\$ 4,348.88
OTHER								
TOTAL	4	509.38	5	\$ 652.58	30	\$ 10,225.26	23	\$ 9,373.71



**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION**

**Oklahoma Panhandle State University**

**ACADEMIC CALENDAR FOR 2020-2021**

**Summer 2020 Session:**

1 <sup>st</sup> 8-week session	04/27/2020 through 6/21/2020
2 <sup>nd</sup> 8-week session	06/22/2020 through 08/16/2020

Holidays/breaks for Traditional Programs  
(no classes)

Memorial Day – 5/31/2020  
Independence Day – 7/4/2020

**Fall 2020 Semester:**

16 week Semester	8/17/2020 through 12/11/2020
------------------	------------------------------

Traditional Programs

1 <sup>st</sup> 8-week session	8/17/2020 through 10/11/2020
2 <sup>nd</sup> 8-week session	10/12/2020 through 12/11/2020

Online Programs

1 <sup>st</sup> 8-week session	8/17/2020 through 10/11/2020
2 <sup>nd</sup> 8-week session	10/12/2020 through 12/6/2020

Holidays/breaks for Traditional Programs  
(no classes)

Labor Day – 9/7/2020  
Fall Break – 10/16/2020  
Thanksgiving Break – 11/23/2020 through 11/27 2020

**Spring 2021 Semester:**

16 week Semester 01/6/2021 through 5/6/2021

**Traditional Programs**

1<sup>st</sup> 8-week session 1/6/2021 through 3/2/2021

2<sup>nd</sup> 8-week session 3/3/2021 through 5/6/2021

**Online Programs**

1<sup>st</sup> 8-week session 1/6/2021 through 3/2/2021

2<sup>nd</sup> 8-week session 3/3/2021 through 4/27/2021

**Holidays/breaks for Traditional Programs**

(no classes) Martin Luther King Jr. Day – 1/18/21

Spring Break 3/15/2021 through 3/19/2021

Easter Break 4/2/2021

Spring Commencement date 5/6/2021

**Intersessions:**

	Fall 2020 Intersession (between summer 2020 and fall 2020)	Spring/Winter 2020- 2021 Intersession (between fall 2020 and spring 2021)	Summer 2021 Intersession (between spring 2021 and summer 2021)
Intersession begins	N/A	N/A	5/17/2021
Intersession ends	N/A	N/A	5/28/2021

**Add/Drop Dates:**

**Summer 2020:**

Final add/drop date 1st 8 weeks 4/29/2020

Final add/date 2nd 8 weeks 6/24/2020

**Fall 2020:**

Final add/drop date 16 week classes 8/21/2020

Final add/drop date 1st 8 weeks 8/19/2020

Final add/drop date 2nd 8 weeks 10/14/2020

**Spring 2021:**

Final add/drop date 16 week classes	1/12/2021
Final add/drop date 1st 8 weeks	1/8/2021
Final add/drop date 2nd 8 weeks	3/5/2021

**Signature of President** \_\_\_\_\_ **Date** \_\_\_\_\_

#### **IV. NORTHEASTERN OKLAHOMA A&M COLLEGE, MIAMI, OKLAHOMA**

Dr. Mark Rasor, Interim President, appeared before the Board of Regents to present the business of Northeastern Oklahoma A&M College (NEO) and review the Agenda for members of the Board. (The NEO Agenda is attached to this portion of the minutes.)

Dr. Rasor highlighted the informational items listed under Section A of the NEO agenda, including various articles contained in the *NEO Update Newsletter*.

Dr. Rasor referenced Item A-1b., noting that the administration at NEO recognizes that enrollment management is probably the most strategic thing they can do for the next 5-10 years. The high school classes in the area have become smaller and smaller recently, so Ruffalo Noel Levitz was hired by the College to do a deep dive into their recruiting processes. It was learned that NEO is not very strategic in recruiting or enrolling students. Dr. Rasor said he approached Mr. Kyle Wray, Vice President of Enrollment and Brand Management at OSU, to assist with improving those processes for the College. These areas will be the focus in the coming months, as it is critical with State appropriations continuing to decline.

Dr. Rasor said the Higher Learning Commission (HLC) accreditation visit referenced in Item A-1c. occurred in 2017, which resulted in NEO being reaccredited for 10 years, but with some monitoring. Two reviews were required to be filed by June 2019 and the HLC is satisfied with those responses, so monitoring is no longer required going forward. The next interaction with HLC will be a desk review in 2021. A change visit was requested to offer online programs; in the past NEO has been authorized to offer online courses, but not programs. Any time there is a degree in which the student can get more than 50 percent accomplished online, it is required to receive approval from the HLC. He received notice just yesterday that NEO has been approved to offer four online programs effective in January 2020. Regent Link asked if those programs are new and in addition to what is already being offered. Dr. Rasor said they are programs that have already been offered on campus and will become available online.

Regent Link asked for an update on remediation for the Spring 2019 flooding on the campus. Dr. Rasor said they are way behind due to recent rain, but the softball diamond has been completed, the outfield has been completely re-turfed, and the windscreens are reinstalled. They are about two-thirds of the way with repairing the baseball fields, and the baseball teams are currently playing on the local high school fields. The soccer field is still a mess, but work will continue when the rain stops. The damages resulted in the College paying an insurance deductible of \$50,000, and he has been assured by the insurance adjuster that it will be paid. Dr. Rasor said he plans to apply to FEMA to have the \$50,000 reimbursed.

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



# **NORTHEASTERN OKLAHOMA A&M COLLEGE**

Miami, Oklahoma

Agenda for the Regular Meeting of the Board of Regents for OSU and the A&M Colleges

October 25, 2019

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 Chief Procurement 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. Remarks by Interim President Dr. Mark Rasor
  - a. Highlights of NEO Update newsletter
  - b. Ruffalo Noel Levitz Assessment
  - c. HLC Update
  - d. Social Media Report (Reference Document A-1)

**B – RESOLUTIONS- None**

**C - POLICY AND OPERATIONAL PROCEDURES- None**

**D - PERSONNEL ACTIONS- None**

**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- None**

**J - PURCHASE REQUESTS -None**

**K - STUDENT SERVICES/ACTIVITIES- None**

**L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED- None**

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

1. Out-of-state travel summaries for the months of August and September 2019. (*Reference Document M-1*)

Higher Education Promotion Log							
Item	Date	Description	Medium	Views	Likes	Shares	Notable Comments
	6-Sep	Repost - Lady Norse Basketball	Instagram/Twitter	1232	56		
	9-Sep	Repost - Rodeo	Instagram/Twitter	1058	48		
	13-Sep	101 Alumna	Instagram/Facebook/Twitter	4858	155	10	
	14-Sep	Repost - Ag	Instagram/Twitter	1046	45		
	19-Sep	Arvest Donation	Instagram/Facebook	2776	67	9	
	2-Oct	Jr/Sr. Day	Instagram/Facebook	2779	25	8	
	1-Oct	FAFSA	Twitter	1702	1		
	4-Oct	Repost - UnionCCC Accepted to NEO	Instagram	418	39		
	9-Oct	Repost - NEO Theatre Experience	Instagram/Facebook	1791	58	5	
	10-Oct	Student Activities Video	Facebook	1556	12	6	
	16-Oct	Repost - Student Dining	Instagram	385	25		

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

Aug-19

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)
<b>Revolving</b>								
<b>State Approp. (290)</b>	5	\$3,252.53	6	\$1,291.74	27	\$14,024.97	10	\$2,592.78
<b>Federal (430)</b>	0		0	\$0.00	1	\$190.00	0	\$0.00
<b>Private</b>	0				0			
<b>Auxiliary (701)</b>	2	\$862.47	1	\$335.66	20	\$8,992.12	1	\$335.66
<b>Other</b>	0				0			
<b>Total</b>	7	\$4,115.00	7	\$1,627.40	48	\$23,207.09	11	\$2,928.44

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

Sep-19

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)
<b>Revolving</b>								
<b>State Approp. (290)</b>	0	\$0.00	1	\$356.40	27	\$14,024.97	7	\$1,844.36
<b>Federal (430)</b>	0	\$0.00	0	\$0.00	1	\$190.00	0	\$0.00
<b>Private</b>	0	\$0.00			0			
<b>Auxiliary (701)</b>	0	\$0.00	1	\$187.14	20	\$8,992.12	1	\$187.14
<b>Other</b>	0	\$0.00			0			
<b>Total</b>	0	\$0.00	2	\$543.54	48	\$23,207.09	8	\$2,031.50



## **V. CONNORS STATE COLLEGE, WARNER, OKLAHOMA**

President Ronald Ramming and members of the Connors State College (CSC) administration appeared before the Board of Regents to present the business of CSC and review the Agenda for members of the Board. (The CSC Agenda is attached to this portion of the minutes.)

President Ramming congratulated Dr. Kayse Shrum for being named the 2019 Oklahoma Woman of the Year. He said he is proud that she is a CSC alumna, and she is such a great role model for their students.

President Ramming said he was notified just yesterday of some Higher Learning Commission (HLC) items with regard to CSC. One item is the final approval needed to add Tahlequah, Oklahoma, as a location at which they can offer courses. When the Accreditation Commission for Education in Nursing (ACEN) comes to campus in 2021, they will make the final review for approval to offer a nursing program at that location. President Ramming said the HLC also approved CSC's business program to be offered online.

President Ramming highlighted various articles contained in the *Connors Connection*. He said like NEO, CSC will be strategic with its enrollment management going forward because it is important to the College's operation. Across the country, college enrollment is declining, and this is a challenge that higher education institutions will continue to face. Retention is becoming increasingly important with the decline in enrollment. CSC has begun several initiatives over the last several years to make student success and retention the focus of their quality initiative project in relation to the upcoming HLC visit in 2021. The College has received a lot of good data through those efforts and he asked Dr. Janet Wansick, Vice President for Academic Affairs, to present Item A-3 of the Agenda, as she has been the person in charge of this effort.

### **A-3 Presentation on Retention Initiatives by Dr. Janet Wansick**

Dr. Wansick referred to Reference Document A-1 and reviewed the content for the Board. The College's midterm outreach efforts have provided excellent results in raising students' grades in Fall 2018 and Spring 2019. She said she is excited about the work the new Academic Advisor has been doing. She referenced the Accelerate Project initiative beginning on page 8 and said the College was able to get an exception from the Oklahoma State Regents for Higher Education (OSRHE) to place concurrent students based on something other than an ACT score of 19. Data has been collected through that initiative which just ended, but CSC has asked for an extension from the OSRHE because the data is coming back that students who are brought in based on these new criteria are doing as well or better than the other students. These added demographics are allowing the College to increase its diversity of concurrently enrolled students. They have more African American and multi-race students than they do in any of their other concurrent locations. Dr. Wansick referenced page 14 and said the administration is aware that the College does not tend to keep concurrent students, but the data shows that CSC was able to retain 37 percent of its Accelerate students as incoming freshmen for the next year versus only 15 percent of the regular concurrent enrollment students.

Dr. Wansick referenced page 18, noting that CSC's Title III will end this year but the College was able to fund an outside research firm, Hanover, to evaluate their persistence in retention. Hanover produced some key findings, which are highlighted over the next several slides. She noted that one

of the interesting things that came as a result of Hanover's recommendation is that the College should pay more attention to students with higher ACT scores. She said when she looked at the data, she realized that the College had not controlled for concurrent enrollment students in its study. They are now re-running the study controlling for concurrent, and that data has revealed that those concurrent students with higher ACT scores have not been retained at CSC. She is now evaluating retention rates by pulling out concurrent students and looking at retention rates based on ACT scores.

Dr. Wansick said the College has implemented a "one-stop sign-in" station. Students use a free Google form to login when they are coming to see various departments such as Academic Advisement, Office of the Bursar, and Financial Aid. Many staff across campus are able to see those students who are logging in, so they can track how many students are coming to see each office at different times during the day. This can be done at both the Muskogee and Warner locations. She said an example of this is that she was watching student logins at Muskogee from her desk in Warner, and she recently noticed that the number of students waiting to see an academic advisor in admissions was backing up, so she was able to call someone on that campus to go to the Admissions Office to help process those students. That data has been a useful tool to place staff where they can make the most impact.

Regent Link asked where concurrent classes are completed. Dr. Wansick said the Accelerate program is physically offered in Muskogee and Warner, and there are Zoom classes offered at several other locations including Checotah, Stigler, and Wagoner.

Regent Burns said Dr. Wansick's presentation was very impressive and asked whether she has been able to measure what impact this has had on overall retention and graduation rates. Dr. Wansick said they have, and many of these initiatives have just started, so it is difficult to tell which impact has had the most impact on those numbers, but even with enrollment being flat this year retention has increased.

Regent Anthony said this is an exciting program and the opportunities for success are increasing significantly with better advisement, better tools to help focus the students, and earlier intervention with students regarding their grades.

Regent Link said the midterm outreach appears to be working very well. He asked President Ramming if he has considered discussing with LU President Kent Smith his Maymester and Fallmester programs for implementation at CSC. President Ramming said he will certainly have those conversations, and classes such as those are difficult to manage in ensuring appropriate content rigor in a two-week timeframe. Regent Link encouraged President Ramming to explore LU's model for those classes to see if those types of programs would be beneficial for CSC. President Ramming said he will certainly explore those options.

Regent Davis congratulated Dr. Wansick on her recent recognition as one of the top 50 women in Oklahoma. He attended that ceremony honoring the top 50 women in Oklahoma in October, at which four women from the A&M System were honored, including Dr. Wansick, OSU-CHS President Dr. Kayse Shrum, Regent and Oklahoma Secretary of Agriculture Blayne Arthur, and

Vice President of Institutional Advancement at LU Mrs. Mautra Jones. He said the A&M System is blessed to have this kind of talent.

President Ramming said initiatives are started all the time and fail due to lack of follow-through and proper leadership, and CSC has the right people in the right places to help the initiatives that Dr. Wansick highlighted succeed. It is hoped that as budgets improve, more resources can be added in support of these initiatives.

C-1 Request to bestow an honorary degree upon Steven J. Salmon, D.D.S.

President Ramming noted that the Agenda contains a typographical error; it should read that the honorary degree will be bestowed at the May 2020 commencement, not 2019. He said Dr. Salmon and his wife are tremendous supporters of the College and frequently attend events on campus. It is felt this is a way to honor their contributions to CSC. After a comment by Dr. Salmon saying, "I didn't go to Connors, but I wish I had," this seems a very appropriate way to honor his dedication to the College.

Regent Burns moved and Regent Anthony seconded to approve Item C-1, as presented in the CSC Agenda.

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

D-1 Personnel actions for approval

Regent Anthony moved and Regent Milner seconded to approve Item D-1 as presented in the CSC Agenda.

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

E-1 Request to add new courses to the Course Inventory

Regent Callahan moved and Regent Milner seconded to approve Item E-1 as presented in the CSC Agenda.

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

The business of Connors State College being concluded, President Ramming and members of the administration were excused from the meeting.



# Connors State College

Warner, Oklahoma

Agenda for the Regular Meeting of the Board of Regents for OSU and the A&M Colleges

October 25, 2019

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 Chief Procurement 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. Remarks by President Ramming
2. CSC Connection Publication
3. Presentation on Retention Initiatives by Dr. Janet Wansick (*Reference Document A-1*)

## **B - RESOLUTIONS**

*None*

## **C - POLICY AND OPERATIONAL PROCEDURES**

1. Board approval is requested to bestow an honorary degree upon Steven J. Salmon, D.D.S. during the May 8, 2019, commencement. The proposed degree would be "Honorary Associate of Allied Health."

Dr. Salmon was born and raised in Muskogee, graduating from Muskogee High School in 1975. He attended Northeastern State University and earned his bachelor's degree and was accepted into the University of Oklahoma's College of Dentistry in 1979 and received his Doctorate in Dental Surgery in 1983. Dr. Salmon established a dental practice in Warner in 1983 and maintained a clinic in this rural community until his retirement in 2013. He is well-known and highly regarded in the Warner community. He has a heart for service and has served and led in many local organizations and his church. Dr. Salmon and his wife, Debbie (CSC alumna/Class of 1978), can be seen in the stands at most Connors sporting events at home and away, cheering for the Cowboys and mingling with the fans. If there is a school fundraiser or event, they show their support with their presence and a generous donation. Dr. and Mrs. Salmon are true ambassadors for the College and the community of Warner.

**D - PERSONNEL ACTIONS**

1. Board approval is requested for personnel actions including appointments, changes in salary, changes in title or rate, personnel leaves, etc. *(Reference Document D-1)*

**E - INSTRUCTIONAL PROGRAMS**

1. Board approval is requested to add the attached new courses to the Course Inventory. These courses have been recommended by the appropriate academic division faculty as well as the Connors State College Curriculum and Academic Council committees. *(Reference Document E-1)*

**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**

*None*

**J - PURCHASE REQUESTS**

*None*

**K - STUDENT SERVICES/ACTIVITIES**

*None*

**L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED**

*None*

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

1. Out-of-state travel summaries for August and September 2019 *(Reference Document M-1)*
2. Fiscal year 2020 First Quarter F.T.E. Report *(Reference Document M-2)*
3. 2020-21 Draft Academic Calendar *(Reference Document M-3)*

Respectfully submitted,



Dr. Ronald S. Ramming  
President



# CONNORS STATE COLLEGE PERSISTENCE AND COMPLETION



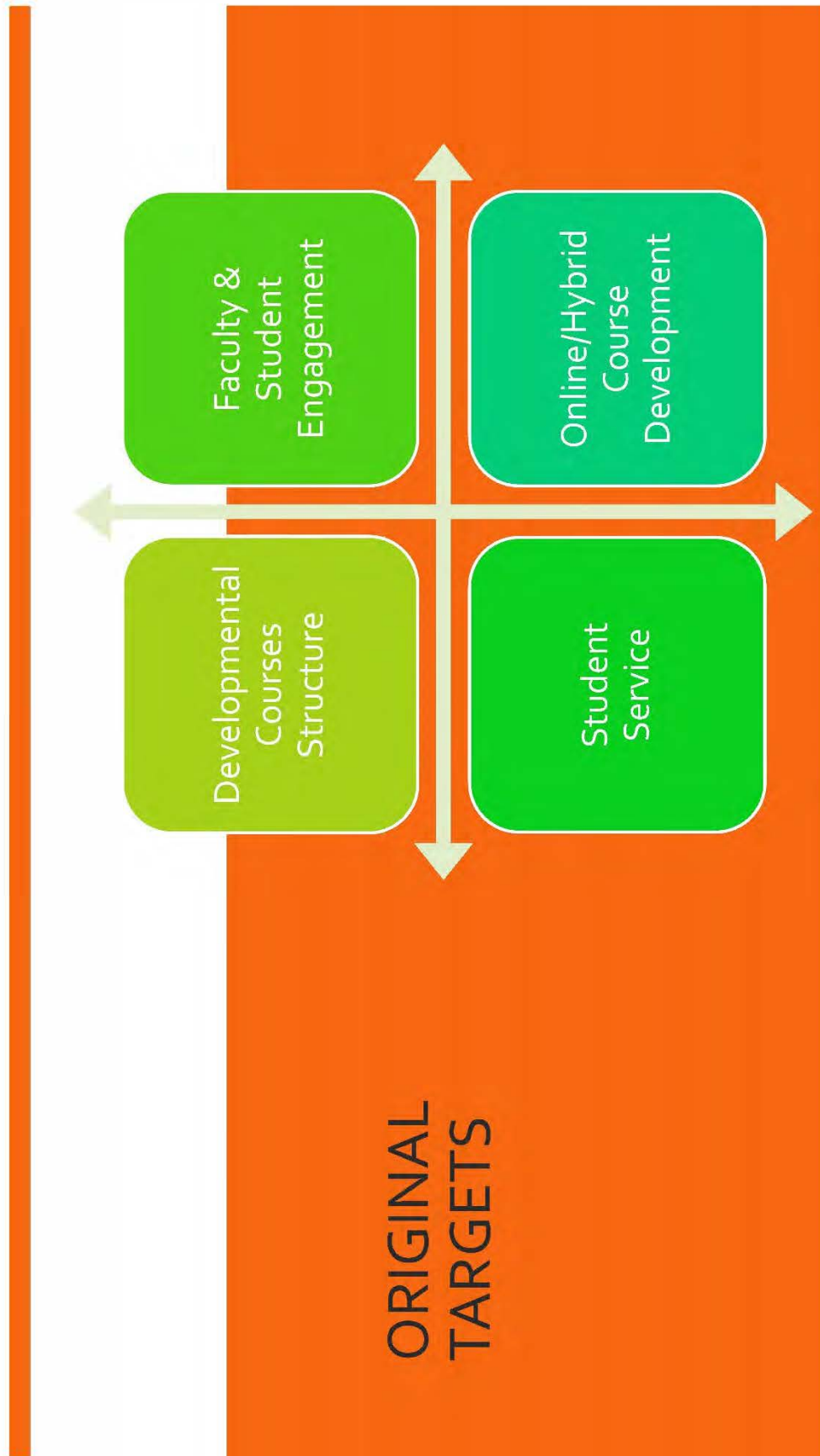
# Q&A Initiative



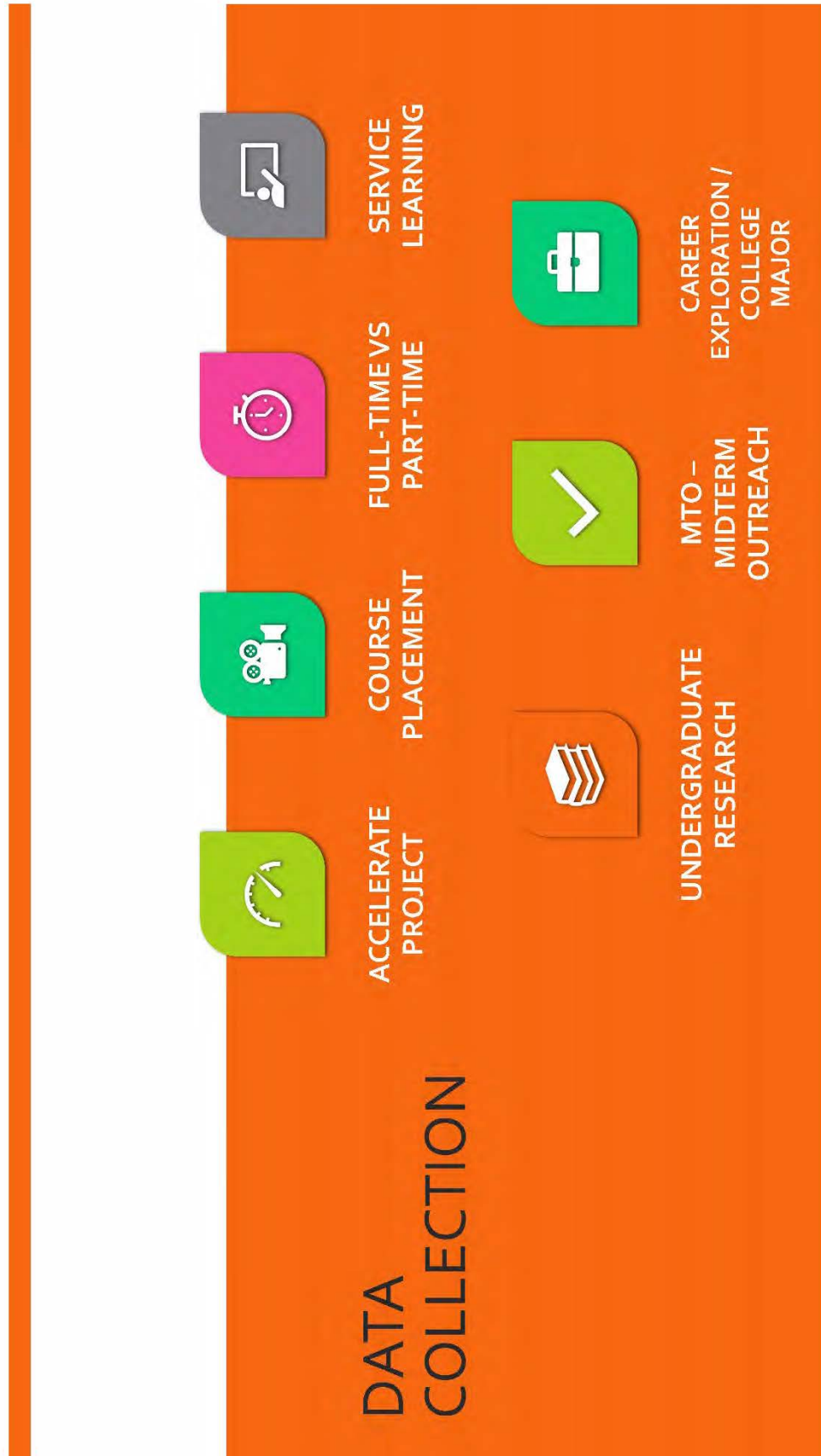
How will we measure  
and improve  
the performance of  
Swedish Group



How will we  
improve the  
performance of  
the Group?







## MIDTERM OUTREACH

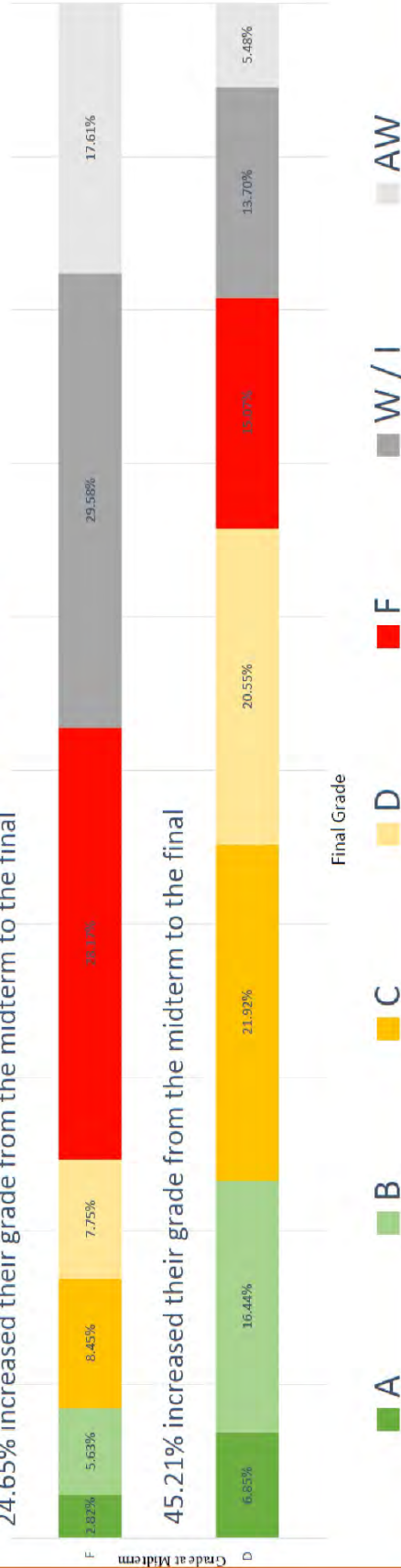
- Led by our new Academic Advisor
- A report is run for midterm grades
- A list of students that have C, D, and/or F is compiled and sent out so students can be contacted by faculty and/or advisors
- A list of students that have all A and/or B is compiled and sent to the VPAA so she can reach out and congratulate those students

# MIDTERM OUTREACH

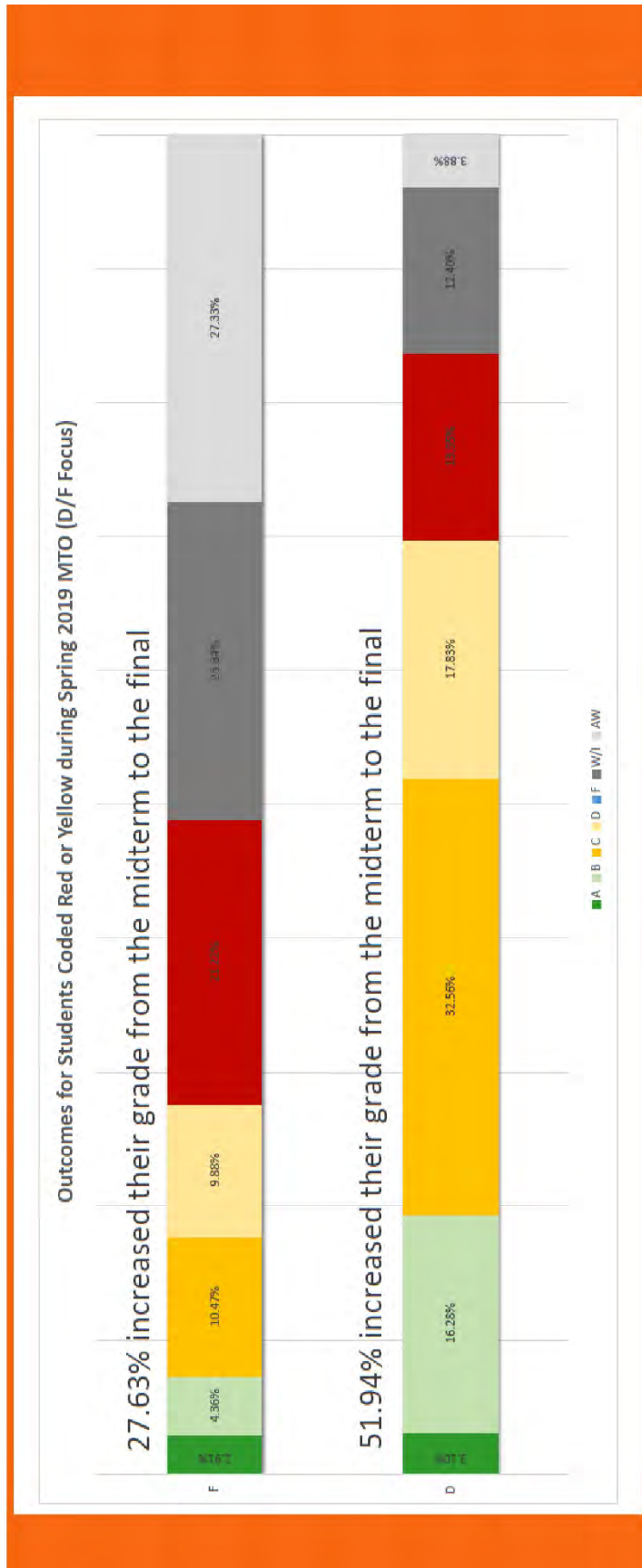
## Fall 2018 MTO Interventions

24.65% increased their grade from the midterm to the final

45.21% increased their grade from the midterm to the final



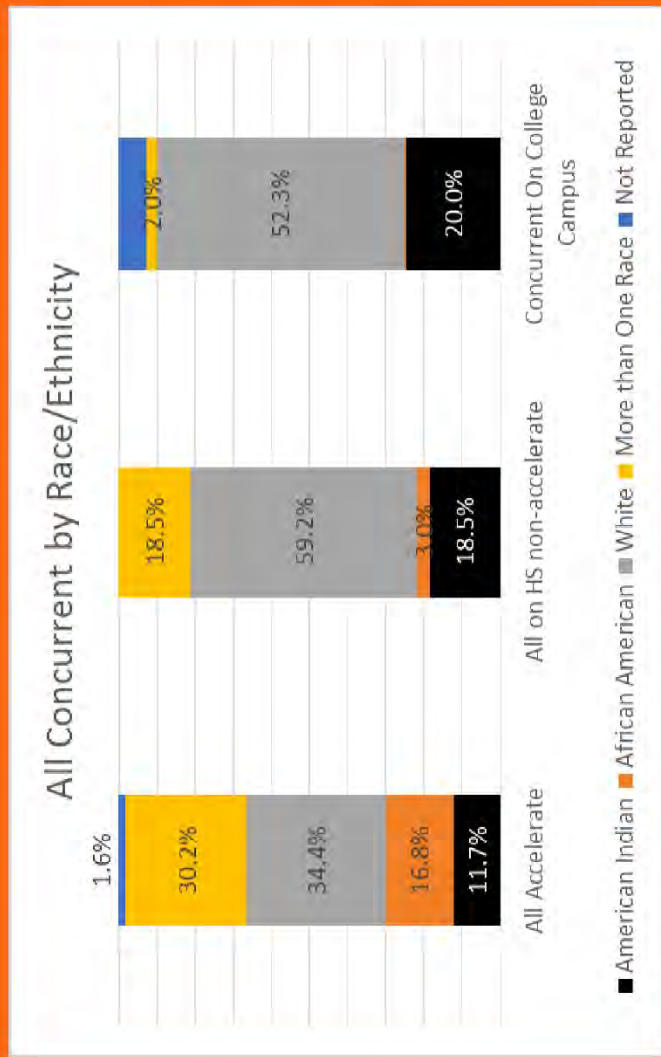
# MIDTERM OUTREACH



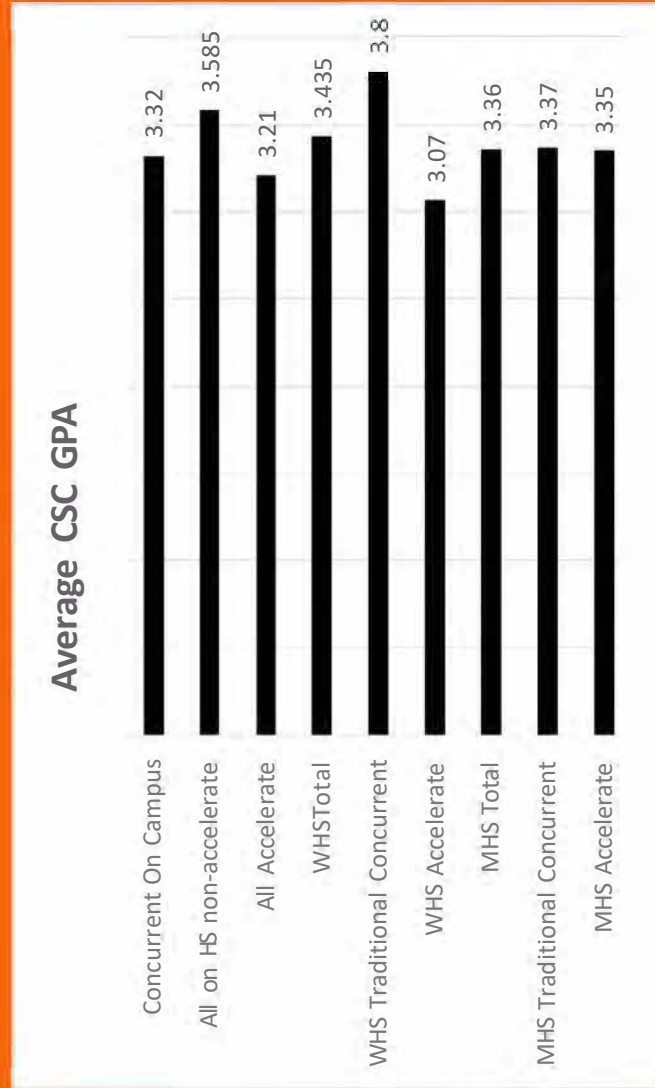
# ACCELERATE PROJECT



# ACCELERATE PROJECT



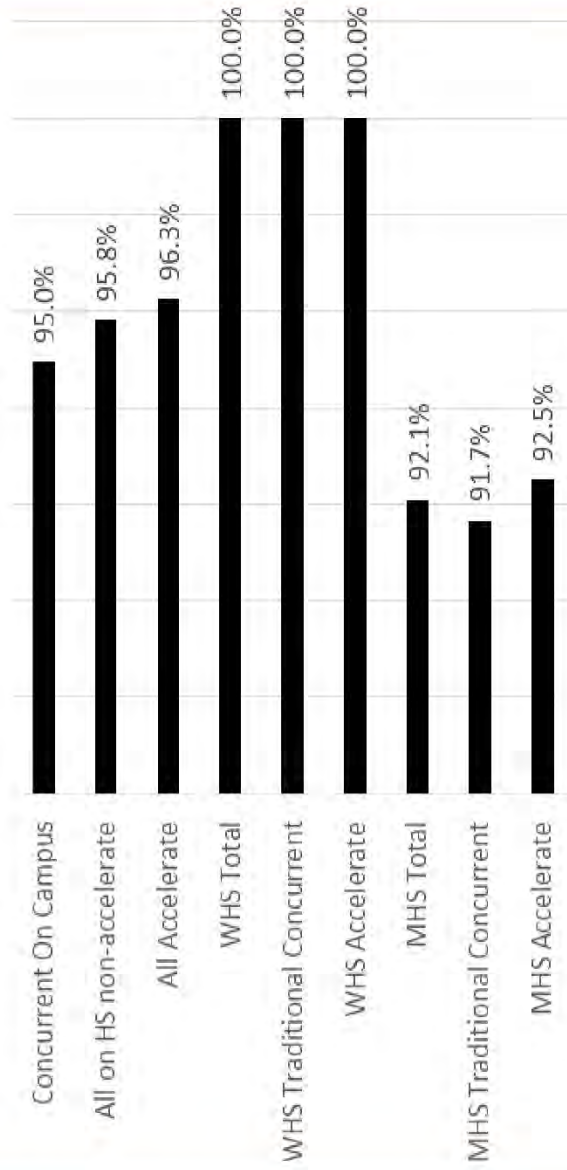
# ACCELERATE PROJECT





# ACCELERATE PROJECT

Fall 17 to Spring 18 Persistence %

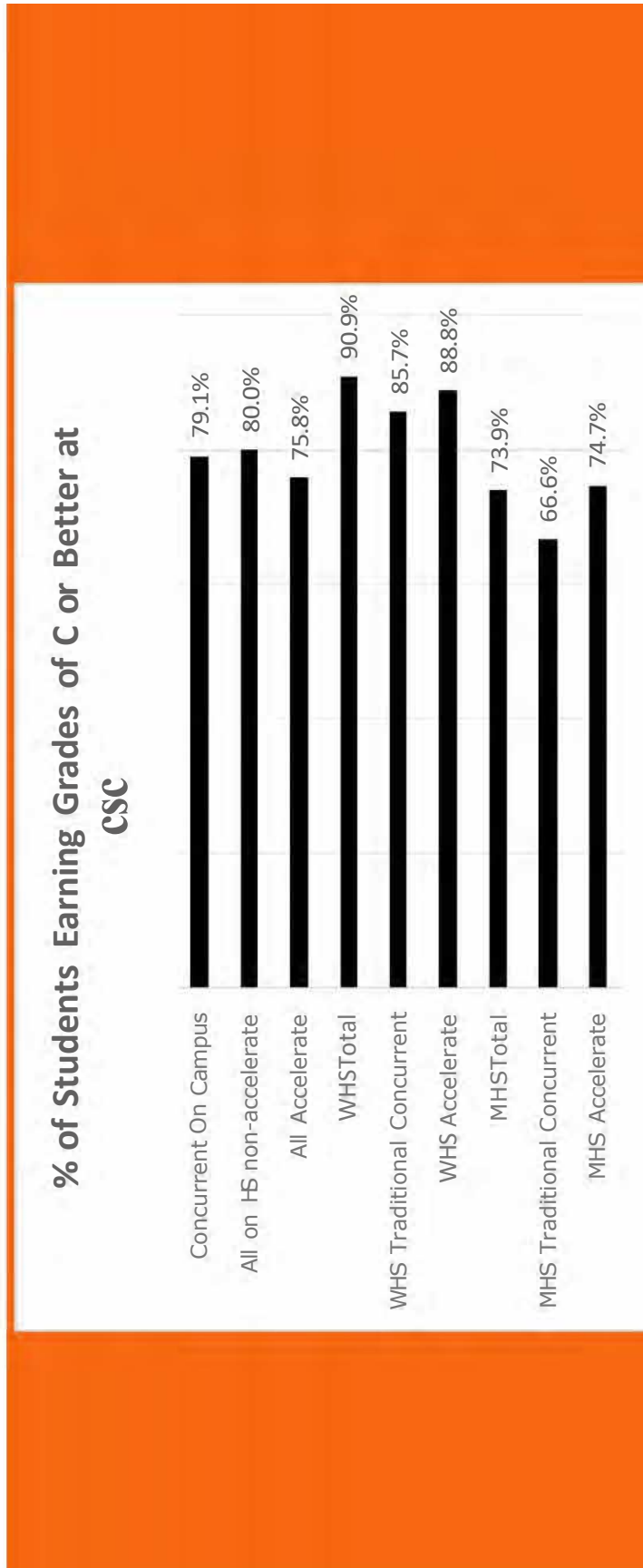




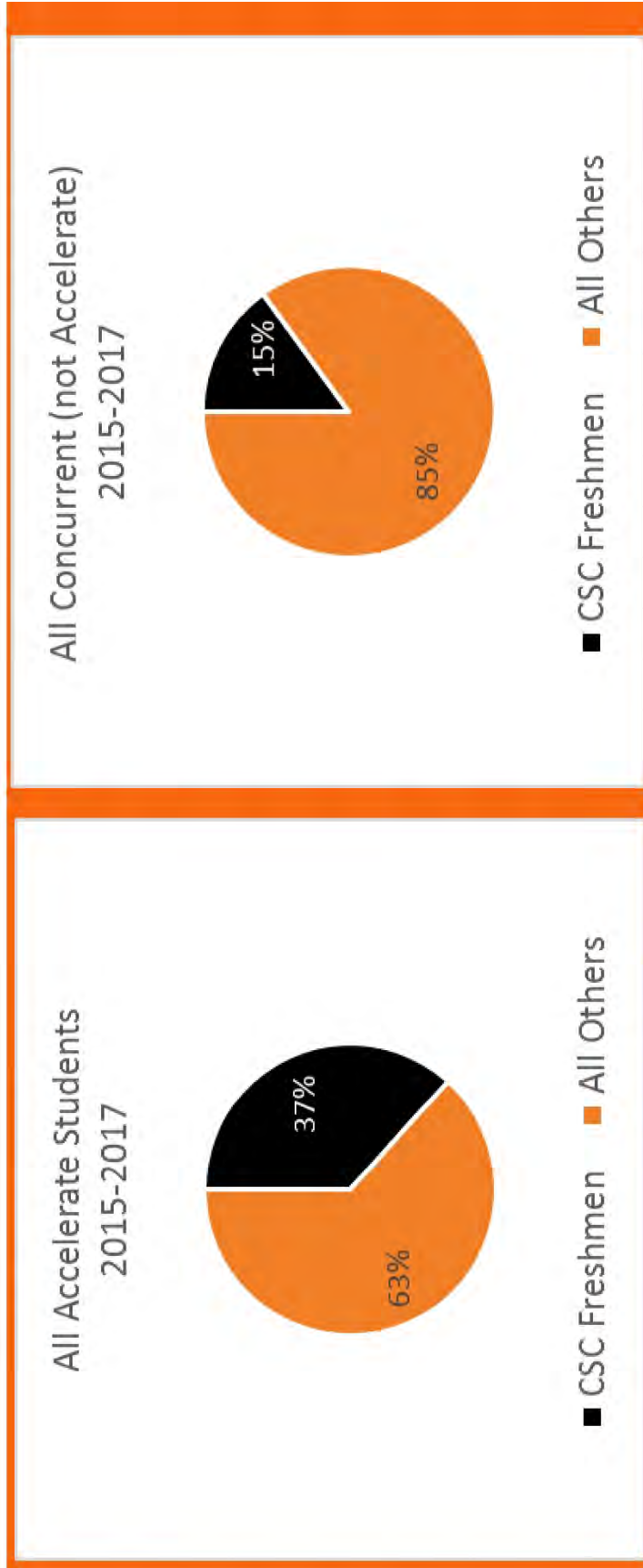
# ACCELERATE PROJECT



# ACCELERATE PROJECT



# ACCELERATE PROJECT



## NEW PLACEMENT GUIDELINES

- **PLACEMENT BY GPA:**
  - Graduated HS within last 7 years, GPA  $\geq 3.0$ , 3 years HS Math or 4 years HS English - Student can enroll in college level course
  - Graduated HS within last 7 years, GPA between 2.6 and 2.99, 3 years HS Math or 4 years HS English - Student can enroll in college level course with co-requisite lab
- Other placement using ACT and ACCUPLACER remains the same

# ASSESSMENT

## SUCCESS RATES IN REMEDIAL AND GATEWAY COURSE

Course	FA2016 Success Rate	FA2017 Success Rate	FA2018 Success Rate
Academic Literacy	n=166 42.77%	n=355 70.42%	n=437 56.75%
Strategies for Success	n=896 88.06%	n=789 95.31%	n=838 92.72%
FOE Lab	n=392 76.28%	n=332 75.00%	n=190 74.21%
Comp I	n=1447 83.21%	n=1636 80.56%	n=1547 86.30%
Math Readiness		n=1141 49.43%	n=644 47.20%
Elementary Alg	n=1559 47.27%		
Intermediate Alg	n=770 41.17%		
Applied Math	n=86 65.12%	n=97 63.92%	n=667 74.06%
Applied Math Lab		n=40 90.00%	n=315 78.73%
College Algebra	n=1004 80.58%	n=1635 70.34%	n=664 79.67%
College Alg Lab		n=626 51.44%	n=110 67.27%
Elementary Statistics	n=110 77.27%	n=96 68.75%	n=105 87.62%



# ASSESSMENT

## SUCCESS RATES IN REMEDIAL AND GATEWAY COURSE

Course	SP2017 Success Rate	SP2018 Success Rate	SP2019 Success Rate
Academic Literacy	n=275 77.82%	n=395 63.54%	n=187 70.05%
Strategies for Success	n=546 82.23%	n=506 94.66%	n=436 93.35%
FOE Lab	n=165 44.85%	n=134 67.91%	n=73 73.97%
Comp I	n=749 79.44%	n=714 82.91%	n=688 81.40%
Math Readiness		n=600 52.50%	n=353 58.64%
Elementary Alg	n=897 41.36%		
Intermediate Alg	n=784 55.87%		
Applied Math	n=41 63.41%	n=61 83.61%	n=434 73.04%
Applied Math Lab		n=27 100.00%	n=176 80.68%
College Algebra	n=825 75.03%	n=1051 76.78%	n=498 85.54%
College Alg Lab		n=426 84.98%	n=115 83.48%
Elementary Statistics	n=96 85.42%	n=123 72.36%	n=122 95.08%

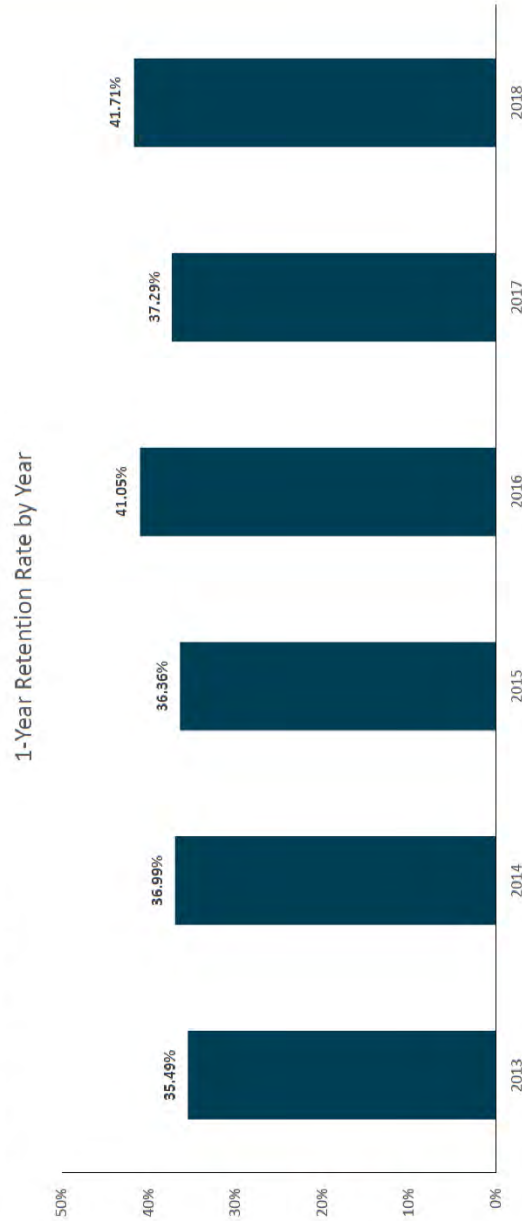
## STUDENT PERSISTENCE ANALYSIS- HANOVER RESEARCH

### **Key findings and recommendations:**

- Connors can increase its one-year retention and three-year graduation rates by focusing on student performance during their first academic year in college
- Financial aid in students' first term is a significant predictor of one-year retention
- Additional focus on students with higher ACT scores might limit their outflow from Connors

## Descriptive Statistics – General Trends (Retention)

- One-year retention is the highest for cohort 2018 and the lowest for cohort 2013, leading to an overall increase in first year retention over the six year period.
- Note: Year shown is the year in which a given student started at Connors (e.g. 2013 indicates the 2012-13 academic year).





## Descriptive Statistics – General Trends (Graduation)

- Both three-year and five-year graduation rates increased starting with the students who entered Connors in 2012-13.
- Note: For five-year graduation rate, we are only looking at cohort 2012-13 and cohort 2013-14 as those are the only cohorts that have had a chance to be enrolled for 5 years.

3-Year Graduation Rate by Year



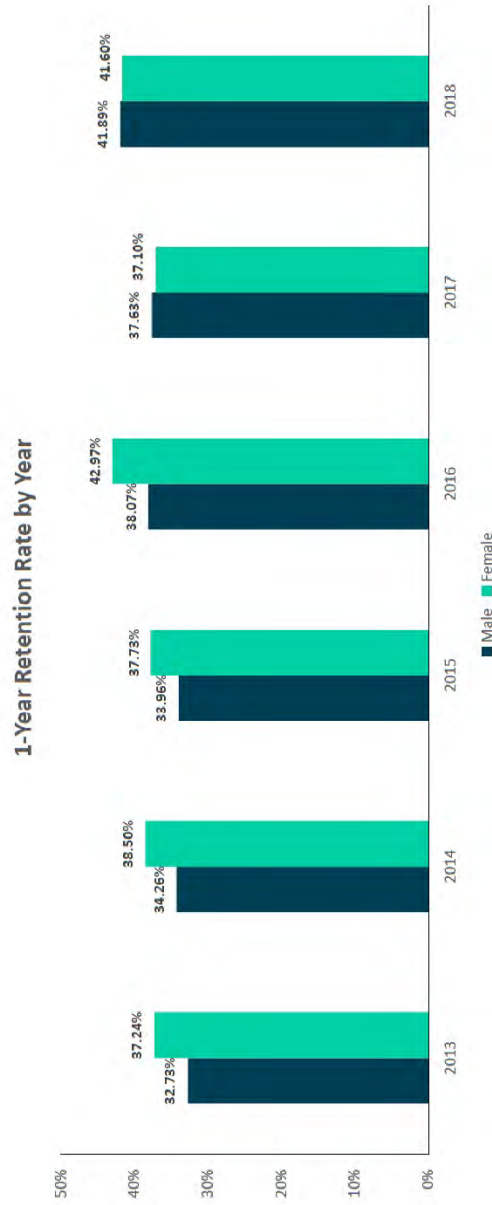
5-Year Graduation Rate by Year



HIGHER EDUCATION

## Descriptive Statistics – Gender (Retention)

- Female students on average are more likely to be retained after their first year for all cohorts except the two most recent cohorts (2016-17 and 2017-18).



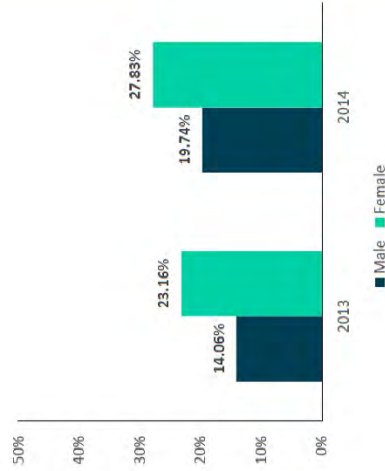
## Descriptive Statistics – Gender (Graduation)

- Female students on average are more likely to graduate in three and five years compared to the male students.

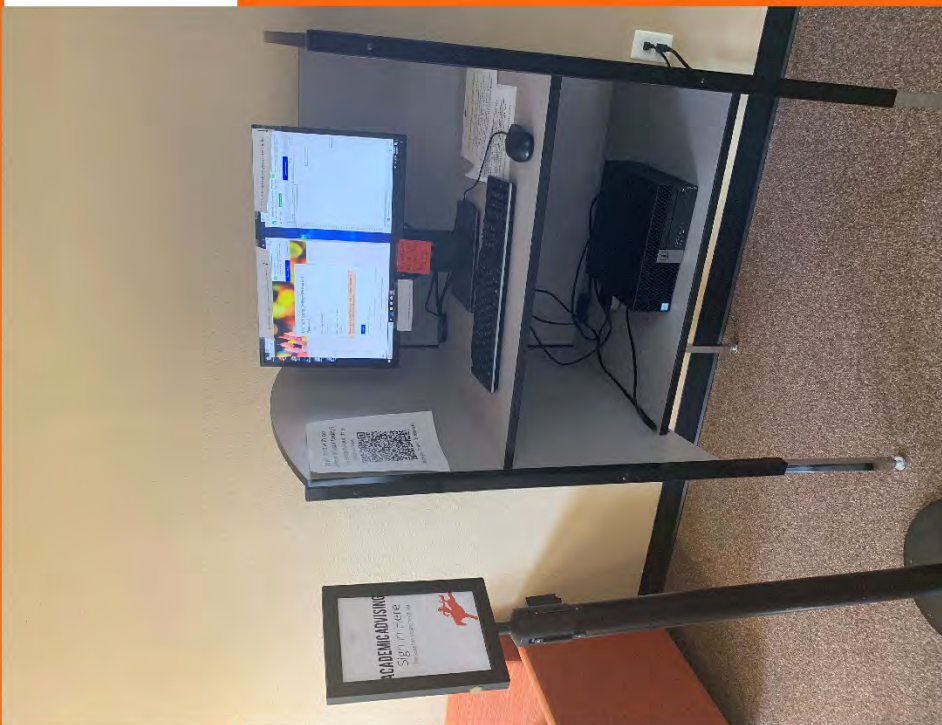
3-Year Graduation Rate by Year



5-Year Graduation Rate by Year



HIGHER EDUCATION





# ONE-STOP DATA

MUSKOGEE- January - June 2019		WARNER- January - June 2019			
Student Purpose	Number of Students	%	Student Purpose	Number of Student	%
Admissions/Registrar	2354	40.16%	Admissions/Registrar	1203	36.67%
Advising	1239	21.14%	Advising	692	21.09%
Bursar	1130	19.28%	Bursar	828	25.24%
Financial Aid	1072	18.29%	Financial Aid	515	15.70%
Student ID	1	0.02%	Recruitment	36	1.10%
Veteran Services	66	1.13%	Veteran Affairs	5	0.15%
Grand Total	5862	100.00%	Grand Total	3281	100.00%

# ADVISOR SURVEY DATA

	Count
My advisor was respectful to me and I felt comfortable with him/her.	
Excellent	78
Good	2
My advisor introduced himself/herself and I felt welcome in their office.	
Average	1
Excellent	77
Good	2
My advising session was helpful and the advisor was knowledgeable.	
Excellent	79
Good	1
My advisor answered my questions and explained at a level that I understood.	
Excellent	77
Good	3
My advisor asked appropriate questions and provided options for my issue or concern.	
Excellent	77
Good	3

QUESTION??





### Personnel Actions

Personnel actions pertaining to appointments, reappointments, changes in salary, changes in title or rank, personnel leaves, etc.

Name	Action	Effective Date	Salary/Rate
Alta Crockett	Employ as Director of Human Resources	10/28/2019	\$57,500 annually (12-month contract)





## New Course Descriptions

### ENGR 1111 Introduction to Engineering

**Course Description:** An introduction to the study and practice of engineering. Skills for students in CEAT; expected engineering student behavior; tools needed by CEAT students; and the role of engineers in society. An introduction to engineering ethics; safety issues; and the relationship of engineering to social, global and contemporary issues. Student enrichment opportunities in CEAT.

### MATH 1523 Modeling and Functions

**Course Description:** Students will learn applications of linear, polynomial, rational, exponential, and logarithmic functions and examine those functions when represented symbolically, numerically, graphically, and in words. Students will use technology for graphing functions, solving equations, and modeling data using regressions.



**Summary of Out-Of-State Travel for the Period of August 2019**

FUND SOURCE	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST FISCAL YEAR		AMOUNT EXPENDED CURRENT		AMOUNT EXPENDED PRIOR	
	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	FISCAL YEAR	NO. OF TRIPS	FISCAL YEAR
ST. APPROP.	2	\$ 2,142.78	0	0.00	2	\$ 2,142.78	2	\$ 1,935.76
FEDERAL	9	\$ 17,624.84	1	\$ 2,042.49	9	\$ 17,624.84	2	\$ 4,465.55
PRIVATE	0	0.00	0	0.00	0	0.00	0	0.00
AUXILIARY	0	0.00	0	0.00	0	0.00	0	0.00
OTHER	0	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL</b>	<b>11</b>	<b>\$ 19,767.62</b>	<b>1</b>	<b>\$ 2,042.49</b>	<b>11</b>	<b>\$ 19,767.62</b>	<b>4</b>	<b>\$ 6,401.31</b>

**Summary of Out-Of-State Travel for the Period of September 2019**

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	478.57	1	1,432.08	3	\$2,621.35	3	\$ 3,367.84
FEDERAL	0	0.00	0	0.00	9	\$17,624.84	2	\$ 4,465.55
PRIVATE	0	0.00	0	0.00	0	0.00	0	0.00
AUXILIARY	0	0.00	0	0.00	0	0.00	0	0.00
OTHER	0	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL</b>	<b>1</b>	<b>478.57</b>	<b>1</b>	<b>1,432.08</b>	<b>12</b>	<b>\$20,246.19</b>	<b>5</b>	<b>\$ 7,833.39</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. Ron Ramming  
President

Subject: FTE Employee Report for the Fiscal Quarter Ending: 09-30-2019  
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 III (430)		Agency Accounts Other (701)			Sub-Total			Total FTE			
	Faculty	Other		Faculty	Other		Faculty	Other				
		Regular	Student		Regular	Student		Regular		Student		
65	50	5	0	14	1	0	9	19	65	73	25	163
74	53	5	0	16	1	0	9	19	74	78	25	177
-9	-3	0	0	-2	0	0	0	0	-9	-5	0	-14
67	51	4	0	22	1	0	10	8	67	83	13	163

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 parttime 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.



**ACADEMIC CALENDAR FOR 2020-2021**

**Summer Session (2020):**

Semester begins (first day of 8-week classes)	<u>June 01, 2020</u>
1 <sup>st</sup> 4-week session (begins and ends)	<u>June 01 – June 26, 2020</u>
2 <sup>nd</sup> 4-week session (begins and ends)	<u>June 29 – July 24, 2020</u>
Please list dates of all holidays and breaks (no classes)	<u>July 4<sup>th</sup> holiday: July 2, 2020</u>
Semester ends (last day of 8-week classes including final exams)	<u>July 24, 2020</u>
Commencement date (graduation ceremony-if applicable)	<u>NA</u>

**Fall Semester (Fall 2020):**

Semester begins (first day of 16-week classes)	<u>August 17, 2020</u>
1st 8-week session (begins and ends)	<u>August 17 – October 9, 2020</u>
2nd 8-week session (begins and ends)	<u>October 12 – December 11, 2020</u>
Please list dates of all holidays and breaks (no classes)	<u>Labor Day: September 07, 2020</u> <u>Fall Break: October 15-16, 2020</u> <u>Faculty off October 16, 2020</u> <u>Thanksgiving: November 23-27, 2020</u> <u>Christmas: Staff off/offices closed</u> <u>Dec. 21, 2020 – Jan. 1, 2021</u> (Offices reopen Jan. 4, 2021)
Semester ends (last day of 16-week classes including final exams)	<u>December 11, 2020</u>
Commencement date (graduation ceremony-if applicable)	<u>NA</u>

**Winter Intersession\***

December 14, 2020 – January 8, 2021

**Spring Semester (Spring 2021):**

Semester begins (first day of 16-week classes)	<u>January 11, 2021</u>
1st 8-week session (begins and ends)	<u>January 11 – March 05, 2021</u>
2nd 8-week session (begins and ends)	<u>March 08 – May 07, 2021</u>
Please list dates of all holidays and breaks (no classes)	<u>MLK Day: January 18, 2021</u> <u>Spring Break: Staff off/offices closed</u> <u>March 15-19, 2021</u> (2 days counted as annual leave)
Semester ends (last day of 16-week classes including final exams)	<u>May 07, 2021</u>
Commencement date (graduation ceremony)	<u>May 07, 2021</u>

\*Intersessions: classes that meet between regularly scheduled semesters or that meet between summer session and fall semester, between fall semester and spring semester, or between spring semester and summer session.

## **VI. OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA**

President Burns Hargis and members of the Oklahoma State University (OSU) administration appeared before the Board of Regents to present the business of OSU and review the Agenda for members of the Board. (The OSU Agenda is on file in the Board of Regents' Office as Doc. No. 1-10-25-19.)

President Hargis expressed congratulations to Dr. Kayse Shrum for the terrific job she is doing at OSU-CHS, and there are many great things happening in Tulsa due to the leadership of Dr. Shrum and Dr. Fry.

President Hargis announced that the OSU College of Veterinary Medicine is now fully accredited. Budget cuts inflicted great stress on that school, so much so that it was put on probation. He gave Dean Carlos Risco and his team credit for making the reaccreditation happen.

### **B-1 Adoption of Memorial Resolutions**

President Hargis presented information to recognize the service of the individuals listed and noted that the statements for each individual as prepared by their respective departments are listed collectively in Reference Document B-1 of the OSU Agenda. President Hargis presented the Memorial Resolutions and recommended their adoption. (A copy of the Memorial Resolutions are attached to this portion of the minutes and collectively identified as ATTACHMENT A.)

Regent Anthony moved and Regent Watkins seconded to adopt the Memorial Resolutions listed in Item B-1, as presented in the OSU Agenda.

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

Dr. Jeanette Mendez, Vice Provost & Professor, presented the following items pertaining to Policy and Operational Procedures and Academic Affairs in Provost Sandefur's absence:

### **C-1 Request to award posthumous degree**

Vice Provost Mendez said she is pleased to present this item on behalf of Provost Sandefur, Dean Kenneth Eastman, and the faculty and staff of the Spears School of Business. Approval is requested to award a posthumous Bachelor of Science Degree to Mr. John Delbert Starrett and present it to his family at an upcoming University commencement ceremony.

### **C-2 Request to award honorary degrees**

Vice Provost Mendez said approval is also requested to present three honorary degrees to Mrs. Anne Greenwood, Mr. Michael Greenwood, and Mrs. Ann Hargis, each to be presented an Honorary Doctorate of Humane Letters for extraordinary achievements throughout their careers and the significant impact each has had on the OSU community. She noted that if approved, the

posthumous degree and honorary degree requests will be forwarded to the Oklahoma State Regents for Higher Education for their consideration and approval.

Regent Davis moved and Regent Anthony seconded to approve Section C, Items 1 and 2 as presented in the OSU Agenda.

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

#### D-1 Approval of personnel actions

Vice Provost Mendez 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. These include five new appointments and four changes in title, rate, or appointment period. For information, five retirements and one separation are included.

Regent Milner moved and Regent Davis seconded to approve the personnel action items as presented in Item D-1 of the OSU Agenda.

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

#### E-1 Request for curricular changes including new degrees, program modifications, etc.

Vice Provost Mendez said these requests include three curricular changes for the OSU-OKC campus. If approved, these requests will be sent to the Oklahoma State Regents for Higher Education (OSRHE) for their consideration and approval.

Regent Milner moved and Regent Anthony seconded to approve Item E-1 as presented in the OSU Agenda.

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

Senior Vice President Joe Weaver presented the following items pertaining to Administration and Finance:

#### G-1 Actions required to finance potential capital projects

#### G-2 Request to enter into and execute a lease agreement between OSU-Center for Health Sciences and South Mingo Plaza, LLC, and approval for OSU-CHS President, or their designee, to execute the lease subject to Legal Counsel review

Regent Callahan moved and Regent Anthony seconded to approve Section G, Items 1 and 2 of the OSU Agenda.

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

Mr. Weaver said Items I-1 and I-2 were discussed with members of the Fiscal Affairs and Plant Facilities (FAPF) Committee during its meeting this morning.

I-1 Selection of a construction management firm to assist the University with the design and construction of a new research and teaching facility for the Division of Agricultural Sciences and Natural Resources

Regent Milner said the FAPF Committee met with the OSU administration regarding Item I-1, and the Committee recommends approval of Flintco from Tulsa, Oklahoma.

Regent Milner moved and Regent Davis seconded to approve the selection of Flintco from Tulsa, Oklahoma, as the construction management firm for the teaching facility listed in Item I-1 of the OSU Agenda.

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

I-2 Request to continue with the architecture firm Dewberry to assist the University with the programming and design of academic facilities for OSU-CHS

Regent Milner said the FAPF Committee met with the OSU administration regarding Item I-2, and the Committee recommends approval of the administration's request.

Regent Milner moved and Regent Anthony seconded to approve Item I-2, as presented in the OSU Agenda.

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

J-1 Revolving & appropriated funds

J-2 Auxiliary enterprises

J-3 Plant Funds

Mr. Weaver noted Items J-1 through J-3 are purchase requests.

Regent Davis moved and Regent Watkins seconded to approve Section J, Items 1-3, as presented in the OSU Agenda.

Regent Burns asked with regard to Item J-2 whether the location of this prescribed fire is Lake Carl Blackwell. Senior Vice President Weaver said yes, and it is time now to go back and burn those same areas from several years ago.

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

President Hargis referenced the naming agreements listed under Item M-1 in the OSU agenda. Regent Link complimented President Hargis and everyone involved in the recent McKnight Center event. He said it was spectacular.

Regent Arthur said as the Oklahoma Secretary of Agriculture, she wanted to compliment Dean Risco of the Veterinary School, who is doing some very good things in that department. President Hargis said the Board helped a lot with the Veterinary School by allowing OSU to bring in more students and that has really made a difference.

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



**MEMORIAL RESOLUTION**

ATTACHMENT A

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Noma Jo Campbell, Professor, Emeritus, Educational Studies, was claimed by death on August 21, 2019; and

WHEREAS, Dr. Campbell, by her loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from June 1, 1975, to the date of her retirement July 1, 1998, and as a citizen worthy of commemoration and respect; and

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

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

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

BE IT FURTHER RESOLVED, that a copy of this resolution be reflected in the minutes of the Board and a copy sent to the family of Dr. Campbell.

Adopted by the Board the 25<sup>th</sup> day of October, 2019.



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Tucker Link, 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 James Madison Seals, Professor, Emeritus, Educational Studies, was claimed by death on July 28, 2019; and

WHEREAS, Dr. Seals, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from July 16, 1968, to the date of his retirement, May 31, 1998, 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. Seals 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 reflected in the minutes of the Board and a copy sent to the family of Dr. Seals.

Adopted by the Board the October 25, 2019.



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Tucker Link, 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 John C. Shearer, Professor, Emeritus, Economics, was claimed by death on September 14, 2019; and

WHEREAS, Dr. Shearer, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from July 1, 1967, to the date of his retirement, June 30, 1993, 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. Shearer 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 reflected in the minutes of the Board and a copy sent to the family of Dr. Shearer.

Adopted by the Board the 25<sup>th</sup> day of October, 2019.

  
Tucker Link, 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 John Bruce Solie, Regents Professor, Emeritus, Biosystems and Agricultural Engineering, was claimed by death on September 26, 2019; and

WHEREAS, Dr. Solie, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from August 1, 1982, to the date of his retirement, July 1, 2010, 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. Solie 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 reflected in the minutes of the Board and a copy sent to the family of Dr. Solie.

Adopted by the Board the 25<sup>th</sup> day of October, 2019.



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Tucker Link, Chair

**VII. PUBLIC COMMENTS**

Chairman Link said in accordance with Board Policy 1.17, time is provided for individuals to appear before the Board in order to provide comments. There were none registered to comment, and the Board continued with its business.

## **VIII. COMMITTEE REPORTS**

### **Regents' Steering Committee re: NEO A&M College Presidential Selection Process**

Regent Callahan reported that as a Committee they feel they have a very strong pool of applicants. This was a national search with a high number of applicants. The pool has been narrowed down to a group of semifinalists who will be interviewed in two weeks. It is hoped that from those interviews, several candidates will be advanced to the full Board for consideration of selection as the next President of NEO A&M College.

### **Fiscal Affairs and Plant Facilities Committee**

All business discussed by the Committee was presented during the business of Oklahoma Panhandle State University and Oklahoma State University.

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

*None*

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

*None*

### **Planning and Budgets Committee**

*None*

## **IX. OTHER BOARD OF REGENTS' BUSINESS**

### **A. General Information/Reports Requiring No Action by the Board**

*None*

### **B. Resolutions**

*None*

### **C. Policy and Operational Procedures**

*None*

### **D. Personnel Action for approval and personnel item for informational purposes**

Ms. Finley asked for approval for the employment of Keith Cook as Senior Auditor in the Office of Internal Audit. She noted he has a Master's in Business Administration from OSU and has 20 years of experience. She said she looks forward to him joining her team. (The personnel actions are attached to this portion of the minutes as ATTACHMENT A and are considered a part of these minutes.)

Regent Anthony moved and Regent Davis seconded to approve the personnel action as presented.



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

E. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)  
*None*

F. Other Business Matters Requiring Action of the Board

1. Request to establish a car allowance for OSU First Lady Ann Hargis

Regent Link said First Lady Hargis does a lot of things for the University and her involvement is worth more than what is listed for approval. Regent Anthony said this is a token amount, but Ann Hargis has been an integral part of President Hargis' leadership at OSU. She is well deserving of this modest show of support for her efforts. (The car allowance details are attached to this portion of the minutes as ATTACHMENT B and considered a part of these minutes.)

Regent Anthony moved and Regent Davis seconded to approve Item F-1 as presented.

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

G. Reports/Comments/Recommendations by Chief Executive Officer

*None*

H. Reports/Comments/Recommendations by General Counsel

Mr. Stephens said the Office of Legal Counsel hosted for the second time in five years the National Clery conference. It is quite an honor to be asked to host that event, and they were so successful the last time they hosted that they were asked to do so again. Brandee Hancock and Katie McCool did a great job coordinating this conference. There were 85 people in attendance from surrounding states. An increase in reported sexual assaults each year is an indication of successful implementation of campus education and safety programming. The increase of reports is nothing to brag about, but that is an indication that the programming and education efforts are working, and students know where to report.

I. Reports/Comments/Recommendations by Chief Audit Executive

Ms. Finley provided an update regarding the LU USDA grant matter and integrated services and noted that the Office of Internal Audit (IA) is assisting LU with this matter. Regent Link asked Ms. Finley if LU is on track to have audits completed on time by BKD, LLP. Ms. Finley said IA is on target with all institutions with the exception of LU; their audit is taking a bit longer, but IA will continue to stay apprised of the timeline. Regent Link asked if there is any requirement for filing if the audit is completed beyond October 31, 2019. Ms. Finley said her office will contact the Office of Management and Enterprise Services and make them aware of

the delay. A draft may have to be submitted to meet the deadline, but it is hoped to have something finalized soon.

J. New Business Unforeseen at the Time Agenda was Posted

K. Other Informational Matters Not Requiring Action of the Board

*None*

Adjournment

At approximately 11:30 a.m., Regent Burns moved and Regent Watkins seconded that the meeting be adjourned.

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



**PERSONNEL ACTIONS**  
*for the*  
**BOARD OF REGENTS' OFFICES**

October 25, 2019, Board Meeting

**Executive/Administrative Office:**

**RETIREMENT**

- **Brecht, Shari**, Executive Assistant to the CEO (effective January 2, 2020)

**Office of Internal Audit:**

**EMPLOYMENT**

- **Cook, Keith**, Senior Auditor at a salary of \$75,000 (effective October 23, 2019)

**Other Business Matters Requiring Action of the Board**

October 25, 2019, Board Meeting

Board approval is requested to establish a car allowance for OSU First Lady Ann Hargis in the amount of \$1,000 per month, effective July 1, 2019.

BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES



By: Tucker Link 12/09/2019 13:47 Central Standard  
Tucker Link, Chair

ATTEST:



Jason Ramsey 12/06/2019 13:51 Central Standard

Jason Ramsey, Chief Executive Officer

Certified correct minutes subject to approval of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges on December 6, 2019.



Kyla Eldridge 12/06/2019 13:49 Central Standard

Kyla Eldridge  
Executive Administrative Associate