



MINUTES

of the

BOARD OF REGENTS FOR THE
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

for the

April 22, 2022

Regular Board Meeting

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

April 22, 2022

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF REGENTS
FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES
APRIL 22, 2022**

Notice of this meeting was filed with the Oklahoma Secretary of State on November 11, 2021.

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges met in the Calcagno Family Ballroom, Student Union, on the campus of Northeastern Oklahoma A&M College in Miami, Oklahoma, on April 22, 2022.

Board members in attendance: Dr. Trudy Milner, Chair; Mr. Jarold Callahan, Vice Chair; Mr. Calvin Anthony; Mrs. Blayne Arthur; Mr. Rick Davis; Mr. Joe Hall; Mr. Billy Taylor; and Mr. Rick Walker.

Absent: Mr. Jimmy Harrel.

Others in attendance: Mr. Jason Ramsey, Chief Executive Officer; Mr. Steve Stephens, General Counsel; Ms. Michelle Finley, Chief Audit Executive; Ms. Jessica Russell, Director of Public Policy; Ms. Nicole Nixon, Administrative Associate; and Ms. Amy Thomas, Administrative Associate.

After the Chief Executive Officer affirmed a quorum was present and that all documents had been filed, Chair Milner called the meeting to order at approximately 10:18 a.m.

I. BOARD OF REGENTS' BUSINESS

A. Approval of Order of Business

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

Regent Callahan moved and Regent Walker seconded to approve the Order of Business as presented.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

B. Approval of minutes of Special Board Meeting held March 25, 2022

Regent Davis moved and Regent Taylor seconded to approve the minutes of the March 25, 2022, Special Board Meeting as presented.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

C. Announcement of next Regular Board Meeting to be held on June 17, 2022

Chair Milner stated that the next meeting will be held on June 17, 2022, in the Executive Board Room, Administration Building at Oklahoma State University-Tulsa, 700 North Greenwood Avenue in Tulsa, Oklahoma.



ORDER OF BUSINESS
OSU/A&M Board of Regents
Regular Board Meeting

April 22, 2022

Calcagno Family Ballroom
Student Union
Northeastern Oklahoma A&M College
Miami, Oklahoma

Secretary of State meeting notice was filed on November 11, 2021.

BOARD BUSINESS:

1. Approval of Order of Business
2. Approval of Minutes for March 25, 2022 Special Board Meeting
3. Announcement of next regular meeting:
June 17, 2022 -- Executive Board Room, Administration Building
Oklahoma State University-Tulsa
700 North Greenwood Avenue
Tulsa, Oklahoma

BUSINESS WITH COLLEGES AND UNIVERSITIES:

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

PUBLIC COMMENTS

None

COMMITTEE REPORTS:

1. Academic Affairs, Policy and Personnel Committee
2. Audit, Risk Management and Compliance Review Committee
3. Fiscal Affairs and Plant Facilities Committee
4. Planning and Budgets Committee
5. Regents Steering Committee – OPSU Presidential Search

OTHER BOARD BUSINESS:

1. 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

April 22, 2022 – 10:00 a.m.

Calcagno Family Ballroom
Student Union
Northeastern Oklahoma A&M College
Miami, Oklahoma

Notice of this meeting was filed with the Secretary of State on November 11, 2021.

I. BOARD OF REGENTS' BUSINESS

- A. Approval of Order of Business
- B. Approval of minutes for Special Board Meeting held March 25, 2022
- C. Announcement of next Regular Board Meeting to be held on June 17, 2022 in the Executive Board Room, Administration Building, Oklahoma State University-Tulsa, 700 North Greenwood Avenue, Tulsa, Oklahoma

II. OKLAHOMA STATE UNIVERSITY

- A. General Information/Reports Requiring No Action by the Board
 - 1. Remarks by President Kayse Shrum
- B. Resolutions
 - 1. Request adoption of Memorial Resolutions for Billy Joe Barfield and Howard Robert Terry
- 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. Request approval of personnel actions and items for informational purposes
- E. Instructional Programs
 - 1. Request approval of curricular changes including new degrees, program modifications, etc.
- F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)
 - 1. Request approval to increase program fee

G. Other Business and Financial Matters

1. Request approval to grant construction easements to BT Development, LLC (OSU-System)
2. Request approval of actions required to finance a potential new capital project
3. Request approval to transfer funds for capital projects
4. Request approval to install an infrared heating system in the Sherman Smith Training Center and enter into a gift in kind for same

H. Contractual Agreements (other than construction and renovation)

None

I. New Construction or Renovation of Facilities

1. Request approval to increase the budget for the new research and teaching laboratory for the Division of Agricultural Sciences and Natural Resources
2. Request approval to select an on-call construction management firm for the design and construction of a Human Resources building
3. Request approval to increase the budget for the new market center

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

1. Request approval of sole source & special request purchasing items
2. Request approval of plant fund purchasing items

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

III. OKLAHOMA PANHANDLE STATE UNIVERSITY

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

1. Remarks by Interim President Ryan Blanton
2. Panhandle Magazine

B. Resolutions

1. Request adoption of Memorial Resolution for:
 - a. Joyce O. Johnson
2. Request adoption of Retirement Resolutions for:
 - a. Dr. Beverly Meyers
 - b. Dawn Lloyd

C. Policy and Operational Procedures

1. Request approval for revisions to the Oklahoma Panhandle State University Information Technology Policy

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 actions for approval and items for informational purposes only
2. Request approval for the job description and minimum qualifications and authority to initiate a search for the position of Executive Director of the Panhandle State Foundation

E. Instructional Programs

1. Request approval for the following programs to be delivered online:
 - a. Agronomy
 - b. Criminal Justice
 - c. Education
 - d. Psychology

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. February and March 2022 Out of State Travel
2. FY22 3rd Quarter FTE Report

IV. LANGSTON UNIVERSITY

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

1. Remarks by President Kent Smith

B. Resolutions

1. Request adoption of Memorial Resolution for Dr. Andrew Bucki

C. Policy and Operational Procedures

1. Request approval for revisions to the Langston University Information Technology Policy and Procedures Manual

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 actions for approval and items for informational purposes only

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

1. Request approval of peace officer actions

H. Contractual Agreements (other than construction and renovation)

1. Request approval to engage with Crawford & Associates, P.C. to provide financial consulting services

I. New Construction or Renovation of Facilities

None

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

1. Request approval to procure summer make-ready supplies for residential housing units on the Langston campus
2. Request approval to engage an approved vendor in remediation efforts for offline units in Scholars' Inn Apartments
3. Request approval to solicit public bids and award a purchase order to the selected vendor for restoration of offline units in Scholars' Inn Apartments
4. Request approval to solicit public bids and award a purchase order to the selected vendor for replacement of HVAC rooftop units at C.F. Gayles Field House and Gymnasium
5. Request approval to engage an approved vendor for restoration of the Atrium on the Langston campus
6. Request approval to solicit public bids and award a purchase order to the selected vendor for the conversion of the fire suppression system within the W.E. Anderson Stadium
7. Request approval to solicit public bids and award a purchase order to the selected vendor to provide health clinic services on the Langston campus

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. Demolition of Langston Campus structures

V. CONNORS STATE COLLEGE

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

1. Remarks by President Ron Ramming
 - a. CSC Connection Publication

B. Resolutions

None

C. Policy and Operational Procedures

1. Request approval for revisions to the Connors State College Information Technology Systems Department Policies and Procedures Manual

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 actions for approval and 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 approval to accept a grant from the Cherokee Nation for \$100,000 and to expend funds according to grant guidelines

G. Other Business and Financial Matters

None

H. Contractual Agreements (other than construction and renovation)

1. Request approval to enter into a Memorandum of Understanding with NSU to provide classroom space for their use on the Connors State College West campus

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 summary for February and March 2022
2. FTE Employee Report March 2022

VI. NORTHEASTERN OKLAHOMA A&M COLLEGE

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

1. Remarks by President Kyle Stafford
 - a. Highlights of NEO Update newsletter
 - b. Student Spotlights

B. Resolutions

None

C. Policy and Operational Procedures

1. Request approval for NEO A&M College Information Technology Systems Development Policy and Procedures Manual

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 actions for approval

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)

1. Request approval to enter into an agreement with Crawford and Associates to provide services related to the preparation of financial statements and financial consulting assistance
2. Request approval to extend the previously competitively bid contract with Landmark Service Group to manage and operate custodial services and small construction jobs

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 summary for February and March 2022
2. OSRHE FTE Employee Report for fiscal quarter ending March 2022

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. Academic Affairs, Policy and Personnel Committee
(All business discussed by this Committee was presented during the business of Oklahoma State University.)
- B. Audit, Risk Management and Compliance Review Committee
- C. Fiscal Affairs and Plant Facilities Committee
(All business discussed by this Committee was presented during the business Oklahoma State University.)
- D. Planning and Budgets Committee
- E. Regents Steering Committee
 - 1. Update on OPSU Presidential Search Process

IX. OTHER BOARD OF REGENTS' BUSINESS

- A. General Information/Reports Requiring No Action by the Board
None
- B. Resolutions
 - 1. Adoption of Memorial Resolution for former Regent Terry Lee Peach
- 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. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)
None
- F. Other Business Matters Requiring Action of the Board
- 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. OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA

President Kayse Shrum and other members of the Oklahoma State University (OSU) administration came before the Board 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. 1-4-22-22.)

President Shrum said applications are incoming for the open Provost and Senior Vice President position. The Provost Search Committee is excited about the applicant pool and the depth of the experience of the applicants. The Committee will submit three names as final candidates. She also said Frank Eaton, the inspiration for OSU's mascot Pistol Pete, was inducted into the National Cowboy and Western Heritage Museum Hall of Fame on April 9th. The OSU Hamm Institute for American Energy will host the OSU Energy Conference on April 26th. President Shrum also said OSU hosted a large delegation of students and alumni at the State Capitol Building in Oklahoma City on April 6th for "Capitol Cowboys Day."

The College Park initiative between Tulsa Community College and Oklahoma State University-Tulsa has expanded to offer a psychology track in addition to the already existing business track. The College Park program was designed to improve access to bachelor's degrees for all Tulsans. The OSU-Center for Health Sciences will announce a formal partnership with the University of Arizona next week. The National Center for Wellness and Recovery will collaborate on research with a similar institute on its campus: the Comprehensive Pain and Addiction Center. This includes sharing financial resources and expertise that will foster rapid progress in addressing both opioid and pain epidemics. The two Universities are highly aligned in their efforts to combat the epidemics and to promote recovery from addiction to prevent relapses through advancement in novel chemistry, biology, therapies, clinical trials, education, and legislation. This development will advance OSU's addiction and pain research efforts through joint grant applications from the National Institutes of Health.

Demolition is scheduled to begin on the Kerr-Edmondson building in May as OSU makes progress on the work to establish a new Veterans Hospital in Tulsa. The new Oklahoma psychiatric hospital is also in the planning and design stages and is working with the Department of Mental Health and Substance Abuse Services. Additionally, the work continues to improve the facility of the teaching hospital at OSU Medical Center.

B-1 Adoption of Memorial Resolutions for Billy Joe Barfield and Howard Robert Terry

(The Memorial Resolutions are attached to this portion of the minutes as ATTACHMENT A and considered a part of these minutes.)

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

Regent Davis said Dr. Terry did a great job on behalf of OSU and he touched many lives as Department Head in Agriculture Education, including himself. He said he is very thankful for Dr. Terry and for all the time he invested. Even when he retired, Dr. Terry did not stop being involved at OSU. He attended athletic events and anything agriculture related.

Interim Provost Jeanette Mendez presented the following items pertaining to Personnel, Policy and Operational Procedures, and Academic Affairs:

D-1 Approval of personnel actions

Interim Provost Mendez said these actions include 23 new appointments, including the appointments of Dr. Howard Sanborn, Professor and Department Head of Political Science; Dr. Carlos Valiente as Professor and Department Head of Human Development and Family Science; and Robert Firth as Dean of the School of Engineering and Construction Technologies on the OSU-Institute of Technology campus. Other actions include 22 changes in appointment, including numerous extensions to endowed chair and professorship positions as well as the appointment of Dr. Jeff Menne as Department Head of English. There are also 14 sabbaticals and one correction to the title of a new faculty member, Dr. Amy Malek. Four retirements and six separations are also listed for information only.

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

E-1 Approval of curricular changes including new degrees, program modifications, etc.

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

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

F-1 Approval to increase program fee

Mr. Weaver said this Item was discussed with the Academic Affairs, Policy and Personnel (AAPP) Committee.

Committee Chair Callahan said the AAPP Committee met with the OSU administration on Tuesday, April 19 regarding a program fee increase for the Ferguson College of Agriculture. Revenue generated by the requested increase of \$20 per credit hour will be used for debt payments for the New Frontiers building. The Committee acted to recommend Board approval of the administration's request.

Regent Callahan moved and Regent Walker seconded to approve Item F-1 as presented in the OSU Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

Committee Chair Callahan said one of the reasons for this increase is due to the increased costs in construction. There are many donors and supporters for this building and the University owes it to the students, faculty, and donors to proceed even though the projected expense is going to be higher than originally thought; hence the bond and its repayment of the bond.

Mr. Weaver said Items G-2 and G-4 were discussed with the Fiscal Affairs and Plant Facilities (FAPF) Committee.

G-2 Approval of actions required to finance a potential new capital project

Committee Chair Hall said the FAPF Committee met with the OSU administration on Tuesday, April 19, regarding this request. These actions include soliciting a finance team and issuance of general revenue bonds for the New Frontiers building project. The Committee acted to recommend Board approval of the administration's request.

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

G-4 Approval to install an infrared heating system in the Sherman Smith Training Center and enter into a gift in kind for same

Regent Hall said the FAPF Committee met with the OSU administration regarding this Item. The project is not expected to exceed \$3 million, and all funding will be from private donors. The Committee acted to recommend Board approval of the administration's request.

Regent Hall moved and Regent Davis seconded to approve Item G-4 as presented in the OSU Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

G-1 Approval to grant construction easements to BT Development, LLC (OSU-System)

G-3 Approval to transfer funds for capital projects

Regent Hall moved and Regent Taylor seconded to approve Section G, Items 1 & 3 as presented in the OSU Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

Mr. Weaver noted all items listed in Section I were discussed with the FAPF Committee.

I-1 Approval to increase the budget for the new research and teaching laboratory for the Division of Agricultural Sciences and Natural Resources

Committee Chair Hall said the FAPF Committee met with the OSU administration to discuss this request. The original budget for this project was approved in October 2019; however, changes in market conditions have contributed to the increase in cost. Costs for this project are not expected to exceed \$115,200,000. The Committee acted to recommend Board approval of the administration's request.

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

I-2 Approval to select an on-call construction management firm for the design and construction of a Human Resources building

Committee Chair Hall said the FAPF Committee met with the OSU administration regarding this Item. The Committee recommends Nabholz Construction Corporation for Board approval.

Regent Hall moved and Regent Walker seconded to approve Nabholz Construction Corporation as the on-call construction management firm for Item I-2 as presented.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

I-3 Approval to increase the budget for the new market center

Committee Chair Hall said the FAPF Committee met with the OSU administration to discuss this Item. The original budget for this project was approved in October 2021; however, changes in market conditions have contributed to the increase in projected costs. Costs for the project are not expected to exceed \$20 million. The Committee acted to recommend Board approval of the administration's request.

Regent Hall moved and Regent Taylor seconded to approve Item I-3 as presented in the OSU Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

J-1 Approval of sole source & special request purchasing items

J-2 Approval of plant fund purchasing items

Regent Anthony moved and Regent Walker seconded to approve Section J, Items 1 & 2 as presented in the OSU Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

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

MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Dr. Billy Joe Barfield, Emeritus, Regents Professor, Biosystems and Agricultural Engineering, was claimed by death on February 5, 2022; and

WHEREAS, Dr. Barfield, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from August 10, 1992, to the date of his retirement, January 5, 2004, 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. Barfield 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. Barfield.

Adopted by the Board the 22nd day of April 2022.


Trudy Milner, 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 Dr. Howard Robert Terry, Sr., Emeritus, Regents Professor, Ferguson College of Agriculture, was claimed by death on January 15, 2022; and

WHEREAS, Dr. Terry, Sr., by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from September 1, 1969, to the date of his retirement, June 30, 2000, 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. Terry, Sr. 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. Barfield.

Adopted by the Board the 22nd day of April 2022.



Trudy Milner, Chair

III. OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA

Interim President Ryan Blanton and other members of the Oklahoma Panhandle State University (OPSU) administration came before the Board 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.)

Dr. Blanton highlighted various stories in *Panhandle* magazine. He also said Judge Ronald Kincannon will be the commencement speaker on May 13th. Judge Kincannon was very instrumental in providing the funding for the Panhandle Promise Scholarship Program.

B-1 Adoption of Memorial Resolution for:

a. Joyce O. Johnson

B-2 Adoption of Retirement Resolutions for:

a. Dr. Beverly Meyers

b. Dawn Lloyd

Regent Hall moved and Regent Callahan seconded to approve Section B, Items 1 & 2 as presented in the OPSU Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

C-1 Approval for revisions to the Oklahoma Panhandle State University Information Technology Policy

(The IT Policy is on file in the Board of Regents' Office as Doc. No. 2-4-22-22.)

Dr. Blanton said no policies are changing, rather four new policies are being added as the result of a perimeter security audit of its IT system a year and a half ago. The recommendations from this audit are being implemented, such as an Access Control Policy and Asset Management.

Regent Anthony asked if the Office of Legal Counsel has reviewed these changes. Dr. Blanton said yes.

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

D-1 Approval of personnel actionsD-2 Approval for the job description and minimum qualifications and authority to initiate a search for the position of Executive Director of the Panhandle State Foundation

Dr. Blanton said the Panhandle State Foundation has always hired their own Executive Director, which is currently a part-time position. The Foundation has considered itself a fiduciary of scholarship funds and has not been actively engaged in any kind of advancement work on behalf of the University. Discussion with the Foundation Board President Troy Morris caused the University and the Foundation to recognize a change is needed and to adapt the Foundation into a modern-style Foundation is in the best interest of not only the Foundation but the University itself.

In January 2022 the Foundation Board voted to move forward with hiring a full-time Executive Director with an emphasis in not only being a fiduciary but to actively engage in campaigning and working with the University and its strategic goals to move forward in a more advanced fundraising capacity. The University has offered to match what the Foundation will pay in terms of salary in order to bring someone in who has a lot of experience and to work better with the University. There have been several meetings with the Foundation and the Association of Governing Boards for consulting work. When the new Executive Director is hired there will be more strategic planning and education sessions for the Foundation Board members.

Regent Davis moved and Regent Hall seconded to approve Section D, Items 1 & 2 as presented in the OPSU Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

Provost Julie Dinger presented the following Item pertaining to Academic Affairs:

E-1 Approval for the following programs to be delivered online:

- a. Agronomy
- b. Criminal Justice
- c. Education
- d. Psychology

Provost Dinger said the University's most successful program over the last five years is the online RN to BSN program. The program has grown 39 percent in both majors and graduates. This success has been achieved through the partnerships with the local community colleges. Provost Dinger said they are proud of these partnerships and have tried to maintain conversations and understand how to best serve the needs of their constituents. In discussions with their partners at the community colleges, Provost Dinger said the four programs listed can be the targeted programs to serve the needs of students who may not be able to move near to the region but still want to have the student experience for which the University is known.

Provost Dinger thanked the Associate Vice President of Academic Affairs, Dr. Jared Bates, and his entire team for their work. There have been many meetings with the Registrar and Financial Aid, as well as Academic Deans and Department Chairs. To ensure these four programs align with matriculation agreements so students do not have any additional courses to take once they are students at OPSU, the University looked closely at scheduling and how to offer these courses in a way that best maximizes the student experience, particularly in terms of preparing them for workforce opportunities. Criminal Justice and Psychology will be completely online. Over the next six to nine months the University will finalize innovative partnerships with their community college partners to offer in-person practicum in education and organic chemistry for the Agronomy and Education program. Organic chemistry is difficult to replicate in the online space. Provost Dinger said appropriately qualified faculty will be hired at the community college partner institutions to offer the classes on these campuses. Discussion is still taking place about what this looks like and how to manage these relationships. Provost Dinger said this program will most likely be ready in either Spring or Fall 2023 and by that time, all the Memorandums of Understanding (MOUs) will be in place.

Regent Anthony asked how the University will guarantee the rigor of these online degree programs and if the price of tuition, etc., is the same as in-person degree programs. Provost Dinger said rigor is of the utmost important to the University. The current online programs have set a standard to ensure that student experiences are as tough as on-campus experiences. She said there is a robust assessment program in place, so those online students are evaluated just the same as on-campus students. Data from this assessment report is used every year to inform how to offer these courses, how to develop curriculum, and what changes need to be made. Provost Dinger said it is critical to maintain high standards. With these online programs it is about providing a pathway for the community college partners and to give potential students quality educational experiences. Tuition and fee structure is the same for online versus on-campus students. There is an additional, one-time fee for online students, which pays for the cost of the Learning Management System, which is how students access their programs.

Regent Callahan said he noticed in some of the proposed programs there are only 40 upper division credit hours which seems light. Provost Dinger said the goal is not for the program to seem “light.” The idea is for students to get these upper division credit hours needed in order to complete the hours associated with their degree. Regent Callahan specifically mentioned the Agronomy program has 40 upper division credit hours. Provost Dinger said this is right but there is also an additional 20 lower division credit hours required. The Agronomy program works closely with the University’s entire agricultural program so the students in the Agronomy program will take Agribusiness courses as well to prepare for industry positions, as well as Animal Science courses in order to be broadly educated.

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

The business of Oklahoma Panhandle State University being concluded, Dr. Blanton 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

April 22, 2022

Dear Board Members:

Subject to budgetary limitations and availability of funds, the following expenditures are submitted for Board approval with the 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. Blanton
2. Panhandle Magazine

B – RESOLUTIONS

1. Board approval is requested for the following memorial resolutions.
(Reference Document B-1)
 - a. Joyce O. Johnson
2. Board approval is requested for the following retirement resolutions.
(Reference Document B-2)
 - a. Dr. Beverly Meyers
 - b. Dawn Lloyd

C - POLICY AND OPERATIONAL PROCEDURES

1. Board approval is requested for revisions to the Oklahoma Panhandle State University Information Technology Policy. These revisions have been coordinated with Heath Hodges, A&M Chief Information Officer, through shared services and have been reviewed and approved by the Office of Legal Counsel. *(Reference Document C-1)*

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)*
2. Board approval is requested for the job description and minimum qualifications and authority to initiate the search for the position of Executive Director of the Panhandle State Foundation. *(Reference Document D-2)*

E - INSTRUCTIONAL PROGRAMS

1. Board approval is requested for the following Programs to be delivered Online.
(Reference Document E-1)

Programs:

 - a. Agronomy
 - b. Criminal Justice
 - c. Education
 - d. Psychology

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. February and March 2022 Out of State Travel (Reference Document M-1)
2. FY22 3rd Quarter FTE Report (*Reference Document M-2*)



MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of Oklahoma Panhandle State University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Joyce O. Johnson, Oklahoma Panhandle State University Emeritus Faculty, was claimed by death on January 4, 2022.

WHEREAS, Joyce O. Johnson, by her loyalty, attention to duty, and faithful performance rendered service as Faculty to Oklahoma Panhandle State University from 1984 to 1994, and as a citizen worthy of commemoration and respect; and

WHEREAS, her friends and Oklahoma Panhandle State University have suffered 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 10 years of exemplary service rendered by Joyce O. Johnson to Oklahoma Panhandle State University, 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 Panhandle State University's dedicated servants.

BE IT RESOLVED, that a copy of this resolution be shared within the minutes of the Board and a copy sent to the family of Joyce O. Johnson.

Adopted by the Board the 22nd day of April, 2022.

Dr. Ryan Blanton, Interim President

Dr. Trudy Milner, Chair



RETIREMENT RESOLUTION

WHEREAS, it has been called to the attention of Oklahoma Panhandle State University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Dr. Beverly Meyer, Professor of Earth Science, after many years of service; has retired from Oklahoma Panhandle State University.

WHEREAS, Dr. Beverly Meyer, by her loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma Panhandle State University from 2001 to the date of her retirement in 2022, and as a citizen worthy of commemoration and respect; and

WHEREAS, Dr. Beverly Meyer set a high standard of support for public higher education in the State of Oklahoma;

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 21 years of exemplary service rendered by Dr. Beverly Meyer to Oklahoma Panhandle State University, the State of Oklahoma and its citizens, and to express that the Board and every member thereof respectfully extend to Dr. Beverly Meyer its deepest gratitude and respect.

BE IT RESOLVED, that a copy of this resolution be shared within the minutes of the Board and a copy sent to Dr. Beverly Meyer.

Adopted by the Board the 22nd day of April, 2022.

Dr. Ryan Blanton, Interim President

Dr. Trudy Milner, Chair



RETIREMENT RESOLUTION

WHEREAS, it has been called to the attention of Oklahoma Panhandle State University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Dawn M. Lloyd, Library Acquisitions Assistant, after many years of service; has retired from Oklahoma Panhandle State University.

WHEREAS, Dawn M. Lloyd, by her loyalty, attention to duty, and faithful performance rendered service as a staff member of Oklahoma Panhandle State University from 2006 to the date of her retirement in 2022, and as a citizen worthy of commemoration and respect; and

WHEREAS, Dawn M. Lloyd set a high standard of support for public higher education in the State of Oklahoma;

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 16 years of exemplary service rendered by Dawn M. Lloyd to Oklahoma Panhandle State University, the State of Oklahoma and its citizens, and to express that the Board and every member thereof respectfully extend to Dawn M. Lloyd its deepest gratitude and respect.

BE IT RESOLVED, that a copy of this resolution be shared within the minutes of the Board and a copy sent to Dawn M. Lloyd.

Adopted by the Board the 22nd day of April, 2022.

Dr. Ryan Blanton, Interim President

Dr. Trudy Milner, Chair



JOB DESCRIPTION

JOB TITLE: Executive Director of Panhandle State Foundation

REPORTS TO: Foundation Board of Directors, University President

CLASSIFICATION: Exempt

STATUS: Full-time

LENGTH OF EMPLOYMENT: 12 month

JOB SUMMARY: The Executive Director of the Panhandle State Foundation is responsible for leadership in the administration, planning, implementation, and evaluation of Foundation operation and fundraising. The Executive Director will provide leadership, direction, and coordination for an integrated advancement program, marketing, and communications efforts. The Executive Director will design and implement initiatives to enhance the organization's ongoing and long-term financial stability by establishing and maintaining a sound fundraising program. The purpose is to attract needed resources for the University to continue meeting student and University needs and support the University's mission, vision, values, and strategic goals. This position will collaborate with the Foundation Board of Directors and serve as part of the Panhandle State management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides interaction and communication with the University, Alumni, and communities by coordinating the services of the Foundation with Alumni and University events.
- Ensures financial responsibility of the Foundation by preparing the budget and supervising all expenditures.
- Manage the accounting for each endowment with pro-rated earnings, receipts, and disbursements as instructed by Foundation Board.
- Provides effective and appropriate services by planning, organizing, and implementing new fundraising and educational outreach programs.
- Provide leadership in Foundation Advancement and Marketing, both directing and participating in the work of Resource Development/Fundraising

- Work with and support the OPSU Alumni and Friends Organization and other OPSU programs
- Lead resource development and fundraising through capital campaigns, public and private fundraising, public and private grants and development
- Plan and implement special events to cultivate, steward, and celebrate donors and market/promote the Foundation to various constituencies
- Communicates the function and mission of the Panhandle State Foundation by meeting with students, faculty, alumni, and administrative groups of the University and the greater community.
- Develop quarterly and annual reports and other reporting requirements.
- Provide leadership and activities to help the Foundation meet the following goals:
 - \$40 million in assets for scholarships and university support
 - One or more annual campaigns to raise funds
 - Assist the University President in raising funds for the University
 - Recognize donors such as outstanding contributor
 - File and support grants for special projects
 - Become a partner with the University and Alumni
- Oversee the scholarships, applications, and distribution, including history and accounting
- Correspond with donors
- Work collaboratively with the Foundation Board of Directors, Alumni, and University including the Board of Regents
- Work cooperatively with the Alumni Association
- Correspond about and oversee investments with input/direction of the investment committee and Board of Directors
- Must have a strong work ethic and lead by example.
- Must be a professional, credible and respected representative of the institution internally and in the community
- Demonstrated willingness and ability to act ethically and socially responsible
- Must be able to lift more than 25-lb. objects; frequent bending, stooping, and walking.
- Can be exposed to a variety of weather conditions for periods of time.
- Ability to communicate in a courteous manner
- Other duties as assigned by the University President or designee in consultation with the Board of Directors.

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

QUALIFICATIONS AND SKILLS:

- Strong organizational and planning skills
- Must have the ability to bring together diverse individuals in the community and University to form teams and motivate the teams to achieve goals

- Must be able to effectively facilitate meetings to encourage the sharing of ideas, reaching of consensus and action
- Must demonstrate exceptional written and oral communication and advocacy skills, as well as the ability to articulate complex plans, programs, and activities in a clear and credible fashion
- Strong technical, analytical, and system skills required, including; Microsoft Office Suite Applications (Word, Excel, and PowerPoint)
- Must have a strong work ethic and lead by example
- Demonstrated willingness and ability to work in a team structure, act ethically, and socially responsibly

EDUCATION, TRAINING, AND EXPERIENCE:

- Bachelor's degree and four or more years of progressive and relevant experience; strong communication and organizational skills required
- Experience and developed skill set for investment and financial management are strongly preferred
- At least two years of fundraising or closely related experience, preferable in higher education

SIGNED: _____ **DATE:** _____



OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF AGRICULTURE, SCIENCE, AND NURSING

Bachelor of Science – Agronomy – Online Program Delivery

Agronomy (BS)

120 Semester Hours

General Education 40

Math 1523-Modeling and Basic Statistics

Agriculture 6

Ag 1011-Introduction to the Ag Industry

Ag 1022-Mathematical Applications in Agriculture

Ag 2343-Agriculture Economics

Agronomy 26

Agrn 1213-Fundamentals of Plant Science

Agrn 2111-Plant and Seed Identification

Agrn 2124-Fundamentals of Soil Science

Agrn 3223-Grain, Oilseed and Pulse Crops

Agrn 3924-Range Management

Agrn 3343-Integrated Pest Management

Agrn 4113-Weed Science

Agrn 4234-Soil Fertility

Agrn 4571-Agronomy Seminar

Animal Science 8

Ansi 1124-Introduction to Animal Science

Ansi 2124-Livestock Feeding

Chemistry 10

Chem 1135-General Chemistry

Chem 3315-Organic Chemistry

Biology 8

Biol 1504-Principles of Biology II

Biol 3054-Entomology OR

Biol 3344-Mycology and Plant Pathology

Earth Science 4

Easc 1114-Physical Geology

Agronomy Electives 7

Additional Courses 11

Choose from agronomy, biology, chemistry, earth science, agriculture, animal science, business economics or mathematics. Sufficient courses to bring upper level hours to 40 credit hours and total to 120 semester hours for graduation.

A grade of "C" or better is required for courses within major. Overall GPA of 2.0 is required for graduation.



OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF ARTS AND EDUCATION

Bachelor of Science – Criminal Justice – Online Program Delivery

Criminal Justice (BS)

120 Semester Hours

General Education **40**

Major **39**

- CJ 1013-Introduction to Law Enforcement
- CJ 1033-Criminal Law
- Psyc 1113-General Psychology
- Soc 2243-Multicultural Sociology
- CJ 2513-Introduction to Corrections
- CJ 2813-Introduction to Courts and Legal System
- CJ 3233-Introduction to Forensic Science
- CJ 3563-Juvenile Justice
- Psyc/Soc 3613-Statistics
- CJ 3713-Ethics in Criminal Justice Practice
- Pols 3753-American Constitutional Law
- CJ 4303-Victimology
- Soc 4333-Criminology

Electives

Sufficient courses to bring upper level hours to 40 credit hours and total to 120 semester hours for graduation

Minor

A minor of 18-24 hours may be selected from any field in which a minor is offered, or a second major may be selected.



OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF ARTS AND EDUCATION

Bachelor of Science – Elementary Education – Online Program Delivery

Elementary Education (BS)

122 Semester Hours

General Education

40 hours

Communications

9

Engl 1113-Freshman Composition I

Engl 1213-Freshman Composition II

Comm 1113-Speech Communication

Mathematics

3

Math 1523-Modeling and Basic Statistics

History and Political Science

6

Pols 1013-American Government

American History Elective

Science

8

Choose at least one course from each area:

Biol 1304-Principles of Biology I

Physical Science with a Lab

Humanities

6

Choose six hours from the following areas: philosophy, humanities, music appreciation, art appreciation, literature, introduction to theater, world history, music history, world religion, others as approved by VPAA.

Behavioral Sciences

6

Sociology/Psychology elective

Economics elective

Student Success

1

Ucss 1111-Student Success Seminar

Liberal Arts and Science Elective

(this will be fulfilled with the 4x12 - lower level)

Co-Requisites and Pre-Professional Courses

12

Educ 2233-Diversity in Education

Educ 2113-Introduction to Education

Educ 2623-Children's Literature

Educ 2213-Human Development/Child and Adolescent Psychology

Elementary Education Major Course work

Additional 4x12 Requirements

19

Engl 3013-English Usage

Math Elective

Math 2213-Structural Concepts/Primary

Math 2223-Structural Concepts/Intermediate

Geography Elective

Science Elective

Elementary Education Core

27

*Educ 3233-Methods and Materials Reading

*Educ 3253-Diagnostics and Prescriptive Teaching of Reading

*Educ 3313-Foundations of Reading Instruction (prerequisite for Educ 3233 and/or 3253)

*Educ 3333-Methods and Materials Creative Arts

*Educ 3563-Practicum I

*Educ 4173-Methods and Materials Elementary Math/Science

*Educ 4223-Methods and Materials Language Arts

*Educ 4273-Practicum II

*Educ 4323-Methods and Materials Social Studies

Professional Education

25 hours

Educ 2001-Education Seminar

*Educ 3223-Education of the Except. Child

*Educ 4313-Educational Psychology

*Educ 4333-Educational Technology

*Educ 4433-Elementary Classroom Management and Assessment

**Educ 4450-Student Teaching in Elementary Schools (12)

***Restricted Classes-Must be Admitted to Teacher Education prior to Enrolling.**

****Restricted Classes-Must be admitted to professional semester prior to enrolling.**

All courses in the Elementary Major, Co-Requisites, and Professional Education must be passed with a grade of "C" or above.

OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF Feb-22
MONTH

FUND SOURCE	FY22		FY21		FY22		FY21	
	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	5	\$ 2,352.45	1	\$ 70.00	33	\$ 12,490.28	6	\$ 978.07
FEDERAL			0	\$ -			1	\$ 346.50
PRIVATE								
AUXILIARY	1	\$ 189.25	0	\$ -	31	18,672.65	1	\$ 68.75
OTHER								
TOTAL	6	\$ 2,541.70	1	\$ 70.00	64	\$ 31,162.93	8	\$ 1,393.32

OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF Mar-22
MONTH

FUND SOURCE	FY22		FY21		FY22		FY21	
	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	12	\$ 4,954.44	2	\$ 1,023.19	45	\$ 17,444.72	8	\$ 2,001.26
FEDERAL			0	\$ -			1	\$ 346.50
PRIVATE								
AUXILIARY	5	\$ 1,404.44	5	\$ 2,631.80	36	20,077.09	6	\$ 2,700.55
OTHER								
TOTAL	17	\$ 6,358.88	7	\$ 3,654.99	81	\$ 37,521.81	15	\$ 5,048.31

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION

FTE Employee Report ⁽¹⁾

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. Ryan Blanton Interim President
Institution

Subject: FTE Employee Report for Fiscal Quarter Ending 3/31/2022
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	Student	Faculty	Other	Student	Faculty	Regular	Other	
A. FTE Employees for Reported Fiscal Quarter	45	72	1	6	3	0	5	11	46	83	25	154
B. FTE Employees for Fiscal Quarter Immediately Preceding Reported Quarter ⁽³⁾	53	79	1	4	4	0	5	15	54	88	36	178
C. Increase or Decrease in FTE Employees (Item A minus Item B)*	-8	-7	0	2	-1	0	0	-4	-8	-5	-11	-24
D. Comparable Quarter Last Year	34	60	1	1	0	0	4	8	35	65	20	120

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 Fall 2021 semester. The 4th Quarterly Report will reflect the rehiring of adjunct personnel for the Spring 2022 semester. OPSU now has a 1st eight-week, 2nd eight-week, and a 16 week adjunct employment period.
- * Decrease reflected in Line D is due to staff employment separations.

IV. LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA

President Kent Smith came before the Board 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.)

President Smith said later today the University will announce the hiring of a new head coach for men's basketball, Christopher Wright. He comes from Talladega College in Alabama. Approval for his hiring will come to the Board at a later date.

B-1 Adoption of Memorial Resolution for Dr. Andrew Bucki

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

C-1 Approval for revisions to the Langston University Information Technology Policy and Procedures Manual

(The Manual is on file in the Board of Regents' Office as Doc. No. 3-4-22-22).

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

D-1 Approval of personnel actions

Regent Callahan moved and Regent Taylor seconded to approve Item D-1 as presented in the LU Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

G-1 Approval of peace officer actions

<u>Commission</u>	<u>Commission No.</u>
Melvin Lovings	807
Bradley Hocker-Sloan	808

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

H-1 Approval to engage with Crawford & Associates, P.C. to provide financial consulting services

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

J-1 Approval to procure summer make-ready supplies for residential housing units on the Langston campusJ-2 Approval to engage an approved vendor in remediation efforts for offline units in Scholars' Inn ApartmentsJ-3 Approval to solicit public bids and award a purchase order to the selected vendor for restoration of offline units in Scholars' Inn ApartmentsJ-4 Approval to solicit public bids and award a purchase order to the selected vendor for replacement of HVAC rooftop units at C.F. Gayles Field House and Gymnasium

President Smith said these units are over 20 years old and several are completely gone. The decision was made to replace all units instead of replacing some now and then asking for approval later to replace the remainder.

J-5 Approval to engage an approved vendor for restoration of the Atrium on the Langston campus

President Smith said this was damaged by a flood in 2021. The restoration is covered under insurance, but LU will pay \$50,000 out-of-pocket.

J-6 Approval to solicit public bids and award a purchase order to the selected vendor for the conversion of fire suppression system within the W.E. Anderson Stadium

President Smith said there have been several issues regarding freezes. The wet system has caused pipes to burst, so LU will now convert to a dry system in an attempt to eliminate floods in the future.

J-7 Approval to solicit public bids and award a purchase order to the selected vendor to provide health clinic services on the Langston campus

Regent Anthony said in looking at the request for proposal (RFP) he noticed no mention or inclusion of physician assistants (PAs). He asked if this is noted. President Smith said typically when students are seen and their injury is acute, it is handled on campus; but if it is much larger, students are referred to the local hospital. President Smith said nurse practitioners will handle day-to-day aspects. The University would like an entity that can handle serious cases should they arise in order to refer a student to someone else in their practice, including a physician. President Smith said PAs are not excluded but it is not explicitly stated. Regent Anthony asked if this would be a problem. President Smith said no.

President Smith said nurse practitioners are difficult to find, especially those willing to come to a college campus. Due to the pandemic, telemedicine has become important, and students are starting to use this option more and more. Regent Anthony said there is flexibility between nurse practitioners and PAs. Chair Milner said the difference here may be that PAs have to be under the supervision of a physician, while nurse practitioners do not. Regent Anthony said he is concerned about the availability of nurse practitioners and PAs. Chair Milner said it may be worth making an addition for a nurse practitioner or a PA. President Smith said they will make this adjustment.

Regent Anthony moved and Regent Davis seconded to approve Section J, Items 1, 2, 3, 4, 5, 6 & 7 as presented in the LU Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel.
The motion carried.

M-1 Demolition of Langston campus structures

While this item does not require action President Smith said the University does not take lightly the need to demolish campus structures. However, these particular structures are worth being excited about. Approximately two years ago, the University brought in a company to review every building on all the campuses. Four buildings were recommended to be demolished. The University took the recommendation report and worked with OSU's Long Range Facilities Planning and Studio Architecture to create a campus master plan. President Smith said the University's first action as a result of this plan is to demolish Breaux Hall and Brown Hall, which are residence halls

that are uninhabitable. Initially, the University thought they could renovate these spaces to turn them into studio apartments, but it would be easier and less costly to build new structures. President Smith said the demolition also includes the Water Tower and the Counseling Center, both of which are unoccupied. He said part of the reason the cost is so high to demolish these buildings is because the University will have to conduct asbestos abatement.

Regent Davis asked for an enrollment update. President Smith said the University is around 15 percent ahead of where they were previously and trending nicely. Regent Davis asked about deposits. President Smith said deposits were around 178, which is up.

The business of Langston University being concluded, President Kent 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

April 22, 2022

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

B – RESOLUTIONS

Memorial Resolutions

1. Dr. Andrew Bucki (*Reference Document B-1*)

C - POLICY AND OPERATIONAL PROCEDURES

1. Board approval is requested for revisions to the Langston University Information Technology Policy and Procedures Manual, pending final review by the Office of Legal Counsel. These revisions have been coordinated with Heath Hodges, A&M Chief Information Officer, through shared services. (*Reference Document C-1*)

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

None

G - OTHER BUSINESS AND FINANCIAL MATTERS

1. Peace officer actions (*Reference Document G-1*)

H - CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Approval is respectfully requested for Langston University to engage with Crawford & Associates, P.C. Crawford & Associates will only bill for time and material incurred. The services include assisting with preparation of the University's annual financial statements, coordination of annual financial statement audit and communications with the external financial statement auditors. The fees are not to exceed \$125,000.00. Funding for this expenditure is available in account 116101. The engagement letter is included. (*Reference Document H-1*)

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

None

J - PURCHASE REQUESTS

Board approval is requested for the following purchase items. All purchases will comply with Board of Regents for Oklahoma and Agricultural and Mechanical Colleges Policies and Procedures, as well as applicable state statutes.

1. Approval to procure summer make-ready supplies for residential housing units on the Langston Campus. (*Reference Document J-1*)
2. Approval is respectfully requested to engage an approved vendor in remediation efforts for offline units in Scholars' Inn Apartments. (*Reference Document J-2*)
3. Approval is respectfully requested to solicit public bids and award a purchase order to the selected vendor for restoration of offline units in Scholars' Inn Apartments. (*Reference Document J-3*)
4. Approval is respectfully requested to solicit public bids and award a purchase order to the selected vendor for replacement of HVAC rooftop units at C.F. Gayles Field House and Gymnasium. (*Reference Document J-4*)

5. Approval is respectfully requested to engage an approved vendor for restoration of the Atrium on the Langston Campus (*Reference Document J-5*)
6. Approval is respectfully requested to solicit public bids and award a purchase order to the selected vendor for conversion of the fire suppression system within W. E. Anderson Stadium. (*Reference Document J-6*)
7. Approval is respectfully requested to solicit public bids and award a purchase order to the selected vendor to provide health clinic services on the Langston Campus. (*Reference Document J-7*)

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. Demolition of Langston Campus structures. (*Reference Document M-1*)

All items listed above are respectfully submitted for your approval.

Sincerely,



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 Dr. Andrew Bucki was claimed by death on Wednesday, March 2, 2022; and

WHEREAS, Dr. Bucki, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Langston University for 17 years, serving as Associate Professor of Mathematics for the 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 exemplary service rendered by Dr. Andrew Bucki 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 reflected in the minutes of the Board and a copy sent to the family of Dr. Andrew Bucki.

Adopted by the Board the 22nd day of April 2022.

Regent Trudy Milner, Chair

Jason Ramsey, Chief Executive Officer

C – POLICY AND OPERATIONAL PROCEDURE

1. Board approval is requested for revisions to the Langston University Information Technology Policy and Procedures Manual. These revisions have been coordinated with Heath Hodges, A&M Chief Information Officer, through shared services and have been reviewed by the Office of Legal Counsel.

D – PERSONNEL ACTIONS

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

D - PERSONNEL ACTIONS

1. Board approval is requested for the following personnel actions:

Name	Action	Effective Date	Salary/Rate
Marlon James	Acting Assistant Vice President, Institutional Advancement and External Affairs	02/21/2022	\$90,000.00 (12-month basis)
Calvin Powell	Offensive Line Coach/Assistant Football Coach	03/24/2022	\$36,200.00 (12-month basis)

2. The following personnel items are listed for informational purposes only:

Name	Title	Type	Effective Date	Service Time
Johnathan Carr	Football Offensive Line Coach/Assistant Football Coach	Resignation	03/18/2022	04/01/2019-03/18/2022
Justin Lee	Director of Student Life	Resignation	03/21/2022	07/01/2021-03/21/2022
Leonelle Thompson	Director, Career and Professional Development	Resignation	04/08/2022	11/02/2020-04/08/2022
Elaine Powell	Acting Head Coach, Women's Basketball	Non-Renewal	04/30/2022	05/17/2016-04/30/2022
Terence Palmer	Associate Head Women's Basketball Coach	Non-Renewal	04/30/2022	07/01/2016-04/30/2022
Andrea Pedrazzi	Instructor of Nursing, School of Nursing and Health Professions	Resignation	05/17/2022	01/14/2021-05/17/2022
Dr. Darlington Mundende	Associate Professor of Public Health, School of Nursing and Health Professions	Retirement	07/31/2022	09/04/1990-07/31/2022

G – OTHER BUSINESS AND FINANCIAL MATTERS**1. Peace officer commissions:**

NAME	CAMPUS
Melvin Lovings	LU
Bradley Hocker-Sloan	LU

2. Revocation of peace officer commissions: **None**



April 4, 2022

President Kent J. Smith, Jr., PhD
Langston University
P.O. Box 907
Langston, OK 73050

Dear President Smith:

Crawford & Associates, P.C. is pleased that Langston University (the University) has expressed its confidence in our firm and our state and local government expertise by requesting this engagement letter. We look forward to a long and successful relationship as an integral financial management resource to the University and the Board.

We are prepared to provide a full range of accounting and consulting services to the University contingent upon approval of this contract. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the University are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Audit or Monitoring Activities
- Internal Control Policies and Procedures Assistance
- Data Analysis and Data Mining Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Performer© Financial Statement Analysis
- Tax and Other Regulatory Report Assistance

Langston University
Accounting and Consulting Services Engagement Letter
April 4, 2022
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Initial Services Requested

Preparation of Annual Financial Statements:

- Assisting with the preparation of the University's annual financial statements from supporting schedules developed and prepared by the University's staff
- Assisting with the coordination of the annual financial statement audit and communications with the external financial statement auditors

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the University as of and for the year ended June 30, 2022. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information (excluding MD&A)
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSS:

Langston University
Accounting and Consulting Services Engagement Letter
April 4, 2022
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- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements
- e. To provide us with:
 - i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
 - ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
 - iii. Unrestricted access to persons within University, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the Board will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

CRAWFORD & ASSOCIATES PC

Langston University
Accounting and Consulting Services Engagement Letter
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Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. University management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$255
- Shareholders \$170
- Consulting Senior Managers \$155
- Consulting Managers \$130
- Consulting Staff \$115
- Clerical Staff \$45

Because Crawford & Associates has no direct control over the type and amount of services requested by the University during the term of this engagement, nor does Crawford & Associates have direct control over the quality of the University's accounting system or records, potential turnover of the University's staff, or the University's staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on the University to provide us with a copy of approved purchase orders or other form of authorization documentation, and to monitor the cumulative fees and expenses charged. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For your purchase order preparation purposes, we estimate that the fees for the Initial Services Requested, as outlined in the Scope of Service section of this letter, will approximate \$85,000. Should it appear during the course of our engagement that our fees and costs for the services requested may exceed this estimate, we will notify University management as soon as reasonably possible and obtain authorization to proceed.

Langston University
Accounting and Consulting Services Engagement Letter
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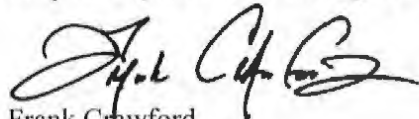
The term of this engagement is a period from the date of acceptance of this engagement letter through the date of issuance of the University's financial statements for the period ended June 30, 2022. Crawford & Associates may perform additional services upon receipt of a formal request and an authorized purchase order or other form of authorization documentation with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement. This agreement may be renewed for a one-year period on an annual basis through receipt of written notice or authorization from the University and agreement to the terms by Crawford & Associates.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to a long and successful professional relationship with Langston University.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for Langston University:

By: _____

Title: _____

Date: _____

J – PURCHASE REQUESTS

1. Approval is respectfully requested to for Langston University to procure the needed supplies for our summer make-ready maintenance in on-campus housing facilities through approved vendors. This expenditure encompasses the necessary supplies related to preparing residential units for students. Our Housing and Operations staff will work closely with the Office of Central Procurement to ensure compliance with all policies. The estimated cost of this expenditure is not expected to exceed \$300,000.00. Funding will come from legally available funds. (Auxiliary Enterprise Funds)

J – PURCHASE REQUESTS

2. Approval is respectfully requested to engage with a state contracted vendor, Environmental Action, Inc., in the remediation of biological growth for offline units in Scholars' Inn Apartments. The apartments have been offline for some time and require extensive remediation over the summer. The estimated cost for remediation is approximately \$300,000, and will come from legally available funds. (Auxiliary Enterprise Funds)

J – PURCHASE REQUESTS

3. Approval is respectfully requested to solicit public bids and process a purchase order to the selected vendor for the restoration of offline units in Scholars' Inn Apartments including but not limited to buildings 13 and 14. The apartments have been offline for some time. They will be remediated over the summer and restored in preparation for student placement in Fall 2022. The Division of Operations and Office of Residential Life and Housing Services will work closely with Central Procurement to ensure all policies are followed. The estimated cost for remediation is approximately \$600,000 and will come from legally available funds. (Auxiliary Enterprise Funds)

J – PURCHASE REQUESTS

4. Approval is respectfully requested to solicit public bids and process a purchase order to the selected vendor for the replacement of HVAC components and all 13 rooftop units on Gayles Field House and Gymnasium on the Langston Campus. The rooftop units are approximately 20 years old and are no longer performing at an optimal level.

The facilities condition assessment performed by ISES Corporation in 2020 identified the rooftop units as a component of aging infrastructure which would eventually require replacement. The facilities condition report also confirmed damage to some units sustained in the 2017 hail storm for which a claim was filed with OMES to repair the units.

The Division of Operations will work closely with Central Procurement to ensure all policies are followed. The estimated cost for replacement of all components, including predicted labor cost, is approximately \$500,000 in full. The University has \$58,000 available from the claim to support this project. All funding will come from legally available funds. (Auxiliary Enterprise Funds)

J – PURCHASE REQUESTS

5. Approval is respectfully requested to engage an A&M contracted vendor in the restoration of The Atrium within the C.F. Gayles Fieldhouse, located on the Langston Campus. The Atrium was damaged by a flood in April 2021. A claim was filed with our insurance provider. The space was remediated in 2021. The University is now ready to move forward with restoration of the space which will be included in the claim with OMES. The estimated cost for restoration is approximately \$100,000 and will result in an out-of-pocket cost of \$50,000, which will come from legally available funds.

J – PURCHASE REQUESTS

6. Approval is respectfully requested to solicit public bids and process a purchase order to the selected vendor for the replacement of the fire suppression system within all areas of W. E. Anderson Stadium. The existing fire suppression system is a wet sprinkler system which is vulnerable to cold temperatures. The wet sprinkler system has sustained damage in recent years when exposed to sub-freezing temperatures for a sustained period, causing flooding in areas of the stadium. The University aims to replace the fire suppression system with a dry sprinkler system to mitigate the risk of future flooding and further modernize the equipment.

The Division of Operations will work closely with Central Procurement to ensure all policies are followed. The estimated cost for conversion of the fire suppression system is approximately \$150,000 and will come from legally available funds.

J – PURCHASE REQUESTS

Approval is requested to solicit public bids and award a contract to the selected supplier to operate the Health Clinic on the Langston campus.

Through competitive bidding, Langston University, Langston, Oklahoma is seeking to establish a contract with qualified and experienced health provider(s), whether an individual, entity, or entities, to manage and operate its Health Clinic. Langston University requests submission of formal proposals for healthcare provider(s) to manage and operate the Health Clinic, in accordance with the enclosed specifications, at its main campus located in Langston, Oklahoma.

1.0 GENERAL INFORMATION

1.1 Physical Location and Composition of the Health Clinic:

The Health Clinic is located on the main campus of Langston University, Langston, Oklahoma, on the first floor of University Women Building. It is comprised of a waiting room with an adjoining reception office; an interior waiting room with adjoining lavatory and specimen window inset; three examination rooms; a laboratory; and an office.

1.2 Definition of Parties:

Langston University will hereinafter be referred to as the University. Respondents to the RFP will hereinafter be referred to as bidder(s). The bidder(s) to whom the resulting contract is awarded shall be referred to as the contractor(s).

1.3 Request for Proposals (RFP):

The RFP states the following: 1) the instructions for bidders' submission of proposals; 2) the criteria for selection of a vendor; and 3) the contractual terms and conditions by which the University intends to govern the relationship between the University and the selected provider(s).

1.4 Selection Intent of the University:

While it is the intent of the University to award a single bidder, the University reserves the right to award no or multiple bid(s) to meet the needs of the student body and campus community. The University shall be the sole judge of determining which proposal(s) represent(s) the best value to the University.

1.5 Parking:

The Health Clinic has an attached back parking lot with multiple cost-free and easily accessible parking spaces. All vehicles parked on the University campus must have a valid, annually renewable, properly displayed parking decal and be compliant with all University parking rules. Langston University Police Department is responsible for coordination, supervision, and enforcement of all parking and transportation regulations on campus.

1.6 Meals:

Near the Health Clinic is the Student Success Center, which houses three newly renovated places where beverages, food items, and/or meals are available for purchase at workers' expense – the main cafeteria, *The Den*, and a coffee shop.

1.7 Title IX:

Title IX is a U.S. federal civil rights law, passed as part of the Education Amendments of 1972, that prohibits sex-based harassment and/or discrimination in any school or other education program that receives funding from the federal government. This law is applicable to all students, employees, vendors, visitors, other third parties and/or entities on University-controlled property.

1.8 FERPA (Family Educational Rights and Privacy Act):

FERPA is a federal law that protects the privacy of student education records. The rights to disclosure of education records transfer to the student upon reaching the age of eighteen. Generally, schools must have written consent from students who are eighteen years of age or older, prior to releasing any information from a student's education record. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

1.9 HIPAA (Health Insurance Portability and Accountability Act):

HIPAA is a federal law that stipulates how personally identifiable information, maintained by the healthcare provider and healthcare insurance industries, should be protected from fraud and theft. It generally prohibits healthcare providers and healthcare businesses, called covered entities, from disclosing protected information to anyone other than the patient and the patient's authorized representatives without the patient's consent.

2.0 BACKGROUND

2.1 Historical Overview of the University:

Founded in 1897, Langston University is comprised of three campuses located in Langston, Oklahoma City, and Tulsa. The Langston campus offers programs such as biology, chemistry, nursing, urban education, international studies, goat research, physical therapy (a doctoral program) and biotechnology. The LU-OKC and LU-Tulsa campuses offer upper division courses and graduate courses that are ideal for students who have completed their associate's degree and wish to pursue a bachelor's degree or a master's degree. Some of the programs offered on these campuses include accounting, psychology, urban education, rehabilitation counseling and organizational leadership.

2.2 Academic Year:

Langston University operates on a fall, spring and summer semester system.

2.3 Health Services Fee:

A health services fee, that renders each currently enrolled student eligible for cost-free wellness resources and unlimited visits to the Health Clinic, is factored into each student's enrollment tuition and fees. Students are not subjected to any payment, billing, or insurance requests. No insurance claims are filed for any student University health service. Langston University makes payments to the Contractor, net 30 terms, upon receipt of properly billed invoice for services in arrears.

2.4 University Employee Services:

In addition to serving students, the selected health provider can provide health services to the University employee for which the employee's health insurance will be billed.

2.5 Infection Control:

The University is bound by infection control regulations of The Oklahoma State Department of Health.

2.6 Health Clinic Schedule of Operation:

The schedule of operation for the Health Clinic is Monday through Friday, from 8:30AM to 5:00PM, including staff coverage during the peak service period from 11:00AM to 1:00PM. Staffing in the Health Clinic includes a Licensed Practical Nurse (LPN) and a Nurse Practitioner (NP). The LPN is scheduled to work 40 hours per week from 8:30AM to 5:00PM, with a 30-minute lunch period. The NP is scheduled to work 30 hours per week, from 11:00AM to 5:00PM, Monday through Friday. The contractor(s) shall not be expected to be in the Health Clinic or working at the University when school is not in session.

2.7 Staff Coverage:

It is the responsibility of the awarded contractor(s) to maintain a staff of properly credentialed and experienced personnel to ensure satisfactory performance in the Health Clinic. In the event of absences, the contractor(s) is/are responsible for providing adequate staff coverage during the agreed upon hours of Health Clinic operations.

3.0 SCOPE

3.1 The goals of this RFP include, but are not limited to, the following:

3.2 Personnel:

Langston University is requesting proposals from qualified and experienced medical providers for a Licensed

Practical Nurse and an Advanced Registered Nurse Practitioner, to provide daily medical services onsite in the Health Clinic during the workweek (Monday through Friday) while school is in session.

3.3 Provisions of the University:

The University will provide workspace; utilities including heat and air conditioning; medical and bio-medical

waste removal; custodial services; and supplies at no cost to the awarded contractor(s).

3.4 Costs for Medical Services:

The contract resulting from this RFP shall not impose any financial cost(s) to students. Langston employees' health insurance will be billed for services.

3.5 Medical Services:

The Health Clinic provides free non-emergency, ambulatory medical services and provides medical guidance and health education for eligible students, staff, and faculty. The contracted medical professional(s) shall provide onsite assessment and treatment of medical/physical illnesses, ailments, and/or injuries, in accordance with medical guidelines and standards within the scope of their positions and the services available at the University. Upon entry to the Health Clinic patients' intake, including vital signs and health history, will be performed by the LPN/receptionist. Patients deemed by the attending medical professional to need emergency intervention or ongoing care due to a major medical condition, will be referred to their personal primary care physician or a local hospital.

3.6 Multicultural Competency:

Langston University is a historically black college/university (HBCU), comprised of a multi-ethnic, majority African-American student population. Demonstration of multicultural competency is essential.

3.7 Some common medical/physical conditions presented by the student population for medical attention:

- General health care
- Cold; influenza; sore throat; seasonal and other allergies; coronavirus
- Sprains; joint injuries
- Minor injuries: cuts/lacerations; contusion injuries
- Skin conditions
- Gastrointestinal virus; acid reflux; nausea
- Communicable diseases; social and sexual diseases
- Upper respiratory illnesses – bronchitis; sinusitis; pneumonia; mononucleosis; strep throat
- Cardiac conditions
- Women's health
- Men's health
- Management of chronic illnesses such as diabetes, blood pressure, anemia, and hypothyroidism

- Headache
- Conjunctivitis and other eye conditions
- Painful urination
- Various infections – kidney, bladder, urinary tract
- COVID and influenza vaccines
- Assessment and treatment/referral for minor medical ailments and conditions
- Sports physical examinations
- Minimum lab testing
- Smoking cessation
- Weight management consult
- Tuberculosis and COVID testing
- Referrals to specialists
- Health education and guidance
- Other medical/physical illnesses and conditions

3.8 Duties of the Licensed Practical Nurse/Receptionist:

- Opens the Health Clinic;
- Performs Health Clinic front-desk duties;
- Handles patient sign-in/check-in process;
- Confirms patient's age – (students under 18 years of age require written parental consent);
- Obtains applicable and necessary written consents;
- Completes patient intake process;
- Obtains, interprets, and manually logs patient intake information: patient identifying and contact information; identification of and contact information for emergency contact source; presenting problems or symptoms; precipitating events; health history; medications; allergies;
- Compiles the patient's record/chart and presents it to the professional medical provider for review, prior to provision of professional medical service(s);
- Escorts patient to the medical examination room and completes applicable patient exam prep;
- Collects specimens and performs CLIA-waived labs, according to established methods;
- Handles and maintains security of all patient records and charts;
- Hands over requested over-the-counter medication and resources for minor ailments and injuries;
- Maintains cleanliness and sanitation of the Health Clinic reception office and waiting areas;
- Maintains sterilization and sanitation of medical service resources/equipment and exam rooms;
- Maintain inventory and stewardship of Health Clinic supplies and equipment;

- Assists professional medical provider with keeping inventory, ordering/re-ordering, and storing of medical resources and office supplies;
- Within the scope of the LPN role, performs a variety of non-invasive routine technical and clinical
- Procedures compliant with local, state, and federal statutes/mandates and institutional policies, protocols, and procedures;
- Performs follow up, follow through, and referral services to ensure continuity of patient care; and
- Handles the flow, storage, and established procedures related to bio-medical waste disposal.

3.9 Duties of the Advanced Registered Nurse Practitioner:

- Oversees and manages Health Clinic operations;
- Performs patient diagnostic assessments and physical examinations;
- Provides medical services for acute and some chronic conditions, to include medical monitoring and
- Case-management and/or referral services, as needed;
- Performs and interprets pertinent laboratory and diagnostic procedures;
- Coordinates, directs, and implements the patient's outcomes-based plan of care;
- Provides medication prescription management;
- Makes medical recommendations and/or performs follow-up, follow through, and referral services to ensure continuum of patient care;
- Ensures timely, accurate, and clinically appropriate documentation to meet standards of care;
- Develops, coordinates, facilitates, and evaluates health education and promotion programs;
- Develops student health materials and community messaging centered around wellness issues;
- Provides over-the-counter medications and other health resources to students upon request;
- Records and reports pertinent health services data in a timely, accurate, and thorough manner;
- Assists with order, storing, managing, and keeping inventory of Health Clinic resources; ensures effective stewardship of all inventory and supplies to minimize waste;
- Ensures maintenance of a clean, sanitized, and sterilized clinical environment;
- Collaborates with key partners who may play a critical role in patient care and recuperation;
- Keeps abreast of critical health-related matters that could impact the University community;

- Provides emergency management and response guidance regarding emerging health concerns;
- Supervises, monitors, and evaluates the performance of the LPN; and
- Attends health-related departmental, divisional, and/or campus-wide meetings as requested.

4.0 QUALIFICATIONS FOR MEDICAL HEALTH PERSONNEL

4.1 Qualifications for Licensed Practical Nurse:

Minimum required education, training, and experience:

- High School Diploma or GED;
- Completion of a practical nursing program;
- Current Oklahoma LPN License;
- Computer literacy;
- Multicultural competency; and
- At least 2 years of experience in a health clinic or medical environment.

4.2 Qualifications for Advanced Registered Nurse Practitioner:

Minimum required education, training, and experience:

- Masters Degree in Nursing as Nurse Practitioner, or Masters Degree in Nursing with completion of post-masters Nurse Practitioner Certification Program;
- Current Oklahoma Advanced Registered Nurse Practitioner (ARNP) License;
- National Provider Identification (NPI) number;
- Prescriptive authority;
- DEA certification;
- Current Basic Life Support (BLS) certification card, or willingness to obtain one;
- Computer literacy;
- Multicultural competency; and
- At least 2 years of gainful employment as a nurse practitioner.

5.0 Term and Termination

5.1 Term – The term for the contract resulting from this RFP will be for “date of award” through June 30, 2023 with the option to renew annually for up to 4 additional one-year periods upon mutual agreement.

5.2 - Termination – Either party may terminate this agreement by giving the other party 30 days written notice from intended termination.

6.0 RFP Questions

6.1 Questions related to this RFP should be submitted on the Q&A Board in the e-bid system (OK Corral) before the deadline noted in the event. Proposers are encouraged to monitor the Q&A Board for questions submitted by others that may influence your response.

M – OTHER INFORMATIONAL ITEMS NOT REQUIRING ACTION OF THE BOARD

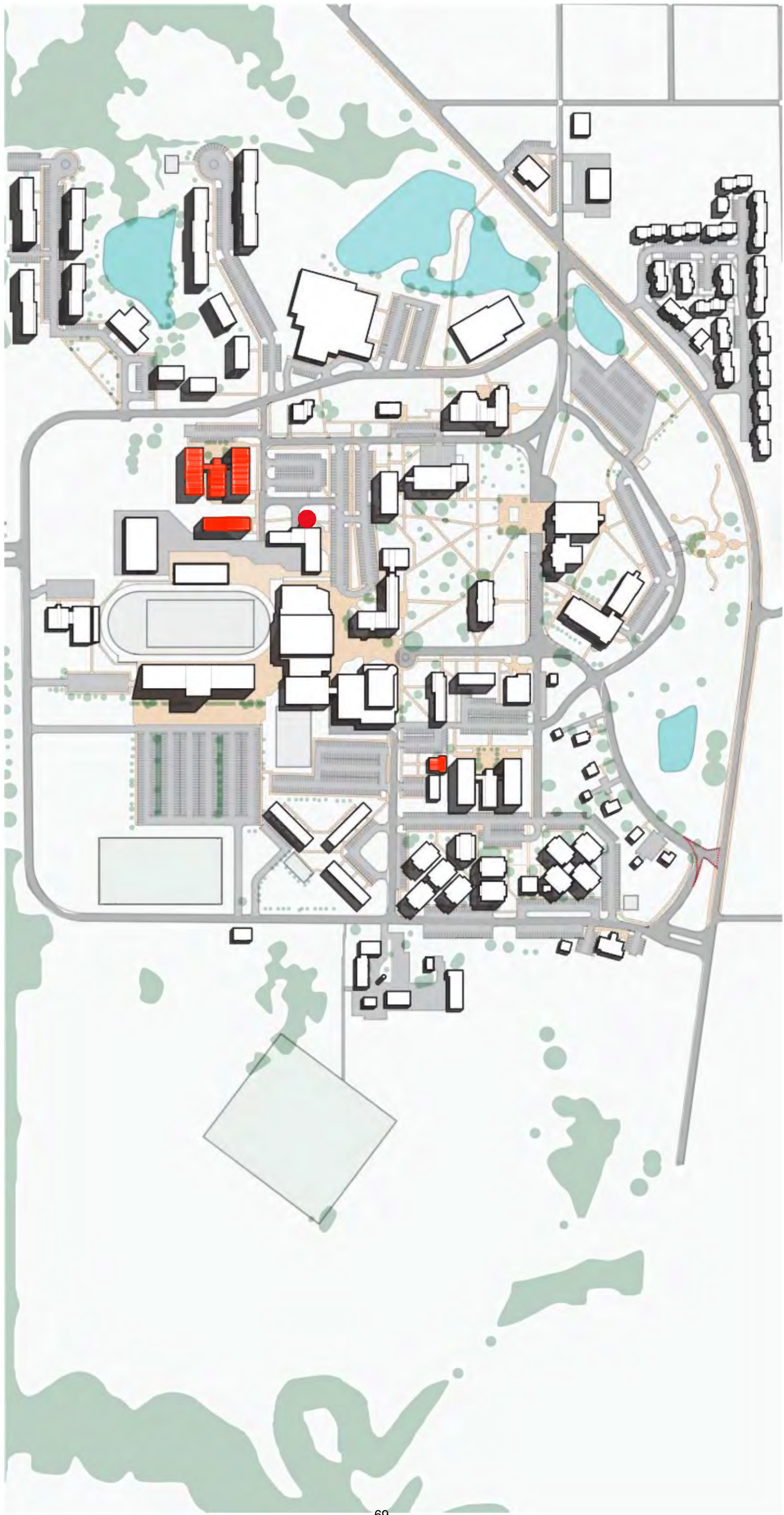
Demolition of Campus Structures (Langston Campus)

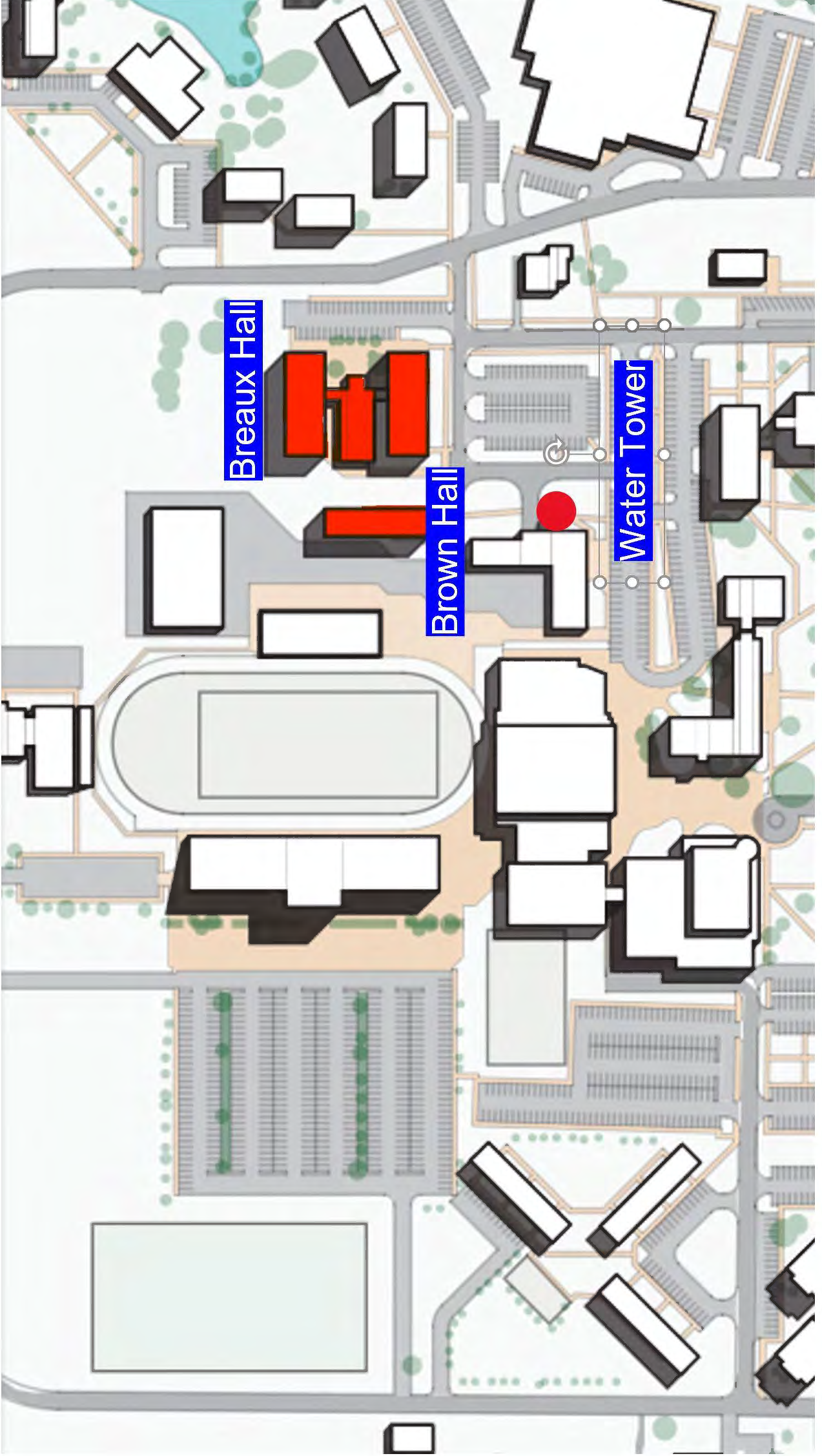
The following buildings no longer meet the needs of the University, and as such have reached the end of their useful life cycle. All have been identified as being in poor or below average condition through the Facility Condition Assessment performed on behalf of the University by ISES Corporation. Removal of the structures will allow for future expansion as part of the Campus Master Plan in development with OSU Long Range Facilities Planning and Studio Architecture.

The demolition of these structures will be managed through Oklahoma State University Facilities Management due to their extensive experience in similar projects.

Building Name/Description	Building Condition	Estimated Demolition Cost
Breaux Hall	Poor	\$100,000
Brown Hall	Poor	\$100,000
Counseling Center	Below Average	\$100,000
Water Tower	Below Average	\$100,000

This item is being coordinated and managed by OSU Facilities Management through Ron Tarbutton and Jennifer Bennett, with support from Langston University Division of Operations.







V. CONNORS STATE COLLEGE, WARNER, OKLAHOMA

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

President Ramming highlighted various stories of interest from the *Connors Connection*, particularly the College hosting the 75th Annual Aggie Day Interscholastic. There were over 2,100 high school students, 472 teams, and 210 schools from five different states on campus. He thanked Ms. Debby Golden, the Division Chair of Agriculture, for her hard work.

C-1 Approval for revisions to the Connors State College Information Technology Systems Department Policies and Procedures Manual

(The Manual is on file in the Board of Regents' Office as Doc. No. 4-4-22-22.)

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

D-1 Approval of personnel actions

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

Regent Callahan asked about the new livestock judging coach. President Ramming said he is a graduate of the College and is originally from New Mexico. He was at the College three years ago and then went to Texas Tech University where he judged for Dr. Ryan Rathmann.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

F-1 Approval to accept a grant from the Cherokee Nation for \$100,000 and to expend funds according to grant guidelines

President Ramming said this is the first installment of three \$100,000 gifts from the Cherokee Nation coming from their CARES funds. The College intends to use these funds to hire two academic success coaches to help students in school be successful.

Regent Taylor moved and Regent Davis seconded to approve Item F-1 as presented in the CSC Agenda.

Regent Davis said he understands the Cherokee Nation did something similar for NEO and he expressed the Board's appreciation to them and their support of both institutions.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

H-1 Approval to enter into a Memorandum of Understanding with NSU to provide classroom space for their use on the Connors State College West campus

President Ramming said the College has not been using the West campus space. Northeastern State University (NSU) has moved their speech pathology program to the Connors Muskogee campus and did not have enough space there to see clients—primarily children with the level of privacy needed. NSU has been a good partner with the College by providing them space at NSU's Tahlequah campus for the nursing program. President Ramming said the agreement outlines the space the College is allowing NSU to use. Any additional utilities used will be paid by NSU and they will be responsible for security and janitorial services.

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

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

The business of Connors State College being concluded, President Ramming was 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

April 22, 2022

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. President Dr. Ron Ramming Remarks
 - a. Connection

B – RESOLUTIONS- None

C - POLICY AND OPERATIONAL PROCEDURES-

1. Approval is requested for revisions to the Connors State College Information Technology Systems Department Policies and Procedures Manual. These revisions have been coordinated with Heath Hodges through shared services and have been reviewed and approved by the Office of Legal Counsel. (Ref. Doc. C-1)

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 (Ref. Doc. D-1)

E - INSTRUCTIONAL PROGRAMS-

F - BUDGETARY ACTIONS-

1. Board approval and authorization is requested for Connors State College to accept a grant from the Cherokee Nation for \$100K and expend funds according to grant guidelines. These funds will be used to hire and retain two additional Student Success Coaches targeted to recruit, retain and improve graduation rates, including support and assistance for nursing and allied health students. (Ref. Doc. F-1)

G - OTHER BUSINESS AND FINANCIAL MATTERS

H - CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Board approval is requested to enter the attached Memorandum of Understanding with NSU to provide classroom space for their use on the Connors State College West Campus.
This agreement has been reviewed by legal counsel. (Ref. Doc. H-1)

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

J - PURCHASE REQUESTS- None

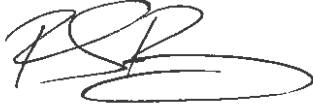
K - STUDENT SERVICES/ACTIVITIES- None

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 summary for February and March of 2022
2. FTE Employee Report March 2022

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'RR', with a large, sweeping underline that extends to the right.

Dr. Ronald S. Ramming
President



Personnel Actions

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

Name	Action	Effective Date	Salary/Rate
Lujan, Daniel	Agriculture Instructor/Livestock Judging Coach	7/1/2022	\$40,407.00
Hamby, Holli	Nursing Instructor	4/25/2022	\$48,000.00
Jake Walker	Ag Instructor/Equine Director/Head Rodeo Coach	4/1/2022	\$47,740.00

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

Name	Title	Effective Date	Service Time
Corrado, Debra	Biology Instructor	5/10/2022	25yrs
Branham, Joshua	Nursing Instructor	5/31/2022	1yr
Hildebrand, Nolan	Agriculture Instructor/Livestock Judging Coach	5/31/2022	7yrs
Henson, Jesse	Ag Instructor/Asst Livestock Judging Coach	5/31/2022	3yrs
Komarneni, Mali	Chemistry Instructor	5/10/2022	1yrs
Maxcey, Clint	Nursing Instructor	4/15/2022	3yrs

Cherokee Nation Proposal

Context:

Connors State College is a two-year institution with campuses in Warner, Oklahoma, and Muskogee, Oklahoma. Awarding certificates and associate degrees, Connors State College “builds futures one at a time.” Connors offers a wide variety of degree programs designed to transfer to four-year institutions, build critical thinking and communication skills, and prepare students to be well-trained and well-equipped employees. Offering degrees and certificates in agriculture, business, psychology, and many other areas of study, Connors provides many opportunities for students to be successful and pursue areas of interest. Through high-demand programs in fields such as health, including Nursing, Occupational Therapy Assistant, and Physical Therapist Assistant, Connors State College meets workforce needs by producing high-quality graduates prepared to go to work.

Narrative:

Because of the pandemic and its lingering effects, enrollment at Connors State College has declined and continues to do so. For example, for the spring 2022 semester, credit hours are down by 9.71% while head count is down by 6.12%. Students continue to encounter difficulties in returning to college and being successful because of challenges brought on by the pandemic. Additional supports for students would be instrumental in providing a high level of customer service for students. Through focused recruitment and proactive advisement, students would have an opportunity to work with a Recruiter/Student Success Coach in identifying areas with which Connors could assist students in being successful. By adding Recruiters/Student Success Coaches to the enrollment management operations, Connors State College can meet students’ needs through focused retention strategies, including early-alerts, midterm grade outreach, intrusive academic advising and career planning, and wrap-around services for students. Recruiters/Student Success Coaches would focus on recruitment, retention, and enrollment as the priorities of their case management, ensuring that students feel supported and heard.

Recruiter/Student Success Coach:

The Recruiter/Student Success Coach would serve as a contact and resource for students to guide them to achieve academic success. The Recruiter/Student Success Coach would recruit, counsel, motivate, advise, work on retention efforts, assist with course selection, and assist with the registration process in order to help all students meet their educational goals. The Recruiter/Student Success Coach would provide an extremely high level of support to students from Connors State College via a variety of communication vehicles.

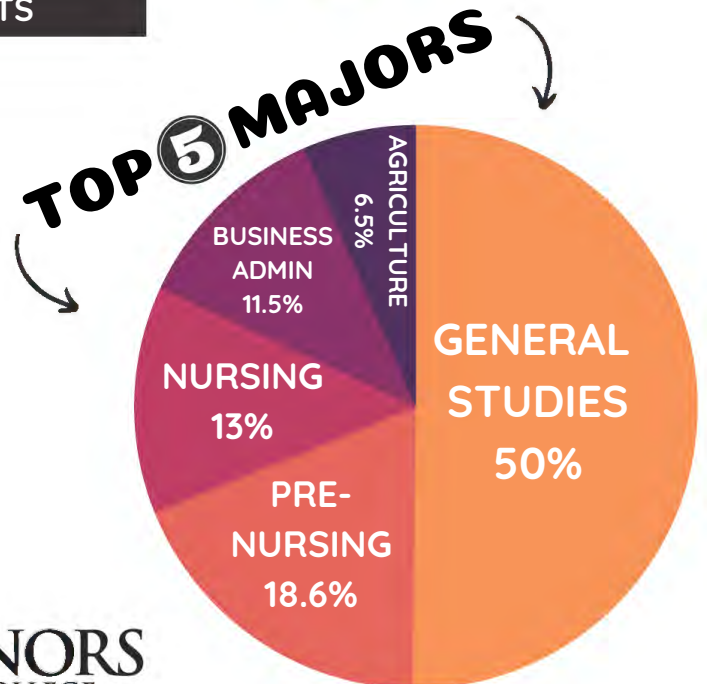
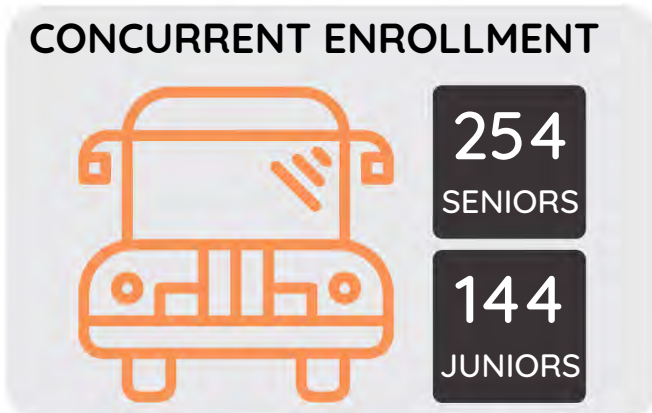
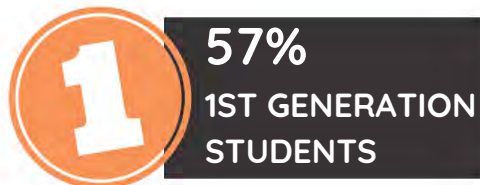
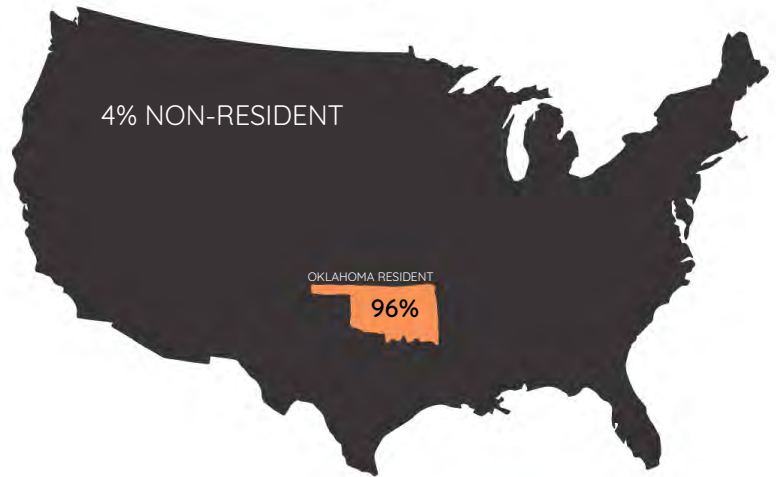
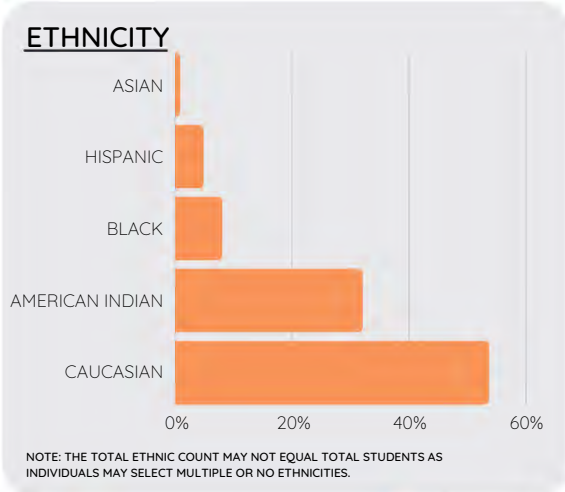
Proposed Budget:

Recruiter/Student Success Coach 1	Recruiter/Student Success Coach 2
Year 1: \$50,000 with salary and benefits	Year 1: \$50,000 with salary and benefits
Year 2: \$50,000 with salary and benefits	Year 2: \$50,000 with salary and benefits
Year 3: \$50,000 with salary and benefits	Year 3: \$50,000 with salary and benefits
Any remaining funds: Student scholarships	Any remaining funds: Student scholarships

CAMPUS PROFILE



2,477 TOTAL STUDENTS



LEASE AGREEMENT

THIS LEASE AGREEMENT (the “Agreement”) is entered into as of this 22nd day of April, 2022 by and between **CONNORS STATE COLLEGE (“CSC”)** and **NORTHEASTERN STATE UNIVERSITY (“NSU”)**.

WHEREAS, NSU operates a Speech-Language Pathology Program, which provides (1) pre-professional undergraduate education leading to a Bachelor of Science degree as a prerequisite for admission to a graduate degree program in communication disorders and (2) graduate education leading to a Master of Science degree with the academic and clinical practicum experience necessary to meet requirements for the Certificate of Clinical Competence in Speech-Language Pathology from the American Speech-Language Hearing Association, the license in speech-language pathology from Oklahoma Board of Examiners for Speech-Language Pathology and Audiology, and the Oklahoma State Department of Education Standard Certificate in Speech-Language Pathology;

WHEREAS, CSC maintains campuses in both Warner and Muskogee, Oklahoma; and

WHEREAS, CSC agrees to provide NSU the necessary space on the CSC campus in Muskogee to operate NSU’s Speech-Language Pathology Program.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

ARTICLE I - RESPONSIBILITIES

1.1 On-Campus Leased Premises. CSC will provide space on the CSC West Campus in Muskogee, Oklahoma, more specifically identified as the Connors Building Room numbers 102, 103A, 117, and 118.

1.2 Utilities. CSC shall pay all utilities for the Leased Premises, including but not limited to water, gas, electrical, sanitary sewer, and all like services, including required deposits therefore; provided, prior to the start of each year of the Lease Term, CSC shall establish limits for NSU’s utilities usage in the Leased Premises based upon the previous year’s average consumption, and NSU shall be responsible for any monthly utility usage in excess of such limits incurred by NSU in the Leased Premises. NSU shall be responsible for securing the service and paying the cost of all janitorial services provided to NSU at the Leased Premises. The Leased Premises shall also utilize managed environmental comfort controls put in place by CSC.

1.3 Inspections. CSC shall provide for annual safety and security reviews, required mechanical licensing, and required inspections for the Leased Premises.

1.4 Internet Access and Technology. NSU will provide internet services, including secure wireless internet access, subject to NSU policies governing internet usage. NSU shall be responsible for providing any information technology or audio-visual equipment required. Any changes to the overall technology plan and location of data outlets in the Leased Premises must be approved and installed

by CSC.

1.5 Vending and Food Services. All vending services in the Leased Premises shall be provided by an CSC vendor under the terms of an existing contract, if any do so exist.

1.6 Parking. NSU will provide parking accommodations for students, Faculty, and guests.

1.7 Furnishings. NSU may use all pre-existing furnishings and technology available in the Lease Premises. All pre-existing furnishings and classroom technology shall remain the property of CSC. NSU shall be responsible for providing all other furnishings and specialized educational or operational equipment required for its needs. All fixtures and other personal property placed upon the Leased Premises by NSU during the Lease Term, except those that are permanently attached to the Premises, may be removed by NSU at the termination of this agreement or any extension thereof; provided, however, that no such property shall be removed if such removal would permanently injure the improvements on the Leased Premises unless all damage caused to said Leased Premises by such removal shall be repaired by NSU or NSU pays for the cost of said repairs.

1.8 Advertising and Signage. Neither party shall use the other's name or logo in any description or promotional literature or communication of any kind without the other's prior written approval. Exterior signage placed on the Leased Premises location by NSU shall follow CSC standards and be approved by CSC.

1.9 Locks and Keys. CSC shall provide the lock configuration and keys subject to CSC policy.

1.10 Access to CSC Facilities. NSU students and employees may access and utilize CSC facilities in academic pursuit, including the library, computer labs, and science facilities. NSU will be responsible to granting access to NSU faculty, staff, students, and guest to the facility.

1.11 Alterations. It is understood by CSC that NSU may need to make alterations to the space in order to accommodate use. All alterations, improvements, and additions will be made at NSU's expense. No alterations, additions, or improvements shall be made to the Leased Premises without the prior written consent of CSC, which consent shall not be unreasonably withheld. Unless otherwise agreed upon in writing, all alterations, improvements and additions made by NSU shall, at the option of CSC, remain as part of the Leased Premises at the expiration of the term of the Lease or any extension thereof, and become property of CSC. Requests for alterations, additions, or improvements shall be made to: CSC President or designee.

1.12 Repairs and Maintenance. CSC shall, at its own expense, through the term of this Lease and any extension thereof, keep and maintain in good repair all portions of the Leased Premises, including the roof, building interior and exterior, window glass, air conditioning, heating, electrical, plumbing, and other fixtures and equipment. NSU shall give CSC prompt notice of any need for repairs or maintenance of the Leased Premises that may come to NSU's attention through CSC help-desk procedures and such defects or maintenance shall be remedied by CSC with due diligence. CSC staff shall have unrestricted access to the Leased Premises for the purposes of conducting preventative maintenance and making necessary repairs.

1.13 Security. NSU provides security personnel to monitor and patrol the CSC campus.

ARTICLE II - LIABILITY

2.1 Personal Injury and Property Damage. Each party agrees to be solely responsible for personal injury or property damage resulting from the negligent or intentional acts or omissions of its employees, agents, or representative while on the other's premises and engaged in the performance of obligations under this Agreement.

2.2 Sovereign Immunity. Neither CSC nor NSU waives its sovereign immunity as established in the Governmental Tort Claims Act, 51 O.S. § 151 et seq., and nothing contained in this Agreement should be interpreted as such a waiver.

ARTICLE III – TERM OF AGREEMENT

3.1 Term. This Agreement shall be effective for two (2) years (the "Lease Term"), unless earlier terminated by either party. The Agreement may be terminated by either party, with or without cause upon twelve (12) months' written notice to the other party. At the end of the lease period, the parties shall, upon mutual written agreement, have the option to renew this lease agreement for an additional 2 year term. The parties agree to meet on an annual basis during the term of this Agreement to discuss and make a good faith effort to agree upon the relationship of the parties for the following year.

ARTICLE IV – MISCELLANEOUS PROVISIONS

4.1 Independent Contractor. The parties agree that their relationship is at all times that of independent contractors, and not that of an employee, partner, agent, or joint venturer.

4.2 Assignment. Neither party may assign or delegate this Agreement or any interest herein or responsibility hereunder without prior written consent of the other party.

4.3 Waiver. Failure by either party to enforce at any time any provision of this Agreement shall not be construed to be a waiver of such provisions nor of the right of that party to enforce each and every provision.

4.4 Severability. If any provision of this Agreement is as a matter of law unenforceable, then such provision shall be deemed to be deleted and this Agreement shall otherwise remain in full force and effect.

4.5 Entire Agreement. Both parties agree that this Agreement represents the entire understanding of the parties with respect to the subject matter covered and supersedes and nullifies any previous agreements regarding the subject matter covered between the parties.

4.6 Amendments. Any additional responsibilities, obligations or duties undertaken by either party in connection with the performance of this Agreement shall be detailed in writing, must be signed by authorized representatives of both parties, and attached as an addendum to this Agreement.

4.7 Captions. The captions to the sections in this Agreement are included for convenience only and are not intended to and shall not be deemed to modify or explain any of the terms of this Agreement.

4.8 Notices. All notices or other communications required or permitted under this Agreement, unless otherwise stated, shall be deemed duly given if in writing and delivered personally or sent by reputable overnight courier service (with package tracking capability) or certified mail, return receipt requested, first-class postage prepaid, addressed as follows:

NSU:

President Steve Turner
Northeastern State University
600 North Grand
Tahlequah, OK 74464

CSC:

President Ronald S. Ramming
Connors State College
700 College Rd
Warner, OK 74469

Notices will be deemed given on the date of delivery. Either party may change its notice address by giving the other ten (10) days prior written notice of such change.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written

Connors State College

Northeastern State University

By: Dr. Ronald S. Ramming

By: Dr. Steve Turner

Title: President

Title: President

SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF FEBRUARY 28, 2022

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.	0	0.00	0	0.00	0	0.00	1	1,914.19
FEDERAL	0	0.00	0	0.00	2	2,442.04	0	0.00
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
TOTAL	-	-	-	-	2.00	2,442.04	1.00	1,914.19

SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF MARCH 31, 2022

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.	0	0.00	0	0.00	0	0.00	1	1,914.19
FEDERAL	0	0.00	0	0.00	2	2,442.04	0	0.00
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
TOTAL	-	-	-	-	2.00	2,442.04	1.00	1,914.19

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION
FTE Employee Report ¹

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 Dr. Ron Ramming
Institution President

Subject: FTE Employee Report for the Fiscal Quarter Ending 3/31/2022
Mo. Day Yr.

The following information is provided pursuant to 74 O.S. 1981, Section 3602.²

CA
A. FTE Employees for Reported Fiscal Quarter ¹
B. FTE Employees for Fiscal Quarter Immediately Preceding Reported Quarter. ¹
C. Increase or Decrease in FTE Employees (Item A minus Item B)
D. Comparable Quarter Last Year

	Educ. & Gen Budget Part I (290)			Educ. & Gen Budget Part II (430)			Agency Accounts Other (701)			Sub-Total			Total FTE
	Faculty	Other		Faculty	Other		Faculty	Other		Faculty	Other		
		Regular	Student		Regular	Student		Regular	Student		Regular	Student	
A.	77	71	3	3	6	0	4	11	15	84	88	18	190
B.	81	69	4	3	6	1	4	11	20	88	86	25	199
C.	-4	2	-1	0	0	-1	0	0	-5	-4	2	-7	-9
D.	89	57	3	1	8	0	0	14	16	90	79	19	188

¹ File with 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 by 487.5 hours (162.5) hours per month multiplied by three months) the total payroll hours (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.

VI. NORTHEASTERN OKLAHOMA A&M COLLEGE, MIAMI, OKLAHOMA

President Kyle Stafford came before the Board 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.)

Current students Leah Evans, Aaron “Radar” Bishop, and Odalys Castillo shared with the Board their experiences at NEO.

President Stafford then highlighted various stories in the *NEO Update*. He also said student applications have increased at NEO compared to last year. Scholarship applications have also increased and are trending in the right way. President Stafford said this is good, especially since COVID-19 negatively impacted NEO’s ability to recruit students over the past few years.

C-1 Approval for NEO A&M College Information Technology Systems Development Policy and Procedures Manual

(The Manual is on file in the Board of Regents’ Office as Doc. No. 5-4-22-22.)

Regent Callahan moved and Regent Taylor seconded to approve Item C-1 as presented in the NEO Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

D-1 Approval of personnel actions

Regent Walker moved and Regent Davis seconded to approve Item D-1 as presented in the NEO Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

H-1 Approval to enter into an agreement with Crawford and Associates to provide services related to the preparation of financial statements and financial consulting assistance

H-2 Approval to extend the previously competitively bid contract with Landmark Service Group to manage and operate custodial services and small construction jobs

Regent Anthony moved and Regent Hall seconded to approve Section H, Items 1 & 2 as presented in the NEO Agenda.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

The business of Northeastern Oklahoma A&M College being concluded, President Stafford 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

April 22, 2022

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. President Dr. Kyle Stafford Remarks
 - a. Highlights of NEO Update
 - b. Student Spotlights

B – RESOLUTIONS- None

C - POLICY AND OPERATIONAL PROCEDURES-

1. Board authorization is requested for NEO A&M College Information Technology Systems Development Policy and Procedures Manual (Reference Document C-1). The policy and procedure manual has been coordinated with Heath Hodges through shared services and has been approved by the Office of Legal Counsel.

D - PERSONNEL ACTIONS-

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

E - INSTRUCTIONAL PROGRAMS- None

F - BUDGETARY ACTIONS- None

G - OTHER BUSINESS AND FINANCIAL MATTERS- None

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

1. Northeastern Oklahoma A&M College requests board approval to enter into agreement with Crawford and Associates to provide services related to preparation of financial statements and financial consulting assistance. Authorization is requested for up to \$85,000 and will be paid from E&G Funds. Reference Document H-1.
2. Board authorization is requested to extend the previously competitively bid contract with Landmark Service Group to manage and operate custodial services, and small construction jobs. The 2021 one-year extension will end June 30, 2022 . The service and quality are such that NEO is requesting approval to continue for an additional one-year term with new negotiated terms and rates (Reference Document H-2). Funding for contract is from Legally available funds. Note: Custodial COVID cleaning was added to the original contract in September 2020.

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 summary for February and March 2022 are provided for informational purposes only (Reference Document M-1).
2. OSRHE FTE Employee Report for fiscal quarter ending March 2022 (Reference Document M-2).

D. PERSONNEL ACTIONS-

2. Board authorization is requested for personnel actions including ratifications, new appointments, reappointment, changes in salary, changes in title or rate, personnel leaves, etc. Personnel items not requiring action by the Boarding including resignations, terminations, suspensions, retirements, etc. are provided for information purposes only. (Reference Document D-1).

**** Requires action by Board****

Name	Action	Effective Date	Salary/Rate
Zachary Lawson	Interim Information Technology Director	2/1/2022	\$51,000 Annually
Christopher Smith	Interim Network Administrator/Online Computer Technician	2/1/2022	\$41,017.60 Annually
Van Cooper	Employ Head Resident Director	3/21/2022	\$20,000 Annually
Brad Morgan	Dyer/Football Assistant Termination Trades Mechanic	3/3/2022	\$26,180.13 Annually
Ryleigh Cisneros	Termination Administrative Assistant Recruitment	2/24/2022	\$22,360 Annually
Matthew Bodle	Assistant Football Coach	3/7/2022	\$8,000 Annually
Damon Frenchers	Employ Assistant Head Resident Director Russell/Football Assistant	3/7/2022	\$20,000 Annually
Stephanie Anderson	Employ Cashier	3/24/2022	\$22,006.40 Annually
Jake Butyenek	Employ Temporary Farm Maintenance	3/30/2022	\$10,400 Annually
Cory Sullivan	Termination Assistant Football Coach	3/17/2022	\$40,000 Annually
Van Cooper	Head Resident Director Dyer/Football Assistant	4/1/2022	\$20,000 Annually
Ray Cooper		3/18/2022	\$23,920 Annually
Kayelynn Morrison	Termination Cashier	3/21/2022	\$22,006.40 Annually
David Smith	Termination Administrative Assistant Student Support Services	3/25/2022	\$14,950 Annually
Wyatt Page	Employ Temporary Farm Maintenance	4/5/2022	\$10,400 Annually
Stephanie Anderson	Termination Cashier	4/16/2022	\$22,006.40 Annually



April 4, 2022

Dr. Kyle Stafford
President
Northeastern Oklahoma A&M College
200 I Street NE
Miami, Oklahoma 74354

Dear President Stafford:

Crawford & Associates, P.C. is pleased that Northeastern Oklahoma A&M College (the College) has expressed its confidence in our firm and our state and local government expertise by requesting this engagement letter. We look forward to a long and successful relationship as an integral financial management resource to the College and the Board.

We are prepared to provide a full range of accounting and consulting services to the College contingent upon approval of this contract. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the College are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Audit or Monitoring Activities
- Internal Control Policies and Procedures Assistance
- Data Analysis and Data Mining Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Performer© Financial Statement Analysis

Northeastern Oklahoma A&M College
Accounting and Consulting Services Engagement Letter
April 4, 2022
Page 2 of 5

Initial Services Requested

Preparation of Annual Financial Statements and Financial Consulting Assistance:

- Assisting with the preparation of the College's annual financial statements from supporting schedules developed and prepared by the College's staff and Crawford & Associates
- Assisting with the coordination of the annual financial statement audit and communications with the external financial statement auditors and the OSU/A&M Office of Internal Audit
- Assisting the President and the Business Office in meeting needs for financial information to provide an effective and efficient operation of the College
- Assisting with other financial matters that are not currently known that may come to light during the engagement

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the College as of and for the year ended June 30, 2022. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information (excluding MD&A)
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Northeastern Oklahoma A&M College
Accounting and Consulting Services Engagement Letter
April 4, 2022
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Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements
- e. To provide us with:
 - i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
 - ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
 - iii. Unrestricted access to persons within College, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Northeastern Oklahoma A&M College
Accounting and Consulting Services Engagement Letter
April 4, 2022
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Management and the Board will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. College management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$255
- Shareholders \$170
- Consulting Senior Managers \$155
- Consulting Managers \$130
- Consulting Staff \$115
- Clerical Staff \$45

Because Crawford & Associates has no direct control over the type and amount of services requested by the College during the term of this engagement, nor does Crawford & Associates have direct control over the quality of the College's accounting system or records, potential turnover of the College's staff, or the College's staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on the College to provide us with a copy of approved purchase orders or other form of authorization documentation, and to monitor the cumulative fees and expenses charged. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For your purchase order preparation purposes, we estimate that the fees for the Initial Services Requested, as outlined in the Scope of Service section of this letter, will approximate \$85,000. Should it appear during the course of our engagement that our fees and costs for the services requested may exceed this estimate, we will notify College management as soon as reasonably possible and obtain authorization to proceed.

Northeastern Oklahoma A&M College
Accounting and Consulting Services Engagement Letter
April 4, 2022
Page 5 of 5

The term of this engagement is a period from the date of acceptance of this engagement letter through the date of issuance of the College's financial statements for the period ended June 30, 2022. Crawford & Associates may perform additional services upon receipt of a formal request and an authorized purchase order or other form of authorization documentation with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement. This agreement may be renewed for a one-year period on an annual basis through receipt of written notice or authorization from the College and agreement to the terms by Crawford & Associates.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to a long and successful professional relationship with Northeastern Oklahoma A&M College.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for Northeastern Oklahoma A&M College:

By: _____

Title: _____

Date: _____

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

1. Board authorization is requested to extend the previously competitively bid contract with Landmark Service Group to manage and operate custodial services through June 30, 2023. The 2021 one-year extension will end June 30, 2022. The service and quality are such that NEO is requesting approval to continue for an additional one-year term with new negotiated terms and rates (Reference Document H-2). Funding for contract is from Legally available funds. Note: Custodial COVID cleaning was added to the original contract in September 2020.

Landmark Service Group - Original Bid/Contract #OS-160700-KAT

Existing FY22 Extended term: 07/01/21-6/30/22

Terms Conditions:

Provide custodial service including supplies and materials for \$440,000 annually. COVID cleaning added in September 2020- \$165,000 annually.

Board authorization requested to extend contract for (1) one additional (1) year extension.
FY23 extended term: 07/01/22-6/30/23

Terms Conditions:

Provide custodial service for \$410,000 annually with cleaning supplies and materials provided by NEO.

Reduced COVID cleaning provided for \$100,000 annually which includes a fixed rate of \$96,000 and \$4,000 of variable expense related to positive case cleanings.

M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

1. Out-of-state travel summary for February and March 2022 are provided for informational purposes only:

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

Feb-22

Column (1): rel This Month
Column (3): xpended Current FY

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

Fund Source	No. Trips (1)	Amount Expended (2)	No. Trips (2)	Amount Expended (2)	No. Trips (3)	Amt. Exp Current FY (3)	No. Trips (4)	Amt. Exp Prior FY (4)
Revolving	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
State Approp. (290)	0	\$0.00	0	\$0.00	5	\$1,752.53	0	\$0.00
Federal (430)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Private	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Auxiliary (701)	0	\$0.00	0	\$0.00	9	\$9,867.71	1	\$464.00
Other	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	1	\$0.00	14	\$11,620.24	1	\$464.00

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

Mar-22

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

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

Fund Source	No. Trips (1)	Amount Expended (2)	No. Trips (2)	Amount Expended (2)	No. Trips (3)	Amt. Exp Current FY (3)	No. Trips (4)	Amt. Exp Prior FY (4)
Revolving	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
State Approp. (290)	1	\$201.02	0	\$0.00	6	\$1,953.55	0	\$0.00
Federal (430)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Private	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Auxiliary (701)	2	\$861.10	1	\$137.50	11	\$10,728.81	2	\$601.50
Other	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Total	3	\$1,062.12	1	\$137.50	17	\$12,682.36	2	\$601.50

The Oklahoma State System of Higher Education
FTE Employee Report

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

From: Northeastern Oklahoma A&M College



President

Subject: FTE Employee Report for Fiscal Quarter Ending 03/31/2022

The following information is provided pursuant to 74 O.S. 1981, Section 3602

FTE Employee Categories

	Educational and General Budget Part I			Educational and General Budget Part II			Agency Accounts Other			Sub Total			Total FTE
	Faculty	Other		Faculty	Other		Faculty	Other		Faculty	Other		
		Regular	Student		Regular	Student		Regular	Student		Regular	Student	
88 Current QTR	56	67	1	0	8	7	5	29	7	61	104	15	180
Prior QTR	59	66	2	0	7	11	5	30	10	64	103	23	190
INC (DEC)	-3	1	-1	0	1	-4	0	-1	-3	-3	1	-8	-10
Prior FY	56	62	0	0	4	8	8	25	7	64	91	15	170

VII. PUBLIC COMMENTS

Chair Milner 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.

Recognition of incoming new Regent appointee Cary D. Baetz

Chair Milner recognized Mr. Baetz and thanked him for attending the meeting. She said the Board looks forward to working with him.

VIII. COMMITTEE REPORTS

A. Academic Affairs, Policy and Personnel Committee

(All business discussed by this Committee was presented during the business of Oklahoma State University.)

B. Audit, Risk Management and Compliance Review Committee

None

C. Fiscal Affairs and Plant Facilities Committee

(All business discussed by this Committee was presented during the business of Oklahoma State University.)

D. Planning and Budgets Committee

None

E. Regents Steering Committee

1. Update on OPSU Presidential Search Process

Committee Chair Hall said the OPSU Presidential Search Committee interviewed candidates in early April and advanced three finalists for consideration by the Board of Regents. The candidates will visit the OPSU campus on May 4th. Following the campus visit, they will interview with the Board on May 5th.

He expressed his gratitude for the OPSU campus and community leaders who invested a significant amount of time in this process. The Board is fortunate to have their support and looks forward to selecting a new leader for OPSU. Committee Chair Hall also thanked Dr. Blanton for his role as Interim President. He has taken care of the University and the Board's interest well.

IX. OTHER BOARD OF REGENTS' BUSINESS

B. Resolutions

1. Adoption of Memorial Resolution for former Regent Terry Lee Peach

(The Memorial Resolution is identified as ATTACHMENT A and attached to this portion of the minutes.)

Regent Hall said Mr. Peach came on the Board the same year he did in 2003. Mr. Peach's service was very monumental in the transformation of the A&M System and he was a good and moral person.

Regent Hall moved and Regent Anthony seconded to approve Item B-1 as presented.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

Adjournment

Regent Arthur moved and Regent Anthony seconded to adjourn the meeting at approximately 11:50 a.m.

Those voting Aye: Board Members Anthony, Arthur, Callahan, Davis, Hall, Milner, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel. The motion carried.

Resolution
TERRY LEE PEACH

WHEREAS, it has been called to the attention of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that former Regent, Mr. Terry Lee Peach, was claimed by death on January 20, 2022, at the age of 71; and,

WHEREAS, Mr. Peach was born in Mooreland, Oklahoma, and grew up in the Moscow Flats area, and was very involved in FFA in high school and was awarded the American FFA degree; and,

WHEREAS, he attended Oklahoma State University where he was a member of the livestock judging team, and graduated with a Bachelor of Science degree in Agriculture, and,

WHEREAS, he will be remembered by generations of Oklahomans for his outstanding achievements and exemplary service to local, state and national organizations including serving as the State Executive Director of the Farm Service Agency (USDA); the Oklahoma Secretary of Agriculture; and as a Board member on the American Farmers and Ranchers Insurance Company; and,

WHEREAS, he was a member of numerous agriculture groups and organizations, including the Oklahoma Wheat Commission; SASDA; Ag Leadership; SUSTA; and a Board member of the American Farmers and Ranchers Insurance Company; and,

WHEREAS, he founded Peach Farm and Ranch Supply in 1976 which evolved into Woodward Hull, Inc.,

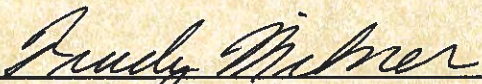
WHEREAS, by his loyalty, attention to duty, and faithful performance rendered service as a Regent from 2003 - 2011, and as a citizen worthy of commemoration and respect; and,

WHEREAS, in his passing, the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and the Oklahoma institutions of higher education it governs have suffered the loss of a true friend and devoted citizen.

NOW, THEREFORE, BE IT RESOLVED that the Board takes this method to express respect to his memory and to extend to his family its deep sympathy in the loss sustained.

BE IT FURTHER RESOLVED that this resolution be sent to the family of Mr. Peach and a copy made a part of the official minutes of the Board as a lasting tribute to his extraordinary service and commitment to higher education in Oklahoma.


Adopted by the Board of Regents this 22nd day of April, 2022.


Trudy Milner, Chair
Board of Regents for the Oklahoma
Agricultural and Mechanical Colleges


ATTEST:


Jason Ramsey, Chief Executive Officer

BOARD OF REGENTS FOR THE OKLAHOMA
AGRICULTURAL AND MECHANICAL COLLEGES

By: 
Trudy Milner, Chair

ATTEST:


Jason Ramsey, Chief Executive Officer

Certified correct minutes subject to approval of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges on June 17, 2022.


Nicole Nixon
Administrative Associate